



Child Safety and Wellbeing Policy

Responsible Officer	Manager
Date of Commencement	May 2023
Date of Current Review	April 2025
Date of Next Review	April 2026 (reviewed annual as per Child Safety Principle)
Version	V2
Approved by	Board

Policy Statement

Tasmanian Community Fund (TCF) is committed to the safety and wellbeing of children and young people. This policy details TCF's commitment to create a culture, adopt strategies and take action to promote child wellbeing and prevent harm to children and young people. The Child Safety and Wellbeing Policy provides an overview of TCF's approach to implementation of the National Principles for Child-Safe Organisations and the Tasmanian Child and Youth Safe standards and the Reportable Conduct Scheme. It also guides TCF's approach to child safety and wellbeing across all its operations.

A Statement of Commitment to Diversity is displayed publicly and is easily accessible.

Scope

This policy:

- applies to the TCF Board Members, Intern Director and staff members allocated to TCF from State Government.
- applies when dealing with young people directly (not organised by third party)

Definitions

Child - Any person under 18 years of age as defined by Children, Young Persons and their Families Act 1997 (TAS).

Young Person - A person who is 12 years old or older but under 18 years of age.

Child abuse - All forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power.

Responsibilities

Board - The board is responsible for ensuring that a strong child safe culture is created and maintained, and that policies and practices are effectively developed and implemented to support this.

Manager - The Manager will ensure that TCF team members within the organisation are aware of relevant laws, organisational policies and procedure and promote a culture of reporting. The Manager will take appropriate steps following an investigation and make improvements/take action, where necessary.

Everyone involved in the care of children on behalf of Tasmania Community Funds or who will interact with children through their role with the Tasmanian Community Fund should;

- Obtain and hold a valid Working with Vulnerable People check;
- Complete Child Safe Training;
- Comply with this Policy, the Child Safety Code of Conduct, and all other Codes and Policies applicable to employees;
- Maintain a duty of care towards others involved in these programs and activities;
- Work towards the achievement of the aims and purposes of the organisation;
- Establish and maintain a child-safe environment in the course of their work;
- Be fair, considerate, respectful, and honest with others;
- Treat children with respect and value their ideas and opinions;
- Act as positive role models in their conduct with children;
- Appropriately guide children towards positive and responsible behaviour;
- Respect the privacy of children, their families, and only disclose information to people who have a need to know when TCF has permission or required under legislation;
- Operate within the policies and guidelines of TCF;
- Contact the police if a child is at immediate risk of abuse (phone 000); and

- If a child is not at immediate risk, report any inappropriate behaviour towards a child or children to the Manager;
- If uncomfortable reporting the behaviour to the Manager, report inappropriate behaviour towards a child or children to the Independent Regulator.
- Report inappropriate behaviour by any child to the Manager if the child does not respond to appropriate requests to improve behaviour.

The Manager - be the first point of contact for all child safe matters.

Expectations and practices in relation to the universal principle and Child and Youth Safe standards

The following outlines the ten principles and TCF's commitment to compliance with them.

Standard 1

Child safety and wellbeing are embedded in organisational leadership, governance, and culture.

- A public commitment to child and youth safety is available and is displayed for public access in the physical and/or online environment.
- A Code of Conduct sets out expectations regarding behaviour of Board and staff with children and young people and in promoting and maintaining child and youth safety and wellbeing.
- This Child Safety and Wellbeing Policy is displayed for public access in the physical and/or online environment.

Standard 2

Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.

- Age-appropriate and easy to understand documents, in print or online, are easily accessible and support children and young people to understand their rights.
- A public statement is made, showing the organisation's commitment to children and young people's participation in the organisation, respecting children and young people's rights and upholding their safety and wellbeing.

Standard 3

Families, carers, and communities are informed and involved in promoting child safety and wellbeing.

- The organisation's policies reflect the importance of family and community involvement.
- A documented overview outlines what TCF activities children and young people will be involved in at the organisation.

Standard 4

Equity is upheld and diverse needs respected in policy and practice.

- TCF staff and Board will participate in culture safety and awareness training.
- A list of services can be accessed by staff and volunteers.
- Posters and other documents include images portraying cultural diversity.

Standard 5

People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

- TCF has expectation that all Board and staff members will take a child safety and wellbeing focus which is reflected in their decisions.
- Documentation indicates Registrations to Work with Vulnerable People have been verified.
- Diversity is encouraged and celebrated in the organisation.

Standard 6

Processes to respond to complaints and concerns are child focussed.

- Documents, in print or online, describe the child safety and wellbeing complaints process for all staff, children, families and communities.
- Policies and procedures include information about when child safety and wellbeing complaints should be reported to authorities.

How to raise a concern or make a complaint

TCF will receive a concern or a complaint in relation to the safety of a child or young person in any form – verbally or in writing. The person wishing to raise a concern/make a complaint may speak with the Manager or provide information in writing. If the complaint is against a TCF staff member the matter will be referred to the relevant person in the Government Department.

Once an issue has been raised the Manager will:

- Acknowledge receipt of the complaint/concern;
- Investigate the complaint/concern, seeking assistance where appropriate;
- Provide support and assistance to people affected by a child safety and wellbeing complaint, including children, families and TCF team;
- Undertake steps as a mandatory reporter, as required;
- Report outcomes of the investigation to the Chairperson or Delegated Board Member and make recommendations on actions/improvements required.

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Standard 7

Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

- A training action plan for the TCF team includes training on:
 - the Child Safety and Wellbeing Policy;
 - identifying indicators of child abuse and harm;
 - how to support a person making a disclosure about harm to a child;
 - how to respond to issues of child safety including internal and external reporting requirements, notifying families and carers and managing risks to children and young people;
 - how to support cultural safety and build culturally safe environments; and
 - the rights of children and young people.

Standard 8

Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

- Children and young people are supported to celebrate their culture in the physical or online environment.
- Acknowledgments of First Nations people as the Traditional Owners are included in the organisation's email signatures.
- TCF staff will comply with State Government technology usage policies.

Standard 9

Implementation of the child and Youth Safe Standards is regularly reviewed and improved.

- Policies and procedures clearly indicate a review date.
- Reports document any child and youth safety and wellbeing reviews and findings.

Standard 10

Policies and procedures document how the organisation is safe for children and young people.

- This Child Safety and Wellbeing Policy sets out the organisation's expectations, practices, and approach in relation to each of the Child and Youth Safe Standards.
- The organisation's Code of Conduct sets out the expectations for behaviour and responsibilities of the TCF team.
- Risk assessments and management plans address risks of child abuse and harm.

Third Party Organisations

If a complaint/concern is received about a third party organisation first hand about their engagement with a child or children, the Manager will report the behaviour to Tasmania Police if the child or children are in immediate danger or to the Independent Regulator if there is no immediate danger.

If a complaint/concern is received about a third party organisation second, third or fourth hand about their engagement with a child or children, the Manager will encourage the reporter to contact the Independent Regulator to make a report. The Manager will report the behaviour to the Independent Regulator to provide intel to the Regulator.

Related Documents

TCF Child Safe Code of Conduct

- Child Safe Organisation – TCF Commitment

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