

RNTT Pty Ltd (Trading as Jobs Statewide) Child Safety and Wellbeing Policy

PURPOSE

RNTT Pty Ltd hereafter called Jobs Statewide, are committed to upholding the rights of children and young people and prioritises children and young people's safety and wellbeing.

In line with the United Nations Convention on the Rights of the Child, we support the rights of youth in the community and will act without hesitation to ensure a safe environment is maintained at all times.

All Jobs Statewide staff (whether paid or unpaid) have a duty of care to take all reasonable steps to prevent the abuse of a child by a person associated with Jobs Statewide, while the child or young person is under the supervision or receiving services from us.

This policy has been developed to comply with the 10 National Principles for Child Safe Organisations.

SCOPE

This policy applies to all paid and unpaid staff, including volunteers, interns, trainees, board members and executive leadership of Jobs Statewide; undertaking any activity within the organisation that involves, results in or relates to contact with children or young people.

For the purposes of this policy, a child/young person is a person under 18 years of age who:

- May be registered as a job seeker with Jobs Statewide
- May be participating in an activity hosted by Jobs Statewide
- May be a child or young person under the care of a person receiving employment services Jobs Statewide

Our Commitment to Child Safety and Wellbeing

- Jobs Statewide have a public commitment to child safety, which is displayed in our branches, and on our website (www.jobs-statewide.com.au)
- We have implemented policies and procedures relating to child safety and wellbeing, and govern the effectiveness of these procedures by conducting internal audits, receiving feedback from children or young people, their parents, families or members of the community.
- All paid and unpaid staff are expected to act in accordance with our Child Safe Code of Conduct Policy in both physical and online interactions with children and young people.

Our Child Safe Code of Conduct includes:

- Staff behave respectfully, courteously and ethically towards children and their families and towards other staff
- Staff listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe
- Staff promote the human rights, safety and wellbeing of all children in Jobs Statewide
- Staff demonstrate appropriate personal and professional boundaries
- Staff consider and respect the diverse backgrounds and needs of children
- Staff create an environment that promotes and enables children's participation and is welcoming, culturally safe and inclusive for all children and their families
- Staff report all suspected or disclosed child harm or abuse as required by appropriate legislation and by our policies and procedures on internal and external reporting.
- Jobs Statewide have appointed a Child Safety Contact Person who is responsible for conducting investigations into complaints relating to a child or young person's safety and wellbeing, as well as notifying relevant bodies (as appropriate), identifying corrective actions and record keeping.

If you would like to raise a concern or complaint regarding a child or young person's safety or wellbeing, please contact our Child Safety Contact Person on **(08) 8212 9000** or email:

Placement.Support@jobs-statewide.com.au

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Taking Child Participation Seriously

- Jobs Statewide encourage and seek the views of children and young people, by:
 - promoting ways that children and young people can provide feedback on safety and wellbeing issues on our website and in branches, and
 - conducting surveys to receive feedback from children and young people, on safety and wellbeing issues and their participation in appointments and activities
- Children and young people participating in our services may be accompanied by a nominee who could be a family member, advocate, social worker or counsellor; during appointments and negotiation of their Mutual Obligation Requirements.

Involving Families and Communities

- Jobs Statewide encourages and seeks feedback and input from families and communities on our approach to child safety and wellbeing. Feedback from families, communities, parents, children and young people feed into our Continuous Improvement practices when reviewing policies and procedures.
- RNTT is committed to building a culturally safe environment for all participants, and works to continually develop and maintain partnerships in the community and respectful relationships.

Respecting Equity and Diversity

- Jobs Statewide has policies on accessibility, anti-discrimination, cultural safety, diversity and inclusion. Jobs Statewide staff (paid and unpaid) receive training on implementing these policies and practices during their employment.

Ensuring that Staff are Suitable and Supported

- Jobs Statewide have policies and procedures to ensure the suitability of all employees, and to ensure they are able to demonstrate a commitment to child safety and wellbeing.
- We have a detailed recruitment and selection procedures to ensure suitable employee screening, and a commitment to ensuring all employees provide and uphold satisfactory criminal checks and Working with Children Checks as a part of their employment.
- Jobs Statewide provide ongoing training to our staff (paid or unpaid), which includes:
 - our Child Safe Code of Conduct and Child Safe practices,
 - understanding understand the rights of children and young people, and
 - our complaints process, their roles and responsibilities and identifying and responding to children who disclose abuse.

Child Focused Complaints Systems

- Jobs Statewide prioritise children and young people's rights, safety and wellbeing. All Jobs Statewide staff are required to adhere to our Child Safe Code of Conduct and act in the best interests of the child or young person at all times.
- Jobs Statewide's Commitment to Children & Young people outlines how a child or young person, their parent, families or member of the community may raise a complaint or provide feedback regarding child safety matters including (but not limited to) concerning conduct, misconduct or criminal conduct.
- All complaints relating to the safety of children or young people must be immediately escalated to our Child Safety Contact Person, who is responsible for notifying relevant bodies as appropriate, conducting an investigation into the complaint, identifying corrective actions and providing suggestions for Continuous Improvement.

If you would like to raise a concern or complaint regarding a child or young person's safety or wellbeing, please contact our Child Safety Contact Person on **(08) 8212 9000** or email: Placement.Support@jobs-statewide.com.au.

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Staff Knowledge, Skills and Awareness

- Annual refresher training is provided to Jobs Statewide staff, to ensure that they are consistently aware of their duty of care and can provide support to children or young people who disclose harm or abuse.
- Staff or volunteers who disclose harm or risks are supported and protected under our Whistleblowers Guide.

Safe Physical and Online Environments

- Our priority is to identify and eliminate health and safety risks towards children and young people connected to Jobs Statewide. Where it is not reasonably practicable to eliminate these risks, we work to ensure that those risks are minimised.
- We complete annual risk assessments for all site locations, incorporating risks to any children/young people within our business services. We also maintain a Risk Assessment Register, which is reviewed quarterly as part of our Quarterly Quality Assurance Meetings.
- Jobs Statewide have adequate IT systems, blocking the use and possibility of inappropriate content being utilised or accessed by young people using our facilities.

Review of Child Safe Policies and Practices

- Jobs Statewide have committed to review our Child Safety and Wellbeing Policy annually or where identified through our Continuous Improvement practices.
- Jobs Statewide encourage and seek feedback from children and young people, parents, members of the community and staff regarding our child safety practices and policies.
- Jobs Statewide follow our Continuous Improvement and Customer Feedback procedures to ensure that feedback and complaints are analysed in order to identify causes to systemic weaknesses and areas for Continuous Improvement.

To provide feedback on our child safety practices and policies, please contact our Child Safety Contact Person on **(08) 8212 9000** or email: Placement.Support@jobs-statewide.com.au