

# Child Safe Program

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## Practice self-care.

If you or anyone you know needs support in relation to child safety, please contact:

**Your General Practitioner**

**National Sexual Assault, Domestic and Family Violence Counselling Service 1800RESPECT 1800 737 732**

**Lifeline 131 114**

**Beyond Blue 1300 224 636**



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# Change for good.

## Children and young people under 18

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Changes in legislation have been written to ensure there is a clear, well-defined legal duty placed upon **organisations** to take reasonable steps to prevent child abuse within their organisation.

Proactive, not reactive at all times.

The Reportable Conduct Scheme reports to the *Commission for Children and Young People (CCYP)* in Victoria.

Great resources at [ccyp.vic.gov.au](http://ccyp.vic.gov.au)



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COMMISSION FOR CHILDREN AND YOUNG PEOPLE

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# Purpose

The purpose of the RBGV Child Safe Program and Child Safe Policy is:

- i. To prevent, as far as practicable, child abuse at Royal Botanic Gardens Victoria
- ii. To work towards an **organisational culture of child safety**
- iii. To ensure all personnel and stakeholders are aware of their responsibilities for identifying child abuse and for establishing controls for preventing such abuse and/or detecting such abuse and removing and/or reducing the risk of abuse or harm should it occur
- iv. To provide a clear statement that **abuse of children and young people is not tolerated**
- v. To provide assurance that any and all suspected abuse will be reported and fully investigated





# RBGV Child Safe Program for Friends

## STEPS



## TIME REQUIRED

- |  |         |
|--|---------|
| 1. Apply for Working with Children Check (free)        | 15 mins |
| 2. Read RBGV Child Safe Policy & Code of Conduct       | 45 mins |
| 3. Sign RBGV Child Safe Statement of Commitment        | 10 mins |
| 4. Let your Friends team leader know when 1-3 complete | 5 mins  |

**Total: 1.25 hours**



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# Steps to complete

## 1. Apply for a Working with Children Check (WWCC)

Visit: [Services Victoria](https://services.victoria.gov.au/working-with-children)

- If you regularly work onsite at the Gardens, we strongly encourage you to apply for a Working with Children Check (WCC)
- Entire process can now be completed online
- Volunteer checks are free.



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# Steps to complete

## 2. Read Child Safe Policy *and* Child Safe Code of Conduct

### Personnel and external providers

- Take action to protect children and young people from all forms of abuse, bullying and exploitation.
- Assist in creating and maintaining a culture of inclusion and safety.
- Maintain a full understanding of the commitments and expectations of this Policy, as well as all other policy relevant to safeguarding children and young people.
- Undertake any induction and training anticipated in this Policy, in relation to policy, behaviours and procedures relevant to safeguarding children and young people.
- Seek guidance from a supervisor or manager if there is ever any lack of understanding in relation to the commitments and expectations as set out in this Policy.



### Child Safe Policy



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## Steps to complete

### 3. Sign the Child Safe Statement of Commitment

\*\* This will be distributed via pdf for ease of printing and return to the Friends Committee.



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#### Child Safe Statement of Commitment

Royal Botanic Gardens Victoria (RBGV) is fully committed to safeguarding children and young people in our Gardens by providing a safe, supportive and enriching environment that respects and fosters their dignity and self-esteem as they connect with nature and develop a deeper understanding of biodiversity, conservation and the natural world.

We do not tolerate child abuse. We strive to create a culture of child safety that reduces opportunities for harm and neglect. We aim to provide personnel with a clear process to share child safety concerns and report abuse. Our Child Safe Statement of Commitment applies to all employees, executive team and Board members, volunteers, tenants (onsite partners), Friends' groups, work experience students, visiting researchers and other contractors.

All groups must demonstrate appropriate behaviour towards children and young people as detailed in the Child Safe Code of Conduct. Together, we pledge to provide a safe, supportive and enriching environment that respects and fosters the dignity and self-esteem of children and young people.

If you or anyone you know needs support, please contact the National Sexual Assault, Domestic and Family Violence Counselling Service on 1800RESPECT (1800 737 732), Lifeline 131 114, or Beyond Blue 1300 224 636.

In signing this Statement of Commitment, you agree to the following:

...



## What requires intervention?

Many different scenarios that would trigger assistance and a Child Safe Incident Report may occur at our large public gardens. Here are just a few examples:

- A lost child or young person
- Someone perpetrating physical, verbal or sexual abuse against a child or teenager
- Someone taking photographs or videos without permission
- A child falling into water or out of a tree
- A child or teenager asks you to help them



Responding to an incident: Face to face briefing sessions will be offered in 2021 for Friends who are keen to learn more

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### **Four stages of action**

1. Emergency stage
2. Response stage
3. Reporting stage
4. Investigation stage by the Child Safety Officer



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# What's the most important thing I can do if I'm worried about a child's safety?

1

**Put the child's needs first.**

2

**Make sure the child or young person is safe.** Listen to them in their own words.



## 1. Responding to a Child Safety Emergency

You must prioritise the safety of the child(ren)

- Separate victims and others involved
- Administer first aid
- Call 000 for urgent medical or police assistance
- Contact RBGV Chief Warden by radio or:
  - Cranbourne 03 5990 2265
  - Melbourne 03 9252 2456



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**If there is immediate danger, ring 000.**

4

**Call the Chief Warden**

5

**Be sure you're wearing a **name badge** so the child or teenager can identify you as a trustworthy adult.**



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## Other steps to becoming a Child Safe Organisation

- RBGV staff and volunteers are all completing the Child Safe Program
- Recruitment, job ads and induction now include reference to the Child Safe Policy
- Induction for Sub-contractors will be adapted to include the Child Safe Statement of Commitment as a mandatory
- Voices and opinions of children and young people integrated into thinking and forward planning
- Our commitment statement and policies will be provided to the general public and schools



Q: Do the Friends who regularly attend our site wear name badges? RBGV would be happy to consider working with the Friends on badge design for those Friends.

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We anticipate the Friends will adopt RBGV's Child Safe policies and professional practice from 2021 onward.



## Next for the Friends?

- Start working through the **steps** of the Child Safe Program
- Contact [childsafety@rbg.vic.gov.au](mailto:childsafety@rbg.vic.gov.au) with any questions you may have along the way
- Ensure all Friends who are regularly onsite wear a **name badge**
- Friends' groups to sign the Child Safe Statement of Commitment by **31 January 2021**



# Have a question?

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Contact Robin Penty **Child Safety Officer** or a Child Safe Champion for guidance: [childsafety@rbg.vic.gov.au](mailto:childsafety@rbg.vic.gov.au)

- |                    |                           |                     |                                 |
|--------------------|---------------------------|---------------------|---------------------------------|
| • Robin Penty      | Child Safety Officer      | • Melanie Mantel    | Volunteer Coordinator, CG       |
| • Bianca Carnovale | VEAT, E&I                 | • Alastair Robinson | Biodiversity Services, Science  |
| • Jo Frankel       | P&C, Corporate Services   | • Jasmine Atkins    | Marketing, E&I                  |
| • Jane Griffin     | Volunteer Coordinator, MG | • Ricardo Simao     | Environmental Systems, CG       |
| • Ben Liu          | Learning, E&I             | • Colin Walker      | Infrastructure & Facilities, MG |



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Thank you, on behalf of children and  
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