



# FOFI

Friends of French Island National Park Inc.



## Child Safe Policy 2018

### 1. Purpose (Standard 1)

Although children (defined as persons under the age of eighteen years of age) are infrequent participants in its activities, this policy was written to demonstrate the commitment of Friends of French Island National Park Inc. (hereafter "FOFI") to child safety and to establishing and maintaining child-safe and child-friendly environments.

This policy reflects FOFI's commitment to provide a safe environment where every person has the right to be treated with respect and is safe and protected from harm. It complies with the obligations under the various state and federal acts.

This policy applies to all persons involved in FOFI activities, including members, visitors, Parks Victoria rangers supervising or assisting FOFI activities, and any other individual participating in FOFI activities.

### 2. Commitment to Child Safety (Standard 2)

All children and young people involved with FOFI have a right to feel safe. FOFI is committed to the safety and well-being of all children and young people participating in its activities, and the welfare of children and young people in FOFI's activities will always be the first priority. FOFI aims to create a safe environment where all children and young people are valued and feel safe.

The Child Safe Officer (when appointed) will be the primary point of contact to provide advice and support to children, parents, members and participants regarding the safety and well-being of children and young people within the organisation. In the absence of the Child Safe Officer, the President or Secretary will fill this role.

FOFI encourages and respects the views of children and young people who participate in its activities. FOFI will listen to, and act upon, any concerns that children, young people or their families raise with it. FOFI will provide children, young people and their families with information on what they can do if they feel unsafe.

FOFI will ensure that all children, young people and their families know their rights and how to access the complaints procedures available to them.

FOFI values diversity and will not tolerate any discriminatory practices.

### **3. Code of Conduct (Standard 3)**

All members and visitors must have awareness of, and abide by, FOFI's Child Safe Code of Conduct (see Appendix 1). This is a condition of FOFI membership.

### **4. Human Resources Practices (Standard 4)**

FOFI seeks to attract and retain members who aspire in their aim to support French Island National Park. FOFI provides support and supervision so that members feel valued, respected and fairly treated. FOFI ensures that, on the rare occasion members participate in activities with children and young people, they have ongoing supervision, support and, when available (i.e. via Parks Victoria), training so that their capacity is developed and enhanced to promote the establishment and maintenance of a child-safe environment.

Strategies FOFI has implemented include:

- A written Child Safe Policy and Child Safe Code of Conduct, which are promoted to members, new and old, and available on the FOFI website. The Child Safe Code of Conduct becomes a condition of FOFI membership.
- Appointment of a Child Safe Officer (or in their absence the President or Secretary) as a first point of contact for all child protection matters. The Child Safe Officer, President and Secretary shall, despite being exempt under the *Working With Children Act 2005*, obtain a *Working With Children Check* (free for volunteers).
- Risk management and mitigation strategies to support this policy.

### **5. Reporting a Child Safety Concern or Complaint (Standard 5)**

Any suspected criminal child abuse will be reported to police or child protection authorities as soon as possible.

If a child or young person is in immediate danger, the Child Safe Officer, President or Secretary will call triple zero (000) without delay.

FOFI has appointed a Child Safe Officer with the specific responsibility for responding to any complaints by members, participants, parents or children. FOFI's complaints process is in accordance with that set out by the *Commission For Children And Young People* in Appendix 2.

### **6. Risk Management and Mitigation (Standard 6)**

Key Risks:

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

Risk Management Strategies. FOFI will:

- Advise all members, new and old, of FOFI's Child Safe Policy 2018, and include it on the group's website
- In any FOFI activities when children or young persons are to attend, advise that they must be accompanied by a parent or guardian
- Advise the parent/guardian that on FOFI activities they must directly supervise the child or young person at all times
- In all activities where children and young persons are to participate, include a specific Child Safe component to the pre-activity briefing
- Make sure all children, young people and adults know who to go to if they have concerns, i.e. the Child Safe Officer or in their absence the President or Secretary
- Listen if a child reports feeling uncomfortable
- Ensure that no child or young person is alone with only one other person at any time, excluding their parent/guardian
- Design activities so there are clear sightlines at all times and obstruct any hidden places that could conceal inappropriate conduct
- The *Child Safe Code Of Conduct* is a condition of FOFI membership.

## **7. Promote Participation and Empowerment of Children (Standard 7)**

FOFI acknowledges that children have unique insights into their lives, their needs and the world around them. They have the right to be heard and have their concerns and ideas taken seriously, particularly on matters that affect them – including how to keep them safe.

## APPENDIX 1

### CHILD SAFE CODE OF CONDUCT

#### FRIENDS OF FRENCH ISLAND NATIONAL PARK INC

Caring for children and young persons brings additional responsibilities for members and other participants in FOFI activities.

Parents/guardians have the prime responsibility to directly supervise their child or young person at all times whilst on a FOFI activity.

All members and participants in FOFI activities are responsible for promoting the safety and well-being of children by:

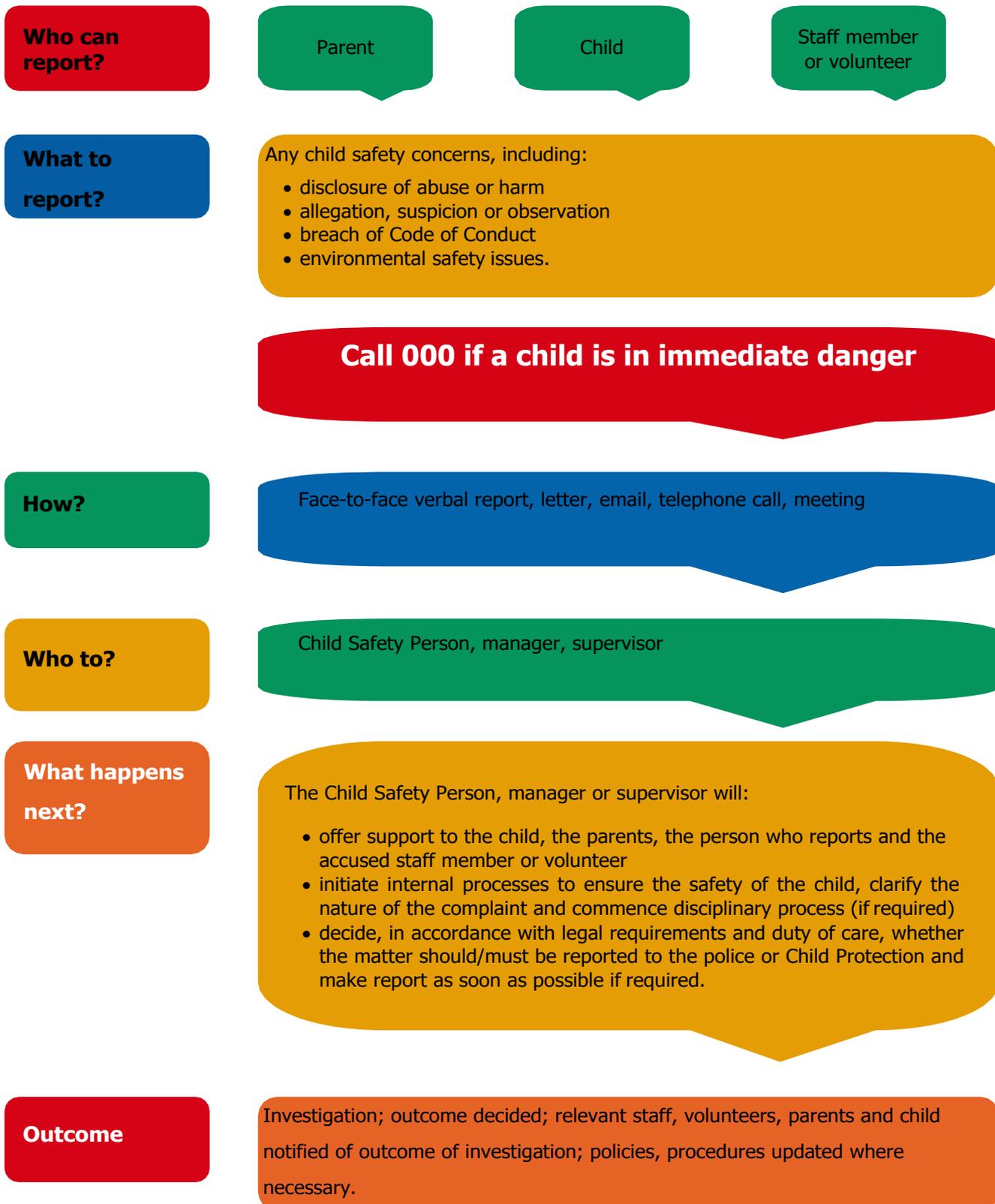
- ⇒ Ensuring the safety and welfare of the child or young person is paramount at all times
- ⇒ Treating all children and young persons with dignity, equality and respect
- ⇒ Adhering to this organisation's Child Safe Policy at all times
- ⇒ Listening and responding appropriately to the views and concerns of children and young persons within the organisation
- ⇒ Taking all reasonable steps to ensure the safety and protection of children and young persons within the organisation
- ⇒ Ensuring children and young persons understand their rights and explaining to the child or young person in age-appropriate language what they can expect when participating in activities offered by the organisation
- ⇒ Responding quickly, fairly and transparently to any serious complaints made by a child, young person or their parent/guardian
- ⇒ Notifying **Victoria Police telephone 000** as soon as practicable if they have a reasonable suspicion that a child or young person has been or is being abused or neglected
- ⇒ Respecting the privacy of children and their families, and only disclosing information to people who have a need to know.

Members/participants will not:

- ⇒ Take part in any unnecessary physical contact or inappropriate discussion with a child or young person
- ⇒ Use prejudice, oppressive behaviour or language with children
- ⇒ 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 persons outside of the group activity, or show favouritism with gifts or inappropriate attention
- ⇒ Exchange personal contact details such as phone numbers, social networking site or email addresses with children
- ⇒ Have unauthorised contact with children online or by phone.

## APPENDIX 2

### Flowchart: CHILD SAFETY REPORTING PROCESS



For more information on the Child Safe Standards visit <http://www.cryp.vic.gov.au/> or see

A GUIDE FOR CREATING A CHILD SAFE ORGANISATION