



# Foodbank SA & NT - Child Safe Environment Policy

## 1. Purpose of policy

This policy was written to demonstrate the strong commitment of **Foodbank SA & NT** to the safety of children and young people and establishing and maintaining child safe and child friendly environments.

## 2. Commitment to the safety of children and young people

All children and young people who visit **Foodbank SA & NT** sites and/or assist with on or off-site volunteer activities have a right to feel and be safe. We are committed to the safety and well-being of all children and young people including those accessing our services and the children in our care. We aim to create a child safe and child friendly environment where all children are valued and feel safe.

This policy reflects our commitment to provide a safe environment where every child and young person has the right to be treated with respect and is safe and protected from harm. This policy aims to ensure that;

- Children and young people are valued, respected and encouraged to participate and that the safety and protection of children and young people is always the first priority.
- Inclusion will be ensured for children and young people of diverse backgrounds, age, abilities and identities (e.g. all children and young people are embraced regardless of their abilities, sex, gender, or social economic or cultural background and equity is upheld.
- This policy complies with the **Children and Young People (Safety) Act 2017**, **Child Safety (Prohibited Persons) Act 2016** and the National Principles for Child Safe Organisations.
- Harassment, bullying and discrimination will not be tolerated.
- Information about services that can assist children and young people (such as the Kids Helpline 1800 55 1800) are available.

We have developed policies and procedures to support our commitment to child safety and to manage our legal compliance and any issues that may arise in a timely manner.

As per the **Children and Young People (Safety) Act (s.115)** all policies are to be reviewed and updated at least once in a 5 year period and a new compliance statement lodgement is submitted with Department of Human Services each time the policy is reviewed/updated.

### 3. Scope of policy

This policy applies to all people working in the organisation, including:

- employees (permanent and casual)
- volunteers (regular and ad hoc)

It is the expectation that all employees and volunteers read the Child Safe Policy and act in accordance with the policy.

### Definitions

**Child or young person** – persons under 18 years of age.

**Complainant** – person who makes a complaint.

**Harm** – **Section 17 of the Safety Act** defines ‘harm’ to mean physical or psychological harm (whether caused by an act or omission), including harm caused by sexual, physical, mental or emotional abuse or neglect.

**National Police Check (NPC)** – a summary of an individual’s offender history in Australia and a record of their criminal history relating to convictions, finding of guilt or pending court proceedings. They are available from South Australia Police (SAPOL) or organisations accredited by the Australian Criminal Intelligence Commission.

**Working with Children Check(WWCC)** – People working or volunteering with children in South Australia must, by law, have a valid, not prohibited Working with Children Check. A Working with Children Check is an assessment of whether a person poses an unacceptable risk to children. As part of the process, the Screening Unit will look at criminal history, child protection information and other information.

### 4. Children’s Participation (see Appendix 1)

**Foodbank SA & NT** encourages and respects the views of children and young people who access our services. We listen to and act upon any concerns that children, young people or their families raise with us. When visiting Foodbank sites and/or volunteering at on and off-site activities, children and young people are given a full induction and advised what they can do if they feel unsafe at any time. Feedback is welcomed after children and young people visit Foodbank. Families, children and young people can provide any feedback via email to the Education Programs Manager at [schools@foodbanksa.org.au](mailto:schools@foodbanksa.org.au) and/or the Chief Executive Officer at [gregp@foodbanksa.org.au](mailto:gregp@foodbanksa.org.au) or phone the Foodbank office on (08) 8351 1136.

### 5. Code of Conduct (see Appendix 2 and 3)

**Foodbank SA & NT** employees and volunteers are made aware of, and must abide by the *Foodbank South Australia and Central Australia Code of Conduct for a Child Safe Organisation (Appendix 2)* as well as the *Foodbank Code of Conduct (Appendix 3)*. A copy of our Child Safe Policy which includes these documents is made available to all volunteers and employees.

## 6. Recruitment Practices (see Appendix 4) (National Principle 5)

**Foodbank SA & NT** takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children. Foodbank strives to ensure that people working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice. A satisfactory National Police Check for both employees and volunteers is a precondition of working for Foodbank SA & NT.

To meet the requirements of the **Child Safety (Prohibited Persons) Act 2016** which requires that staff and volunteers (over the age of 14 years) have a valid, 'not prohibited' Working with Children Check issued by the Screening Unit of the Department of Human Services, all **Foodbank SA & NT** employees and volunteers who work directly with children, and staff who supervise people who work with children, are required to undertake a 'Working with Children Check' prior to their commencement. Foodbank has registered with the DHS Screening Unit portal to check the accuracy of all WWCCs are required by the Prohibited Persons Act 2016.

**At Foodbank working directly with children means that the person is;**

- supervising students during volunteering activities (e.g. in a Foodbank Warehouse, in a Foodbank office or at off site events),
- taking school students on a tour of a Foodbank site,
- delivering a presentation to school students at a Foodbank site or at a school,
- working at a child specific event (e.g. at a school),
- or having some responsibility for a child whilst they are at a Foodbank site.

Foodbank also conducts interviews, referee checks and police checks for all employees and volunteers aged 18 and over. Volunteers under the age of 18 are required to provide their date of birth and complete a Student Volunteer Form (see Appendix 7).

Foodbank will immediately contact the Department of Human Services Screening Unit when we become aware of certain information regarding any person involved with our organisation, including any serious criminal offence, child protection information, or disciplinary or misconduct information.

## 7. Supervision, training and support for employees and volunteers (National Principles 5 and 7)

**Foodbank SA & NT** seeks to attract and retain the best employees and volunteers. We provide supervision, training and support so people feel valued, respected and fairly treated. We ensure that employees and volunteers who work directly with children are suitable and have ongoing support so they are equipped with the knowledge, skills and awareness to keep children and young people safe.

- All new employees and volunteers undergo an induction and receive a copy of our Child Safe Environment Policy.
- All new employees and volunteers are asked to read and sign the Code of Conduct for a Child Safe Organisation and Foodbank Code of Conduct.
- All relevant staff complete Child Safe Environments Training and relevant updates.

## 8. Reporting and responding to instances of suspected harm or risk of harm to children and young people (National Principle 6)

All employees and volunteers at Foodbank must understand and acknowledge that;

- all mandated notifiers have a legal obligation to report a reasonable belief that a child or young person has been harmed or is at risk of harm,
- non-mandated notifiers are encouraged to make voluntary reports about harm or risk of harm to a child or young person,
- reports regarding the reasonable belief that a child or young person is, or may be, at risk of harm are to be made to the **Child Abuse Report Line (CARL) on 13 14 78** or if at immediate risk, report to **South Australia Police (SAPOL) on 000**,
- that the individual who identifies the harm or risk of harm is the person who makes the report to CARL/SAPOL and this is not reported internally for another staff member to determine if it is a reportable matter,
- they will be guided by the relevant authority (Department for Child Protection/SA Police) about how to proceed after a notification is made,
- Foodbank staff and volunteers are required to notify management (either the Education Programs Manager and/or Chief Executive Officer) after they have made a report to CARL/SAPOL regarding a child or young person.
- Both employees and volunteers must report to management (either the Education Programs Manager and/or Chief Executive Officer) if reasonable suspicion is formed that a child is at risk arising from the conduct of another employee or volunteer. In response to any such report, management may determine to take disciplinary action, in addition to the notification of the issue to the Child Abuse Report Line.

### Supporting children, young people and their families

**Foodbank SA & NT** recognises that even where a notification is made, we may still have a role in supporting the child or young person. This support may include:

- Referring the child, young person or their family to other appropriate services.
- Displaying information about services that can assist children and their families (such as the Kids Helpline wallet cards with the phone number 1800 55 1800) in areas accessed by children and their families.

## 9. Reporting and responding to complaints or concerns relating to the actions of an employee or volunteer of our organisation (See Appendix 6)

Feedback, both positive and constructive, is an essential part of helping **Foodbank SA & NT** continuously improve its service quality. Staff, volunteers and clients can lodge any complaint/feedback in person, over the phone, by email or in writing to the Chief Executive Officer, Greg Pattinson phone (08) 8351 1136, PO Box 40 EDWARDSTOWN SA 5039 or [gregp@foodbanksa.org.au](mailto:gregp@foodbanksa.org.au).

Resolving complaints amicably gives Foodbank of SA & NT the opportunity to improve services and to understand the areas that need changing. Foodbank takes complaints very seriously and will work hard to address and resolve them efficiently and effectively.

Foodbank of SA & NT will:

- encourage children and young people to speak up about their worries, whether it is happening to them or someone else,
- address complaints/feedback promptly, sensitively, and fairly,
- listen to the complaint/feedback and make a record of it,
- respond to the complaint/feedback with an outcome,
- clearly document and securely store decisions and actions taken in response to complaints and feedback,
- make sure that procedural fairness is always followed,
- acknowledge that we have received the complaint/feedback in writing,
- investigate complaint/feedback by reviewing the incident in depth,
- if appropriate, encourage discussion of concerns openly with the relevant workers to resolve the complaint/feedback,
- communicate the outcome of investigations to the complaint/feedback and ensure that any recommended improvements or changes are implemented effectively.

## 10. Risk Management (see Appendix 1, 5, 6, 7 and 8) (National Principle 8)

To help maintain a safe environment for children and young people, **Foodbank SA & NT** reviews its risks regularly and implements strategies to minimise and manage these risks. **Foodbank SA & NT** has the following policies and procedures in place;

- Visits and volunteering by children and young people (see Appendix 1)
- Risk assessment (see Appendix 5)
- Complaints form (See Appendix 6)
- Student volunteer form (see Appendix 7)
- School visit and volunteering form (see Appendix 8)

Evaluation of these strategies and the development of additional strategies to minimise and control risks to children and young people occur as part of our ongoing risk management process.

## 11. Communication

The Foodbank Child Safe Environment Policy is available to employees, volunteers, schools, children and young people and their families on the Foodbank website and is emailed to staff periodically.

The Foodbank Child Safe Policy can also be provided on request by emailing [schools@foodbanksa.org.au](mailto:schools@foodbanksa.org.au) or phone (08) 8351 1136. Parents/guardians will be asked to identify if they have read the Child Safe Policy when consenting to their child volunteering at Foodbank.

## 12. Related Policies and Procedures (National Principle 9)

### Harassment, bullying and Discrimination

**Foodbank SA & NT** is committed to providing a workplace free from bullying, harassment, discrimination and harm. We take this issue seriously and encourage anyone who believes that they, or another person, has been harassed, discriminated against or bullied to raise this issue with their line manager or another manager if this isn't appropriate.

## 13. Policy Review (National Principle 9)

**Foodbank SA & NT** will, at a minimum, review the Child Safe policies and procedures once every 5 years as required by the **Children and Young People (Safety) Act 2017**. A new compliance statement lodgement is required with Department of Human Services each time the policy is reviewed/updated.

## Further Information

Australian Human Rights Commission, Child Safe Organisations, National Principles  
<https://childsafe.humanrights.gov.au/national-principles>

Government of South Australia, Department of Child Protection, Report abuse or neglect  
<https://www.childprotection.sa.gov.au/reporting-child-abuse/report-child-abuse-or-neglect>

Government of South Australia, Department of Human Services, Child Safe Environments  
<https://dhs.sa.gov.au/services/community-and-family-services/child-safe-environments>

Government of South Australia, Department of Human Services, Working with Children Checks  
<https://screening.sa.gov.au/home>

## APPENDIX 1

# Children and young people visiting and volunteering with Foodbank SA & NT

### Site Visits

Any children or young people visiting **Foodbank SA & NT** sites must be supervised by a parent/carer or group leader such as teacher, scout leader or church group leader.

A **Foodbank SA & NT** visit form must be completed for the group prior to the visit. This will confirm that parental permission has been given for all children/young people to visit **Foodbank SA & NT** sites and include parental/carer consent or otherwise for the taking and use of photographs for **Foodbank SA & NT** promotional and marketing purposes.

### Student Volunteering

Anyone volunteering with **Foodbank SA & NT** must be aged 14 years or over. Student volunteer opportunities may be either on-site or on off-site and are subject to availability and age restrictions in order to comply with our Child Safe Policy. Student volunteering activities will occur on allocated days to help ensure child safety. Volunteers over the age of 14 years involved in child related work will require a Working with Children Check.

For young people under the age of 14, there are other activities in which they can engage to support or/or learn about Foodbank including Food Drives or Fundraising, the Foodbank Superhero Program and Foodbank school education sessions. Please see the **Foodbank SA & NT** website and/or contact the Education Programs Manager for more details via [schools@foodbanksa.org.au](mailto:schools@foodbanksa.org.au) or phone 08 8351 1136.

**Individuals between the ages of 14 and 17 wishing to volunteer** with **Foodbank SA & NT**, either on-site or supporting a Foodbank event, must complete a Foodbank Student Volunteer Form securing parent/carer permission. The form will also include parental/carer consent or otherwise for the taking and use of photographs. (See Appendix 8)

**Groups wishing to volunteer** with **Foodbank SA & NT** (such as schools and scouts) either on or off-site must complete a Foodbank School/Group Visit and Volunteering Registration Form. This form will stipulate that parental permission has been secured for all young people attending the volunteer activity/event. It will also include parental/carer consent or otherwise for the taking and use of photographs. (See Appendix 9)

*Parent/carer permission need only be provided once unless Foodbank considers the activity poses additional risks requiring further parent/carer permission.*

If the number of 'group volunteers' at a **Foodbank SA & NT** site exceeds three, parent/guardian or teacher/group leader supervision is required.

A risk assessment is carried out prior to activities where young people will be volunteering. Foodbank will ensure that student volunteers will be supervised by a **Foodbank SA & NT** employee.

To minimise the risk to child safety school students under 18 years of age are not permitted to volunteer in the Foodbank Food Hubs during opening hours. They are permitted to volunteer before the Food Hubs open and after they close. Students are also permitted to participate in activities out the back of the Food Hubs during opening hours provided they have supervision by a **Foodbank SA & NT** employee.

All off-site student volunteering activities are at the discretion of and must be approved by the Education Programs Manager in consultation with the Foodbank Volunteer Coordinator and other members of the Foodbank Management Team where appropriate. They will determine the appropriateness of student volunteers being involved in the activity and the level of supervision required.

Youth volunteers must be aged 16 years or over to volunteer in an activity that is offsite and/or involves the handling of money. This includes the collection of cash donations.

All student/youth volunteers will be given an induction by the activity supervisor prior to the volunteering activity.

Volunteers assisting at an off-site event that is not part of a group activity (such as school groups or scouts) will be issued with an identity badge with emergency contact telephone numbers and will be required to sign in and out of the activity. Once they have signed out of the activity, **Foodbank SA & NT** will consider their duty of care for this individual to be complete.

At no time will a youth volunteer be encouraged or coerced into completing an activity in which they feel uncomfortable or unsafe.

Feedback will be sought from all youth volunteers in order to assist **Foodbank SA & NT** with improving youth volunteering services in the future.

### **Work Experience**

Students occasionally request the opportunity to carry out work experience at **Foodbank SA & NT**. This is at the discretion of **Foodbank SA & NT** management. A Foodbank Student Volunteer Form must be completed by the student and parent/carer permission secured prior to any such placement.

A plan of work will be agreed with the student and a full induction carried out prior to the activity. The student must be supervised by a **Foodbank SA & NT** employee at all times.



## APPENDIX 2



# Foodbank SA & NT Code of Conduct for a Child Safe Organisation

Providing services to children and young people as well as hosting them for visits and volunteering activities brings additional responsibilities for employees and volunteers of **Foodbank SA & NT**.

All paid and unpaid staff, including volunteers, interns or trainees of **Foodbank SA & NT** are responsible for the safety and wellbeing of children and young people who engage with the organisation. All paid and unpaid staff are expected to act in accordance with this Code of Conduct for a Child Safe Organisation in their physical and online interactions with children and young people under the age of 18 years.

<p>All employees and volunteers of Foodbank are responsible for promoting and protecting the safety and wellbeing of children and young people by:</p>	<ul style="list-style-type: none"> <li>• sticking to the organisation’s child safe environment policy at all times and taking all reasonable steps to ensure the safety and protection of children and young people</li> <li>• treating everyone (this includes staff, volunteers, students, children, young people and parents) including those of different race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes and religious beliefs with respect and honesty and ensure equity is upheld</li> <li>• being a positive role model to children and young people in all conduct with them</li> <li>• setting clear boundaries about appropriate behaviour between yourself and the children and young people in our organisation – boundaries help everyone to understand their roles</li> <li>• listening and responding appropriately to the views and concerns of children and young people</li> <li>• being alert to bullying behaviours and responding promptly and appropriately</li> <li>• ensuring another adult is always present or in sight when conducting one to one tours, instruction or other activity</li> <li>• being alert to children and young people who are, or may be at risk of harm, and reporting this quickly to the <b>Child Abuse Report Line (13 14 78)</b></li> <li>• responding quickly, fairly and transparently to any complaints made by a child, young person or their parent/guardian</li> <li>• encouraging children and young people to ‘have a say’ on issues that are important to them.</li> <li>• meet the requirements of the <b>Children and Young People (Safety) Act 2017</b> (which mandates child safe environments) and the <b>Child Safety (Prohibited Persons) Act 2016</b> (which mandates Working with Children Checks).</li> </ul>
<p>Employees and volunteers <b>must not</b>:</p>	<ul style="list-style-type: none"> <li>• develop any ‘special’ relationships with children and young people that could be seen as favouritism such as the offering of gifts or special treatment</li> </ul>

	<ul style="list-style-type: none"> <li>do things of a personal nature that a child or young person can do for themselves, such as toileting or changing clothes</li> <li>discriminate against any child or young person because of age, gender, cultural background, religion, vulnerability or sexuality.</li> </ul>
Reporting a Breach of the Code of Conduct and consequences	<ul style="list-style-type: none"> <li>Employees and volunteers must report to management (to either Chief Executive Officer <a href="mailto:gregg@foodbanksa.org.au">gregg@foodbanksa.org.au</a> and/or the Education Programs Manager <a href="mailto:schools@foodbanksa.org.au">schools@foodbanksa.org.au</a> ) if reasonable suspicion is formed that an employee or volunteer has breached this Code of Conduct.</li> <li>In response to any such report, management may determine to take disciplinary action, in addition to the notification of the issue to the Child Abuse Report Line where appropriate.</li> <li>Other protective actions may also be introduced to ensure the safety of children and young people within our organisation.</li> </ul>
I agree to abide by this code of conduct	<p><b>Name:</b> -----</p> <p><b>Signature:</b> -----</p> <p><b>Date:</b>-----</p>



## APPENDIX 3

# Code of Conduct

## 1. Introduction

### 1.1 Policy Statement

Foodbank SA & NT (the **Company**) is committed to maintaining the highest standards of professional and ethical conduct. We expect you to be familiar with our values and commit to meeting the standards required of you. These standards go beyond mere compliance with laws and regulations. They embrace the values which are essential to our continued success and involve acting with honesty and integrity.

This Code of Conduct does not seek to encompass all possible scenarios arising in employment within the Company, however it provides a set of principles to identify acceptable and unacceptable behavior.

This Code of Conduct shall be read in conjunction with State and Commonwealth legislation and any relevant Company policies and procedures. Employees are expected to familiarise themselves with legislation relevant to their role and responsibilities.

### 1.2 Purpose

This Code of Conduct is designed to:

- Provide all staff and volunteers with clear expectations regarding their behavior, responsibilities, and obligations in the workplace; and being seen to be a 'good corporate citizen', for example by:
  - acting with respect for human rights;
  - creating a safe and non-discriminatory workplace;
  - dealing honestly and fairly with suppliers and customers;
  - acting responsibly towards the environment; and
  - only dealing with business partners who demonstrate similar ethical and responsible business practices.
- promote a culture of fair, respectful, and ethical behavior; and
- ensure the Company meets its obligations under state and commonwealth legislation.

This Code of Conduct applies to all directors, employees, contract employees, volunteers and other individuals contracted to represent the Company. **You are expected to act in accordance with the Code of Conduct in all activities undertaken in the course of or in connection with your employment or engagement.**

Contravening the Code may be considered misconduct and may result in disciplinary action up to and including the termination of your employment or engagement with the Company. You need to exercise sound judgment when evaluating an issue of business conduct. If you are in any doubt, you should seek advice before acting.

## 2. Values

This Code of Conduct is underpinned by the values of Foodbank SA, which comprise:

Value	Description
Responsibility	Intellectual responsibility through ethical practice and effective stewardship of our resources and the environment
Respect	Having due regard for the feelings, wishes and rights of others and for the communities we serve
Trust	Building honest relationships (Truth, Respect, Understanding, Support, Transparency)
Integrity	Adhering to ethical principles
Courage	Having the strength to maintain our values and achieve our purpose
Engagement	Build collaborative relationships of mutual benefit at the local, national and international level

## 3. Code of Conduct

### 3.1 Organisational Environment

To create an environment in which the conduct outlined in this policy can thrive, the Company will provide:

- Fair recruitment and selection procedures
- Human resource practices that are based on fairness and that drive positive outcomes
- Role profiles which clearly state key responsibilities and employer expectations
- A performance appraisal system which encourages two-way feedback
- Fair, equitable, honest and impartial treatment
- Safe working environment
- Equal employment opportunities which promote inclusion and diversity
- Rewarding employment and commitment to appropriate learning and development
- Zero tolerance of any type of bullying, harassment, verbal abuse, violence or discrimination in the workplace
- Strong commitment to continuous improvement in all areas of responsibility
- A safe and confidential means of reporting

## 3.2 Bullying and Harassment

The Company is committed to providing a workplace free from bullying, harassment, discrimination, harm, and abuse. The Company recognises the potential impact these behaviours may cause and takes every precaution reasonable to identify, minimise or eliminate potential sources of such risk.

Bullying is defined as repeatedly acting unreasonably towards a person or a group of people, which creates a risk to their mental health or physical health and safety. Unreasonable behavior includes victimising, humiliating, intimidating or threatening.

Bullying is not; a difference of opinion, different working styles, workplace counselling, constructive feedback, performance management or any other responsible management action carried out in a reasonable manner.

Harassment is intentional, repetitive, and unwelcomed behavior intended to humiliate, disturb or upset and which is found to be threatening or disturbing. This includes but is not limited to sexual, cultural based, physical, emotional and psychological.

Bullying or harassment may be peer to peer, supervisor to peer or peer to supervisor. Examples include:

- Repeated and unreasonable behavior directed toward others
- Pressuring someone to behave inappropriately
- Behaving aggressively
- Unwanted teasing, practical jokes, or physical contact.

**The Company has a “zero tolerance” approach to workplace bullying, harassment, discrimination and abuse.** Zero tolerance means that every reported action will be recorded, investigated and resolved based on the facts of each separate case which may require different resolutions.

## 3.3 Discrimination

Discrimination occurs when a person treats another person less favorably and unreasonably because that person has a particular "protected attribute".

Protected attributes include, but are not limited to:

- Race, colour, national extraction, or religion;
- Sex or gender identity;

- Sexual orientation;
- Age or appearance;
- Physical or mental disability;
- Marital status, family or career responsibilities, or pregnancy;
- Political opinion;
- Participation in, or non-participation in, industrial activity; and
- Social origin.

Discrimination can be direct or indirect.

Direct discrimination involves treating a person less favourably because of a protected attribute. For example, it would be direct discrimination to decide not to hire an applicant over the age of 55, because you think they will retire soon, where they were otherwise the best candidate for the position.

Indirect discrimination involves imposing a requirement, rule, policy or practice that is applied to everyone equally, but has the effect of unreasonably disadvantaging persons with a protected attribute. For example, it would likely be indirect discrimination to impose a requirement that employees must be over a certain height to be promoted. This requirement may indirectly discriminate against employees based on sex, disability, and/or race.

Indirect discrimination will not be unlawful where it is reasonable to impose the requirement. For example, there may be safety reasons why all applicants to certain positions are required to pass a vision test, even though this requirement would otherwise indirectly discriminate against applicants on the basis of disability.

### **3.5 Violence, Assault and Verbal Abuse**

The Company recognises the potential for violence in the workplace and takes every precaution reasonable in the circumstances to identify, minimise or eliminate potential sources of such risk.

### **3.6 Whistleblower Regime**

The Company is committed to the highest standards of openness, integrity and accountability and encourages any individual who have genuine concerns about any form of wrongdoing to raise those concerns at the earliest possible opportunity. The Company takes all concerns

raised seriously and relies on you to raise your concerns so that it can deal with any substantiated wrongdoing.

In Australia, the Corporations Act 2001 (Cth) (Corporations Act) and the Taxation Administration Act 1953 (Cth) provide for protection of whistleblowers ("Whistleblower Regime"). The Company will treat all whistleblowers in line with the government guidelines.

## 4. Confidential information and privacy

All personnel and clients are entitled to confidentiality and privacy with respect to information relating to them. Authorised personnel shall ensure they are aware of the legal and ethical requirements relating to recorded information including the Company's privacy statement and the use of commercially sensitive and confidential information.

## 5. Use of Social Media

All personnel must be mindful of their use of social media platforms and communication must ensure their interactions are respectful to the reputation of the Company, its personnel and our community.

The Company recognises that employees have a right to use social media, time spent on non-work-related social media during your working hours should not interfere with your work requirements, responsibilities or performance.

It is the responsibility of all employees to be responsible for their decisions, actions and behaviour online, not represent or communicate on behalf of the Company in the public domain without the approval of the designated Foodbank spokesperson.

## 6. Third Party Relationships

The Company is committed to having relationships with third parties that applies the highest standards of professional and ethical conduct.

### 6.1 Conflict of Interest (applicable to employees only)

Conflict of interest is defined as the incompatibility that may arise between a person's private interests and their primary duty to act in the best interests of the Company.

Circumstances that may give rise to a conflict of interest include but are not limited to:

- having a personal or financial interest in a third party which has an actual or potential business relationship with the Company;
- holding a financial interest in a competitor of the Company;
- being involved in a paid or unpaid position outside of your position within the Company;
- accepting gifts or hospitality (beyond common courtesies associated with ordinary and proper course of business);
- doing business with a relative, spouse, intimate partner or friend on behalf of the Company;
- making decisions about the employment or engagement of a relative, spouse, intimate partner or friend; or
- having a direct working or reporting relationship with a relative, spouse, intimate partner or friend.

A conflict of interest is not limited to circumstances where an employee or representative of the Company (or a closely associated person) may gain or lose financially from their position with the Company. It also includes situations where decisions may be influenced by private interests in social and professional activities and interests with individuals or groups; including family and friends.

Conflicts of interests may be:

- Direct – the benefit or detriment is experienced by the person fulfilling functions for the Company
- Indirect – the benefit or detriment is experienced by an associated or closely associated person
- Pecuniary – the benefit or detriment is financial in its nature
- Non-pecuniary – the benefit or detriment is not financial in its nature.

Conflicts of interests are normal and to be expected, however, the management of these conflicts can have important implications for the organisation, and its reputation as a non-for-profit organization.

**All conflicts (whether actual or potential) must be declared and will be recorded in a Conflict of Interest Register, which will be reviewed periodically. You must declare any actual or potential conflict of interest to your manager as soon as practicable after you become aware of the matters giving rise to the conflict.**



## 6.2 Human Rights Exploitation

The Company will take all reasonable efforts to ensure that businesses within our supply chain are not benefiting from, engaged in, or complicit with, human rights exploitations, such as forced or child labour, coercion, or any type of modern slavery practice as defined in the *Modern Slavery Act 2018* [Cth].

## 7. Gifts, Benefits and Hospitality

Gifts, benefits and hospitality are considered to be preferential treatments, privileged access, favours or other advantages that are offered. They may include invitations to sporting, cultural or social events, access to discounts and loyalty programs, or the promise of a new job. While their value may sometimes be difficult to quantify in dollars, they may be highly valued by the intended recipient and therefore used to influence their behaviour.

If the offer could be construed as an inducement to act in a certain way, the offer should not be accepted. If unsure on how to respond to an offer of a gift, benefit or hospitality, advice must be sought from the manager/supervisor.

- Foodbank SA employees must not seek gifts or benefits of any kind;
- Cash may never be accepted under any circumstance;
- Gifts and/or benefits may never be accepted from any person or organisation who is in, or seeks to be in, any contractual relationship with the Company;
- Gifts up to the value of \$50 may be accepted by an employee where the employee judges that acceptance would:
  - create no sense of obligation on their part;
  - not influence them in carrying out their role; and
  - not create the perception of an obligation or influence.
- All gifts must be declared to the employee's immediate manager.

Foodbank maintains a Gift Register to record all such gifts.

**Acceptance of gifts of a value greater than \$50 must be declared to the Company's CEO or authorised manager.**

The authorised manager may request the return of any gift deemed inappropriate in the relevant circumstances.

### 7.1 Anti-Bribery and Corruption

Bribery is offering, promising, rewarding, giving or accepting any financial or other advantage, to induce the recipient or any other person to act improperly in the performance of their functions. An advantage includes money, gifts, loans, fees, hospitality, services, discounts, the award of a contract or anything else of value.

Corruption is the abuse of entrusted power or position for private gain.

Example: Offering a bribe: You offer a potential client tickets to a major sporting event, but only if they agree to do business with you.

You are encouraged to raise concerns about any issue or suspicion of bribery or corruption at the earliest possible stage. **If you are offered a bribe, or are asked to make one, or if you believe or**

**suspect that any bribery, corruption, or other breach of this policy has occurred or may occur, you must notify the CEO as soon as possible.**

## **8. Health and Safety**

Under the Work Health and Safety Act 2012 (SA), the Company has a primary duty to protect any person from exposure to hazards and risks that arise from the workplace.

Individuals have a duty to take reasonable care so as not to expose themselves or others to unnecessary health or safety risks. An important part of this duty is the responsibility to ensure that they are in a fit state for work at the start of and throughout the work period. They also have a duty to identify and report safety issues.

### **8.1 Drugs and Alcohol**

Drug and alcohol use can affect a person's ability to work safely and creates a risk to themselves and others. Illicit or non-prescription drugs and alcoholic products for personal consumption must not be brought onto site or consumed during working hours.

If you attend work under the influence or are in possession of, found to be consuming or supplying any of these items, you will be asked to leave the site, following which an investigation will be undertaken to reach a determination on disciplinary action.

### **8.2 Mental Health and Wellbeing**

The Company is committed to fostering a positive work environment that promotes mental health and wellbeing.

Individuals are responsible for working in a fit condition such that they can carry out their duties without risk to themselves or others. They shall not attend work if they are in an unfit state for any reason including:

- Fatigue – lack of sleep or driver fatigue;
- Medical condition – e.g. flu;
- Medication – both prescribed and over the counter, which may hinder the safe undertaking of their job;
- After-effects of drugs and alcohol.

Any mental health or wellbeing concern should be notified to the Supervisor either by the individual, or for the individual, to ensure the safety of themselves and others.

The Company shall provide support and guidance for any employee experiencing mental health issues, treating all matters relating to an employee's mental health in the strictest confidence, and only sharing information with prior consent from the individual concerned. The Company encourages all employees to ask for help whether it be from occupational health representative, HR, a colleague, a counsellor, a GP or via our Employee Assistance Program (EAP).

## 9. Use of Company Resources

Company resources including information systems and assets must be used in the way they were intended. Misuse of assets such as hardware and software will not be tolerated.

Employees driving on Company business, must hold a current motor vehicle driver's license, and are always expected to obey the law. Fines incurred for driving offences and parking fines must be paid by the individual. Unlicensed drivers are not permitted to drive a Company vehicle at any time, on or off the road. Custodians of company-provided vehicles must ensure that vehicles are kept clean; Drivers must report any accident or damage to vehicles.

## 10. Fundraising and Event Management

The Company will ensure that ongoing training is provided to our members to promote awareness of compliance with the code of the Fundraising Institute of Australia (FIA). Furthermore, the Company shall comply to key legislative responsibilities for fundraising as part of a non-for-profit organisation, including how we approach people in vulnerable circumstances and the due diligence when carrying out work with fundraising contractors, charities and the community.

It is a requirement that all staff and board members, as nominated by the CEO, whose activities, functions or service are directly related to obtaining or expressing financial support, fundraising events and seeking donations from companies or public, shall undertake annual training relating to the FIA Code.

**FIA web page: <https://www.fia.org.au/>**

**Australian Charities and Non-for-profit Commission: <https://www.acnc.gov.au/>**

In South Australia, charitable collections and the conduct of any entertainment where the proceeds are to be applied to a charitable purpose must comply with the Collections for Charitable Purposes Act 1939, Collections for Charitable Purposes (Collection Bins) Regulations 1995, and the Collections for Charitable Purposes Act 1939 – Code of Practice.

## 11. Code of Conduct in practice

Our supervisors and managers are held accountable for their own behaviour and also for the business conduct behaviour of their employees. If a breach has occurred, the nature of any disciplinary or corrective action will be dealt with in accordance with relevant policy or procedure and determined in consultation with appropriate Company members (e.g. their direct manager, or the CEO).

### 11.1 Reporting a breach of the Code

Any person, who on reasonable grounds believes that the organisation or person has breached this Policy, may raise their concern initially to their supervisor or their supervisor's manager. If this is not appropriate, they may complain in writing to the CEO (or if applicable the Chair) specifying details of the alleged breach.

Some reports of breaches of this Code may be disclosures that qualify for protection under Australian Whistleblower Law.

## 11.2 Consequences of breaching the code

Responding actions depend on the seriousness of the breach and other relevant circumstances. Examples of disciplinary action include:

- discussions with supervisors or managers about desired behaviours;
- a verbal or written warning;
- suspension; and
- dismissal.

Breaches which constitute criminal conduct may also result in criminal prosecution. If the breach includes a violation of the law, the matter may be referred to the appropriate law enforcement authorities.

Decisions regarding breaches of this Code of Conduct and any sanctions imposed as a result of a breach are determined by the CEO. If the CEO is unable to make a determination as a result of conflict of interest or absence, decisions regarding breaches of this Code of Conduct and any sanctions imposed as a result of a breach are determined by the Board.

Nothing in this Code in any way detracts from the rights of an employee or duties of an employer under the Fair Work Act 2009 [Cth], other legislation, award, industrial agreement or contract of employment.

If we determine that it is appropriate to do so, we may investigate allegations of breaches of the Code. If we find that there has been a breach of the Code, appropriate disciplinary and remedial action may be taken, depending on the nature of the breach. What constitutes appropriate disciplinary or remedial action will depend on the circumstances, and may include training, coaching, counselling, formal warnings, demotion and/or termination of employment. We may inform relevant regulators and/or law enforcement bodies where we consider it is appropriate to do so.

## 11.3 More information

If you have any questions about the Code, please contact your immediate manager or supervisor, or the CEO.

## 12. Legislation

- Age Discrimination Act, 2004 [Cth]
- Children and Young People (Safety) Act 2017
- Child Safety (Prohibited Persons) Act 2016
- Disability Discrimination Act, 1992 [Cth]
- Equal Opportunity Act, 1984 [SA]
- Fair Work Act, 2009 [Cth]
- Human Rights and Equal Opportunity Commission Act, 1986 [Cth]
- Privacy Act, 1988 [Cth]
- Racial Discrimination Act, 1975 [Cth]

- Racial Vilification Act, 1996 [SA]
- Sex Discrimination Act, 1984 [Cth]
- Work Health and Safety Act and Regulation, 2012 [SA]
- Workplace Gender Equality Act, 2012 [Cth]
- Victims of Crime Act 2001 [SA]
- Fundraising Institute Australia Code
- Australian Charities and Non-for-profit Commission
- Modern Slavery Act 2018 [Cth]

## 13. Supporting Documents

- Bully Prevention and Management Policy and Procedures
- Working with Children Policy
- Discriminatory, Abuse and Sexual Harassment Complaint Procedures
- Work-related Violence policy
- Information Privacy Policy and Procedures
- Information Privacy Statement- Collection, Use and Disclosure of Personal Information.
- Managing under performance and Misconduct of volunteers and employees
- Consultation, coordination and participation Policy and Procedures
- Personal Grievance Policy and Procedures
- Social Media Guidelines
- Use of Computing and Communication Facilities Policy (IT and IP security)
- Notifiable Incident Reporting procedures

## 14. Acknowledgement

I, \_\_\_\_\_ (print full name), acknowledge that I have received and read a copy of this Code of Conduct and understand that this document describes the ethical standards of conduct and behavioural expectations of me as an employee or contractor of Foodbank SA.

### **Employee/ Contractor:**

Sign \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Print Name: \_\_\_\_\_

### **Supervisor/ Manager**

Sign \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Print Name: \_\_\_\_\_

The original signed copy of this document must be forwarded to Payroll Officer to be scanned to the individuals personnel file.

All site managers must ensure that all new employees/ contractors have signed the online or hard copy at the first induction session and before commencement of operational roles.

## APPENDIX 4

# Conducting Working with Children Checks, criminal and Relevant History Assessments

For **Foodbank SA & NT** employees and volunteers who work directly with children and staff who supervise people working with children, **Foodbank SA & NT** requires that a 'Working with Children Check' (with 'not prohibited' status) is undertaken and provided by the Department of Human Services Screening Unit, in addition to a satisfactory National Police Check.

For other employees, a satisfactory National Police Check is a precondition of working for **Foodbank SA & NT**.

Prior to the appointment of a new employee/volunteer and then at three yearly intervals, this organisation will direct the employee/volunteer to obtain a National Police Check (NPC) from South Australia Police. The cost of obtaining a NPC will be met by **Foodbank SA & NT**.

South Australia Police require the explicit written consent of the applicant prior to the release of criminal history information. The NPC application form is available from Foodbank South Australia and Central Australia.

Where a person has no disclosable criminal history, the assessment is successfully completed and no further action in respect to an assessment is required.

Where an individual does have a criminal history, **Foodbank SA & NT** assesses this information in accordance with the **Child Safety (Prohibited Persons) Act 2016 (Version 1.7.2019)**.

Each assessment is conducted on its individual merits and with consideration to the inherent requirements of the position. Principles of procedural fairness and natural justice are applied throughout the decision-making process and the individual is provided an opportunity to confirm or dispute the information contained within the report and to provide contextual information for consideration during the assessment process.

The National Police Check will not be retained once a decision has been made regarding the person's suitability to work with children. The National Police Check will not be retained beyond three months in any circumstances.

In accordance with its legal requirements, **Foodbank SA & NT** will retain the following information regarding its decision:

- That a criminal history report was obtained
- How the criminal history information affected decision making processes
- Statutory declarations (where applicable)

**Foodbank SA & NT** may obtain a further criminal history assessment for an employee/volunteer at any time that **Foodbank SA & NT** believes it necessary or desirable for the purpose of maintaining a child safe environment.

## APPENDIX 5

# Foodbank Risk Assessment – Child Safe Environments

<b>Person Responsible</b>	Eleisha Golding, Education Programs Manager	<b>Date of Review</b>	N/A
<b>Approved by</b>	Greg Pattinson, Chief Executive Officer	<b>Date of next review</b>	13 April 2024
<b>Date</b>	13 April 2023		
<b>Organisation Name:</b>	Foodbank SA & NT		
<b>Purpose</b>	To ensure Foodbank provides a safe environment for children and young people.		
<b>Locations</b>	Foodbank offices, warehouses, car parks across SA & NT		
<b>Risk name and description</b>	<b>Actions to minimise risk</b>		
Culture of organisation is not child-safe focussed	<ul style="list-style-type: none"> <li>• Child focused 'Code of Conduct' is in place that sets the behavioural standards expected including what happens when a breach occurs.</li> <li>• Culture of management reflects the strong commitment of Foodbank SA &amp; NT to the safety of children and young people.</li> <li>• National Principles for Child Safe Organisations are embedded in policies and procedures.</li> <li>• We meet the requirements of the <b>Children and Young People (Safety) Act 2017</b> (which mandates child safe environments) and the <b>Child Safety (Prohibited Persons) Act 2016</b> (which mandates Working with Children Checks).</li> </ul>		
Organisational staff (including employees and volunteers) harm children/young people	<ul style="list-style-type: none"> <li>• Recruitment processes including undertaking a National Police Check and referee checks to ensure the suitability of persons before they are employed/volunteer with our organisation is completed.</li> <li>• Interview questions (no prior preparation) should gauge an applicant's understanding of Child-safe principles and actions that would be taken to prevent harm to children and young people.</li> </ul>		



	<ul style="list-style-type: none"> <li>• All employees and volunteers working directly with children and young people at Foodbank must have WWCC with a 'not prohibited' result prior to working with children and young people. WWCC for both staff and volunteers updated every 5 years.</li> <li>• Children, young people and their families are able to access a copy of our Child Safe Environments Policy and complaints and feedback process on the Foodbank website.</li> <li>• Any concerns or complaints by or on behalf of children and young people should be forwarded to Foodbank South Australia and Central Australia, Education Programs Manager at <a href="mailto:schools@foodbanksa.org.au">schools@foodbanksa.org.au</a> and/or Chief Executive Officer at <a href="mailto:gregp@foodbanksa.org.au">gregp@foodbanksa.org.au</a> or phone 08 8351 1136.</li> <li>• Foodbank on occasion takes photographs of children and young people participating in Foodbank activities for media and other promotional activities. Parent/guardian permission will be sought before any such photos are taken and used</li> </ul>
<p>Organisational staff (including employees and volunteers) do not understand their obligations to report harm and risk of harm to the Child Abuse Report Line (or SA Police if child/young person is at immediate risk)</p>	<ul style="list-style-type: none"> <li>• All employees and volunteers working directly with children and young people trained in Safe Environments – Through their Eyes and participate in refresher training every 3 years</li> <li>• All employees and volunteers must abide by the Foodbank Child Safe Environment Policy, the Foodbank Code of Conduct for a Child Safe Organisation and the Foodbank Code of Conduct.</li> </ul>
<p>We hold off-site volunteering activities with young people</p>	<ul style="list-style-type: none"> <li>• No children or young people under 18 years of age will be transported by Foodbank staff or volunteers in either, their own or Foodbank vehicles. This also applies to contractors or sub-contractor vehicles.</li> <li>• Recruitment processes including undertaking National Police Checks and referee checks to ensure the suitability of persons before they are employed/volunteer with our organisation is completed.</li> <li>• All employees/volunteers over the age of 14 years have a 'not prohibited' WWCC to work with children and young people.</li> </ul>
<p>Complaints procedures (see Appendix 7)</p>	<ul style="list-style-type: none"> <li>• Any concerns or complaints by or on behalf of children should be forwarded to Foodbank SA &amp; NT, Education Programs Manager at <a href="mailto:schools@foodbanksa.org.au">schools@foodbanksa.org.au</a> and/or Chief Executive Officer at <a href="mailto:gregp@foodbanksa.org.au">gregp@foodbanksa.org.au</a> or phone 08 8351 1136.</li> </ul>



## APPENDIX 7



### FOODBANK SOUTH AUSTRALIA AND CENTRAL AUSTRALIA- STUDENT VOLUNTEER FORM

#### TO BE COMPLETED BY THE APPLICANT

First name:	
Last name:	
Date of birth: <i>(please note you must be 14 or older to volunteer at Foodbank SA)</i>	
Contact number:	
Contact email:	
Emergency contact name:	
Emergency contact number:	
Emergency contact relationship to you:	
Medical conditions: <i>Do you have any medical conditions or accessibility issues we need to be aware of? E.g. back or neck problems, allergies, asthma, heart conditions, dizziness</i>	

#### SCHOOL DETAILS

Name of school:	
School address:	

#### VOLUNTEERING DETAILS/AVAILABILITY

Volunteering type: <i>(e.g. warehouse duties, food drive, events, fundraising)</i>	
Available days: <i>(Please note school holiday volunteering at Foodbank is available from approximately 8.30am to 12.30pm on weekdays)</i>	
Number of volunteer hours required:	

## IMPORTANT INFORMATION BEFORE YOU VOLUNTEER

Location: Foodbank South Australia and Central Australia, 377 Cross Road, EDWARDSTOWN, SA 5039

Clothing: ENCLOSED shoes must be worn at all times (NO thongs, sandals, open toed shoes please). If you are not wearing appropriate footwear you will not be able to enter the warehouse. It is best to wear old clothes as it is likely that you will get dirty volunteering in the warehouse. Foodbank provides hi-visibility vests for you to wear while volunteering.

Facilities: Water is available if required, you need to bring your own drink bottle. Toilet and washroom facilities are available in reception and the warehouse.

Public transport: There are both bus and train stops within walking distance to Foodbank's Edwardstown site.

## TO BE COMPLETED BY PARENT/GUARDIAN OF APPLICANT

All volunteers under the age of 18 are required to provide parental permission to volunteer at Foodbank South Australia and Central Australia. Foodbank has a **CHILD SAFE POLICY** and has taken precautions to ensure that the Edwardstown site is a child safe environment. However, please bear in mind that it is a very busy warehouse with machinery in operation at all times.

The **CHILD SAFE POLICY** and **OUR PUBLIC LIABILITY DOCUMENTATION** are available from our office. The Child safe policy can also be viewed on our website.

Please tick this box to confirm that you have read the **CHILD SAFE POLICY**

By signing this application, I parent/guardian grant permission for the applicant to participate in Foodbank events and/or activities in a volunteer capacity without requiring additional permission forms.

Foodbank occasionally takes photos of youth volunteering activities for media including social media and other promotional activity.

Please tick and initial this box to confirm that you consent to photos being taken of the applicant

Name: \_\_\_\_\_ Contact number: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

Parent/guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Volunteer Agreement: by submitting this application, I affirm that the facts set forth in my application for volunteering are true and complete.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

*Thank you for completing this application form and for your interest in Foodbank South Australia and Central Australia. All information recorded above is considered confidential.*

## FOODBANK SOUTH AUSTRALIA AND CENTRAL AUSTRALIA CONTACT DETAILS

Eleisha Golding  
Education Programs Manager  
P: 08 8351 1136  
Email: [schools@foodbanksa.org.au](mailto:schools@foodbanksa.org.au)

## APPENDIX 8



### FOODBANK SOUTH AUSTRALIA AND CENTRAL AUSTRALIA - SCHOOL VISIT AND VOLUNTEERING FORM

#### SCHOOL DETAILS

Name of school:	
School address:	
Contact name:	
Contact number:	
Contact email:	
Emergency contact name and number:	

#### VISIT AND VOLUNTEERING DETAILS

Visit type:	
Date:	
Time:	
Volunteering activity location:	
Volunteering activity type:	
Number of students/staff attending:	
Ages range of those attending:	
Do any of the visitors have any medical conditions or accessibility issues we need to be aware of?	

## IMPORTANT INFORMATION BEFORE YOUR VISIT

**Location:** Foodbank South Australia and Central Australia, 377 Cross Road, EDWARDSTOWN, SA 5039

**Clothing:** CLOSED shoes must be worn at all times (NO thongs, sandals, open toed shoes please). If students and/or staff are not wearing appropriate footwear they will not be able to enter the warehouse. It is best to wear old clothes if volunteering as it is likely students will get dirty in the warehouse. Foodbank provides hi-visibility vests for students to wear on the tour and while volunteering.

**Facilities:** Water is available if required, students need to bring their own drink bottles. Toilet and washroom facilities are available in reception and in Warehouse 2.

**Parking:** Foodbank is located at 377 Cross Road. For morning visits, please park in a side road. For afternoon visits, there should be sufficient space in the Foodbank car park

**Public transport:** There are both bus and train stops within walking distance to Foodbank's Edwardstown site.

## PLEASE READ THE FOLLOWING IMPORTANT INFORMATION

Foodbank South Australia and Central Australia has a **CHILD SAFE POLICY** and has taken precautions to ensure that the Edwardstown site is a child safe environment. However, please bear in mind that it is a very busy warehouse with machinery in operation at all times.

The **CHILD SAFE POLICY** and **OUR PUBLIC LIABILITY DOCUMENTATION** are available from our office. Please contact us if you require copies of these.

Foodbank assumes that parent/caregiver permission has been given to your school/group for all children and young people for this visit.

Foodbank occasionally takes photos of youth activities for media and other promotional activity. Please make parents/caregivers aware of this and advise Foodbank staff if any students cannot be included in photos.

Please tick this box to confirm that you have read the above information

Name:

Signed

Date

## FOODBANK SA CONTACT DETAILS

Eleisha Golding

Education Programs Manager

P: 08 8351 1136

Email: [schools@foodbanksa.org.au](mailto:schools@foodbanksa.org.au)

## APPENDIX 9

**Child Safe Organisations**  
Human Rights Commission

# National Principles for Child Safe Organisations

- 1** Child safety and wellbeing is embedded in organisational leadership, governance and culture.
- 2** Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
- 3** Families and communities are informed, and involved in promoting child safety and wellbeing.
- 4** Equity is upheld and diverse needs respected in policy and practice.
- 5** People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
- 6** Processes to respond to complaints and concerns are child focused.
- 7** Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
- 8** Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
- 9** Implementation of the national child safe principles is regularly reviewed and improved.
- 10** Policies and procedures document how the organisation is safe for children and young people.

For information and resources, go to <https://childsafesafe.humanrights.gov.au>

