

We want children and youth who participate in our programs, events or activities to have a safe and happy experience. We support and respect all children, their families and our workers.

<b>Title</b>	<p>One Giant Leap Australia Pty Ltd Child Safe Policy</p>
<b>Introduction</b>	<p>Our policy guides employees, volunteers, and affiliates on how to behave when interacting and engaging with children and youth in our organisation.</p> <p>The policy focuses on how we can build and maintain a child safe environment which is inclusive, transparent and promotes children’s participation.</p>
<b>Children’s Participation</b>	<p>Our organisation supports the active participation of children in the programs, activities, and events that we offer.</p> <p>We provide a range of ways to allow children to provide feedback or raise concerns. We listen to their views, respect what they say and involve them when we make decisions, especially about matters that will directly affect them.</p>
<b>Recruitment</b>	<p>All our staff, affiliates and volunteers who work with children and young people are required to obtain a Working with Children/Vulnerable People Check in the relevant state or territory in which they perform the activities involving children and young persons, (including online or in person).</p> <p>During the program, event or activity, they are to comply with reporting requirements and adhere to all Child Protection behaviours.</p>
<b>Complaints Management and Reporting</b>  Department of Family and Community Services  NSW Ombudsman  Office of the Children’s Guardian.	<p><b>Reporting</b>          All One Giant Leap Australia Pty Ltd employees, affiliates and volunteers who work with children and young people are required by law to report suspected child abuse and harm.</p> <p>If an employee, affiliate or volunteer has a reasonable suspicion or belief, arising from any activity or program, that a child or young person has been, or is being, abused or harmed by any person, they must notify the by emailing <a href="mailto:jackie@onegiantleapaustralia.com">jackie@onegiantleapaustralia.com</a>. The Child Safe Officer will assist in determining whether the matter needs to be referred to the law enforcement agencies.</p> <p>A reasonable suspicion or belief may arise, when:</p> <ul style="list-style-type: none"> <li>• a child discloses that they have been abused</li> <li>• someone close to a child discloses abuse on behalf of that child</li> <li>• abuse, or evidence of abuse, is witnessed</li> <li>• other circumstances to be assessed on their merits under this policy.</li> </ul> <p>The Child Safe Officer will assess the matter having regard to the applicable legislation and will report or assist the staff member, affiliate or volunteer to report, the matter to the relevant authorities.</p>

All employees, affiliates and volunteers have additional obligations under the One Giant Leap Australia Pty Ltd Code of Conduct and must report any conduct issues including any inappropriate behaviour by staff, affiliates or volunteers, observed while working with children and young persons. Matters involving the conduct of staff will be managed in accordance with the Workplace Issues Resolution Procedure.

*Reports by children, young people and their families*

We encourage and respect the views of all. We will listen to and act upon any concerns children, young people or their families raise and will ensure that children involved in our events, activities and programs know what they can do if they feel unsafe.

Any child or young person or member of their family may report any concern to [jackie@onegiantleapaustralia.com](mailto:jackie@onegiantleapaustralia.com).

*Reports by others*

Any person can make a report or complaint in relation to our activities or the conduct of staff, affiliates or volunteers. Reports and complaints should be made to [jackie@onegiantleapaustralia.com](mailto:jackie@onegiantleapaustralia.com).

*Responding to reports*

In response to any report arising out of any One Giant Leap Australia Pty Ltd activity, event or program concerning child abuse or harm of any child, we will undertake protective actions as required to ensure the safety of children and young people involved.

Any reports or allegations of suspected child abuse or harm reported to us will be referred to the relevant authority.

Reports of allegations of inappropriate behaviour that do not constitute suspected child abuse or harm will be appropriately handled internally under the relevant One Giant Leap Australia Pty Ltd procedure.

*Supporting reporting*

We recognise that where a report is made, we may have a role in supporting the child or young person. This could include referring the child, young person or their family to external services that may assist (such as the Kids Helpline).

We will ensure support is available for those who report suspected abuse or harm of a child or young person.

**Training, support and supervision of workers**

All One Giant Leap Australia Pty Ltd employees, affiliates and volunteers are supported to comply with this Child Safe Policy. This will include ongoing training and conducting continuous risk assessment and evaluation of all One Giant leap Australia Pty Ltd activities, programs and events.

This is to facilitate awareness and compliance with this policy, other relevant legislation and promote the establishment and maintenance of a child safe environment for our activities involving children and young people.

	<p>Before the commencement of activities, events or programs, Code of Conduct training, which includes a Child Safe component and every two years thereafter.</p> <p>Risk assessments are documented and reviewed before, during and after events, programs and activities.</p> <p>Risk Assessment Forms must be reviewed and updated regularly during the life of the activity. This review should be incorporated into existing activity planning and risk management processes.</p> <p>For both current work and work yet to commence, the One Giant Leap Australia Pty Ltd 'Risk Assessment Form' must be completed to assess the child protection risk.</p> <p>The 'Risk Assessment Form' requires the manager to identify the specific risks to children and young people presented by the activity or project. These risks must then be documented, and controls implemented to remove or reduce the risks to children and young people.</p>
<p><b>Other legislation, industry standards or internal policies</b></p>	<p>Child Protection (Working With Children) Act 2012  Children and Young Persons (Care and Protection) Act 1998  One Giant Leap Australia Pty Ltd Recruitment Policy  One Giant Leap Australia Pty Ltd Code of Conduct</p> <p>Privacy Act  We handle all information including personal information in accordance with the applicable laws, including the Privacy Act.</p>
<p><b>Communication</b></p>	<p>We hold regular information sessions for staff and volunteers.</p> <p>Our policy will be discussed during induction sessions for new staff, volunteers and affiliates.</p> <p>Participants and parents joining our event, program or activity will receive a copy of our Policy, Code of Conduct and Dealing with complaints process.</p>
<p><b>Review</b></p>	<p>This policy and the associated guidelines will be reviewed every two years (October, 2022) and updated as required, including in relation to any relevant legislative changes.</p> <p>We value community feedback on this policy. Feedback and suggestion can be provided by emailing <a href="mailto:jackie@onegiantleapaustralia.com">jackie@onegiantleapaustralia.com</a>.</p>