



## Child Safety and Wellbeing Policy

### 1. PURPOSE

1.1. The purpose of this policy is to:

- (a) provide guidance to all Employees, Contractors and Volunteers on how to meet their legislative responsibility under the Victorian Child Safe Standards (Standards) and the Reportable Conduct Scheme (Scheme) in order for the Great Ocean Road Coast and Parks Authority (the Authority) to create and sustain an environment where Children feel, safe and protected from Child Harm and Child Abuse;
- (b) facilitate the prevention of Child Harm and Child Abuse of Children;
- (c) implement and adopt an organisational culture of Child Safety, which includes a zero-tolerance approach towards all forms of harm to Children, including without limitation Child Harm and Child Abuse;
- (d) ensure that all Employees, Contractors and Volunteers are aware of their responsibilities for identifying possible incidents or risks of Child Harm or Child Abuse and for establishing controls and procedures for responding to any incident appropriately and with sensitivity; and
- (e) provide clear processes for the disclosure, reporting and investigation of an allegation of Child Harm towards or Child Abuse of Children.

### 2. SCOPE

2.1. Child safety is a shared responsibility and applies to all Employees, Volunteers and Contractors who work for or on behalf of the Authority, whether in a paid or unpaid capacity, and the broader community. Everyone working for or volunteering with the Authority is responsible for:

- (a) Child safety;
- (b) The prompt reporting of information about suspected or known Child Harm or Child Abuse, including incidents of racism and discrimination; and
- (c) Engaging with Children in a manner that is appropriate and does not pose a risk to them.

2.2. Nothing in this policy is intended to override the terms of the Authority's Enterprise Agreement or contract of employment that applies to a person's employment with the Authority. To the extent of any inconsistency between this policy and the Enterprise Agreement, the Enterprise Agreement will take precedence. This policy should be considered a lawful and reasonable direction that employees of the Authority are obliged to comply with.

- 2.3. To the extent that the contents of this policy refer to obligations on the Authority, they are guidelines for management or summaries of applicable legislative requirements only and are not contractual terms, conditions or representations on which an Employee, Contractor or Volunteer may rely.

### 3. POLICY STATEMENT

- 3.1. All Children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from Child Harm and Child Abuse.
- 3.2. The Authority will promote and provide an environment in which Children and their families can speak up when uncomfortable, concerned or harmed and are provided the genuine opportunity to provide their opinions regarding the development of Child Safety strategies and policies within the environment of the Authority.
- 3.3. Failure to abide by this policy may lead to disciplinary action, up to and including termination of employment or contract.

#### Child Safe Standards

- 3.4. The Authority is committed to complying with the Standards and achieving the outcomes and requirements for each Standard, including those set out in the compliance indicators set by the Commission for Children and Young People (CCYP).
- 3.5. Each Standard is set out below, alongside the Authority’s approach to implementing each Standard:

<b>Standard 1</b>	<b>Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued</b>
<p>(a) The Authority is committed to the cultural safety of Aboriginal Children, and those from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for Children living with a disability.</p> <p>(b) The Authority expects Employees, Contractors and Volunteers to encourage Children and young people from diverse cultural backgrounds to express their culture and to provide an environment that allows all Children and young people to enjoy their cultural rights during their interactions with the Authority.</p> <p>(c) The Authority considers the following behaviour towards Children and young people, to be unacceptable and will take a zero-tolerance approach to conduct including but not limited to the below:</p> <ul style="list-style-type: none"> <li>i. Any form of racism;</li> </ul>	

- ii. Any form of discriminatory behaviour, regardless of how overt (physical and verbal abuse) or subtle (actions that reinforce negative stereotypes or encourage feelings of disconnect), including for reasons connected to race, sex, cultural background, gender identity, sexual orientation, sex/intersex status and disability; and
- iii. Any behaviour that poses actual or potential risk of harm or abuse whether directly, indirectly or in an online environment.

(d)The Authority has policies, procedures and training in place that support all Employees, Contractors and Volunteers to achieve these commitments and to ensure all Children are listened to, their views respected, and their contribution recognised to ensure the Authority’s site/s are safe.

**Standard 2 Child safety and wellbeing is embedded in organisational leadership, governance and culture**

(a)The Authority has ultimate responsibility for the prevention and detection of Child Harm and/or Child Abuse and is responsible for ensuring that appropriate and effective internal systems are in place to appropriately train Employees, Contractors and Volunteers, implement and maintain systems that are in accordance with child safe responsibilities under this Policy, the Standards, Scheme, and applicable legislation.

(b)The Authority is also committed to ensuring positive behaviours are demonstrated in our dealings with Children and in this regard, Employees, Contractors and Volunteers are expected to:

- i. Comply with this policy at all times;
- ii. Call out inappropriate behaviour, including by reporting any breaches of this policy to the Authority;
- iii. Uphold the rights of Children;
- iv. Establish, maintain and observe appropriate professional boundaries with Children;
- v. Prove a welcoming and safe environment that supports and values Children, and treats them with respect (notwithstanding any attribute they may have such as race, sexual orientation, language, gender or disability);
- vi. Treat Children fairly and equally;
- vii. Take active steps to establish a Child Safe environment in the course of their work;
- viii. Listen when Children raise concerns and follow any reporting requirements set out in this policy;
- ix. Seek management approval before giving or accepting a gift from a Child or their family/guardian;
- x. If Children are engaging in an inappropriate way (for example by behaving in a violent or bullying manner) take appropriate action to stop that behaviour from

- occurring;
- xi. Model positive and appropriate behaviours in all interactions involving or in the presence of Children; and
- xii. Immediately notify the Authority (and if appropriate, the Police) if they believe a Child is at imminent risk of Child Abuse.

**Standard 3 Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously**

- (a) The Authority staff can empower children by:
- i. Giving Children the choice to participate;
  - ii. Involving Children in decisions that affect them;
  - iii. Ensuring Children are heard and included;
  - iv. Informing Children whether a conversation is private or whether someone else will need to be told e.g. in the case of abuse; and
  - v. Informing Children of their right to safety and information.
- (b) When responding to a disclosure by a Child of harmful conduct or an allegation of Child Abuse, it is recommended the Authority's staff:
- i. Listen to the Child without dispute or judgement;
  - ii. Gently clarify basic details to enable the People & Culture Manager to complete a Child Safe Report/Incident Report via Safety Champion and avoid asking probing or leading questions or requesting detailed information;
  - iii. Reassure the Child that they have done the right thing in disclosing the information and reinforce that they are believed and that immediate action will be taken and support will be provided;
  - iv. Inform the Child that other people may need to be told to stop the alleged conduct. Do not promise to keep the information a secret;
  - v. Report the matter in accordance with the requirements of this Policy.

**Standard 4 Families and communities are informed and involved in promoting child safety and wellbeing**

- (a) The Authority upholds the right of all Children, young people and their families/guardians to be heard and be and feel safe. The Authority recognises that conduct that makes a Child or young person feel or be unsafe or cause harm can be inflicted by an adult or by another Child.
- (b) The Authority will ensure a copy of this Policy is available on its website to ensure families and communities are informed about child safety and wellbeing at the Authority.

**Standard 5 Equity is upheld and diverse needs respected in policy and practice**

- (a) The Authority values diversity and equity for all Children and will:
- i. provide appropriate training to all Employees, Contractors and Volunteers on

- ii. understanding diversity and how to support inclusion and cultural safety;
- iii. adopt a zero-tolerance approach to any form of racism and other discrimination and take steps in accordance with the Authority policy and procedure to address any instances of discrimination or exclusion;
- iv. acknowledge and respect important cultural dates; and
- v. maintain a physical and online environment and resources that actively celebrate diversity, inclusion and safety.

**Standard 6 People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice**

**Role-specific Training**

- (a) Child Safety training is mandatory for all Employees (and will also be made available to Contractors and Volunteers who perform Child Related Work or are otherwise likely to come into regular contact with Children and young people in the course of performing their duties with the Authority). This training includes how to identify, assess and minimise risks of Child Harm and Child Abuse and to detect potential signs of Child Harm and Child Abuse.
- (b) Employees, Contractors and Volunteers will also be educated as to how they can provide and maintain an environment where Children are and feel safe when engaged in all operations of the Authority and on the Authority’s site/s or where there is a connection to the workplace or children associated with the workplace.
- (c) Employees and Contractors are supported to develop their skills to protect Children from abuse and promote:
- i. The cultural safety of Aboriginal and Torres Strait Islander Children;
  - ii. The cultural safety of Children from linguistically and/or diverse backgrounds; and
  - iii. The safety of Children with disabilities.

**Working with Children Check (WWCC)**

- (a) All Authority Employees (unless legally exempt) are required to hold a valid WWCC, to be obtained via the Services Victoria website and are required to provide evidence of this check to the Authority prior to commencing work.
- (b) Contractors and Volunteers who will engage in Child Related Work will be required to hold a valid WWCC and will be required to provide evidence of this check prior to commencing such work.

## Standard 7 Processes for complaints and concerns are child focused

The following process must be followed with respect to complaints, concerns and allegations of Child Harm or Child Abuse:

### **Child Safety (Reportable Conduct)**

- (a) If any adult (whether or not they are an Employee, Contractor or Volunteer of the Authority) has a belief based on reasonable grounds that a Child has been subject to Child Harm or Child Abuse or is informed of an allegation of Child Harm or Child Abuse, including but not limited to, Reportable Conduct, then they have a responsibility to report the incident or allegation in accordance with this Policy.
- (b) To mitigate the immediate risk of harm to those affected by the concerns or allegations some or all of the following steps may be appropriate:
- i. Call **000**, Emergency services without delay if a Child is in immediate danger;
  - ii. Make every effort to make the environment and surroundings safe to reduce the risk of further Child Harm or Child Abuse. For example, remove the alleged perpetrator of harm, increase care and supervision of the affected Children, relocate other Children who are unaffected by the harmful conduct to a safer environment and alert others who may be affected;
  - iii. Provide immediate care and support to the affected Child(ren) and their family/ies or guardians, including ensuring physical wellbeing through the provision of first aid and emotional wellbeing through the provision of access to EAP, specialist psychological care if available and age-appropriate activities.
- (c) If a reasonable belief is formed by an Employee, Contractor or Volunteer that a Child is in need of protection and that they have been subjected to Child Harm and/or Child Abuse, a report must be made to:
- i. the People & Culture Manager (who must log a Child Safe Report on Safety Champion); and
  - ii. The CEO must also be informed immediately upon anyone becoming aware of allegations or incidents of Reportable Conduct.
  - iii. Any report of allegations or incidents of Reportable Conduct or any other forms of Child Harm or Child Abuse of a Child must be made in writing (email is sufficient) and can be followed up verbally to ensure the recipient is aware of the report.
- (d) The CEO must;
- i. Within **3 business days** after becoming aware of the allegation of Reportable Conduct, notify the CCYP via their online report form (located on CCYP's website);

- ii. Within **30 days** after becoming aware of the allegation of Reportable Conduct, provide to the CCYP detailed information regarding the allegation;
  - iii. **Investigate the allegation as soon as is practicable** after the CEO has been made aware of the allegation, informing the CCYP of who will be conducting the investigation and their contact details;
  - iv. As soon as practicable, provide to the CCYP a final investigation report, setting out the findings, the reasons for the findings and recommendations made; and
  - v. Provide to the CCYP any further documents requested.
- (e) If an allegation of Reportable Conduct involves the CEO, the People and Culture Manager is responsible for the steps outlined in items (d)(i)-(v) and must also report the matter to the Board Chair.

### **Reportable Conduct – Investigations**

- (f) If an allegation involves conduct that amounts to a criminal offence, or suspected criminal offence, the Authority must get clearance from Victoria Police before beginning any investigation pursuant to obligations required under the Scheme.
- (g) If the appropriate regulating authority, including the CCYP, or the Police decide to investigate an allegation of Child Harm or Abuse, all Employees, Contractors and Volunteers are expected to cooperate fully with the external investigation.
- (h) An authorised person to investigate allegations of Reportable Conduct (Authorised Investigator) includes:
- i. the People & Culture Manager;
  - ii. External investigator engaged by the Authority and authorised by the CEO/Chair of Board; and
  - iii. Any other suitably qualified person who has been nominated as the investigator by an Executive Manager, People & Culture Manager or the CEO/Chair of Board.
- (i) In undertaking an investigation into allegations of Reportable Conduct, an authorised investigator is required to follow:
- iv. the VPSC Code of Conduct
  - v. workplace policies and procedures, including the Authority’s Performance Management, Counselling and Disciplinary Policy and Procedure; and
  - vi. CCYP’s guidance regarding investigating Reportable Conduct.
- (j) It is important when responding to allegations or incidents of Reportable Conduct (including under the Scheme) that the response is appropriate to the diverse needs of the Child/young person, including but not limited to taking into account cultural and linguistically diverse backgrounds, whether the Child is of Aboriginal, Indigenous or Torres

Strait Islander background, disabilities and LGBTQI+ identification.

- (k) Should a Child Safety allegation involve the CEO, the People & Culture Manager who has received the complaint will refer the matter appropriately to the Authority's Board Chair who will then become responsible for handling the matter in line with the Scheme, this Policy and the Authority's Grievance Complaints and Dispute Resolution Policy and Procedure.

### **Mandatory Reporting**

- (l) Under the *Crimes Act 1958 (Vic)*, if you are an adult who forms a reasonable belief that a sexual offence has been committed against a Child under the age of 16 years, you must report that information to the Police, regardless of your role within the community or the Authority. Failure to do so is a criminal offence and is considered a Failure to Disclose.
- (m) Further, Executives and Senior Managers at the Authority, who become aware that an adult associated with the Authority poses a risk of sexual abuse to a Child under the Authority's care, authority or supervision, must take all reasonable steps to remove or reduce the risk. Failure to take reasonable steps may amount to a criminal offence.
- (n) Any Employee, Contractor or Volunteer of the Authority who forms a reasonable belief that a sexual offence has been committed against a Child/young person or that there is a risk posed of such an offence being committed, must inform the People & Culture Manager immediately who will log a Child Safe Report/Incident Report with the Authority via Safety Champion.
- (o) Physical or sexual abuse, including grooming, of Children is a crime and should be reported to the Police, regardless of whether mandatory reporting obligations apply.
- (p) If any concerns are held regarding family violence, these should be reported to the Police. Family violence can come in many forms and, regardless of whether a Child has been physically or sexually abused, can pose a significant risk to the health and safety of a Child or young person. If a concern relates to family violence it should be reported to the Police. The Authority can suggest Family and Domestic Violence leave in this instance.

### **Other**

- (q) If you have formed a reasonable belief that a child has suffered or is likely to suffer significant harm as a result of abuse or neglect and their parent/s or guardian have not or are unlikely to protect them from that harm and keep them safe, then a report should be made to Child Protection (part of DFFH).
- (r) Any person may make a report to Child Protection if they believe on reasonable grounds that a Child aged over 10 but under 18 years of age has been exhibiting sexually abusive



behaviours and may need therapeutic treatment.

**Standard 8 Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training**

(a) Child Safety is everyone's responsibility. The Authority will make this Policy available to Children, young people and their families (where relevant) and all Employees, Contractors and Volunteers of the Authority. The Authority's culture enables our staff to discuss any allegations of Child Abuse or Child Safety concerns confidentially, appropriately and with sensitivity.

(b) All Employees, Contractors and Volunteers are required to have a general awareness of Child Safety and their obligations under the Standards, the Scheme and this Policy. The Authority's Induction and ongoing compliance training programs include appropriate content which outlines the Authority's expectations and obligations in maintaining a Child-Safe environment. The Authority has also implemented a training plan to educate Employees, Contractors and Volunteers to identify, assess, and minimise risks of Child Abuse and to detect potential signs of Child Abuse.

(c) The VPSC Code of Conduct and the Authority's Performance Management, Counselling and Discipline Policy and Procedure and this Policy set out clear guidelines regarding the difference between appropriate and inappropriate behaviour and it is the Authority's expectation that employees familiarise themselves with these expectations, including insofar as they relate to Child Safety.

**Standard 9 Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed**

Employees, Contractors and Volunteers must use information technology in an appropriate and reasonable way and never (both at work and outside of work) use technology to exploit Children or access Child Exploitation Material. Use information technology in an appropriate and reasonable way and never (both at work and outside of work) use technology to exploit Children or access Child Exploitation Material. Failure to comply may result in disciplinary action under the Authority's Performance Management, Counselling and Disciplinary Policy and Procedure.

**Standard 10 Implementation of the Child Safety Standards is regularly reviewed and improved**

(a) The Authority is committed to conducting a review of this Policy:

- i. every two (2) years;

- ii. following any updates of the legislative and regulatory framework pertaining to Child Safety; or
- iii. upon a significant Child Safety incident,
  - to ensure the performance of the Authority's Child Safety systems are assessed, expanded and amended to ensure they are meeting the needs of all persons to whom the Authority's Child Safety obligations apply.

**Standard  
11**

**Policies and procedures document how the organisation is safe for children and young people**

**Child Safety and Wellbeing**

(a) This Policy documents the Authority's approach to Child Safety and wellbeing and the Authority's expectation of Employees, Contractors and Volunteers.

**Recruitment procedures**

(b) The Authority undertakes a comprehensive recruitment and screening procedure for all Employees, based on best practice standards, which aims to as far as is reasonably practicable:

- i. Promote and protect the safety of all Children under the care or supervision of the Authority;
- ii. Obtain satisfactory proof of a person's identity and any other relevant documentation confirming professional experience, education or qualifications;
- iii. Assess Police Records where an individual has a criminal offence in relation to Child Harm or Child Safety;
- iv. Inform candidates of the Authority's mandatory reporting obligations under the Scheme;
- v. Require that any role with the Authority that will perform Child Related Work clearly requires and identifies the relevant Child Safety certifications/qualifications for that role.
- vi. Identify the most appropriate and suitable people who share the Authority's values and commitment to protect Children and young people including to:
  - a. Provide selection criteria and advertisements that include statements demonstrating our commitment to the Standards and creating and operating within a Child Safe environment; and
  - b. Requiring applicants to undergo a Police Check and provide proof of a valid WWCC as a precursor to commence work for the Authority; and
  - c. Undertake thorough reference checks in accordance with the approved internal procedures of the Authority, including (where a role involves Child

Related Work) asking a referee questions directed at determining a candidate's suitability to work with Children.

- vii. Reduce the risk of Children being exposed to staff of the Authority who act in a manner contrary to this Policy and relevant legislation. For example, this might involve supervising new Employees, Contractors or Volunteers for a period of time to ensure they are interacting with Children in a Child Safe and appropriate way or directing staff to attend regular Child safe training to refresh their skills/knowledge.

(c) The Authority requires all Employees, Volunteers and Contractors to successfully meet the requirements of its recruitment and screening processes prior to commencing their work with the Authority.

(d) Once employed or engaged by the Authority, Employees, Contractors and Volunteers must review and acknowledge their understanding of this Policy as directed regularly by the People & Culture team.

## 2. ROLES AND RESPONSIBILITIES

### Chief Executive Officer

2.1. The CEO is responsible for:

- (a) Meeting the Authority's reporting obligations to the CCYP under the Scheme regarding any allegations or incidents of Reportable Conduct;
- (b) Overseeing the investigation and reporting of any reports of Child Harm or Abuse;
- (c) Driving the cultural change of zero tolerance for Child Abuse, so that protecting Children from risks of Child Harm and Abuse is embedded in everyday thinking and practice across the Authority;
- (d) Ensuring that the Authority has effective controls in place to prevent Child Harm and abuse occurring and to ensure that any instances of Child Harm and Abuse are responded to promptly and in accordance with all authority guidelines and applicable legislative frameworks;
- (e) Maintaining an organisational framework that supports staff in undertaking their Child Safety responsibilities.

### Managers

2.2. All Managers must ensure that they:

- (a) Promote and implement Child Safety measures;
- (b) Assess the risk of any potential Child Harm and/or Abuse within their area of control and eradicate / minimise any risk to the extent possible;
- (c) Educate Employees, Contractors and Volunteers about the prevention and detection of Child Harm and Abuse; and
- (d) Make all Employees, Contractors and Volunteers aware of their Child Safe responsibilities, including their reporting obligations, through the effective implementation of the

- Authority's policies and procedures;
- (e) Facilitate the prompt reporting and investigation of any suspected or actual Harm and/or Abuse of Children (including in accordance with the Scheme where necessary).
  - (f) Management should be familiar with the types of conduct that amount to Harm and/or Abuse under the Standards and Scheme and be alert for any indications of such conduct.

### **People and Culture Manager**

2.3. The People and Culture Manager is responsible for:

- (a) Acting as the first point of contact for employees who have a Child Safety concern or allegation of Abuse within the Authority;
- (b) Escalating any Child Safety concerns or allegations of Child abuse to the CEO;
- (c) Supporting the notification of Child Safety or Child Harm/Abuse allegations or incidents to relevant authorities (Police; Child Protection and/or the CCYP); and
- (d) Actioning findings from Child Safety reviews or investigations and facilitate changes to relevant the Authority policies where appropriate.

### **People and Culture Team Members:**

2.4. The People and Culture team are responsible for ensuring:

- (a) The principles of the Standards are embedded in the Authority's procedures including recruitment and pre-employment screening processes;
- (b) Employees, Contractors and Volunteers have access to and are aware of this Policy;
- (c) the Authority strictly adheres to procedures as they apply to the Standards and takes appropriate action when a non-compliance issue arises;
- (d) They manage the Authority's disciplinary procedure as it applies to the Standards;
- (e) They support Employees, Contractors and Volunteers who have been impacted by a child abuse incident and make appropriate referrals to the Employee Assistance Program ("EAP");
- (f) They incorporate Child Safety in the Authority's Inductions and Learning and Development program; and
- (g) Provide advice about this policy, circulate and evaluate the policy and its implementation in consultation with the People & Culture Manager.

### **Employees, Contractors and Volunteers**

2.5. Employees, Contractors and Volunteers are responsible for:

- (a) Familiarising themselves and comply with the relevant laws, the Standards, Scheme, and this Policy;
- (b) Reporting to the Authority, in accordance with this Policy and relevant authorities any concerns they may have regarding any potential or actual risk of Child Harm and/or Child Abuse of a Child; and
- (c) Always acting in a manner that promotes the emotional and physical safety of all Children.

2.6. Employees, Contractors and Volunteers must not:

- (a) Engage in physical contact with a Child that is not appropriate or necessary for the delivery of the Authority's services or programs;
- (b) Develop inappropriate personal relationships with Children, or form relationships that could be mistaken for inappropriate personal relationships;
- (c) Seek to develop relationships, or have contact with, Children outside of service delivery whether by social media or any other form of communication;
- (d) Take photographs of Children or young persons without obtaining prior permission from their parents or legal guardian by way of the Authority's Photography Consent Form (refer to the Annexure of this policy);
- (e) Put Children at risk of Child Abuse or Child Harm;
- (f) Use, possess or be under the influence of any alcohol or illicit substances in the presence of any Child whilst at work or supply any alcohol or substances to any Child.
- (g) Engage in open discussions of a mature or adult nature in the presence of Children (for example, personal social activities);
- (h) Use inappropriate language or tone of voice in the presence of Children;
- (i) Express personal views on cultures, race or sexuality in the presence of Children;
- (j) Discriminate against any Child, because of culture, race, ethnicity, sexual orientation or disability; and
- (k) Ignore or disregard any suspected or disclosed Child Abuse.

### 3. DEFINITIONS

Term	Meaning
<b>Child/Children</b>	A person who is under the age of 18 years.
<b>Child Abuse</b>	Means all forms of physical abuse, emotional and psychological ill-treatment, sexual abuse and exploitation, neglect or negligent treatment, commercial (e.g. for financial gain) or other exploitation of a Child and includes: <ul style="list-style-type: none"><li>• Any act committed against a Child involving:<ul style="list-style-type: none"><li>○ a sexual offence; or</li><li>○ an offence under s49M of the Victorian <i>Crimes Act 1958</i> (grooming).</li></ul></li><li>• The infliction, on a child, of:<ul style="list-style-type: none"><li>○ physical violence;</li><li>○ serious emotional or psychological harm; and</li><li>○ serious neglect.</li></ul></li></ul>
<b>Child Harm</b>	The impact experienced by the child as a result of the action or inaction, it is the detrimental impact on a child's physical, psychological and emotional wellbeing and development.

<b>Child Related Work</b>	<p>A service, organisation, place or activity that usually involves, or is likely to usually involve contact with a Child which is:</p> <ul style="list-style-type: none"> <li>a) Face to face contact;</li> <li>b) Contact by post or other written communication;</li> <li>c) Contact by telephone or other oral communication; or</li> </ul> <p>Contact by email or other electronic communication.</p>
<b>Child Safe / Child Safety</b>	In the context of this policy means the measures taken by the Authority to protect children from Child Abuse.
<b>Commission for Children and Young People or "CCYP"</b>	An organisation that performs a range of functions, including providing independent scrutiny and oversight of services for Children and young people and supports and regulates organisations that work with Children to prevent abuse and ensure organisations have child safe practices.
<b>Contractor</b>	A person or business with an Australian Business Number ("ABN") providing services to the Authority. Contractors are not employees of the Authority, they are employees of the company contracted to provide services to the Authority.
<b>DFFH</b>	Department of Families, Fairness and Housing (and sometimes referred to as "Child Protection").
<b>Employee</b>	A person directly employed by the Authority for paid work.
<b>Failure to Disclose</b>	Refers to a type of offence under Victorian Law. Victorian law requires any adult who holds a reasonable belief that a sexual offence has been committed in Victoria by an adult against a child (aged under 16) must disclose that information to police or Child Protection. This obligation applies to everyone in the community, not just mandated professionals. It carries a maximum penalty of 3 years imprisonment.
<b>Failure to Protect</b>	Refers to an offence under Victorian Law. This applies to people who hold a position of authority within organisations who know of a risk of child sexual abuse by someone in the organisation and have the authority to reduce or remove the risk, BUT negligently fail to do so. It carries a maximum penalty of 5 years imprisonment.
<b>Reportable Conduct</b>	<p>Means:</p> <ul style="list-style-type: none"> <li>• Sexual offences (against, with or in the presence of a child);</li> <li>• Sexual misconduct (against, with or in the presence of a child);</li> <li>• Physical violence (against, with or in the presence of a child);</li> <li>• Behaviour that causes significant of emotional or psychological harm;</li> </ul>

	<ul style="list-style-type: none"> <li>• Significant neglect.</li> </ul>
<b>Scheme</b>	Refers to the Victorian Reportable Conduct Scheme administered by CCYP which requires some organisations to respond to allegations of Child Abuse (and other Child-related misconduct) made against workers and volunteers and notify the CCYP of certain allegations.
<b>Standards</b>	Means the 11 Victorian Child Safe Standards.
<b>Volunteer</b>	A person who undertakes unpaid work or services for the Authority.
<b>Working with Children Check or “WWCC”</b>	A WWCC is an assessment or re-assessment of whether a person may engage in child-related work, under the <i>Worker Screening Act 2020</i> .

#### 4. RELATED LEGISLATION AND DOCUMENTS

- *Child Information Sharing (CIS) Scheme*
- *Child Wellbeing and Safety Act 2005*
- *Children, Youth and Families Act 2005*
- *Children’s Services Act 1996*
- *Crimes Act 1958*
- *Privacy and Data Protection Act 2014*
- *Worker Screening Act 2020*
- *Wrongs Act 1958 (Vic)*

##### **Standards and Guidelines**

- Victorian Reportable Conduct Scheme
- Victorian Child Safe Standards

##### **Policies and Procedures**

- Great Ocean Road Coast and Parks Authority Enterprise Agreement 2021-2025
- VPSC Code of Conduct
- Grievance Complaints Dispute resolution Policy and Procedure
- Performance Management, Counselling and Disciplinary Policy and Procedure

- Occupational Health and Safety Policy
- Privacy Policy
- Recruitment and selection Policy
- Public Interest Disclosures Policy
- Procurement Policy

## 5. APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approver	CEO (or their delegate)
Administrator	CEO (or their delegate)
Next Review Date	14/02/26

Approval and Amendment History	Details
Original Approval Date	14/02/24
Amendment Date	
Version	1
Notes	



**ANNEXURE      PHOTOGRAPHY CONSENT FORM**

# Media Consent Form



**GREAT OCEAN ROAD**  
COAST & PARKS AUTHORITY

## 1. To be completed by Authority staff

### STAFF CONTACT DETAILS

Name ..... Phone .....

Email ..... Date .....

Project name .....

### BRIEF DESCRIPTION OF MEDIA

.....

.....

## 2. To be completed by participant, parent or legal guardian

### PARTICIPANT, PARENT OR LEGAL GUARDIAN CONTACT DETAILS

Full name (please print) .....

Email ..... Phone .....

### TERMS AND CONDITIONS

- a) The Great Ocean Road Coast and Parks Authority, its employees, officers, agents and contractors (the Authority) may use images or recordings taken to publicise our work across print and digital mediums and may retain the images/recordings for future possible use in other projects. This can only occur with your approval.
- b) By signing this form, you agree to the Authority taking images or recordings, whether sound, digital or otherwise, of you and/or your child/children (“Images and Recordings”), which will be subject to any limitations you identify in this Media Consent Form.
- c) You agree that the rights granted to the Authority under clause (b) of this Media Consent Form are perpetual and that you will not receive any payment, royalty or other consideration (whether monetary or otherwise) from the Authority in connection with the making, use or storage of the Images and/or Recordings.
- d) The Authority collects the information you provide with this form. You agree to the Authority collecting, storing, handling, accessing, managing, transferring, using and disclosing personal information you provide, including but not limited to your/your child’s name, details and image, in connection with this Form and the Images and/or Recordings. You can request access to and any correction of any personal information you provide us. Requests for access or correction should be sent to [info@greatoceanroadauthority.vic.gov.au](mailto:info@greatoceanroadauthority.vic.gov.au). The Authority may disclose your personal information to third parties in the event of an emergency or to emergency service providers.

### LIMITATIONS

(Tick those that apply, if any)

- I do not allow my name or my child’s name to be used in association with the images or recordings.
- The image/recording use is subject to the following cultural considerations (please specify):

.....

.....

.....

- The image/recording use is subject to other restrictions (please specify):

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**CONSENT**

The Authority may use my photographic image(s), video image(s) and audio recording in printed and electronic materials related to the work of the Authority and may store my photographic image(s), video image(s) and audio recording for possible future use in other projects.	I indicate my agreement by initialling here:
I am over the age of 18 years and have read, understood and freely agree to the terms and conditions above.	I indicate my agreement by initialling here:
<b>OR</b>	
I declare that I am the parent/legal guardian of the child or children listed below and have understood and freely agree to the terms and conditions above.	

**CHILDREN DETAILS (IF APPLICABLE)**

Child/Childrens Name/s: (First & Last)	Is the child or Aboriginal or Torres Strait Islander Decent? (Y/N)	Consent Granted? (Y)

**AUTHORISATION**

I agree to the terms and conditions above.

**Signature**

**Date**

.....