



*This policy was last updated on 4 July 2024.*

# CHILD SAFE POLICY

## Purpose

All Together Now (ATN) recognises the potential benefits of including children and young people (defined here as people aged 8-25) in our work, ensuring our programs are fit for purpose. In doing so, ATN wants to ensure that children (defined here as people under the age of 18) involved in our work have a safe and happy experience.

The purpose of this policy is to:

- Provide a framework to support All Together Now's commitment to child safety, ensuring a shared understanding of and compliance with the organisation's legal obligations;
- Promote an organisational culture in which all children participating in any of All Together Now's programs or services feel comfortable, safe and empowered.

## Scope

This policy applies to all All Together Now Personnel who are involved in activities in the organisation which involve, result or relate to contact with children, and/or involve the images of children.

All Together Now Personnel is defined here to include all persons engaged to work for All Together Now, including employees, the Board of Directors and other office holders (including Secretaries and Committee members), volunteers, interns, contractors and consultants.

This policy is intended to cover activities and programs in both physical and online contexts where All Together Now is the main organisation responsible. In all other situations All Together Now Personnel will abide by the existing policies of organisations visited (e.g. schools and youth services).

## Children's participation

Our organisation supports the active participation of children in the programs, activities and services we offer. Some of our programs are delivered directly to children or young people via schools or youth services.

We provide a range of ways to allow children to provide feedback or raise concerns. We

listen to their views, respect what they say and involve them when we make decisions as far as practicable, especially about matters that will directly affect them.

At the start of activities, projects or programs that are delivered to children and/or young people by All Together Now, children and young people will be informed about all of their rights, including their rights to safety, information, and participation.

## Key Legislation and Related Policies, Procedures and Guidelines

A range of laws are relevant to this policy, including Commonwealth, state and territory. This includes relevant legislation relating to requirements for working with children in the jurisdiction in which the activities are delivered; and relevant legislation in jurisdictions including child-related schemes and mandatory reporting of suspected child abuse and neglect as required or otherwise defined by state or territory legislation.

In NSW, where All Together Now has its registered office, and most of its activities are delivered, the key pieces of child protection-related legislation are:

- [Child Protection \(Working With Children\) Act 2012 NSW](#)
- [Children and Young Persons \(Care and Protection\) Act 1998](#)

## National Principles for Child Safe Organisations

All Together Now's commitment to child safety is based on the National Principles for Child Safe Organisations published by the Australian Human Rights Commission, which set out the following overarching standards that guide the development and regular review of our work systems, practices, policies and procedures to protect children from abuse and other harm.

Standard 1 – Child safety is embedded in organisational leadership, governance and culture;

Standard 2 – Children participate in decisions affecting them and are taken seriously;

Standard 3 – Families and communities are informed and involved;

Standard 4 – Equity is upheld, and diverse needs are taken in to account;

Standard 5 – People working with children are suitable and supported;

Standard 6 – Processes to respond to complaints of child abuse are child focused;

Standard 7 – Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training;

Standard 8 – Physical and online environments minimise the opportunity for abuse to occur;

Standard 9 – Implementation of the Child Safe Standards is continuously reviewed and improved; and

Standard 10 – Policies and procedures document how the organisation is child safe.

Source: [https://childsafesafe.humanrights.gov.au/sites/default/files/2019-02/National\\_Principles\\_for\\_Child\\_Safe\\_Organisations2019.pdf](https://childsafesafe.humanrights.gov.au/sites/default/files/2019-02/National_Principles_for_Child_Safe_Organisations2019.pdf)

## Recruitment of ATN personnel

All Together Now maintains a rigorous recruitment process of employees, including an application process, interview process, and reference checks.

Where All Together Now Personnel is expected to interact with children during the course of their work at All Together Now, they will be required to present a valid Working With Children Check (WWCC). The records of these will be held on file for seven years as required by legislation.

**Engaging in child-related work without WWCC Clearance is an offence punishable by a fine proscribed by the Act and/or imprisonment.**

All new employees, volunteers, interns and, where relevant, consultants, subcontractors and office holders, are required to read and observe All Together Now's policies and procedures before commencing work, including this Policy (appendices included).

Child safety training is provided for All Together Now Personnel when needed and required for the specific project or program they will be working on, ensuring all Personnel receive the necessary support and have the required knowledge, awareness and skills to keep children and young people safe while our activities, programs, services and projects are being conducted.

## Working with partner organisations

All Together Now requires that all partner organisations working with or for ATN on projects that involve:

- direct interaction with children, whether online or in person;
- access to images of children who are participating in a project;
- recruiting children on behalf of ATN so that children are able to participate in a project; and
- any other activity that involves direct or indirect access to children or images of children

will be subject to the same standards as those imposed on our employees. That is, ATN will request that all individuals working as listed above will have a valid Working With Children Check.

If practically feasible, this will be agreed contractually before work commences.

## Risk Management

Given that all of All Together Now's work is project-based, a comprehensive risk assessment and management plan is conducted at the start of each new project.

If new projects involve children and/or young people, risk management strategies will focus on preventing, identifying and mitigating risks to children and young people for each project, and consider risks posed by organisational settings, activities, and the physical environment.

For projects that involve children and/or young people, these risk assessments and management plans will be reviewed annually for ongoing projects (renewed funding).

## Child safety reporting processes

All All Together Now Personnel have an obligation to report any concerns about the safety or welfare of a child immediately, as per the annexed Reporting Process (Appendix A) and Child Safe Incident Report Form (Appendix B).

All Together Now records all allegations of abuse and safety concerns of children. If an allegation of abuse or a safety concern is raised, we provide updates to affected children and families on progress and any actions we take as an organisation where appropriate.

## Complaints management and reporting

Children, young people and their families are able to raise concerns and complaints to the organisation's Company Secretary in the first instance by email:

[integrity@alltogethernow.org.au](mailto:integrity@alltogethernow.org.au)

This information will be placed on ATN's website on the FAQ page, in a section describing how to make complaints. It will also be provided to parents/guardians of all participants under the age of 18 in all correspondence regarding their child's involvement in ATN activities where ATN facilitates the involvement of a child in an activity.

The Company Secretary will take all complaints to the Board of Directors, which will be responsible for following the relevant laws to protect children. All Together Now will take all concerns and complaints seriously and make a report as soon as practicable to the Secretary of the NSW Department of Communities and Justice in accordance with the relevant laws:

- [Child Protection \(Working With Children\) Act 2012 NSW](#)
- [Children and Young Persons \(Care and Protection\) Act 1998](#)

## APPENDIX A – REPORTING PROCESS

All All Together Now Personnel have an obligation to report any concerns about the safety or welfare of a child immediately.

The procedures detailed below are designed to ensure the immediate safety and wellbeing of the child. **When any staff member has an awareness that an adult poses an immediate risk of abuse to a child under the organisation’s supervision or a reasonable belief that a child is in need of protection as a result of physical injury or sexual abuse, they should phone 000.**

Incident	Procedure
<p>1. Inappropriate behaviour between children</p>	<p>1.1. If possible/relevant, All Together Now Personnel to report to adult supervising or in charge (e.g. teacher, social worker or youth worker), or parent/caregiver.</p> <p>1.2. Notify management.</p> <p>1.2. Complete the Child Safe Incident Form and send to management.</p>
<p>2. Disclosure of child abuse</p> <p>Examples include but are not limited to:</p> <ul style="list-style-type: none"> <li>● A child states they or someone they know has been abused (noting that sometimes the child may be in fact be referring to themselves)</li> <li>● Someone else has raised a suspicion of abuse but is unwilling to report it</li> <li>● Observing suspicious/abusive behaviour</li> </ul>	<p>2.1. Immediately notify management (e.g. verbally or via text message).</p> <p>2.2. If appropriate, All Together Now staff member or consultant to report to adult supervising or in charge (e.g. teacher, social worker or youth worker), or parent/caregiver, unless the disclosure of child abuse made by the child relates to this adult.</p> <p>2.3. If the child is present, and if needed, appropriate and possible, take the child to a safe space (e.g. meeting room, online break-out room or another space if requested by the child) and prioritise their comfort and safety.</p> <p>2.4. Do not leave the child alone, ask a colleague to sit with them if you need to leave the room to report. Wherever possible, have a second adult present at all times. Additionally, if the child requests to have another child present, ensure the second child is comfortable with this.</p> <p>2.5. Allow the child to talk about the incident/s if they wish but do not try to interview or investigate.</p>

	<p>2.6. Anyone who has reasonable grounds to suspect that a child is at risk of being neglected or physically, sexually or emotionally abused should make a report to the Family and Community Services (FACS) Child Protection Helpline.</p> <p>2.7. Remember that allegations of child abuse must be handled by a professional. Call FACS Child Protection Helpline on 132111 (24 hours a day 7 days a week) if you suspect child abuse.</p> <p>2.8. Complete the Child Safe Incident Form and send to management.</p>
<p>3. Inappropriate behaviour by an adult towards or around a child (e.g. swearing at a child)</p>	<p>3.1. Notify management immediately (e.g. verbally or via text message).</p> <p>3.2. Complete the Child Safe Incident Form and send to management.</p>

**APPENDIX B – CHILD SAFE INCIDENT REPORT FORM**

Child Safe Incident Report Form	
<b>Date of Incident:</b>	
<b>Time of incident:</b>	
<b>Location of incident:</b>	
<b>Name of child involved:</b>	
<b>Name(s) and contact details for any All Together Now staff members, volunteers, interns, consultants, contractors, Directors or other Office Holders involved in the incident (if applicable):</b>	
<b>Name(s) and contact details for any witnesses to the incident (if applicable):</b>	
<b>Please categorise the incident:</b>	Risk of child abuse Physical violence Sexual offence Serious neglect Serious emotional or psychological abuse
<b>What did you see and/or what were you advised?</b>	
<b>Details of any injuries and whether the child received medical attention:</b>	
<b>What measures were taken to reduce or remove abuse risks?</b>	
<b>Name and signature of person completing this form:</b>	Name: _____  Signed: _____  Date: _____

## **APPENDIX C – All Together Now CHILD SAFE CODE OF CONDUCT**

### 1. Obligations of All Together Now Personnel:

#### **SAFE BEHAVIOURS**

##### **I WILL:**

- Treat all children and young people with respect;
- Listen to and value children and young people's opinions and ideas;
- Use language suitable for the age group;
- Speak in an encouraging and positive manner;
- Value the rights, religious beliefs and cultural practices of all children;
- Welcome all children and their families and carers by being inclusive;
- Actively promote inclusion and cultural safety;
- Follow organisational policy and guidelines for the safety of children as outlined in the Child Safe Policy;
- Raise concerns with management if risks to child safety are identified, including environmental, operational and cultural risks;
- Take a child seriously if they disclose abuse or harm;
- Report any conflicts of interest (such as an outside relationship with the child);
- Report and act on any concerns or observed breaches of this Code of Conduct;
- Record and act on any concerns of abuse against a child.

#### **UNSAFE BEHAVIOURS**

##### **I WILL NOT:**

- Condone or participate in unsafe, illegal, or abusive behaviours towards children including physical, sexual or psychological abuse, ill-treatment, grooming or neglect;
- Ignore or disregard any concerns, suspicions or disclosures of child abuse;
- Use offensive, hurtful or discriminatory behaviour or language (verbal or written);
- Have conversations of a sensitive or adult nature when there are children within close proximity;
- Have any unwanted physical contact with a child or young person unless it is to:
  - Administering first aid;
  - Give a handshake or high-five that is wanted by the child or young person;
  - or
  - Remove a child or young person from a dangerous situation;
- Take photos of children or young people without written permission from their parent/guardian and verbal consent from the child/young person;
- Encourage a child to communicate with me in a private setting;
- Offer children and young people alcohol, cigarettes or other drugs;



- Show favour to one child over others;
- Be alone with a child

2. Conflict of Interest

If All Together Now Personnel have a relationship with a child/children participating in an All Together Now run child related activity, they are not exempt from adhering to this Code of Conduct for the entire duration of the child/children’s involvement in the activity.

3. Breaches

If any All Together Now Personnel are found to breach this Code of Conduct, they may be subject to disciplinary or management action up to termination of employment, volunteering or internship.

4. Personnel Acknowledgment

I understand and agree to uphold the terms of the All Together Now Child Safe Code of Conduct at all times during my employment or association with All Together Now.

<b>Print Name</b>	<b>Role</b>	<b>Signature</b>	<b>Date</b>