



# Child and Youth Safety & Wellbeing Policy

## Acknowledgement of Country:

Hobart PCYC acknowledges the Traditional Owners of the land on which we work and undertake our activities and programs. We pay our respects to Elders past, present and emerging. We respect the cultures of all First Peoples, their contribution to our nation and local community.

## 1. Purpose

To ensure Hobart PCYC respects and promotes the safety and wellbeing of children and young people. The [Child and Youth Safe Organisations Framework](#) (the Framework) was established through the [Child and Youth Safe Organisations Act 2023](#) (the Act). The Framework sets out clear expectations for:

- How Hobart PCYC prioritises and promotes the safety and wellbeing of children and young people (the Child and Youth Safe Standards and Universal Principle); and
- How Hobart PCYC responds when there are concerns about a worker's behaviour towards children and young people (the Reportable Conduct Scheme).

By embedding the Framework, Hobart PCYC's approach will support child safe practices, respect the cultural safety of the children and young people we engage with, and promote the wellbeing of children and young people.

The Child and Youth Safety and Wellbeing Policy outlines our commitment to making our workplace and our work child safe. It informs all stakeholders of their obligations under the Framework in relation to the safety and wellbeing of children and young people.

## 2. Principles

The Framework outlines the principles for how we work, how we interact with each other and our stakeholders and community, and how we make decisions while at work. These principles are embedded in this policy.

| Principle  | What it means when Hobart PCYC engages with children and young people   |
|--|---|
| We put child safety at the heart of everything we do | We are committed to working positively with our community. It is important that when children and young people interact with our organisation they feel safe and are free from harm. We care about children and young people's safety and wellbeing and have zero tolerance for child abuse and harm.   |
| We act with integrity                                | We embrace, support and encourage diversity and inclusion. We will demonstrate respect for all people and all cultures and treat everyone fairly. We will listen to the voices of the children and young people in our community. We will provide an environment that ensures Aboriginal and Torres Strait Islander children's right to cultural safety is respected. We all have a responsibility to speak up if we have a concern about the safety or wellbeing of a child or young person. |
| We pursue the extraordinary                          | We are committed to continuous improvement in implementing the child and youth safe standards and making our organisation safer for children and young people.  |
| We work together                                     | This is a shared responsibility which requires strong leadership and sustained, collective effort and action from our entire workforce. We will work together to ensure children and young people interacting with Hobart PCYC are free from harm.  |

## 3. Statement of Commitment

Hobart PCYC cares about the safety and wellbeing of children and young people. We have zero tolerance of child abuse and harm. We will treat seriously all allegations and safety concerns, in line with our policies and procedures, and in compliance with the [Child and Youth Safe Organisations Act 2023](#).

We are committed to building a positive and proactive child safe culture to support child safety and wellbeing and will develop and publish a Statement of Commitment online and physically.

We will be responsive to the needs of all children and young people, including the cultural safety and needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disability, and LGBTIQ+ children.

We will ensure that child safety and wellbeing is embedded in our organisational culture, reflected in our policies and procedures, and understood and practiced at all levels of our work. Being a child safe organisation is an ongoing process that will require us all to work together to keep children and young people safe.

## 4. Scope

Hobart PCYC provides a diverse range of services used by children and young people. This Policy applies to:

- all people undertaking work for Hobart PCYC. Workers include employees, volunteers, committee members, club members, contractors, consultants, and visitors.
- all Hobart PCYC activities and services which involve, result in, or relate to contact with children and young people.

## 5. Requirements

The Child and Youth Safe Standards (the Standards) are 10 standards that outline how we can develop a culture with child safety and wellbeing at its centre.

In putting the Standards into practice, we will also give effect to the Universal Principle for Aboriginal and Torres Strait Islander Cultural Safety. The Universal Principle says organisations must provide an environment that ensures that the right to Cultural Safety of Aboriginal or Torres Strait Islander children and young people is respected. The Universal Principle applies to all 10 Standards.

### The Child and Youth Safe Standards

- Standard 1** Child safety and wellbeing is embedded in organisational leadership, governance, and culture.
- Standard 2** Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
- Standard 3** Families and communities are informed and involved in promoting child safety and wellbeing.
- Standard 4** Equity is upheld and diverse needs respected in policy and practice.
- Standard 5** People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
- Standard 6** Processes to respond to complaints and concerns are child focused.
- Standard 7** Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
- Standard 8** Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
- Standard 9** Implementation of the Child and Youth Safe Standards is regularly reviewed and improved.
- Standard 10** Policies and procedures document how the organisation is safe for children and young people.

## Reportable Conduct Scheme

The Reportable Conduct Scheme is about creating a culture where organisations that engage with children and young people investigate concerns about conduct related to a child or young person in a thorough, transparent, safe and child-centred way.

The Reportable Conduct Scheme is specifically aimed at providing independent oversight of how organisations respond to concerns about child-related harm by workers.

The MPIO, General Manager (or delegate) is required to notify the Independent Regulator of concerns raised about conduct related to child or young person harm involving a worker, and the conduct of investigation(s). Reportable conduct includes criminal and non-criminal behaviour including (but not limited to):

- significant neglect
- physical violence
- a sexual offence
- sexual misconduct
- grooming
- causing significant emotional or psychological harm
- failing to report child abuse.

Information outlining how to report child and youth concern(s) and disclosure of information is provided in Hobart PCYC's Member Protection Policy and Child Safe Code of Conduct. If a child or young person is at immediate risk, call 000 or contact the [Strong Families, Safe Kids, Advice and Referral Line](#) on 1800 000 123.

## 6. Education and Awareness

It is important to ensure that all workers understand that the safety of children and young people is the responsibility of everyone. Workers will be provided with appropriate training and support to ensure that they understand our commitment and obligations to the safety of children and young people.

Hobart PCYC aims to ensure that everyone knows how to identify risks of harm to children and young people and how to report concerns and disclosure of information related to child safety.

We will actively promote information relating to the child safe practices to all workers, and work in collaboration with targeted services to provide resources to support child safety and wellbeing in our environments.

We will continue working to strengthen our child safe practices to ensure child safety is embedded in our organisational processes, practices and culture.

## 7. Risk Assessment and Management

We are committed to preventing harm to children and young people, identifying risks early and removing and reducing these risks.

A risk management approach needs to be taken where work activities involve potential contact with, or impacts on, children and young people. Namely, identification and assessment of child and youth related risks must be conducted across all activities and strategies put in place to manage identified risks using the organisation's Risk Management Policy.

Hobart PCYC employees should refer to the Working with Vulnerable People and Recruitment Policies for guidance on worker screening and compliance.

Each area of activity has a responsibility to establish, maintain and monitor their child and youth related risks and put in place effective management strategies to minimise the risks. When it is established that a risk assessment is required, a separate risk assessment can be completed or existing risk assessments can be updated to include child and youth safety-related risks and management strategies.

## 8. Information Sharing and Record Keeping

Inquiries into child abuse in organisational settings have showed there can be serious consequences when information does not flow effectively between relevant groups. It is very important that information is securely shared in a timely manner to protect children and young people from harm.

Organisations may hold some information that, when pieced together with information from other sources, creates a more complete picture of conduct or risk of harm to children and young people. Information sharing can minimise these risks.

All information received will be kept and managed as per the retention and disposal schedule outlined in the Office of the State Archivist [Royal Commission Toolkit](#) and the Personal Information Protection Act 2004.

Hobart PCYC will ensure that any personal information will not be used or disclosed, other than as required under the Personal Information Protection Act 2004, the [information sharing rights](#) under the Framework or as permitted to do so under another law.

This policy will be communicated via Hobart PCYC's website, internal circulation to staff and member portals.

## 9. Child Safe Behaviours

All Hobart PCYC employees are expected to treat children and young people with respect and act in accordance with all applicable Hobart PCYC Policies and Code of Conduct.

Hobart PCYC workers who work with children and young people, or who come into contact with children and young people in the workplace must:

- a) Comply with relevant legislation including [Child and Youth Safe Organisations Act 2023](#) and [Registration to Work with Vulnerable People Act 2013](#).
- b) Professionally introduce and identify themselves to children and young people and their parent/guardian.
- c) Wherever possible, ensure another adult is present when working with children and young people, or where there is a likelihood of children and young people being present.
- d) When photographing or filming a child or using a child's image for work related purposes, where their face is identifiable, obtain informed consent from the child and parent or guardian of the child.
- e) Ensure Hobart PCYC communications present children and young people in a dignified and respectful manner and do not reveal identifying information about a child.
- f) Not use any computers, mobile phones, video cameras, cameras or social media to exploit or harass children or young people, or access child exploitation material through any medium.
- g) Not use language or behaviour towards children and young people that is inappropriate, harassing, physically or emotionally abusive, sexually provocative, demeaning or culturally inappropriate.
- h) Not have contact with children and young people outside of the work environment if that contact has arisen in the course of their duties.
- i) Immediately report to the Chief People Officer concerns or allegations of child harm, and any failure to comply with this policy.
- j) Immediately disclose to Management all charges, convictions and other outcomes of an offence that relate to child harm, including those that occurred before or during association with Hobart PCYC.

## 10. Responsibility

| Roles                      | Responsibility  |
|----------------------------|---|
| Board/General Manager/MPIO | <ul style="list-style-type: none"> <li>• champion zero tolerance of child harm</li> <li>• ensure systems, policies and procedures are in place to prevent, identify and respond to harm of children and young people</li> <li>• support workers to develop their understanding of their obligations and responsibilities</li> <li>• promote and ensure compliance with child and youth safe legislation, policies and procedures</li> <li>• seek feedback on our practices to support continuous improvement</li> <li>• report all concerns of child harm</li> <li>• respect the rights of the parties involved.</li> </ul> |

|  |  |
|--|--|
| <p>All workers, including volunteers, Club members, contractors and consultants.</p> | <ul style="list-style-type: none"> <li>• actively support and abide by this Policy, all related Hobart PCYC policies and procedures and related legislation</li> <li>• support and participate in building and maintaining Hobart PCYC's child safe culture</li> <li>• identify and mitigate risks to children and young people's safety and wellbeing as required by the Work Health and Safety Management System</li> <li>• hold and maintain a current Tasmanian registration to work with vulnerable people if applicable, and workers must notify their manager and People and Culture if the status of their registration changes including suspension and cancellation</li> <li>• report all concerns of child harm (whether observed, reasonably suspected or disclosed).</li> </ul> |
|--|--|

## 11. Definitions

| Term                                   | Definition  |
|--|---|
| Child                                  | A person under the age of 18 years  |
| Youth                                  | A person between 16 years to 18 years   |
| Child harm                             | Includes all forms of physical, serious emotional, psychological and sexual abuse, neglect or harm and reportable conduct behaviour towards children and young people   |
| Contact with children and young people | Includes physical contact, face-to-face, written, oral or electronic communication, online and social platforms   |
| Independent Regulator                  | An independent regulatory body that oversees the Framework, and ensures organisations have the support, advice, and education they need to meet the Child and Youth Safe Standards  |
| Worker                                 | A person who has attained the age of 18 years, who carries out work in any capacity for Hobart PCYC. This includes as an employee, volunteer, contractor, subcontractor, consultant, director, member of a management committee, office holder or officer |

## 12. Supporting information

[Child and Youth Safe Organisations Framework](#)  
[Reportable Conduct Scheme](#)

## 13. Related Legislation

- [Child and Youth Safe Organisations Act 2023](#)
- [Registration to Work with Vulnerable People Act 2013](#)
- [Personal Information Protection Act 2004](#)
- [Public Interest Disclosure Act 2002](#)
- [Right to Information Act 2009](#)

## 14. Related Policies

- Child Safe Code of Conduct
- Employee Handbook
- Grievance Policy
- Member Protection Policy
- Recruitment Policy
- Risk Management Policy
- Safeguarding Children Policy
- Social Media Policy
- Unaccompanied Minors Policy

## 15. Contact

For further information, please contact:

Ms Allison Ritchie  
Hobart PCYC General Manager  
T: 03 6107 9206  
Email: [generalmanager@hobartpcyc.org.au](mailto:generalmanager@hobartpcyc.org.au)

Constable Steven Fry  
Hobart PCYC MPIO  
T: 0407 050 165  
Email: [mpio@hobartpcyc.org.au](mailto:mpio@hobartpcyc.org.au)



## 16. Approval

|                 |                      |
|-----------------|----------------------|
| Owner:          | Hobart PCYC          |
| Creator:        | General Manager      |
| Approver:       | Management Committee |
| Date Approved:  | 25 June 2024         |
| Date Effective: | 1 July 2024          |
| Review Date:    | Every 3 years        |

## 17. Version history

| Date      | Version | Action   | Description/ comments |
|-----------|---------|----------|-----------------------|
| 25/6/2024 | 1.0     | Endorsed | New policy            |

## 18. Additional Information and Resources

- [The Child and Youth Safe Organisations Framework \(CYSOF\) information sheet \[PDF\]](#)
- [The Child and Youth Safe Standards information sheet \[PDF\]](#)
- [The Child and Youth Safe Standards poster \[PDF\]](#)
- [The Reportable Conduct Scheme information sheet \[PDF\]](#)
- [Reportable Conduct information sheet \[PDF\]](#)
- [The Independent Regulator information sheet \[PDF\]](#)
- [Keeping Our Kids Safe: Cultural Safety and the National Principles for Child Safe Organisations](#)
- [Resources | Sport Integrity Australia](#)

## 19. Support Services

If you need to talk to someone now, immediate support is available from the following organisations:

- Lifeline (24 hours) 131 114
- Beyond Blue 1300 224 636
- [Beyond Blue Webchat Support Service](#)

# CHILD AND YOUTH SAFETY & WELLBEING POLICY

- Victims of Crime Service 1300 300 238
- Sexual Assault Support Service (24 hours) 1800 697 877
- Laurel House Northern Tasmania (03) 6334 2740
- Laurel House North-West Tasmania (03) 6431 9711
- Blue Knot Foundation 1300 657 380
- Child Abuse Prevention Services 1800 688 009
- Strong Families, Safe Kids 1800 000 123
- 1800 RESPECT 1800 737 732
- Suicide Call Back Service 1300 659 467
- [Phone and Online Counselling \(suicidecallbackservice.org.au\)](http://suicidecallbackservice.org.au)
- MensLine Australia 1300 789 978
- Relationships Australia Tasmania 1300 364 277

For information on how to keep children safe, who to contact if you need help, as well as information on the signs of sexual abuse and grooming, please see the new Tell Someone website:  
<https://tellsomeone.tas.gov.au/>.

If a child is in immediate danger, dial **000**.

If you need more information, you can: **Call:1800 093 758** between 9.00am and 5.00pm on weekdays (excluding public holidays), or **Email: [keepingchildrensafe@dpac.tas.gov.au](mailto:keepingchildrensafe@dpac.tas.gov.au)**.