



CHILD SAFETY POLICY

WT Facilities Management are committed to providing an environment which is safe for children and youths, and to ensuring that this is reflected in all aspects of our business operations.

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We have developed this policy to help our Workers understand and manage child and youth safety, and to set a framework to ensure that we provide a safe environment for children and young people, and that we meet all of our objectives and comply with all of our legal and regulatory obligations in relation to these matters.

APPLICATION OF POLICY

This policy applies to any people who perform work for WT Facility Management, including all our directors, managers, board members, employees, contractors, subcontractors, employees of our contractors and subcontractors, apprentices, trainees, volunteers, interns, work experience students, labour hire employees and outworkers and any other people who perform work for or on behalf of our Organisation (Workers).

We are committed to ensuring the safety and wellbeing of all Workers and visitors to our Organisation. However, this policy specifically addresses our commitment to the safety and wellbeing of youths and children at our Organisation. Throughout this policy, we use the terms "youth", "young person", "child" and "children" to refer generally to people under 18 years of age.

This policy applies to all activities in our Organisation which involve children, or which result in or relate to contact with children.

This policy is intended to help manage the safety and wellbeing of any children that come into contact with our Organisation, whether they are receiving services from us, are the children of someone who is receiving services from us, are the children of our Workers, or come into contact with us in any other way.

Relevant legislation and guidance

- Family Law Act 1975 (Commonwealth)
- Children Youth and Families Act 2005 (VIC)
- Child Wellbeing and Safety Act 2005 (VIC)
- National Principles for Child Safety



NATIONAL PRINCIPLES FOR CHILD SAFE ORGANISATIONS

We support the National Principles for Child Safe Organisations (National Principles) and will endeavour to embrace them at our Organisation.

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

OUR COMMITMENT TO CHILD SAFETY

Safeguarding children from harm and abuse is an essential responsibility for our Organisation. We are committed to ensuring that any child who comes into contact with our Organisation or services is properly safeguarded. Every person under this policy must ensure that they play an active role in ensuring that children are properly safeguarded.

We believe that no child or young person should experience abuse or harm and we are committed to the protection of children and young people. This policy is intended to provide guidance and overarching principles to those who represent us as volunteers or staff, to guide our approach to child protection and safeguarding.



It is our intention that a child safe culture should be embedded in all levels of our Organisation, including but not limited to our leadership and governance as well as amongst all of our other Workers.

When dealing with concerns about a child's safety or wellbeing, we are guided by a consideration of what is in the best interests of the child.

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We strive to:

- ensure that our Workers have the knowledge, skills and awareness to keep children safe
- ensure that any of our Workers who work with children have the necessary skills, attributes, experience and qualifications to uphold this Policy and provide the support and supervision that children require
- ensure that any children who come into contact with our Organisation and who have concerns about their safety or need assistance know where to go and who to talk to
- ensure that any children who come into contact with our Organisation and who have concerns about their safety feel comfortable seeking assistance
- maintain the safety and security of any of our facilities or environments which may be accessed by children (including any online facilities or environments, websites or platforms)
- promote a workplace which values diversity and inclusion
- where appropriate, involve children and their families in decisions that affect them
- promote a culture of child safety at all levels in our Organisation
- take any allegations or complaints in relation to child safety seriously, and respond promptly and appropriately
- report any allegations or concerns to relevant authorities whenever appropriate or necessary

GENERAL WORKER RESPONSIBILITIES

Our workers must uphold our Organisation's values in accordance with this policy. Our Workers must demonstrate behaviour which is consistent with this policy and with our Organisation's values. Our Workers must be proactive about upholding and promoting our values and this Policy, including by doing the following:

- remaining alert and aware of possible safeguarding risks to children
- guarding children against harmful environments with appropriate actions (for example, adequate supervision or ensuring safe environments)
- taking positive steps to maintain the safety and wellbeing of children engaging with our Organisation
- reporting concerns expeditiously and appropriately, in line with child protection procedures
- understanding the duty to report specific concerns (and understanding how this interplays with confidentiality)
- challenging any inappropriate or harmful behaviour of any other adult and reporting this accordingly

- acting appropriately in the presence of children
- not taking any inappropriate risks
- not smoking, drinking or taking any form of illicit substances in the presence of children
- ensuring that any children who come into contact with our Organisation or access our services understand their rights and responsibilities
- communicating with children clearly and respectfully and using language which they can understand and which is appropriate for their age and level of development
- ensuring that any children who come into contact with our Organisation or access our services are supported and get any necessary assistance with exercising their rights and responsibilities

Our Workers are responsible for ensuring that they personally comply with all applicable laws in the state or territory where they are based including any applicable Commonwealth laws.

TAKING CHILD PARTICIPATION SERIOUSLY

We strive to ensure that children who come into contact with our Organisation or our services are informed about their rights, participate in decisions affecting them, and are taken seriously.

ENGAGING WITH FAMILIES AND COMMUNITIES

We encourage our Workers, when engaging with children, to involve the families of those children whenever it is appropriate, and provided that doing so will not compromise the safety of the child.

When doing this, our Workers should keep in mind that in some cases, children can be placed at risk by family members or by members of the community, so involving the child's family could expose the child to additional risk.

RESPECTING EQUITY AND DIVERSITY

We strive to create an environment where children and young people's diverse needs and circumstances are recognised and all children feel safe, welcome and included. We do this by using the following measures:

Our focus is to employ people from diverse backgrounds at all levels of our organisation.

ENSURING STAFF ARE SUITABLE AND SUPPORTED

We strive to ensure that Workers at our Organisation who are working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice. We do this by using the following measures:



All employees must provide evidence of an up to date Working With Children Check before commencing their work with our organisation.

CONFIDENTIALITY AND DATA PROTECTION

All personal information we may process relating to children, shall be processed and stored in accordance with our data protection privacy policy.

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RESPONDING TO A CHILD SAFETY CONCERN

We aim to provide accessible and responsive complaints management processes that are focused on the needs of children and young people. We do this in the following manner:

All staff are provided our HR Manual at the commencement of their employment which lists key policies, processes and contacts for raising concerns.

STAFF KNOWLEDGE, SKILLS AND AWARENESS

We use a variety of measures to ensure that staff and volunteers are provided with relevant knowledge, skills and awareness on an ongoing basis to keep children safe.

SAFE PHYSICAL AND ONLINE ENVIRONMENTS

We believe in promoting child safety and wellbeing in physical and online environments in order to reduce the risk of harm. We use a variety of measures to ensure that our physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

SAFEGUARDING CHILDREN AT THE ORGANISATION

Responsibilities and Planning

(a) Although the Responsible Persons will hold ultimate responsibility for overseeing the safety of children present at the Organisation, all individuals under this policy must also play an active role in ensuring the safety of children at all times.

(b) Where a certain type of events, activity or trip is taking place, we may issue an additional code of conduct, policy, or some specific other requirements which is specific to that occasion. Any such additional documentation will be made available to all those concerned (staff members, parents, guardians etc.) in advance. They should be read carefully and adhered to.

(c) Appropriate background checking shall be undertaken wherever we are legally required to do so in respect of adults who are engaged by us (see the relevant section above).



Venues

(a) The location for any events, activities and trips which are held by us shall always be risk assessed properly in reference to the suitability and safety for children. Fire and safety procedures and precautions shall be made clear to all those involved.

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First Aid

(a) If an ambulance is required, call 000. Please notify a manager or supervisor if an ambulance has been called.

(b) Any accident or injury concerning a child should be brought to the attention of the nearest first aider and should thereafter be formally reported to an available Responsible Person.

(a) Wherever a child attend our premises alongside their parent or guardian, parents and guardians should ensure that children are properly supervised.

MANAGING BEHAVIOUR OF CHILDREN GENERALLY

Whenever any adult engaged by us is faced with challenging or inappropriate behaviour from a child or with conflict between children, they must:

- treat each child fairly and equally
- approach the situation in a calm and neutral manner
- only ever use physical restraint/intervention in order to protect the immediate safety of a person, for example to prevent an injury or harm either to the child or others
- wherever it is justified to physically restrain a child or to physically intervene, the amount of force used should be kept to the absolute minimum taking into account the risk posed
- make a written record of the incident and ensure this is reported appropriately to an available Responsible Person

ADDITIONAL CHILD SAFETY PROTOCOLS

In order to enhance the safety and protection of children in environments where our security personnel operate, the following guidelines are implemented immediately:

- (a) **Physical Contact:** Personnel must avoid any form of unnecessary physical contact with children. This includes, but is not limited to, not touching any child unless it is absolutely necessary for the child's safety or wellbeing.
- (b) **Alone with a Child:** At no time should security personnel be alone in a room with a child. This precaution helps prevent any situations that could be misinterpreted or lead to accusations of inappropriate behaviour.

(c) **Physical Proximity Restrictions:**



- **Sitting and Physical Contact Prohibitions:** Under no circumstances are children allowed to sit on the lap, be held, or have any other physical contact with personnel. Personnel are to maintain professional boundaries and ensure the safety of all individuals involved at all times.
- **Cleaning Equipment:** Children must not come into contact with any cleaning equipment or rooms, whether carried on person by personnel or stationed within a cleaning room

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These protocols are designed to maintain a professional and secure environment while ensuring the safety and comfort of all children we are tasked to protect. Adherence to these guidelines is mandatory for all security staff, and violations will be subject to disciplinary action.

PHOTOGRAPHY

We operate a strict no photo policy. We will not take any photographs and where possible, we will endeavour to ask that members of the public, parents or guardians and children do not take any photographs when attending our premises, activities and/or events.

REVIEWING OUR CHILD SAFE POLICIES AND PRACTICES

We regularly review our child safe policies and practices so that we can continue to improve them.

MAKING OUR POLICIES AND PROCEDURES AVAILABLE

We strive to ensure that our child safe policies and procedures are understood by all Workers and relevant stakeholders.

We strive to ensure that children who engage with our Organisation, as well as their families and relevant community members, are aware of and have confidence in our child safety policies and procedures.

We make our child safe policies and procedures (including this Policy) available within our HR Manual and website