
FALLS CREEK RESORT MANAGEMENT BOARD POLICY

<h3>FCRM CHILD PROTECTION</h3>

1.1.1 PURPOSE

The Board's child safe policy shall be publicly available to help raise awareness about the importance of child safety for the Board and demonstrate the organisation's commitment to protecting children from abuse. The policy will be available on the FCRM's website, in new staff (and volunteer) and Board member induction materials, and will be covered no less than annually in staff training activities.

1.1.2 BACKGROUND

Our commitment to child safety

The Board of FCRM is committed to child safety, and it is committed to:

- Wanting all children to be safe, happy and empowered.
- Having those involved in the organisation support and respect all children, as well as our staff and volunteers.
- The safety, participation and empowerment of all children.
- Having zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.
- Contacting authorities when we are worried about a child's safety, which we follow rigorously.
- Preventing child abuse and identifying risks early, and removing and reducing these risks.
- Having robust human resources and recruitment practices for all staff and volunteers.
- Regularly training and educating our staff and volunteers on child abuse risks.
- Supporting and respecting all children, as well as our staff and volunteers.
- The cultural safety of Aboriginal children, the cultural safety of children from a culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.

This policy recognises that where a person has a reasonable belief that a child has been sexually abused, that person has an obligation to report the matter to the police.

If you believe a child is at immediate risk of abuse phone 000.

Our children

This policy is intended to empower children who are vital and active participants in the Falls Creek Alpine Resort (the resort). The organisation has a commitment to engage with children when making decisions, especially about matters that directly affect them. Decision makers shall listen to their views and respect what they have a say.

The Board promotes diversity and tolerance in the organisation, and people from all walks of life and cultural backgrounds are welcome. In particular, the Board will:

- promote the cultural safety, participation and empowerment of Aboriginal children,
- promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds, and

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- ensure that children with a disability are safe and can participate equally.

1.1.3 SCOPE

Our Board members, staff and volunteers

This policy guides our Board members, staff and volunteers on how to behave with children who come into contact with the resort and its personnel.

All staff and volunteers must agree to abide by our code of conduct which specifies the standards of conduct required when working with children. Refer **Appendix 1**.

1.1.4 POLICY

Training and supervision

Training and education is important to ensure that everyone in the Board understands that child safety is everyone's responsibility.

Our organisational culture aims for all staff and volunteers (in addition to parents/carers and children) to feel confident and comfortable in discussing any allegations of child abuse or child safety concerns. The Board is committed to train its staff and volunteers to identify, assess, and minimise risks of child abuse and to detect potential signs of child abuse.

The Board also supports our staff and volunteers through ongoing supervision to: develop their skills to protect children from abuse; and promote the cultural safety of Aboriginal children, the cultural safety of children from linguistically and/or diverse backgrounds, and the safety of children with a disability.

New employees and volunteers will be supervised regularly to ensure they understand the organisation's commitment to child safety and that everyone has a role to play in protecting children from abuse, as well as checking that their behaviour towards children is safe and appropriate (please refer to this organisation's code of conduct to understand appropriate behaviour further). Any inappropriate behaviour will be reported through appropriate channels, including the Department of Health and Human Services and Victoria Police, depending on the severity and urgency of the matter.

Recruitment

The Board takes all reasonable steps to employ skilled people to work with children. We develop selection criteria and advertisements which clearly demonstrate our commitment to child safety and an awareness of our social and legislative responsibilities. Our organisation understands that when recruiting staff and volunteers we have ethical as well as legislative obligations.

All people engaged in child-related work, including volunteers, are required to hold a Working with Children Check and to provide evidence of this Check. Please see the [Working with Children Check](http://www.workingwithchildren.vic.gov.au) website <www.workingwithchildren.vic.gov.au> for further information

We carry out reference checks and police record checks to ensure that we are recruiting the right people. Police record checks are used only for the purposes of recruitment and are discarded after the recruitment process is complete. The Board shall retain our own records (but not the actual criminal record) if an applicant's criminal history affected our decision-making process.

If during the recruitment process a person's records indicate a criminal history then the person will be given the opportunity to provide further information and context.

Fair procedures for personnel

The safety and wellbeing of children is of primary concern. We are also fair and just to personnel. The decisions we make when recruiting, assessing incidents, and undertaking disciplinary action will always be thorough, transparent, and based on evidence.

The Board record all allegations of abuse and safety concerns using our incident reporting form (see **Appendix 2**) including investigation updates. All records are securely stored.

If an allegation of abuse or a safety concern is raised, the Board will provide updates to children and families on progress and any actions we as an organisation take.

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Privacy

All personal information considered or recorded will respect the privacy of the individuals involved, whether they be staff, volunteers, parents or children, unless there is a risk to someone's safety. The Board has safeguards and practices in place to ensure any personal information is protected. Everyone is entitled to know how this information is recorded, what will be done with it, and who will have access to it.

Legislative responsibilities

The Board takes its legal responsibilities seriously, including:

- **Failure to disclose:** Reporting child sexual abuse is a community-wide responsibility. All adults in Victoria who have a reasonable belief that an adult has committed a sexual offence against a child under 16 have an obligation to report that information to the police.¹
- **Failure to protect:** People of authority in the Board will commit an offence if they know of a substantial risk of child sexual abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.²
- Any personnel who are **mandatory reporters** must comply with their duties.³

Risk management

In Victoria, organisations are required to protect children when a risk is identified (see information about failure to protect above). In addition to general occupational health and safety risks, we proactively manage risks of abuse to children connected with the Board.

We have risk management strategies in place to identify, assess, and take steps to minimise child abuse risks, which include risks posed by physical environments (for example, any doors that can lock), and online environments (for example, no staff or volunteer is to have contact with a child in organisations on social media).

Allegations, concerns and complaints

The Board takes all allegations seriously and has practices in place to investigate thoroughly and quickly. Our staff and volunteers are trained to deal appropriately with allegations.

The Board work to ensure all children, families, staff and volunteers know what to do and who to tell if they observe abuse or are a victim, and if they notice inappropriate behaviour.

All Board members, staff and volunteers have a responsibility to report an allegation of abuse if we have a reasonable belief that an incident took place (see information about failure to disclose above).

Reporting

If an adult has a **reasonable belief** that an incident has occurred then they must report the incident.

The reporting process is as follows:

- a) The initial report is to be made to either the FCRM CEO or the FCRM Chair. The CEO or Chair receiving the report of allegation is to document the notification.
- b) The CEO or Chair receiving the report shall inform the Board of the allegation.

¹ A person will not commit this offence if they have a reasonable excuse for not disclosing the information, including a fear for their safety or where the information has already been disclosed.

Further information about the failure to disclose offence is available on the [Department of Justice and Regulation website](http://www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+disclose+offence) <www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+disclose+offence>.

² Further information about the failure to protect offence is available on the [Department of Justice and Regulation website](http://www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+protect+offence) <www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+protect+offence>.

³ Mandatory reporters (doctors, nurses, midwives, teachers (including early childhood teachers), principals and police) must report to child protection if they believe on reasonable grounds that a child is in need of protection from physical injury or sexual abuse.

See the Department of Health and Human Services website for information about [how to make a report to child protection](http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/reports-publications/guide-to-making-a-report-to-child-protection-or-child-first) <www.dhs.vic.gov.au/about-the-department/documents-and-resources/reports-publications/guide-to-making-a-report-to-child-protection-or-child-first>.

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- c) The CEO shall implement an investigation into the allegation, and provide a report to the FCRM Chair as expeditiously as possible. The aim is to provide an initial report into the investigation within 7 days of the report.
- d) A final report is to be provided within an agreed (by the FCRM Chair) timeframe.
- e) The Board shall consider the final report and resolve to take action in connection with the report.
- f) The CEO shall notify the informant when the investigation gets underway, when the initial and final reports are completed, and the course of action that the Board determines is appropriate to undertake after consideration of the initial and final reports.

Factors contributing to reasonable belief may be:

- a child states they or someone they know has been abused (noting that sometimes the child may in fact be referring to themselves),
- behaviour consistent with that of an abuse victim is observed⁴,
- someone else has raised a suspicion of abuse but is unwilling to report it, or
- observing suspicious behaviour.

2 Regular review

This policy will be reviewed every two years and following significant incidents if they occur. We will ensure that families and children have the opportunity to contribute.

This policy was **developed February 2017** and will be due for review **March 2020**.

AUTHORISATIONS AND DOCUMENT PARAMETERS

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⁴ For example behaviour, please see [An Overview of the Victorian child safe standards](http://www.dhs.vic.gov.au/_data/assets/word_doc/0005/955598/Child-safe-standards_overview.doc): <www.dhs.vic.gov.au/_data/assets/word_doc/0005/955598/Child-safe-standards_overview.doc>

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APPENDICE 1

Working with Children

Staff and volunteer Code of conduct

All staff, volunteers and Board members of Falls Creek Alpine Resort Management Board (“the FCRM”) are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

All personnel of Board are responsible for supporting the safety, participation, wellbeing and empowerment of children by:

- adhering to Board child safe policy at all times / upholding the Board's statement of commitment to child safety at all time
- taking all reasonable steps to protect children from abuse
- treating everyone with respect
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another
- promoting the cultural safety, participation and empowerment of Aboriginal children (for example, by never questioning an Aboriginal child's self-identification)
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)
- ensuring as far as practicable that adults are not left alone with a child
- reporting any allegations of child abuse to the Board's resort Child Safety Officer and/or the Board's CEO and ensure any allegation to be reported to the police or child protection
- reporting any child safety concerns abuse to the Board's resort Child Safety Officer and/or the Board's CEO and ensure any allegation to reported to the police or child protection
- if an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe
- if you have a reasonable belief that a child has been sexually abused reporting this matter to the police (this is a legal requirement)
- encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.

Staff and volunteers must NOT:

- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps. Sitting on laps could be appropriate sometime, for example while reading a storybook to a small child in an open plan area)
- put children at risk of abuse (for example, by locking doors)
- do things of a personal nature that a child can do for themselves, such as toileting or changing clothes

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- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- use inappropriate language in the presence of children
- express personal views on cultures, race or sexuality in the presence of children
- discriminate against any child, including because of culture, race, ethnicity or disability
- have contact with a child or their family outside of our organisation without our child safety officer’s knowledge and/or consent (for example, no babysitting). Accidental contact, such as seeing people in the street, is appropriate)
- have any online contact with a child or their family (unless necessary, for example providing families with e-newsletters)
- ignore or disregard any suspected or disclosed child abuse.

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to the Board’s Child Safety Officer and/or the Board’s CEO.

If you believe a child is at immediate risk of abuse phone 000.

I agree to adhere to this Code of Conduct:

Name:

Signature:

Date: