

Orange Community Broadcasters Ltd – Registered Charity

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Policy Manual Policy 19

Child Safe Policy

Orange Community Broadcasters Ltd. (OCB) is a child safe organisation.

Child safe organisations create cultures, adopt strategies and act to prevent harm to children. Systematically they should:

- Create conditions to reduce the likelihood of children being harmed
- Creates conditions that increase the likelihood of identifying and reporting harm
- Responds appropriately to disclosures, allegations and suspicions of harm.

OBJECTIVES

The objectives of this policy are to:

- Provide child safe environments for children and young people whilst on Orange Community Broadcasters' premises and with OCB volunteers.
- To promote the health, safety, welfare and wellbeing of children and young people.
- Adopt the Child Safe Standards.
- Compile and implement best practice approaches to child protection and adhere to NSW child protection legislation.
- Clarify and identify professional and legal obligations of OCB and its volunteers in relation to child protection.
- Implement clear procedures for prompt and confidential processes for any allegations against volunteers.
- To outline and clarify the process when children and young people are present in OCB premises and with volunteers at outside broadcasts.

APPLICABILITY

This policy applies to OCB volunteers who may come into contact with children at the OCB premises or while involved in outside broadcasts.

General Standards

This policy is designed to assist with OCB's commitment to meeting the *Child Safe Standards* identified by the Royal Commission (2017), that is:

1. Child safety is embedded in institutional leadership, governance and culture.
2. Children participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved.
4. Equity is upheld and diverse needs are taken into account.
5. People working with children are suitable and supported.
6. Processes to respond to complaints of child sexual abuse are child focused.
7. Volunteers who are involved with the Youth Radio Program and outside broadcasts involving children and young people are equipped with the knowledge, skills and awareness to keep children safe through continual education and training.
8. Physical and online environments minimise the opportunity for abuse to occur.
9. Implementation of the Child Safe Standards is continuously reviewed and improved.
10. Policies and procedures document how OCB is child safe.

Participation of Children and Young Program

OCB supports the active participation of children and young people in the programs, activities and broadcasts we offer. We provide a range of ways to allow children and young people to provide feedback or raise concerns. We listen to their views, respect what they say and involve them when we make decisions, especially about matters that will directly affect them.

All OCB activities involving children, where the child is not accompanied by a guardian or parent, will require the parents to complete an enrolment form that will include the following information:

- Relevant medical, health and dietary information
- Authorisation of whether or not pictures can be taken of their child
- Clear instructions on who is authorised to pick up and drop off their child as well as contact details.

Volunteers and Members of Orange Community Broadcasters Ltd.

OCB has implemented a risk-based approach to implementing this Child Safe policy which is applicable to OCB volunteers who may come into contact with children at the OCB premises or while involved in outside broadcasts. This policy will be implemented from March 2022 when all volunteer presenters of OCB will be requested to obtain a volunteer Working with Children Check and keep it up to date.

Complaints Management and Reporting

All complaints from children, parents or members of the public will be managed in accordance with OCB's Complaint Management Policy and procedures.

Adopted at Board Meeting 21.02.2022