



Allambee
Camp

CHILD SAFETY AND WELLBEING CODE OF CONDUCT & POLICY

Allambee Camp is committed to the safety and protection of children.
We have zero tolerance for child abuse and discrimination.

Allambee Camp is proud to be accredited under the Quality Tourism Framework (QTF).
Accreditation indicates that we have been independently appraised and meet the requirements for the safe and reasonable operation of a camp.

If any person believes a child is in immediate risk of abuse, telephone 000.

CHILD SAFETY AND WELLBEING CODE OF CONDUCT & POLICY

1. PURPOSE

It informs the Allambee Camp community of everyone's obligations to act safely and appropriately towards children and guides our processes and practices for the safety and wellbeing of children and young people across all areas of our organisation.

2. POLICY STATEMENT

Child safety and wellbeing is embedded in leadership, governance and culture. Children and young people are informed and empowered about their rights, participate in decisions affecting them and are taken seriously. Families and communities are informed and involved in promoting child safety and wellbeing.

3. DEFINITIONS

- Child – a person below the age of 18.
- Child Safety – responsibility, measure or activity undertaken to protect children from potential harm.
- Child Abuse – all forms of physical, emotional, mental, sexual and exploitation neglect. Any action that results in actual or potential harm to a child.
- Empowerment - the process of becoming stronger and more confident, especially in controlling one's life and claiming one's rights

4. PROCEDURES

Responding to disclosures and Mandatory Reporting as per this policy.

5. FORMS

- Incidents and Accidents Form
- Mandatory Reporting (detailed report, no pro forma required)

6. RELATED POLICIES/INFORMATION

- Crimes Act 1958 (Vic)
- Children, Youth and Families Act 2005 (Vic)

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CHILD SAFETY AND WELLBEING CODE OF CONDUCT & POLICY



Policy statement

Allambee Camp has thousands of children attending camp for day or overnight stays each year. We are committed to best practice to protect children and young people from harm, no matter what gender, race, religious beliefs, age, disability, sexual orientation, or family or social background. **We have zero tolerance for child abuse.**

Children and young people have the right to be emotionally and physically safe at all times. Allambee Camp is committed to protecting the personal worth, dignity, safety and wellbeing of all children and young people within our services. Management and staff will treat all children and young people with the utmost respect and understanding. We promote a happy, healthy work environment which supports diversity and equal opportunity and is free of disrespectful behaviour, offensive language, discrimination and workplace harassment, bullying and violence.

Allambee Camp employs a number of staff, who during the course of their duties, work either directly or indirectly with children and young people. Allambee Camp acknowledges their responsibility to protect both children from harm and staff from allegations of child abuse. The Child Safety and Wellbeing Code of Conduct and Policy is designed to assist in this process and ensure that all current legislative requirements are met.

Allambee Camp respects children, young people, visitors and staff. Allambee Camp is committed to the cultural safety of Aboriginal and Torres Straight Island children and those from culturally and/or linguistically diverse backgrounds, and to provide a safe environment for children and young people with a disability.

Allambee Camp understands the connection between disadvantaged and disempowerment; therefore, we take steps to ensure all children and young people are empowered and can speak up and be listened to. Allambee Camp is committed to protecting children and young people from exploitation and abuse.

This code of conduct aims to protect children and reduce any opportunities for child abuse or harm to occur. It supports child protection legislations, department policies, school policies and procedures and professional standards including the 11 Child Safe Standards outlined by the Commission for Children and Young People (1st of July 2022):

- Standard 1: Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.
- Standard 2: Child safety and wellbeing is embedded in organisational leadership, governance and culture.
- Standard 3: Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.
- Standard 4: Families and communities are informed and involved in promoting child safety and wellbeing.
- Standard 5: Equity is upheld and diverse needs respected in policy and practice.
- Standard 6: People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
- Standard 7: Processes for complaints and concerns are child-focused.
- Standard 8: Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
- Standard 9: Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
- Standard 10: Implementation of the Child Safe Standards is regularly reviewed and improved.
- Standard 11: Policies and procedures document how the organisation is safe for children and young people.

1. Purpose & Commitment

Allambee Camp takes its duty of care seriously, particularly in protecting children and young people.

Legal and Moral – Allambee Camp has the responsibility to protect all participants at all ages within our care. This includes reporting information about suspected child abuse.

Shared Responsibility – Child Safety is a shared responsibility by everyone at Allambee Camp. All adults must be vigilant and aware of any indication of abuse or non-accidental injury. All personnel will meet the minimum standards of safety and wellbeing for children and young people associated with our programs and organisation.

Designated Child Protection Officer – All staff must be aware of the designated Child Protection Officer and report any suspicions immediately, no matter how small and trivial it may seem or who the alleged perpetrator and/or victim is.

Training - Abuse can take many forms, these are sometimes hard to recognise and they occur across all socio-economic groups. Allambee Camp provides training for staff to assist in recognising the indicators of abuse, reporting of child abuse and the cultural wellbeing and safety for Aboriginal, Torres Strait Island children.

Risk Management Approach – While it is not possible to eliminate all risks of child abuse, Allambee Camp will ensure risks of child abuse are identified, monitored and reasonably mitigated against in the assessment of all our activities.

Work Practices – Staff and management are to adopt and adhere to these practices ensuring the safety and wellbeing of children and to minimise the possibility of allegations of child abuse and neglect being made against them. Where allegations are made, Allambee Camp will conduct a thorough investigation.

Empowerment – Allambee Camp is committed to provide a safe environment, recognise children's rights, encourage peer relationships, take children's experiences seriously, respond quickly and sincerely and value their contributions to our operations.

2. Staff and management to comply with Allambee Camp standards

Children's Rights – Allambee Camp is committed to protecting the rights of all children to live safely, without fear of abuse or exploitation. Allambee Camp is committed to keeping children safe by all reasonable means.

Zero Tolerance of Child Abuse – Allambee Camp will not tolerate any form of child abuse by anyone who is working within the organisation. Allambee Camp will not permit representatives to work with children if they pose an unacceptable risk to children's safety or wellbeing.

Best Practice – Allambee Camp commit to protect children and young people regardless of age, gender, ethnicity, disability, sexual orientation, religion, family or social background from all forms of harm. Allambee Camp has zero tolerance for child abuse.

Respect – Allambee Camp is committed to the cultural safety of Aboriginal and Torres Strait Island children and those from culturally and/or linguistically diverse backgrounds and to provide a safe environment for children with disabilities.

Diversity – Allambee Camp will not tolerate any discriminatory practices. We support cultural safety, participation and empowerment of Aboriginal, Torres Strait Islander, culturally and/or linguistically diverse backgrounds, LGBTQIA+, children with disabilities and their families. We have a physical environment that actively celebrates the diverse cultures and recognises and appreciates cultural diversity.

Child and Young People Empowerment – Allambee Camp is committed in empowering children and young people to have a say, express ideas and concerns regarding measures set in place, be taken seriously, encouraging peer relationships and support.

Family and Community – Allambee Camp provides access to the Child Safety and Wellbeing Code of Conduct & Policy to all families and members of the community and is open to receive feedback promoting child safety and wellbeing.

The principles we follow include a developing an empowering culture, fostering empowering relationships among children and young people with their peers and adults in the organisation, building awareness, skills and knowledge to recognise unsafe situations and raise concerns and supporting meaningful, positive participation.

3. Child Safe Principals and Expectations

All staff and management are responsible for supporting the safety, participation, wellbeing and empowerment of children and young people. They are to observe child safe principles and expectations for appropriate behaviour towards and in the company of children and young people as noted below.

- Take all reasonable steps to protect children and young people from abuse.
- Treat all children and young people with respect, regardless of race, colour, sex, gender identity, sexual orientation, language, religion, political or other opinion, ethnic or social origin, culture, property, disability or other status.
- Listen and respond to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or worried about their safety or the safety of others.
- Promote the cultural safety, participation and empowerment of Aboriginal children with no question on self-identification.
- Promote cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds. Having zero tolerance for discrimination.
- Promote safety, participation and empowerment of children with disability including personal care activities.
- Actively promote cultural safety and inclusion.
- Ensure as far as practicable that an adult is not left alone with a child.
- Encourage children to 'have a say' and to participate in all relevant organisational activities where possible, especially on issues that are important to them.
- Encourage peer friendships and support.
- Spend time getting to know all children and young people from culturally and/or linguistically diverse backgrounds on an individual basis. Communication on how they would most like to participate.
- Create safe spaces for LGBTQIA+ where they are not discriminated against, judged or bullied.
- Adhere to Allambee Camp Child Safety and Wellbeing Code of Conduct & Policy.

4. Concerns, Allegations and Reporting

- Report any child safety concerns to Allambee Camp's designated Child Protection Officer / Management.
- Report any allegations of child abuse to the Allambee Camp's Child Protection Officer / Management and Police.
- If an allegation of child abuse is made, ensure as quickly as possible that the child/ren are safe.

5. Staff must not

- Develop any 'special' relationships with children and young people that could be seen as favouritism.
- Touch a child unless required to do so in order to fulfil your duties (such as putting on harnesses, helmets etc.) and ensure that there is another adult present.
- Avoid hugging, piggybacks, play fights, sitting on laps or any other physical contact.
- Put children at risk of abuse, such as locking doors.
- Do things of a personal nature that a child or young person can do for themselves, such as toileting or changing clothes.
- Allow inappropriate behaviour including ignoring, humiliating, isolating, threatening or verbal abuse by any adult, child or young person.
- Engage in open discussions of a mature or adult nature in the presence of children, such as social activities.
- Use inappropriate language in the presence of a child or young person.
- Express personal views on abilities, age, gender, race, culture, vulnerability, sexuality or ethnicity in the presence of a child or young person.
- Have personal or online contact with a child, young person or their family outside of our organisation.
- Promise to keep a secret about sensitive information that a child or young person may disclose to you.
- Ignore or disregard any suspected or disclosed child abuse.
- Exhibit behaviours with children which may be construed as unnecessarily physical.
- Discriminate against any child, because of disability, age, gender, race, culture, vulnerability sexuality or ethnicity.
- Have contact with a child or their family outside of our organisation without our child safety officer's knowledge and/or consent.
- Have any online contact with a child or their family (unless necessary to fulfil your duty).
- Treat a child unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity.

By observing these standards, you acknowledge your responsibility to immediately report any breach to Allambee Camp designated Child Protection Officer, Imelda Cathomen / Management.

I have read all pages of the Child Safety and Wellbeing Code of Conduct. I have been given the opportunity to seek clarification if required. I understand and agree to adhere to the policy stated.

Employee name: _____

Date: _____

Employee signature: _____

CHILD SAFETY AND WELLBEING POLICY

Allambee Camp aims to provide the children and young people with the opportunity to develop to their full potential free from harm and abuse.

What Is Abuse?

There are many forms of Child Abuse that results in actual or potential harm to a child or young person. According to the Children and Young Persons (Care and Protection) Act 1998 mandated reporters, staff, management must make reports if they suspect on reasonable grounds a child is at risk of harm because of:

- The child's basic physical or psychological needs are not being met or are at risk of not being met.
- The child has been, or is at risk of being physically or sexually abused or ill-treated.
- The child is living in a household where there have been incidents of domestic violence and they are at risk of serious physical or psychological harm.
- The parent's or other caregiver's behaviour means the child has suffered or is at risk of suffering serious psychological harm.

1. Indicators and Types of Abuse

There are common physical and behavioural signs that may indicate abuse or neglect. A child's behaviour is likely to be affected or there are visual signs. Abuse and neglect can be single incidents or ongoing, and may be intentional or unintentional.

Neglect is the continuous failure by a parent or caregiver to provide a child with the basic things needed for their growth and development, such as: food, clothing, shelter, medical and dental care and adequate supervision.

Indicators of Neglect:

- Poor standard of hygiene leading to social isolation
- Scavenging or stealing food
- Extreme longing for adult affection
- Lacking a sense of genuine interaction with others
- Self-comforting behaviours, e.g. rocking, sucking
- Untreated physical problems

Physical Abuse is when a child has suffered, or is at risk of suffering, non-accidental trauma or injury, caused by another person. Physical violence can be inflicted in many ways including beating, shaking, burning or use of items as a weapon.

Indicators of Physical Abuse:

- Facial, head and neck bruising
- Lacerations and welts
- Explanations that are not consistent with injury
- Bruising or marks that may show the shape of an object
- Bite marks or scratches
- Multiple injuries or bruises
- Burns and scalds

Emotional and Psychological Abuse occurs when a person harms a child's development by repetitively treating and speaking to a child in ways that damage the child's ability to feel and express their feelings. Through repeated rejection, isolation and threats or acts of violence. This may include: constant criticism,

condescending, teasing of a child, ignoring, withholding admiration/affection, encouraging inappropriate or risky behaviours and exposure to family/domestic violence.

Indicators of emotional abuse:

- Feeling of worthlessness about them
- Inability to value others
- Lack of trust in people and expectations
- Extreme attention seeking behaviours
- Other behavioural disorders (disruptiveness, aggressiveness, bullying)

Sexual Abuse is when someone involves a child or young person in a sexual activity or deliberately puts the child/young person in the presence of sexual behaviours that are exploitative or inappropriate to their age and development by using their authority over them or taking advantage of their trust. Children are often bribed or threatened physically and psychologically to make them partake in the activity. This includes the act of grooming of a child or young person.

Sexual abuse may include: Exposing the child to sexual behaviours of others, coercing the child to engage in sexual behaviour with other children, verbal threats of sexual abuse and/or exposing the child to pornography.

Indicators of Sexual Abuse:

- They describe sexual acts
- Age-inappropriate behaviour and/or persistent sexual behaviour
- Self-destructive behaviour
- Bleeding from the vagina or anus
- Injuries such as tears to the genitalia

Family Violence is a violation of human rights. It involves violent, abusive or intimidating behaviour carried out by an adult against a family member to control and dominate that person. Domestic violence causes fear, physical and/or psychological harm. Living with family/domestic violence has a profound effect upon children and young people and may constitute a form of child abuse.

Indicators of Family/Domestic Violence:

- Show aggressive behaviour
- Develop phobias & insomnia
- Show symptoms of depression
- Have diminished self-esteem
- Demonstrate poor academic performance and problem-solving skills
- Have reduced social competence skills including low levels of empathy
- Show emotional distress
- Have physical complaints

Racial, Cultural, Religious, Linguistic Abuse is a conduct which demonstrates contempt, ridicule, hatred or negativity towards a child because of their race, culture or religion. It may be obvious with direct racial vilification or discrimination, or it may be discreet by demonstrating a lack of cultural respect or awareness of their values. Failing to provide positive images or communication about another culture.

LGBTQIA+ Abuse is when they experience homophobic or transphobic bullying. They feel pressure to suppress or change their sexuality. Allambee Camp supports children's and young people's right to their sexuality and gender identity and the use of pronouns.

Online Abuse / Cyberbullying or cyber harassment is a form of bullying or harassment using electronic means. Cyberbullying and cyber harassment are also known as online bullying. It has become increasingly common, especially among teenagers, as the digital sphere has expanded and technology has advanced. Allambee Camp limits use of electronics and children and young people only use devices if needed for a particular activity.

Indicators of online abuse or online bullying:

- They become upset or anxious when using their devices.
- They suddenly stop using their devices.
- They lose interest in things they used to enjoy, or struggle with mood changes.
- Unexpected changes in friendship groups.
- A decline in school work.
- Avoidance of school or clubs.

2. Responsibilities

Keeping children and young people safe from harm is a shared responsibility by all staff and management.

Responsibilities as an organisation

- Strategies are embedded within the organisation which equip all members to acknowledge and appreciate the strengths of Aboriginal and Torres Strait Islander culture and understand its importance to the wellbeing and safety of Indigenous children and young people.
- Measures are adopted to ensure racism is identified, confronted and not tolerated. Any instance of racism is addressed with appropriate consequences.
- Allambee Camp pays particular attention to the needs of children and young people with disability, children and young people from culturally and linguistically diverse backgrounds, those who are unable to live at home, lesbian, gay, bisexual, transgender and intersex children and young people.
- Ensuring Child Safety and Wellbeing is embedded at all levels.
- Provide strategies that empower all children and young people to encourage them to speak up if they feel unsafe.

Responsibilities of the DCPO (Designated Child Protection Officer):

- DCPO is Imelda Cathomen.
- Is required to understand and act in line with Allambee Camp Child Safety and Wellbeing Policy & Code of Conduct. Including reporting any suspected child abuse to the relevant state/territory Child Protection Authority and/or the Police Department.
- Fully cooperate with all relevant state/territory child protection authorities or other recognised bodies in their investigations of suspected child abuse.
- Provide support for staff in undertaking their child safety and wellbeing responsibilities.
- Must ensure that the Policy and Code of Conduct are easily accessible and are located in the office and in the dining room.
- The Child Safety Reporting Process Flowchart is laminated and affixed to walls in the office.

Responsibilities of the managers:

- Promoting Child Safety at all times.
- Educating employees about the prevention and detection of child abuse.
- Facilitate the reporting of any inappropriate behaviour or suspected abuse.

Responsibilities of staff

- Be familiar with relevant laws, Allambee Camp Child Safety and Wellbeing Code of Conduct & Policy and other relevant policies. Agree to adhere to all requirements.
- Report any reasonable belief that a child's safety is at risk to the relevant people and authorities.
- Provide an environment that is supportive of all children's emotional and physical safety and wellbeing.

3. Reasonable Belief

All adults must report where they form a reasonable belief that a sexual offence has been committed by an adult against a child under the age of 16. Failure to disclose the information may be a criminal offence. The DCPO will notify Victoria Police as per legal requirements.

A reasonable belief is not the same as having proof. It is if a reasonable person, doing the same work, would form the same belief on those grounds, based on the same information.

Grounds for forming a belief are matters of which the person has become aware and any opinions in relation to those matters.

Reporters are not expected to have evidence or to be certain. Child Protection is responsible for assessing reports and deciding how to respond. A reasonable belief might be formed if:

- A child or young person states that they have been physically or sexually abused.
- A child or young person states that they know someone who has been physically or sexually abused. It is possible in this case that the child is talking about themselves.
- Professional observation of the child's behaviour or development leads a professional to form a belief that the child or young person may have been abused or is likely to be.
- Signs of abuse lead to the belief that the child or young person has been physically or sexually abused.

4. Disclosures

A disclosure of harm emerges when someone, including a child or young person, tells you about harm that has happened or is likely to happen. When a child/young person discloses that he or she has been abused, it is an opportunity for an adult to provide immediate support and comfort and to assist in protecting the child from the abuse. It is also a chance to help the child connect to professional services that can keep them safe, provide support and facilitate their recovery from trauma. Disclosure is about seeking support and your response can have a great impact on the child or young person's ability to seek further help and recover from the trauma.

5. Responding to a Disclosure or Allegation of Abuse

When receiving a disclosure of harm, it is important to:

- Be CALM and patient. Allow the child/young person to be heard.
- Find a suitable place, free of distractions but still in view of others.
- Do not promise to keep a secret, explain that in order to keep them safe you will need to report their experience to trusted persons.
- REASSURE the child/young person it is OK they have told you what is happening.
- Acknowledge the child or young person's bravery and strength.
- Let the child or young person use THEIR WORDS.
- RESPECT that the child or young person may only reveal some details.

- Avoid asking leading questions or questions that could cause distress, confusion which could interfere with any later enquiries.
- Avoid 'quizzing' the child or young person about the details of the abuse.
- LISTEN supportively. Listening is more important than making comments. Be supportive.
- Do not act shocked or give any opinions. Remain CALM and supportive.
- Address any concerns about the child or young person's safety.
- REASSURE the child or young person that he or she is NOT at fault and NOT the cause of any distress you or others may feel.
- Avoid making promises you cannot keep in managing their situation.
- You must not attempt to conduct your own investigation or mediate an outcome between the parties involved.

6. Reporting Reasonable Belief and Disclosures

If any person believes a child or young person is in immediate risk of abuse call 000 or the local Police station. Alternatively, report concerns about the immediate safety of a child or young person within their family unit to DFFH Child Protection (Department of Families, Fairness and Housing), call the Child Protection Crisis Line on 13 12 78 (24 hours, 7 days, toll free).

If any person has ground to suspect abusive activity at Allambee Camp they must immediately notify the appropriate child protection service and/or Victoria Police. They should also advise the manager/supervisor or the DCPO about their concern.

In situations where a line manager/supervisor or DCPO is suspected of involvement in the activity or if the person having the suspicion does not believe that the matter is being appropriately addressed or dealt with, the matter should be reported to the highest level of supervision.

In the case where a disclosure is made to any staff it is to be reported to the DCPO as soon as practical after the disclosure. Discuss concerns with the DCPO or management. The DCPO will make an assessment on further action.

Discuss any concerns about the safety and wellbeing of a child or young person with the Designated Child Protection Officer (DCPO) or a member of management. The DCPO will then make an assessment about whether they should make a report about the child or young person and to whom the report should be made.

Child Safety complaints, disclosures and breaches of the Child Safety and Wellbeing Code of Conduct and any accidents and incidents will be archived on site at Allambee Camp. Records will be kept securely.

Do not promise to keep a secret about sensitive information that may be disclosed to you by a child or young person. Inform them you will need to tell relevant people to help with ensuring their safety and wellbeing.

Records will be kept of any actions taken, any internal investigations and any reports made to statutory authorities or professional bodies.

Keep comprehensive notes and DOCUMENT as much information in a non-judgmental and accurate manner as soon as possible so the details are accurately captured. It is important to include all details:

- Time, date, and place of the disclosure.
- Child/young person's name, DOB and address.
- Note child/young person's account 'word for word'. What happened and what was said. When making a report ensure you identify what the child/young person's words were and what is your information.
- Include any non-verbal reactions during the disclosure.

- When reporting reasonable belief, note the information of concern that led to the reason for the child/young person's safety. (i.e. physical injuries, behaviour, etc.)
- The source of the information. (i.e. observation, child, another person)
- The actions taken as a result of the concerns. (i.e. consultation with DCPO, DHHS, etc.)
- Name, position of person making the report, the person receiving report and signatures.
- **DO NOT DELAY PROVIDING INFORMATION TO THE DCPO.**
- Notification of all allegations must be reported to DCPO.

Once information has been given to the DCPO there may be a need for the confidant to discuss matters further with child/young person to assist in making a decision and to assist DFFH involvement. The propose for this is to ensure that the necessary information is gathered to assist in making a decision and to assist DFFH, should they be involved at a later time. Examples of what the confidant may be asked to find out with regards to the disclosure can include but is not limited to:

- When the alleged abuse last happened?
- Where was the child hit/other?
- What was used to hit the child (object, hand open, hand closed)?
- What were the events leading up to the alleged abuse?
- Who else is in the family unit / who lives at home?
- Who else knows?
- Have they spoken to anyone else about the alleged abuse?

7. Relevant Child/Young Person's Protection Authorities

If a child or young person discloses abuse, Allambee Camp is to report it to the relevant authorities.

- Concerns that are life threatening: **Victoria Police 000**
- Concerns about the immediate safety of a child or young person within their family unit: **Child Protection Crisis Line (CPCL) 13 12 78** (24/7 access toll free within Victoria)

CPCL is an emergency service for weekends and after hours only and will pass on cases to relevant regions the following working day.

- Notify **Designated Child Protection Officer (DCPO)** as soon as the opportunity presents.

8. Recruitment and Selection

Allambee Camp follows a stringent selection and recruitment process to help us identify the most suitable candidates to work with children and young people in support of our zero tolerance for child abuse. The strict guidelines and recruitment process also deters unsuitable candidates from applying and being appointed. Following the careful selection and recruitment guidelines, Allambee Camp provides effective training to all staff on this policy, the code of conduct and clear information as to what constitutes as child abuse. Allambee Camp will provide effective management for all staff through supervision and support. For all staff from advertisement to commencement:

- Positions have selection criteria identifying key skills, attributes, experience and qualifications that re required to undertake the duties and tasks.
- Advertisements clearly states that Allambee Camp is a child safe organisation our commitment to child safety and wellbeing including a Child Safe and Wellbeing Code of Conduct & Policy.
- Interview includes child safety questions and/or real life experience, such as:
 - Motivation to work with children?
 - Understanding of children's physical and emotional needs?
 - Understanding of physical boundaries?
 - Attitudes to children and young people's rights and how they can be upheld?
 - Values on honesty, integrity, reliability, fairness and non-discrimination?

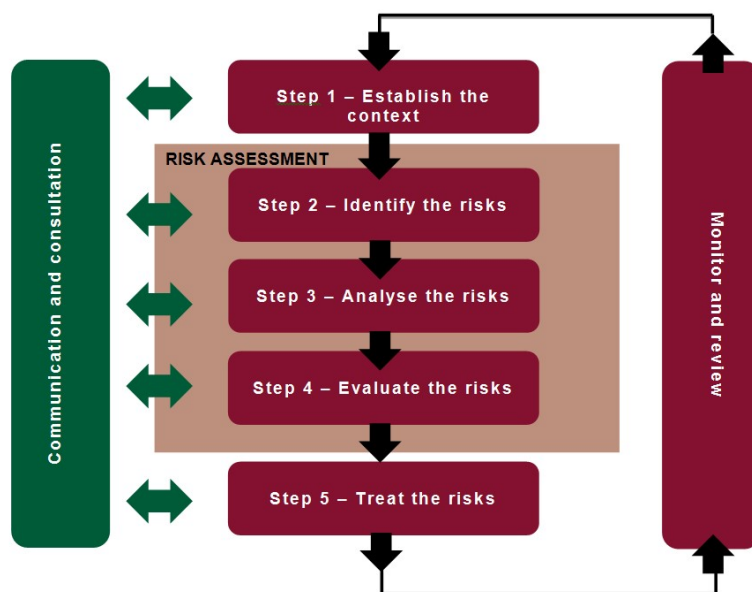
- Discuss applicants' approach to Aboriginal cultural safety and inclusive practices for all children and their families.
- Screening and background checks conducted. Including one referee that is the applicant's current or most recent employer. Questions such as:
 - Would you employ the person again?
 - Do you have any concerns about the applicant working directly with children?
 - Are you comfortable knowing that the applicant might sometimes be working alone with children?
 - Did the applicant have any disciplinary matters relating to child protection issues?
 - Candidates provide a current Working With Children Check (WWCC). Excluding anyone with a criminal history of violence, abuse of children or serious drug or fraud charges.
 - Evidence of identity must be verified (driver's licence or passport).
 - Sight original certificates of qualifications.
 - Clear understanding of Allambee Camp Child Safety and Wellbeing Code of Conduct & Policy.
 - Clear understanding of what constitutes as child abuse.
 - Clear understanding of their responsibilities and 'duty of care' in relation to their position.
 - Extensive induction process.
 - Appropriate training of all staff.

After appointment of staff roles:

- Continual monitor of WWCC status.
- Continual Allambee Camp supervision and support.
- Support roles, provide training and resources.
- Raise performance issues and required improvements.
- Treat staff with respect.

9. Risk Management

To support strategic, operational and tactical risk management, the Child Safety and Wellbeing Policy is in place to help ensure effective management of risk. The Risk Management Framework below ensures that risk is managed in a holistic manner.



FLOWCHART: Child safety reporting process

Who can report?	Parent	Child	Staff member
What to report?	Any child safety concerns, including; <ul style="list-style-type: none"> - disclosure of abuse or harm - allegation, suspicion or observation - breach of Code of Conduct - environmental safety issues 		
Call 000 if a child is in immediate danger			
How?	Face-to-face verbal report, letter, email, telephone call, meeting		
Who to?	Designated Child Protection Officer, manager, supervisor		
What happens next?	The Designated Child Protection Officer, or manager or supervisor will: <ul style="list-style-type: none"> - Offer support to the child, the parents, the person who reports and the accused staff member or volunteer (if required or relevant) - Initiate internal processes to ensure the safety of the child, clarify the nature of the complaint or disclosure and commence disciplinary process (if required) - Decide, in accordance with legal requirements and duty of care, whether the matter should/must be reported to the police or Child Protection and make report as soon as possible (if required). 		
Outcome	Investigation; outcome decided; relevant staff, volunteers, parents and child notified of outcome of investigation unless kept out of our hands by authorities. Policies, procedures and Code of Conduct updated where necessary.		

I have read all pages of the Child Safety and Wellbeing Policy. I have been given the opportunity to seek clarification if required. I understand and agree to adhere to the policy stated.

Employee name: _____

Date: _____

Employee signature: _____