



# CHILD PROTECTION POLICY

91.5FM Cooloola Christian Radio Association Inc.

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# 91.5FM COOLOOLA CHRISTIAN RADIO ASSOCIATION INC.

## CHILD PROTECTION POLICY

### INTRODUCTION AND PURPOSE

All persons performing ministry in any capacity within Cooloola Christian Radio Association Inc. are expected to promote child safety and wellbeing and provide an environment which fosters the child's developmental needs, spirituality, self-respect and dignity.

Cooloola Christian Radio Association Inc. is committed to:

- Implementing protective systems and practices;
- Planning safe and supportive environments; and
- Responding appropriately to disclosures of abuse and concerns of inappropriate behaviour toward children.

Cooloola Christian Radio Association Inc. also has a duty of care and a legislated responsibility to promote the wellbeing, safety and protection of children, particularly those in care, from all forms of harm. Cooloola Christian Radio Association Inc. recognises the principles of the child protection legislation:

- Family and Child Commission Act (2014)
- Public Guardian Act (2014)
- Child Protection Reform Act (2014)
- Queensland Family and Child Commission
- Ombudsman Act (1974)

### STATEMENT OF PRINCIPLES

Cooloola Christian Radio Association Inc. approach is to create a safe environment and our procedures for responding to allegations and disclosures of reportable conduct of children, are based on the following principles:

- All children have a right to safety and freedom from abuse of any kind;
- All adults working with children have a responsibility to care for them, to promote their wellbeing and to protect them from any form of reportable conduct;
- When any action is taken to prevent or respond to any type of reportable conduct, the welfare and wellbeing of the child are the primary concerns;
- The integrity of the family unit is respected but not to the detriment of the child;
- The dignity of persons involved in situations where reportable conduct is suspected should be respected; they should be treated with fairness, sensitivity, dignity and respect. In the interests of justice, appropriate confidentiality should be maintained, with information that relates to suspected or disclosed abuse being provided only to those who have a right or a need to be informed.

# CHILD PROTECTION GUIDELINES

## PROFESSIONAL STANDARDS

It is expected that all individuals involved in activities involving children adhere to the following professional standards. Failure to adhere to the standards may result in cessation of all work that involves interaction with children. The professional standards expected of employees and volunteers of Cooloola Christian Radio Association Inc. are:

- Adhere to the core values of Cooloola Christian Radio Association Inc.
- Respect the privacy and dignity of all members of Cooloola Christian Radio Association Inc.
- Report all concerns and issues to the relevant authorities.
- Communicate clearly and undertake all tasks in an honest and transparent manner.
- Exercise caution in using institutional authority. Positions of authority are not to be used for abusive, exploitative, intimidating, or manipulative purposes.
- Maintain professional relationships and clear social boundaries with children.
- Inappropriate physical contact with children is to be avoided.
- Exercise caution and prudent judgement in the expression of affection and in the giving and receiving of gifts.
- Do not engage in inappropriate banter or conversations of a flirtatious nature with children.
- Inappropriate material (including pornographic material) is not to be provided to children.

## LEGAL OBLIGATIONS

### *WORKING WITH CHILDREN CHECK*

It is a legal requirement under the Child Protection Reform Act (2014) that any person working with children must have a Blue Card.

### *EMPLOYEES AND VOLUNTEERS*

*Cooloola Christian Radio Association Inc. employees and volunteers whose roles involve direct contact with children are required to obtain a Blue Card. If for any reason a Blue Card has been refused, the individual cannot work with children and will be removed from all roles that require direct contact with children.*

There are 2 classes of Blue Cards – employees and volunteers. If an individual is unsure as to which class of Blue Card they should obtain, further information can be obtained from the Manager.

It is the responsibility of each individual to obtain a Blue Card and provide the outcome details.

Individuals who have resided overseas are required to submit a statutory declaration to be completed and provided to the Manager. The statutory declaration should confirm the presence or absence of any charges or convictions against the individual in other countries.

Blue Card numbers and statutory declarations will be collected, verified, and stored by the station in line with legislative requirements.

### *MANAGEMENT RESPONSIBILITIES*

It is the responsibility of the Manager to collect the Blue Card numbers (and statutory declarations where applicable) from all employees and volunteers under their authority. A database of all employees and volunteers who work directly with children is to be kept. The information held on the database will include the individual's full name, aliases, date of birth, Blue Card number, information provided in statutory declarations, and any other relevant information. This information will be stored confidentially in line with the station's privacy policy.

If an individual is unable to provide a Blue Card number or has been refused a Clearance by the Office of the Children's Guardian, the individual cannot work with children and will be removed from all roles that require direct contact with children.

## ***MANDATORY REPORTING***

91.5fm requires all employees and volunteers engaged in ministry to inform the management of any concerns that they may have about a child. The Manager should be informed of any serious concerns, particularly where a child is considered to be at significant risk or harm. Where the threshold for significant risk or harm is reached, the head of the agency, or delegated authorities are required under the Child Protection Reform Act (2014) to report the matter to Family and Community Services. Where the threshold for significant harm is not met, advice should be obtained from the Manager in order to take appropriate action to most effectively assist the child.

If concerns arise in relation to the behaviour of an adult's interaction with a child, regardless of their position, these concerns should also be raised with the Management Committee and relevant authorities. It is the responsibility of the Management Committee to ensure that all employees and volunteers behave appropriately towards, and around, children at all times. It is the responsibility of the Management Committee or delegated authorities to investigate and report all matters of reportable conduct to the Ombudsman under the Ombudsman Act 1974. The Ombudsman will then advise as to what further action needs to be taken, including whether a report needs to be made to the Office of the Children's Guardian under the Child Protection Reform Act (2014).

## ***MANAGING DISCLOSURES***

If a child discloses a matter of reportable conduct the matter should be dealt with in a sensitive and confidential manner. The child should be reassured and supported. Aggressive, intimidating, or manipulative behaviour towards the child is unacceptable behaviour. Where appropriate, a parent, guardian, or other adult of the child's choosing should be present for any follow up discussions or actions concerning the child. All interactions with the child and other relevant parties should be documented and communicated to the relevant authorities.

## **INFORMATION MANAGEMENT and PRIVACY**

### ***RECORD KEEPING***

Record keeping is an essential requirement to evidence that processes have been adhered to in an honest and transparent manner, while also providing protection to all involved in the process.

If allegations of reportable conduct arise, the allegation and actions taken need to be documented in detail. It is necessary to always be mindful of confidentiality and privacy requirements and only disclose the information to relevant authorised persons.

All information is to be documented accurately and objectively. All documents need to be signed and dated.

## **TRAINING AND SUPPORT**

Cooloola Christian Radio Association Inc. will ensure that all new staff and volunteers are aware of the contents of this policy when they join.

## **MONITORING**

Cooloola Christian Radio Association Inc. will ensure that the diversity practices are monitored to inform policies and action plans. This policy will be reviewed on an ongoing basis to reflect changes in the law, demographics and organisational priorities.