

## CHILD SAFETY POLICY

### Purpose

This policy outlines our commitment to providing a safe child-friendly environment in all venues we manage or hire out. We recognise our responsibility to support child safety by setting expectations for all individuals and organisations using our spaces for activities involving children. Our goal is to create a child-safe environment within our venues where children feel respected, valued, and protected from harm.

### Scope

This policy applies to:

- All staff, volunteers, contractors managing venue hires.
- All individuals and organisations hiring our venues where children may be present (e.g., for parties, workshops or community events).
- Anyone involved in our programs, services, or activities that involve children or young people.

### Commitment to Child Safety

We are committed to:

- Promoting the safety and wellbeing of all children using our venue.
- Supporting a culture of child safety among venue hires.
- Preventing child abuse through clear guidelines, risk management and open communication.
- Supporting and respecting all children, as well as our staff and volunteers.
- The cultural safety of Aboriginal and Torres Strait Islander children, children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

### Code of Conduct

All representatives of the organisation must:

- Act in the best interests of children at all times.
- Listen and respond appropriately to concerns raised by children.
- Never engage in inappropriate physical or verbal contact with a child.
- Avoid situations where they are alone with a child unless absolutely necessary and appropriate.

### Recruitment and Screening

We conduct thorough background checks, including Working with Children Checks (WWCC) or relevant clearances, for all staff and volunteers. Interviews and reference checks are conducted to assess candidates' suitability for working with children.

## Training and Supervision

Staff and volunteers receive regular training on child safety, including recognising signs of abuse and mandatory reporting obligations. Ongoing supervision and performance monitoring ensure that policies are being followed.

## Reporting and Responding to Child Abuse

All concerns and allegations of child abuse will be taken seriously and responded to promptly and appropriately. Reports will be made to the relevant authorities in accordance with mandatory reporting laws. Children and families are supported throughout the reporting process.

## Risk Management

We actively assess risks to children's safety across all venues by:

- Maintaining secure and safe facilities.
- Monitoring bookings and venue use.
- Responding promptly to any breaches of child safety protocols.
- Risks to child safety are regularly reviewed and mitigated through careful planning and supervision.
- All activities are assessed for potential risks to children's safety.

## Communication and Review

This policy is available to all stakeholders and is communicated clearly to staff, volunteers, and contractors. The policy will be reviewed annually and updated as necessary to reflect changes in legislation or best practices.

## Contact Information

For concerns regarding child safety, please contact:

*Child Safety Officer*

Beth Lamont

Phone: 0431 938 602

[beth@bpacballarat.org](mailto:beth@bpacballarat.org)