



澳洲墨爾本德教會紫成閣

ZEE CHENG KHOR MORAL UPLIFTING SOCIETY INC.

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D011/0524/A

CHILD SAFE POLICY

1. POLICY STATEMENT

Zee Cheng Khor Moral Uplifting Society Inc (ZCK) is committed to provide a safe and secure environment for the children who participate in our programmes and activities.

We acknowledge our moral and legal responsibilities in ensuring the safety and wellbeing of the children.

This policy will give the guidance on the process and procedures that aim to ensure children's safety and wellbeing in all aspects of the organisation's work.

2. SCOPE

This policy applies to all people, paid or unpaid capacity, who are involved in the programmes and activities of ZCK which involve, result in or relate to contact with children.

3. RELEVANT LEGISLATION AND STANDARDS

ZCK is committed to complying with all relevant legislation, regulations and standards regarding child safety. This includes, but not limited to, the Child Wellbeing and Safety Act 2005 (VIC), Working with Children Act 2005 (VIC), National Principles for Child Safe Organisations and other applicable laws and guidelines.

4. POLICY STATUS AND REVIEW

This Child Safe Policy will be reviewed annually or as needed to ensure its ongoing effectiveness and compliance with relevant legislation. This policy is effective from the day it is signed off.

For more information or assistance with this policy and annual review, it will come under the responsibility of the under sign who may delegate it to any of the management members.

5. RESPONSIBILITIES AND ACCOUNTABILITY

(a) Ensuring the safety, welfare and wellbeing of children is the responsibility of all people, paid or unpaid capacity, who are involved in the programmes and activities of ZCK.

(b) Management to maintain a register of members with current Working with Children Check certification.

(c) Management to review, investigate, act and maintain a record of relevant child safe complaints.

(d) Management to ensure that there are at least 2 persons with Working with Children Check certification is present in all programmes and activities of ZCK involving children.

(e) Management to provide training on how to appropriately report potential risk to child safety including any breaches of this policy to members assigned. This will be the Child Safety Officer.

(f) All personal information relating to children shall be processed and stored as private and confidential.

6. DEFINITIONS

Child means a person below the age of 18.

Child safety encompasses matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse and responding to incidents or allegation of child abuse.

7. NATIONAL PRINCIPLES FOR CHILD SAFE ORGANISATIONS

We support the National Principles for Child Safe Organisations (National Principles) and will endeavour to embrace them at ZCK. This policy aligns with the National Principles.

The National Principles require that:

- (a) Child safety and wellbeing is embedded in organisational leadership, governance and culture.
- (b) Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
- (c) Families and communities are informed and involved in promoting child safety and wellbeing.
- (d) Equity is upheld and diverse needs respected in policy and practice.
- (e) People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
- (f) Processes to respond to complaints and concerns are child focused.
- (g) Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
- (h) Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
- (i) Implementation of the national child safe principles is regularly reviewed and improved.
- (j) Policies and procedures document how the Organisation is safe for children and young people.

8. EVENTS AND ACTIVITIES

- (a) In events and activities which could involve children, a member must be assigned to be the Responsible Person in charge. However, the Responsible Person may appoint a delegate.
- (b) The Responsible Person hold the ultimate responsibility to assess the risk and safety of the event and activities.
- (c) All individuals under this policy must also play an active role in ensuring the safety of the children.
- (d) Any accident or injury concerning a child should be brought to the attention of the nearest first aider and should thereafter be formally reported to the Responsible Person.
- (e) Written consent form from a parent or guardian must be presented for children in attendance without their responsible parent or guardian present. Consent form needs to include emergency contact details and any other specific safety needs/requirements for the child.

This policy was approved by the ZCK President on the 27/10/24 (date)

Name: Stephen Chew

Signed: 