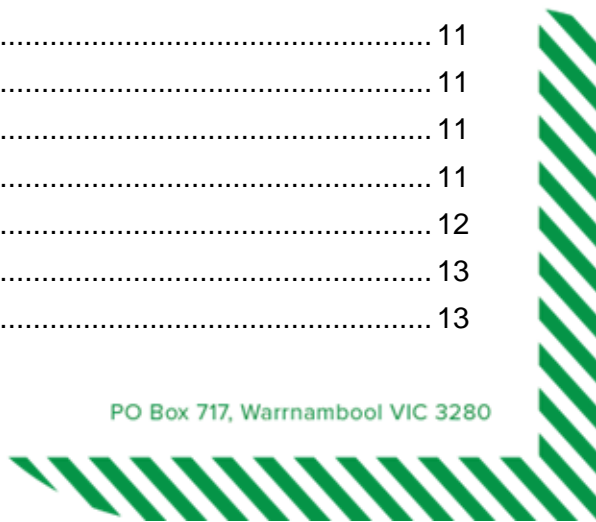


Beyond the Bell Policy Document

POLICY:	CHILD SAFETY AND WELLBEING POLICY				
AUTHOR:	Davina Forth, Executive Officer				
RESPONSIBLE OFFICER:	Executive Officer				
CHECKED	Executive Officer	Yes	<input checked="" type="checkbox"/>	No	Y
	Board	Yes	<input checked="" type="checkbox"/>	No	Y
APPROVED BY:	Beyond the Bell Great South Coast Board				
APPROVAL DATE:	22/07/2022 - Board Meeting, Deakin University Minutes available on request				
REVIEW DATE:	July 2022	NEXT REVIEW	July 2024		
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AVAILABILITY:	Staff	Yes	<input checked="" type="checkbox"/>	No	Y
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ADVISE AVAILABILITY:	Media Release	Yes	Y	No	<input checked="" type="checkbox"/>
	Email designated Staff	Yes	<input checked="" type="checkbox"/>	No	Y
	Website	Yes	<input checked="" type="checkbox"/>	No	Y

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Child Safety and Wellbeing Policy

Victorian organisations that provide services to children and young people are required under the Child Safety and Wellbeing Act to ensure that they implement compulsory Child Safe Standards to protect children and young people from harm.

The enclosed policy and procedures demonstrate the methods by which Beyond the Bell Great South Coast implements the Child Safe Standards.

This policy was written to demonstrate the strong commitment of the management, staff, and volunteers to child safety and to provide an outline of the policies and practices the organisation has developed to keep everyone safe from harm, including abuse.

Commitment to Child Safety

All children and young people who come into contact with Beyond the Bell have a right to feel and be safe. The welfare of the children and young people in contact with the organisation will always be our first priority. Beyond the Bell has a zero tolerance to child mistreatment or abuse and aim to create a child friendly environment where children and young people feel safe and supported. This commitment to Child Safety is articulated on the Beyond the Bell website.

This policy applies to all staff, volunteers, board members, and partners involved in our organisation.

Children's rights to safety and participation

Beyond the Bell's staff and volunteers encourage children and young people to express their individual views. Children and Young people have the right to be listened to and have their thoughts and suggestions heard and attended to, especially on matters that directly affect them. Children and young people who participate in activities coordinated by our organisation are encouraged to have a say about things that are important to them.

We listen to and act on any concerns children or young people or their parents/carers raise with us.

Valuing diversity

Beyond the Bell values diversity and does not tolerate any discriminatory practices. To achieve this, the organisation:

- Promotes the cultural safety, participation and empowerment of Aboriginal children and young people and their families
- Promotes the cultural safety, participation, and empowerment of children and young people from culturally and /or linguistically diverse backgrounds and their families
- Promotes the safety, participation, and empowerment of children and young people living with disability and their families
- Promotes the safety, participation, and empowerment of children and young people who identify as lesbian, gay, bisexual, transgender, intersex, or gender diverse, and their families
- Fosters families' and children's ability to express their identity in the organisation including expressions of culture, sexuality and gender identity and support for inclusion of children and families with disability or diverse family structures (such as living out of home or rainbow families)
- Seeks staff from these diverse cultural backgrounds

Recruiting staff and volunteers

Beyond the Bell applies the best practice standards in the recruitment and screening of staff and volunteers. Interview and referee checks are conducted on all staff and volunteers prior to appointment. All staff and volunteers require police checks and Working with Children Checks for all positions. Our commitment to Child Safety and our screening requirements are included in all advertisements.

Supporting staff and volunteers

Beyond the Bell seeks to attract and retain the best staff and volunteers. Regular support, training, feedback, and supervision is provided, so people feel valued, respected, and fairly treated. A Code of Conduct has been developed to provide guidance to our staff and volunteers, all of whom receive training on the requirements of the Code.

Child Safe training

To ensure that all staff and volunteers are equipped with the knowledge, skills, and awareness to keep children and young people safe all Beyond the Bell staff must complete the Human Rights Commission's National Principles for Child Safe Organisations eLearning Modules as part of their induction and onboarding. The 11 modules are available at <https://childsafe.humanrights.gov.au/learning-hub/e-learning-modules>. Evidence of completion is to be emailed to the Executive Officer and stored with the individual's HR documentation.

Reporting a child safety concern or complaint

All complaints received by Beyond the Bell will be taken in line with the Complaints Policy. In the case of child safety concerns, the Executive Officer is the child safety person with the specific responsibility for responding to any complaints made by staff, volunteers, board members, parents or children and young people. In the event that the complaint or concern is associated with the Executive Officer, the Chair of the Board is responsible for responding to the concern or complaint.

Risk management

Beyond the Bell recognises the importance of a risk management approach to minimise the potential for child mistreatment, abuse, or harm to occur. This approach is used to inform policy, procedures, and activity planning. In addition to general occupational health and safety risks, Beyond the Bell proactively manages risks of mistreatment and abuse to children through careful screening of prospective employees and volunteers and clear expectations of employees and volunteers as described in the Code of Conduct.

Reviewing this policy

This policy will be reviewed every 2 years. The reviewer will endeavor to seek views, comments and suggestions from children and young people, parents, carers, staff, volunteers, and members of the Board and seek to engage in peer reviews with like organisations. On completion of review the policy will be disseminated to Board members and staff for comment. The reviewed draft policy must be approved at a Board meeting by quorum of Board members before implementation amongst Beyond the Bell staff.

Related policies procedures

This Child Safety and Wellbeing policy references and links to other internal policies and procedures related to child safety and wellbeing in the organisation.

This includes:

- Code of Conduct
- Complaints Handling Policy
- Risk Management Plan
- Human Resources, Recruitment, and Screening policy
- Discipline and Termination Policy
- policies or procedures on record keeping, information sharing and external reporting.

These policies will be reviewed and updated every two years in line with the Child Safety and Wellbeing policy.

Code of Conduct

This Code of Conduct outlines appropriate standards of behaviour expected from adults towards children and young people.

The Code of Conduct aims to protect children and young people and reduce any opportunities for abuse or harm to occur. It also supports staff and volunteers through providing guidance on how to best support children and young people and how to avoid or better manage difficult situations.

All staff and volunteers are required to comply.

All Beyond the Bell staff, Board and volunteers are responsible for promoting the safety and wellbeing of children and young people by:

- Adhering to our Child Safe Policy and other policies
- Taking all responsible steps to protect children and young people from abuse
- Treating everyone with respect, including listening to and valuing their ideas and opinions
- Welcoming all children and young people and their families and carers and being inclusive
- Respecting cultural, religious, gender, and political differences and acting in a culturally sensitive way
- Modelling appropriate adult behaviour
- Listening to children and young people and responding to them appropriately
- Reporting and acting on any breaches of this Code of Conduct, complaints, or concerns
- Complying with our guidelines on physical contact with children and young people
- Working with children and young people in an open and transparent way. Other adults should always know about the work you are doing with children
- Respecting the privacy of children, young people, and their families, and only disclosing information to people who have a need to know
- Report any breaches of this code to the Executive Officer/Chair
- Contact the police if a child or young person is at immediate risk of abuse (telephone 000)

Beyond the Bell staff, Board and volunteers must NOT:

- Seek to use children or young people in any way to meet the needs of adults
- Ignore or disregard any concerns, suspicions, or disclosures of child abuse
- Use prejudice, oppressive behaviour or language with children or young people
- Engage in games or activities that involve physical touch
- Discriminate on the basis of age, gender, race, culture, vulnerability or sexuality
- Initiate unnecessary physical contact with children or do things of a personal nature that children or young people can do for themselves such as toileting or changing clothes
- Develop 'special relationships' with specific children or show favouritism through the provision of gifts or inappropriate attention
- Exchange personal contact details such as phone numbers, social networking site or email addresses with children
- Have unauthorised contact with children and young person online or by phone
- Photograph or video a child or young person without their parents'/carers' consent
- Use inappropriate language in the presence of children or young people
- Disregard any action or report that breaches Beyond the Bell's child safe policies and procedures

All staff, volunteers and members of the Board are to sign the Code on Conduct to confirm they agree to abide by it at all times.

Recruitment Checklist

Position description

Every ongoing and casual position at Beyond the Bell will have a detailed position description outlining the role and responsibilities involved in the position clarifying all expectations of the position, including the organisation's commitment to Child Safety and Wellbeing.

Employment conditions

Given the nature of the organisation, Beyond the Bell staff have limited opportunity to work in direct and unsupervised contact with children and young people. However, they may coordinate, develop, and facilitate programs. In most instances, schools and other organisations provide supervising staff for the participating children and young people.

On occasion Beyond the Bell staff will work in direct contact with children and young people. As a result of this, all staff employed at the Beyond the Bell are required to have a Working with Children Check and a National Police Check and agree to adhere by our Child Safety and Wellbeing policy and Code of Conduct.

We take child protection very seriously. All potential employees are subject to screening and assessment against child safety standards, including rigorous background, identity, and reference checks.

Equal Opportunity Employer

Beyond the Bell is an Equal Opportunity Employer (EOE) that is committed to celebrating diversity and inclusion of all people. Discrimination or harassment of any kind is prohibited. For more information is available through the Equal Opportunity and Discrimination Policy.

Key selection criteria

Selection criteria are to be determined for each role. These identify the key skills, attributes, experience, and qualifications that are required to undertake the duties and tasks outlined in the Position Description and align to the Child Safety and Wellbeing Policy.

Advertising

A statement that the Beyond the Bell is a Child Safe organisation with a Child Safety and Wellbeing Policy will be included in every job advertisement.

Interview

In addition to questions related to the job role, additional questions will be included in interviews in relation to:

- The applicant's motivation to work with children and young people
- The applicant's approach to Aboriginal cultural safety and inclusive practices for all children, young people and their families

Beyond the Bell will endeavor to ensure a gender balance on interview panels, where possible.

Reference checks

At least two reference checks must be undertaken by telephone or in person. A reference must be provided from the applicants current or most recent employer.

The referee must have personally observed the applicants work with children or young people.

In addition to questions designed to assess an applicant's skills to complete the specified position, the following questions are to be asked:

- Would you employ the applicant again?
- Do you have any concerns about the applicant working directly with children or young people?
- Are you comfortable knowing the applicant could sometimes be alone with children and young people?
- Can you give an example of a time when you observed the applicant managing children or young people's behaviour?

Identity checks

Evidence of identity must be provided during induction and onboarding in order to be

employed at Beyond the Bell. This may either be an original birth certificate, driver's license, legal identity card, or passport. Evidence of qualifications relating to the role must also be provided.

A copy of the evidence of identity, Working with Children Check, Policy Check, and relevant qualifications must be kept in the individual's personnel files.

National Police and Working with Children check

An offer of employment from Beyond the Bell is subject to a satisfactory completion of a National Police Check and a Working with Children Check.

This will be detailed on the position description and contract. Should an applicant not have a current Working with Children Check or National Policy Check, they are required to apply prior to commencing work. The cost of the application will be provided by Beyond the Bell.

Any applicant with a criminal history of violence, abuse of children, serious drug or fraud changes must be excluded.

A copy of the Working with Children check must be provided and uploaded to personnel files through Beyond the Bell's online Human Resource platform, Employment Hero. The validity of the Working with Children Check should be confirmed on the Working with Children Website (www.workingwithchildren.vic.gov.au) using the "Check Status" function.

A register of all staff with a Working with Children check is held in the HR system including a record of expiry dates, card numbers and card type (Volunteer or Employee).

Monitor and review

As part of the annual performance appraisal process, check that the Working with Children checks of staff and volunteers are still valid.

Training

As part of onboarding, all staff must complete the Human Rights Commission Child Safe Organisation E-modules. The E-modules are self-paced Child Safe modules are designed for use on desktop computers, laptop computers and tablets and can be accessed by following the below link:

<https://childsafe.humanrights.gov.au/learning-hub/e-learning-modules>

Evidence of completion must be uploaded to the Employment Hero platform by the due date and confirmed by the Executive Officer. Evidence of the Executive Officer's completion must be confirmed by the Chair and uploaded to the personnel file on Employment Hero.

Relevant policies

This checklist to be used in conjunction with the Beyond the Bell Human Resources, Recruitment, and Screening Policy.

Procedures

Responding to and reporting suspected child abuse

What concerns should be reported?

Concerns about the safety and wellbeing of children and young people can range from an uncomfortable feeling to a direct observation or disclosure by a child or young person. Beyond the Bell staff are encouraged to speak to someone and be proactive rather than waiting until it is too late. Staff and volunteers need to be aware of their duty of care to children and young people and of their legal obligations.

Examples of child safety concerns which are reportable to Beyond the Bell include:

- Concerns about a physical environment that may pose a risk to children and young people (including health and hygiene issues)
- Inappropriate or special relationships developing between staff, volunteers and children and young people
- Inadequate staff-child supervision ratios
- Breaches of the Code of Conduct (especially if persistent)
- Feelings of discomfort about interactions between a staff member or volunteer and a child
- Suspicions or beliefs that children or young people are at risk of harm
- Observations of concerning changes in behaviour

When should concerns be reported to the Police or Child Protection?

Physical or sexual abuse of children and young people is a crime and **MUST** be reported to the police.

If a child is in imminent or immediate danger, call 000 immediately.

Child Protection reports should be made if there is a reasonable belief that a child or young person is in need of protection.

To make a report of child abuse, contact the regional Child Protection office as soon as possible.

Barwon South Western Division
Telephone: 1800 075 599
For afterhours notifications: 13 1278.

There are five types of 'reportable conduct' listed in the Commission for Children and Young People's Child Wellbeing and Safety Act 2005:

1. sexual offences (against, with or in the presence of, a child or young person)
2. sexual misconduct (against, with or in the presence of, a child or young person)
3. physical violence (against, with or in the presence of, a child or young person)
4. behaviour that causes significant emotional or psychological harm
5. significant neglect

Further information is also available on the Commission for Children and Young People's website at www.ccyp.vic.gov.au

Mandatory reporting

Everyone has a moral and social obligation to report concerns about child abuse. Some professionals are legally required to make a report to Child Protection. These include doctors, nurses, teachers, school principals, police, youth and social workers are mandatory reporters under the Children Youth and Families Act 2005.

As long as a report is made in good faith, the report is not unprofessional conduct or a breach of professional ethics the reporter cannot be held legally liable.

Failure to disclose

Any adult who forms a reasonable belief that a sexual offence has been committed by an adult against a child under 16 years has an obligation to report that information to police. Failure to disclose is a criminal offence.

A reasonable belief is formed if a reasonable person in the same position would have formed the belief on the same grounds.

Failure to protect

The failure to protect offence commenced on 1st July 2015 and applies to people in authority within the organisation who knew of a risk of child sexual abuse by someone in the organisation and had the authority to reduce or remove the risk, BUT DID NOT ACT to protect the child.

Child safety records

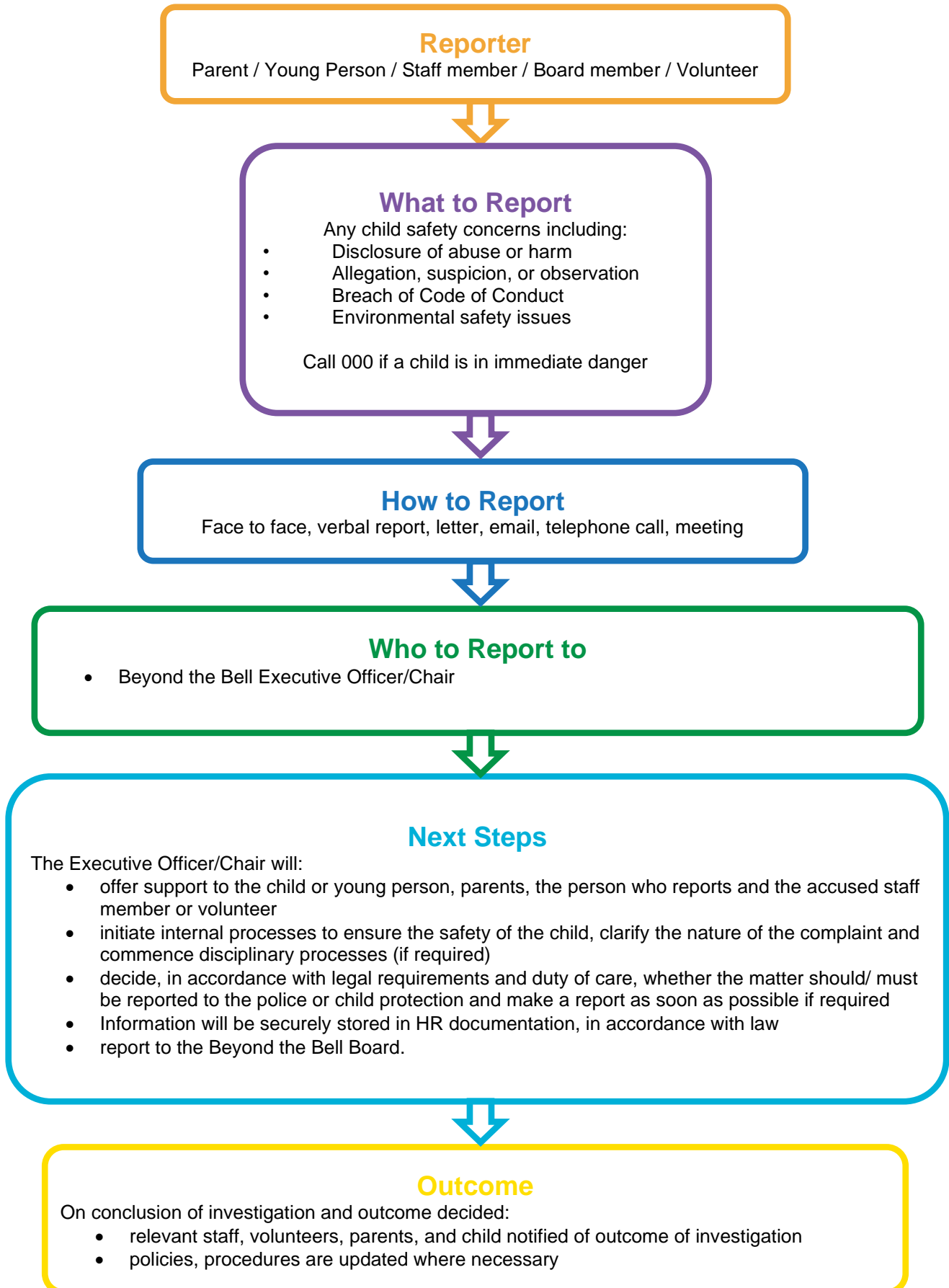
Any child safety complaints, disclosures or breaches of the Code of Conduct should be recorded and stored according to security and privacy requirements. A record of action taken, investigations and reports made to statutory bodies.

A flow chart outlining the process for reporting child safety detailed on page 12.

Nominated child safety person

Staff and volunteers should report any child safety concerns to the Executive Officer of Beyond the Bell and Chair.

Beyond the Bell child safety reporting process



Child Safety Risk Management Process

The following process is to be reviewed every two years to ensure the currency of the Beyond the Bell Child Safe Risk Management Plan. Discussions will be held at the monthly staff meeting and following Board Meeting to adopt the suggested changes to the plan.

Context:

Determine level of interaction with children and young people.

- What Beyond the Bell activities involve this interaction? There are different risks for different activities.
- What governance and supervision structures are in place to prevent harm or abuse?
- Who are the children and young people accessing the organisation?
- Who are those children/young people who are particularly vulnerable including those who have experienced trauma, abuse or neglect, Aboriginal children or children and young people who are culturally or gender diverse, or children and young people with disability

Risk Management Plan

To be developed by the staff of the Beyond the Bell and presented to the Board for adoption.

Consultation

Partners will be notified that Beyond the Bell has a Risk Management Plan, to which they can contribute. This information will be put on promotional material for activities with children/ youth involvement supported by Beyond the Bell.

Identify Risks

Risks may range from occupational health and safety concerns to child abuse and accidents. Online risks will also need to be determined.

Analyse Risks

The likelihood and consequence for children, young people and Beyond the Bell staff, volunteers and Board if harm did occur.

Develop Intervention

What can the organisation do to reduce the likelihood of risk?

What do we need to do if this risk did occur?

Consider changing the environment, putting preventive measures in place and making it more likely that abuse will be discovered can reduce the potential for abuse to occur.

Monitor and Review

A clear monitoring structure needs to be in place to record any risks that did eventuate, how effective the risk management plan was and how it can be improved.

A set time frame is required for reviewing this plan to incorporate these learnings

Designate and manage

Risk management is the responsibility of the Board, with the delegation of implementation of policies the responsibility of the Executive Officer.

Strategies to Promote the Participation and Empowerment of Children and Young People

Becoming a Child Safe organisation means developing strategies to communicate and engage with children and young people who are involved with Beyond the Bell. It is important to ask children and young people when they feel safe and unsafe.

Children and Young people's views can be sought by:

- Consulting directly with children about what makes the organisation or activity safe for them
- Providing information about the standards of care they are entitled to, particularly about their rights
- Informing students how to raise concerns, make complaints or let someone know that they feel unsafe
- Checking with parents (where appropriate) and children and young people that they are aware of the relevant child safe policies and procedures and that the child safety culture is visible.

Beyond the Bell is committed to promoting the concern of both physical and psychological safety within the organisation and its activities. Children and young people need to feel valued, respected and cared for. They know that they can speak out if they feel unsafe or unhappy, and that something will be done to address their concerns. This builds their self-esteem, confidence and empowers them to speak up when necessary.

In Beyond the Bell activities, identified through the risk management plan as potential risks, the following processes are to be undertaken.

Ensure that the physical environment is safe, warm, and friendly towards all children and young people.

At the commencement of activities, a briefing session to be held with young people which:

- Clarifies when they feel physically and psychologically, safe and unsafe
- Briefly outline the rights of every young person to feel safe under the Convention of Rights of the child, and to clarify their responsibilities
- Request their feedback and suggestions to improve safety for everyone
- Determine a brief Code of Conduct outlining acceptable and non-acceptable behaviour for the activity for both young people and adults involved
- Clarify what to do if there is a safety concern.
- The evaluation survey at the completion of the activity is to include a question on participants perceived level of safety. Answers to be reviewed at the completion of activity and interventions developed where required.

Statement of Commitment to Child Safety and Wellbeing

The following statement is displayed on the Beyond the Bell Website:

“Beyond the Bell will not tolerate any abuse of children and young people.”

In Victoria, Child Safe Standards aim to protect children and young people from abuse in organisations, including physical violence, sexual offenses, serious emotional or psychological abuse and/ or neglect.

As part of these standards, Beyond the Bell is committed to:

- Preventing the abuse of children and young people participating in programs, by identifying risks early and removing and reducing these risks
- Taking all allegations and concerns about abuse seriously and responding to them consistently, in line with our policies and procedures
- Complying with all legal requirements, including reporting suspicions of abuse/mistreatment to through the relevant process as described in this document
- Actively work to hear and empower all children and young people involved in our programs, through consultation and participation processes.
- Celebrate diversity across our organisation and promote the equal participation and cultural, emotional and physical safety of children and young people who are often marginalised. This includes children and young people who are Aboriginal and Torres Strait Islanders, from refugee or migrant backgrounds, who are same sex attracted or gender diverse, or are living with disability.

All staff, Board, and volunteers of Beyond the Bell are responsible for the care and protection of children and young people who are participate in programs and for reporting information about abuse.

Risk Assessment and Management Strategies

Below Risk Assessment records identified risks, the level of risk they represent, and strategies to mitigate against the identified risks.

Project: Child Safe Practice	Commencement Date: 1 July 2022 Completion Date: 30 June 2024	Risk Rating Matrix Negligible – Minor problem, easily handled by normal processes, no lasting consequences Minor – Some disruption, handled through normal processes, consequences within policy guidelines Moderate – Significant time and/or resources required, minimal consequence to reputation or financials Significant – Operations severely impacted, consequential damage to reputation or financials Severe – Organisation survival at risk as a direct impact of incident / project abandonment																																															
Project Description: Risks identified in projects and programs involving Beyond the Bell. Projects and programs are not exclusively delivered by Beyond the Bell staff and volunteers, although Beyond the Bell staff may be involved in the facilitation. Projects and programs vary widely in nature and range in engagement with children and young people aged 0-19 years. *Risks reported in relation to BtB at an organisational level		<table border="1"> <thead> <tr> <th colspan="2"></th> <th colspan="5" style="text-align: center;">Impact →</th> </tr> <tr> <th colspan="2"></th> <th>Negligible</th> <th>Minor</th> <th>Moderate</th> <th>Significant</th> <th>Severe</th> </tr> </thead> <tbody> <tr> <th rowspan="5" style="writing-mode: vertical-rl; transform: rotate(180deg);">Likelihood ↑</th> <th>Very Likely</th> <td style="background-color: #90EE90;">Low Med</td> <td style="background-color: #FFFF00;">Medium</td> <td style="background-color: #FFD700;">Med Hi</td> <td style="background-color: #FF0000;">High</td> <td style="background-color: #FF0000;">High</td> </tr> <tr> <th>Likely</th> <td style="background-color: #008000;">Low</td> <td style="background-color: #90EE90;">Low Med</td> <td style="background-color: #FFFF00;">Medium</td> <td style="background-color: #FFD700;">Med Hi</td> <td style="background-color: #FF0000;">High</td> </tr> <tr> <th>Possible</th> <td style="background-color: #008000;">Low</td> <td style="background-color: #90EE90;">Low Med</td> <td style="background-color: #FFFF00;">Medium</td> <td style="background-color: #FFD700;">Med Hi</td> <td style="background-color: #FFD700;">Med Hi</td> </tr> <tr> <th>Unlikely</th> <td style="background-color: #008000;">Low</td> <td style="background-color: #90EE90;">Low Med</td> <td style="background-color: #90EE90;">Low Med</td> <td style="background-color: #FFD700;">Medium</td> <td style="background-color: #FFD700;">Med Hi</td> </tr> <tr> <th>Very Unlikely</th> <td style="background-color: #008000;">Low</td> <td style="background-color: #008000;">Low</td> <td style="background-color: #90EE90;">Low Med</td> <td style="background-color: #FFD700;">Medium</td> <td style="background-color: #FFD700;">Medium</td> </tr> </tbody> </table>					Impact →							Negligible	Minor	Moderate	Significant	Severe	Likelihood ↑	Very Likely	Low Med	Medium	Med Hi	High	High	Likely	Low	Low Med	Medium	Med Hi	High	Possible	Low	Low Med	Medium	Med Hi	Med Hi	Unlikely	Low	Low Med	Low Med	Medium	Med Hi	Very Unlikely	Low	Low	Low Med	Medium	Medium
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<p>A young person demonstrates or engages in behaviours of concern</p>	<p>Physical, emotional, or psychological harm caused to other young people or BtB staff/volunteers</p> <p>Possible harm caused to self</p> <p>Damage to property or venue</p>	<p>Possible</p>	<p>Moderate</p>	<p>Medium</p>	<p>Adequate and qualified supervision at all engagements, including school/wellbeing staff when required</p> <p>Facilitator to be made aware of young people who are likely to display behaviours of concern and their triggers prior to commencement</p> <p>Expectations to be clearly defined to participants at the commencement of the program, with reminders throughout the engagement period if required</p> <p>One strike policy applies to all young people involved in group programs, unless program specifically addresses such behaviours</p>
<p>A young person suffers a medical episode from known condition</p>	<p>Physical injury/harm</p> <p>Medication possibly required</p> <p>Hospitalisation possible</p>	<p>Possible</p>	<p>Moderate</p>	<p>Medium</p>	<p>Medical information to be collected during participant intake/sign-up for known medical conditions</p> <p>Medical action plans to be provided if required</p> <p>If medication requires administration, an ambulance MUST be called. Staff and volunteers are only to administer medication in line with their First Aid training e.g. Epi-pen, asthma medication, etc.</p>
<p>A young person sustains a considerable injury or unknown medical episode during participation</p>	<p>General activities young people participate in are low risk of injury, likely injuries include those consistent with indoor non-sport / impact activities</p> <p>Hospitalisation possible</p>	<p>Possible</p>	<p>Moderate</p>	<p>Medium</p>	<p>Ambulance MUST be called</p> <p>First Aid provided by suitably trained staff / volunteer</p> <p>Incident Report to be completed and signed off by senior BtB staff</p> <p>Procedure review conducted to avoid future incidents</p>

A young person sustains a minor injury	Minor injury resulting in the need of first aid that does not impact the delivery of the program or event	Possible	Negligible	Low	First Aid provided by suitably trained staff / volunteer Incident Report to be completed and signed off by senior BtB staff
Abscondment during participation	Discontinuation of event/engagement to locate young person Young person unable to be located, police involvement Injury or harm to absconded young person	Possible	Significant	Medium / High	Adequate and qualified supervision at all engagements, including school/wellbeing staff when required Facilitator to be made aware of young people who are likely to abscond and their triggers prior to commencement Brief staff, volunteers, and young people regarding the orientation of the venue and designate a 'safe space' that young people can withdraw too safely One strike policy applies to all young people involved in group programs, unless program specifically addresses such behaviours Incident Report to be completed and signed off by senior BtB staff
A young person is exposed to inappropriate behaviour (physical, verbal, social, sexual) by another participant, volunteer, staff, or a member of the public	Physical, emotional, or psychological harm caused to young person Mandatory reporting process initiated where required Ongoing support may be required	Unlikely / Possible	Moderate	Medium	Adequate and qualified supervision at all engagements, including school/wellbeing staff when required Mandatory reporting process to be implemented and supported by senior Beyond the Bell staff Procedure review conducted to avoid future incidents Incident Report to be completed and signed off by senior Beyond the Bell staff

<p>An unsuitable volunteer is engaged by BtB to assist in a program</p>	<p>Mandatory reporting process initiated where required</p> <p>Potential Police involvement</p> <p>Damage to reputation</p>	<p>Possible</p>	<p>Moderate</p>	<p>Medium</p>	<p>Working with Children Check to be provided to Beyond the Bell prior to engagement with young people</p> <p>Working with Children Check and National Police Check to be provided to Beyond the Bell prior to employment for all Beyond the Bell staff</p> <p>Copies of checks to be stored in HR documentation and records of expiry dates kept</p> <p>Beyond the Bell to contact volunteers when their checks are expiring to obtain new copy</p> <p>Volunteer not to engage with young people unless they have supplied evidence of a current check</p>
<p>A young person discloses personal information that constitutes belief of mandatory reporting initiation not associated with persons engaged in the program/project</p>	<p>Mandatory reporting process initiated where required</p> <p>Potential Police involvement</p>	<p>Unlikely / Possible</p>	<p>Minor</p>	<p>Low / Medium</p>	<p>Young person to be supported by facilitator and referred to a suitably qualified professional. E.g. school wellbeing officer, Chaplin, nurse, etc.</p> <p>Mandatory reporting process to be implemented and supported by senior Beyond the Bell staff</p> <p>Police to be called if disclosure involves probable threat or harm to young person, or if young person is in immediate danger</p> <p>Incident Report to be completed and signed off by senior Beyond the Bell staff</p>

*Add more rows as required

Additional risk mitigation measures

For all programs that young people are involved in directly delivered or facilitated by Beyond the Bell staff or volunteers the following measures will be implemented:

- Appropriate consent forms to be completed with required signatures for every individual before their commencement in the activity
- Individual risk assessments to be conducted during the planning phase of each program/project.
- Child Safety and Wellbeing Policy procedures and measures to be implemented at all times
- Safety procedures at venues to be sort and followed in the event of an emergency
- Child Safety and Wellbeing expectations to be clearly stated to all supervisors, facilitators, volunteers, and staff

For all programs that young people are involved in that are not directly delivered by Beyond the Bell, but are partnering or supported by Beyond the Bell, the delivering organisation must be a Child Safe organisation and be able to supply their Policy and Risk Assessments to Beyond the Bell if requested.

Reference List

- Commission for Children and Young People, *Creating a Child Safety and Wellbeing Policy*, April 2022
- Commission for Children and Young People, *Guide for creating a Child Safe Organisation*, Version 5.0, April 2022
- Commission for Children and Young People, *Reportable Conduct Scheme*, [CCYP | Reportable Conduct Scheme information sheets](#), retrieved 24 June 2022
- Commission for Children and Young People, *Short guide to the Child Safe Standards*, Version 1.0, April 2022
- Commission for Children and Young People, *Victorian's new Child Safe Standards information sheet*, April 2022
- Commission for Children and Young People, *What is reportable conduct under the Reportable Conduct Scheme? Information sheet*, 22 December 2021
- United Nations Human Rights Commission, *Convention on the Rights of the Child*, accessed at [Convention on the Rights of the Child | OHCHR](#), articles 43-54, retrieved 24 June 2022
- Victorian Government, *LGBTIQ+ Inclusive Language Guide*, Reviewed 18 August 2021
- Victorian Legislation, *Child Wellbeing and Safety Act 2005*, Authorised version 035, 30 March 2022
- Victorian Registration & Qualifications Authority, *Child Safe Guidelines Non-school providers*, reviewed 24 June 2022