

Child Safe Policy

3RPC Incorporated

3RPC Incorporated is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

3RPC Incorporated (3RPC) is committed to promoting and protecting the safety and wellbeing of all children. We have zero tolerance for child abuse, as stated in the Presenter's Agreement. Everyone involved at 3RPC is responsible for the care and protection of children and reporting information about child abuse.

Under 3RPC's Child Safe Policy anyone involved in training or teamwork with young people under eighteen must have Working with Children accreditation.

This Policy applies to all 3RPC volunteers and staff on 3RPC premises and wherever 3RPC has an outside event.

All allegations and safety concerns will be treated seriously and consistently in accordance with our policies and procedures.

We will:

- Take a preventative, proactive and participatory approach to child safety.
- Meet our legal and moral obligations to contact authorities when we are worried about a child's safety.
- Foster a culture of openness that supports disclosure of incidents.
- Ensure minors know who to talk with if they are worried or are feeling unsafe and that they are comfortable to do so.
- Pay particular attention to the safety of children with a disability, as well as the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds.
- Value and empower minors to participate in decisions which affect them.

The purpose of this Policy is to:

- Prevent child abuse within 3RPC Community Radio
- Maintain an organisational culture of child safety.
- Ensure that all parties are aware of their responsibilities for identifying possible occasions for child abuse and for establishing controls and procedures for such abuse and/or detecting such abuse when it occurs.
- Provide guidance to Staff and Volunteers as to action that should be taken where they suspect any abuse within the organisation.
- Provide a clear statement to Staff and Volunteers forbidding any such abuse.
- Provide assurance that any and all suspected abuse will be reported and fully investigated.

Definitions:

A '**child**' is a person who has not reached the age of eighteen years.

'Child abuse' means all forms of physical abuse, emotional ill-treatment, sexual abuse and exploitation, neglect, or negligent treatment, commercial (eg for financial gain) or other exploitation of a child and includes any actions that result in actual or potential harm to a child.

'Child sexual assault' is any act which exposes a child to, or involves a child in, sexual processes beyond his or her understanding or contrary to accepted community standards, and includes actions deliberately undertaken with the aim of befriending and establishing an emotional connection with the child to lower the child's inhibitions in preparation for sexual activity with the child.

'Reasonable grounds for belief' is a belief based on an objective assessment of the facts as observed or reported.

- It is not the same as having proof, but a reasonable belief may be formed as a result:
 - of a statement by a child that they have been physically or sexually abused;
 - that they know somebody who has had such an experience (they may be talking about their own experience);

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- someone who knows the child states that the child has been physically or sexually abused;
- there are any behavioral signs of sexual or physical abuse.

Unacceptable Behaviours:

1. Sexual abuse
2. Physical abuse
3. Engaging in any activity with a child that is likely to result in physical or emotional harm.
4. Initiating unnecessary physical contact with a child.
5. Arranging contact, including via electronic media, with a child outside of 3RPC programs and activities.
6. Developing a relationship with a child.
7. Unlawfully discriminating against any child.
8. Photographing or videoing a child, or putting a broadcast to air of a child, without the consent of the child and his/her parents or legal guardian.
9. Showing favouritism through the provision of gifts or inappropriate attention.
10. Shaming, humiliating, oppressing, belittling or degrading children.
11. Working with a child or children while under the influence of alcohol or illegal drugs.
12. Engaging in open discussion of a mature or adult nature in the presence of a child or children.
13. Using inappropriate language in the presence of a child or children.
14. Doing anything which is in contravention of this policy.

Child Protection Sub-Committee

A Child Protection Sub-Committee is appointed annually consisting of a minimum of two (2) of the executive of the Committee of Management members and one other.

Confidentiality

Those who make reports, and those about whom accusations are being made, are entitled to confidentiality. Where there is suspected abuse or misconduct, committee members, employees or volunteers must not disclose or make use of the information in a manner that breaches confidentiality, other than to report and act consistent with this Child Safe Policy and relevant statutory requirements.

Any committee member, employee or volunteer that makes a report in good faith in accordance with their reporting obligations will be supported by the 3RPC and will not be penalised.

Reporting and Investigation:

1. Every effort will be made to keep any investigation confidential and respect the privacy of those involved
2. At all times the safety of the child is paramount.
3. A child who discloses sexual or physical abuse must be treated with respect .
4. The parent or legal guardian shall be present while the child is being interviewed
5. A person who has formed reasonable grounds for belief as defined above must report that belief to a Member of the Committee, who will ensure that the report is passed on to the Chair or Child Protection Sub-Committee

Investigations

There are four levels of procedure:

Category A (Mandatory Police Notification and Disciplinary Committee)

Category B (Police Involvement and /or Disciplinary Committee)

Category C (Disciplinary Committee)

Category D (No Further Action)

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1. In the event of a child disclosing an incident of abuse to someone they trust it is essential that it is dealt with sensitively and professionally:
2. For Categories C – D
 - a. The Child Protection Sub-Committee will investigate the circumstances of that person's knowledge and reason for forming the belief.
 - b. The investigation will commence within 24 hours of a Committee member being informed of the alleged abuse
 - c. At this stage of the investigation the child's parents or legal guardian must be notified of the incident
 - d. If the child and the child's parent or legal guardian are agreeable to an interview
 - e. The child's parent or legal guardian must be in attendance whenever the child is being interviewed by the Child Protection Sub-Committee who are entitled to ask for details of the alleged assault, including times, places, identities and witnesses.
 - f. If the Child Protection Sub-Committee forms a reasonable belief that such a notifiable abuse has occurred or is likely to have occurred, the police must be notified.
3. It is the duty of all volunteers and staff to co-operate fully with the investigation.

At the completion of the investigation, the investigation will be allocated one of the following categories from the list below (see page 4)

Category A (Mandatory Police Notification and Disciplinary Committee)

Category B (Police Involvement and/ or Disciplinary Committee)

Category C (Disciplinary Committee)

Category D (No Further Action)

All information gathered through the investigation is to be sealed and stored securely

Withdrawal of the individual

The first step is to consider withdrawal of the alleged offender from active duty, which could entail standing down (with pay, where applicable), re-assignment to other duties that do not have direct contact with children, or to work under increased supervision while the matter is being investigated. During the investigation process, it may be necessary for a person to be stood down from their usual duties at 3RPC or suspended from all activities at the 3RPC.

Internal Disciplinary action

The Committee of Management of 3RPC reserves the right to submit the matter to a Disciplinary Sub-Committee for internal action as per the Constitution.

Record Keeping

All reports of alleged abuse or harm, or risk thereof, are to be recorded including but not limited to, places, times, dates, names of people, observable behaviours or evidence of harm.

All records must be sealed and stored securely

Responsibilities of Volunteers and Staff:

1. All people involved in the induction, training and supervision of children on behalf of 3RPC Community Radio, and all adults present while a child is on the premises, will:
 - a. Establish and maintain a child-safe environment in the course of their work.
 - b. Treat children with respect, and value their ideas and opinions.
 - c. Children will also treat other members with respect.
 - d. Act as positive role models in their conduct with children.
 - e. Respect the privacy of children and only disclose information to people who have a need to know.

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2. A person working directly with a child must have Working with Children accreditation, or have a member of the child's family, who is over the age of 18 present at all times

Broadcasting:

Once a child has been trained and accepted as a presenter:

1. If the child is under 14, a parent or child's legal guardian must be present whilst the child is broadcasting.
2. Once a child has been trained and accepted as a presenter, a parent, the child's legal guardian or a family member over the age of 18 must be present whilst the child is broadcasting.
3. A child will not be allocated a program time before 8.00am or after 8pm
4. Guests and visitors under the age of 18, must be accompanied by a parent, the child's legal guardian or a family member over the age of 18

Further Information re Categories:

Category A (Mandatory Police Involvement and Disciplinary Committee)

1. Engage in any activity with a child that is likely to result in physical or emotional harm.
2. Sexual abuse
3. Physical Abuse
4. Initiate unnecessary physical contact with a child.
5. Arrange contact, including all electronic media, with a child outside of 3RPC programs and activities.
6. Develop a relationship with a specific child.

Category B (Police Involvement and or Disciplinary Committee)

1. Photograph or video a child, or put a broadcast to air of a child, without the consent of the child and his/her parents or legal guardian
2. Shame, humiliate, oppress, belittle or degrade children.
3. Show favouritism through the provision of gifts or inappropriate attention.
4. Unlawfully discriminate against any child.

Category C (Disciplinary Committee)

1. Work with a child or children while under the influence of alcohol or illegal drugs.
2. Use inappropriate language in the presence of a child or children.
3. Engage in open discussion of a mature or adult nature in the presence of a child or children.

Category D (No Further Action)

No case to answer.

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