

Banyule City Council – Child Safe Framework



Banyule City Council are committed to the safety and well-being of children and the prevention of child abuse. Reducing and removing the risk of child abuse is at the centre of our decision-making. We are committed to providing an environment where children feel safe, are empowered, valued and protected. Children will be treated with dignity and respect, regardless of gender identity, sexual orientation, age, disability, ethnicity and cultural and socio-economic background.



Child Safe Standard	Minimum requirements	Indicators of child safe practices
The Standards		
<p>Standard 1:</p> <p>Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.</p>	<p>A child's ability to express their culture and enjoy their cultural rights is encouraged and actively supported.</p> <p>Strategies are embedded within the organisation which equip all members to acknowledge and appreciate the strengths of Aboriginal culture and understand its importance to the wellbeing and safety of Aboriginal children and young people.</p> <p>Measures are adopted by the organisation to ensure racism within the organisation is identified, confronted and not tolerated. Any instances of racism are addressed with appropriate consequences.</p> <p>The organisation actively supports and facilitates participation and inclusion within it by Aboriginal children, young people and their families.</p> <p>All of the organisation's policies, procedures, systems and processes together create a culturally safe and inclusive environment and meet the needs of Aboriginal children, young people and their families.</p>	<ul style="list-style-type: none"> • Banyule City Council an inclusive and welcoming physical and online environment for Aboriginal children and their families by acknowledging and respecting Aboriginal peoples, communities, cultures and values. • All children receive information from Banyule City Council about cultural rights and the organisation takes active steps to encourage Aboriginal children to express their culture. When children express their culture, staff and volunteers in the organisation give them support. • Banyule City Council takes steps to empower children in the organisation and provide them with opportunities to participate in a way that is culturally safe for Aboriginal children. • Banyule City Council provides culturally safe opportunities for Aboriginal families to participate in the organisation. • Banyule City Council provides members of the community with: <ul style="list-style-type: none"> ○ information on cultural rights, the strengths of Aboriginal cultures and the importance of culture to the wellbeing and safety of Aboriginal children. ○ information on the connection between cultural safety and the prevention of child abuse and harm for Aboriginal children. ○ opportunities to learn and express appreciation of Aboriginal cultures and histories. • Strategies that encourage the community to acknowledge and appreciate the strengths of Aboriginal cultures are developed, implemented and embedded into the organisation. • Strategies to prevent racism are implemented and incidents of racism are not tolerated.
<p>Standard 2:</p> <p>Child safety and wellbeing is embedded in organisational leadership, governance and culture.</p>	<p>The organisation makes a public commitment to child safety.</p> <p>A child safe culture is championed and modelled at all levels of the organisation from the top down and bottom up.</p> <p>Governance arrangements facilitate implementation of the Child Safe Policy at all levels.</p> <p>A Code of Conduct provides guidelines for staff and volunteers on</p>	<ul style="list-style-type: none"> • Leaders, staff, volunteers, members and children at Banyule City Council champion and model a child safe culture. They express support for keeping children safe, take action when they have concerns about children's safety and prioritise the safety of children as part of everyday practice. • Leaders set clear expectations around child safety and ensure the Child Safe Policy is implemented by staff and volunteers. • Leaders promote a culture of reporting. • Governance arrangements mean senior leaders regularly review Banyule City

Child Safe Standard	Minimum requirements	Indicators of child safe practices
	<p>expected behavioural standards and responsibilities.</p> <p>Risk management strategies focus on preventing, identifying and mitigating risks to children and young people.</p> <p>Staff and volunteers understand their obligations on information sharing and record keeping.</p>	<p>Council's performance in delivering child safety.</p> <ul style="list-style-type: none"> • Governance arrangements mean senior leaders supervise whether risk assessment and management in the organisation is properly focused on identifying, preventing and reducing risks of child abuse and harm. • Staff and volunteers understand their information sharing and record keeping obligations. • The Code of Conduct is communicated to all staff and volunteers and leaders hold them to account to comply with it.
<p>Standard 3:</p> <p>Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.</p>	<p>Children and young people are informed about all of their rights, including to safety, information and participation.</p> <p>The importance of friendships is recognised and support from peers is encouraged, to help children and young people feel safe and be less isolated.</p> <p>Where relevant to the setting or context, children and young people are offered access to sexual abuse prevention programs and to relevant related information in an age-appropriate way.</p> <p>Staff and volunteers are attuned to signs of harm and facilitate child-friendly ways for children and young people to express their views, participate in decision-making and raise their concerns.</p> <p>Organisations have strategies in place to develop a culture that facilitates participation and is responsive to the input of children and young people.</p> <p>Organisations provide opportunities for children and young people to participate and are responsive to their contributions, thereby strengthening confidence and engagement.</p>	<ul style="list-style-type: none"> • Staff and volunteers engage with children to help them to: <ul style="list-style-type: none"> ○ understand their rights, including to safety, information and participation. ○ know how adults at Banyule City Council should behave. ○ understand Banyule City Council's complaints process and how to raise safety concerns for themselves, their friends or peers. ○ know about support services aimed at children. • Practices at Banyule City Council that disempower children are identified and action is taken to change them. • Staff and volunteers are provided with information to help them understand, recognise and act on signs of child abuse or harm. • Where relevant, Banyule City Council provides access to sexual abuse prevention programs and other relevant information to children in an age-appropriate and accessible manner. • Banyule City Council creates opportunities for children to express their views and participate in decisions that impact them. • Staff and volunteers are supported to develop knowledge and skills to help children participate, express their views and raise their concerns. • Banyule City Council supports children to develop social connections and friendships with their peers, build skills in children to support their peers and challenge bullying or isolating behaviour between children.

Child Safe Standard	Minimum requirements	Indicators of child safe practices
<p>Standard 4: Families and communities are informed and involved in promoting child safety and wellbeing.</p>	<p>Families participate in decisions affecting their child.</p> <p>The organisation engages and openly communicates with families and the community about its child safe approach and relevant information is accessible.</p> <p>Families and communities have a say in the development and review of the organisation's policies and practices.</p> <p>Families, carers and the community are informed about the organisation's operations and governance.</p>	<ul style="list-style-type: none"> • Banyule City Council supports families and communities to take an active role in promoting and maintaining child by communicating about their role in child safety within the organisation. • Banyule City Council is open and transparent with families and communities by: <ul style="list-style-type: none"> ○ providing accessible information about Banyule City Council's child safe policy and practices. ○ providing information about Banyule City Council's governance and operations, how complaints are handled and how the organisation manages disciplinary actions and child safety risks.
<p>Standard 5: Equity is upheld and diverse needs respected in policy and practice.</p>	<p>The organisation, including staff and volunteers, understands children and young people's diverse circumstances, and provides support and responds to those who are vulnerable.</p> <p>Children and young people have access to information, support and complaints processes in ways that are culturally safe, accessible and easy to understand.</p> <p>The organisation pays particular attention to the needs of children and young people with a disability, children and young people from culturally and linguistically diverse backgrounds, those who are unable to live at home, and lesbian, gay, bisexual, transgender and intersex children and young people.</p> <p>The organisation pays particular attention to the needs of Aboriginal children and young people and provides/promotes a culturally safe environment for them.</p>	<ul style="list-style-type: none"> • Banyule City Council takes steps to understand the diverse circumstances and needs of children who engage, or may engage, with it. • Staff and volunteers: <ul style="list-style-type: none"> ○ are provided with information and guidance about children's diverse circumstances, how to identify factors that can increase a child's vulnerability to harm, and how to promote equity and safety for all children. ○ take action to support and respond to children who are experiencing vulnerability, including making inquiries and responding where there are signs of increased vulnerability. ○ take action to uphold equity for all children, promote children's safety and prevent child abuse and harm. • Leaders set clear expectations around achieving equity and respect for diversity. • Banyule City Council ensures all children are reasonably supported to participate.
<p>Standard 6: People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.</p>	<p>Recruitment, including advertising, referee checks and staff and volunteer pre-employment screening, emphasise child safety and wellbeing.</p>	<ul style="list-style-type: none"> • The child safety requirements of each role are assessed before recruitment of new staff and volunteers. These include: <ul style="list-style-type: none"> ○ qualifications, experience and attributes required.

Child Safe Standard	Minimum requirements	Indicators of child safe practices
	<p>Relevant staff and volunteers have current Working with Children Checks or equivalent background checks.</p> <p>All staff and volunteers receive an appropriate Induction and are aware of their responsibilities to children and young people, including record keeping, information sharing and reporting obligations.</p> <p>Ongoing supervision and people management is focused on child safety and wellbeing.</p>	<ul style="list-style-type: none"> ○ duties and responsibilities with children. ○ measures required to manage any child abuse or harm risks including screening, training and supervision requirements. ● Information and guidance are provided to recruiting staff on how to prioritise child safety in the recruitment process, including how to identify and manage any child safety concerns raised through the application, interview and screening process. ● Recruitment processes include: <ul style="list-style-type: none"> ○ a range of values-based interview questions to establish suitability to work with children. ○ pre-employment screening practices including referee checks, Working with Children Check and other registration or background checking. ○ verification that required qualifications, registrations and Working with Children Check are valid and up-to-date. ○ keeping records of the recruitment process. ● Supervision and people management includes regular reviews to check whether staff are following Banyule City Council's Code of Conduct, Child Safe Policy and relevant legislative requirements. ● Guidance is provided for people managers on steps to take when managing staff or volunteers whose behaviour raises child safety concerns. ● Qualifications, Working with Children Check and other registration or ongoing screening checks are regularly reviewed for changes and that they are still valid. Action is taken to manage the risks to children when a person's qualifications, Working with Children Check or other registration or ongoing screening check are no longer valid. ● Staff and volunteers receive an induction adjusted to each role's requirements, duties, risks and responsibilities in relation to child safety and wellbeing. The induction covers Banyule City Council's Child Safe Policy, child safety practices and complaints process as well as reporting, record keeping and information sharing obligations.

Child Safe Standard	Minimum requirements	Indicators of child safe practices
<p>Standard 7: Processes for complaints and concerns are child-focused.</p>	<p>The organisation has an accessible, child-focused complaint handling policy which clearly outlines the roles and responsibilities of leadership, staff and volunteers, approaches to dealing with different types of complaints, breaches of relevant policies or the Code of Conduct and obligations to act and report.</p> <p>Effective complaint handling processes are understood by children and young people, families, staff and volunteers, and are culturally safe.</p> <p>Complaints are taken seriously and responded to promptly and thoroughly.</p> <p>The organisation has policies and procedures in place that address reporting of complaints and concerns to relevant authorities, whether or not the law requires reporting, and co-operates with law enforcement.</p> <p>Reporting, privacy and employment law obligations are met.</p>	<ul style="list-style-type: none"> • Banyule City Council makes information about how to make a complaint available and accessible to everyone. • Banyule City Council provides staff and volunteers with support and information on what and how to report, including to authorities outside the organisation. • Complaints are taken seriously, meaning the organisation consistently: <ul style="list-style-type: none"> ○ identifies and manages any risks to children. ○ responds to complaints promptly and thoroughly. ○ prioritises the safety of children and also meets privacy and employment law obligations. ○ supports everyone involved in the complaints process. ○ reports complaints of alleged abuse or harm of children and concerns about child safety to the authorities and cooperates with law enforcement. • Records are kept of complaints made to the organisation, including concerns raised about the safety of children and disclosures about alleged abuse or harm of children, and actions taken to respond. • Banyule City Council reviews complaint handling policies and procedures at regular intervals.
<p>Standard 8: Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.</p>	<p>Staff and volunteers are trained and supported to effectively implement the organisation's Child Safe Policy.</p> <p>Staff and volunteers receive training and information to recognise indicators of child harm including harm caused by other children and young people.</p> <p>Staff and volunteers receive training and information to respond effectively to issues of child safety and wellbeing and support colleagues who disclose harm.</p> <p>Staff and volunteers receive training and information on how to build</p>	<ul style="list-style-type: none"> • Leaders communicate to staff and volunteers that child safety training is mandatory. • Training is provided to staff and volunteers on the Child Safety Policy at Induction and at regular intervals. • Training is provided to staff and volunteers that supports their ability to: <ul style="list-style-type: none"> ○ identify signs of child abuse and harm. ○ respond to issues of child safety including internal and external reporting requirements and managing risks to children ○ support a person disclosing child safety concerns. ○ create culturally safe environments • Training and guidance on child safety is:

Child Safe Standard	Minimum requirements	Indicators of child safe practices
	culturally safe environments for children and young people.	<ul style="list-style-type: none"> ○ appropriate to Banyule City Council’s engagement with children and the needs of children in the organisation. ○ offered on a regular basis to enable staff and volunteers to keep their skills and knowledge up-to-date. ○ regularly reviewed and updated to remain effective. ● Supervision and management of staff and volunteers includes identifying child safety training needs.
<p>Standard 9: Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.</p>	<p>Staff and volunteers identify and mitigate risks in the online and physical environments without compromising a child’s right to privacy, access to information, social connections and learning opportunities.</p> <p>The online environment is used in accordance with the organisation’s Code of Conduct and Child Safe Policy and practices.</p> <p>Risk management plans consider risks posed by organisational setting, activities and the physical environment.</p> <p>Organisations that contract facilities and services from third parties have procurement policies that ensure the safety of children and young people.</p>	<ul style="list-style-type: none"> ● Risk assessment and management plans are informed by and responsive to the views and concerns of staff, volunteers and children. Plans show that the organisation has balanced the need to manage the risk of harm and abuse against children’s rights to privacy, access to information, social connections and learning opportunities. ● Staff and volunteers are armed with knowledge so they are aware of risks of child abuse and harm and know what action they need to take to prevent and reduce them. ● Action is taken by staff and volunteers to prevent and reduce risks of child abuse and harm when identified. ● Risk assessments and management plans are regularly reviewed to keep them up-to-date and include lessons from complaints, concerns and safety incidents. ● Banyule City Council’s leadership and governance arrangements ensure risk assessment and management are focused on identifying, preventing and reducing risks of child abuse and harm. ● When negotiating contracts with third parties, contracts include terms that allow the organisation to take action if the third party does not meet expected child safety standards. ● When third-party contractors are engaged, action is taken by the organisation to assess whether, and the extent to which, the engagement of third-party contractors poses risks of child abuse and harm. ● Depending on the level of risk posed by third-party contractors, the organisation should take actions to prevent or reduce risks of child abuse or harm. Appropriate actions may include:

Child Safe Standard	Minimum requirements	Indicators of child safe practices
		<ul style="list-style-type: none"> ○ requiring third-party contractors to comply with the organisation's policies and procedures. ○ monitoring compliance by third-party contractors with the Child Safe Standards and/or the Banyule City Council's policies and procedures. ○ working with third-party contractors to identify, prevent and reduce risks of child abuse and harm. ○ where Banyule City Council is unable to adequately manage risks of child abuse and harm posed by third-party contractors, consider terminating the contract or take other appropriate action to protect children. ● If appropriate, staff, volunteers, parents, carers and children are provided with information about online safety and risks in the online environment, such as online grooming, cyber bullying and sexting. Support is given to reporting negative experiences or concerns.
<p>Standard 10: Implementation of the Child Safe Standards is regularly reviewed and improved.</p>	<p>The organisation regularly reviews, evaluates and improves child safe practices.</p> <p>Complaints, concerns and safety incidents are analysed to identify causes and systemic failures to inform continuous improvement.</p> <p>The organisation reports on the findings of relevant reviews to staff and volunteers, community and families, and children and young people.</p>	<ul style="list-style-type: none"> ● Records are kept of complaints, concerns, allegations and actions taken to respond. ● Complaints, concerns, safety incidents or significant breaches of policy (such as the Code of Conduct) are examined to understand what caused the problem and whether there are any flaws in Banyule City Council's policies, procedures and practices that contributed to the problem. Where flaws or failings are identified, improvements are made to prevent the problem from happening again. ● Banyule City Council regularly reviews policies, procedures and child safe practices, and makes improvements considering: <ul style="list-style-type: none"> ○ analysis of complaints, concerns, safety incidents and significant breaches of policy ○ feedback sought from staff, volunteers, children, families and communities ○ implementation of the Child Safe Standards. ● Reports about the findings and actions taken in response to reviews of Banyule City Council's Child Safe Policy and practices are shared with staff, volunteers, children, families and communities.

Child Safe Standard	Minimum requirements	Indicators of child safe practices
<p>Standard 11: Policies and procedures document how the organisation is safe for children and young people.</p>	<p>Policies and procedures address all Child Safe Standards.</p> <p>Policies and procedures are documented and easy to understand.</p> <p>Best practice models and stakeholder consultation informs the development of policies and procedures.</p> <p>Leaders champion and model compliance with policies and procedures.</p> <p>Staff and volunteers understand and implement policies and procedures.</p>	<ul style="list-style-type: none"> • Regular consultation on child safety with all Banyule City Council staff. • Banyule City Council uses input from consultations and available information about creating child safety awareness to help develop, review and update policies and procedures related to child safety. • Banyule City Council's policies and procedures cover all the Child Safe Standards and address the risks to the safety of children that are specific to Banyule. • Policies and procedures are easy to understand and can be accessed easily.
<p>The Principles</p>		
<p>Principle 1: Child safety is embedded in institutional leadership, governance and culture.</p> <p>Principle 2: Children participate in decisions affecting them and are taken seriously.</p> <p>Principle 3: Families and communities are informed and involved.</p>	<p>All of the above activities reflect consideration of the varying needs of children, including the additional risks faced by Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and children with a disability.</p> <p>Council clearly demonstrates a zero tolerance for discrimination.</p> <p>Policies and procedures specifically address cultural inclusion, sensitivity and competency.</p> <p>Policies and procedures address specific boundaries about interaction with children with a disability, including personal care assistance.</p> <p>Council provides training and development on cultural sensitivity and competency, as well as interactions with children with a disability.</p>	