



Rookery Road Child Safe Policy & Statement of Commitment

Child Safety Standards- updated March 2025

Child Safe Policy

Our Commitment to Child Safety

Rookery Road is committed to child safety.

We want children to be safe, happy and empowered.

We support and respect all children, as well as our staff and families/carers.

We are committed to the safety, participation and empowerment of all children.

We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.

We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.

We are committed to preventing child abuse and identifying risks early and removing and reducing these risks.

We have robust human resources and recruitment practices to reduce the risk of child abuse by new and existing staff and clients.

We are committed to regularly training and educating our staff on child abuse risks.

We are committed to the cultural safety of Aboriginal children, the cultural safety of children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

We have specific policies and procedures in place that support our staff to achieve these commitments.

If you believe a child is at immediate risk, phone 000.

Our Mission Statement

Our Mission is to provide innovation, empowerment and solutions in a safe, respectful and inclusive environment that builds a strong foundation for life-long learning for all.

Our Children

This policy is intended to empower children, who are vital and active participants at Rookery Road. We involve them when making decisions, especially about matters that directly affect them. We listen to their views and respect what they have to say.

We promote diversity and acceptance at Rookery Road, and people from all walks of life and cultural backgrounds are welcome. In particular, we:

- promote the cultural safety, participation and empowerment of Aboriginal children
- promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds
- ensure that children with a disability are safe and can participate equally.

Our Staff and Volunteers

This policy guides our staff and volunteers on how to behave with children at Rookery Road.

All of our staff and volunteers must agree to abide by our [code of conduct](#) which specifies the standards of conduct required when working with children. All staff and volunteers, as well as children and their families, are given the opportunity to contribute to the development of the code of conduct.

Training and Supervision

Training and education is important to ensure that everyone at Rookery Road understands that child safety is everyone's responsibility.

Our organisational culture aims for all staff, families/carers and children to feel confident and comfortable in discussing any allegations of child abuse or child

safety concerns. We train our staff to identify, assess, and minimise risks of child abuse and to detect potential signs of child abuse.

We also support our staff through ongoing supervision to develop their skills to protect children from abuse and promote the cultural safety of Aboriginal children, the cultural safety of children from linguistically and/or diverse backgrounds, and, in particular, the safety of children with a disability.

New staff will be supervised regularly to ensure they understand Rookery Road's commitment to child safety and that everyone has a role to play in protecting children from abuse. This will include checking that their behaviour towards children is safe and appropriate (please refer to Rookery Road 's code of conduct for information about appropriate behaviour). Any inappropriate behaviour will be reported through appropriate channels, including the Department of Families, Fairness and Housing and Victoria Police, depending on the severity and urgency of the matter.

Recruitment

We take all reasonable steps to employ skilled people to work with children. We develop selection criteria and advertisements which clearly demonstrate our commitment to child safety and an awareness of our social and legal responsibilities. Rookery Road understands that when recruiting staff, we have ethical as well as legislative obligations.

We welcome applications from Aboriginal people, people from culturally and/or linguistically diverse backgrounds and, in particular and of relevance, people with a disability or lived-experience of disability.

All people who are engaged in child-related work and who are not exempt, are required to hold a Working with Children Check and to provide evidence of this check. For more information, please refer to the [Working with Children](#) website.

We carry out reference checks and police record checks (or VIT registration/NDIS Worker Screening Check) to ensure that we are recruiting the right people. If during the recruitment process a person's records indicate a criminal history then the person will be given the opportunity to provide further information and context.

Fair Procedures for Staff

The safety and wellbeing of children is our primary concern. We are also fair and reasonable to all staff. The decisions we make when recruiting, assessing incidents, and undertaking disciplinary action will always be thorough, transparent, and based on evidence.

We record all allegations of abuse and safety concerns using our incident reporting form. All records are securely stored. If an allegation of abuse or a safety concern is raised, we provide updates to children and families/carers on progress and actions we as an organisation take.

Privacy

All personal information considered or recorded will respect the privacy of the individuals involved, whether they be staff, families/carers or children, unless there is a risk to someone's safety. Everyone is entitled to know how this information is recorded, what will be done with it and who will have access to it. This is intended to protect reporters and to ensure that all members of Rookery Road are comfortable to disclose any allegations or concerns in relation to child safety without repercussions.

Legislative Responsibilities

Rookery Road takes its legal responsibilities seriously, including:

- Failure to disclose: All adults in Victoria who have a reasonable belief that an adult has committed a sexual offence against a child under 16 have an obligation to report that information to Victoria Police
- Mandatory reporting: Any staff who are mandatory reporters (doctors, nurses, midwives, teacher, principals and police officers) must comply with their duties
- Failure to protect: People of authority in our organisation will commit an offence if they know of a substantial risk of child sexual abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so
- Reportable conduct: The head of our organisation must be made aware of any allegations of physical and sexual abuse, sexual misconduct, significant emotional or psychological harm or significant neglect by an employee towards a

child. We are also legally required to notify the Commission for Children and Young People of the allegation

- Duty of care: If a child is abused by an individual associated with our organisation, our organisation is presumed to have breached its duty of care unless it can prove that it took 'reasonable precautions' to prevent the abuse in question. For more information, please refer to the new organisational [duty of care to prevent child abuse page](#) on the Department of Justice and Regulation's website.

Risk Management

In Victoria, organisations are required to protect children when a risk is identified. In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children.

We have risk management strategies in place to identify, assess, and take steps to minimise child abuse risks which include risks posed by physical environments and online environments.

Allegations, Concerns and Complaints

Rookery Road takes all allegations seriously and has practices in place to investigate thoroughly and quickly. Our staff are trained to deal with allegations appropriately.

We work to ensure all children, families/carers and staff know what to do and who to tell if they observe abuse or are a victim, and if they notice inappropriate behaviour.

We all have a responsibility to report an allegation of abuse if we have a reasonable belief that an incident took place. If an adult has a reasonable belief that an incident has occurred then they must report the incident. Factors contributing to reasonable belief may include:

- a child states they or someone they know has been abused (noting that sometimes the child may in fact be referring to themselves)
- behaviour consistent with that of an abuse victim is observed
- someone else has raised a suspicion of abuse but is unwilling to report it
- observing suspicious behaviour.

Regular Review

This policy will be reviewed every two years and following significant incidents if they occur. We will ensure that families and children have the opportunity to contribute. Where possible we will do our best to work with local Aboriginal communities, culturally and/or linguistically diverse communities and people with a disability.

Further Information

Further information about the [Child Safe Standards](#) can be found on the Department of Health and Human Services website. This includes additional resources that have been designed for organisations that are funded and/or regulated by the department. In particular, an [overview of the Victoria Child Safe Standards](#) has information to help organisations to understand the requirements of each of the Child Safe Standards.

For information on how to [Identify Child Abuse](#) please follow the link.

All organisations may also refer to the information and resources available on the [Child Safety page](#) on the Commission for Children and Young People's website.

If you have any questions about this policy and document, please speak to a member of Rookery Road staff for clarification.