



Healesville Community Renewable Energy Inc

Person01 – Child Safe Policy

Policy Id	Person01	Version	1.2
Policy Type	Person	Subject	Child Safe Policy
Approved	January 2025	Scheduled review	January 2028

1 Introduction

Healesville CoRE is a community organisation and has a commitment to the safety and protection of children and young people in all activities in which it engages. The Yarra Ranges Council defines a child as any person under the age of 18 (Ref: <https://www.yarraranges.vic.gov.au/Council/Corporate-documents/Policies-strategies/Child-Safety-and-Wellbeing-Policy>).

Note that this Healesville CoRE **Child Safe Policy** includes reference to and dependency with the Healesville CoRE **Children Code of Conduct** and **Child Safe Risk Management Plan** documents. These three Person01 documents are the whole **Child Safe Policy** that is adopted by Healesville CoRE.

Healesville CoRE obtains grants from the Yarra Ranges Council. The Yarra Ranges Council is committed to promoting child safety and asks grant funded community groups to work together and help keep all children safe. Healesville CoRE falls into the **Incidental Contact** category defined by the Yarra Ranges Council. The definition of this is:

Incidental contact: The project or service is not directly related to children or young people, or direct contact or supervision of children is not intrinsic to the project/service. However, it is possible that some staff or volunteers may come into contact with children and young people who are supervised by parents or carers or are attending a community event on their own, and the organisation needs to assess any risks related to this. Your risk assessment will provide direction on where you need to take action, including identifying any roles where volunteers need a Working with Children Check.

2 Purpose

The purpose of the **Child Safe Policy** is to ensure that all volunteers, helpers and contractors engaged by Healesville CoRE for any public or in-house events, meetings and courses are aware of the commitment by Healesville CoRE to creating a **child safe** organisation.

The [Children and Young People \(Safety\) Act 2017](#) requires that at a minimum, organisations must review policies and procedures at least once in every 5-year period.

3 Policy

Healesville CoRE appoints a Child Safe Officer who has responsibilities that include:

- Deliver annual presentation to Healesville CoRE authorities so that awareness of the organisation commitment to the safety and protection of children and young people is maintained. This presentation will be delivered to the Healesville CoRE Central Committee at their first or second meeting after the AGM election of Committee members.
- Communicate the Child Safe obligations to all Healesville CoRE members and volunteers who are involved in any Healesville CoRE public or in-house events, meetings or courses, including reference to the Child Safe Risk Management Plan. This must occur before every public event, meeting or course. The Child Safe Officer will maintain a dot-point information sheet to use for communication to volunteers.
- Maintain a Working With Children Check (WWCC) register for Healesville CoRE. This register will record the WWCC card number and expiry date for each person.
- Maintain ready reference to the [Quick Contact Guide Authorities list and Contact numbers](#) that is provided by Yarra Ranges Council.

- Maintain a Child Safe Risk Management Plan that includes identification any risk of harm to children because of action or inaction of a person involved (including volunteers, parents and other children), with associated likelihood, severity and mitigation of the risk
- Manage appropriate action in the working with children area if any incident is reported to the Child Safe Officer by a Healesville CoRE representative or volunteer
- Maintain a record of every Child Safe incident that is raised and report this to the Central Committee.
- Appoint a Deputy Child Safe Officer for any Healesville CoRE event, if the Child Safe Officer will not be present at that event. The Deputy Child Safe Officer will inform the Child Safe Officer if any incident occurs at the event.

Any person who is engaged by Healesville CoRE as an organiser, helper or contractor for any public or in-house events, meetings and courses for any purpose, must:

- Possess a valid Working with Children Check card with Healesville CoRE in the Organisation details section
- Be aware of Healesville CoRE Code of Conduct and commitment to the safety and protection of children and young people in all activities in which it engages.
- Read and understand this Child Safe Policy
- Be aware of any Child Safe Risk Management Plan for a venue
- Know who is the Child Safe Officer for the event
- Report to the Child Safe Officer any suspicion that a child or young person is, or may be, at risk

Child protection is everybody's responsibility. All members of your organisation should be encouraged to report the suspicion that a child or young person is at risk, regardless of whether they are legally obligated to or not.

4 Related Documents

Person01 – Children Code of Conduct

Person01 – Child Safe Risk Management Plan