

Child Protection Procedure

Responsibilities

All employees, contractors and volunteers are responsible for the safety and wellbeing of children and young people who engage with the RACI. All employees are expected to act in accordance with the RACI's Child Safety Code of Conduct in their physical and online interactions with children and young people under the age of 18 years.

The board of the RACI has ultimate responsibility for the detection and prevention of child abuse and is responsible for ensuring that appropriate and effective internal control systems are in place. The board is also responsible for ensuring that appropriate policies and procedures and a Child Safety Code of Conduct are in place.

The CEO of the RACI is responsible for:

- dealing with and investigating reports of child abuse
- ensuring that all employees, contractors and volunteers are aware of relevant laws, organisational policies and procedures, and the organisation's Code of Conduct
- ensuring that new employees meet Child Safety compliance standards
- ensuring that all adults within the RACI community are aware of their obligation to report suspected sexual abuse of a child in accordance with these policies and procedures
- ensuring that all employees, contractors and volunteers are aware of their obligation to observe the Child Safety Code of Conduct
- providing support to employees, contractors and volunteers in undertaking their child protection responsibilities.

All employees with supervisory duties must ensure that they:

- promote child safety at all times
- assess the risk of child abuse within their area of control and eradicate or minimise any risk to the extent possible
- educate employees about the prevention and detection of child abuse
- facilitate the reporting of any inappropriate behaviour or suspected abusive activities.

All employees should be familiar with the types of abuse that might occur within their area of responsibility and be alert for any indications of such conduct.

All employees, volunteers and contractors share responsibility for the prevention and detection of child abuse, and must:

- familiarise themselves with relevant laws, the Child Safety Code of Conduct, and the RACI's policy and procedures in relation to child protection, and comply with all requirements
- report any reasonable belief that a child's safety is at risk to the relevant authorities (such as the police or the state child protection service) and fulfil their obligations as mandatory reporters
- report any suspicion that a child's safety may be at risk to their supervisor (or, if their supervisor is involved in the suspicion, to a responsible person in the organisation)
- provide an environment that is supportive of all children's emotional and physical safety.

Any **Event Organising Committee** (EOC) must, in advance, determine whether children will be present at their event, regardless of whether children are the intended audience, and notify the RACI Events team accordingly.

For any event at which children will be present, the Event Organising Committee must appoint a member who will be physically present at the event as the designated Child Safety Officer. This person must complete approved Child Protection Training prior to the event.

If the Child Safety Officer or any member of the Event Organising Committee suspects that a child may be at risk of harm, they must immediately notify the RACI Events team. If a child is believed to be in immediate danger, emergency services must be contacted on 000 without delay.

Definitions

Child means a child or young person who is under the age of 18 years.

Child protection means any responsibility, measure or activity undertaken to safeguard children from harm.

Child abuse means:

- a sexual offence committed against, with or in the presence of a child, whether or not a criminal proceeding in relation to the offence has been commenced or concluded, or
- sexual misconduct committed against, with or in the presence of a child, or
- physical violence committed against, with or in the presence of a child, or

- any behaviour that causes significant emotional or psychological harm to a child or significant neglect of a child.

Child sexual assault is any act which exposes a child to, or involves a child in, sexual processes beyond his or her understanding or contrary to accepted community standards. Sexually abusive behaviours can include the fondling of genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, fondling of breasts, voyeurism, exhibitionism, and exposing the child to or involving the child in pornography. It includes child grooming, which refers to actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child to lower the child's inhibitions in preparation for sexual activity with the child.

Reasonable grounds for belief is a belief based on reasonable grounds (see below) that child abuse has occurred when all known considerations or facts relevant to the formation of a belief are taken into account and these are objectively assessed. Circumstances or considerations may include the source of the allegation and how it was communicated, the nature of and details of the allegation, and whether there are any other related matters known regarding the alleged perpetrator.

A reasonable belief is formed if a reasonable person believes that:

- the child is in need of protection, or
- the child has suffered or is likely to suffer significant harm as a result of physical injury, or
- the parents are unable or unwilling to protect the child.

A “reasonable belief” or a “belief on reasonable grounds” is not the same as having proof, but it is more than mere rumour or speculation.

A “reasonable belief” is formed if a reasonable person in the same position would form the belief on the same grounds. For example, a “reasonable belief” might be formed if:

- a child states that they have been physically or sexually abused
- a child states that they know someone who has been physically or sexually abused (the child may be talking about themselves)
- someone who knows a child states that the child has been physically or sexually abused
- professional observations of the child's behaviour or development leads a professional to form a belief that the child has been physically or sexually abused or is likely to be abused
- signs of abuse lead to a belief that the child has been physically or sexually abused.

Employment of New Personnel and Training

The RACI's recruitment procedure, including advertising, referee checks and employees and volunteer preemployment screening, emphasises child safety and wellbeing in line with its commitment to promoting child safety. The RACI has a robust recruitment and selection process, to ensure the recruitment of suitable employees and minimise the risk of recruiting individuals who may commit child abuse. The RACI keeps records of all employees and volunteers involved in RACI activities.

The RACI undertakes a comprehensive recruitment and screening process for all employees and volunteers. This process aims to:

- promote and protect the safety of all children under the care of the organisation
- identify the safest and most suitable people who share the RACI's values and commitment to protecting children, and
- prevent a person from working at the RACI if they pose a risk to children.

The RACI requires all employees, contractors and volunteers in the education space, or whose engagement with the RACI might reasonably include contact or work with children or schools to pass through the organisation's recruitment and screening processes before commencing their engagement.

All relevant employees, contractors and volunteers must have current Working with Children Checks (including volunteer checks) to support the ongoing culture of child safety, in line with their relevant state's legislation. Each state's requirements are outlined at the end of this document, however, at a minimum, all employees and volunteers must meet Victorian standards. Volunteers, including Board Members, and Contractors, are responsible for covering the cost of their Volunteer Working With Children Checks, including any associated application and renewal fees.

The RACI may require employee applicants to provide a police check in accordance with the law and as appropriate, before they commence working and during their time with the RACI at regular intervals. The RACI will cover the cost of Working With Children Check applications and renewal fees for all relevant employees only.

The RACI will undertake thorough reference checks as per the approved internal procedure.

Once engaged, employees and volunteers must review and acknowledge their understanding of this policy.

The RACI is committed to ensuring that employees, contractors and volunteers have access to appropriate induction and ongoing training in relation to their child safety responsibilities, including the RACI's child safety and wellbeing policies and procedures,

external reporting obligations (e.g. mandatory reporting) and the Child Safety Code of Conduct.

Training is mandatory for employees who are likely to come into regular contact with children and young people. This training will include how to identify, assess and minimise the risk of child abuse and detect potential signs of child abuse. Position-specific training will also be provided.

Risk Management

The RACI will ensure that child safety is a part of its overall risk management approach.

The RACI will have a risk and compliance sub-committee committed to identifying and managing risks. Risk and compliance sub-committee members will receive regular training in relation to child safety.

The RACI, through the *event endorsement form & education programs intention to run forms* will determine in advance whether children will be present/engaged with for all events and programs and meet with the relevant Event Organising Committees (EOCs) to discuss their Child Safety responsibilities and requirements. All Event Organising Committees (EOCs) are to refer to the RACI Child Safety Guidelines for Events when planning and delivering events and activities.

Reporting

All employees, volunteers and contractors are responsible for reporting child safety concerns to their supervisor or the RACI's child safety officer as soon as possible after receiving such information or forming a belief that a child is at risk.

In situations where the supervisor or child safety officer is suspected of involvement in the activity, or if the person having the suspicion does not believe that the matter is being appropriately addressed or dealt with, the matter should be reported to the next highest level of supervision.

Supervisors must report complaints of suspected abusive behaviour or misconduct to the CEO and also to any external regulatory body such as the police.

If any employee, volunteer or contractor has a reasonable belief that reportable conduct may have occurred, then they must report the incident to the child safety directly and immediately. If the incident potentially involves a criminal offence, the incident must also be reported to the local police station or by calling 000 after consulting with the child safety officer if reasonably practicable.

Reportable conduct includes, but is not limited to, the following incidents:

- a sexual offence committed against, with or in the presence of, a child, whether or not a criminal proceeding in relation to the offence has been commenced or concluded
- sexual misconduct committed against, with or in the presence of a child
- physical violence committed against, with or in the presence of a child
- any behaviour that causes significant emotional or psychological harm to a child
- grooming of a child
- Inappropriate photography/videography of a child
- significant neglect of a child.

Where a law enforcement agency is seeking to investigate child safety concerns, employees must co-operate to the best of their ability.

The RACI's child safety officer, RACI Education, Careers & Outreach Coordinator can be contacted by email at education1@raci.org.au or by phone on (03) 9328 2033.

The RACI also works to ensure all children, young people, families and employees understand their obligations and know who to tell if they observe abuse, are a victim, or notice inappropriate behaviour.

Investigating

If the appropriate child protection service or the police decide to investigate a report, all employees, contractors or volunteers must co-operate fully with the investigation.

Whether or not the authorities decide to conduct an investigation, the CEO will consult with the authorities to determine whether an internal investigation is appropriate. If it is decided that such an investigation will not conflict with any proceeding of the authorities, the CEO may decide to conduct such an investigation. All employees, contractors and volunteers must co-operate fully with the investigation.

Any such investigation will be conducted according to the rules of natural justice.

The CEO will make every effort to keep any such investigation confidential; however, from time to time other employees may need to be consulted in relation to the investigation.

After an initial review and a determination that the suspected abuse warrants additional investigation, the CEO shall coordinate the investigation with the appropriate investigators and law enforcement officials. Internal or external legal representatives will be involved in the process as deemed appropriate.

Responding

If it is alleged that an employee, contractor or volunteer may have committed an offence or breached the organisation's policies or its Code of Conduct, the person concerned may be stood down (with pay, where applicable) while an investigation is conducted.

If the investigation concludes that on the balance of probabilities an offence (or a breach of the organisation's policies or Code of Conduct) has occurred then disciplinary action may follow, up to and including dismissal, termination of membership, cancelation of contract, or cessation of involvement with the organisation. The findings of the investigation will be reported to any external body as required.

Privacy

The RACI will respect the privacy of the individuals involved unless there is a risk to someone's safety. The RACI will have safeguards and practices in place to ensure that any personal information considered or recorded remains confidential.

In accordance with privacy legislation, individuals have the right to understand how their personal information — including any photographs and/or videos in which they appear — will be collected, recorded, used, and who may have access to it.

Reviewing

Every two years, and following every reportable incident, a review shall be conducted to assess whether the organisation's child protection policies or procedures require modification to better protect the children under the organisation's care.

Related Documents

- Privacy Policy [TO BE LINKED]
- Child Safety Code of Conduct [TO BE LINKED]
- Data Retention Policy [TO BE LINKED]
- Cybersecurity Policy [TO BE LINKED]
- This policy must be read in conjunction with:
 - The law of the Commonwealth or of the relevant state or territory
 - The organisation's Code of Conduct
 - The organisation's Child Safety Code of Conduct
 - The organisation's Termination of Employment Policy and Misconduct Procedures
 - The organisation's Cyber Security & Data Retention policy

State Working With Children Check Requirements

ACT

You do **NOT** need a Working with Vulnerable Persons Registration if:

- you're **not** working or volunteering for more than **3 days in a 4-week period or 7 days in a 12-month period**
- you have a valid Working with Children Check or equivalent from another state or territory AND you're not working or volunteering for more than 28 days in any 12-month period.

More information here: <https://www.accesscanberra.act.gov.au/business-and-work/working-with-vulnerable-people/working-with-vulnerable-people-scheme>

NSW

You do **NOT** need a Working With Children Check in the following circumstances:

- You are a visiting speaker, adjudicator, performer, assessor or other similar visitor at a school or other place where child-related work is carried out if the work of the person at that place is for a one-off occasion and is carried out in the presence of one or more other adults.
- You are a worker who is working in and visiting New South Wales from outside the State for the purposes of child-related work (other than a worker referred to in paragraph (l) or (m)), if the worker is the holder of an interstate working with children check in the jurisdiction in which the person ordinarily resides, or is exempt from the requirement to have such a check in that jurisdiction, and the period of the child-related work in New South Wales does not exceed a total of 30 days in any calendar year.
- You are a worker who works for a period of not more than a total of 5 working days in a calendar year, if the work involves minimal direct contact with children or is supervised when children are present.
- You are a worker (other than a school cleaner) who provides administrative, clerical or maintenance services, or other ancillary services, if the work does not ordinarily involve contact with children for extended periods

For all other circumstances a Working With Children Check is required.

For more information visit: <https://ocg.nsw.gov.au/working-children-check/who-needs-check>

NT

You do **NOT** need a clearance if **all of the four following statements** apply while you are volunteering in children's services, a school, club, or association with significant child membership:

- your work does not involve an overnight stay

- you are a parent of one or more of the children you will have contact with
- you will be under the direct supervision of someone who holds a clearance
- your employer does not require you to hold a clearance.

You do not need a clearance if you are visiting the Northern Territory and volunteering with children for less than 30 days in a year in total.

For more information visit: <https://nt.gov.au/emergency/child-safety/working-with-children-clearance-before-you-apply>

QLD

If you work or volunteer with children less than 7 days in a calendar year, you will not need a blue card unless you are:

- working or volunteering as part of an overnight camp (including school camps or sporting camps)
- running a business.

This exemption does not apply to a [restricted person](#).

A calendar year is from 1 January to 31 December, and a day is for any period of time in one day, regardless of whether it is a full day or part day.

The 7-day frequency exemption applies to volunteering for all regulated organisations not just a single organisation.

For example, if you volunteer to work with children for a school for 3 days and for a sports club for 5 days, then you cannot rely on the frequency exemption as you would have exceeded the 7 day limit.

For more information: <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/required/when-you-dont-need-a-blue-card>

If you are required to hold a blue card, we are required to link you to our organisation BEFORE you commence working with children. For more information: <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/organisations/linking-requirements-for-organisations#ncnlns>

SA

You do **NOT** require a Working With Children Check if the work you undertake as a volunteer does not exceed 7 days in a calendar year.

For more information: <https://www.sa.gov.au/topics/rights-and-law/rights-and-responsibilities/screening-checks/screening-wwcc/who-needs-a-working-with-children-check>

TAS

All RACI volunteers that engage in education programs that have any contact with children MUST hold a valid Registration to Work with Vulnerable People regardless of the frequency.

For more information: <https://www.justice.tas.gov.au/rwvp/apply-or-renew/do-you-need-a-rwvp>

VIC

You are required to hold a valid Working With Children Check if you volunteer for any education program and have direct contact with children. This is regardless of frequency of contact.

For more information: <https://www.vic.gov.au/do-i-need-check>

WA

You are required to hold a valid Working With Children Check if you volunteer for any education program/event and have direct contact with children (i.e. Titration Competition). Bayliss Youth Lecturers are considered to be engaging in child-related work and therefore must hold a valid volunteer Working With Children Check.

For more information: <https://www.wa.gov.au/organisation/department-of-communities/working-children-check-who-needs-wwc-check>

Child Safety Officer Responsibilities

The designated Child Safety Officer is responsible for:

- Acting as the primary point of contact for all child safety and wellbeing matters before, during and immediately after the event.
- Ensuring child safety considerations are built into event planning, including risk assessments, staffing, supervision, and venue arrangements.
- Ensuring relevant permissions are granted for any photography/videography of each child signed by each child's parent/guardian.
- Ensuring that any data held by or between committee members relating to children (including but not limited to their names, respective schools, age etc.) is promptly deleted within 4 weeks of the conclusion of the event/program.
- Ensure that any data relating to children is held only on a secure server, not individual devices. Where practical, Branches, Groups and Divisions are encouraged to use the RACI one drive accounts assigned.
- Ensure that any data relating to children is either deleted or de-identified at the end of each calendar year in accordance with our data retention policy.
- Confirming that all relevant volunteers and contractors are aware of RACI's Child Protection Policy and their obligations.
- Monitoring the event/education program environment to promote the safety and wellbeing of all children present.
- Receiving, documenting and responding to any child safety concerns, disclosures or incidents in accordance with RACI procedures.
- Immediately reporting any concerns about a child's safety to either the RACI Events team, for events, or the RACI Education team, for education programs.
- Contacting emergency services on 000 without delay if a child is in immediate danger.
- Cooperating fully with any internal or external investigations or follow-up actions.

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| Approved by CEO on Responsible Person | 30 March 2026 Education, Careers & Outreach Coordinator |
| Scheduled Review | 30 March 2028 (Once every two years, on date of CEO approval) |