

Child Safe Standards Policy

Purpose

The purpose of this policy is to provide Greater Western Water Corporation (GWW) employees, contractors, visitors and our community with a clear understanding of our commitment and responsibilities regarding the safety and wellbeing of children under the age of 18 years.

Objectives

Greater Western Water is committed to keeping children and young people safe. GWW will:

- Promote the safety of children;
- Prevent child abuse by setting expectations regarding working with children and young people including details of acceptable and unacceptable behaviours; and
- Ensure effective processes are in place to respond to and report allegations of child abuse and harm.

Scope

This policy applies to all GWW activities and applies to all employees, contractors and consultants working for GWW, where there is interaction with children.

The responsibilities to keep children safe applies to a broad range of scenarios where interaction with children and young people may occur. For example;

- When conducting any types of work where children are present ie, schools, childcare facilities, learning centres etc
- When engaging with the community, whether inside or out of working hours
- Educational presentations
- When supervising work experience activities
- And through incidental contact

It is important that all employees are aware of their obligations, to report misconduct involving children and young people whether against a staff member or not, even if the conduct occurred outside of their work, or by a non-GWW person.

Child Safe Standards

The Standards are a compulsory framework that supports organisations to promote the safety of children by requiring them to implement policies to prevent, respond to

and report allegations of child abuse and harm. All children have the right to feel and be safe.

Keeping children safe is everyone's responsibility. Greater Western Water is committed to the safety and wellbeing of children and young people.

Greater Western Water has zero tolerance for child abuse as part of our work, on our properties, at our events and in our online environments and will take all allegations of reportable conduct and safety concerns very seriously, ensuring such conduct is dealt with in accordance with our policies, procedures and the law.

Greater Western Water will provide relevant training and education to all its employees on the Child Safe Standards policy.

Greater Western Water will implement and comply with the Eleven Standards:

Child Safe Standards	
Standard 1	Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.
Standard 2	Child safety and wellbeing is embedded in organisational leadership, governance and culture.
Standard 3	Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.
Standard 4	Families and communities are informed and involved in promoting child safety and wellbeing.
Standard 5	Equity is upheld and diverse needs respected in policy and practice.
Standard 6	People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
Standard 7	Processes for complaints and concerns are child-focused.
Standard 8	Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
Standard 9	Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
Standard 10	Implementation of the Child Safe Standards is regularly reviewed and improved.
Standard 11	Policies and procedures document how the organisation is safe for children and young people.

Legislative responsibilities

Greater Western Water takes our responsibilities seriously, these include;

- **Failure to disclose:** Reporting child sexual abuse is a community-wide responsibility. All adults in Victoria who have a reasonable belief that an adult has committed a sexual offence against a child under 18 have an obligation to report that information to the police.
- **Failure to protect:** People of authority in our organisation will commit an offence if they know of a substantial risk of child sexual abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.
- Greater Western Water employees, contractors and volunteers are required to report any general concerns about the safety or wellbeing of a child or young person as soon as possible to the HRSS Manager who is GWW's nominated Child Safety Officer.

Further information on the Child Safety Standards can be found on the Victorian Department of Human Services website; [Child Safe Standards](#)

Definitions

Reference	Definition
Failure to disclose	The 'failure to disclose' offence, introduced as part of the Crimes Amendment (Protection of Children) Act 2014, requires that any adult (aged 18 and over) who holds a reasonable belief that a sexual offence has been committed in Victoria by an adult against a child or young person must disclose that information to police.
Failure to protect	The criminal offence for 'failing to protect' a child or young person imposes penalties for a 'person in authority' if they know of the risk of abuse, have the power or responsibility to reduce or remove the risk, but failed to do so.

Roles and responsibilities

The Executive Leadership Team (ELT) is responsible for reviewing and endorsing the child safe standards policy.

The Chief People Officer and General Manager Strategy & Partnerships are responsible for ensuring the policy continues to meet legislative provisions for all employees.

Managers and Team Leaders are responsible for supporting and engaging their employees regarding the policy. People Leaders are responsible for taking all

reasonable steps to ensure staff are protected in the event of interactions that align to this policy.

People, Culture & Safety Team are responsible for processing relevant employee checks, including Working with Children for all relevant roles.

The handling of all child safe incident reports and investigations will be managed by the HR Services & Systems Manager who is GWW’s nominated Child Safety Officer.

All employees are responsible for complying with relevant GWW policies, guidelines and processes related to this policy.

References and related documents

Other relevant GWW Policies, Procedures & Guidelines include:

- Child Safe Standards Procedure
- Child Safe Standards Incident Report
- GWW Code of Conduct
- Dispute and Grievance Resolution Policy

NOTE: GWW Code of Conduct Policy is due for review/update in April 2023, at which time will include reference to the Child Safe Standards Policy

Review process

The policy will be reviewed annually as required by GWW and following significant incidents if they occur. Feedback received from families and children will be considered as part of the review process if applicable.

Approved by the ELT on 9 Dec 2022
Next due for review by the ELT in Dec 2023

Version Control Table

Version Number	Document Owner’s Position Title	Purpose/Change	Date
<i>Vx-0</i>	<i>Insert Document Owner’s Position Title</i>	<i>Outline purpose of the change or summary of changes in 1-2 lines. You can also mention section names or numbers that have changed</i>	<i>DD/MM/YYYY</i>
V1.0	Manager, HR Services and Systems	New Policy	01.12.22