



Child Safety at Windana

Windana prioritises the safety of children and young people in its care and builds child safety into everyday thinking and practice. All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse. Windana aims to create a child safe and child-friendly environment where children feel safe, and the process of improving the safety of children is continuous and ongoing.

Scope

All Windana employees are responsible for the care and protection of children and reporting information about suspected child abuse and suspected reportable conduct regarding staff, volunteers, visitors and contractors. This policy relates to the safety of children and young people who access Windana services or who accompany an adult to a Windana site.

Policy

Windana has zero tolerance for child abuse. All staff and volunteers are responsible for the care and protection of children within our care and reporting information about suspected child abuse and reportable conduct. Windana will take appropriate action when it is aware of any allegation of reportable conduct by a worker, regardless of whether this conduct occurs before or during their involvement with the organisation.

Policy Provisions

Employment of new staff

Windana undertakes a comprehensive recruitment and screening process for all staff and volunteers that aims to:

- Promote and protect the safety of all children in our care
- Identify the safest and most suitable people who share our values and commitment to protect children
- Prevent a person from working at Windana if they pose a risk to children.

Risk Management

Windana will ensure that child safety is part of our overall risk management approach, and child safety risk assessment forms part of regular internal auditing processes. Windana has a Child Safety Officer who is responsible for responding to any child safety complaints made by staff, volunteers, parents or children.

Reporting

Incidences of suspected child abuse or reportable conduct must be reported as per the procedure for Mandatory and Voluntary Reporting. Staff and volunteers are trained in these processes, and contractors are informed of their obligations during orientation.

Investigating

If child protection services or the Commission for Children and Young People deem it appropriate to conduct an investigation, all staff/volunteers/contractors must cooperate fully with the investigation. The CEO will consult with the authorities to determine whether an internal

investigation is appropriate. Such an investigation will be conducted according to the rules of natural justice, including confidentiality. Where there is a reasonable suspicion of child abuse or reportable conduct by a Windana worker the CEO will be informed, and a decision made regarding whether an internal or external investigation is most appropriate. Disciplinary action including dismissal may occur.

Privacy

All personal information considered or recorded will respect the privacy of the individuals involved unless there is a risk to someone's safety, or a court order, or the client consents for release of information.