

	Function: HUMAN RESOURCES	Adopted: 21 st January 2009 Resolution No.: C15:09
	Policy Number: HR003	Last Review: 3 rd July 2024 Resolution No. C161:0724
	Version Number: 5	Next Review: July 2028
CHILDREN AND VULNERABLE PERSONS SAFE ENVIRONMENT POLICY		

1. POLICY OBJECTIVES

Copper Coast Council (Council) is committed to ensuring the safety and wellbeing of Children, Young People and Vulnerable People who access its facilities, services and activities.

This policy aims to ensure:

- Council facilities, services and activities are safe environments for Children, Young People and Vulnerable People, where they are safe from Harm or Risk of Harm, respected, valued and encouraged to reach their full potential;
- All Elected Members and Workers who engage with/provide a service to Children, Young People and/or Vulnerable People on behalf of Council undertake appropriate Screening and training;
- Elected Members and Workers are aware of their Duty of Care responsibilities for the protection, safety and wellbeing of Children, Young People and Vulnerable People at all times.

2. SCOPE

All Elected Members and Workers have a Duty of Care for the protection, safety and wellbeing of Children, Young People and Vulnerable People who access Council facilities, services and activities and must comply with the requirements of this policy.

A Schedule of Roles and Responsibilities is provided in Attachment 2.

3. DEFINITIONS

Definitions are provided in Attachment 1.

4. POLICY STATEMENT

Children, Young People and Vulnerable People have a right to be safe and protected at all times, including when accessing services in the community. Council has a legislative obligation and Duty of Care to ensure safe environments for Children, Young People and Vulnerable People are established and maintained in respect of the services and activities provided or undertaken by Council.

Council is committed to:

- Promoting the safety, wellbeing and participation of Children, Young People and Vulnerable People;
- Supporting the rights of Children, Young People and other Vulnerable People;
- Ensuring a safe environment is maintained at all times;
- Ensuring only the most suitable people are engaged to work with Children, Young People and Vulnerable People;
- Supporting the rights and wellbeing of Elected Members and Workers;
- Encouraging Elected Member and Worker active participation in building and maintaining a safe environment for Children, Young People and Vulnerable People.

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4.1 Risk Management

Council identifies, assesses and mitigates risks to Children, Young People and Vulnerable People who access its facilities, services and activities in accordance with its risk and hazard management processes. Risk management strategies are customised to the activities or services provided in consideration of the Children, Young People and/or Vulnerable People involved. A list of risk management considerations in relation to programs, premises and participants is provided as Attachment 5.

4.2 Code of Conduct for Providing Services to Children, Young People and Vulnerable People

All Elected Members and Workers are required to comply with Council's Code of Conduct for Providing Services to Children, Young People and Vulnerable People (Code) attaching to and forming part of this policy, as provided in Attachment 3.

4.3 Worker Screening

Council will take all reasonable steps to ensure it engages the most suitable and appropriate people to work with, and provide services to, Children, Young People and Vulnerable People.

In accordance with the Child Safety (Prohibited Persons) Act 2016, we are registered with the DHS Screening Unit and we link all Working with Children Checks (WWCC). All workers over the age of 14 years who will be working in a role with children and young people must hold a current, not prohibited WWCC issued by the Screening Unit of the Department of Human Services, provide evidence of this prior to employment and renew this every 5 years. We will verify the accuracy of all WWCCs in the DHS Screening Unit portal as required by law.

We will immediately contact the Department of Human Services Screening Unit when we become aware of assessable information regarding any person involved with our organisation, including any serious criminal offence, child protection information, or disciplinary or misconduct information.

4.4 Involvement in Decision Making

Council will:

- Promote the involvement of Children, Young People and Vulnerable People in service development planning where relevant;
- Inform Children, Young People and Vulnerable People of their rights and how to access grievance procedures where relevant.

4.5 Responding to Harm or Risk of Harm

Mandated Notifiers must report any suspicion of Harm or Risk of Harm, including Assessable Information, to the Child Abuse Report Line, telephone 24 hours a day, seven (7) days a week on 13 14 78, or online at www.reportchildabuse.families.sa.gov.au. If the Child, Young Person or Vulnerable Person is at immediate risk, Mandated Notifiers must report to SAPOL (000). The Child Abuse Report Line or SAPOL will advise whether an internal investigation is appropriate.

Persons who are classified as Mandated Notifiers are set out in Attachment 4.

All adult Workers and Elected Members have a legal obligation to report Child sexual abuse to the police and to protect a Child from sexual abuse. Failure to report/protect is a serious crime. Council will also support non-Mandated Notifiers in reporting a suspicion of Harm.

If a worker is reported to CARL or SAPOL for causing harm or risk of harm to a child or young person, they will be removed from any role that involves working with any child or young person until authorities have concluded their investigation.

Advice and assistance for Children, Young People, Vulnerable People and Parents/Carers is available via:

- Kids Help Line on 1800 55 1800 or online at kidshelpline.com.au
- Lifeline on 131 114 or online at lifeline.org.au
- Youth Help Line 1300 13 17 19
- Parent Help Line 1300 364 100.

5. COMPLAINTS

Complaints relating to this policy and/or breaches of the Code are supported by Council's Complaints Policy GOV012 and must be made in writing to the Chief Executive Officer.

Council will promptly act upon any feedback or complaints raised by Children, Young People, Vulnerable People and/or their families/carers.

6. DELEGATION

Any applicable delegations are set out in Council's Delegations register, available via Council's website www.coppercoast.sa.gov.au.

7. REVIEW

This policy will be reviewed every four (4) years or more frequently as deemed necessary in consideration of any changes to legislation, relevant standards, codes and guidelines, audit findings, corrective actions/controls and/or DHS standards. Each time this policy is reviewed and updated; a new compliance statement will be lodged with DHS via the Child Safe Environments Compliance System available via the DHS website www.dhs.sa.gov.au.

8. TRAINING

Council has a legislative obligation to ensure that Elected Members and Workers are aware of, appropriately trained and supported to report any suspicion of Harm or Risk of Harm to Children, Young People and Vulnerable People on reasonable grounds.

This policy and the requirements of the Code will be communicated to all relevant personnel to ensure awareness and understanding, including Elected Members, Workers, parents, carers, Children, Young People and Vulnerable People where relevant.

Council will ensure that all Elected Members and Workers who work with Children, Young People and Vulnerable People, or who have access to their personal records, have ongoing support and training to develop, enhance and maintain a safe environment.

Training needs will be considered/identified during induction, individual performance reviews, risk assessment and as deemed necessary in response to changes to legislation, relevant standards, codes, guidelines and/or audit findings.

Training options include:

- DHS maintains a list of accredited trainers on the DHS website www.dhs.sa.gov.au;
- The Office for Recreation and Sport offer resources for recreation centres, clubs and sporting associations via their website www.orsr.sa.gov.au;
- The Local Government Association's Education and Training Service Program, which can be accessed by telephoning 8224 2035.

9. RECORDS MANAGEMENT

Records will be managed in accordance with Council's Records Management Policy RM001.

10. POLICY AVAILABILITY

Policies will be available for inspection without charge at Council's Principal Office and on

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Council's website www.coppercoast.sa.gov.au and a copy may be obtained on payment of a fee in accordance with Council's Register of Fees and Charges (also available via Council's website).

11. REFERENCES AND LEGISLATION

Ageing and Adult Safeguarding Act 1995
Child Safety (Prohibited Persons) Act 2016 (SA)
Child Safety (Prohibited Persons) Regulations 2019
Children and Young People (Oversight and Advocacy Bodies) Act 2016
Children and Young People (Safety) Act 2017
Children and Young People (Safety) Regulations 2017
Civil Liability Act 1936
Criminal Code Act 1995 (Cth)
Criminal Law Consolidation Act 1935
Department for Child Protection - Mandated reporters or notifiers and their role
Disability Discrimination Act 1992 (Cth)
Disability Inclusion Act 2018
Disability Services (Principles and Objectives) Instrument 2018 (Cth)
Disability Services Act 1986 (Cth)
Disability Services Act 1993
Equal Opportunity Act 1984
Intervention Orders (Prevention of Abuse) Act 2009
Local Government Act 1999
National Disability Insurance Scheme (NDIS) Act 2013
National Principles for Child Safe Organisations
National Standards for Disability Services
Public Interest Disclosure Act 2018
SA Adult Safeguarding Unit Code of Practice
Sex Discrimination Act 1984 (Cth)
Sex Discrimination Amendment (Sexual Orientation, Gender Identity and Intersex Status) Act 2013 (Cth)
South Australian Charter of the Rights and Freedoms of Vulnerable Adults
State Records Act 1997
Work Health and Safety Act 2012

12. RELATED COUNCIL OBJECTIVES, POLICIES AND DOCUMENTS

Strategic Plan 2019 – 2029 – Governance Objective – Leadership

- Goal 1- To enhance the quality of life of our community by encouraging health, wellbeing and safety.
- Goal 5 - To provide leadership and ensure resources are managed efficiently and effectively.

Code of Conduct for Employees 2020 HR021

Code of Conduct for Volunteers CS004

Complaints Policy GOV012

Conduct Counselling and Discipline Policy HR014

Council Induction Policy GOV016

Elected Member Training and Development Policy GOV009

Employee Assistance Policy HR020

Employee Grievance Policy HR015

Hazard Management Policy WHS06-001

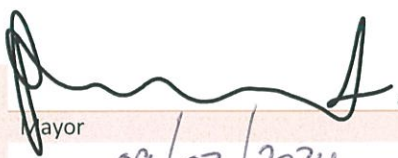
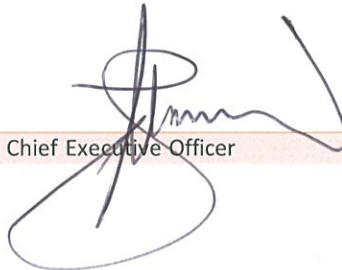
LGA Behavioural Management Policy (Elected Members)

Public Interest Disclosure Policy GOV025

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Records Management Policy RM001
Social Inclusion and Diversity Policy CS001
Staff Development Review Policy HR006
Training and Development Policy HR005
Volunteer Policy CS003
Incident Report and Investigation Procedure WHS12-001
Hazard Management Procedure WHS06-002
Public Interest Disclosure Procedure GOV025

Signed		
	Mayor	Chief Executive Officer
Date	09/07/2024	

Attachment 1 – Definitions

Abuse	The violation of an individual's human or civil rights, through the actions of another person(s). For the purposes of the Ageing and Adult Safeguarding Act 1995, abuse includes: a) Physical, sexual, emotional or psychological abuse; b) Financial abuse or exploitation; c) Neglect; d) A person's omission to act in circumstances where the person owes a duty of care; e) The abuse or exploitation of a position of trust or authority; f) A denial, without reasonable excuse, of basic rights; g) Further information is available in the SA Adult Safeguarding Unit Code of Practice and, as defined in the Intervention Orders (Prevention of Abuse) Act 2009. An act against a person if it results in or is intended to result in: h) Physical injury; i) Emotional or psychological harm; j) An unreasonable and non-consensual denial of financial, social or personal autonomy; k) Damage to property in the ownership or possession of the person or used or otherwise enjoyed by the person. Emotional or psychological harm includes: a) Mental illness; b) Nervous shock; c) Distress, anxiety, or fear that is more than trivial.
Assessable Information	Information relating to Harm or Risk of Harm involving any Elected Member or Worker that includes any serious criminal offence, Child protection information, disciplinary or misconduct information.
At Risk	For the purposes of Children and Young People (Safety) Act 2017 a Child or Young Person is at risk if: a) The Child or Young Person has suffered harm (being harm of a kind against which a Child or Young Person is ordinarily protected); b) There is a likelihood that the Child or Young Person will suffer harm; c) There is a likelihood that the Child or Young Person will be removed from the state (whether by their parent or guardian or by some other person) for the purpose of: • Being subjected to a medical or other procedure that would be unlawful if performed in this state (including, to avoid doubt, female genital mutilation); • Taking part in a marriage ceremony (however described) that would be a void marriage, or would otherwise be an invalid marriage, under the Marriage Act 1961 of the Commonwealth;

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	- Enabling the Child or Young Person to take part in an activity, or an action to be taken in respect of the Child or Young Person, that would, if it occurred in this State, constitute an offence against the Criminal Law Consolidation Act 1935 or the Criminal Code of the Commonwealth; d) The parents or guardians of the Child or Young Person: - Are unable or unwilling to care for the Child or Young Person; - Have abandoned the Child or Young Person, or cannot, after reasonable inquiry, be found; - Are dead; e) The Child or Young person is of compulsory school age but has been persistently absent from school without satisfactory explanation of the absence; or f) The Child or Young Person is of no fixed address; or g) Any other circumstances of a kind prescribed by the Children and Young People (Safety) Act 2017. It is immaterial that any conduct referred to above took place wholly or partly outside this State. In assessing whether there is a likelihood that a Child or Young Person will suffer harm, regard must be given not only to the current circumstances of their care but also the history of their care and the likely cumulative effect on the Child or Young Person of that history.
Child/Young Person	For the purposes of this policy, a person under the age of eighteen (18) years.
Child Related Work/Work with Children	For the purposes of the Child Safety (Prohibited Persons) Act 2016: The following services or activities are Child-Related Work/Work with Children: - Accommodation and residential services for Children; - Services or activities provided by religious organisations; - Childcare or Child-minding services; - Child protection services; - Services or activities provided in the course of the operation of clubs and associations with a significant membership of, or involvement by, Children; - Coaching or tuition services for Children; - Commercial services provided directly to Children; - Disability services for Children; - Education services for Children; - Health services for Children; - Justice and detention services for Children; - Transport services for Children; - If a person provides a service or undertakes an activity that is Child-related work in the course of their employment; or - Carries on a business in the course of which an employee works

	with Children (whether or not the person themselves works with Children); or o) Any other service or activity declared by the Child Safety (Prohibited Persons) Regulations 2019 to be Child-related work. However, the following services or activities will be taken not to be Child-related work: p) A service or activity referred to in (a) to (l) above or any other service or activity declared by the Child Safety (Prohibited Persons) Regulations 2019, that is provided under an arrangement for a personal or domestic purpose; q) Any other service or activity in the course of which contact with Children: • Occurs incidentally; or • Would not reasonably be expected to occur; • Any other service or activity declared by the Child Safety (Prohibited Persons) Regulations 2019 not to be Child-Related Work. A service or activity will not be taken to be Child-Related Work merely because: r) A person employs a Child in the course of the service or activity; or s) A person undertakes the service or activity in the same capacity as a Child to whom the service or activity relates.
Driver History Check	A driving history and official driver licence report, requested online using a MySA GOV account, which may be requested in relation to employment at the discretion of the Council.
Duty of Care	The obligation of a person to exercise reasonable care in the conduct of an activity and to take reasonable care to protect people from all reasonably foreseeable risk of injury (including the risks of Harm/Abuse).
General Employment Probity Check	An assessment conducted by DHS to help employers decide if an individual will be a suitable employee or volunteer. These checks are role specific and valid for three (3) years but do not include a copy of the individual's criminal conviction history that is assessed.
Harm	For the purposes of Children and Young People (Safety) Act 2017 physical harm or psychological harm (whether caused by an act or omission) including such harm caused by sexual, physical, mental or emotional abuse or neglect. Psychological harm does not include emotional reactions such as distress, grief, fear or anger that are a response to the ordinary vicissitudes of life.
Mandated Notifier	For the purposes of Children and Young People (Safety) Act 2017 a person whom the Children and Young People (Safety) Act 2017 prescribes is required to report a suspicion that a Child or Young Person may be at risk. Every person has a duty to keep Children and Young Persons safe from harm. The following persons must report a suspicion that a Child or Young person may be at risk: a) Prescribed health practitioners;

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	b) Police officers; c) Community corrections officers under the correctional services act 1982; d) Social workers; e) Ministers of religion; f) Employees of, or volunteers in, an organisation formed for religious or spiritual purposes; g) Teachers employed as such in a school (within the meaning of the education and early childhood services (registration and standards) act 2011) or a pre-school or kindergarten; h) Employees of, or volunteers in, an organisation that provides health, welfare, education, sporting or recreational, Childcare or residential services wholly or partly for Children and young people, being a person who: • provides such services directly to Children; or • holds a management position in the organisation the duties of which include direct responsibility for, or direct supervision of, the provision of those services to Children; i) Any other person of a class prescribed by the Children and Young People (Safety) Regulations 2017. A reference to a person being employed will be taken to include a reference to a person who: a) Is a self-employed person; or b) Carries out work under a contract for services; or c) Carries out work as a minister of religion or as part of the duties of a religious or spiritual vocation; or d) Undertakes practical training as part of an educational or vocational course; or e) Carries out work as a volunteer; and a reference to something occurring in the course of the person's employment is to be construed accordingly. Prescribed health practitioners means: a) Medical practitioners; and b) Pharmacists; and c) Registered or enrolled nurses; and d) Dentists; and e) Psychologists; and f) Any other person prescribed by the Children and Young People (Safety) Regulations 2017 for the purposes of this definition.
National Police Check (National Police Certificate)	A summary of an individual's offender history in Australia and a record of their criminal history relating to convictions, finding of guilt or pending court proceedings.
NDIS Worker Check	Registered NDIS providers must ensure workers who work, or seek to work, with people with disability do not pose risk of harm to them. This check determines whether a person is cleared or excluded from working in certain roles. An NDIS worker check is

	valid for five (5) years.
Neglect	A failure to provide the necessary care, aid or guidance to dependent adults or Children/Young Persons by those responsible for their care and includes: a) Physical - failure to provide adequate food, shelter, clothing and protection. Supervision medical or dental care that places people at undue risk through unsafe environments or practices; b) Passive - withholding or failure to provide the necessities of life; c) Willful deprivation - willfully denying a person assistance and thereby exposing that person to the risk of physical, mental or emotional harm; d) Emotional - restricting the social, intellectual and emotional growth or well-being of a person.
Prescribed Position	A position set out in the Child Safety (Prohibited Persons) Act 2016 including: a) A position in which a person works with Children; b) A position in which, during the ordinary course of their duties, it is reasonably foreseeable that a person will work with Children; c) A position set out in the Child Safety Prohibited Persons Regulations. A person who works in a prescribed position must have a WWCC. For the purposes of the Disability Inclusion Act 2018: a) A position in which a person works, or is likely to work, with people with disability; or b) Any other position prescribed by the Disability Inclusion Regulations 2019 for the purposes of this definition.
Vulnerable Person	An adult who may be vulnerable to/at risk of harm or exploitation due to their dependency on others, or experiences of disadvantage. This may be due to ill-health, disability, social isolation, age, diverse cultural and linguistic backgrounds and low levels of literacy or education.
Vulnerable Person-Related Employment Check	An application with the DHS Screening Unit for a vulnerable person-related employment check, which assesses a range of information to determine assess whether a potential Worker could pose a risk to the safety and wellbeing of vulnerable people. These checks are valid for three (3) years and are continuously monitored.
Worker	All personnel undertaking tasks/duties for and/or on behalf of the Copper Coast Council, including persons employed directly by the Council in a full time, part-time or casual basis, volunteers, contractors, agency personnel, consultants and work experience/student placements.
Worker Screening	Including but not limited to: a) WWCC b) Vulnerable Person-Related Employment Check c) NDIS Worker Check d) General Employment Probity Check

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	e) Driver History Check f) A current National Police Check/Certificate g) A valid, current DHS Vulnerable person-related employment screening h) A valid, current DHS General employment probity employment screening
Working with Children Check (WWCC)	An assessment conducted by the DHS as to whether a person poses an unacceptable risk to Children. Any person who works or volunteers with Children in South Australia must have a current, not prohibited working with Children check. WWCC are valid for five (5) years. It is an offence to work with Children without a WWCC. The DHS is the central assessment unit (Screening Unit)

Attachment 2 – Roles and Responsibilities

Council	Responsible for development of the Safe Environment Policy and, in conjunction with the Chief Executive Officer (CEO): • Promoting protection of Children, Young People and Vulnerable People from Harm; • Responding promptly to advice received from the CEO or other sources concerning significant changes to relevant legislation and regulations; • Regularly reviewing the effectiveness of this policy.
Elected Members	Individual responsibility for appropriate behaviour towards Children, Young People and Vulnerable People, and for compliance with this policy.
Chief Executive Officer	Accountable to Council and responsible as follows: • Ensuring this policy is implemented, monitored, reported on and evaluated; • Being aware of mandatory reporting requirements, procedures, and associated legal responsibilities; • Ensuring significant changes to relevant legislation are brought to the attention of Council in a timely manner; • Ensuring a new Child safe environments compliance statement is lodged whenever this policy is reviewed and updated.
Managers and supervisors (paid and voluntary)	Accountable to the CEO as follows: • Recruitment and selection in accordance with Council's human resource policies, procedures and requirements for Worker Screening of persons engaged in and applying for Prescribed Positions; • Effective implementation of this policy, procedures and safe workplace practices; • Being aware and promoting acceptable behaviour when dealing with Children, Young People and Vulnerable People; • Providing appropriate induction and on-going training as required in relation to this policy; • Establishing and maintaining supportive procedures for fulfilling mandatory notification requirements and ensure Mandated Notifiers understand their legal responsibilities; • Reporting any reasonable suspicion of Harm they have of a Child or Young Person to the Child Abuse Report Line (note: it is the Mandated Notifiers responsibility to report their suspicion, not their supervisor's or manager's); • Supporting Workers and responding to enquiries regarding suspicion of Harm or related issues, maintaining appropriate records and ensuring records are securely stored; • Maintaining confidentiality and cooperating with the Department for Child Protection (DCP), the South Australian Police and other relevant government agencies in their investigations of suspected Harm of a Child, Young Person or

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	Vulnerable Person if required; Report annually to the CEO on implementation, monitoring and review this policy and relevant services, programs, and workplace practices.
Mandated Notifiers	Have legal obligations under the Children and Young People (Safety) Act 2017 to notify DCP if they suspect on reasonable grounds that a Child or Young Person is, or may be, At Risk of Harm. <i>Note:</i> Whilst the obligation to report suspicions of Harm rests with Mandated Notifiers, they are encouraged to seek support from their supervisor and manager if required. This practice ensures Workers are appropriately supported, records are kept confidential and secure, and organisational responsibilities are pursued where relevant.
Other Council Workers (non-Mandated Notifiers)	All Council Workers providing services on behalf of Council have a role in providing a safe environment for Children, Young People and Vulnerable People, and for complying with this policy. Council encourages and supports any Worker who, though not a Mandated Notifier as defined by the Children and Young People (Safety) Act 2017, to report any suspicion they have of incidents of Harm or Risk of Harm of a Child, Young Person or Vulnerable Person.
Third Party Responsibility	Responsibility to ensure a safe environment for Children, Young People and Vulnerable People includes: - Contractors/Consultations; - Licensees; - Lease of Council premises/facilities; - Hire of Council facility - conditions/agreements. Council will: - Include a clause in contracts of engagement, leases and relevant hire agreements, stipulating the requirement for compliance with this Policy; - Insert within the clause an obligation to notify Council of instances of non-compliance with this policy; - If the third party meets the Prescribed Position criteria, require certification of a Worker Screening which does not exclude relevant party/parties from providing services to or working with Children and other Vulnerable People. This includes cultural, entertainment and party events; - Disclose this policy; - Provide access to an electronic version of this policy via the Council website (www.coppercoast.sa.gov.au) or hardcopy upon request where a fee may apply in accordance with Council's Fees and Charges Register.

Attachment 3 – Code of Conduct

CODE OF CONDUCT FOR PROVIDING SERVICES TO CHILDREN, YOUNG PEOPLE AND VULNERABLE PEOPLE (Code)

Council is committed to ensuring that Children, Young People and Vulnerable People are treated with respect, fairness and dignity within a welcoming and supportive environment that is free from Harm and inappropriate behaviour.

All Workers and other persons who provide a service to Children, Young People, and Vulnerable People on behalf of Council are required to comply with this Code. The Code also applies to Children, Young People and Vulnerable People, parents and carers who access Council services.

This Code does not cover every situation – however, the values, ethics and standards it implies provide reference in making decisions relating to situations not referred to. It sets out the minimum standards of behaviour expected during interactions with Children, Young People and Vulnerable People.

Council's Governance Coordinator can be contacted for further information relating to the application of this Code or this Policy via email to info@coppercoast.sa.gov.au or by phone 8828 1200.

Supportive Behaviours

Workers and those who access Council services must at all times:

1. Treat Children, Young People and Vulnerable People with respect, sensitivity, fairness, equity and dignity;
2. Ensure Children, Young People and Vulnerable People are protected from any form of Harm or discrimination;
3. Ensure the environment is safe – this includes protection from violence, bullying, harassment, teasing, threatening and sexist, racist or other demeaning remarks;
4. Role model positive behaviours, including:
 - Encourage participation in decision making processes;
 - Give constructive feedback;
 - Ensure Children, Young People and Vulnerable People are aware of their rights, including their rights to respect, fairness and safety.
5. Be aware of their mandatory notification responsibilities and;
 - Inform the Child Abuse Report Line (13 14 78) or report online at www.reportchildabuse.families.sa.gov.au if they form a suspicion a Child, Young Person or Vulnerable Person is At Risk of Harm; or
 - Where relevant, explain the commitment to maintaining confidentiality including situations that would require the sharing of information, for example mandatory notification responsibilities.

CODE OF CONDUCT FOR PROVIDING SERVICES TO CHILDREN, YOUNG PEOPLE AND VULNERABLE PEOPLE (Code) Cont'

Safe and protective work practices

All Elected Members, Workers and other persons who provide a service to Children, Young People and Vulnerable People on behalf of Council, must utilise safe and protective work practices, including:

1. Be aware of potential situations and actions when working with Children, Young People and Vulnerable People that may be misinterpreted or misconstrued (also see "Unacceptable behaviours" below);
2. Where possible, work in an open and visible environment when with Children, Young People and Vulnerable People;
3. Dressing appropriately;
4. Securing parental/guardian consent for excursions or to obtain medical treatment for Children, Young People and Vulnerable People if the need arises;
5. Adopting a calm and non-judgemental attitude to allow Children, Young People and Vulnerable People to feel safe to raise complaints or concerns;
6. If necessary, explaining grievance procedures and avenues for complaint, in language that is appropriate to the Child, Young Person or Vulnerable Person.

Unacceptable Behaviours

Unacceptable Behaviours include:

1. Discrimination on the basis of ethnicity, culture, religion, gender, sexuality or on any other grounds;
2. Hitting or physical assault;
3. Language that is offensive, abusive or otherwise inappropriate;
4. Showing preferential treatment;
5. Shout, yell or speak in an angry, intimidating or threatening manner;
6. Engaging in rough physical play;
7. Unnecessary physical contact, for example, a hug (may be culturally inappropriate or it may be frightening or offensive);
8. Condone or participate in illegal or unsafe behaviours when working with Children, Young People and Vulnerable People;
9. Make self-disclosures relating to any participation (past or present) in illegal or unsafe behaviours. For example, past drug use should not be disclosed to or discussed with Children, Young People and Vulnerable People;
10. Initiating or engaging in non-professional relationships. For example, arrangements to socialise outside the work environment. This includes online contact or providing personal contact details e.g. mobile number or address;
11. Taking Children, Young People and Vulnerable People to your home or on outings that do not fall within professional duties or that have not been authorised by parents or guardians;

CODE OF CONDUCT FOR PROVIDING SERVICES TO CHILDREN, YOUNG PEOPLE AND VULNERABLE PEOPLE (Code) Cont'

12. Acting in a manner that is sexually inappropriate – this includes verbal, physical and implied behaviours;
13. Initiating or developing a physical/sexual 'relationship' with a Child, Young Person or Vulnerable Person;
14. Initiating or developing any relationship that could be deemed as exploitative or abusive;
15. Failure to report disclosures or suspicions of Harm to the relevant supervisor and/or Child Abuse Report Line;
16. Abusing the trust that results from being a Council Worker;
17. Disclosing personal or sensitive information about a Child, Young Person or Vulnerable Person, including images (except where required for mandatory reporting or other legal requirements);
18. Providing access to inappropriate material or images;
19. Undertake work activities when under the influence of alcohol or prohibited drugs.

Policy Breaches and Disciplinary Action

All Elected Members, Workers and other persons who provide a service to Children, Young People and Vulnerable People on behalf of Council, are responsible for:

1. Promoting and supporting the values and standards of behaviour contained within this Code/policy;
2. Raising concerns/reporting any suspicion of Harm or Risk of Harm in accordance with this policy;
3. Breaches of this Code/policy will be:
 - Managed in accordance with Council's Conduct Counselling and Discipline Policy HR014 (Policy HR014) and/or Council's Public Interest Disclosure Policy GOV025;
 - Subject to disciplinary action in accordance with Policy HR014;
 - Managed in accordance with the principles of fairness, equity and natural justice;
 - Kept confidential, excluding any mandatory reporting requirements.
4. Those accessing Council services are encouraged to support this policy/Code by raising any concerns with the relevant Council director and/or the Chief Executive Officer.

Attachment 4 – Mandated Notifiers

The following provides guidance on mandatory reporting requirements relative to the services provided, along with training requirements, but is not an exhaustive list. Mandated Notifiers and training requirements will be identified via risk assessment.

Nature of Services	Services	Mandated Notifiers	Training Requirements ¹
Persons providing services wholly to Children, Young People and Vulnerable People.	Including but not limited to: • Childcare centres • Children's library programs • Children's Education programs • Immunisation services • Youth Advisory Committees	✓	• One day program • Refresher training every three (3) years
Persons providing services partly to Children, Young People and Vulnerable People who may have regular and ongoing contact and where there is the possibility of establishing a relationship with a Child or Vulnerable Person.	Including but not limited to: • Libraries • Recreation centres • Swimming pools • Community centres • Caravan parks • Information services • Some community development programs	✓	• One day program • Refresher training every three (3) years
Supervisors and/or managers who have direct responsibility for the supervision of person who provide services partly or wholly to Children, Young People and Vulnerable People.	Including but not limited to: Supervisors and/or managers of persons working wholly or partly with Children, Young People and Vulnerable People.	✓	• One day program • Refresher training every three (3) years
Persons providing services partly to Children, Young People and Vulnerable People, incidental to the overall service provision.	Positions as Council deem necessary through risk assessment.	X (Unless deemed necessary via risk assessment)	Half day orientation training as Council deems necessary
Direct Managers or Supervisors of Persons providing services partly to Children, Young People and Vulnerable People, incidental to the overall service provision.	Positions as Council deem necessary through risk assessment.	X (Unless deemed necessary via risk assessment)	Half day orientation training as Council deems necessary
Persons who may come into contact with Children, Young People and Vulnerable People while carrying out their duties, but do not provide services partly or wholly to Children, Young People and Vulnerable People.	Including but not limited to: • Parks and gardens activities • Compliance activities (dog/parking inspectors) • Maintenance activities	X	Made aware of this policy and who to talk to about any concerns that may arise in course of duties.

¹Mandated Notifiers are required to read and understand the Mandatory Notification Information Booklet available via www.dhs.sa.gov.au.

Electronic version on Council N:/ drive is the control version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

lifestyle location of choice

Attachment 5 – Managing The Risks of Harm

Programs	Basic safety considerations serve to limit opportunities for Harm, such as: • Conduct risk program risk assessments; • Determining the number of Workers required for activities; • Providing opportunities for parental/carer participation; • Matching activities to the physical and intellectual capabilities of participants; • Recognising the risks some activities, such as photography and access to the Internet, afford for Harm and ensuring appropriate consent is obtained as necessary (i.e. from parents/care givers) prior to doing so; • Appropriate supervision is provided for any online activities; • Ensure information is appropriately stored within Council's records management system; • Ensure confidential/personal information is not disclosed.
Premises	Council considers the following in determining the premises activities are to be held: • Safety and security of recreational areas; • Access control, lighting, design of amenities (i.e. shower and toilet facilities); • Ability to monitor people entering and leaving its programs; • Securing spaces not required for program activities to prevent Children, Young People and Vulnerable People from being isolated; • Adequate illumination for indoor and outdoor to enable observation of activities.
Participants	Protective work practices are in place to guide Elected Members and Workers in providing services to Children, Young People and Vulnerable People including: • Policies concerning the administration of discipline; • Ensuring any physical contact necessary is appropriate to the delivery of the services provided; • Where physical contact is required, this is undertaken in a safe way, by explaining why contact is required and what will happen, and asking the Child, Young and/or Vulnerable Person for their permission (or their family if this is more appropriate) before proceeding; • Unnecessary physical contact is not allowed; • Prohibition of out of program contact between Elected Members/ Workers and participants; • Limited unsupervised contact between Elected Members/Workers and Children, Young People or

	Vulnerable People; • Consent from parents/care givers for unsupervised contact, and supervisor/manager notification; • Ensure appropriate consent (i.e. from parents/care givers) before transporting Children, Young People and Vulnerable People; • Making harm prevention information available via Council's website, www.coppercoast.sa.gov.au and education to participants in programs and parents/carers offered as identified through risk assessment.
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