

Note: FGM Consultants Pty Ltd undertakes workplace on-the-job training – training is conducted on our client's work premises. Our target audience(s) are all part-time/full-time employees of the companies where training occurs. On average, FGM has less than two trainees in a calendar year (e.g., six trainees between 2015-2017).

## Child Safe Standards Policy

FGM creates and supports a working environment that is supportive and protective of all young people under the age of 18.

As an organisation, we have a clear statement of commitment to child safety:

- Has zero tolerance for child abuse
- Actively works to listen to and empower children
- Has systems to protect children from abuse, and will take all allegations and concerns very seriously and respond to them consistently in line with the FGM's policies and procedures
- Is committed to promoting cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability

FGM is committed to child safety.

We want children to be safe, happy and empowered. We support and respect all children, as well as our staff, contractors and volunteers.

We are committed to the safety, participation and empowerment of all children.

We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.

We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.

Our organisation is committed to preventing child abuse and identifying risks early, and removing and reducing these risks.

Our organisation has robust human resources and recruitment practices for all staff, contractors and volunteers.

Our organisations is committed to regularly training and educating our staff, contractors and volunteers on child abuse risks.

We support and respect all children, as well as our staff, contractors and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

We have specific policies, procedures and training in place that support our leadership team, staff, contractors and volunteers to achieve these commitments.

**If you believe a child is at immediate risk of abuse phone 000.**

### Our children

This policy is intended to empower children who are vital and active participants in our organisation. We involve them when making decisions, especially about matters that directly affect them. We listen to their views and respect what they have to say.

We promote diversity and tolerance in our organisation, and people from all walks of life and cultural backgrounds are welcome. In particular we:

- promote the cultural safety, participation and empowerment of Aboriginal children
- promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds
- ensure that children with a disability are safe and can participate equally.



## **Our staff, contractors and volunteers**

This policy guides our staff, contractors and volunteers on how to behave with children in our organisation.

All of our staff, contractors and volunteers must agree to abide by our code of conduct which specifies the standards of conduct required when working with children. All staff, contractors and volunteers, as well as children and their families, are given the opportunity to contribute to the development of the code of conduct.

## **Training and supervision**

Training and education is important to ensure that everyone in our organisation understands that child safety is everyone's responsibility.

Our organisational culture aims for all staff, contractors and volunteers to feel confident and comfortable in discussing any allegations of child abuse or child safety concerns. We train our staff, contractors and volunteers to identify, assess, and minimise risks of child abuse and to detect potential signs of child abuse.

We also support our staff, contractors and volunteers through ongoing supervision to: develop their skills to protect children from abuse; and promote the cultural safety of Aboriginal children, the cultural safety of children from linguistically and/or diverse backgrounds, and the safety of children with a disability.

New employees, contractors and volunteers will be supervised regularly to ensure they understand our organisation's commitment to child safety and that everyone has a role to play in protecting children from abuse, as well as checking that their behaviour towards children is safe and appropriate (please refer to this organisation's code of conduct to understand appropriate behaviour further). Any inappropriate behaviour will be reported through appropriate channels, including the Department of Health and Human Services and Victoria Police, depending on the severity and urgency of the matter.

## **Recruitment**

We take all reasonable steps to employ skilled people to work with children. We develop selection criteria and advertisements which clearly demonstrate our commitment to child safety and an awareness of our social and legislative responsibilities. Our organisation understands that when recruiting staff, contractors and volunteers we have ethical as well as legislative obligations.

We actively encourage applications from Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds and people with a disability.

All people engaged in child-related work, including volunteers, are required to hold a Working with Children Check and to provide evidence of this Check. We carry out reference checks and police record checks to ensure that we are recruiting the right people. If during the recruitment process a person's records indicate a criminal history then the person will be given the opportunity to provide further information and context.

## **Fair procedures for personnel**

The safety and wellbeing of children is our primary concern. We are also fair and just to personnel. The decisions we make when recruiting, assessing incidents, and undertaking disciplinary action will always be thorough, transparent, and based on evidence.

We record all allegations of abuse and safety concerns using our incident reporting form, including investigation updates. All records are securely stored and backed up on FGM computer servers. If an allegation of abuse or a safety concern is raised, we provide updates to children and families on progress and any actions we as an organisation take.

## **Privacy**

All personal information considered or recorded will respect the privacy of the individuals involved, whether they be staff, volunteers, parents or children, unless there is a risk to someone's safety. We have safeguards and practices in place to ensure any personal information is protected. Everyone is entitled to know how this information is recorded, what will be done with it, and who will have access to it.

## **Legislative responsibilities**

Our organisation takes our legal responsibilities seriously, including:

- **Failure to disclose:** Reporting child sexual abuse is a community-wide responsibility. All adults in Victoria who have a reasonable belief that an adult has committed a sexual offence against a child under 16 have an obligation to report that information to the police.
- **Failure to protect:** People of authority in our organisation will commit an offence if they know of a substantial risk of child sexual abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.
- Any personnel who are **mandatory reporters** must comply with their duties.

## **Regular review**

This policy will be reviewed every two years and following significant incidents if they occur. We will ensure that families and children have the opportunity to contribute.

## **Allegations, concerns and complaints**

Our organisation takes all allegations seriously and has practices in place to investigate thoroughly and quickly. Our staff, contractors and volunteers are trained to deal appropriately with allegations.

We work to ensure all children, families, staff, contractors and volunteers know what to do and who to tell if they observe abuse or are a victim, and if they notice inappropriate behaviour.

We all have a responsibility to report an allegation of abuse if we have a reasonable belief that an incident took place (see information about failure to disclose above).