

Child Safe Policy and Guiding Procedure

Contents:

<u>Child Safe Policy and Guiding Procedure</u>	1
<u>Introduction</u>	3
<u>About this Policy</u>	3
<u>To whom does this policy apply</u>	3
<u>Policy</u>	4
<u>OUR COMMITMENT TO CHILD SAFETY</u>	4
<u>REPORTING DISCLOSURES, ALLEGATIONS, COMPLAINTS OR CONCERNS</u>	4
<u>CHILD SAFETY REPORTING OBLIGATIONS</u>	5
<u>Legislative Obligations</u>	5
<u>CHILD SAFE STANDARDS</u>	5
<u>MANDATORY REPORTING</u>	6
<u>FAILURE TO DISCLOSE AND FAILURE TO PROTECT OFFENCES</u>	6
<u>APHRA</u>	7
<u>REPORTING BULLYING AND CYBERBULLYING</u>	7
<u>REPORTABLE CONDUCT</u>	7
<u>INSURANCE</u>	8
<u>FAIR PROCEDURES FOR WORKFORCE</u>	8
<u>WORKFORCE SCREENING</u>	8
<u>WORKFORCE RECRUITMENT</u>	9
<u>WORKFORCE TRAINING AND SUPERVISION</u>	9
<u>RISK MANAGEMENT</u>	9
<u>BREACHES</u>	10
<u>PROVIDING SUPPORT AND REFERRALS TO FAMILIES</u>	11
<u>Privacy</u>	11
<u>Related Policies and Resources</u>	11
<u>Resources</u>	12

Legislation, Rules and Regulations..... 12

Definitions 12

Document Control..... 13

Version Control:..... 13

Introduction

Vision Australia is committed to promoting and protecting the interests of children and has zero tolerance for child harm or abuse. **If you are currently handling a Child Safety incident refer to [Client Safety and Wellbeing Policy and Procedure](#) and the [Child Safety Workflow](#)**

Children are vital and active participants in our organisation. Vision Australia creates an environment where children feel confident to speak up and share their thoughts and concerns. We involve them when making decisions, especially about matters that directly affect them. We listen to their views and respect what they have to say.

We promote diversity and acceptance in our organisation, and people from all walks of life and cultural backgrounds are welcome. In particular we:

- promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children
- promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds
- ensure that children with a disability are safe and can participate fully.

About this Policy

Vision Australia takes the safety of children and our legal responsibilities very seriously. This Policy outlines Vision Australia's commitment to child safety and the actions we will take to ensure Vision Australia is a child safe organisation. For detailed guidance on reporting child safe concerns please refer to:

[Child Safety Workflow](#)

[Client Safety and Wellbeing Policy and Procedure](#)

[Incident Reporting Procedure](#)

[Child Safe State Specific Information](#)

The legal requirements for child safety varies across States and Territories. The National Principles for Child Safe Organisations have been endorsed by all Commonwealth, state, and territory governments however they are only mandated in legislation in NSW, Victoria and ACT. At Vision Australia we act in line with the most stringent standards, and work in accordance with the combined NSW, ACT and Victorian Child Safe Standards in all states and territories. Most importantly we report any concerns we have relating to a child's safety through our internal incident reporting process and externally to child safe or child protection agencies or the police as required.

We reserve the right (at our discretion) to modify, amend or replace this policy from time to time

To whom does this policy apply

Child safety is everyone's responsibility; this procedure applies to the entire workforce of Vision Australia. For the purposes of this document, "the workforce" includes employees, directors, volunteers and unpaid staff, contractors/sub-contractors and any of their employees whilst engaged in work for Vision Australia, consultants or consultants' employees whilst engaged by Vision Australia; and agents whilst acting on behalf of Vision Australia, across all of the following Vision Australia Group Entities:

- Vision Australia Limited – ABN 67 108 391 831
- Vision Australia Foundation – ABN 91 007 428 284
- Vision Australia Trust – ABN 88 646 584 335
- Seeing Eye Dogs Australia Pty Limited – ABN 28 004 758 641
- 5RPH Pty Limited – ACN 608 798 661
- 6RPH Pty Limited – ACN 608 797 762
- Quantum Technology Pty Limited – ABN 29 001 381 728

Policy

OUR COMMITMENT TO CHILD SAFETY

The Vision Australia workforce, as defined above are required to act in line with child safe principles for appropriate conduct towards and in the presence of children. At Vision Australia there is an expectation that all workforce members regardless of role, have a responsibility to keep children safe and report any concerns relating to the safety of a child to their manager, through an incident report or to the child safety officers or Chief Practitioner.

The Vision Australia workforce is responsible for supporting the safety, participation, wellbeing and empowerment of children by:

- Complying with all aspects of Vision Australia's child safe policy and guiding procedure at all times.
- Taking all reasonable steps to protect children from abuse
- Reporting any child safety concerns
- If an allegation of child abuse is made, ensuring as quickly as possible that all children involved are safe
- Reporting any allegations of child abuse, ensuring that any allegation is reported to the police or child protection
- Listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another
- Actively work to prevent or intervene in instances of bullying or cyberbullying
- Promoting the cultural safety, participation, and empowerment of all children (Aboriginal and Torres Strait children, children from culturally and/or linguistically diverse backgrounds, and children with a disability)
- Ensuring as far as practicable that adults are not left alone with a child. Up until the age of 16, a parent/carer should remain within hearing distance of any appointments or interactions with children, this may mean leaving the door open to the room where the session is being conducted, this includes telehealth services

- Encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them

WORKFORCE CONDUCT

Workforce members are required to abide by Vision Australia's [Workplace Behaviour Policy](#), the [NDIS Quality and Safeguards Code of Conduct](#) and 'Our Commitment to Child Safety' as above.

REPORTING DISCLOSURES, ALLEGATIONS, COMPLAINTS OR CONCERNS

As a Child Safe organisation, we take all allegations seriously and have practices in place to investigate thoroughly and quickly. Our workforce receives training to deal appropriately with allegations.

We work to ensure all children, families, and workforce know what to do and who to tell if they observe abuse or are a victim, if they notice inappropriate behaviour, bullying or cyberbullying.

We all have a responsibility to report an allegation of abuse if we have a reasonable belief that an incident took place. Factors contributing to reasonable belief may be:

- a child states they or someone they know has been abused (noting that sometimes the child may in fact be referring to themselves)
- behaviour consistent with that of an abuse victim is observed
- someone else has raised a suspicion of abuse but is unwilling to report it
- observing suspicious behaviour

CHILD SAFETY REPORTING OBLIGATIONS

1. Allegations of abuse, disclosures, suspicious behaviour, or concerns about children's safety must be reported immediately to your manager. Refer to [Client Safety and Wellbeing Policy and Procedure](#) and [Incident Reporting Procedure](#)
2. An incident report needs to be made as a matter of urgency into the internal incident hazard and near miss system.
3. Once a report is made the WHS team will add additional workforce members to the incident, this may include the incident reporter's Manager, Chief Practitioner, Child Safety Officers or Service Excellence Team members. This team of people will support the reporting workforce member to determine any external reporting or legal obligations that are required to be taken, as well as help to develop a plan to support the child and their family/carers.

It is important to note that the duty to report applies to suspicions that significant abuse or neglect is likely in the future, not just suspected cases of significant abuse or neglect that have already happened. In an emergency or if there are immediate concerns for the child contact '000'

PROVIDING SUPPORT AND REFERRALS TO FAMILIES

Prevention is always the best method; therefore, it is important that wherever possible we provide support and referrals for families who would benefit from accessing specific services to address any problems associated with the care and wellbeing of their children, prevent escalation of issues, and foster a protective and nurturing environment.

If you have concerns about a child or family that do not require a report to Child Safety, there are other referral options available to enable support to be offered to the family to prevent their problems from escalating.

Please see the link below that provides State and Territory based support and reporting information [Child Safe State Specific Information](#)

Legislative Obligations

As a national service provider, we hold ourselves to the highest standards of Child Safety that apply. The following outlines the different obligations we have as an organisation relating to child safety.

CHILD SAFE STANDARDS

Vision Australia is required to demonstrate commitment to the [National Principles for Child Safe Organisations](#) throughout all jurisdictions in which we provide services. These principles are imbedded in state-based standards to support child safety practices in certain states (e.g. NSW, VIC, QLD) and must also be considered and implemented.

These standards, as set out below, will be applied when working with **all** children at Vision Australia regardless of the state or territory they live in:

- Child safety is embedded in the organisational leadership, governance and culture of Vision Australia.
- Children participate in decisions affecting them and are taken seriously.
- Families and communities are informed and involved.
- Equity is upheld, and diverse needs are taken into account.
- People working with children at Vision Australia are suitable and supported.
- Vision Australia's processes to respond to complaints of child abuse are child focused.
- Vision Australia's staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training.
- Vision Australia's physical and online environments minimise the opportunity for abuse to occur.
- Implementation of the Child Safe Standards is continuously reviewed and improved at Vision Australia
- Policies and procedures document how Vision Australia is child safe
- Vision Australia fosters a culturally safe environment for Aboriginal and Torres Strait Islander Children

MANDATORY REPORTING

The groups of people mandated to report vary from state to state. Consider the requirements of the State or Territory in which the client resides when you are delivering your service (as outlined in the [Child Safe State Specific Information](#)). At Vision Australia we require our workforce to act to the highest standard and always report any allegations or suspicions of abuse or neglect through our incident, hazard and near miss reporting system regardless of the state or territory it occurred in. Service providers are required to alert their manager, one of the child safety officers, or the Chief Practitioner to their concerns as soon as possible.

Vision Australia recognises the obligations imposed on mandatory reporters based on selected classes of people that are required to report on suspected cases of child abuse and neglect to government authorities. Mandatory reporters must abide by these obligations, with the first step being to notify their manager who will support them with any external reporting requirements. The processes for mandatory reporting across all jurisdictions are described at [Child Safe State Specific Information](#)

FAILURE TO DISCLOSE AND FAILURE TO PROTECT OFFENCES

In most states and territories of Australia, there exist failure to report (or disclose) and/or failure to protect laws. These vary in terms of;

- who is required to perform these functions,
- who you are required to report to,
- what must be reported (i.e. what forms of abuse), and,
- the penalties for failing to report or protect (including both fines and imprisonment)

You can get more information about what you are required to do in the jurisdiction/s in which you work in the [Child Safe State Specific Information](#)

Vision Australia requires all workforce members—regardless of mandatory reporter status or jurisdiction—to report any allegation or suspicion of abuse or neglect to their Manager, Child Safe Officer, Chief Practitioner, or Children & Young People Clinical Development Lead, who will guide next steps. Following Vision Australia's policies and workflow, and accessing appropriate support is the best way to ensure you uphold your obligations.

In all jurisdictions, the legislation protects the mandatory reporter's identity from disclosure. In addition, the legislation provides that as long as the report is made in good faith, the reporter cannot be liable in any civil, criminal or administrative proceedings. (Source: <https://aifs.gov.au/resources/resource-sheets/mandatory-reporting-child-abuse-and-neglect>)

APHRA

There are mandatory reporting requirements for registered health practitioners, employers, and health education providers if they have concerns about a an APHRA registered provider under the following categories:

- Impairment
- Intoxication while practicing
- Significant departure from accepted professional standards
- Sexual misconduct

The summarised details for all reportable contact and incidents can be found in the [Reportable Incidents Guide](#)

REPORTING BULLYING AND CYBERBULLYING

As a community organisation we have a responsibility to both prevent and/or intervene in any suspected or disclosed incidents of bullying or cyberbullying.

Please refer to the [Child Safe State Specific Information](#) for more information on what bullying, and cyberbullying is and potential signs.

What do I need to do

Any suspected or disclosed incidents of bullying or cyberbullying need to be reported via the incident reporting system as a matter of urgency. Once an incident has been reported the WHS Team will add additional workforce members to the incident to provide support to the incident reporter, this may include the reporter's manager, their General Manager, Chief Practitioner and a child safety officer or service excellence team member. These additional workforce members will work with the incident reporter to determine how best to support the child who is being bullied.

Resources to support incidents of bullying or cyberbullying

- [Social Media Age Restrictions](#)

- [Australian Human Rights Commission resources.](#)
- [eSafety Commissioner resources on Cyberbullying:](#)
- [How to report Cyberbullying to eSafety Commissioner.](#)

REPORTABLE CONDUCT

Reportable conduct is any allegation or convictions of child abuse or misconduct towards children by a workforce member (paid or unpaid). There are reportable conduct schemes in the following states and territories, NSW, ACT, VIC and WA. Commonly these schemes relate to any sexual offence, or sexual misconduct, committed against, with or in the presence of a child (including child pornography offences); any assault, ill-treatment or neglect of a child; or any behaviour that causes psychological harm to a child. There are differences across the states and territory, please refer to the following links for more details relevant to each state:

NSW - <https://ocg.nsw.gov.au/organisations/reportable-conduct-scheme/how-scheme-works>

ACT - [ACT Ombudsman Practice Guide No. 2: Identifying Reportable Conduct.](#)

Vic - <https://ccyp.vic.gov.au/reportable-conduct-scheme/notify-and-update/>

WA - [Link to information and how to report - Ombudsman WA](#)

TAS- <https://www.oir.tas.gov.au/about/reportable-conduct-scheme>

NT – Refer to child safety reporting resources; <https://nt.gov.au/law/crime/report-child-abuse>

QLD - <https://www.qfcc.qld.gov.au/childsafe/reportable-conduct-scheme>

INSURANCE

Any actual, alleged or reasonable suspicion of sexual abuse committed by a workforce member must be reported to our insurance company.

FAIR PROCEDURES FOR WORKFORCE

Whilst the safety and wellbeing of children is our primary concern. We are also fair and just to our workforce. The decisions we make when recruiting, assessing incidents, and undertaking disciplinary action will always be thorough, transparent, and based on evidence. An external investigator may be engaged to ensure impartiality and fairness. The person who investigates such incident will not be the individual making the final decision as to actions to be taken.

We record all allegations of abuse and safety concerns using our internal incident reporting system, including investigation updates. All records are securely stored and can only be accessed by the relevant management and Child Safety Officers. We will always assess the possible risk posed to children for any allegations and we will provide updates to children and families on progress and any actions we as an organisation take.

If an allegation of abuse, or if safety concerns are raised about a workforce representative, depending on the severity of the allegation:

- The representative will be stood down or be reassigned to different duties with no contact with children. This decision will be made in confidence to avoid prejudicing an investigation or the representative's potential return to work.
- If allegations or concerns are raised with external bodies (i.e., police or child protection), Vision Australia will fully cooperate with any investigation or inquiries.
- An internal investigation may be conducted, or an external investigator may be engaged depending on the situation.
- During this time, the representative will be on full pay, and offered support through Vision Australia's Employee Assistance Program (EAP, LifeStreet)

Should an allegation or concern of serious misconduct be substantiated, Vision Australia will terminate the workforce member's employment (paid or volunteer role) immediately. Should an allegation or concern be unsubstantiated, Vision Australia will support the representative to return to work. This may include additional supervision, safeguards, or refresher training on appropriate behaviour/conduct with children.

WORKFORCE SCREENING

All people who work with Children at Vision Australia, including volunteers, are required to hold the relevant Blue Card or Working with Children Check for the State or Territory(s) they work in, and to provide evidence of this Check. Those who work with children across multiple states/territories, this includes when providing telehealth services, need to have the relevant checks for all states and territories they work with children in, please refer to the: [Probity Check Policy and Procedure](#)

Workforce members are required to abide by Vision Australia's [Workplace Behaviour Policy](#), the [NDIS Quality and Safeguards Code of Conduct](#) and 'Our Commitment to Child Safety' as outlined in the 'policy' section of this document, when working with children and young people.

WORKFORCE RECRUITMENT

Vision Australia understands that when recruiting workforce members, we have ethical as well as legislated obligations to take all reasonable steps to employ skilled people to work with children. Our recruitment process demonstrates Vision Australia's commitment to and an awareness of our social and legislative responsibilities.

We actively encourage applications from Aboriginal and Torres Strait Islander peoples, people from culturally and/or linguistically diverse backgrounds and people with a disability.

We use behavioural interviewing techniques because past behaviour is the best predictor of future behaviour.

We carry out reference checks and national police record checks using Pharmacy ID to ensure that we are recruiting the best people. Police record checks are used only for the purposes of recruitment and are discarded after the recruitment process is complete. We do retain our own records (but not the actual criminal record) if an applicant's criminal history affected our decision-making process.

If during the recruitment process a person's records indicate a criminal history, then the person will be given the opportunity to provide further information and context prior to a decision being made as to their suitability for the role.

WORKFORCE TRAINING AND SUPERVISION

At Vision Australia, all workforce members must complete mandatory internal child safe training and understand their responsibilities in ensuring we have a child safe organisation. We support our workforce to identify, assess, and minimise risks of child abuse and to detect potential signs of child abuse.

Vision Australia has a [Clinical Governance Framework](#) to ensure highest standard training and ongoing clinical supervision to services providers working with Children. We also support our workforce through tailored training to staff and managers in all areas of the business to

- to develop their skills to protect children from abuse

- promote the cultural safety of Aboriginal children, the cultural safety of children from culturally and/or linguistically diverse backgrounds, and the safety of children with a disability.

Our organisational culture aims to instil confidence in our workforce to raise or discuss any concerns relating to a child's safety or allegations of child abuse. Our workforce is supervised regularly to ensure they understand our organisation's commitment to child safety and that everyone has a role to play in protecting children from abuse, as well as checking that their behaviour towards children is safe and appropriate. Any inappropriate behaviour or conduct from a workforce member must be reported through the internal incident reporting system, the Chief Practitioner or delegate will support with any required external reporting requirements.

Our Child Safety Officers will access ongoing professional development opportunities and training to ensure they are equipped to respond to enquiries and issues as they arise.

RISK MANAGEMENT

Vision Australia requires its workforce to protect children and young people when a risk is identified. In some jurisdictions, it is a criminal offence to fail to protect children when a risk of harm has been identified. In addition to managing general occupational health and safety risks, Vision Australia implements structured risk management strategies to identify, assess, and mitigate risks to the safety and wellbeing of children from abuse or harm.

Risk Management Controls

Where high risk activities are identified, Vision Australia's approach to child safety risk management includes:

- Training to staff,
- Ensuring as far as practicable that adults are not left alone with a child. Up until the age of 16, a parent/carer should remain within hearing distance of any appointments or interactions with children, this may mean leaving the door open to the room where the session is being conducted, this includes telehealth services
- Compliance with the Incident reporting procedure Incident Reporting Procedure to ensure timely response to and reporting of any suspected or actual child abuse, bullying, or harm
- Use Child Safety officers and [Risk Rating Matrix](#) to determine the level of risk and required controls.
- Completion of Client and Location Risk Assessments
- Implementation of the Group Programs Framework, including assessment and controls for high-risk activities and documented risk management plans
- A robust workforce screening process for all new job applicants
- Adherence to the [Clinical Governance Framework](#), including clinical risk management, supporting safe, evidence-based practice and clinical supervision
- Use of the Continuous Improvement Register to monitor, review, and address identified risks
- Compliance with the [Workplace Behaviour Policy](#),
- Continuous Improvement Register.
- Ongoing training, reflective practice to support learning and continuous improvement

High-Risk Activities

In line with our risk management processes and Clinical Governance Framework, if there are high risk activities identified within service delivery, or pertaining to client and location, additional safeguards are applied and where relevant escalation to senior management to

support implementation of controls. Risk management plan for high-risk activities within groups contained in groups framework.

BREACHES

Vision Australia actively seeks to identify suspected or confirmed non-compliance with child safety requirements and expectations through its Clinical Governance Framework, including supervision, incident monitoring, internal audits, and quality review processes. Where a breach is identified, the primary focus is on ensuring the immediate safety and wellbeing of children. Managing the breach involves the following steps:

1. An incident report is completed, and procedure is followed.
2. As part of this procedure, Incident investigation is undertaken to identify contributing factors such as training, system, or process gaps. The WHS Team will add relevant Operations/General Managers. The Manager, with WHS and Compliance, investigates causes and suggests corrective actions. Any opportunities for continuous improvement should be as a corrective action.
3. WHS or Compliance determines if a notifiable or reportable incident has occurred and fulfils legal and funding reporting obligations.
4. This is added to Corrective Actions.
5. Actions arising from this process are recorded and monitored through the Continuous Improvement Register to ensure accountability, follow-up, and implementation of improvements.
6. Staff are supported through supervision, Service Excellence, and operational leadership to strengthen safe practice and prevent recurrence in accordance to Workplace Behaviour policy.

PRIVACY

Vision Australia is bound by the Privacy Act 1988 (Privacy Act). Any personal information we collect will be handled in accordance with the Australian Privacy Principles (APP's). All personal information relating to allegations or reports of child abuse or neglect will be recorded in our secure incident reporting system and only accessed by the relevant management and workforce involved in the report. Where there are safety concerns or where we have legal obligations to report information to external bodies, information will be shared. Please refer to the Privacy Policy for further details on how Vision Australia collects, uses, discloses, and stores personal or sensitive information.

The needs and interests of children and young people, and of their families, in receiving services relating to the care and protection of children or young people takes precedence over confidentiality or of an individual's privacy and consent. This means where there are safety concerns for a child(ren) consent is not required to share information with other agencies. It is, however, best practice where possible to keep families and carers informed of any exchange of information or external reports in order to maintain and maximise client engagement.

Related Policies and Resources

The Child Safe Policy and Guiding Procedure underpins our child safe practices at Vision Australia. Other policies and procedures that should be read in conjunction with this policy include:

- [Client Safety and Wellbeing Policy and Procedure](#)
- [Workplace Behaviour Policy](#)
- [Complaints and Feedback Policy](#)
- [Whistle-blower Policy \(Protected Disclosure\)](#)

- [Privacy Policy](#)
- [Disciplinary Procedure](#)
- [Grievance Procedure](#)
- [Diversity, Equity and Inclusion Policy.docx](#)
- [Incident Reporting Policy and Procedure](#)
- [Probity Check Policy and Procedure](#)

Resources

- [Mandatory Reporting Requirements for each state \(external link\)](#)
- [Workforce Assistance Program - Life Street](#)
- [Child Safe State Specific Information](#)
- [Child and Youth Risk Management Strategy](#)

Legislation, Rules and Regulations

- The National Principles for Child Safe Organisations:
<https://childsafe.humanrights.gov.au/national-principles>
- NSW Child Safe Standards, Children's Guardian Act 2019 (NSW)
<https://legislation.nsw.gov.au/view/whole/html/inforce/current/act-2019-025>
- Victorian Child Safe Standards, Child Wellbeing and Safety Act (2005)
<https://www.legislation.vic.gov.au/in-force/acts/child-wellbeing-and-safety-act-2005/038>
- ACT Human Rights Commission (Child Safe Standards) Amendment Bill 2024
https://www.legislation.act.gov.au/b/db_69397/
- [Parliamentary Commissioner Amendment \(Reportable Conduct\) Act 2022 \(external link\)](#)
- [Fact sheet: NDIS Code of Conduct – summary for workers \(external link\)](#)
- Privacy and Personal Information Protection Act 1998
- The Health Records and Information Privacy Act 2002
- Commonwealth Privacy Act 1988.

Definitions

Abuse or Neglect Allegation - An assertion or declaration that an individual has been, or is in danger of being, abused. This includes allegations of misconduct that may involve abuse. An allegation should consist of the following elements:

- the clear identification of the individual who is the subject of the allegation; and
- details of the specific conduct or a pattern of behaviour that indicates abuse.

Bullying and Cyberbullying - Bullying is repeated and unreasonable behaviour directed towards an individual or a group that creates a risk to health and safety. Cyberbullying is bullying via electronic means.

Child maltreatment, abuse and neglect - any behaviour by parents, caregivers, other adults or older adolescents that is outside the norms of conduct and entails a substantial risk of causing physical or emotional harm to a child or young person. Such behaviours may be intentional or unintentional and can include acts of omission (i.e., neglect) and commission (i.e., abuse). Child maltreatment is commonly divided into five subtypes: physical abuse; emotional maltreatment; neglect; sexual abuse; and the witnessing of family violence

Mandatory Reporters - Term used to describe the legislative requirements imposed on selected classes of people to report suspected cases of abuse or neglect to government authorities.

Neglect - Neglect is the failure to provide adequate support, food, shelter, clothing, or hygienic living conditions.

Reasonable belief- Reasonable Belief exists, when there is a reasonable basis to believe that an incident of abuse has occurred

Workforce 'the' – in this document refers to:

- Every employee
- Volunteers and unpaid staff
- Contractors/sub-contractors and any of their employees whilst engaged in work for Vision Australia
- Consultants or consultants' employees whilst engaged by Vision Australia
- Agents whilst acting on behalf of Vision Australia

Document Control

Created Date: March 2017

Last Reviewed: March 2026

Version: 4.0

Policy scope (level): 2

Prepared by: Compliance

Approved by: Leadership Team

Next Review: March 2027

Version Control:

Version	Prepared by	Approved by	Effective date	Reason for changes	Summary of Changes
Version 1.0	Child Safety Working Group	Leadership Team	March 2017		
2.0	Sam Coad Compliance Team	Leadership Team	November 2020	Periodic review and consolidation of documents	3 documents compiled into 1 Child Safe Policy, Child Safe Guiding Procedures and Commitment of VA Workforce to the Child Safe Code of Conduct all combined into one document called Child Safe Policy and Procedure
3.0	Sam Coad	Leadership	November	Periodic	Inclusion of Child

Version	Prepared by	Approved by	Effective date	Reason for changes	Summary of Changes
	Compliance and Service Excellence	Team	2023	review-adherence to Child Safe Standards	Safe Standards obligations, more information on how we keep children safe, inclusion of codes of conduct
3.0	Sam Coad Compliance and Service Excellence	Leadership Team	September 2024	Addition of ACT child safe requirements	Inclusion of Human Rights Commission (Child Safe Standards) Amendment Bill 2024
4.0	Sam Coad, Compliance and Carlia Rix, Service Excellence	Leadership Team	March 2026	Periodic Review – adherence to Child Safe Standards. Edit and reorder for clarity.	Addition - table of contents. Checked and updated links. Updated. - Risk management (High Risk) - Breaches - Annual review

END