



# VIVID

## Child Safety and Wellbeing Policy

### POLICY:

We Are Vivid (Vivid) is committed to ensuring the safety and wellbeing of children and young people. Vivid has zero tolerance for child abuse and commits to providing a safe environment for all children and young people engaging with Vivid, particularly those with disability and from culturally and/or linguistically diverse backgrounds.

Vivid is committed to adopting and implementing the Child Safe Standards.

### SCOPE:

This Policy applies to Vivid's clients, Board Members, employees, volunteers, contractors and customers as well as visitors to any of Vivid's premises.

### DEFINITIONS:

Child/children: refers to a person who is under the age of 18 years.

Child abuse: refers to any act committed against a child involving:

- physical violence (including threats of physical violence);
- sexual abuse;
- serious emotional or psychological abuse; or
- serious neglect.

Child Safe Standards: [measures to protect, prevent and respond to abuse](#).

Mandatory reporting: the legal obligation under the Children Youth and Families Act 2005 to report when a child is in need of protection.

Reasonable belief: refers to a belief that is formed if a reasonable person in the same position would have formed the belief on the same grounds.

### PROCEDURES:

#### 1. Statement of commitment

Vivid commits to:

1.1 Providing a safe environment for children and young people engaging with Vivid.

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Approved by: Chief Executive Officer

Child Safety and Wellbeing Policy

Approved: 16 January 2023

Next Review Date July 2026

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- 1.2 Acting in the best interests of all children and young people.
- 1.3 Acting to protect children and other vulnerable persons from physical abuse, emotional abuse, sexual abuse, neglect and witnessing family and other violence.

## 2. Participation and Empowerment

Vivid encourages the participation of children in the organisational planning and delivery of services, programs and events, procedures, and management of facilities. Vivid actively promotes opportunities to children and young people in matters that affect or influence them via opportunities such as annual surveys and program reviews, and Vivid's compliments and complaints process.

## 3. Diversity and inclusion

- 3.1 The Cultural and Linguistic Diversity Policy recognises, promotes and celebrates the cultural, religious, racial and linguistic diversity of the staff Vivid employs and the clients to whom it provides services.
- 3.2 Vivid supports an inclusive environment where all children and young people feel valued and respected, have access to opportunities and resources and can contribute to their community.

## 4. Employees' Responsibilities

All Vivid staff (and anyone else to whom this Policy applies) are responsible, when working or interacting with children (including Aboriginal, culturally and/or linguistically diverse children) for:

- 4.1 Promoting the safety, participation, wellbeing and empowerment of children.
- 4.2 Avoiding actions or behaviours that could be construed as child abuse. In particular, staff have a duty of care to avoid:
  - 4.2.1 Using language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
  - 4.2.2 Exploiting or harassing children in any way.
  - 4.2.3 Engaging in unauthorised personal contact with children, including through social networking sites.
  - 4.2.4 Developing special relationships that could be seen as favouritism.

## 5. Human Resource Manager's Responsibilities

- 5.1 The Human Resources Manager is responsible for ensuring that Vivid's staff (and anyone else to whom this Policy applies) are familiar with the Child Safety and Wellbeing Policy, Code of Conduct and related policies and procedures.

- 5.2 The Human Resources Manager must also ensure that:
  - 5.2.1 New employees complete training in the Child Safe Standards as part of their induction to Vivid;
  - 5.2.2 New employees who are likely to undertake child related work must also complete the Child Safety and Wellbeing training module;
  - 5.2.3 Existing employees who undertake child related work must complete refresher training every two years.

## 6. Recruitment

- 6.1 The recruitment process must, in addition to the requirements of the Employee Screening Policy and the Recruitment and Selection Policy, include:
  - 6.1.1 Vivid's Statement of Commitment to child safety in all job advertisements.
  - 6.1.2 Child safe interview questions for prospective employees and referees.
- 6.2 Where a prospective employee is likely to undertake child related work, a minimum of two Reference Checks must be undertaken.
- 6.3 Reference Checks must include the Pre Screening Child Safety Questions and be completed either in person or via phone. Written reference checks will not be accepted.

## 7. Reporting of incidents and allegations of abuse

- 7.1 All incidents or allegations of child abuse must be reported and treated as serious whether they are made by an adult or a child.
- 7.2 If a Vivid staff member becomes aware of an incident or allegation of abuse, the first responsibility is to ensure that the child or children are safe, and the risks of further abuse or harm are mitigated.
- 7.3 All incidents or allegations of child abuse must be documented and reported in accordance with the Incident Management System Policy.
- 7.4 If the incident or allegation of abuse could involve criminal conduct, or if there is a reasonable belief that a child is in need of protection, the matter must be immediately reported to Victoria Police.
- 7.5 Allegations of child abuse must also be reported to:
  - 7.5.1 NDIS Quality and Safeguards Commission;
  - 7.5.2 Department of Health and Human Services;
  - 7.5.3 Social Services Regulator;

7.5.4 Other government departments or regulators as appropriate.

8. Support

Where appropriate, following a child safety concern, Vivid will:

8.1 Assist alleged victims and their families to access counselling and support services.

8.2 Provide support to affected staff through the Employee Assistance Program.

9. Privacy

Vivid is committed to protecting an individual's right to privacy. All personal information considered or recorded during the process of a report or investigation must be handled in accordance with the Privacy Policy.

10. Risk Management

10.1 Annual Risk Assessments must be completed by the Client and the appropriate Day Services, Flexible Support, Residential Accommodation or Supported Employment Manager (determined by the Vivid site at which the Client's activities are based - "Manager"), or their delegate) in accordance with the Duty of Care (Risk Management) Policy to identify and minimise child abuse risks.

10.2 Risks to child safety that are identified in complaints, reports or allegations of abuse will be reviewed by the Executive Manager Resources and considered for inclusion in the Risk Register.

11. Failure to comply

Failure to comply with this policy may result in disciplinary action in accordance with the [Disciplinary Policy](#). This may include informal counselling, warnings or termination of employment.

12. Related Policies and Documents

Other policies and documents which are relevant to the Child Safety and Wellbeing Policy include:

12.1 [Recruitment and Selection Policy](#)

12.2 [Employee Screening Policy](#)

12.3 [Incident Management System Policy](#)

12.4 [Workplace Behaviour Policy](#)

12.5 [Risk Management Policy](#)

12.6 [Code of Conduct Policy](#)

12.7 [Statement of Commitment Child Safety](#)

12.8 [Commission for Children and Young People](#)

Version Control

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