

# Child Protection and Intervention

## SCOPE

This policy applies to all operations of The Personnel Group Ltd, its wholly owned subsidiary Personnel Group Training & Recruitment Pty Ltd, and all associated trading names, hereinafter collectively referred to as “the Organisation.” This policy is applicable to all Responsible Persons, team members, customers, contractors, and volunteers of the Organisation.

## POLICY

The organisation is committed to ensuring that the safety, welfare and wellbeing of children are maintained at all times and aims to promote a safe environment for all children and to assist all team members to recognise child abuse and neglect. The organisation upholds the National Principles for Child Safe Organisations and completes required annual Child Safety declarations as required by contracts.

The organisation believes that ALL children deserve to be raised in a nurturing and loving environment.

Child abuse can be defined as causing or permitting any harmful or offensive contact on a child’s body and any communication or transaction of any kind which humiliates, shames, or frightens the child. Child abuse is also defined as any act or omission which fails to nurture the upbringing of the children.

Neglect occurs when adults do not meet the emotional, health and educational needs of a child. This can cause serious and long-term damage.

### Reporting Child Safety Concerns

Reporting child safety concerns is the first step in stopping the abuse and protecting children from harm. A child is any person aged from birth to 18 years (UNICEF).

The organisation is obligated and in some cases may be bound by mandatory reporting to report any incidents where we believe a participant of the organisation or a work colleague is responsible for abusing a child, or where information received from any source suggests that a child is at risk.

Where information is gained during an interview with a participant, the rights of the child overrides the rights of the participant or work colleague.

The organisation will be pro-active in its role to protect children and encourage an open environment that allows employees and members to be aware of their rights and responsibilities within the organisation. Annual Child Safety training is undertaken by all employees with further training provided to employees with mandatory reporting requirements. All new employees also receive training within their first month of employment.

Where concerns of child safety are raised, team members are to, within 24 hours, complete the Child Safety Reporting Checklist and raise their concern with their Operations Manager. It is the responsibility of the Operations Manager to review the information provided, and make a determination based on the relevant legislation if a report is required.

### Child Protection Officer

To ensure confidentiality and proper process, The organisation’s Chief Executive Officer is designated as the Organisation’s Child Protection Officer and is to be advised of all reports made.

The Child Protection Officer or delegate is responsible for reporting any allegations of child abuse that occur to Police services in the applicable State and where required, the corresponding Government Departments:

- The Department of Community Services (DoCS) in NSW
- The Department of Human Services (DHS) in Victoria
- The Department of Communities in Western Australia
- The Community Service Directorate in ACT

Some incidents may seem minor, however, they may in fact reveal more serious concerns of misconduct or a pattern of behaviour that requires further scrutiny. All people associated within our organisation should be aware of the indicators for child abuse and sexual abuse so that they may make an informed decision on what to report.

## Child Protection and Intervention cont'd.

### Privacy and Confidentiality

Team Members must uphold a child and their family's confidentiality at all times and treat all information disclosed as well as any follow up actions as private and confidential.

### Authorised by:

**John Gibbons,  
CEO**