



Pandani Adventures 

ABN 99 662 576 614

# CHILD SAFETY POLICY



## AUTHORISATION

<b>AUTHORISED BY</b>	Wade Wilson <b>Managing Director</b>
<b>REVIEWED BY</b>	Tegan Stiff <b>Administration Officer</b>
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## AMENDMENT HISTORY AND DOCUMENT CONTRIBUTORS

VERSION	DATE	AUTHOR	CHANGES
1.0	February 2023	Wade Wilson Tegan Stiff	First version created under code of conduct.
2.0	June 2023	Wade Wilson Tegan Stiff	Separated from code of conduct, updated to comply with the Child and Youth Safe Organisations Act 2023

## TAXONOMY

General Compliance // GC003 Child Safety Policy

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## CONFIDENTIALITY

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**If a child is, or may be, in immediate danger, call 000 for police.**

## 1. INTRODUCTION

### 1.1 OBJECTIVE

Pandani Adventures is committed to facilitating, enhancing, and protecting the safety and welfare of children and young people. Our child safety policy outlines how we facilitate the implementation of these values in our workplace, the standards required of our staff, and how we respond to child safety concerns.

### 1.2 SCOPE

All Pandani Adventures employees, team members, volunteers, and contractors ('staff') are required to comply with this policy.

### 1.3 POLICY DEVELOPMENT METHODOLOGY

This policy is informed by relevant state legislation and national best practice standards. The policy is also designed to comply with the Child and Youth Safe Organisations Act 2023 (Tas). Pandani Adventures is not an entity required to comply with this legislation, but has opted to adhere to the act due to our commitment to child safety.

### 1.4 DEFINITIONS

**Child** has the same meaning as in the Child and Youth Safe Organisations Act 2023 (Tas):

*A person who has not attained the age of 18 years<sup>1</sup>*

**Misconduct** includes the same meaning as *reportable conduct* in the Child and Youth Safe Organisations Act 2023 (Tas)<sup>2</sup> or any breach of this policy.

## 2. STAFF COMPLIANCE REQUIREMENTS

All staff are required to hold the following to work with children in the educational environment:

- a. Current working with vulnerable people registration (Tas)
- b. National police check less than 2 years old
- c. *For implementation by Jan 2024*: Pandani Adventures child safety training and accreditation

## 3. PANDANI ADVENTURES CHILD SAFETY OFFICER

Pandani Adventures maintains an externally qualified child safety officer. The position holder is responsible for leading child safety practices, providing guidance to staff, and leading our organisational response to child safety concerns.

Office holder	Position	Qualifications	Contact information
Wade Wilson	Managing Director	<b>CHCPRT001</b> Identify and respond to children and young people at risk	Email: childsafety@pandaniadventures.com.au

Staff are encouraged to consult the child safety officer for advice or information as required.

## 4. INTEGRATING CLIENT PROTOCOLS

Where Pandani Adventures is engaged to work on behalf of a child-related institution (e.g., schools), staff will observe **both** the child safety policies of that organisation **and** Pandani Adventures.

## 5. STAFF CONDUCT STANDARDS<sup>2,3,4,5,6</sup>

- a. All staff will:
  - i. Behave respectfully, courteously, and ethically towards children and their families
  - ii. Listen and respond to the views and concerns of children, particularly if they communicate that they do not feel safe or well
  - iii. Demonstrate appropriate personal and professional boundaries

- iv. Consider and respect the diverse backgrounds and needs of children
  - v. If required to touch a child, ask for consent first and minimise the duration of physical contact
  - vi. If children are required to change clothing in the course of outdoor recreational activities, ensure the children are provided with private spaces or areas and remove other people, including themselves, from the area.
- b. All staff are prohibited from perpetrating, facilitating, supporting, or otherwise allowing any of the following:
- i. Any unlawful activity or relation with a child
  - ii. Any activity that may result in physical, emotional, or sexual harm to a child
  - iii. Neglect the basic needs of a child
  - iv. Groom a child
  - v. Perpetrate physical violence toward a child
  - vi. Be alone with a child unnecessarily
  - vii. Touch a child unnecessarily, excessively, or invasively
  - viii. Approach, be present in/at, or view a child's private space for changing
    - i. If an adult must approach a private area, they must clearly announce they are approaching and inform another adult
  - ix. Arrange personal contact, including online, with any child
    - i. If this is required and approved for work-related activities, the child's parents should be contacted instead
  - x. Use inappropriate language in the presence of children
  - xi. Show or provide children access to inappropriate images or material, including pornography, violence, and extremism
  - xii. Ignore or disregard any suspected or disclosed child harm or abuse.

## 6. MANAGEMENT OF INTERNAL MISCONDUCT

### 6.1 IMMEDIATE REPORT

Staff must report all child safety concerns to the Pandani Adventures child safety officer, including concerns of internal misconduct perpetrated by staff.

All reports of misconduct are to be sent in writing to [childsafety@pandaniadventures.com.au](mailto:childsafety@pandaniadventures.com.au).

### 6.2 INVESTIGATION, REFERRAL, AND NOTIFICATION<sup>7</sup>

#### 6.2.1 INCIDENT INVESTIGATION

Pandani Adventures, or an appropriate external service provider, will investigate any and all allegations of internal misconduct in accordance with the Child and Youth Safe Organisations Act 2023 (Tas).

#### 6.2.2 REFERRAL TO THE REGULATOR

Pandani Adventures will refer all allegations and findings of misconduct to the regulator in accordance with the Child and Youth Safe Organisations Act 2023 (Tas).

#### 6.2.3 REFERRAL TO OTHER ENFORCEMENT ORGANISATIONS

If allegations or findings of misconduct fall outside of the scope of the Child and Youth Safe Organisations Act 2023 (Tas), Pandani Adventures will refer allegations or findings of misconduct to relevant enforcement organisations (e.g., police) as appropriate.

#### 6.2.4 NOTIFYING STAKEHOLDERS

If allegations or findings of misconduct occurred while operating under or on behalf of a commercial client (e.g., educational institution), Pandani Adventures will notify the client that an incident has occurred and provide information in compliance with relevant privacy and confidentiality law. The client retains the responsibility to notify parents or carers of the involved child.

## 6.3 INTERNAL MANAGEMENT OF MISCONDUCT

Misconduct will typically result in termination of employment.

# 7. RESPONDING TO EXTERNAL CHILD SAFETY CONCERNS

## 7.1 RESPONSIBILITY

Staff may become aware of external child safety concerns (e.g., abuse or harm at home, school, or other place) in the course of our work. Staff may receive a disclosure from a child, or suspect child harm based on external signs. We have a solemn commitment to our ethical and legal responsibility to respond to child safety concerns.

Staff have the responsibility to report child safety concerns. While Pandani Adventures staff are typically not mandatory reporters under state legislation, staff are internally required to act in accordance with the requirements of mandatory reporters.

Some state jurisdictions have requirements for any adult to act on knowledge of a threat to a child's welfare. Tasmania is a jurisdiction with such requirements, and staff must adhere to these requirements as set out by law.<sup>8</sup>

**Staff are responsible for reporting child safety concerns. However, staff should never personally intervene in an external child safety issue.**

**If a child is, or may be, in immediate danger, call 000 for police.**

## 7.2 RECEIVING DISCLOSURES<sup>9</sup>

Pandani Adventures staff may receive disclosures of harm from a child. It is important for staff to respond to disclosures appropriately, empathetically, and honestly.

**LISTEN** – if a child is disclosing harm, actively listen. Do not ask leading or probing questions.

**REASSURE** – reassure the child they have done the right thing by telling you what's been happening, and explain that they are entitled to be treated with respect. Do not make promises to the child that you cannot keep.

**RESPECT** – respect that the child may only share limited information. Transparently explain that to keep them safe, you will have to report their experience to child safety experts.

## 7.3 RESPONDING TO CHILD SAFETY CONCERNS

### 7.3.1 DOCUMENT

Thoroughly document the disclosure or suspicion of abuse. Record facts, not opinions.

### 7.3.2 ESCALATE

Staff must escalate any and all of the following to the Pandani Adventures child safety officer:

- a. Concerns regarding the safety or welfare of a child at home, school, or any other place
- b. Any and all disclosures of abuse, violence, inappropriate relations, exposure to crime, and crime against children; or any other circumstance or event that may lead or have led to the harm of a child.

Failure to report may be an offence and will be referred to the appropriate enforcement organisation.

**All reports of child safety disclosures or concerns are to be sent in writing to [childsafety@pandaniadventures.com.au](mailto:childsafety@pandaniadventures.com.au).**

### 7.3.3 REPORT<sup>10,11</sup>

Guided by the Pandani Adventures child safety officer, report the disclosure to the relevant state jurisdiction. In Tasmania, the Department for Education, Children, and Young People retains the responsibility to receive child safety reports through the Strong Families, Safe Kids program.

**(TAS) Strong Families, Safe Kids Advice and Referral Line: 1800 000 123**

## 9. REFERENCES

1. Child and Youth Safe Organisations Act 2023 (Tas) s 4
2. Child and Youth Safe Organisations Act 2023 (Tas) s 7
3. Children, Young Persons, and their Families Act 1997 (Tas)
4. Government of South Australia, Department for Education and Child Development. Child Safe Environments, Principles of Good Practice. July 2012. [Cited Feb 23]. Available from <https://www.childabuseroyalcommission.gov.au/sites/default/files/SA.0029.001.0502.pdf>
5. Australian Human Rights Commission, Child Safe Organisations. Example Code of Conduct. N.d.. [Cited Feb 23]. Available from <https://childsafesafe.humanrights.gov.au/sites/default/files/inline-files/CSO%20Example%20Code%20of%20Conduct.pdf>
6. Tasmanian Government, Department of Justice. Child and Youth Safe Organisations Framework. June 2023. [Cited June 2023]. Available from <https://www.justice.tas.gov.au/carcru/child-and-youth-safe-organisations-framework>
7. Child and Youth Safe Organisations Act 2023 (Tas) ss 32–37
8. Children, Young Persons, and Their Families Act 1997 (Tas) s 13(1)
9. Tasmanian Government, Department of Health. How to report a safeguarding concern. N.d.. [Cited June 2023]. Available from <https://www.health.tas.gov.au/health-topics/child-and-youth-health/child-safety-and-wellbeing/how-report-safeguarding-concern>
10. Tasmanian Government, Department for Education, Children, and Young People. Reporting concerns. N.d.. [Cited June 2023]. Available from <https://www.decyp.tas.gov.au/children/child-safety-service/reporting-concerns/>
11. Strong Families, Safe Kids. Home page. N.d.. [Cited June 2023]. Available from <https://www.strongfamiliesafekids.tas.gov.au/about-the-advice-and-referral-line/>