

Policy title	Youthworks' Child Protection Policy
Applicable to	All Youthworks' Workers
Policy Objective	<p>Youthworks is committed to ensuring all workers are aware of, and understand Child Protection, enabling them to participate professionally or personally, while being mindful of their responsibilities to champion a child safe culture.</p> <p>The purpose of this Policy is to:</p> <ul style="list-style-type: none"> • provide documentation for public dissemination for those outside of Youthworks that ask what our 'Child Protection Policy' is; • provide an overview of how Youthworks will respond to the safety, protection and welfare of children at Youthworks. <p>This obligation is part of Youthworks' overall commitment to the safety, welfare and well-being of children.</p>
How will we achieve this?	<p>This Policy outlines the fundamental concepts of Youthworks' Child Protection procedures.</p> <p>Youthworks' Child Protection related policies and procedures incorporate the four key pieces of child protection legislation in New South Wales:</p> <ol style="list-style-type: none"> 1. the <i>Children and Young Persons (Care and Protection) Act 1998</i> (NSW) (the Care and Protection Act); 2. the <i>Children's Guardian Act 2019</i> (NSW); 3. the <i>Child Protection (Working With Children) Act 2012</i> (NSW) (the WWC Act); 4. the <i>NSW Crimes Act 1900</i> (the Crimes Act). <p>as well as the <i>10 Child Safe Standards</i> as recommended by the Royal Commission into Institutional Responses to Child Sexual Abuse.</p>
Measurements	<p>WORKING WITH CHILDREN CHECK</p> <p>As Youthworks is considered a Religious body under the WWC Act all Workers at Youthworks are to complete a Check and be cleared for employment or engagement prior to an offer of employment or engagement being made. Checks are to be current for employment or engagement to continue.</p> <p>TRAINING</p> <p>Youthworks requires that relevant workers undertake regular training covering topics such as:</p> <ul style="list-style-type: none"> • The Child Safe Standards • Identifying and appointing appropriate leaders • Safe practices to protect vulnerable people • Recognising and reporting abuse • Providing a safe environment • Policies & Procedures, and Organisational Culture • Risk Management • Reporting allegations, and • The Working with Children Check.

	<p>RESPONDING TO DISCLOSERS, ALLEGATIONS AND COMPLAINTS OF CHILD ABUSE</p> <p>In some cases, complaints or disclosures of abuse may be heard by a Youthworks worker, as well as allegations made against a Youthworks worker. In these situations, it is important that the responder takes the matter seriously and is responded to promptly and thoroughly.</p> <ul style="list-style-type: none"> • Each program or service catering for children will encourage a culture of listening in a supportive environment for children or a responsible adult to raise their concerns. • All complaints, disclosures and allegations will be treated confidentially, seriously and appropriate to the situation. <p>Reporting by Youthworks about these matters to the Department of Communities and Justice, the Children’s Guardian and, where necessary, the Police, is generally undertaken by the Youthworks Chief Executive Officer (CEO) or their delegate/s. This is in accordance with relevant legislation, best practice principles and is the expectation of Youthworks.</p> <p>Youthworks requires all workers to immediately report any concern they may have about the safety, welfare or wellbeing of a child to the Notification Officer by emailing notifications@youthworks.net.</p> <p>If a complaint of child abuse against a Youthworks person is credible, and there is a risk that person may come into contact with children in the course of their work, the person will be stood down from their work while the complaint is investigated.</p> <p>Any Youthworks Worker who is the subject of a complaint of child abuse which is substantiated on the balance of probabilities, or who is convicted of an offence noted in the relevant legislation, will be permanently removed from Youthworks association including but not limited to employment, volunteering, studying or being a donor.</p> <p>CONFIDENTIALITY</p> <p>All reports will be dealt with seriously and sympathetically. Confidentiality will be respected at all times including during investigations and in relation to the handling and storing of documents and records.</p> <p>Any individual who makes a report in good faith will not be treated unfairly, victimised, or penalised as a result of raising a report.</p>
<p>Constraints</p>	<p>If anyone has been found to have breached related Youthworks policies or procedures it may be determined to impose disciplinary action such as reprimand, reassignment of duties, reduction in classification (and consequently salary) or termination of employment or engagement.</p>
<p>Reason why</p>	<p>Youthworks is committed to providing a safe and supportive environment for all children whom we come into contact with during the course of Youthworks activities. Youthworks Workers will endeavour to act with integrity and transparency and uphold all requirements of child protection law and best practice.</p>
<p>Definitions</p>	<p>Children are defined in Australian Law as young people who have not turned 18.</p> <p>Complaint is a statement that something is unsatisfactory or unacceptable. It is the expression of grief, pain, or dissatisfaction (such as the individual did the task without complaint). It is a formal allegation against a party (such as the complaint alleges harassment).</p> <p>Worker refers to any person who carries out work in any capacity for Youthworks (as defined in the Work Health and Safety Act 2011). This includes employees, contractors, volunteers, work experience students and may also include Year 13</p>

	and College students when they are undertaking work at Youthworks in a volunteer capacity.
Roles and responsibilities	<p>Chief Executive Officer The CEO has the responsibility of ensuring that Youthworks' policies, procedures, systems and practices are in line with all relevant Legislation and best practice; so that all Youthworks persons can be aware of their responsibilities.</p> <p>The CEO is the contact point for parents or caregivers if they wish to report an allegation of reportable conduct against an employee or volunteer of Youthworks. They can make this report by emailing the Notification Officer at notifications@youthworks.net.</p> <p>Workers Have a responsibility to comply with legislation and Youthworks' internal policies, procedures and codes of conduct when performing their duties.</p> <p>Have a responsibility to report any concerns to the CEO and the relevant authorities as per <i>Youthworks' Child Protection Policy Application</i> and <i>Youthworks' Grievance and Complaints Policy and Procedure</i>.</p> <p>If they are engaged in, or a matter relates to, a jurisdiction other than NSW, the principles in this policy and all associated policies and procedures should be followed and the relevant jurisdiction legislation adhered to.</p>
Related documents	<p>Youthworks' Child Protection Policy Application Youthworks' Code of Conduct towards Children Youthworks' Behaviour and Conduct Code Youthworks' Working with Children Check Policy Youthworks' Managing Employee Misconduct and Associated Behaviour Policy Youthworks' Grievance and Complaints Policy Youthworks' Whistleblower Policy</p>