



# Together For Humanity Child Protection Policy 2016

## Version Control

Version Number	Description of Changes	Date
V1	Approved by Board	10 February 2016

Together for Humanity Foundation Ltd.

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# Aim and Guiding Principles of the Policy

Together For Humanity (TFH) is a multi-faith organisation that is helping schools, organisations and communities to respond effectively to differences of culture and belief. An integral component of our work is our school based programs.

TFH is committed to creating and promoting a safe and positive environment for children and young people. This Policy, to be read in conjunction with TFH's Code of Conduct, provides a practical guide to prevent child abuse occurring within the organisation, as well as providing guidance about how to respond to possible signs of abuse. It also protects TFH personnel, associates and representatives of TFH from unfair processes should any allegations be made about them.

TFH's recruitment process includes screening of all personnel and associates to minimise the risk of a person who poses a risk to children being employed by the organisation. Induction for new presenters will include information on this Policy and the Code of Conduct, including best practice in interacting with children and young people.

These strategies will assist everyone to understand their child protection responsibilities, maintain a positive work environment and also create safe environments where children and young people are protected from harm.

This Policy aims to ensure that TFH is a child safe organisation and to provide a safe, inclusive and respectful environment for children and young people who are the beneficiaries of our programs and activities. This Policy is based on the following guiding principles:

- all children and young people have the right to be safe at all times and TFH has an obligation to provide safe and friendly environments and programs;
- zero tolerance of child abuse;
- child protection is a shared responsibility between TFH, all personnel and associates, its partners and the schools and communities in which it works; and
- all decisions regarding the welfare and protection of children and young people are made based on the best interest of the child or young person.

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# Scope of the Policy

This Policy applies to the following:

- A. all personnel and associates of Together For Humanity including, but not limited to:
  - permanent staff members
  - casual staff
  - individual contractors and consultants
  - volunteers
  - board members
  - partners that have a formal/contractual relationship with TFH
  - interns
  - work experience students
- B. others engaged by Together For Humanity ('representatives') having contact with children, including but not limited to:
  - journalists or media personnel
  - photographers
  - donors
  - researchers
  - supporters
  - guest presenters
  - entertainers
  - visitors including spouse of family members of TFH personnel or associates

## Child safe recruitment and screening

TFH is committed to creating and promoting a safe and positive environment for children and young people. Child safe recruitment practices are to be followed to protect children by:

- ensuring checks and procedures are in place to screen out anyone who may be unsuitable to be in contact with children and young people; and
- employ people who share TFH's values and commitment to the security of children.

This procedure commits TFH to preventing a person from working with children and young people if they pose an unacceptable risk. TFH contracts must contain provisions for dismissal, suspension and/or transfer to other duties for any personnel who breach the Child Protection Policy or Code of Conduct.

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# Recruitment Process

TFH will take all reasonable precautions to ensure TFH staff and associates have passed screening procedures and do not pose an unacceptable risk to children or young people. Where TFH is directly responsible for recruitment we will consistently apply the following procedures prior to engagement:

- interview with TFH staff;
- verbal reference checks, including questions relating to the applicant or volunteer's general conduct;
- TFH validation of a NSW Working With Children Check number
- Sign the TFH Child Protection Policy and Code of Conduct

Once engaged, TFH staff (including paid employees and volunteers, interns etc) will complete a child protection induction module and/or training session when offered.

These procedures must be evidenced by:

- for paid staff:
  - documented interview procedure
  - documented verbal referee checks
  - signed contracts including reference to child protection policies and procedures
- for unpaid staff (eg volunteers, interns etc) completed Child Safe Recruitment and Screening For Volunteers Form
- for all staff:
  - details of Working With Children Check including surname, date of birth, WWCC number or Application Number, date checked, date number valid to
  - retained copies of signed Child Protection Policy and Code of Conduct (for paid staff this may be as part of their contact)
  - documentation of attendance at any relevant training session

# Risk Identification and Management

TFH recognises that by the nature of its work it is at risk of being targeted by those wanting to exploit or harm children and that there are a number of potential risks to children or young people in the delivery of our programs. TFH will not permit a person to work with children if they are an unacceptable risk to children's safety or well being.

As an organisation TFH is to always be aware, vigilant and uncompromising when implementing this Policy. Staff and others should be aware of risks and be actively minimising opportunities and situations where children can be harmed.

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TFH personnel and associates must:

- sign onto and agree to abide by this policy and the procedures relevant to them such as the Code of Conduct;
- report to TFH whenever they have a reasonable belief that a child or young person has been harmed or is at potential risk of harm;
- cooperate fully and confidentially in any investigation of concerns or allegations;
- contribute to an environment where children and young people are respected and encouraged to discuss their concerns and rights.

## Code of Conduct

A set of behavioural guidelines for working with children in providing TFH programs are outlined in the Together For Humanity Code of Conduct.

## Training

All TFH personnel including volunteers and contractors working in schools presenting TFH programs must attend a Child Protection Policy training session within 6 months of their appointment.

All other TFH personnel including Board Members must be provided with an induction on the Policy on appointment and when any major changes to the Policy are made.

## Reporting

TFH personnel and associates are required to report concerns or allegations of harm that relate to a child or young person or participant involved with TFH programs to the Schools Program Director or Education Officer present who must inform the National Director or, if appropriate a Board Member.

All concerns and reports will be taken seriously and investigated immediately with the highest priority accorded to the reporting and complaints mechanism outlined in the Together For Humanity Child Protection Procedures.

An allegation of child abuse is a serious issue. In following this Policy and relevant procedures confidentially will be maintained. Sharing of information, which could identify a child or young person, an alleged perpetrator of the informant/reporter could put them at harm so should be done only as required.

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If TFH personnel or associates raise a legitimate concern about suspected child abuse which proves to be unfounded on investigation, no action will be taken against the personnel or associate.

Any personnel or associate who makes false and malicious accusations will face disciplinary action.

## Review of Policy

This Policy will be reviewed every three years.

## Policy Implementation Documents;

The following documents are referred to and are to be used when implementing this Policy:

- Together For Humanity Code of Conduct
- Together For Humanity Child Protection Reporting Procedures

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**Appendix A: Statement to be Signed by all Together For Humanity Personnel, Associates and Representatives**



I, ..... (insert name) acknowledge that I have read and understand Together For Humanity's:

- Child Protection Policy
- Code of Conduct; and
- Child Protection Reporting Procedures

**I agree to comply with the Policy, Code of Conduct and Reporting Process**

I understand that a breach of the Policy, Code or Reporting Process may provide grounds for my employment/engagement with Together For Humanity to be terminated. I also understand that a breach of the Policy or Code could result in criminal prosecution.

I understand that it is my responsibility, as a person employed/engaged by Together For Humanity to use common sense and avoid actions that are abusive or exploitative of children and young people, or could be construed as such.

I authorise Together For Humanity to undertake any necessary inquiries, including criminal checks and reference checks, as part of my appointment or recruitment process.

I confirm my willingness to participate in Together For Humanity training sessions on child protection.

Name: .....

Signed: .....

Date: .....

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