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Working with Children

Purpose

This policy details the strategies and procedures that Sydney Living Museums (SLM) has in place to ensure its properties are child safe environments, and that children who visit SLM are treated fairly and with respect.

Background

SLM is committed to ensuring its policies and procedures enable the organisation to provide a safe environment for children during their visit. As an employer, SLM is responsible for managing risks to children and must fulfil its obligations under the child protection legislation.

SLM provides educational and entertainment services to children. Many staff members come into contact with children during their working day, and others provide services to them and maintain facilities that are used by children. Individual employees and volunteers also have duties under the legislation. While this mostly applies to SLM employees that have been identified as engaging in child-related work for the purposes of the *Child Protection (Working with Children) Act 2012*, staff not engaged in child-related work may also have obligations, such as mandatory reporting obligations under the *Children and Young Persons (Care and Protection) Act 1998*.

This policy, the Working with Children (WWC) Allegation Handling Procedure and the Code of Conduct: Staff and Volunteers (Code of Conduct) comprise SLM's WWC Framework.

Scope

This document outlines the SLM policy in regard to facilitating the safety of children while they are: visiting public spaces on SLM premises; participating in public program activities; participating in school programs and education activities (whether teacher-guided programs or programs facilitated by staff); and undertaking work experience.

The policy applies to everyone engaged by SLM, including: employees; volunteers and work experience students; members of SLM or SLM-related committees, trusts or boards; contractors and commercial stakeholders while they are conducting activities on SLM premises; visitors to SLM properties including service providers, other agencies and organisations; and any person involved with SLM in a partnership arrangement, where that arrangement involves delivering a program or service, or carrying out an activity, which involves contact with children.

POLICY

1. Principles

- SLM is committed to the protection of children and aims to provide a child safe environment for its activities and programs.
- SLM is also committed to the safety, welfare and protection of the rights of SLM workers and encourages their active participation in creating a child safe environment.
- Strategies and procedures for SLM focus on the best interests of children and meet legislative requirements.
- Managers will ensure that SLM workers are aware of their responsibilities arising from child protection legislation and the WWC Framework, and will assist them in meeting these responsibilities.
- In addition to meeting its legal obligations, SLM adopts a risk management approach to prevent and manage potential risks to child safety, welfare and wellbeing.

- SLM is aware that government education departments have mandatory risk management plans in place for schools undertaking excursions with students and, where possible, supports these processes.
- SLM will not permit a person to work with children if they pose an unacceptable risk to children's safety, welfare or wellbeing. SLM will also endeavour to ensure that persons who pose such a risk and who do not work for SLM, are not permitted to be involved in SLM's child-related activities.
- SLM will deal with all allegations honestly and fairly.
- All SLM workers should be confident in reporting any concerns about the safety or welfare of a child immediately.

2. Risk Management

Identifying and managing risk is an integral part of SLM operations. WWC risk management tools aim to identify and take action to minimise risks to children's safety, welfare and wellbeing. These are intended to supplement existing SLM risk assessment and management processes.

SLM's WWC risk management tools include:

- WWC Policy and related documents: To promote understanding and awareness of WWC requirements, this policy and related documents are made available and promoted to all staff.
- Recruitment procedures: An employment risk assessment is undertaken by Human Resources (HR) to determine whether a position requires a WWC Check, and whether to employ a person where referee checks raise concerns about their suitability. All positions that undertake child-related work are required to agree to abide by the Code of Conduct, and undertake mandatory WWC Checks.
- WWC Allegation Handling Procedure (in draft): sets out the risk assessment, investigation, and recording processes to be followed when a child protection allegation is made against a SLM worker.
- WWC risk assessment: WWC risks will be assessed for any child-related activities or programs.

3. Code of Conduct: Staff and Volunteers

SLM staff, volunteers, interns and work experience students will be provided with a copy of the Code of Conduct prior to commencement or as part of their induction and asked to abide by it. Employees, volunteers and interns will be asked to sign an acknowledgement that they have read, understood and are prepared to abide by the Code of Conduct which includes requirements to work safely with children.

The Code of Conduct will be published on the SLM intranet and the section relating to WWC will be displayed at SLM properties, where it is visible to SLM workers and visitors.

4. Recruitment and background screening for child-related work

4.1 Who is required to undertake a Working with Children Check?

Any SLM worker who is or will be undertaking paid or unpaid work that involves direct contact with children is in child-related work, and is therefore required to undertake a WWC Check. Child-related work is that which involves direct contact with children, defined as physical or face-to-face contact.

The WWC Check will issue the person a clearance number, unless they are barred from child-related work.

All persons holding a WWC clearance are subject to ongoing monitoring. If a relevant new record appears against the cleared worker's name, it may lead to the clearance being revoked by the Office of the Children's Guardian (Children's Guardian).

SLM will not employ, or continue to employ a worker in child-related work if the worker does not hold an appropriate WWC clearance. For example, if SLM is notified that a bar or interim bar is in place or confirmation of the person's WWC clearance number is not forthcoming within reasonable amount of time.

The laws have recently undergone review, and existing SLM workers and volunteers who hold a valid clearance under the previous laws are not required to undertake a new clearance and provide details to SLM until 31 March 2016. All new workers and volunteers are however required to have a current WWC clearance under the new system before commencing.

4.2 Who is not required to undertake a WWC Check?

Any SLM worker that is not in child-related work is not required to undertake a WWC Check. In addition, the following people who may have direct contact with children are not required to undertake a WWC Check:

- SLM workers whose *only* interaction with children is in the provision of food or equipment at an SLM property;
- SLM workers who conduct limited types of child-related work are also exempted from the WWC Check requirements. This work includes:
 - administrative, clerical, maintenance or other ancillary work, that does not ordinarily involve contact with children for extended periods,
 - a visiting speaker, adjudicator, performer, assessor or other similar visitor to the place where child-related work is carried out if it is for a one-off occasion and is carried out in the presence of one or more other adults;
- SLM workers under the age of 18 (e.g. some work-experience students).

4.3 Who conducts the WWC check?

The WWC Check is undertaken by the Children's Guardian. Individuals are required to obtain a check by:

- filling in an online form, and
- going to a NSW motor registry (to prove identity).

The WWC Check is valid for 5 years and it is the responsibility of the individual to keep their WWC clearance current.

4.4 Who pays for the WWC Check?

The employee, volunteer or other person required to undertake a WWC Check is responsible for arranging and meeting the cost of the WWC Check, including renewals. Presently there is no fee for volunteer class clearances.

4.5 SLM child-related work positions

The positions within SLM identified as child-related work are:

- Visitors Services Coordinators
- Visitor Services Assistants
- Visitor Interpretation Officers
- Curriculum Program Deliverers
- ADO Learning
- Learning Coordinator
- ADO Families
- Event Volunteers
- Heads of Portfolios, and
- Rouse Hill Farm Manager

4.6 Class of WWC Check required

4.6.1 WWC check for staff in paid child-related work

All SLM workers in positions identified as child-related work must hold a current "non-volunteer" class WWC clearance. This includes:

- new appointments to permanent or temporary positions in child-related work,
- casual employees in child-related work,
- the appointment of existing SLM workers to new child-related work positions, and

- persons moving within SLM from a position that isn't child-related to a child-related work position.
- Employees in these positions must:
 - obtain a non-volunteer class WWC clearance if they do not already have one, and
 - provide SLM with their WWC clearance number, along with their surname and date of birth.

HR will then verify the applicant's clearance online.

Advertisements for child-related work positions will state that it is a requirement of the position that applicants hold a current WWC clearance, and request their clearance number as part of the application.

4.6.2 WWC check for staff and appointees in unpaid child-related work

All unpaid SLM workers in child-related work, including volunteers, work experience students, and interns who are aged over 18, are required to hold a WWC clearance. They must:

- obtain either a "volunteer" or "non-volunteer" class WWC clearance if they do not already have a clearance, and
- provide SLM with their WWC number (which they will receive upon notification of clearance by the Children's Guardian), along with their surname and date of birth.
- SLM will then verify the applicant's clearance online.

Advertisements for volunteer child-related work positions will state that it is a requirement of the position that applicants hold a current WWC clearance, and request their clearance number as part of the application.

4.6.3 WWC check for other persons engaged by SLM in child-related work

SLM workers who are not employed directly by SLM but who are or will be engaged in child-related work must also hold an appropriate WWC clearance, include:

- contractors and subcontractors engaged in child-related work,
- commercial stakeholders conducting child-related work on SLM properties,
- members of SLM or SLM-related committees, trusts or boards engaged in child-related work,
- visitors to SLM properties including service providers, other agencies and organisations engaged in child-related work, and
- any person involved with SLM in a partnership arrangement, such as community members, where that arrangement involves delivery a program or service, or carrying out an activity, which involves child-related work.

Where a role has been identified as child-related work, SLM may request the person's WWC number and verify their clearance, prior to commencement.

5. What happens when a person is barred from child-related work?

Where the Children's Guardian notifies SLM that an applicant is barred or has an interim bar placed on their status, SLM will not continue with the offer or appointment. In certain circumstances an individual who is barred may apply for a review of the bar within 28 days of notification, however they cannot undertake employment in a child-related position until they are issued with a clearance.

If a SLM child-related worker is notified by the Children's Guardian that a bar is being considered, that person should consider vacating their role or the child-related work duties until a final decision is made by the Children's Guardian. If a child-related worker is barred they must immediately remove themselves from child-related work upon notification. It is an offence for a barred person to work with children. A bar stays in place for a period of 5 years.

The Children's Guardian will notify SLM in the event that a child-related worker is barred. If the person has not already removed themselves from all child-related work, SLM will immediately do so.

6. Requirements for persons not in child-related work

Staff and others who are not engaged in child-related work or who are engaged in work that is exempted from WWC requirements, may nevertheless have occasional contact with children. Generally, this refers to contact with children that is less than “direct contact”.

As a part of SLM’s commitment to providing a child safe environment, SLM requires all workers to sign a statement that they have read and agree to abide by the Code of Conduct, which includes requirements to work safely with children.

7. Personal information, privacy and recordkeeping

Information relating to a staff member or volunteer’s WWC Check, such as a WWC number or notification relating to a bar or interim bar, is personal information.

SLM seeks to protect personal information pertaining to an individual’s WWC status by:

- asking permission prior to obtaining personal information,
- storing personal information securely and with appropriate access controls in SLM’s recordkeeping systems (e.g. TRIM, CITRIX),
- ensuring that personal information can only be accessed by authorised persons,
- ensuring personal information is collected in the correct manner and for a specific purpose (e.g. the WWC Check and/or Referee checks),
- having a policy in place outlining when personal information needs to be accessed and the circumstances in which it can be disclosed to others (SLM’s Privacy Policy is under review), and
- checking the accuracy of information notifying SLM of a bar or interim bar with the Children’s Guardian.

Only authorised persons in SLM may have access to individuals’ WWC-related information. This information will not to be given or sent to, or discussed with, any third party person or organisation other than the applicant, except when specifically authorised or required under the law. For example, certain laws require disclosure of information to the Ombudsman or the Children’s Guardian.

Members of selection committees, managers and the Executive must endeavour to ensure the confidentiality of information offered by interviewees. At a minimum, these arrangements must include:

- advice to selection committee members on respecting the confidentiality of information voluntarily disclosed at interview,
- appropriate security controls in relation to handling voluntary verbal disclosures of past offences, and
- proper access control over completed interview selection papers during the recruitment process.

Breaches of confidentiality may result in disciplinary action, and in some cases, are an offence under the *Child Protection (Working With Children) Act 2012*.

8. Staff and volunteer induction

SLM will provide SLM workers with the necessary guidance and support to effectively comply with the WWC Policy, Code of Conduct and related procedures. SLM will also endeavour to ensure that SLM child-related workers are aware of their legal responsibilities, including reporting obligations.

This will be achieved through inductions processes, providing training sessions and information on the Intranet. The following training and induction procedures will be followed:

- The WWC Policy and Code of Conduct will be provided to all staff, volunteers, interns and work experience students upon commencement,
- SLM child-related workers will be provided the opportunity to attend training programs at regular opportunities, and

- Supervision and performance development planning processes for SLM child-related workers will include guidance on expectations in regards to the policy and legislative requirements as well as the identification of any practice or behaviour of concern.

Where appropriate, for example as part of the Performance Development Planning Process, managers and supervisors should remind relevant employees of their responsibility to arrange and maintain a WWC clearance.

9. Managing activities involving children

When planning child-related activities, programs or projects the team conducting the activity, program or project must assess WWC risks and develop strategies to treat identified risks. To minimise any concerns for child safety, activities in which children are involved should ideally be designed so a child is not left alone in the company of another person who is not their parent or guardian, unless that person is a child-related worker holding the appropriate WWC clearance.

9.1 Work experience Students and interns

Persons under the age of 18 are not required by law to hold a WWC clearance in order to undertake child-related work. Where approval is given for a work experience student or intern to undertake child-related work, if they are over 18 years of age they will be required to obtain an appropriate WWC clearance. SLM will only allow students and interns to work directly with children under close supervision by a SLM worker with a WWC clearance.

As part of the induction process work experience students and interns should be made aware of this policy and the Code of Conduct and asked to abide by them. Where necessary, it is the responsibility of the SLM team or worker(s) managing the student or intern to provide clarification of SLM's expectations of conduct and to take the necessary action to address any concerns about the conduct of students or interns that they are supervising.

Work experience students and interns should be closely supervised at all times. They will be informed who will supervise them (who must be SLM staff who hold a WWC clearance), and their lines of accountability.

All SLM staff with responsibilities to supervise or manage persons under the age of 18 must have a thorough understanding and knowledge of the WWC Framework. SLM workers are not to work alone with work experience students or other SLM workers that are under the age of 18 unless they hold a WWC clearance.

Allegations or complaints involving a work experience student will be investigated in accordance with the WWC Framework. Any resulting investigation will also be conducted in conjunction with the relevant school or TAFE of the student.

9.2 Incidental contact with children

Many SLM workers will come in contact with children even if they are not engaged in child-related work. For example they may be:

- undertaking maintenance or conservation work on and in SLM properties (e.g. during public opening hours)
- maintaining gardens and grounds
- supervising or undertaking exhibition or venue hire set up/pack down, or
- in a workplace with work experience students.

All staff should therefore be familiar with this policy and the Code of Conduct.

10. External people/organisations carrying out child-related work

10.1 Contractors

WWC conditions for contractors who carry out child-related work on SLM premises will be dealt with in the terms of the contract for service and the contractor induction process.

Where necessary, SLM contract managers should ensure that contracts or approvals to external organisations to carry out child-related work should include the following conditions:

- that they declare to SLM that they are aware of the provisions of the *Child Protection (Working With Children) Act 2012* and that it is an offence to engage a person in child-related work who does not hold an appropriate WWC clearance,

- that, if requested they will provide the WWC clearance number(s) of any persons who will be engaging in child-related work,
- that they should disclose to visitors that they are an organisation independent of SLM,
- that they indemnify SLM in respect of any claim arising out of alleged or actual offences committed against children on the premises or in connection with the contract or agreement, and
- that the contractor warrants that any subcontractor engaged for child-related work in relation to their contract with SLM holds an appropriate WWC clearance.

10.2 School Groups

School groups simultaneously provide the majority of clients to SLM's child-related activities and are also a third party undertaking child-related work on SLM premises.

SLM is aware that the government education departments have mandatory risk management plans in place for schools undertaking excursions with students and, where possible, supports these processes. SLM undertakes its own risk management as part of the booking process to ensure the safety of children in school groups. For example, SLM may request that a school provide evidence that they have sufficient staff/volunteers for the number of children and that their staff/volunteers are adequately supervised.

11. Offensive, indecent or harmful behaviour at SLM sites

Where a SLM worker witnesses or is alerted to conduct that is of immediate danger to (a) child(ren), they should act to prevent or minimise harm to the child(ren) as is reasonable in the circumstances. Whether and how they intervene should depend on their judgement of:

- the potential risk posed to child safety,
- how effective their attendance is likely to be in dealing with the risk,
- potential risks to their own safety, and
- staff availability.

Offensive or indecent or harmful behaviour at SLM sites may be an offence under the *Crimes Act 1900* and a Police matter.

Where a SLM worker witnesses or is alerted to conduct that may constitute a criminal offence the SLM worker will notify the Police as soon as is practicable. Staff must also advise their supervisor or other senior SLM employee, but this notification should not delay referral to the Police.

Where a Police Officer is attending the scene of a possible offence, SLM workers should only attend the scene with the Police Officer if their safety is not likely to be at risk. SLM workers should record information that is relevant for SLM's internal records of the incident.

12. Minimising risk at properties

The following tools may be used to minimise risk in gardens and other public outdoor areas at SLM properties:

- clear signage stating that parents and guardians are responsible for supervising children in their care,
- surveillance cameras and help points to supervise high-risk locations,
- tactical positioning of on-site supervisors at temporary activities such as events,
- Use of signs, barriers and other tools to clarify where people are permitted to go or not go, to minimise opportunities for offences and increase the effort required to commit crime.

13. Use of children's images

To ensure the safety of children and to uphold their right to be represented in a respectful and positive way, SLM requires workers to comply with all IMSS policies and procedures when undertaking photography or filming activities or making use of images involving children.

SLM workers must not use any images of children without appropriate permission. In the case of photographs or film taken by a SLM worker (including a contractor), the permission should be

obtained at the time of the taking of the photograph or film, using the applicable release form. Any enquires should be directed to the Rights & Permissions Officer.

A SLM worker will only retain or use an image of a child where written permission for that use of the image has been given by the child's guardian or (in the case of school groups) their teacher.

14. Child safe internet procedures

SLM workers must immediately report any images, SPAM, pop-ups or emails which are pornographic, suspicious or inappropriate, or concern the safety or welfare of children, to their direct supervisor and ICT.

The *Criminal Code Act 1995* provides for a penalty of 10 years' imprisonment for possession of child pornography depicting a person under 18 years of age, and up to 15 years' imprisonment for online grooming of a person under 16 years of age. For further details refer to SLM's Acceptable Use of the Intranet Policy and www.comlaw.gov.au.

15. Management of complaints and allegations

15.1 What is a complaint and allegation?

Complaints and allegations may concern:

- the actions or behaviours of a SLM worker, or
- the actions or behaviours of a person who is not a SLM worker, but who was on SLM premises when the incident occurred.

Also, complaints may concern the design or management of a SLM facility, or program, i.e. not specifically against an individual.

For the purposes of this policy:

- A complaint is defined as a concern for a child's welfare or wellbeing; for example, dissatisfaction with the way a program is being operated, concerns about the inappropriate behaviour of a staff member or volunteer, report of a child being upset as a result of participating in an activity.
- An allegation is defined as a concern for a child's safety; for example, a staff member or volunteer is behaving in an unsafe manner towards children, a parent reports a child has been harmed as a result of participating in a program, a staff member reports receiving child pornographic images on their computer from a staff member or volunteer, a staff member is concerned about the unsafe behaviour of a child participating in a program or a child tells a staff member that she or he is being harmed.

15.2 What actions and allegations must be reported to superiors?

SLM workers should immediately report any reasonably held suspicion, observation or reported allegation of harm to a child by a SLM worker or by another person in connection with SLM activities, to the Head of HR or Member of the SLM Executive. This includes:

- conduct that may constitute a sexual offence, or sexual misconduct, committed against, with, witnessed by or in the presence of a child,
- conduct that may constitute assault, ill-treatment or neglect of a child,
- behaviour that could cause psychological harm to a child,
- breach of the WWC provisions of the Code of Conduct,
- images, SPAM, pop-ups or emails received or stored on an SLM computer or other SLM technology which involve child pornography or the exploitation of children,
- information from a child or a family member that a child is being harmed, or fears being harmed, by a SLM worker or another person on SLM premises,
- a general concern for child safety arising from the way that SLM sites are managed.

15.3 Handling of complaints and allegations procedures

The processes for handling complaints and allegations are as follows:

- *Complaints* against any SLM worker will be dealt with under the SLM Grievance Handling Procedure (under review)

- *Allegations* against any SLM worker will be dealt with under the WWC Allegations Procedure (in draft).
- *Complaints* or *Allegations* against an external person or party will be referred to the Director for resolution.
- *Complaints* about a SLM facility, activity or program will at first instance be referred to the responsible SLM team or program area for resolution or response.

A person making a complaint or allegation may be directed to the Department of Family and Community Services, the Police or the NSW Ombudsman, depending on the nature of the complaint or allegation.

16. External reporting requirements

16.1 Duty of mandatory reporters and others to report to the Department of Community Services

Any SLM worker who has reasonable grounds to suspect that a child is at significant risk of harm and is concerned about the safety, welfare or wellbeing of the child should make a report to the Department of Community Services via the Child Protection Helpline on 132 111.

This requirement to report is *mandatory* if a person is a mandatory reporter under the *Children and Young Persons (Care and Protection) Act 1998*. Mandatory reporters are:

- any employee in child-related work
- any contractor or service provider in child-related work
- any SLM Manager or Supervisor with direct supervisory responsibilities for a person engaged in child-related activities.

To decide whether a case needs to be reported to the Child Protection Helpline, mandatory reporters should use the online Mandatory Reporter Guide at http://www.keepthemsafe.nsw.gov.au/reporting_concerns/mandatory_reporter_guide.

Mandatory reporters should telephone 133 627 to make a report.

Any SLM worker who makes a significant risk of harm report should also notify the Head of HR or the Director that they have done so, when they are reporting the incident internally line with 15.2 of this policy.

If the Head of HR or the Director become aware of a complaint or allegation that may give rise to a requirement to make a significant risk or harm report, and it has not yet been reported, the Director is to direct that such a report is made.

16.2 Reporting a crime

Anyone can report to the Police if they have reasonable grounds to suspect that a criminal offence has occurred involving a child. However, any allegations or complaints against a SLM worker should be directed through the Director so that the issue can be dealt with in accordance with this Policy and the WWC Allegations Procedure or Grievance Handling Procedure as appropriate.

16.3 Director's duty to report to the Children's Guardian

As a "reporting body" SLM has reporting obligations under the *Child Protection (Working with Children) Act 2012*. SLM must investigate any allegations of sexual misconduct and serious physical assault involving children by a child-related worker to make an informed finding as to whether or not the conduct occurred. If the investigation results in a finding that sexual misconduct or serious physical assault occurred, the Director must ensure that SLM reports this finding to the Children's Guardian.

The Director is responsible for ensuring that complaints and allegations are investigated in accordance with SLM's Grievance Handling Procedure or the WWC Allegations Procedure respectively, as well as for seeking legal advice where necessary, and complying with statutory reporting requirements.

For further information about reporting requirements see <http://www.kids.nsw.gov.au/Working-with-children/New-Working-With-Children-Check/Resources>.

16.4 Director's duty to report to the Ombudsman

The Director has a legal responsibility to notify the Ombudsman about reportable allegations and convictions against a SLM worker that arise in the course of that person's work.

A reportable allegation or conviction includes allegations or convictions concerning:

- Any sexual offence, or sexual misconduct, committed against, with or in the presence of a child, including a child pornography offence
- Any assault, ill-treatment or neglect of a child
- Any behaviour that causes psychological harm to a child.

For further detail about what constitutes reportable conduct, see the Ombudsman's "Defining Reportable Conduct" factsheet at:

http://www.ombo.nsw.gov.au/__data/assets/pdf_file/0013/5620/PU_CP_02_11_Reportable_Conduct_v3.pdf.

When any SLM worker receives or becomes aware of conduct or information that may constitute a reportable allegation or conviction, they must report this to the Head of HR or a member of the Executive. Prior to commencing an investigation the Director will then assess the allegation to decide if it is a reportable allegation.

The Director must notify the Ombudsman within 30 days of becoming aware of a reportable allegation or conviction using Part A of the notification form available at http://www.ombo.nsw.gov.au/__data/assets/pdf_file/0007/4201/Notification-FormPARTA_Feb12.pdf. After notifying the Ombudsman, SLM will investigate all allegations (whether reportable or exempt from notification) in accordance with the WWC Allegation Handling Procedure. The Director will again notify the Ombudsman of other information about the investigation at the conclusion of the investigation using Part B of the notification form available at http://www.ombo.nsw.gov.au/__data/assets/pdf_file/0008/4202/Notification-FormPARTB_Aug12.pdf.

Roles and responsibilities

- Director:
 - oversees the WWC Policy,
 - notifies the NSW Ombudsman of reportable allegations or convictions of which he/she becomes aware, and
 - notifies the Children's Guardian of findings by SLM that a child-related worker has engaged in reportable conduct.
- Members of the Executive (Director and Assistant Directors):
 - support and monitor compliance with WWC Framework;
 - ensure appropriate screening occurs during the appointment of persons to teams, committees, and trusts,
 - ensure systems are in place for recording and responding to allegations or convictions of a child safety nature against SLM employees, and
 - ensure complaints or allegations regarding child safety, welfare or wellbeing are managed and reported in line with legislative and WWC Framework requirements.
- All Managers and supervisors:
 - provide support and guidance to SLM workers to comply with WWC policy and procedures so that they can work effectively with children,
 - assist staff and volunteers with risk assessments and the planning of projects or programs, and
 - ensure appropriate screening occurs during the appointment of SLM workers and for managing any issues that arise in relation to child safety, welfare or wellbeing of children as well as employment screening.
- Managers and supervisors of staff in child-related work:
 - in addition to the responsibilities set out above, managers and supervisors directly responsible for staff in child-related work must comply with their mandatory reporter obligations.

- Head of Human Resources:
 - coordinates investigations and external reporting, including to the NSW Ombudsman, Department of Family and Community Services, the Children's Guardian and NSW Police, in consultation with the Director,
 - coordinates the identification of child-related work positions,
 - advises managers and staff regarding concerns relating to inappropriate or unsafe behaviour or actions of any SLM worker,
 - advises managers and staff on the management of complaints and allegations relating to SLM workers,
 - reviews and updates this policy and related WWC procedures, and
 - ensures appropriate controls are in place to ensure security and appropriate access to personal and sensitive information.
- Recruitment & Training Officer:
 - ensures appropriate screening occurs during recruitment or when an existing employee takes up a position deemed as child-related work,
 - audits WWC Check clearances for currency, and
 - ensures staff training and induction processes adequately address child safety issues.
- ADO Volunteers and Interns:
 - ensures training and induction processes for volunteers and interns adequately address child safety issues.
- All SLM workers (including employees, contractors, volunteers, work experience students and interns):
 - foster a safe and positive environment for children involved in SLM activities and on SLM sites, and
 - comply with the requirements outlined in the Code of Conduct, the WWC Policy and related procedures.

Delegations

- None.

Legislation

- *Children and Young Persons (Care and Protection) Act 1998*
- *Child Protection (Working with Children) Act 2012*
- *Child Protection (Working With Children) Regulation 2013*
- *Crimes Act 1900*
- *Criminal Code Act 1995*
- *Ombudsman Act 1974*
- *Privacy and Personal Information Protection Act 1998*

Related policies and procedures

- Code of Conduct: Staff and Volunteers
- WWC Allegation Handling Procedure
- Volunteer Handbook
- Grievance Handling Procedure
- Acceptable Use of Internet

Other documents

- Program Risk Assessment
- WWC Employment Risk Assessment
- IMSS model release/filming and photography consent forms

Definitions

- Child: is a person under 18 years of age, unless otherwise specified.
- Child-related worker: any person who is engaged in child-related work whether as: an employee, contractor or subcontractor, or a volunteer.
- Child protection: an activity or initiative designed to protect children from any form of harm, particularly arising from child abuse or neglect.
- Child safe: taking steps to prevent children from suffering physical sexual or emotional abuse.
- Risk of significant harm: A child is at risk of significant harm if there are current concerns for their safety, welfare or wellbeing. For further detail see section 23 of the *Children and Young Persons (Care and Protection) Act 1998*.
- SLM activities: SLM programs, events and activities and programs, events and activities taking place on SLM premises under licence, contract or agreement.
- SLM premises: all real property owned or operated by SLM, including under lease, licence, Government agreement or otherwise.
- SLM worker: any person engaged by SLM in a paid or unpaid capacity including: employees, contractors, volunteers, work experience students or interns.

Superseded documents

- None

Revision history

Version	Date issued	Notes	By
1	17/07/2014	Procedure review	Policy & Compliance Officer

Review date

This procedure will be reviewed every three years. The next review date is 14/07/2017.

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