



# GREENING OF RIDDELL

Work health and safety guidance note:

## Child Safety Policy

### **ASSESS THE RISK**

- Physical or sexual abuse
- Grooming (abuse of trust usually occurs where this is an ongoing relationship of trust)
- Inappropriate child-to-child physical or verbal contact
- Circulation of sexually explicit material

### **Managing these risks**

- Consider child safety risks in event/activity planning
- Actively work to mitigate any risks
- Ensure we have people appropriately qualified to work with children as applicable
- Model appropriate behaviour towards children
- Listen directly to children and respond to them appropriately
- Report any complaints, concerns or disclosures through GoR Committee

### **Sexual harassment, bullying and respect – managing risks**

- Overt emphasis on these issues in policies, reporting and discussion at Committee of management.
- Have appointed person(s) who are clearly identified as those to whom issues are reported – a GoR Committee member
- Maintain effective records of events, meetings and activities.
- Ensure group understand that behaviour which is offensive, intimidating, humiliating or that degrades, ridicules or insults or otherwise causes a detriment to the health and safety of volunteers is unacceptable.
- Be alert to the behaviour of individuals in other settings as these may provide an indication of potential issues.

- In contrast with normal committee business, such matters must be kept confidential in order to protect all parties.
- Group seeks support to work the issue through. This may involve Landcare Victoria, an independent person (either locally or externally), depending on the situation.
- Act in a timely manner to minimise further risk, as well as to try and resolve the matter.

### **Tips and tools for creating a child safe event**

- Be upfront about child safety to deter inappropriate behaviour (mention it in activity briefings, put on website etc)
- Listen if children report feeling uncomfortable
- Make sure children and adults know who to go to if they have concerns (for big events have signs that are at a variety of eye levels, and ensure organising staff are clearly distinguishable)
- If families bring children to activities, immediately advise the parent or carer that they must directly supervise the child at all times or advise of a nominated person/persons who can also supervise their child/children
- Ensure all unaccompanied children work in groups of three or more with either two or more adults or which children of a similar age
- Ensure that no child is alone with only one other person at any time other than their parent or designated carer
- Include an Under 18 checkbox on activity participation sheet
- Design activities so there are clear sight lines and limit access to any hidden places that could conceal inappropriate conduct

Approved by : Heather McNaught, President GoR & Lyn Hovey, Secretary GoR & GoR Committee

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