

SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY



1. Purpose

- 1.1. The purpose of this policy is to provide the Belgravia Group's commitment to Safeguarding all children and young people throughout Australia and New Zealand.

2. Commitment to child safety

- 2.1. Belgravia is committed to child safety. It is embedded into our purpose, our strategic priorities, our core areas and our CLEAR values. It guides the everyday thinking and decision making and considers the safety of children and young people.
- 2.2. All children who visit our venues have a right to feel and be safe. We are committed to promoting and maintaining a culture that does not permit or tolerate child abuse, neglect, or exploitation.
- 2.3. Our priority is to ensure the welfare and safety of every child that has contact with our customers, team members, volunteers, and contractors. We are committed to the cultural safety of First Nations children, children from culturally and linguistically diverse backgrounds, LGBTQIA+ children, children with disability, and their families.

Procurement

- 2.4. The Organisation has a Procurement Policy that states our commitments to child safety. We extend our commitment to procurement partners that provide goods and services that involve children. These organisations are required to demonstrate the actions they take to protect children from harm.

3. Glossary

- 3.1. A glossary of terms can be found in Safeguarding Children and Young People Standard.

4. Policy Statement

- 4.1. This policy demonstrates our commitment to creating and maintaining a child safe organisation. It informs our community of everyone's obligations to act safely and appropriately towards children and young people.

5. Breaches to this policy

- 5.1. All team members, contractors and volunteers are required to adhere to their responsibilities. Failure to adhere to any aspect of this policy may constitute a breach of the policy and may result in disciplinary action.

6. Accountability and Responsibility

For a more detailed Accountability and Responsibility Matrix, please see Appendix 4 of this policy.

Who is responsible for Implementing or Complying with Aspects of Child Safety:

Policy Development	Child Safety Coordinator
Recruitment and Screening Practices	People & Culture and Venue Managers
Staff Induction, Training, Supervision and Support	Venue Managers/Business Operations Manager
Policy or procedure for receiving and responding to complaints	Group Health and Safety Manager/Child Safety Coordinator/Business Operations Manager
Risk Assessment and Management Process	Business Operations Manager/Venue Manager/ Group Health and Safety Manager/Child Safety Coordinator
Policies and Procedures on external reporting, record keeping and information sharing and Code of Conduct	People & Culture/Venue Managers/Business Operations Managers

7. Child Safe Contacts

- Mark Maybury: Group Manager, People and Culture: mmaybury@belgravialeisure.com.au
- Scott Vanderheyden: Group Manager, WHS: svanderheyden@belgravialeisure.com.au
- Natasha Jones: Child Safety Coordinator: tasha.jones@belgravialeisure.com.au
- Meliza Smith, Injury Management Coordinator: msmith@belgravialeisure.com.au

8. National Principles for Child Safe Organisations

- 8.1. Belgravia is committed to following the ten Principles that aim to provide a nationally consistent approach to creating organisational cultures that foster child safety and wellbeing.
- 8.2. Please see Safeguarding Children and Young People standard for further information.
- 8.3. See Appendix 1 below and click on link for further details

9. Child Safe Standards (NSW, ACT, VIC, TAS, QLD only)

- 9.1. Child safe standards have been developed for ACT, NSW, VIC, QLD and TAS to protect children from harm, abuse and neglect.
- 9.2. Belgravia team members, contractors and volunteers are expected to know and follow legislative requirements regarding their Child Safe Standards for their state.
- 9.3. Please refer to Safeguarding Children and Young People standard and refer to Appendix 3 (NSW, ACT, VIC, QLD and TAS).
- 9.4. See Appendix 2 below and click on link for further details

10. Child Safety Risk Management

Child Safety Risk Management Plan

- 10.1. Belgravia has a *Child Safety Risk Management Plan* which includes.
 - 10.1.1. Child and Young Person's Safeguarding Policy
 - 10.1.2. Child and Young Person's Complaint Handling Procedures
 - 10.1.3. Child Safe Framework
 - 10.1.4. Child and Young Person's Code of Conduct
 - 10.1.5. Child Safe Reporting Policy
 - 10.1.6. Child Safe Recruitment, Training and Induction Policy
 - 10.1.7. Risk Management Policy

Risk Assessments and Mitigating child safety risks

- 10.2. Belgravia has a Risk Management Framework in place for all team members to follow.
- 10.3. Belgravia has committed to ensuring its venues complete Child Safe Risk Assessments annually in a consultation with all staff.
- 10.4. Recruitment and screening practices are in place with all sites and venues for Working with Children checks.

11. Child Safe Framework

Children's rights to safety and participation

- 11.1. Belgravia seeks the participation of children and young people in its regular reviews of child safety and wellbeing policies, procedures and practices and encourages children and young people to have a say.
- 11.2. Our Child Safety Framework in *Appendix 11 is about 'Creating a Child Safe Culture.'* Children who visit our venues have the right to feel and be safe.

Code of Conduct

- 11.3. The Organisation has a Child Safe Code of Conduct that confirms acceptable and unacceptable behaviors and sets the standards of professionalism, confidentiality, and ethical behavior expected by our team members, contractors, and volunteers.

Valuing Diversity

11.4. The Organisation values diversity and inclusion. We do not tolerate any discriminatory practices.

12. Recruitment in Child-related positions

12.1. The Organisation's full recruitment procedures are outlined in the Child Safe Recruitment, Selection and Retention Policy.

13. Working with children checks

- 13.1. Belgravia has a Working with Children Checks Policy which covers all WWCC/Blue Card/WWVP/Orchre Card requirements. The policy also covers Police Checks (Australia) and Police Vetting (New Zealand) requirements.
- 13.2. South Australia and New South Wales have requirements to have all staff listed and verified in the portal.

14. Child Protection Training

14.1. All Team members employed by Belgravia are required to complete Training on Mandatory Reporting.

15. Child Safe Environment

15.1. Child Safety is embedded into our day-to-day practices at Belgravia venues and all venues are designed with child safety as the focus both in the physical environment and online environment.

16. Complaints handling procedures

- 16.1. Belgravia has a comprehensive complaint handling procedures for child safety concerns that are observed, reported, suspected or disclosed. For a more comprehensive outline please refer to our Safeguarding Children and Young People's standard.
- 16.2. Team members should refer to Safeguarding Children and Young Persons Standard, *Appendix 6*
- 16.3. If a disclosure or report is being made team members should:
 - 16.3.1 Listen
 - 16.3.2 Reassure
 - 16.3.3 Respect
 - 16.3.4 Report: Internally
 - 16.3.5 Report: Externally

17 Immediate Child Safety Concern

- 17.3 If you have an immediate Child Safety Concern, about a child or young person, please call:
 - 17.3.1 Police Australia: 000
 - 17.3.2 Police NZ: 111

18 Indicators and Signs of Abuse

- 18.3 Child abuse is any behaviour that harms a child. It can take place in many forms, including physical, sexual, emotional abuse as well as neglect, exploitation, or grooming.
- 18.4 Please refer to *Appendix 5 'Signs of Abuse'* in Safeguarding Children and Young Person's Standard.

19 Allegations Against a Team Member

- 19.3 All allegations against staff members are taken seriously and action will be taken in line with all legislation. Child safety is paramount, and steps will be taken to ensure child safety whilst allegations are being investigated.

20 Reporting: Internally/Externally

- 20.3 Internal – B-Connected (incident management system)
 - 20.3.1 A report onto B-Connected should be made as soon as it is practicable, ideally without delay (within 24 hours) of any child safety incident.
- 20.4 External Reporting: Child Protection Departments

- 20.4.1 People who are mandatory reporters under legislation are required by law to report suspected or known child abuse and neglect to Child Protection Authorities. Applicable Legislation
- 20.4.2 Please refer to Reporting Guidelines Australia and New Zealand and also Safeguarding Children and Young People Standard for a more comprehensive guideline.

21 Department of Education

- 21.3 Department of Education is the Regulatory Authority in Australia for all licensed childcare facilities and Outside School Hours Care Programs (OSHC) and are responsible for enforcing the following legislation:
 - 21.3.1 National Education and Care Services Regulations and Law 2010
 - 21.3.2 Children Services Regulations 2020
- 21.4 Serious incidents should be reported to DEECD within 24 hours of the incident.
- 21.5 For more information relating to reporting please see the Safeguarding Children and Young People's Policy Standard.

22 Reportable Conduct Schemes (Australia Only)

What is Reportable Conduct Scheme?

- 22.3 Reportable Conduct refers to serious incidents alleged against a team member at Belgravia. This includes;
 - 22.3.1 Physical Violence
 - 22.3.2 Sexual Offences
 - 22.3.3 Sexual Misconduct
 - 22.3.4 Behaviours that cause significant emotional or psychological harm
 - 22.3.5 Significant neglect.
- 22.4 Belgravia has three (3) business days to report the initial allegation/s to the Regulator and then thirty (30) days to conduct and report through the investigation findings, so prompt reporting to B-Connected is essential.
- 22.5 Please refer to the Safeguarding Children and Young People Standard to see which states are covered by this legislation and process for investigation.

23 Incident investigation of Child Safety complaints/concerns

- 23.3 Any matters that require Belgravia to investigate, such as Reportable Conduct (where Police are not involved), the procedures we follow are;
 - 23.3.1 Assess the allegation
 - 23.3.2 Notify: Take Action
 - 23.3.3 Plan: Establish and plan investigation
 - 23.3.4 Conduct: Conduct a thorough and fair investigation
 - 23.3.5 Report: Complete Investigation Report
 - 23.3.6 Findings: Make or recommend findings
 - 23.3.7 Outcomes: Discussion
- 23.4 Refer to Safeguarding Children and Young People Standard, *Appendix 9 'Steps of the Investigation.'*

24 Managing the Risk to child safety, during investigations

- 24.3 Once the allegation has been made People and Culture will consult with the Group Health and Safety Manager and Child Safety Coordinator to assess the safety of all children and young people.

25 Support for Team Members

- 25.3 Team members are encouraged to contact the Organisation's Employee Assistance Program (EAP):
 - 25.3.1 **Australia:** 1300 687 327
 - 25.3.2 **NZ:** 0800 666 367

26 Record keeping and confidentiality

- 26.3 Privacy must be ensured when handling matters of suspected child abuse/harm. All legislation requirements will be met for record keeping throughout Australia.

27 Relevant Legislation and Standards

- 27.3 A range of laws are relevant to this policy, including Commonwealth, international, state, and territory laws.

<u>State/Territory</u>	<u>Legislation</u>
ACT	Children and Young Persons (Care and Protection) Act 1998 (NSW)
NSW	Children and Young Persons (Care and Protection) Act 1998 (NSW)
NT	Care and Protection of Children Act 2007 (NT)
QLD	Child Protection Act 1999 (QLD) <i>The Education (General Provisions) Act 2006 (Qld)</i>
SA	Children and Young People (Safety) Act 2017 (SA) and Child Safety (Prohibited Persons) Act 2016
TAS	<i>Children, Young Persons and Their Families Act 1997 (Tas)</i>
VIC	Children, Youth and Families Act 2005 Children Services Regulations 2020
WA	Children and Community Services Act 2004 (WA) <i>Family Court Act 1997 (WA)</i>
AUST	Education and Care Services National Regulations and Law 2010 Children Services Regulations 2020
NZ	Children's Act 2014 Vulnerable Children Act 2014 Children, Young Persons, and Their Families Act 1989 Crimes Amended Act 2019 Oranga Tamariki Act 1989

28 Related Policies and Documents

- Safeguarding children and young people standard
- Child Safe Code of Conduct
- Children Services Manual
- Equal Opportunity, Anti-Discrimination, Diversity, Harassment and Bullying Policy
- National Police & Working with Children Check Policy
- Procurement Policy
- Recruitment, Selection and Retention Policy
- Social Media/Online Safety
- Licensed childcare facilities have a set of policies as outlined in Education and Care Services 2010 and Children Services Regulations 2020 which have a focus on keeping children safe, including Safe Sleeping Practices.
- Incident Reporting & Management Standard
- Risk Management Standard

SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY



29 Feedback

29.3 Belgravia Group staff may provide feedback about this document by emailing:

Scott Vanderheyden (Group Health and Safety Manager) svanderheyden@belgravialeisure.com.au

30 Approval and Review Details

31 Effective Date	01/07/2025
Review Date	01/07/2027
Policy Owner (name and role)	Scott Vanderheyden
Policy Owner contact details	svanderheyden@belgravialeisure.com.au
Policy Approver (name and role)	Matt Green, General Manager Corporate Services

Amendment History			
Version	Date	Author	Change description
V1.0	01/03/2014	M Farkas	Policy creation
V2.0	01/07/2017	M Maybury	Victorian introduction of reportable conduct scheme
V3.0	19/08/2019	M Maybury	Significant policy revision to give effect to the National Principles for Child Safe Organisations
V4.0	01/07/2022	M Maybury	Policy amended in the context of revised Victorian Child Safe Standards and amendments to NSW Child Guardian Act (Child Safe Scheme) Bill 2021
V4.1	22/01/2024	M Maybury	Policy amended to include screening requirements for South Australian team members
V4.2	3/12/2024	N.Jones	Significant policy revision to include Child Safeguarding legislative requirements for Australia and New Zealand. Including Name change and combining Child Wellbeing Policy and Complaints Handling Procedures into one document.
V4.3	11/06/2025	N.Jones	Amending Safeguarding Children and Young People Policy to a Standard and creation of shorter document to be policy.
V4.4	1/07/2026	N.Jones	Policy Reviewed. Added in QLD child safe standards

Appendix 1 National Principles



For more information, please click on link: [National Principles | Child Safe Organisations](https://chilsafe.humanrights.gov.au)

SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY

Appendix 2 Child Safe Standards

Child Safe Standards



NSW: [Child Safe Standards](#)



ACT: [ACT Child Safe Standards Scheme - HRC](#)



QLD: [Child Safe Standards | QFCC](#)



VIC: [CCYP | The 11 Child Safe Standards](#)



TAS: [Child and Youth Safe Standards | Office of the Independent Regulator](#)

SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY



Appendix 3 – Accountability and Responsibility

Role	Responsibility
Executive Leadership Team Board of Directors	• Governance and Oversight and ensuring the child safe policy is aligned with relevant legislation • Legal and Ethical Compliance by ensuring the organisation complies with child safety laws, including mandatory reporting, working with children's checks and reportable conduct schemes • Leadership and Culture by embedding child safety into the organisation values and practices and leading by example. • Policy endorsement and Review to approve and regularly review the child safe policy and related procedures. Ensure policies are accessible, understood and implemented by staff, volunteers and stakeholders. • Hold Senior Management is accountable for operationalizing the policies and ensuring reporting mechanisms are in place and used appropriately when concerns are raised. • Training and Education ensure board members receive training in child safety obligations and understand their roles. Promote organisation-wide educator on creating and maintaining safe environments for children. Overall Executive Leadership Team & Board Members have a responsibility to ensure child safety is a core priority of the organisation at all levels from the top down and bottom up.
Group Manager, People & Culture	• Recruitment and Screening include child safe practices. Ensure that position descriptions include child safety responsibilities, working with children check or equivalent and police vetting (NZ) requirements. Ensure that there are behavioral interview questions that relate to child safety and that reference checks are a requirement of recruitment that specifically ask about past conduct with children. • Policy Development and Maintenance – Collaboratively work with the Group Health and Safety Manager and Child Safety Coordinator regarding policies around child safety. Ensure they meet legislative requirements and child safe standards. Ensure policies and procedures are clearly communicated to all staff. • Training and Awareness is communicated about mandatory child safety training for all staff and volunteers. Appropriate child safe behaviours and boundaries are communicated and staffing obligations to report child abuse through internal reporting processes. • Code of Conduct is developed and includes expectations around interactions with children and young people. Ensure all staff and contractors need to read, understand and sign the Code. • Reporting and Incident Management support reporting processes for suspected child abuse and allegations made against staff for suspected or actual child abuse. • Culture and Accountability are fostered into a speak-up culture and child safety is a priority add this is communicated with staff from the top down and bottom up. • Record Keeping and Compliance are part of the role to maintain all records of child safety, recruitment screen checks, reports, incidents can follow ups to ensure compliance with legislation and regulatory authorities. • Continuous Improvement methods are put into place to ensure regularly evaluate and improve child safe practices through feedback, audits and external reviews and stay updated with changes in legislation and update policies, procedures and practices accordingly. Overall People and Culture play a critical role in supporting and enforcing the Child Safety practices as well as supporting the Health and Safety Manager Group and all areas of the organisation

SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY

Group Manager, WHS	• Policy Development and Implementation by consultation with HR, leadership team and Child Safety Coordinator to develop, review and update child safe policies annually to meet legislative requirements. • Embed Child Safety into all existing health and safety frameworks and ensure that it is reflective of National Principles and Child Safe Standards. • Risk Assessment and Hazard Control in both physical and online environments and implement control measures to mitigate child safety. • Training and Awareness is promoted, and all staff and volunteers receive mandatory reporting training and understand child safe policy, child safe standards and national principles. • Monitoring and Compliance are conducted regularly along with child safety audits and checks to ensure compliance and ensure that the business is working within legislative and legal requirements. • Incident Management and Reporting are established and clear procedures for reporting, investigation, and management child safety concerns and allegations are in place. • Stakeholder Engagement includes working with families, carers, external agencies and regulatory bodies to uphold child safety standards. Also ensure it includes children and young people where appropriate in shaping a safer environment. • Documentation and Record Keeping is kept within the legislative timeframes set. Ensure that confidentiality is kept. Maintain all accurate records of risk assessments, training sessions, incident reports, policy reviews and updates. Overall Group Health and Safety Manager ensures child safety is integrated into the organisations risk management approach, creating environments where children and young people are safe, heard and respected.
Child Safety Coordinator	• Policy Implementation ensures that the Child Safe policy is consistently applied across the organisation and supports staff and volunteers to understand and follow the child safety policy and procedures. • Education and Training will be advised to the Group Health and Safety Manager that would be reasonable and necessary for staff to complete as guided by legislation around Mandatory Reporting, National Principles and Child Safe Standards. • Reporting and Responding any suspected or actual child abuse and offering advise to Group Health and Safety Manager and Venues around Mandatory reporting requirements and best practice. Encourage services to log incidents through our Internal incident management system. For any allegations against staff members offering Group Health and Safety Manager and the Venue Team advice and legislative requirements. • Risk Management is completed, reviewed and implemented to help identify risks to children withing the organisations activities and environment and notifying the Group Health and Safety Manager. • Communication is kept with Group Health and Safety Manager, Venue Managers and Business Operations Manager where necessary regarding matters of child safety. • Record Keeping advice is given in line with legislative requirements. • Continuous Improvement is communicated with the Group Health and Safety Manager and encourage the organisation to seek feedback from families, staff, children, young people, contractors and volunteers. Overall, the Child Safety Coordinator offers advice to the Group Health and Safety Manager on all areas of child safety.

SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY



People & Culture Team	- To assist the Group People and Culture Manager to implement policies, procedures and practices that involve child safety. - Provide guidance on child safe recruitment practices - Assist in investigating allegations of child safety breaches - Assist in maintaining the organisations intranet page.
Business Operations Manager	Policy Implementation and Oversight are embedded into the daily operations of the venues, and they are supported to roll out the policy across the departments and services. Compliance and Governance are monitored and adhered to which includes the Child Safe Standards, National Principles and Mandatory Reporting legislation. Also ensuring that venues are ready for auditing. Staff Training and Induction are coordinated regularly to include staff training on child safety, mandatory reporting and appropriate behaviours for staff. Ensuring that new employees and volunteers receive inductions that are inclusive of child safety. Risk Management is implemented across all sites around matters of child safety in the physical and online environments, service delivery and staffing. Identify, assess and mitigate risks related to child safety and oversee incident reporting systems and ensure follow up actions are taken. Records and Documents are maintained, secure and accurate. Ensure all records of Working with children checks or equivalent, training and risk assessments, complaints and incidents are kept in line with privacy and legislative requirements. Continuous Improvement is regularly discussed and communicated with the team. Ensure that staff are supported to offer feedback and encouraged to report their concerns. Cultural Leadership and Advocacy promotes an organisational culture of child safety, respect and inclusion. Model child safe attitudes and practices, reinforcing the organization's commitment to protecting children. Stakeholder Engagement is an important part of the role to stay engaged with Executive Leadership Team, Group Health and Safety Manager, Group Health and Safety Manager, external regulators and Child Safety Coordinator to ensure responsive and inclusive practices to child safety. Overall, the Business Operations Manager's plays a vital role in supporting and implementing the Child Safe Policy within the organisation. Their role is both operation oversight and compliance with child safety standards and national principles.
Venue Managers and Supervisors	Promoting a Child Safety Culture and actively promote the importance of child safety to staff, volunteers, and visitors by leading by example, modeling and respectful and appropriate behaviours. Staff and Volunteer Management to ensure that all have working with children checks of equivalent as per legislation. Provide training on child safety, Child Safe Standards, National Principles. Also providing training on reporting incidents, hazards, abuse and suspected abuse and the centers Mandatory Reporting requirements. Monitor staff and volunteers to ensure compliance with all child safety legislation. Staff Training needs to be implemented for all staff and include training on Tool box talks, National Principles and Child Safe Standards. Implementation of Child Safety Policies and Procedures and overseeing the practical application of the policy in daily operations to ensure child safe practices are integrated into recruitment, supervision, incident response and communication protocols.

SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY



	• Risk Management is carried out by the team to ensure it identifies risks to children within the venue and control measures are implemented to minimise potential harm to children. • Reporting and Incident Management should be clear, prompt and appropriately communicated to all staff members to ensure they know the procedures and ensure confidentiality. • Communication and Engagement with all families, children and young people shown be respectful and demonstrate a commitment to child safety. Ensure that venue managers encourage feedback and participation from children and encourage them to make decisions that affect them. • Continuous Improvement should be regularly performed, with review, feedback and decisions implemented regarding any changes and improvements to child safety. Also ensuring that all staff and venue managers are up to date with currently legislative requirements. Overall, the Venue Manager is responsible for creating a child safe environment where children are protected, respected and empowered and where all team members understand their roles in safeguarding children.
All Team Members	• Follow Policies and Procedures at all times and comply with the organisations Child Safety policy, Code of Conduct and Procedures. • Promote Child Safety environment where children feel safe, respected and included and encourage children to speak up and participate in decisions affecting them. • Report Concerns and Incidents through Incident Management System, report any suspicions, disclosures or concerns about child abuse, or neglect to Child Protection Authority, Police or Manager. • Act appropriately with children and maintain appropriate boundaries and avoid any behaviour that is unsafe or unacceptable. • Participate in Training and attend child safety and mandatory reporting training provided by Belgravia as well as keep up to date with child safe standards and national principles. • Respect Privacy and Confidentiality is handled in regard to child safety information and with privacy laws. • Identify and Minimise Risks and be proactive in identifying potential child safety risks, in activities, environments and interactions and take steps to eliminate risks wherever possible. • Mode Safe and Inclusive Behaviour by leading by example in treating all children fairly regardless of their background or abilities and report unsafe or discriminatory behaviors by others. Overall team members contribute to a culture of safety and help meet legal and ethical obligations for protecting children.

Appendix 4 – Glossary of Terms

Term	Definition
Child or children	In Accordance with the United Nations Convention on the Rights of the Child, child means any human under the age of 18 years. Definition of child/children: ACT, NT, QLD, SA, TAS, WA: Mandatory reporting in relation to all children or young people up to the age of 18 years. NSW: In NSW, the duty for mandatory reporting is in relation to all children up to the age of 16 years. VIC: In VIC, the duty for mandatory reporting is in relation to all children up to the age of 17 years. NZ: Under 17 years of age.
Child exploitation	One or more of the following: a) committing or coercing another person to commit an act or acts of abuse against a child b) possessing, controlling, producing, distributing, obtaining or transmitting child exploitation material c) committing or coercing another person to commit an act or acts of grooming or online grooming d) using a minor for profit, labour, sexual gratification, or some other form of personal or financial advantage.
Child protection	An activity or initiative designed to protect children from any form of harm, particularly that arising from child exploitation and abuse. Definition of Child Abuse/Harm: ACT: A belief, on reasonable grounds, that a child or young person has experienced, or is experiencing. NSW: Reasonable grounds to suspect that a child is at risk of significant harm NT: A belief on reasonable grounds QLD: Suspicion on reasonable grounds. SA: Suspicion on reasonable grounds. TAS: Belief, suspicion, or knowledge on reasonable grounds VIC: Belief on reasonable grounds WA: Belief on reasonable grounds.
Child-related work	Means being engaged in: a) work activities where contact (physical, face-to-face, oral, written or electronic contact) between a team member and a child would reasonably be expected as a normal part of the work and such contact is not occasional and incidental to the work, or b) work that requires a Working with Children Check (WWCC) in the state or territory jurisdiction in which the work is being undertaken.
Child safe position	A position that has been identified as having contact with a child as a normal part of work activities (that is, <i>child-related work</i>), and therefore is required to obtain and maintain a Working with Children Check in order to be engaged in that position.
Contractor	Individuals performing a service for the organisation, or an employee of a service provider performing a service for the organisation, is a contractor.
Sexual abuse	The use of a child for sexual gratification by an older or significantly older child, adolescent, or adult.

SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY



Team members	Team members are either employed by an organisation, engaged by an organisation on a subcontract basis, or engaged by an organisation on a voluntary or unpaid basis, staff can include paid staff, volunteers, interns, trainees and consultants.
Working with Children	Being engaged in an activity with a child where the contact would reasonably be expected as a normal part of the activity and the contact is not incidental to the activity. This includes volunteering or other unpaid work.
Working with Children Check	An assessment of whether a person poses an unacceptable risk to children. As part of this process, the applicant's criminal history, child protection information and other information is checked. A Working with Children Check may also be known under other names, such as a Working with Vulnerable People Check, a Blue Card, Working with Children Clearance, Ochre Card, etc.
Mandatory Reporting	Is the legislative requirement for selected classes of people to report suspected child abuse/and or harm and neglect to government authorities.
Cultural Safety	is having an environment that is spiritually, socially and emotionally safe, as well as physically safe for people; where there is no assault, challenge or denial of their identity, of who they are and what they need. <i>Source: Williams, R (cited in The Journal of the Public Health Association of Australia Inc. 2008).</i>