



**Repeat Plastics Australia P/L
Child Safe Policy**

**Version 1
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1. Purpose	3
2. Context	3
3. Scope	3
4. Commitment to child safety (include risk management)	3
5. Children’s participation	3
6. Recruitment practices	4
7. Code of Conduct	4
8. Support for employees and volunteers	5
9. Reporting and responding to suspected child abuse and neglect	6
10. Strategies to minimise risk	6
11. Harassment/bullying	7
12. Communication	7
13. Related policies and procedures	7

1. Purpose

This policy was written to demonstrate the strong commitment of the management and its employees and contractors to child safety and establishing and maintaining child safe and child friendly environments.

2. Context

This policy reflects our commitment to provide a safe environment where every person has the right to be treated with respect and is safe and protected from abuse.

It complies with our obligations under the *Working with Children Act 2005*, and *The Child Safety and Wellbeing Act 2005*.

3. Scope

This policy, from the date of endorsement, applies to all employees, children, parents, carers and other individuals involved in Repeat Plastics Australia P/L.

4. Commitment to child safety (include risk management)

All children who come to Repeat Plastics Australia P/L have a right to feel and be safe.

We are committed to the safety and well-being of all children and young people accessing our services and the welfare of the children in our care will always be our first priority.

We aim to create a child safe and child friendly environment where all children are valued and feel safe.

5. Children's participation

Repeat Plastics Australia P/L employees and contractors encourage children to express their views, and make suggestions, especially on matters that directly affect children.

We actively encourage children who use our services to 'have a say' about those things that are important to them. We value diversity and do not tolerate any discriminatory practices.

We teach children what they can do if they feel unsafe. We listen to and act on any concerns children, or their parents, raise with us.

6. Recruitment practices

Repeat Plastics Australia P/L takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children.

We interview and conduct referee checks on all employees and contractors.

We conduct criminal history assessment for people working with children, as set out in the *Working with Children Act 2005*

We ensure that criminal history information is dealt with in accordance with the standards of the *Working with Children Act 2005*.

In the event that an employee, contractor, volunteer or applicant is not willing to consent to a criminal history assessment, or does not have a valid assessment of their criminal history report or other acceptable evidence, Repeat Plastics Australia P/L will preclude the individual from working with children in a prescribed position.

Our procedure for conducting criminal history assessments is provided in Appendix 1.

7. Code of Conduct

All employees and contractors at Repeat Plastics Australia P/L will:

- o Treat everyone with respect and honesty (this includes staff, volunteers, students, children, young people, parents and caregivers).
- o Remember to be a positive role model to children and young people in all your conduct with them.
- o Set clear boundaries about appropriate behaviour between yourself and the children or young people present.

- o Ensure children and young people understand their rights and explain to the child or young person in age-appropriate language what they can expect during the visit.

- o Ensure that when an image or video of a child or young person is taken, the child, young person and their parents or carers (where applicable) clearly understand the way the image will be used. Permission must be obtained before any images are taken.

- o Follow the Child-Safe policy and guidelines for the safety of children and young people.

- o Raise any concerns, problems or issues with management as soon as possible.

- o Record and act quickly, fairly and transparently on complaints of abuse or other serious complaints made by a child, a child, young person or their parent/guardian.

- Notify as soon as practicable if staff have a reasonable suspicion that a child or young person has been or is being abused or neglected. Telephone number to make a report during business hours (8.45am -5.00pm) Monday to Friday Victorian South Division intake: 1300 655 795

- o All employees and contractors will not:
 - Take part in any unnecessary physical contact with a child or young person
 - Discriminate against any child or young person because of age, gender, cultural background, religion, vulnerability or sexuality.
 - Develop any 'special' relationships with children or young people outside of the professional relationship

8. Support for employees, contractors and volunteers

Repeat Plastics Australia P/L seeks to attract and retain the best employees and contractors.

We provide support and supervision so people feel valued, respected and fairly treated.

We ensure that employees and contractors who work with children have ongoing supervision, support and training so that their performance is developed and enhanced to promote the establishment and maintenance of a child safe environment.

9. Reporting and responding to suspected child abuse and neglect

Repeat Plastics Australia P/L will not tolerate incidents of child abuse.

We ensure that employees, contractors and volunteers are aware of how to make appropriate reports of abuse or neglect. We also provide opportunities for employees, contractors and volunteers to attend an information session on mandatory reporting.

Employees, contractors and volunteers must also report to management any reasonable suspicion that a child has been, or is being, abused or neglected by another employee or contractor.

Staff of this Business have a duty of care to report any concerns about the behaviour of a staff member to management even if they are not mandated notifiers under *The Child Safety and Wellbeing Act 2005*.

10. Strategies to minimise risk

Repeat Plastics Australia P/L provides tours to a relatively small number of children. Children are always accompanied by the teacher or parent/carers therefore the likelihood of any risk event is low.

This business takes steps to minimize the risks to children or young people due to the actions or omissions of staff, contractors or other people within our business. We review our risks regularly to address any new or emerging risks in order to maintain a safe environment for children and young people.

Strategies we have implemented to minimize and control risks to children and young people include:

- o All staff are required to abide by this child safe policy
- o Staff are made aware of and are responsive to the particular needs and vulnerabilities of children and young people (such as age, language barriers,

developmental capabilities, disability, mental health, trauma or abuse)

- o This business responds to any concerns that children, or their teachers or carers raise, quickly and fairly.

Evaluation of these strategies and the development of additional strategies to minimize and control risks to children and young people occurs as part of our ongoing risk management process.

11. Harassment/bullying

Repeat Plastics Australia P/L opposes all forms of harassment, discrimination and bullying. We take this issue seriously and encourage anyone who believes that they, or another person, has been harassed, discriminated against or bullied to raise this issue with management.

12. Communication

Repeat Plastics Australia P/L will ensure that everyone to whom this policy applies is aware of and has had an opportunity to read the policy.

We also ask employees, contractors, volunteers and parents (where appropriate) to sign a written statement indicating that they have read and will abide by our child-safe policy. We retain a copy of all signed statements.

13. Related policies and procedures

- Code of conduct
- Statement to be signed by employees, contractors, volunteers and parents indicating they have read and will abide by this policy – refer Appendix 2.

Conducting working with children checks

Assessments required

All staff of this business who occupy a prescribed position are required to undergo a Working with Children Check.

Working with Children Check are also required prior to the appointment of new staff members to prescribed positions. This includes all staff who regularly work with or around children in an unsupervised capacity or have access to children's contact details.

Procedure for conducting criminal history assessments

A satisfactory criminal history assessment is a precondition of working in a prescribed position at this business.

Where a person has no disclosable criminal history, the assessment is successfully completed and no further action in respect to an assessment is required.

Where an individual does have a criminal history, this business assesses this information. Each assessment is conducted on its individual merits and with consideration to the inherent requirements of the position. Principles of procedural fairness and natural justice are applied throughout the decision-making process and the individual is provided an opportunity to confirm or dispute the information contained within the report and to provide contextual information for consideration during the assessment process.

Criminal history information will not be retained once a decision has been made regarding the person's suitability to work with children. No criminal history information will be retained beyond three months.

In accordance with its legal requirements, this business will retain the following information regarding its decision:

- That a criminal history report was obtained
- How the criminal history information affected decision making processes

- Statutory declarations (where applicable)

The business may obtain a further criminal history assessment for an employee or contractor at any time that the business believes it necessary or desirable for the purpose of maintaining a child safe environment.

Other evidence

Where appropriate, this business may utilise a number of forms of evidence (obtained within the last three years) to assess a person's suitability to work with children. This includes:

- A National Police Certificate that does not expressly state that it cannot be used as a clearance to work with children
- A letter of clearance to work with children from the Department for Families and Communities Screening Unit
- A valid and current interstate working with children check.

Acceptance of other forms of evidence is at the discretion of this business and is subject to the person completing a 100-point check to confirm the true identity of the applicant.¹

This business may also at its discretion seek a statutory declaration for any employee(s), contractor(s) or volunteer(s) who have been citizens or permanent residents of another country other than Australia since turning 18 years of age.

¹ A 100-point check should include one primary document such as a Birth Certificate or International Travel Document (e.g. Current Passport) or Citizenship Certificate and must include one secondary document such

as a Driver's Licence, employee identification card, Centrelink card or student identification card.

APPENDIX 2

Statement to be signed by employees and contractors indicating they have read and will abide by this policy.

Employee/Contractor Memorandum of Understanding (Child Safe Policy)

I _____ of _____

have read and understand Repeat Plastics Australia P/L Child Safe Policy.

I am fully aware of my responsibilities to implement this policy. I am also aware of where to locate Repeat Plastics Australia P/L Workplace Policy Manual.

Signed by	Name (print)	Date
Sighted by	Name (print)	Date

National Police Check

Employee/Contractor	NPC Date	Review Date
Sighted by	Name (print)	Date

