

 PUFFING BILLY RAILWAY	PUFFING BILLY RAILWAY	Document Number ETRB PO 020
	Child Safe Policy	

1 Purpose

This document demonstrates Puffing Billy Railway's commitment to:

- creating and maintaining a child safe environment;
- promoting child safety; and
- taking all reasonable steps to ensure the safety of children on Puffing Billy Railway premises or with whom Puffing Billy Railway has contact.

2 Scope

This policy applies to all PBR Workers; staff, volunteers, sub-contractors and all others engaged to work at Puffing Billy Railway.

3 Shared responsibilities

All PBR Workers are responsible for creating and maintaining a child safe environment, including:

- understanding and complying with this policy;
- adhering to the Child Safety Code of Conduct; and
- raising child safety concerns and reporting suspicions and allegations of child abuse in accordance with the Child Safety Reporting and Response Procedures.

4 Compliance

Failure to comply with this policy may result in disciplinary action and, in serious cases, termination of your employment or volunteer engagement.

5 Statement of commitment

Puffing Billy Railway is committed to being a child safe and child friendly organisation. It recognises, respects and promotes children's rights and is committed to protecting and empowering children who come into contact with the organisation. At Puffing Billy Railway children are to be listened to, taken seriously and treated with sensitivity and compassion.

Puffing Billy Railway acknowledges that children's safety is the responsibility of the whole community and recognises its own responsibilities in keeping children safe from abuse. It has a zero-tolerance approach to child abuse.

Puffing Billy Railway values diversity and will not tolerate discriminatory practices. It recognises the vulnerabilities of particular groups of children and pays particular attention to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, and the safety of children with a disability.

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6 Policy

6.1 Child empowerment, inclusion and participation

Puffing Billy Railway seeks to empower children and enable and promote their participation through:

- supporting children to understand their rights;
- involving children in decision making on matters that affect them;
- involving children in safety planning, including seeking their views about what makes them feel safe and unsafe, engaging them in the process of identifying and managing risks and communicating with them about safety measures taken;
- encouraging children to raise concerns, ask questions and speak up if they are worried or feel unsafe;
- valuing and respecting children's opinions and encouraging their expression;
- listening to children and taking them seriously particularly about matters that affect them, including how to keep them safe;
- valuing diversity and not tolerating discriminatory practices;
- promoting and paying particular attention to the:
 - cultural safety of Aboriginal children;
 - cultural safety of children from culturally and/or linguistically diverse backgrounds; and
 - safety of children with a disability.

6.2 Controls and practices to ensure child safety and support team members

Puffing Billy Railway is committed to developing, implementing and embedding effective practices and controls to ensure child safety, including:

- prioritising child safety and the best interests of children on a daily basis;
- having easily accessible policies, procedures, codes, and supports in place to enable it to meet child safety obligations including reporting suspected child abuse promptly to the appropriate authorities;
- proactively assessing and managing the risks of abuse to children who come into contact with its services including conducting periodic reviews to identify risks within the organisation;
- encouraging the raising of child safety concerns and the reporting of suspicions and allegations of child abuse and appropriately acting on concerns and complaints;
- promoting the organisation's commitment to child safety within the organisation;
- keeping and securely storing accurate records relating to child safety;
- monitoring strategies and committing to ongoing learning about child safety;
- appointing a Child Safety Ambassador for the Railway;
- establishing an environment of trust and inclusion.

6.3 Recruitment, supervision, conduct and training

To ensure PBR Workers act appropriately and are properly supervised and trained, Puffing Billy Railway:

- requires PBR Workers to adhere to this policy, supporting procedures and the Child Safe Code of Conduct;

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- has clear position descriptions for PBR Workers working with children which detail child safety responsibilities;
- only engages people who are suitable to work with children and deterring those who are not through:
 - including mandatory child safety requirements in job advertisements;
 - ensuring applicants are properly interviewed and assessed; and
 - conducting referee checks and other pre-employment checks as appropriate.
- includes this policy, supporting procedures and the Child Safe Code of Conduct in the induction of new PBR Workers;
- encourages PBR Workers to undertake training relating to child safety to educate them on how to identify, assess and minimise risks of child abuse and detect potential child abuse; and
- provide high quality supervision and professional development for PBR Workers in relation to child safety.

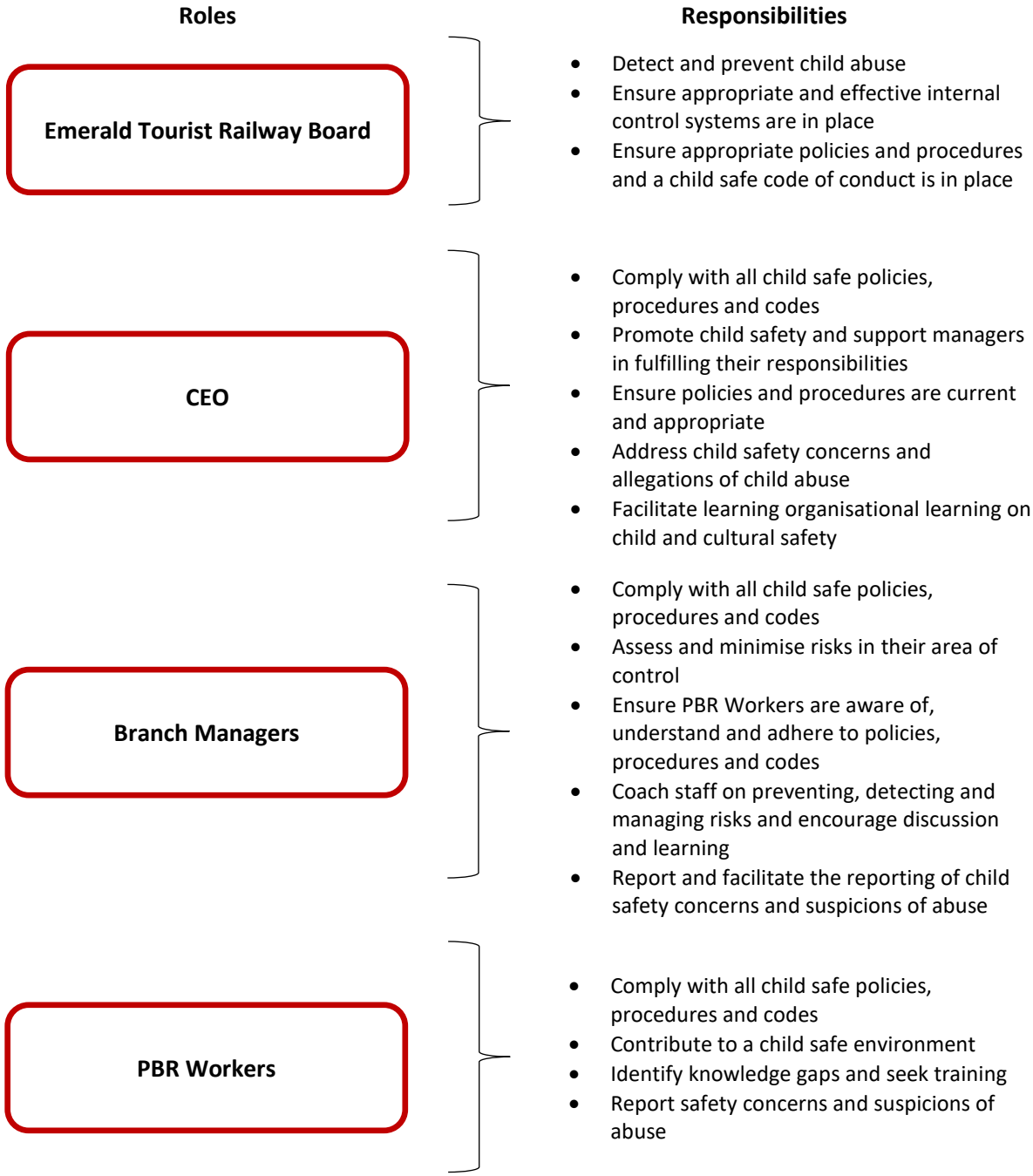
7 Privacy

While the safety of children is Puffing Billy Railway's primary concern, it is committed to protecting individuals' right to privacy.

Subject to legislative requirements, personal information will be handled in accordance with Puffing Billy Railway's Privacy Policy.

8 Roles and additional responsibilities

Everyone within Puffing Billy Railway is responsible for ensuring a culture of child safety and preventing child abuse as follows:



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9 Definitions

Aboriginal	In this policy, the term Aboriginal refers to Aboriginal and/or Torres Strait Islander people.
Child	In this policy, the term child refers to children and young people up to the age of 18.
Child safety concern	<p>A child safety concern is any concern relating to the physical, emotional or cultural safety of a child with whom Puffing Billy Railway has contact including, but not limited to, allegations or suspicions of child abuse such as:</p> <ul style="list-style-type: none"> • exposure to a child of inappropriate content within the work environment; • inappropriate or special relationships developing between an adult and a child that may indicate grooming behaviour; • inadequate staff-child supervision; • feelings of discomfort about interactions between an adult and a child; • concerns about a physical environment that poses a risk for children (including health and hygiene); • concerns about a child being denied their right to culture and identity or other discriminating practice; • any action or inaction that does not adhere to the Child Safe Code of Conduct. <p>Child safety concerns may be identified through:</p> <ul style="list-style-type: none"> • a suspicion or belief that abuse or harm has occurred or is likely to occur; • a disclosure made by a child, their parent/guardian, an external agency or any other person; • observations of concerning changes in a child's behaviour or presentation; • observations of concerning behaviour about a person's conduct towards or in the presence of a child.
Child abuse	<p>Child abuse includes any action or inaction that results in actual or potential harm to a child:</p> <ul style="list-style-type: none"> • sexual abuse or exploitation; • physical abuse or violence; • serious emotional and psychological abuse; • serious neglect.
Children's rights	<p>Under the United Nations Convention on the Rights of the Child, children's rights include the right to:</p> <ul style="list-style-type: none"> • be treated fairly; • have a say about decisions affecting them; • live and grow up healthy; • have people who do what is best for them; • know who they are and where they come from; • believe what they want to believe; • privacy; • find out information and express themselves; • be safe no matter where they are;

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	<ul style="list-style-type: none"> • be cared for and have a home; • education, play and cultural activities; • help and protection if they need it.
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10 Supporting documentation

Policies and procedures

Child Safe Code of Conduct ETRB S 002

Child Safe Reporting and Response Procedures ETRB P 007

Privacy Policy ETRB PO 010

Legislation

Child Wellbeing and Safety Act 2005 (including Child Safe Standards as Gazetted on 31 December 2015)

Child Wellbeing Regulations 2007

Commission for Children and young People Act 2012

Children Youth and Families Act 2005

Charter of Human Rights and Responsibilities Act 2006

11 Compliance and assurance activities

Task	Documentation method
Annual child safety training	Managed by Human Services
Position descriptions for roles intended to work with children	Managed by Human Services
Pre-employment checks	Managed by Human Services

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12 Document information, control and review

Information

Document ID	ETRB PO 020
Document title	Child Safe Policy

Responsibility

Policy owner	Chief Executive Officer
Policy author	Human Services Manager
Approving body	Emerald Tourist Railway Board

Version control and change history

Version number	Approval date	Approved by	Amendment
1	07/06/2018	ETRB	Nil
Post implementation review			
Due date	07/06/2020		

Monitoring and review

This policy will be monitored and updated as required and reviewed in no more than two years from the date of implementation.