

# Crown Coaches's Child Safety and Wellbeing Policy

This Child Safety and Wellbeing Policy was implemented with effect from 1 July 2022. It sets out the commitment of management and staff to child safety and wellbeing. It describes how our organisation keeps children safe from harm and child abuse in accordance with the Victorian Child Safe Standards.

***If there is concern for the immediate safety of a child, immediately call 000.***

<b>Purpose</b>	Crown Coaches's Child Safety and Wellbeing Policy outlines how the organisation prioritises the safety and wellbeing of children and what steps it will take to do this. It sets out the organisation's expectations about child safe practices for all staff whilst working with Department of Education clientele as well as all children as part of the wider community. Crown Coaches transports children from all cultural and diverse backgrounds and do not discriminate.
<b>Statement of commitment to child safety</b>	Crown Coaches has a zero tolerance for any form of discrimination or child abuse and is committed to children's best interests and keeping them safe. We value and promote the cultural safety of Aboriginal children and children from culturally, linguistically and gender diverse backgrounds and the safety of children with a disability in any interactions between staff and children. As a primary mode of transportation for children to and from school, we aim to create a child safe and child friendly environment where children feel safe.
<b>Scope</b>	<p>The Policy applies to all people who conduct work for, or are connected to, Crown Coaches in a paid capacity. This may include board members, Management Committee, executive leadership, staff, and contractors.</p> <p>Crown Coaches's Child Safety and Wellbeing Policy applies to all activities in the organisation which involve, result in or relate to contact with children.</p>

## Responsibilities

### The role of Management and Operation Managers/Coordinators

Management and Operations Managers/Coordinators will ensure that children's safety is prioritised and that action is taken when anyone raises concerns about children's safety.

Management and Operations Managers/Coordinators will champion and model a child safe culture in this organisation. We encourage anyone involved with the organisation to report a child safety concern. Management and Operations Managers/Coordinators will work to create a positive culture around reporting so that people feel comfortable to raise concerns.

Everyone involved in the organisation has a role in identifying and managing risks of child abuse and harm. Management and Operations Managers/Coordinators will support staff to take action to manage risks, in accordance with this policy. We will also ensure that appropriate child safety training for staff is identified and completed.

All our child safe policies and practices will be reviewed at the times and in the manner referred to below under 'Review', including an annual review of staff compliance with these policies which will be reflected in the child safe standards review checklist and any resulting non-compliance report.

### The role of the People and Culture Manager

Is responsible for implementing and complying with aspects of the organisation's child safety and wellbeing including:

- policy
- recruitment and screening practices
- staff induction, training, supervision and support
- policy or procedure for receiving and responding to complaints
- risk assessment and management process
- policies or procedures on external reporting, record keeping and information sharing
- Code of Conduct and Child Safe Code of Conduct.

### Code of Conduct

This organisation has a Child Safe Code of Conduct Its requirements will be communicated to all management and staff, and they must comply with it. Breaches of the Code of Conduct may result in disciplinary action including termination of employment.

All third-party contractors are also expected to abide by the Child Safe Code of Conduct which will be provided to them before any work on site when children may be present is conducted.

### Employee recruitment

Child safety and wellbeing is central to recruitment, including in any advertisements, and screening processes for staff as outlined in the recruitment and screening policy. We only recruit staff who are appropriate to engage with children.

We require a Working with Children Check and referee checks for all staff who have a role with children or have access to children's personal information. We require staff to have appropriate qualifications for their roles and check to make sure these qualifications are valid. Regular checks are made during a person's employment to ensure they remain valid.

Members of management must also hold a valid Working with Children Check. (A National

<p><b>Definitions</b></p>	<p><u>child abuse</u> means:</p> <ul style="list-style-type: none"> <li>• a sexual offence committed against a child</li> <li>• an offence committed against a child under section 49M(1) of the Crimes Act 1958 (Vic), such as grooming</li> <li>• physical violence against a child</li> <li>• causing serious emotional or psychological harm to a child</li> <li>• serious neglect of a child.</li> </ul> <p><u>child/children</u> means a person who is under the age of 18 years.</p> <p><u>complaint</u></p> <p>A complaint is an expression of dissatisfaction related to one or more of the following:</p> <ul style="list-style-type: none"> <li>• our services or dealings with individuals</li> <li>• allegations of abuse or misconduct by a staff member or other individual associated with our organisation</li> <li>• disclosures of abuse or harm made by a child or young person</li> <li>• the conduct of a child or young person</li> <li>• the inadequate handling of a prior concern</li> <li>• general concerns about the safety of a group of children or activity.</li> </ul> <p><u>concern</u></p> <p>A concern refers to any potential issue that could impact negatively on the safety and wellbeing of children.</p> <p><u>harm</u> is damage to the health, safety or wellbeing of a child, including as a result of child abuse by adults or the conduct of other children. It includes physical, emotional, sexual and psychological harm. Harm can arise from a single act or event and can also be cumulative, that is, arising as a result of a series of acts or events over a period of time.</p>
<p><b>Relevant legislation and standards</b></p>	<ul style="list-style-type: none"> <li>• <a href="#">Child Wellbeing and Safety Act 2005 (Vic)</a> (including <a href="#">Child Safe Standards</a>)</li> <li>• <a href="#">Reportable Conduct Scheme</a></li> <li>• <i>Children, Youth and Families Act 2005 (Vic)</i> (including reporting to Child Protection)</li> <li>• <i>Crimes Act 1958 (Vic)</i> (including Failure to Protect and Failure to Disclose offences)</li> <li>• <i>Wrongs Act 1958 (Vic)</i> (including Part XIII – Organisational liability for child abuse)</li> <li>• <i>Bus Safety Act 2009</i></li> <li>• <i>Transport (Compliance and Miscellaneous) Act 1983</i></li> </ul>

<p><b>Supporting documents – child safety and wellbeing system</b></p>	<p>The following policies and procedures work together to support child safety and wellbeing across our operations:</p> <p>Child Safe Standards      No Child Left on the Bus Policy and Procedure (NCLB) - (Charter School Runs)</p> <p>Code of Conduct Policy      Performance and Misconduct Policy</p> <p>Child Safe Code of Conduct      Equal Opportunities and Anti Discrimination Policy</p> <p>Child Safety Standards Complaint Handling Policy and Procedure      Employee Training Policy</p> <p>Child Safe Recruitment and Screening Policy      Child Safe Standards Training Plan and Policy</p> <p>Reportable Conduct Scheme      Failure to Protect a Child from Abuse Policy</p> <p>Safety Risk Management Statement      School Run Policy - Private School Runs</p> <p>Statement of Commitment to Child Safety and Child Safe Policy      School Run Policy (DET)</p> <p>Child Safety Review Checklist for DET SSB operators under RCS      Sexual Harassment Policy</p> <p>Statement and Policy re- No Child Left on the Bus (NCLB) Duty for Chartered and DET Special School Buses      Fair Workplace Relations Policy</p>
<p><b>Access to the policy</b></p>	<p>The policy is available to all staff, clients and public via the Crown Coaches website. The policy is available to all staff via various other channels such as:</p> <ul style="list-style-type: none"> <li>• Induction documents - digitally signed and dated as read and understood</li> <li>• Child Safe Standards Reportable Conduct Scheme Staff Information Sheet - digitally signed and dated as read and understood</li> <li>• Company Handbook</li> <li>• Noticeboards</li> <li>• Memos</li> <li>• Employee Newsletter (Termly)</li> </ul>
<p><b>Policy status and review</b></p>	<p>We will review all child safe policies and practices at least annually as part of the annual internal audit required under our MIS, and if risks or circumstances change, and each policy will reflect that. Reviews will include consultation with staff and any relevant parties. We will also review relevant practices and policies in response to concerns, complaints, a child safety incident or ‘near miss’, and alleged significant breaches of policies or practices. Findings from reviews will be set out in separate reports and reported to the people involved in our organisation and will also inform our approach to identifying/addressing flaws or failings in our policies and practices and the continuous improvement of our child safe practices.</p>

**I have read and understood this document,**

	{FirstName} {LastName}
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