



**READING FRIENDS AUSTRALIA LTD**

**ABN 52 655 762 262**

## **CHILD SAFETY POLICY**

### **Scope & Purpose**

The purpose of this Policy is to explain how Reading Friends Australia Ltd (RFA) expects its members, employees and volunteers to reasonably ensure the safety of the children they come into contact with during the course of their duties. This Policy applies to all members, employees and volunteers of RFA. Refer to Section 5 – References for the relevant clause(s) in the Constitution which is the foundation of this Policy.

### **Definitions**

The words “safety” and “risk” are used in this context to mean that a child may be exposed to actual or threatened physical or mental harm. This includes sexual abuse or misconduct or emotional or psychological harm or neglect. The phrase “reasonably ensure the safety” means that a member, employee or volunteer will take reasonable and appropriate actions when he/she believes a child is at risk. It does not mean a guarantee of safety.

### **Policy**

RFA is committed to the safety of all the children who receive its services. RFA wants all children to be safe, happy and empowered to participate. RFA is committed to promoting and providing a safe environment for all children. RFA has zero tolerance of child abuse, both physical and mental. All members, employees and volunteers will take reasonable steps for the early identification of children at risk and to remove or reduce the risks. RFA will meet its legal obligations when it comes to providing its services, including reporting and compliance with the NSW Child Safety Standards and the National Principles for Child Safe Organisations. All members, employees and volunteers will comply with any child protection policy, school check-in, guide or similar document provided to them by a school. RFA will have appropriate human resources and recruitment policies and procedures in place, to ensure that only skilled, suitable and appropriate people are part of the organisation. Every member, employee or volunteer must have a current Working with Children Check and a copy must be provided to RFA, otherwise they cannot be a part of RFA. All members, employees or volunteers will receive training and education in creating a child safe environment and child abuse risks. If an incident occurs, RFA will investigate it thoroughly, with transparency and fairness in order to gather evidence. If an incident occurs, a Work Injury/Incident Report Form will be completed, in accordance with the Work Health, Safety & Wellbeing Policy, and recorded in the Incident Register.



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RFA has a duty of care. Accordingly, all members, employees and volunteers have a duty to:

- provide information to their supervisor or manager when they have a reasonable belief that a person has committed a sexual offence against a child under 16;
- inform the Chair of RFA if they suspect a colleague of physical or sexual abuse or misconduct, emotional or psychological harm or significant neglect of a child under 16. The Chair will follow Mandatory Reporting guidelines.

## **Breach of This Policy**

A breach of this Policy will be considered a breach of the RFA Code of Conduct and accordingly, may result in disciplinary action including termination.

## **IMPORTANT TELEPHONE NUMBERS**

Police	000
Child Protection Helpline	13 21 11
Domestic Violence Helpline	1800 65 64 63

## **Responsibilities**

Oversight of this Policy is the responsibility of the Board of RFA with day-to-day responsibility delegated to the Chair.

Recording of incidents is the responsibility of the Secretary.

Maintenance of this Policy – updates, revisions, new versions, etc – is the responsibility of the Policy Co-Ordinator.

## **References**

RFA Code of Conduct  
RFA Work Health, Safety & Wellbeing Policy  
RFA Work Injury/Incident Report Form  
NSW Child Safe Standards  
National Principles for Child Safe Organisations  
RFA Constitution