

CHILD PROTECTION POLICY

Worldview Australia Inc. (ABN 76522463990)

Date of Approval: 1st June 2024

Date to review: 1st June 2025

(1) PURPOSE OF THIS POLICY

At Worldview Australia, we are committed to the safety of children and young people. We are committed to providing an environment that is safe for children and youths, and to ensure that this is reflected in all aspects of our business operations.

This Policy sets out the general principles that guide the management of child and youth safety at Worldview Australia.

We have developed this Policy to keep our Workers (volunteers, directors & staff) understand and manage child and youth safety, and to ensure we provide a safe environment for children and vulnerable people, and to comply with all of our legal and regulatory obligations in relation to these matters.

(2) APPLICABLE RULES

We are committed to complying with all applicable laws and regulations as well as codes of practice and other safety guidance in all jurisdictions where we operate. This policy complies with the legislation set out below:

- Family Law Act 1975 (Commonwealth)
- Children and Community Services Act 2004 (WA)
- Family Court Act 1997 (WA)
- Education and Care Services National Law (WA) Act 2012

(3) NATIONAL PRINCIPLES FOR CHILD SAFE ORGANISATIONS

We support the National Principles for Child Safe Organisations

(4) OUR OTHER POLICIES

In addition to this Child Safety Policy, our Workers are required to be familiar with, and to comply with, all other Worldview Australia policies which may apply, including:

Code of Conduct
Privacy Policy
Statement of Faith

(5) WHO THIS POLICY APPLIES TO

This Policy applies to any people who perform work for Worldview Australia, including all our directors, board members, employees, volunteers, leaders and any other people who represent Worldview Australia.

We are committed to ensuring the safety and wellbeing of all Workers and visitors to our organisation. However, this Policy specifically addresses our commitment to the safety and wellbeing of children & vulnerable people. In this Policy we refer to the terms 'youth', 'young person' and 'child' to refer generally to people under 18 years age.

This Policy applies to all activities in our Organisation which involve children.

This Policy is intended to help manage the safety and wellbeing of any children that come into contact with Worldview Australia.

(6) OUR COMMITMENT TO THE SAFETY OF CHILDREN AND YOUNG PEOPLE

- (a) We are committed to the safety of children and young people.
- (b) We are committed to providing an environment which is safe for children, and to ensure that this is reflected in all aspects of our business operations.
- (c) We value and respect children regardless of their abilities, age, sex, social economic or cultural background.
- (d) Bullying and harassment will not be tolerated at Worldview Australia.
- (e) Safeguarding children from harm and abuse is an essential responsibility for our Organisation. We are committed to ensuring that any child who comes into contact is properly safeguarded. Every person under this policy must ensure that they play an active role in ensuring that children are properly safeguarded.
- (f) When dealing with concerns about a Child's safety or wellbeing, we are guided by a consideration of what is in the best interests of the child.
- (g) We strive to:
 - ensure that our Workers have the knowledge, skills and awareness to keep children safe
 - ensure that any of our Workers who work with children have the necessary skills, attributes, experience and qualifications to uphold this Policy and provide the support and supervision that children require
 - ensure any children who come into contact with Worldview Australia are able to and comfortable to seek assistance if they have any concerns about their safety.
 - promote an environment that values inclusion
 - where appropriate, involve children and families in decisions that affect them.
 - take any allegations or complaints in relation to child safety seriously, and respond promptly and appropriately.
 - report any allegations or concerns to relevant authorities whenever necessary.

(7) OUR COMMITMENT TO SUPPORTING THE DIVERSE AND UNIQUE IDENTITIES OF CHILDREN AND YOUNG PEOPLE

- (a) We are committed to providing a culturally safe environment in which diverse young people are respected and valued.
- (b) We ensure leaders are trained to identify and confront any instances of racism or exclusion, and respond with appropriate consequences.
- (c) Racism is strictly prohibited within our Organisation. If racism occurs, we will respond as follows:

Anyone experiencing racism will receive an apology, and Worldview Australia will explore ways to reasonably make amends. The perpetrator will receive appropriate consequences that may include being removed from the leadership team, being sent home from the event, being provided opportunities for learning sensitivities in culturally diverse environments.

(8) CODE OF CONDUCT

- (a) We have a code of conduct for working with children and vulnerable people. Our code of Conduct is available on our website: www.worldviewaustralia.org
- (b) Breached of the Code of Conduct will be taken seriously and dealt with quickly, fairly and transparently. Any Worker who breaches the Code of Conduct will face consequences depending on the severity of the breach.

(9) GENERAL WORKER RESPONSIBILITIES

- (a) Our Workers must demonstrate behaviour consistent with this Policy & the Code of Conduct in doing the following:
 - remaining alert and aware of possible risks to children
 - guarding children against harmful environments with appropriate actions
 - reporting concerns
 - challenging any inappropriate or harmful behaviour of any other adult and reporting
 - acting appropriately in the presence of children

- not taking any inappropriate risks
 - not smoking, drinking, or taking any form of illicit substances whilst involved with Worldview Australia programs.
 - not using insensitive language in the presence of children, this includes swearing and discussing inappropriate subjects.
 - communicating with children clearly and respectfully and using language they can understand, and is appropriate for their age and level of development.
 - ensuring any children that come into contact with Worldview Australia are supported
- (b) Our Workers are responsible for ensuring that they personally comply with all the applicable laws in the state or territory where they are based.

(10) KEY CHILD SAFETY PERSONNEL

The management and oversight of all child safeguarding matters is allocated to the following Responsible Persons; the administrators & safety directors

(11) RECRUITMENT

- (a) In accordance with applicable legislation, we require anyone that comes into contact with children to have a current Working with Children Check Card.
- (b) To ensure we engage the most suitable people to work with children we follow these practices:
- our commitment to child safety is clear in our advertisements
 - clear position descriptions that include our commitment to the safety of children
 - written applications from applicants
 - face to face training opportunities before selected leaders may come into contact with children. In which we can predetermine their suitability for their role.
 - at least 2 referee checks conducted on each child
 - adequate number of leaders with a current first aid certificate
 - leaders have completed child safe training within 2 years prior to the event

(12) HOW WE ENSURE STAFF ARE SUITABLE AND SUPPORTED

We strive to ensure our Workers are suitable and supported to practice child safety by following the following measures; All workers must hold a current Working with Children's Check and have completed child safe training approved by our safety director within 2 years prior to the program they are registered for. We also require 2 referees to approve and endorse each leader.

(13) CONFIDENTIALITY AND DATA PROTECTION

All personal information we may process relating to children & their families, shall be processed and stored in accordance with our Privacy Policy which can be located at: www.worldviewaustralia.org

(14) RESPONDING TO A CHILD SAFETY CONCERN

We aim to provide accessible and responsive complaints management processes that are focused on the needs of children and young people. We are available for contact anytime through our website.

(15) REPORTING AND RESPONDING TO GENERAL COMPLAINTS OR FEEDBACK

- (a) Compliments, complaints or feedback can be communicated to Worldview Australia verbally or via email using the following email: admin@worldviewaustralia.org
- (b) We will deal with all complaints and feedback received from children and families promptly, sensitively and fairly. We will
- listen to the feedback
 - a record will be made of the feedback

- management will respond to the feedback within 14 days
- record response to the feedback

(16) RISK MANAGEMENT & MANAGING RISKS POSED BY OTHER CHILDREN

- (a) It is important for adults under Worldview Australia to recognise that children can face harm from their peers. This may take the form of bullying.
- (b) For any instance of bullying in the first instance, this procedure will be followed; Our leaders will be our first responders and attempt to quickly diffuse the situation. All children involved will be spoken with and appropriate consequences given.
- (c) Where any behaviour amounting to bullying continues, the following steps will be taken; Parents will be contacted to assist to correcting the children's behaviour. Children may be sent home relevant to the severity of the situation.
- (d) All steps in relation to the prevention or management of bullying should be taken in consultation with a director.

(17) STAFF KNOWLEDGE, SKILLS AND AWARENESS

We have strategies in place to supervise, train and support Workers to understand this Policy, their mandatory reporting obligations, how to build culturally safe environments and their responsibility to create a child safe environment. Strategies include:

- **Training:** ensuring all Workers had read and understood our Child Protection Policy, Privacy Policy, Code of Conduct & Statement of Faith. Complete child safe training every 3 years.
- **Support:** Induction processes to train leaders to be confident in their roles and responsibilities, and appointing a safety director that Workers can go to for questions.

(18) EVENTS AND ACTIVITIES

- (a) Typically, we may arrange the following types of events that may involve children:
 - Worldview Australia Leadership Camps
 - Worldview Bites
 - Worldview Chunks
 - Worldview Family Camp
 - Worldview Quiz
 - Any other Worldview events
- (b) The Responsible Persons shall hold ultimate responsibility for the safety and appropriateness of the event. They may appoint a delegate for some events.
- (c) Although the Responsible Persons and any appointed delegates hold ultimate responsibility for overseeing safety for events, all individuals under this Policy have a responsibility to ensure the safety of children at all times.
- (d) **Venues** for any events or activities shall be risk assessed properly to ensure the suitability and safety of children. Safety procedures shall be made clear to all involved.
- (e) **First Aid** kits will be available for first aid qualified leaders. In a first aid instance, leaders are to follow the safety protocols in the Safety file located with the first aid kit at the event. An appointed first aider will be responsible for handling a Child's medication on their behalf, unless otherwise specified by the Child's legal guardian.
- (f) **Consent Forms;** we shall always obtain written consent from a parent or guardian for any event which takes place with children in attendance without their guardian present. Consent will be obtained via online consent form, or hard copy written format in person. Consent forms will contain emergency contact details and will set out any specific safety needs/requirements for children. All consent forms will be kept secure and stored in accordance with our Privacy Policy.
- (g) **Supervision;** For groups of children under the age of 12, there will be 1 leader to 8 children. For groups of children over the age of 12 there will be a minimum of 1 leader to 10 children. However, will regularly aim to have 1 leader to 5 children.

(19) MANAGING BEHAVIOUR OF CHILDREN GENERALLY

Whenever any adult engaged by us is faced with challenging behaviour from a child or conflict between children they must:

- treat each child fairly and equally
- approach the situation in a calm and neutral manner
- only ever use physical restraint/intervention in order to protect the immediate safety of a person, for example to prevent an injury or harm to the child or others.
- wherever it is justified to physically restrain a child, the amount of force should be kept to the absolute minimum appropriate to the situation.

(20) PHOTOGRAPHY

We will be taking photos at many of our events. The use of photographs will be in accordance with our Privacy Policy accessible at: www.worldviewaustralia.org

Photos will only be used for promotion or sharing if consent is given by a Childs guardian.

(21) REVIEWING OUR CHILD SAFE POLICIES AND PRACTICES

We regularly review our child safe policies so we can continue to improve them. Complaints and feedback are collected and considered in each policy review.

(22) HOW WE MAKE OUR POLICIES AND PROCEDURES AVAILABLE

Our child safe policies are available to children and their families on our website and linked on the registration forms.

(23) FEEDBACK FROM CHILDREN AND YOUNG PEOPLE

We encourage children to participate and provide feedback at each of our events.

(24) RESPECTING EQUITY AND DIVERSITY

We strive to create an environment where children's needs are recognised and they feel safe and included. All workers undergo training for children and vulnerable peoples safety. This training includes unites in diverse needs & creating a safe environment.

(25) ADMINISTRATION OF THIS POLICY

- (a) This Policy was written by:
- (b) This Policy was approved by:
- (c) This Policy was approved on:

(4) FURTHER INFORMATION

If you have any further questions or want to discuss any matters concerning this Policy.

Email: admin@worldviewaustralia.org or wvacontact@gmail.com