



# CHILD SAFE POLICY

Policy number	TYIF.016	Version	V3
Drafted by	Andrew Skidmore	Approved by board on	February 2024
Revised by	Cath Healy and Simon Thurston		
Responsible person	Chair or Board	Scheduled review date	October 2024

This policy is applicable to all organisations in The Youth Impact Foundation (TYIF) Group those companies currently are Burn Bright Limited (ACN 601 668 482), Burn Bright New Zealand (NZBN 94 29 047 856 691), Ignite Camp (ACN 601 668 482) & Inner Fit (NBNZ 94 29 041 489 451). This policy will also apply to future TYIF Group members when they adopt TYIF subsidiary constitution & TYIF becomes the only member/shareholder of that organisation, therefore becoming a part of TYIF Group.

## POLICY STATEMENT

1. All children and young people have the right to feel safe.
2. The Youth Impact Foundation is committed to providing a safe and inclusive place for all Children and Young People who interact with, or are affected by, our work.
3. The safety and wellbeing of Children and Young People will always be our first priority, and we have a zero-tolerance approach to child abuse and harm.
4. The Youth Impact Foundation Ltd uses the Child Safe Standards to underpin how we keep children safe.

## PURPOSE

This policy has been developed to protect children and young people who interact with or are affected by The Youth Impact Foundation.

- It includes guidance for people who work and volunteer with The Youth Impact Foundation and sets out their specific roles and responsibilities.
- Our leadership team promote and support the reporting of any breach of The Youth Impact Foundation policies, procedures and codes of conduct and will act to ensure the safety and wellbeing of children and young people are upheld.

## SCOPE AND AUDIENCE

The Youth Impact Foundation Ltd requires all board members, employees, workers, volunteers, associates and members to:

- comply with this policy and prioritise the prevention of harm to children and young people;
- empower and support participation of children and young people to the best of their ability;
- report any concerns regarding a breach of this policy;
- adhere to the Child Safe Reporting Policy and Guidelines; and
- use language and exhibit behaviours that are child-safe, positive, encouraging, appropriate and respectful at all times..

## The Youth Impact Foundation

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## DEFINITIONS

### Reportable Conduct.

*As a relevant entity, according to the Children's Guardian Act 2019, our organisation and its members must report any reportable allegation, conduct, or conviction.*

More information can be found at

<https://legislation.nsw.gov.au/view/whole/html/inforce/current/act-2019-025#pt.4-div.2>

- 'Abuse, neglect or exploitation' means all forms of physical and mental abuse, exploitation, coercion or ill-treatment. This might include, for example:
  - Sexual harassment, bullying or abuse;
  - Sexual criminal offences and serious sexual criminal offences;
  - Threats of, or actual violence, verbal, emotional or social abuse;
  - Cultural or identity abuse, such as racial, sexual or gender-based discrimination or hate crime;
  - Coercion and exploitation;
  - Abuse of power;
  - Psychological abuse includes bullying, threatening and abusive language, intimidation, shaming and name-calling, ignoring and isolating a child, and exposure to domestic and family violence;
  - Physical abuse includes physical punishment such as pushing, shoving, punching, slapping and kicking, resulting in injury, burns, choking or bruising;
  - Sexual abuse includes the sexual touching of a child, grooming, and production, distribution or possession of child abuse material);
  - Grooming is the manipulation of a child or young person and the people caring for them to enable a perpetrator to be alone with the child or young person with the intent of abusing them;
  - Misconduct includes inappropriate behaviour that may not be as severe as abuse, although it could indicate that abuse is occurring and would often be in breach of the Working with Children and Young People policy, including showing a child something inappropriate on the phone, having inappropriate conversations with a child or an adult sitting with a child on their lap; and/or
  - Lack of appropriate care includes not providing adequate and proper supervision, nourishment, clothing, shelter, education or medical care;
  - **Note:** As a relevant entity, our organisation must also report reportable conduct.
- 'Reasonable grounds to suspect' is a situation where a person has some information that leads them to believe that abuse, neglect or exploitation has taken place, is taking place, or may take place. It comes with a low burden of proof (in fact, no proof is needed at all), but is based on some information. Questions that may help a person to determine whether they have 'reasonable grounds to suspect' might include:
  - Could you explain to another person why you suspect something? This helps to make sure that your suspicion is based on information, even if you have no proof; and/or

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- Would an objective other person, with the same information as you, come to the same conclusion? This helps to make sure that your suspicion is as objective as possible.

## RESPONSIBILITIES

While the responsibility to protect Children and Young People is shared by all who work at or volunteer with **The Youth Impact Foundation**, some individuals have specific obligations with which they must comply.

- The members of the board of **The Youth Impact Foundation** are responsible for:
  - Protecting all children and young people that interact with, or are affected by, **The Youth Impact Foundation**;
  - Ensuring that there are appropriate and effective ways for **The Youth Impact Foundation** to do this; and
  - Ensuring that **The Youth Impact Foundation** observes all relevant laws relating to keeping children safe and protected from harm or abuse;
  - The Youth Impact Foundation Board shall nominate a Child Safety Officer, with appropriate skills and competency.
- The Chief Executive Officer of **The Youth Impact Foundation** must:
  - Ensure **The Youth Impact Foundation** has effective and appropriate ways to manage child safety and legal compliance;
  - Ensure that, within the charity's approach, reasonable steps are taken to protect children and young people; and
  - Ensure that reports to external parties are made where required.
- The Child Safety Officer of **The Youth Impact Foundation** must:
  - Manage reports of abuse, neglect or exploitation;
  - Ensure that all staff, contractors, and volunteers are aware of relevant laws, policies and procedures, as well as **The Youth Impact Foundation's** relevant policies, such as but not limited to the Child Safe Reporting Policy and the Communicating With Children And Young People Policy;
  - Ensure that all staff, contractors and volunteers are aware of their obligations to report suspected incidents of abuse, neglect or exploitation in line with the Child Safe Reporting Policy and Procedures.
  - Manage reports of abuse, neglect or exploitation; and
  - Provide support for staff, contractors and volunteers in undertaking their responsibilities.
- All Managers of **The Youth Impact Foundation** must:

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- Promote a positive culture towards child safety;
- Implement this policy in their area of responsibility;
- Ensure that the risks of incidents have been considered in their area of responsibility;
- Ensure that there are appropriate controls in place to prevent, detect and respond to incidents; and
- Facilitate the reporting of any suspected abuse, neglect or exploitation;
- All Staff, Volunteers, associates and members of **The Youth Impact Foundation** must:
  - Familiarise themselves with the relevant laws and relevant policies such as but not limited to the Child Safe Reporting Policy and the Communicating With Children And Young People Policy;
  - Comply with all requirements;
  - Report any incident to the appropriate The Youth Impact Foundation Child Safety Officer who will work with the reporter to ensure the incident is reported to the appropriate authority when it is reasonable to suspect that a child or young person's safety or welfare is at risk;
  - Report any suspicion that a child or young person's safety or welfare may be at risk to the appropriate The Youth Impact Foundation Child Safety Officer, who will work with the reporter to ensure the incident is reported to the appropriate authority; and
  - Provide an environment that supports the emotional and physical safety of all children and young people.
- All partners and contractors of **The Youth Impact Foundation** must:
  - Implement the provisions of this policy and **The Youth Impact Foundation's** procedures in their dealings with **The Youth Impact Foundation**; and
  - Report any suspicion that an incident may have taken place, is taking place, or could take place to the Child Safety Officer.

## MANAGING RISK

The way **The Youth Impact Foundation** manages the risks will be:

- Holistic: **The Youth Impact Foundation** and its stakeholders will work to protect, prevent, detect and take action on incidents.
- Risk-based and proportionate. **The Youth Impact Foundation** will regularly assess the risks to people in its operations and develop proportionate controls to mitigate those risks.
- Survivor-centric. **The Youth Impact Foundation** will put survivors at the heart of its approach to safeguarding.
- Lawful. **The Youth Impact Foundation** will ensure that it understands and complies with the law in everything it does in all jurisdictions in which it works.

**The Youth Impact Foundation** will manage the risk by:

- Having up-to-date and documented risk assessments;

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- Maintaining a register of **The Youth Impact Foundation's** legal obligations for keeping children and young people safe and workplace health and safety in all the jurisdictions in which it operates;
  - Current register is located in TYIF.031 - CHILD SAFE REPORTING POLICY
- Having a Child Safe Reporting Policy and Procedures;
- Adhering to this Child Safe Policy and its Code of Conduct;
- Doing due diligence checks of staff, volunteers and third parties;
- Implementing policies, procedures and systems that introduce controls to reduce the likelihood and consequence of incidents;
- Conducting awareness-raising for stakeholders on risks, expectations, and individual responsibilities;
- Monitoring and reviewing the effectiveness and proportionality of its approach to child safety.

## MANAGING INCIDENTS

Harassment, abuse, neglect and exploitation are all serious misconduct and **The Youth Impact Foundation** reserves the right to:

- Take disciplinary action against those it believes are responsible, which may include dismissal;
- Take civil legal action;
- Report the matter to law enforcement.

### *Reporting suspected incidents*

All staff, volunteers and third parties must, as soon as practicable, report any suspicion that an incident has taken place, may be taking place, or could take place.

- They may do this through direct reporting to:
  - Any member of the board;
  - The Chief Executive Officer;
  - The Child Safety Officer;
  - Their Manager or Supervisor.
- If a person wants to report confidentially, including with anonymity, they may use a confidential reporting system, as outlined in TYIF020 – WHISTLEBLOWER POLICY.
- If a person believes that another person is at risk of immediate harm or the victim of a criminal offence, they must dial 000.

### *Responding to suspected incidents*

All suspected, perceived, potential or actual incidents will be managed through the incident response plan.

### *External reporting*

- **The Youth Impact Foundation** will:

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- Report any suspicion of a criminal offence to the police or the relevant criminal judicial body;
- Report any qualifying matter to the ACNC.

## PRIVACY AND DATA PROTECTION

- All personal information considered or recorded will respect the privacy of the individuals involved unless there is a risk to someone's safety. The Youth Impact Foundation will protect personal information.
- **The Youth Impact Foundation's** Privacy Policy applies.

## ADMINISTRATION OF THIS POLICY

This Policy will be reviewed annually. The next review will be in **June 2024**.

## RELATED POLICIES AND PROCEDURES

- *The Youth Impact Foundation Communicating with Children and Young People Policy*
- *Child Safe Reporting Policy*
- *Critical Incident Policy*
- *Work Health and Safety Policy*
- *Working With Children Policy*
- *Privacy Policy*

## AUTHORISATION

February 2024  
CEO

Andrew Skidmore

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## Confirmation

By signing this policy, you acknowledge you have read and understand this policy and will uphold and adhere to it within your role at The Youth Impact Foundation.

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

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