

PANTHERS ON THE PROWL

CHILD SAFETY & PROTECTION

POLICY FRAMEWORK

Our Child Safe Commitment

Panthers on the Prowl is committed to the safety and protection of children and considers child safety as a central and fundamental responsibility within all of its operations. This policy framework is aimed at creating child safe environments for the delivery of all Panthers on the Prowl activities that maximises child safety through; appropriate screening, training and management practices for all staff. Panthers on the Prowl is committed to ensuring that this policy framework is effectively implemented by ensuring that staff know and understand it, refer to it frequently, and use it to guide and inform every-day practice.

Our Child Safe Vision

Panthers on the Prowl is committed to providing meaningful education and healthy development opportunities for the Penrith community in a child safe environment. We achieve our aims through explicit teaching, skill development and the modelling of positive connected relationships that actively promotes harm prevention and the minimisation of developmental risk factors.

Our Child Safe Principles

Panthers on the Prowl has adopted the Child Safe Principles of the *NSW Office of the Children's Guardian* and through our work show commitment to them by:

- Placing the needs and safety of our children first in all that we do.
- Empowering and valuing all children in our care and giving them a voice.
- Leading by example and modelling appropriate behaviour.

- Being innovative and continuously looking to improve our practices.
- Reviewing and updating policies and procedures regularly.

Our Child Safe Values

With child safety as a core value and the primary focus in our planning and decision-making, Panthers on the Prowl believes that:

- All children have the right to be safe.
- All children have the right to be treated fairly and with respect.
- All children regardless of ability, ethnicity, religion or ideology should be provided with opportunities to flourish educationally and emotionally.
- Staff should support and be responsible to each other to provide a child safe environment for our organisation.

Our Child Safe Aims

Panthers on the Prowl will fulfil its commitments and act out its child safe vision, principles and values through program implementation that aims to:

- Provide children with a physical safe, caring and fun environment.
- Provide a range of activities that encourage children to discover and learn.
- Provide opportunities for children to have a say and be listened to, then have their input and feedback acted on.
- Recognise and celebrate the diversity and cultures within our community and uphold the rights of all children.
- Value our management, staff and volunteers by investing in their professional development to ensure we keep children safe.

Our Commitment to Zero Tolerance

Panthers on the Prowl has a zero tolerance approach towards child abuse. Any allegations of any type of child abuse must be reported immediately to the General Manager. In situations when a child or a group of children are at immediate risk the NSW Police should be contacted immediately by calling 000.

Our Child Safe Outcome

Our commitments, when put into action, will promote a working and learning environment in which children are safe, and they and their parents feel comfortable and confident in discussing any allegations or concerns around child safety.

PANTHERS ON THE PROWL

CHILD SAFE POLICY AND PROCEDURE

SECTION 1 - Background and Scope

1. This Policy sets out Panthers on the Prowl's approach to creating a child safe organisation which is in alignment with the Child Safe standards of the NSW Office of the Children's Guardian.
2. This Policy and Procedure applies to all Panthers on the Prowl staff, which includes; management, employed educators, volunteers, researchers and contractors, and relates specifically to their contact with children.
3. The law defines a child as a person under 18 years of age.

SECTION 2 – Child Safe Policy Statement

4. Panthers on the Prowl is committed to the safety and protection of children and has a zero tolerance towards child abuse.
5. Panthers on the Prowl promotes diversity, tolerance, participation and empowerment for children from diverse backgrounds and ensures that children with a disability are given the opportunity to participate equally.

SECTION 3 – Child Safety Procedures

DUTY OF CARE

6. All staff have a duty of care. This means an obligation to take reasonable steps to protect children in their care from the risks of harm or injury that are reasonably foreseeable. Exercising a duty of care means:
 - acting on concerns quickly and in the child's best interests;
 - protecting the safety, health and wellbeing of the children in our care.
7. Staff may be in breach of duty of care towards a child if they fail to act in the way a reasonable, diligent person would in the same situation.

CHILD SAFETY OFFICER

8. Panthers on the Prowl will appoint a Child Safety Officer who will be the Risk & Regulatory Compliance Advisor.

RECRUITMENT

9. The Panthers on the Prowl General Manger will follow the Child Safe Recruitment Policy and Procedures for prospective staff and any volunteers; this includes undertaking NSW Working with Children Checks.
10. The Panthers on the Prowl General Manger will ensure that current staff are aware of their obligations under the commitments and standards and this Policy.
11. The Panthers on the Prowl General Manger will maintain a record of clearances and training requirements for persons in prescribed positions.
12. The Panthers on the Prowl General Manger will ensure that screening check clearance is received prior to commencement of any type of work or employment with children.

OFF-SITE ACTIVITIES

13. The Panthers on the Prowl General Manger will ensure that anyone in direct planned contact with children in off-site activities has clearances for working with children in NSW.
14. All staff conducting off-site activities are to ensure risk management strategies are in place in order to identify, assess and minimise child abuse risk, including risks posed by physical and online environments.

RESEARCH

15. The Panthers on the Prowl General Manger will ensure that any research involving children is conducted in compliance with the Australian Code for the Responsible Conduct of Research (2018) and National Statement on Ethical Conduct in Human Research, in particular the chapter Children and Young People.

PRIVACY

16. Any personal or sensitive information maintained or recorded will be protected with respect to the privacy of the individuals involved unless there is an obvious risk to safety.
17. All personal or sensitive communications will be treated confidentially in support of the individuals involved.

REPORTING

18. Panthers on the Prowl staff that lead and coordinate programs are mandatory reporters under the Children and Young Persons (Care and Protection) Act 1998 and are guided by the NSW Mandatory Reporter Guide and NSW Department of Education Child Protection Policies.
19. Panthers on the Prowl mandatory reporters are required to report any concerns about child safety directly to the Principal of the child/children concerned, or where required make reports by;
 - eReport through the ChildStory Reporter website, or,
 - By calling the Child Protection Helpline on 132 111.
20. Staff also have a responsibility to report any concerns about child safety, or breaches of the Child Safety Code of Conduct to the Child Safety Officer. This officer will then report directly to the Principal of the child/children concerned.
21. Where a report involves or relates to the Child Safety Officer, the report should be made to the General Manager.
22. If a child is at immediate risk of abuse or danger the NSW Police should be called immediately on 000.

ONGOING WELLBEING SUPPORT

23. Following a mandatory report, regardless of outcome via the MRG, FaCS or Police, the Child Safety Officer will liaise with the student/s Principal and/or Parent/carer as appropriate to ensure that quality options for ongoing wellbeing and psychological support are made available. This support may include referrals to network supports including;
 - The respective school counsellor.
 - Headspace, or

- The respective Western Sydney Local Health Unit (HSYHS or WAAT).

CHILD PROTECTION TRAINING

24. All management, staff and volunteers will complete induction and annually updated training on child safety and protection in line with the requirements for staff of the NSW Department of Education.

DISCIPLINARY ACTION

25. Where it is determined that a child's safety is/has been jeopardised due to deliberate actions or neglect of a staff member, Panthers on the Prowl will consider the appropriate disciplinary action under advice from the NSW Department of Education and Panthers on the Prowl Board.

SECTION 4 - Responsibilities

26. The Panthers on the Prowl, General Manager has primary responsibility for implementation of this policy.
27. The Panthers on the Prowl, Child Safety Officer will assume responsibility for monitoring its implementation and compliance.

SECTION 5 – Current Roles and Contacts

28. Panthers on the Prowl delegations as of 31 July 2018;

GENERAL MANAGER	Bradley Waugh 02 4725 6420 or 0435 147 273 brad.waugh@panthers.com.au
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CHILD SAFETY OFFICER	Brogan Mulhall 02 4725 6434 or 0405 521 022 brogan.mulhall@panthers.com.au
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CHILD SAFETY OFFICER QUALIFICATIONS	Bachelor of Education (Secondary) Masters, Development Studies Grad Diploma, Psychology
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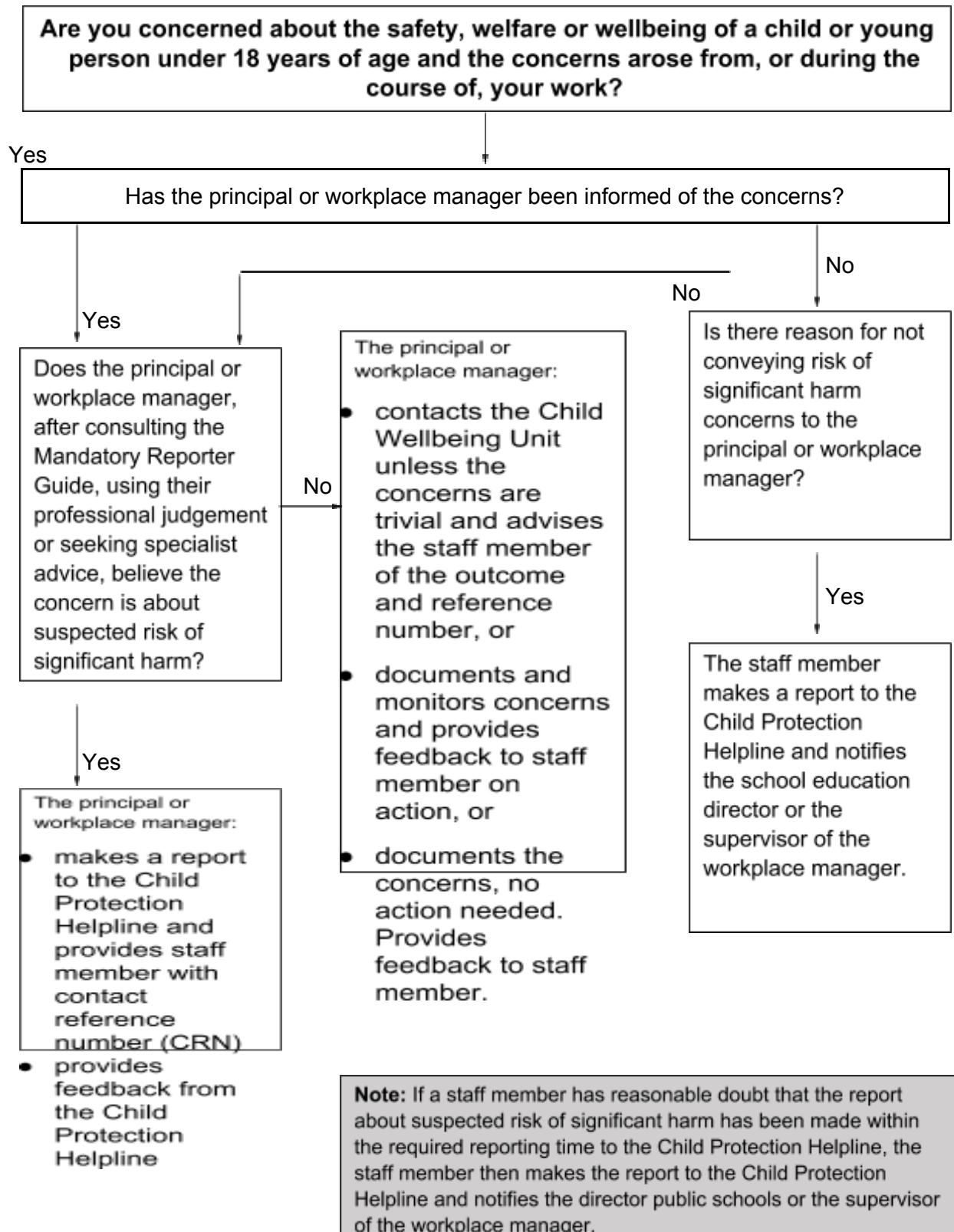
Post-Grad Diploma, School Counselling
First Aid and CPR (exp. Jan, 2021).

29.

NSW Department of Education

Protecting and supporting children and young people procedures Flowchart for staff members

For use by all staff, other than principals, workplace managers, TAFE counsellors or AMES counsellors



*Protecting and supporting children
and young people: Revised procedures - 2011*

PANTHERS ON THE PROWL

CHILD SAFE CODE OF CONDUCT

SECTION 6 – Code of Conduct Policy Statement

30. This code of Conduct affirms the commitment that Panthers on the Prowl has to the safety and protection of children. We consider child safety as a central and fundamental responsibility within all of our operations and appropriate staff conduct is essential to meeting these commitments.
31. All staff working with Panthers on the Prowl are required to observe the organisations child safe principles and expectations for appropriate behaviour with, and in the company of, children as set out in this code of conduct.
32. This Code of Conduct applies to all staff who work or engage with children in any way through the work of Panthers on the Prowl, including; management, educators, volunteers, researchers and contractors, and relates specifically to their conduct in relation to working with and caring for children.

SECTION 7 - Responsibilities

33. All Panthers on the Prowl staff are responsible for upholding the child safe aims of supporting the safety, care, participation, learning, wellbeing and empowerment of children, by:
- 34a adhering to Panthers on the Prowl child safe policy at all times;
 - 34b taking all reasonable steps to keep children safe and protect them from harm and abuse;
 - 34c treating everyone with respect;
 - 34c listening and responding to the 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;
 - 34e promoting the cultural safety, participation and empowerment of all children and having a having a zero tolerance of discrimination of any type;

- 34g ensuring as far as practicable that adults are not left alone with a child in a one-on-one in a private situation;
- 34h reporting any allegations of child abuse or any child safety concerns to the Panthers on the Prowl Child Safety Officer;
- 34j ensuring as quickly as possible that the child/ren are safe if an allegation of child abuse is made;
- 34k encouraging children to participate in activity planning where possible, and have input into issues that are important to them.

SECTION 8 – Contrary Conduct

34. Panthers on the Prowl staff must not;

- 35a Engage in inappropriate or unwanted physical contact.
- 35b Engage in behaviour that is, or could be construed as bullying, teasing or favouritism.
- 35c Promote or persuasively introduce religious, political or ideological beliefs or values.
- 35d Use inappropriate language or make any comments which could be construed as racist, sexist, bigoted or in any other way discriminatory.
- 35e Give gifts of any type to children unless approved by The Child Safety Officer or The Panthers on the Prowl General Manager.
- 35f Initiate, plan and/or maintain direct individual personal contact with children via any means outside of the scheduled activity or project parameters.
- 35g fail to report to the Panthers on the Prowl Child Safety Officer, any person who has breached this Code of Conduct in any way.
- 35h record, store or distribute any personal information, images or video in any way that contravenes the expressed permissions granted by children and their families or the child safe values of Panthers on the Prowl.

SECTION 9 – Emergency Conduct

35. If a child is at immediate risk of harm or abuse NSW Police should be contacted immediately by calling 000.

PANTHERS ON THE PROWL

CHILD SAFE STAFF RECRUITMENT

POLICY AND PROCEDURE

SECTION 10 – Child Safe Recruitment Policy Statement

36. This child safe recruitment policy reflects the commitment that Panthers on the Prowl has to the safety and protection of children and acknowledges that strong strategic human resources practices promote child safe working environments and reduces the risk of child abuse occurring.
37. One of the most effective times at which an organisation can minimise the possibility of abuse to children in its care, is the appointment of new staff. The strategic recruitment and selection of staff play a critical role in this process.

SECTION 11 - Child Safe Recruitment Procedures

SELECTION CRITERIA

38. The Panthers on the Prowl General Manager will finalise the selection criteria for any position prior to taking any other steps in the recruitment process. The selection criteria for a position will clearly and accurately set out the duties and responsibilities of the role and will include a specific criterion relating to suitability in working with children and the requirements of having a valid NSW Working with Children Check.

ADVERTISING

39. The advertisement of any paid job or intern opportunity with Panthers on the Prowl will include:
- 41a A message about the organisations commitment to child safety, including reference to the child safety and protection policy framework;
 - 41b A statement on the organisations child safe values and aims that promotes diverse participation and cultural inclusivity;
 - 41c A statement regarding the purpose and length of the mandatory probation

period for the position;

- 41d Notification that identity, reference and background checking will be undertaken, including a NSW Working with Children Check.

INTERVIEWS

40. The Panthers on the Prowl General Manager will convene and conduct interviews for short listed applicants who have applied for any advertised position. Interviews will incorporate open-ended style, behavioural-based questioning that will aim to give an insight into the applicant's values, attitudes and understanding of child safety practices as well as professional boundaries and accountability.

PRE-EMPLOYMENT SCREENING

41. The Panthers on the Prowl General Manager will ensure that any successful applicant of an advertised position, including all other staff and volunteers, do not commence work or any child base activity until official documentation of an approved NSW Working with Children Check has been provided.
42. The Panthers on the Prowl General Manager will maintain secure and confidential records of the WWCC numbers of staff and volunteers and their expiry dates.

PROBATION PERIODS

43. The Panthers on the Prowl General Manager will consider and implement an appropriate probation period for any paid job or intern opportunity. In this context probation periods will help in assessing a new staff member's performance and suitability for the job, particularly in the context of their suitability in working with children, before confirming their permanent employment status. Probation periods will usually be between three and six months.

INDUCTION

44. The Panthers on the Prowl General Manager will conduct an induction for all new staff members that will include a full briefing on the Panthers on the Prowl *Child safety and Protection Policy Framework*.

45. The Panthers on the Prowl General Manager will continue to monitor and assess staff members' adherence to the *Child Safety and Protection Policy Framework*.

PANTHERS ON THE PROWL

CHILD SAFE STAFF TRAINING

SUPPORT & SUPERVISION POLICY

SECTION 12 – Child Safe Recruitment Policy Statement

46. This child safe staff training, support and supervision policy acknowledges that the regular support and supervision of staff and volunteers is critical for creating and reinforcing a child safe culture across all levels of the Panthers on the Prowl organisation.
47. Panthers on the Prowl is committed to ensuring that all staff and volunteers receive ongoing supervision, support and training relevant to their role and responsibilities within the organisation

SECTION 13 - Child Safe Staff Training, Support and Supervision Procedures

48. The Panthers on the Prowl General Manager will consider what training and professional development opportunities will help staff and volunteers to do their job well and ensure they place the needs and interests of children at the forefront of everything they do.
49. The Panthers on the Prowl General Manager will be responsible for the provision and implementation of the following staff training, support and supervision practices:
- 50a A new staff induction module that covers the full extent of the Panthers on the Prowl's Child Safety and Protection Policy Framework.
 - 50b Child protection and mandatory reporting training
 - 50c Providing forums and opportunities for staff to share and discuss relevant and up-to-date information on child safety and development.
 - 50d Recognising and sharing the good work practices of staff and volunteers that help to keep children safe and protected.
 - 50e Providing opportunities for staff to hear and learn from the experiences and views of children who are involved with Panthers on the Prowl.

50f Keep a training register of which staff have completed training and when the training was completed and when currency expires.

SECTION 14 – Implementation

51 This Panthers on the Prowl Child Safety and Protection Policy Framework has been reviewed and endorsed for implementation by the Panthers on the Prowl General Manager and the Chairman of the board.

52 Implementation Date: 31 July 2018

53 Next Review Date: 31 July 2020