

Child Safe & Wellbeing Policy



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APPROVAL Chief Executive Officer

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1 Purpose

The Child Safety and Wellbeing Policy outlines Council's approach to safeguarding children and young people.

This policy aims to:

- Ensure Council meets its legal and moral responsibilities for the safety, protection and wellbeing of all children and young people.
- Create and encourage a child safe organisational culture which is fostered at all levels of the organisation.
- Protect children and young people under Council's care, authority or supervision from abuse and harm by having practices in place to prevent, remove or reduce potential risks in all Council Environments.
- Address allegations or risks of child abuse and harm when they do occur in a timely and appropriate manner, and uphold a consistent, transparent and accountable response and management of child safety concerns.
- Provide assurance that all concerns regarding child safety and will be reported and properly investigated in a child-focused manner.
- Ensure Council Workers, as defined by this Policy, are aware of their responsibilities to identify, prevent and report child abuse and harm to children and young people within all Council Environments and within the broader community.
- Provide a clear statement to Council Workers forbidding child abuse and harm.
- Meet Council's legislative responsibilities and achieve its organisational goals.
- Foster a culture of openness and transparency where all persons, including children and young people, feel they can safely disclose concerns about their safety or wellbeing.
- Outline the mandatory training guidelines for all Council Workers.
- Create a culture which encourages genuine engagement and empowerment of children and young people, and consults with children and young people, their families, carers and the community.

2 Scope

This Policy applies to all Council Workers, as defined by this Policy, including all people who conduct work for, or are connected to, Council in a paid or unpaid capacity.

This Policy applies irrespective of the Council Worker's role or function, even if they do not work directly with children.

The Policy extends to all Council Environments and all interactions with children and young people including, but not limited to:

- a) Physical and face to face contact;
- b) Contact by post or other written communication;
- c) Contact by telephone or other oral communication; and
- d) Contact by email or other electronic communication including online messenger services, social media, online meetings, seminars or services, online surveys and engagement in the community.

3 Governance Principles and Council Plan alignment

3.1 Governance Principles

Principle (a) - Council actions are to be made and actions taken in accordance with the relevant law.

Principle (b) - priority is to be given to achieving the best outcomes for the municipal community, including future generations.

Principle (d) - the municipal community is to be engaged in strategic planning and strategic decision making.

Principle (e) - innovation and continuous improvement is to be pursued.

Principle (i) - the transparency of Council decisions, actions and information is to be ensured.

3.2 Council Plan Alignment

Strategic Directions:

- 4.1 We are progressive, inclusive and prioritise the wellbeing of all members of our community.
- 5.1 Our community will feel safe, and be safe, in all aspects of their lives

Strategies:

- 4.1.3 Celebrate and learn from our diversity
- 4.1.6 Support our community's physical wellbeing
- 4.1.7 Prioritise our community's mental wellbeing
- 5.1.1 Design an environment and infrastructure that promotes better safety and accessibility
- 5.1.3 Improve feelings of safety across Kingston's diverse community

3.3 Strategic Alignment

This policy aligns with the Child Safety & Wellbeing Strategy.

4 Introduction

Kingston City Council (Council) has a moral and legal responsibility to promote and protect the health, safety and wellbeing of all children and young people. Council is committed to providing an environment where children and young people are respected, empowered, and safe.

Council has zero tolerance for child abuse and harm.

If any person believes a child is at immediate risk of child abuse or harm, telephone 000.

5 Council Statement of Commitment

Council acknowledges that the safety, wellbeing and best interests of children and young people are paramount.

- Council is committed to providing children and young people with an environment which promotes and protects their health, safety and wellbeing, at all times.
- Council supports, values and respects all children and young people, and is committed to their safety, participation and empowerment.
- Council is committed to providing a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal and Torres Strait Islander children and young people are respected and valued.
- Council will treat all children and young people with dignity and respect. Council will provide a safe and inclusive environment for the diverse needs of all children and young people including children and young people with disability,

those from culturally and linguistically diverse backgrounds, children who are unable to live at home, and children and young people who identify as lesbian, gay, bisexual, transgender and intersex. Furthermore, the right to protection is irrespective of age, gender identity, sexual orientation, ethnicity, religious beliefs, ability or family background.

- Council is committed to providing welcoming, safe and accessible environments where children feel valued, empowered and consulted about the decisions that affect their lives. Decision making is informed by Council's commitment to remove or reduce the risk of child abuse and harm.
- Council has zero tolerance for all forms of child abuse and harm against children and young people, and all allegations of child abuse and harm will be treated seriously in accordance with Council's policies and procedures. Council will champion a culture of safety and utilise policies, procedures and practices to support children and young people, families and the community.
- Council welcomes and encourages children, young people, parents, carers, families and the community to be engaged in promoting a child safe environment, to provide feedback and build the capacity of children and young people to understand their rights and responsibilities.

6 Child Safety and Wellbeing Principles

6.1 Children's Empowerment, Rights and Participation

Council is a child safe organisation and actively seeks to include children and young people's views and ideas in planning and decision making.

Council encourages children and young people to participate meaningfully and respects children and young people's rights to privacy, access to information, social connections and learning opportunities.

Council respects the rights of children and young people and provides them with information about their rights including the right to feel safe and be safe and how to seek help when it is needed or their rights have been infringed.

Council will take steps to ensure that all children and young people feel confident in raising a complaint or concern.

Council values the voices of children and young people and will act on safety concerns raised by children, their families and the community.

Council recognises the importance of friendships and will support children and young people to develop social connections and empower children to communicate with adults regarding the safety and wellbeing of their friends and peers.

Council does not tolerate bullying or abusive behaviour between children and will take action if this occurs.

Council supports children's participation and empowerment in the following ways:

- Regular discussions with children and young people, including child-led conversations on what makes them feel safe and unsafe.
- Consultation with children and young people about any proposed significant changes to Council services.
- Information is provided to children, parents and families about Council services. Information is made suitable for different age groups and the diversity of the children.

- Publishing child-accessible versions of the Child Safety and Wellbeing Policy and Child Safety and Wellbeing Reporting Procedure that are developmentally and age appropriate for children and young people on Council's website.
- Publishing child safety posters and publications in the physical environment of Council's services to ensure they are accessible to children and their families.

6.2 Families and Communities

Council recognises the important role of families and involves parents and guardians when making decisions affecting children and young people.

Parents, guardians, families and communities are encouraged to provide feedback and raise concerns at any time through communication with Council Workers or contact the Senior Health and Safety Officer by emailing childsafekingston@kingston.vic.gov.au.

Council provides information to families and community about Council's child safe policies and engages in consultation practices including through:

- Publishing this Policy, the Child Safety and Wellbeing Reporting Procedure (Reporting Procedure) and the Child Safety and Wellbeing Code of Conduct on Council's website.
- Including information about Council's child safety approach, Council's operations including the Executive Health and Safety Committee and management structure, in Council's induction processes for families using Council services.
- Including articles and information on child safety and wellbeing, and reminders about Council's policies and procedures, on Council's website, social media accounts and community publications.
- Council's Your Kingston Your Say website.

6.3 Creating Culturally Safe Environments for all Aboriginal and Torres Strait Islander Children and their Families

Council is committed to creating environments where Aboriginal culture is celebrated and Aboriginal and Torres Strait Islander children, families and community members are welcomed, consulted and included.

Strategies to embed cultural safety for Aboriginal children in Council's policies and practices include:

- An Acknowledgement of Country at all presentations, performances or speaking arrangements.
- Consulting with families and members of the Aboriginal community to identify opportunities to promote Aboriginal culture and practices in Council services.
- Providing opportunities for children and young people to share their cultural identity and express their culture during activities and services.
- Supporting children who wish to explore their culture, including consulting with their family, community and relevant Aboriginal organisations.
- Celebrating NAIDOC Week and National Reconciliation Week.
- Seeking feedback from Aboriginal children, families and communities on their experience living and participating in the City of Kingston, particularly in relation to how safe they feel expressing their identity including their culture.
- Displaying the Aboriginal and Torres Strait Islander Flag in Council's head office, Council's website and in other environments where children and young people attend.
- Council does not tolerate bullying, abusive or racist behaviour towards Aboriginal children, their families or the community and will take action if this occurs. Council maintains a Prevention of Workplace Discrimination Policy.

- Maintaining active support for and engagement with the Derrimut Weelam Gathering Place.
- Developing, publishing and promoting Council's Reconciliation Action Plan.

6.4 Valuing Diversity

Council is committed to ensuring it is an inclusive, welcoming and supportive environment for all.

Council is a community enriched by people from different cultures and backgrounds, living together in harmony and participating in community life.

Council seeks to ensure that all children and young people, their families and the community from culturally diverse backgrounds feel included and have equal access to services and facilities including by:

- Translating Council's policies and procedures into other languages to ensure they are accessible by cultural and linguistic backgrounds.
- Translating information about Council services into community languages and distributing it using culturally appropriate methods.
- Supporting annual events and festivals that celebrate cultural diversity and to promote community harmony.
- Consulting with culturally and linguistically diverse residents on Council services.
- Providing culturally and linguistically diverse clubs and groups with opportunities to deliver social support, health promotion and wellbeing programs for their communities through Council's Community Grants Program.
- Making cross-cultural, diversity and inclusion awareness training available for all staff.
- Ensuring that Council facilities and services are accessible for all children and young people, including children with disability.
- Providing a welcoming and supportive environment for children and young people who identify as lesbian, gay, bisexual, transgender and intersex.

7 Code of Conduct

Council has the following Codes of Conduct (**Codes of Conduct**) which must be read in accordance with this Policy:

- Code of Conduct
- Child Safety and Wellbeing Code of Conduct

The Codes of Conduct apply to all Council Workers and provide guidance to Council Workers in the context of their involvement with children and young people in their roles.

The Codes of Conduct help to create a positive, respectful and safe environment by setting expectations in relation to the appropriate behaviour of Council Workers including in their interactions with children and young people engaged in Council programs, activities and events. Before working with children, Council Workers must read, understand and agree to comply with the Codes of Conduct as part of Council's child safety induction and training.

All third-party contractors are expected to abide by the Codes of Conduct, and where they are engaging in Child-Connected Work they must sign an agreement to comply with the Codes of Conduct, prior to delivering any services.

The Codes of Conduct are publicly available on the Council website.

Council will enforce the Codes of Conduct.

Following any non-compliance or allegation of non-compliance with the Codes of Conduct, Council will instigate a review that may result in a restriction of duties, suspension or termination of employment or other corrective action.

8 Recruiting Staff and Volunteers

Council engages in a range of recruitment strategies to ensure that Council Workers who work with children and young people are suitable and supported to work with children and young people.

Council only recruits staff and volunteers who are suitable to work and engage with children and young people.

Council's recruitment strategies include:

- Developing clear position descriptions for jobs, categories of jobs or roles that involve Child-Related Work setting out:
 - the job's requirements, duties and responsibilities regarding child safety and wellbeing; and
 - the essential or relevant qualifications, experience and attributes in relation to child safety and wellbeing required for the role.
- Examining written applications and engaging in face-to-face interviews for Applicants who engage in Child-Connected Work.
- Engaging in a thorough examination of a person's suitability to work with children prior to inviting them to take a leadership position with children.
- Screening all persons in accordance with the WWCC Policy, to verify that they have a valid WWCC before they commence engaging in Child-Connected Work at Council and keeping records of all relevant information.
- Informing all Applicants for jobs and volunteer positions that involve Child-Connected Work of Council's child safety policies and practices, including this Policy, the Reporting Procedure and the Codes of Conduct.
- Making reasonable efforts to gather, verify and record the following information about a person whom Council proposes to engage to perform Child-Connected Work:
 - WWCC status if required by the WWCC Policy, or similar check, including confirmation that Council has been registered on the person's WWCC or similar check as an employer;
 - Proof of personal identity and any professional or other qualifications;
 - The person's history of work involving children, including any history of complaints, disciplinary action or allegations of reportable conduct made against the person in the course of any employment or voluntary position held by the person; and
 - Council will not offer any Applicant a position at Council until the Applicant provides the required evidence.
- Including questions about child safety during the recruitment and selection process.

9 Working with Children Check

The Working with Children Check is a screening process for assessing or re-assessing people who work with or care for children and young people in Victoria. The WWCC

aims to prevent people who may pose a risk to children from working with children and young people.

The WWCC Policy sets out how Council ensures that people who work with children are suitable and properly screened. The WWCC Policy prescribes the Council Workers who are required to obtain a WWCC in order to work at Council, including those who are required to obtain a WWCC by law or by Council direction.

Council will not:

- Permit Council Workers who do not hold a current WWCC to have unsupervised direct contact with children or young people in the course of their work or tasks at Council, or whilst representing Council.
- Engage or continue to engage anyone in Child-Connected Work who does not have a valid WWCC, unless they are exempt under the Act or have lodged an application for a WWCC that is currently being assessed (subject to the below).
- Engage or continue to engage anyone who would otherwise be exempt from holding a valid WWCC, if they have received a WWCC exclusion or interim exclusion and not subsequently received a WWCC.
- Engage or continue to engage anyone in Child-Related Work who is subject to obligations or orders specified in clause 1 of Schedule 5 of the Worker Screening Act 2020 (Vic).
- Allow people who are charged with, convicted or found guilty of sexual, violent or drug offences specified in clause 2 of Schedule 5 of the Worker Screening Act 2020 (Vic) to work with or care for children while their application is processed or their WWCC reassessed.
- Offer the services of any person who doesn't have a WWCC to another organisation if the work to be undertaken with that organisation is Child-Related Work.

10 Supporting Staff and Volunteers

Council is committed to ensuring that all Council Workers receive training to ensure they understand their responsibilities in relation to child safety and to support their engagement with children and young people.

Council assists Council Workers to incorporate child safety considerations into decision making, and to promote a safe environment where children are empowered to speak up about issues that affect them.

Council will ensure all new and existing Council Workers understand the importance of protecting children from abuse and harm. Training for Council Workers is prescribed in the Child Safety and Wellbeing Training Matrix.

The Child Safety and Wellbeing Training Matrix details how Council Workers are supported with:

- Organisational-wide induction and refresher training including:
 - Mandatory training in child safety and wellbeing .
 - Access to review and acknowledge this Policy, the Reporting Procedure, and the Child Safety and Wellbeing Code of Conduct.
 - Opportunities to enquire with their Supervisor or the Senior Health and Safety Officer should they need further guidance.
- Service-specific induction and refresher training including:

- Procedures, practices and protocols on child safety and wellbeing specific to the Council service they are working in.
- Ongoing monitoring and supervision by Supervisors who are trained in Council's policies and procedures.

11 Risk Management

Council recognises the importance of identifying and managing risks of child abuse and harm in all Council Environments.

Council understands that there may be a number of risks associated with its services and programs in relation to:

- The supervision of children and young people within Council Environments.
- Images or videos taken of children and young people within services, programs and activities run by Council.
- The online environment including outside Council Environments.
- Activities including facilitated visits to external services, programs and other excursions.
- The transportation of children and young people to services, activities and excursions.
- The use of toilets and/or bathrooms in all Council Environments.
- The increased vulnerabilities of children and young people with medical conditions and/or illnesses.
- The physical environment where there is risk to children and young people of physical injury.
- Subcontracting activities.

To prevent, mitigate and/or remove those risks, Council:

- Requires Council Workers to comply with this Policy, the Reporting Procedure and the Codes of Conduct.
- Reviews risks, and monitors and evaluates the effectiveness of the implementation of its risk controls.
- Will convene the Child Safety and Wellbeing Advisory Committee on a regular basis or as required to provide advice to Council on identification and mitigation of child safety risks.
- Provides resources to Council Workers to educate Council Workers on identified risks.
- Makes child safety and wellbeing a part of its overall risk management practices.
- Requires Council Workers to comply with training, induction and supervision obligations and monitors the continued suitability of Council Workers who engage in Child-Connected Work.
- Has policies and procedures to assess Council Workers in relation to compliance with their child safety obligations and continued suitability for Child-Connected Work.

Council has a Risk Management Policy and an Enterprise Risk Management Framework. The Risk Management Policy includes the systems, tools and processes for the assessment and mitigation of risks of child abuse and harm in Council Environments.

All existing and new activities and facilities must be assessed for risks of child abuse including:

- Propensity risk

- Situational risk
- Institutional risk
- Vulnerability risk
- Environmental risk

All identified risks of child abuse and harm are actively reduced by designing and implementing appropriate preventative measures including:

- Child Safety and Wellbeing Risk Registers are developed for all existing and new Council services involving any interaction with children or young people.
- Child Safety and Wellbeing Risk Registers are living documents that are updated as required, referred to regularly and reviewed periodically.
- Staff, volunteers and contractors are made aware of their responsibility for identifying risks of child abuse and their obligation to work with management on reducing those risks.
- Families and children are made aware of how to report identified risks of child abuse.

12 Breaches

Council Workers must report any breach or suspected breach of this Policy, the Codes of Conduct or the Reporting Procedure to their Supervisor, the Senior Health and Safety Officer and/or the CEO as soon as possible after becoming aware of the breach or suspected breach.

Council Workers must take immediate steps to ensure the safety and wellbeing of any child who may be at risk as a result of or in relation to the breach.

Suspected breaches of this Policy, the Reporting Procedure and the Codes of Conduct are treated seriously by Council and will be managed in accordance with the Performance Management and Disciplinary Policy.

Council will handle the allegations in a confidential manner to the greatest extent possible.

Following an investigation into a suspected breach, any person who is found to have breached this Policy, the Reporting Procedure or the Codes of Conduct may face disciplinary action including termination of their engagement with Council.

13 Investigations

Council will do all things necessary to assist in any external investigations conducted by an independent investigator, police, government department and/or regulator, including complying with obligations and information sharing under the Reportable Conduct Scheme.

The CEO and/or their delegate, will make every effort to keep child safety investigations confidential.

From time-to-time Council Workers may need to participate in and/or be consulted in conjunction with an investigation.

Council Workers must ensure that they participate in good faith in any investigation conducted by Council, an external investigator, police, government department and/or regulator. Council Workers must participate in witness interviews and provide information truthfully and to the best of their knowledge.

An investigation conducted by Council or on behalf of Council will be conducted in accordance with procedural fairness to protect the integrity of the investigation and the interests of all the parties involved in the investigation.

14 Reporting and Responding to Child Safety Concerns

Council is committed to ensuring that children and young people who access their services and programs are kept safe from harm and the risk of harm.

When Council suspects that a child or young person has been harmed or is at risk of harm, Council will respond to that suspicion in an appropriate manner which prioritises the safety of children and young people.

Council Workers are required to follow the Child Safety and Wellbeing Reporting Procedure.

Council will comply with all legal reporting obligations, including the Reportable Conduct Scheme, provide information to government agencies including police and the CCYP, and do all things necessary to assist with enquiries, as required.

15 Child Safety and Wellbeing Reporting Procedure

All complaints and child safety concerns will be responded to promptly and thoroughly according to the Child Safety and Wellbeing Reporting Procedure.

16 Disciplinary Procedure for Failing to Meet Reporting Obligations

Council Workers who intentionally, recklessly or negligently fail to meet their reporting obligations may face disciplinary action.

Council Workers who make a report in good faith will not be held liable and will not face disciplinary action, even if the allegation or suspicion proves to be unfounded on investigation.

Disciplinary action for failing to meet reporting obligations, may result in a range of actions including:

- Training and education;
- Report to the Commission for Children and Young People;
- Restricted duties, suspension, or termination of employment;
- Termination of a partnership or contract with a third party provider;
- Other legal action; and/or
- Criminal investigation and prosecution.

17 Record Keeping

All reports of allegations concerning a child or young person's safety and wellbeing, including risks, suspicions and allegations of abuse and harm must be recorded in the form of a Child Safety and Wellbeing Report.

A Child Safety and Wellbeing Report must record as much information as possible in relation to the report, including but not limited to places, times, dates, names of people, indicators or evidence of harm, contact details of persons involved, age and dates of birth of children involved.

Child Safety and Wellbeing Reports must be entered into the SolvSafety system to ensure they are securely stored in accordance with the Records and Information Management Policy.

The Senior Health and Safety Officer is responsible for ensuring adequate records are maintained. The Council Worker who identified, witnessed or received the allegation of actual or risk of child abuse or harm must complete a Child Safety and Wellbeing Report as soon as practicable after the incident. If the Council Worker is unable to complete the Child Safety and Wellbeing Report, the Supervisor and/or Senior Health and Safety Officer should complete the Child Safety and Wellbeing Report as soon as practicable after the incident and make a note that they authored the Incident Report.

The Senior Health and Safety Officer will ensure that the following records are held and maintained indefinitely:

- Allegations, complaints and concerns of a breach of this Policy, the Reporting Procedure and the Codes of Conduct.
- Complaints, reports and disclosures of actual or suspected child abuse or harm to a child or young person.
- Reports made to external government agencies or regulators including reports to police or reports made under the Reportable Conduct Scheme.
- Investigation reports, evidence and records of interview in relation to any investigation under this Policy.
- All decisions and actions taken in relation to any child safety complaint, report of a breach or disclosure received.

18 Informed Consent and Information Sharing

Internal information sharing may be required in order to make well informed decisions. Council acknowledges that the safety and wellbeing of children is the paramount consideration when sharing information internally. Prior to sharing information internally, consideration should be given to mitigating risk to children and young people, without comprising a child's right to privacy.

Council may need to share information about incidents or complaints with external authorities or organisations to comply with legislative requirements or to prioritise child safety.

Council will not disclose an individual's personal information to any external party without their consent unless Council is required or authorised to do so by law.

In order to achieve the best outcomes for children and families, it will sometimes be necessary for Council Workers to share certain information with other professionals including under the Child Information Sharing Scheme or the Family Violence Information Sharing Scheme. In such cases the Council Workers should:

- Consult with their Supervisor and/or a Senior Health and Safety Officer to assess what information can be shared and with whom.
- Obtain informed consent from the child or their parents/guardians, if appropriate to do so.
- Document the details of the information shared, who the information was shared with, if consent was gained and any other decision making around information sharing.
- Only share information if it promotes the wellbeing and safety of a child or young person.

Relevant authorities can also contact any person they believe holds information relevant to the protection and development of a child to share information about a child or family without the consent of the child or family.

19 Privacy

Council will collect, use, disclose and hold personal information in accordance with the Records and Information Management Policy.

Confidentiality and privacy in relation to reports of child abuse and harm will be maintained consistent with Council's legal obligations, the principles of natural justice and Council's duty of care to protect children and young people.

In relation to a child's privacy, Council will consider the best interests of the child or young person. The paramount consideration when considering best interests, is the safety of children and young people. Council will respect a child's right to privacy, while mitigating risks in the physical and online environment, except when this conflicts with the best interests of the child or young person.

When a report is made in good faith to police, a government department or regulator, the disclosure will not be a breach of the Records and Information Management Policy. The Reporting Procedure sets out reporting requirements.

20 Monitoring, Evaluation and Review

Council commits to monitoring processes, information sharing and decision making to understand the overall level of success in the Policy's implementation.

The Child Safety and Wellbeing Advisory Committee will recommend changes as needed to respond to information from child safety reviews or investigations.

Council welcomes feedback from all members of the community including families on how it can improve its risk management approach and better protect the safety of children. Feedback can be provided by contacting the Senior Health and Safety Officer by emailing childsafekingston@kingston.vic.gov.au.

A review of this Policy, the Reporting Procedure and the Codes of Conduct shall be conducted every four years, and after every critical child safety and wellbeing incident.

The Senior Health and Safety Officer is authorised to make minor editorial amendments as needed for administrative or updated information purposes (for example, but not limited to, changes to position and roles, references to legislation, definitions etc). The Senior Health and Safety Officer may also make amendments to the list of related documents at such times where reference material or guidelines require updating.

21 Key Stakeholders

21.1 Policy Development

Manager People & Culture
Team Leader Health & Safety
Senior Health & Safety Officer

21.2 Children and Young People related services

Manager Family Youth & Childrens Services

- Family Support Services
- School Aged Care
- Maternal and Children's Health and Immunisations
- Early Years (Family Children's Centres)

- Family Day Care
- Youth Services
- Supported Playgroups

Manager Arts, Events and Libraries

- Events
- Libraries
- Arts

Manager Open Space

- Open Space (Horticulture)

Manager Inclusive Communities

- Community Hubs

Manager Advocacy, Communications and Engagement

- Digital & Design

Manager Compliance & Amenity

- Local Laws (Crossing Supervisors)

Manager Active Kingston

- Kingston Active (Waves Leisure Centre)
- Kingston Active (Waves Creche)

22 Internal and External Assessments

22.1 Risk Assessment

This policy has been assessed against the Child Safe Standards.

22.2 Delegation and Authorisation (Compliance Framework)

Delegations and authorisations applicable to this policy and the Child Wellbeing and Safety Act (2005) are detailed in:

- S7 Instrument of Sub-Delegation from CEO to Council staff
- S13 Instrument of Delegation of CEO powers, duties and functions
- S20 Instrument of Delegation (Child Wellbeing and Safety Act 2005)

22.3 Gender Impact Assessment

A Gender Impact Assessment is not required for this Policy.

22.4 Privacy Impact Assessment

A Privacy Impact Assessment is not required for this Policy.

22.5 Human Rights Charter

This policy has been reviewed against and complies with the Charter of Human Rights and Responsibilities Act 2006.

23 Roles and Responsibilities

Role	Responsibility
<i>Council Worker</i>	<p>All Council Workers:</p> <ul style="list-style-type: none"> • Have a moral, legal and ethical responsibility to care for and promote the wellbeing of children and young people, and protect them from abuse and harm. • Are responsible for identifying child abuse and harm and the risk of child abuse and harm, and taking steps to prevent, mitigate and eliminate child abuse and harm. • Must treat all allegations and suspicions of child abuse seriously and respond consistently with this Policy and the Reporting Procedure. • Must promote and model child safety at all times and provide a safe environment for all children and young people. • Must provide an environment of cultural safety for Aboriginal and Torres Strait Islander children and young people, encourage them to express their culture and provide an environment free from racism and discrimination. • Must pay particular attention to children and young people with disability, those from culturally and linguistically diverse backgrounds, those who are unable to live at home, and lesbian, gay, bisexual, transgender and intersex children and young people, and ensure that their needs are met, and they are supported and responded to. • Must identify and report child abuse and harm to the relevant authorities in accordance with the Reporting Procedure and must not attempt to establish proof or investigate the matter. • Must telephone 000 if they believe a child or young person is at immediate risk of child abuse or harm. <p>All Council Workers are required to:</p> <ul style="list-style-type: none"> • Read and comply with this Policy, the Reporting Procedure and the Codes of Conduct. • Take all reasonable steps to maintain an environment that prevents and eliminates child abuse and harm. • Respond in a child-focused manner to all disclosures, allegations and risks of child abuse and harm, with sensitivity and professionalism. • Participate in child safety induction and training as directed by Council and request further assistance if further training is required to understand their obligations and responsibilities in relation to child safety and under this Policy. • Report any concerns about actual, suspected or risks of child abuse or harm as soon as possible to their Supervisor or the Senior Health and Safety Officer. • Report any breach or suspected breach of this Policy, the Reporting Procedure or the Codes of Conduct as soon as possible to a Supervisor or the Senior Health and Safety Officer.

<p><i>Chief Executive Officer</i></p>	<p>The CEO of Council is responsible for:</p> <ul style="list-style-type: none"> • Modelling and championing a child safe culture and make a public commitment to child safety. • Serving as the Head of Entity pursuant to the Reportable Conduct Scheme. • Preventing, identifying and mitigating child safety risks, including the risk of child abuse or harm within all Council Environments, including the physical and online environment. • Implementing appropriate policies, procedures and codes of conduct in relation to child safety, including ensuring Council Workers are equipped with knowledge, skills and awareness through ongoing education and training, and ensuring staff are suitable to work with children. • Ensuring appropriate insurance arrangements are in place. • Having systems in place to enable anyone to notify a reportable allegation to Council or the CCYP, including allegations made against the CEO, in accordance with the Reportable Conduct Scheme. • Ensuring appropriate policies and procedures are in place, including effective internal control systems to identify child abuse and harm and risks of significant harm to children. • Making reports and adhering to legislative obligations in relation to reporting, including under the Reportable Conduct Scheme. • Having investigation processes clearly defined and overseeing the response and investigation of reports of child abuse and harm, including under the Reportable Conduct Scheme. • Ensuring Council Workers are aware of this Policy, the Reporting Procedure, the Codes of Conduct, and their overall child safety obligations, including the obligation to report suspected child abuse or harm. • Chairing the Executive Health and Safety Committee. • Providing support to Council Workers to undertake their child safety obligations. • Monitoring compliance with this Policy, the Reporting Procedure and the Codes of Conduct. • Empowering children and young people with information about their rights and invite them to participate in decisions affecting them to create a child safe culture. • Consulting with children, young people, families and the community in relation to child safety and value their contribution to creating a child safe environment. • Providing guidance on the development of media responses. • Ensuring that this Policy, the Reporting Procedure and the Codes of Conduct are reviewed and updated every four years and after every child safety incident or investigation.
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<p><i>Executive Health and Safety Committee</i></p>	<p>The Executive Health and Safety Committee has the following responsibilities:</p> <ul style="list-style-type: none"> • Model and champion a child safe culture and make a public commitment to child safety. • Prevent, identify and mitigate child safety risks, including the risk of child abuse or harm within all Council Environments, including the physical and online environment. • Implement appropriate policies, procedures and codes of conduct in relation to child safety, including ensuring Council Workers are equipped with knowledge, skills and awareness through ongoing education and training, and ensuring staff are suitable to work with children. • Ensure Council Workers are aware of this Policy and their overall child safety obligations, including the obligation to report suspected child abuse and harm. • Ensure appropriate and effective control systems are in place, including processes to respond to complaints and concerns, and conducting regular reviews. • Empower children and young people with information about their rights and invite them to participate in decisions affecting them to create a child safe culture. • Consult with children, young people, families and the community in relation to child safety and value their contribution to creating a child safe environment. • Monitor compliance with this Policy, the Reporting Procedure and the Codes of Conduct. • Ensure that this Policy, the Reporting Procedure and the Codes of Conduct are reviewed and updated at least every four years and after every child safety incident or investigation.
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<p><i>Team Leader Health and Safety</i></p>	<p>The Team Leader Health and Safety is responsible for:</p> <ul style="list-style-type: none"> • Providing a structured framework for the effective identification of hazards and management of risks in relation to child safety and wellbeing. • The establishment and achievement of goals, targets, objectives and strategies to monitor and improve the organisation's child safety and wellbeing performance. • Implementing the Reporting Procedure including recording, responding to and managing investigations of child abuse (and other child-related misconduct). • Reporting to the Executive Health and Safety Committee relevant indicators and actions to continually improve child safety and wellbeing safety performance across Council. • Reviewing this Policy, the Reporting Procedure, the Codes of Conduct and ancillary policies and procedures periodically to ensure the documents remain relevant and appropriate to the nature and activities and services conducted by Council. • Promoting the importance of and supporting Council Workers to understand child safety at all times. • Using and/or seeking guidance from the CCYP to determine whether allegations or disclosures of abuse constitute reportable allegations under the Reportable Conduct Scheme and act in an advisory capacity to assist Council and the CEO to comply with its legislative obligations. • Making reports, as authorised or delegated by the CEO, under the Reportable Conduct Scheme or as otherwise required. • Responding to, managing and overseeing the investigation of complaints and disclosures under this Policy and in accordance with the Reportable Conduct Scheme, as directed by the CEO. • Acting as the Head of Entity in accordance with the Reportable Conduct Scheme, should a reportable allegation be made against the CEO. • Engaging in and/or reviewing risk management processes to promote the safe participation of children and young people in all Council Environments. • Reporting any actual, suspected or risks to child safety, including risk of child abuse or harm, to the CEO. • Maintaining adequate records of all complaints, decisions and actions taken in relation to any child safety complaint or disclosure under this Policy. • Recording risks to child safety in the Council risk register and specifying the actions Council will take to reduce or remove the risks when a Council Worker notifies them of an identified risk. • Involving children and young people, and their families, in decision making and planning to promote child safety. • Being aware and supporting Council Workers to understand the types of abuse that might occur and be alert to any Indicators of Abuse. • Delivering and/or facilitating training to Council Workers. • Monitoring ongoing compliance with this Policy, the Reporting Procedure and the Codes of Conduct. • Acting as a subject matter expert in the development of proactive media releases, including raising opportunities with the Advocacy, Communications and Engagement team.
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<i>Senior Health and Safety Officer</i>	<p>The Senior Health and Safety Officer is responsible for:</p> <ul style="list-style-type: none"> • Promoting and modelling child safety at all times. • Serving as the Child Safety and Wellbeing Officer for Council. • Implementing the Reporting Procedure including recording, responding and investigating allegations of child abuse and harm (and other child-related misconduct). • Establishing and maintaining the Child Safety and Wellbeing Strategy and associated action plans. • Maintaining a working knowledge of child safety and wellbeing related legislative requirements, recommended practices and industry best practice. • Providing direction, guidance and support on child safety and wellbeing related matters to Managers, Team Leaders and Supervisors in the delivery of Council services. • Being available to listen, discuss and clarify issues confronting Council Workers, children and young people, families and the community in relation to actual or risks of child abuse and harm. • Facilitating the communication of information in relation to child safety across Council. • Acting as a first point of contact in relation to child safety concerns, reports or allegations, and complying with reporting obligations in relation to actual, suspected or risks of child abuse or harm. • Implementing, maintaining and/or reviewing child safety policies and procedures to support the wellbeing and safety of children and young people with input from relevant stakeholders. • Involving children and young people, and their families, in decision making and planning to promote child safety. • Making reports on behalf of Council, as authorised or delegated by the CEO, under the Reportable Conduct Scheme or as otherwise required. • Being aware and supporting Council Workers to understand the types of abuse that might occur and be alert to any Indicators of Abuse. • Participating in, delivering and/or facilitating child safety training to Council Workers. • Monitoring ongoing compliance with this Policy, the Reporting Procedure and the Codes of Conduct. • Acting as a subject matter expert in the development of proactive media releases, including raising opportunities with the Advocacy, Communications and Engagement team.
<i>Managers and Team Leaders</i>	<p>All Managers and Team Leaders are responsible for:</p> <ul style="list-style-type: none"> • Providing, maintaining and delivering, as far as reasonably practicable, Council services that are without risk to child safety and wellbeing. • Promoting and modelling child safety at all times. • Assessing the risk to child safety, including the risk of child abuse or harm, within their area of control and taking steps to reduce or eliminate any risk to the greatest extent possible. • Educating and supporting Council Workers in their teams about identifying and preventing child abuse or harm or the risk of child abuse or harm.

	<ul style="list-style-type: none"> • Providing resources and budget, as far as reasonably practicable, for the delivery of Council services consistent with child safety and wellbeing policies and procedures. • Actively and systematically managing child safety and wellbeing related risks associated with the provision of Council services. • Effectively consulting and communicating with children, young people, families and Council Workers on child safety and wellbeing related matters. • Providing relevant education, instruction, and information to Council Workers in relation to child safety and wellbeing. • Completing the Child Safety and Wellbeing Risk Register and specify any actions Council will take to reduce or remove the risks (i.e. risk controls) when they are notified of an identified risk. • Facilitating the reporting of any concerns regarding child safety including reports of actual, suspected or risks of child abuse and harm, as soon as possible. • Reporting any incidents or risks in relation to child safety or other child-related misconduct to the CEO or Senior Health and Safety Officer as soon as possible. • Helping Council Workers to understand their reporting obligations and support Council Workers through the process of making a report if required. • Discussing any child safety concerns, incidents, allegations or suspicions of child abuse with the Team Leader Health and Safety, to understand theirs and Council Workers' reporting obligations. • Supporting Council Workers to discuss their protective concerns with a parent or guardian, where appropriate, prior to or after making a report, unless they suspect that doing so may place the child or Council Worker at risk of harm or they are directed not to notify a parent or guardian by relevant authorities, including Victoria Police. • Contacting relevant authorities to discuss child safety concerns further and lodging a formal complaint, where a response or outcome is unsatisfactory. • Offering Council Workers the opportunity to debrief about any child safety incidents, concerns, risks, the Policy or reporting processes. • Encouraging Council Workers to seek additional support through Council's Employee Assistance Program and/or through access to clinical supervision, as required. • Initiating a review after a report has been made, or where a Council Worker has failed to make a report, to determine if there were any practice related, risk management or systemic issues that need to be addressed. • Referring disputes or differences of professional opinions to the Team Leader Health and Safety for further action. • Immediately notifying the Team Leader Health and Safety, where the incident involves misconduct or potential reportable conduct of a Council Worker. • Not allowing Council Workers to work within Council without a valid Working with Children Check (WWCC), as is required by the Working with Children Check Policy, including when a WWCC has expired, is invalid or an exclusion notice or interim exclusion notice is received. • Collecting, documenting and storing information from applications and their referees to assess their suitability for Child-Connected Work within Council.
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	<ul style="list-style-type: none"> • Ensuring that all contractors working with children hold a valid WWCC. <p>Managers will ensure, as far as possible, that Council Workers are aware of:</p> <ul style="list-style-type: none"> • Their responsibilities to create and maintain a child safe environment for all children and young people, including a culturally safe environment for Aboriginal and Torres Strait Islander children and young people. • Their obligations under this Policy, the Reporting Procedure and the Codes of Conduct. • The appropriate standard of conduct and behaviour that Council requires. • Council’s commitment to empower children about their rights including the right to feel safe, be informed and participate in decisions affecting them.
<i>HR Services Team</i>	<p>Members of the HR Services Team are responsible for:</p> <ul style="list-style-type: none"> • Championing and leading a child safeguarding culture across the organisation and providing human resources expertise and guidance in driving child safety compliance across Council. • Not allowing Council Workers to work within Council without a valid WWCC, as is required by the WWCC Policy, including when a WWCC has expired, is invalid or an exclusion notice or interim exclusion notice is received. • Collecting, documenting and storing information from applications and their referees to assess their suitability for child-connected work within Council.

24 Related Documents

24.1 Legislation

- Charter of Human Rights and Responsibilities 2006 (Vic)
- Children’s Services Act 1996 (Vic)
- Children Youth and Families Act 2005 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic)
- Crimes Act 1958 (Vic)
- Australian Human Rights Commission Act 1986 (Cth)
- Worker Screening Act 2020 (Vic)
- The Victorian Child Safe Standards

24.2 Documents and resources

- Child Safety and Wellbeing Code of Conduct
- Child Safety and Wellbeing Reporting Procedure
- Child Safety and Wellbeing Code of Conduct
- Code of Conduct Policy
- Employee Grievance Policy
- Complaints Handling Policy
- Procurement Policy
- Risk Management Policy
- Enterprise Risk Management Framework

- Records and Information Management Policy
- Information Privacy Policy
- Performance Management and Disciplinary Policy
- Prevention of Workplace Bullying Policy
- Prevention of Workplace Sexual Harassment Policy
- Recruitment and Selection Policy
- Safety Policy
- Senior Officer Employment Policy
- Volunteer Policy

25 Definitions

Term/Word	Definition
Aboriginal	The term Aboriginal in this Policy includes Aboriginal and Torres Strait Islander peoples.
Applicant	A person who applies for a position or role at Council which includes but is not limited to a person who will be engaging or participating in Child-Connected Work.
CCYP	The Commission for Children and Young People as established by the <i>Commission for Children and Young People Act 2012 (Vic)</i> .
Child Abuse	Conduct towards, against, with or in the presence of a child, or threatening to engage in such conduct, which includes: <ul style="list-style-type: none"> • Physical abuse • Sexual abuse or conduct of a sexual nature, including a sexual offence against a child and grooming behaviour • Emotional or psychological harm • Neglect • Discrimination • Bullying • Family Violence
Child Information Sharing Scheme	The Child Information Sharing Scheme allows prescribed services and organisations to share information to promote the wellbeing or safety of children.
Child Safe Organisation	An organisation that creates a culture, adopts strategies and takes action to promote child wellbeing and prevent harm to children and young people.
Child Safe Standards	The 11 standards made under section 17(1) of the <i>Child Wellbeing and Safety Act 2005 (Vic)</i> .
Child Safety	Matters related to Council exercising its duty of care to children and young people in its care, protecting all children from harm or a risk of harm, managing the risk of child abuse or harm, taking steps to identify, prevent and mitigate the occurrence of child abuse and harm, providing support and responding to a child who is at risk or has disclosed or made allegations of child abuse or harm.
Child Safety and Wellbeing Officer	The Senior Health and Safety Officer who is a child safety subject expert providing advice on child safeguarding and child protection related matters.
Child, children or young person	A child or young person is a person who is under 18 years of age, unless otherwise defined by law or noted in this Policy or the Child Safety and Wellbeing Reporting Procedure.
Child-Connected Work	Work authorised by Council and performed by a Council Worker in a Council environment while children are present or reasonably expected to be present.

Child-Related Work	<p>Under the <i>Worker Screening Act 2020 (Vic)</i>, ‘<i>child-related work</i>’ is work in either a voluntary or paid capacity, that usually involves or is likely to involve regular direct contact with a child, at a place or involving an activity listed in the Act, including but not limited to:</p> <ul style="list-style-type: none"> • Camps • Childcare services • Child employment -supervisors • Child minding • Child protection services • Children's services • Clubs and associations • Coaching and tuition • Counselling services • Educational institutions • Entertainment and party services • Foster care • Gym or play facilities • Kinship care • Out-of-home care services • Paediatric wards • Photography services • Refuges • Religion • School crossings • Student exchange programs / homestay arrangements • Talent and beauty competitions • Transport
Codes of Conduct	<p>The Codes of Conduct include:</p> <ul style="list-style-type: none"> • Child Safety Code of Conduct • Code of Conduct
Communities	<p>A group of people with whom a child or young person shares common interests, experiences, social background, nationality, culture, beliefs or identity.</p>
Contractor	<p>Any individual, business or company engaged by Council to provide services to Council and who engage in Child-Connected Work in all Council Environments, including but not limited to building and maintenance workers, consultants, cleaners and caterers.</p>
Council	<p>The Kingston City Council, being a body corporate constituted as a municipal Council under the <i>Local Government Act 1989 (Vic)</i>.</p>
Council Environments	<p>All physical and virtual environments and places made available or authorised by Council for use by children and young people, including but not limited to:</p> <ul style="list-style-type: none"> • The offices of Council. • Council physical environments including but not limited to offices, halls, parks, aquatic centres. • Council online environments including but not limited to email, portals, intranet systems, virtual messenger services, social media and other online communications.

- Other locations provided by Council or a third-party provider where Council conducts activities or services including visitation, outreach or excursions. Other locations include but are not limited to non-Council property including hospitals, school crossings, and homes.

Council services Council services include all services provided and authorised by Council including but not limited to the following services:

- Maternal and child health
- Immunisation
- Roads and school crossing supervision
- Libraries
- Landfill
- Building and Planning Development
- Sporting facilities and events
- Early childhood education
- Community hubs
- Online services
- Authorised in home services
- Education and training

Council Workers All people acting engaged in paid or unpaid work or as representatives of Council including:

- Full time, part time, casual, permanent and agency staff
- Employees
- Volunteers
- Board Members
- Contractors
- Volunteers
- Work experience students
- Work placement participants
- Graduate placement workers
- Labour hire workers
- Secondees
- Directors of a Company who performs work for Council
- Individual business owners or sole traders who own an organisation with the care, supervision, or authority over children, where the individual or sole trader employs or contracts workers or volunteer workers to Council.

Cultural Rights All children and young people, their families and communities have a right to enjoy their culture, practise their religion and use their language. This right applies to the diversity of all cultural, religious, racial or linguistic backgrounds.¹

Cultural Safety A culturally safe environment is safe for people of all ethnicities and cultural identities, where there is no assault, challenge, or denial of their identity, of who they are and what they need. Cultural safety requires shared respect, shared meaning, shared knowledge, and experience of learning, living and working together with dignity and truly listening, and in which the diverse and unique identities and experiences of all children and young people are respected and valued. This

¹ Charter of Human Rights and Responsibilities Act 2006 (Vic)

	includes the distinctive history and experience of Aboriginal peoples and people who have come to Australia from diverse cultures.
Direct Contact	Physical or face-to-face contact, or written (including postal), oral or electronic communication.
Director of a Company	Any individual who is a Director of a Company engaged by Council, and by virtue of their role, performs work for Council, regardless of whether the individual provides direct services to children.
Disclosure	Concerns raised of actual, suspected or risks of child abuse or harm which may be verbal or non-verbal, accidental or intentional, partial or complete.
Duty of Care	A common law requirement which places a duty on Council and all Council Workers to take reasonable steps to protect children from harm that is reasonably foreseeable.
Family Violence Information Sharing Scheme	Enables relevant information about victim survivors, perpetrators, alleged perpetrators and other people involved in family violence to be collected, used and shared between authorised workforces.
Grooming	Section 49M of the <i>Crimes Act 1958 (Vic)</i> sets out the offence of grooming for sexual conduct with a child. Grooming is predatory conduct undertaken by an adult to prepare a child for sexual activity at a later time.

The offence applies where an adult communicates, by words or conduct, with a child under the age of 16 years or with a person who has care, supervision or authority for the child with the intention of facilitating the child's involvement in sexual conduct, either with the groomer or another adult.

Grooming does not necessarily involve any sexual activity or even discussion of sexual activity – for example, it may involve establishing a relationship with the child, parent or carer, showing a child special interest, giving the child gifts or favours, attempting to have contact with a child alone and/or engaging in sexually explicit conversations or jokes for the purpose of facilitating sexual activity at a later time.

Head of Entity	The Head of Entity pursuant to the <i>Child Wellbeing and Safety Act 2005 (Vic)</i> . The Head of Entity of Council is the CEO.
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Indicators of Abuse	The signs which a child or young person may display which indicate that they may have been abused or harmed. Some children show no indications of harm, while others may show many, however none of the indicators are determinative.
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Indicators of harm include but are not limited to the following:

- Physical Indicators
 - Unexplained bruising, burns or welts
 - Fractured bones, sprains or dislocation
 - Cuts, grazes or scratches
 - Bite marks, bald patches or missing hair
 - Missing or loosened teeth
 - Poisoning or overdose
 - Bruising, bleeding, discharge, pain, itching or discomfort in the genital or anal area

- Presence of a sexually transmitted disease or frequent urinary tract infection
- Pregnancy
- Self-harm
- Signs of hunger or malnutrition
- Poor personal hygiene, appearing dirty or unwashed
- Unattended health problems
- Appearing pale or weak

- Behavioural Indicators
 - Inconsistent, vague or unlikely explanation of injuries
 - Wariness, fear or distrust of adults
 - Avoidance of physical contact
 - Disproportionate reactions or limited emotions when hurt or threatened
 - Wearing clothing unsuitable for weather conditions
 - Unexplained absences or decline in academic performance
 - Substance use, mental health diagnoses, self-harm or suicidal ideation or attempts
 - Displaying age-inappropriate sexualised behaviours or knowledge
 - Inappropriate expressions of affection
 - Sudden fear of places or adults
 - Obsessive and compulsive washing
 - Sleeping difficulties and school refusal
 - Regressive behaviours such as regression in toileting and speech
 - Delays in emotional and psychological development
 - Exhibiting high anxiety or symptoms of stress
 - Poor self-image or low self esteem
 - Aggressive demanding or attention seeking behaviour
 - Compulsive lying or stealing
 - Unexplained mood swings or depression
 - Poor social or interpersonal skills
 - Excessive neatness or cleanliness
 - Stealing or begging for food
 - Involvement in criminal activity
 - Refusal or reluctance to go home

Further information in relation to Indicators of Abuse can be found at this link: [Indicators of Abuse Child Safe Standards Resources, Department of Families Fairness and Housing](#)

Individual business owner

In accordance with the *Child Wellbeing and Safety Act 2005 (Vic)* is a person who is an individual or sole trader who owns an organisation under the Reportable Conduct Scheme with the care, supervision, or authority over children, where the individual or sole trader employs or contracts workers or volunteer workers to Council.

Labour Hire Worker

In accordance with the *Child Wellbeing and Safety Act 2005 (Vic)* is a person who:

- Is supplied to Council by a provider for whom the person is a worker or volunteer worker; and

- Performs work in and as part of the business or undertaking of the entity under the direction, supervision or control of the entity, whether or not the work relates to children.

Examples of a labour hire worker include relief teachers, agency workers, and support workers.

Mandatory Reporter

A mandatory reporter is a person as defined pursuant to Section 184 of the *Children, Youth and Families Act 2005 (Vic)*, as amended from time to time. A mandatory reporter includes but is not limited to ministers of religion, registered teachers, registered nurses, registered psychologists, maternal child health nurses, early learning educators, and youth, social or welfare staff.

Mandatory Reporting

Mandatory reporting is the legal requirement for certain professional groups to report a reasonable belief of child physical or sexual abuse to child protection authorities or police, pursuant to Section 184 of the *Children, Youth and Families Act 2005 (Vic)*.

Racism

Racism is harmful for children and young people and impacts upon their safety and wellbeing. Racism can be a form of child abuse and may cause harm. Racism may manifest as harassment, abuse or humiliation. It can sometimes lead to intimidation or violence. Racism includes name calling and hurtful jokes and excluding people from groups or activities. It can also include comments that demonstrate a lack of respect for another person.

Reasonable Belief

A reasonable belief is a belief based on facts that would lead a reasonable person to believe that reportable conduct has occurred or misconduct that may constitute reportable conduct has occurred. A reasonable belief is more than suspicion. There must be some objective basis for the belief. However, it does not require certainty. For example, a person is likely to have a reasonable belief if they:

- Observed the conduct themselves.
- Heard from a child that the conduct occurred.
- Received information from another source (including another person who witnessed the reportable conduct or misconduct).

Secondee

In accordance with the *Child Wellbeing and Safety Act 2005 (Vic)* is an individual who has been provided to Council by a person to perform work in and as part of the business or undertaking of Council on a temporary basis for a secondment period, under the direction, supervision or control of Council, whether or to the work relates to children

Volunteer

A person who performs work without remuneration or reward for Council.

Wellbeing	A positive state of physical, mental and emotional health. Wellbeing generally means feeling safe, happy and healthy more than momentarily. Wellbeing can be achieved in many ways including by supporting a child to express their culture that recognises their ancestry, spirituality and country.
Working with Children Check (WWCC)	A Working with Children Check issued pursuant to the <i>Worker Screening Act 2020 (Vic)</i> .