



Title: Child Protection Policy
Section: Risk Management

Written by: Sarah Meney
Contributors: John Trill

Policy Statement

UBC is committed to child protection and the creation of child safe environments. This policy applies to all children, regardless of their race, culture, religion, sex, gender, sexual orientation, socio economic background or abilities; no matter what they think or say It doesn't matter what type of family they come from or where they live, what language they speak or what their parents do. No child should be treated unfairly on any basis.

Purpose and Scope

The aim of this policy is to ensure that all children who encounter UBC volunteers, staff, members and directors, are treated in accordance with federal and state legislation. The best interests of children must be the primary concern when making any decisions that may affect them. This Child Protection Policy:

- Establishes the procedures for child protection matters, including identifying, documenting, reporting and managing concerns or incidents;
- Identifies safe protective behaviours for all persons who access UBC premises, and attend events or other activities;
- Defines the appropriate direct or indirect physical contact between children and adults in UBC;
- Identifies and details the procedures when an adult harms a child or a child harms another child at UBC premise or during a UBC event/activity; and
- Details complaints, grievances and disciplinary procedures in the event of a child being harmed at UBC premise or during a UBC event/activity.

Definitions

Child: A child is any person aged from birth to eighteen years of age.

UBC: The Uncle Bobs Club

State Committee: Directors of Uncle Bobs Club

Policy

Participation and Empowerment of Children

Children have the right to attend UBC events and activities (UNICEF (n.d.), p. 2). When adults are making decisions that affect children, children have the right to have input regarding what should happen and their opinions should be taken into account (UNICEF (n.d.), p.2). Children have the right to think and believe what they want, if they are not stopping other people from enjoying their rights (UNICEF (n.d.), p. 2). In exercising their rights, children have a responsibility to respect the rights, freedoms and reputations of others (UNICEF (n.d.), p. 2).

Privacy and Data Protection

Children have a right to privacy (UNICEF (n.d.), p. 2). They are to be protected from attacks against their way of life, their good name, their families and their homes (UNICEF (n.d.), p. 2). Their participation, their words and their image are only to be used with their consent and their parents or guardians consent.

Risk Management Plans

Children are not to participate in work that is dangerous or might harm their health or their education (UNICEF (n.d.), p. 4). An example of this is corner collections, which requires collectors to be on the road with vehicles. Children should be protected from any activity that takes advantage of them or could harm their welfare and development (UNICEF (n.d.), p. 4). Discipline of children is only to be undertaken by their parent or guardian.

Protective Behaviours and Practices

Children have the right to be protected from being hurt and mistreated, physically or mentally (UNICEF (n.d.), p. 2). UBC volunteers, staff, members and directors are expected to act in a manner consistent with this.

All people involved in the care of children on behalf of UBC will:

1. Work towards the achievement of the aims and purposes of the organisation;
2. Be responsible for relevant administration of programs and activities in their area;
3. Maintain a duty of care towards others involved in these programs and activities;
4. Establish and maintain a child-safe environment in the course of their work;
5. Be fair, considerate and honest with others;
6. Treat children and young people with respect and value their ideas and opinions;
7. Act as positive role models in their conduct with children and young people;
8. Be professional in their actions;
9. Maintain strict impartiality;
10. Comply with specific organisational guidelines on physical contact with children;
11. Respect the privacy of children, their families and teachers/carers, and only disclose information to people who have a need to know;
12. Maintain a child-safe environment for children and young people;
13. Operate within the policies and guidelines of UBC; and
14. Contact the police if a child is at immediate risk of abuse (telephone 000)

No person shall:

1. Shame, humiliate, oppress, belittle or degrade children or young people;
2. Unlawfully discriminate against any child;
3. Engage in any activity with a child or young person that is likely to physically or emotionally harm them;
4. Initiate unnecessary physical contact with a child or young person, or do things of a personal nature for them that they can do for themselves;
5. Be alone with a child or young person unnecessarily and for more than a very short time;
6. Develop a 'special' relationship with a specific child or young person for their own needs;
7. Show favouritism through the provision of gifts or inappropriate attention;
8. Arrange contact, including online contact, with children or young people outside of the organisation's programs and activities;
9. Photograph or video a child or young person without the consent of the child and his/her parents or guardians;
10. Work with children or young people while under the influence of alcohol or illegal drugs;
11. Engage in open discussions of a mature or adult nature in the presence of children;
12. Use inappropriate language in the presence of children; or
13. Do anything in contravention of the organisation's policies, procedures or this Code of Conduct.

Grievances & Complaints Management

Any volunteer, staff, member or director who has grounds to suspect abusive activity must immediately notify the UBC president, who will then contact the appropriate child protection service or the police. If the UBC president is not available, or the concern involves the UBC president, another member of the State Committee is to be notified instead, who will then contact the appropriate child protection service or the police.

In situations where a child is facing immediate threat, any volunteer, staff, member or director has the authority to contact the police directly, by calling 000.

Disciplinary Procedures

If any volunteer, staff, member or director, is found to be in breach of this policy, they will face disciplinary action. This action will be determined by State Committee, or if it is deemed necessary, a specially formed committee. Actions taken by UBC may vary from a written warning, up to termination of employment or cessation of engagement with the organisation. There will also be full cooperation with the relevant legal authorities.

Review

This policy and related procedures will be reviewed every three years, unless changed circumstances require earlier review.

Charter of Human Rights Compliance

It is considered that this policy does not impact on any human rights identified in the Charter of Human Rights & Responsibilities Act 2006.

Associated Policies, Procedures and Other Documents

- Police Records Check & Working with Children Check Policy
- Privacy and Confidentiality Policy
- Leadership Structure
- Code of Ethics

References

- Moores Legal Pty Ltd 2016, 'Child Protection Toolkit: What Every Not-For Profit Organisation Must Do NOW', Our Community Pty Ltd & Moores, North Melbourne.
- UNICEF (n.d.), 'Fact sheet: A summary of the rights under the Convention on the Rights of the Child', Retrieved February 17, 2017, from http://www.unicef.org/crc/files/Rights_overview.pdf

Policy Name: Child Protection Policy

Responsible Director: State Secretary

Functional Area: Risk Management

Date adopted: 26th April 2020

Review Date: 26th April 2023

Review History

Date	Review Details	Action
6/04/2020	No changes	Ratify at State Committee

CHILD PROTECTION POLICY

I confirm I have read and understood the Child Protection Policy

Staff Signature Date

Print Name