



Time2Train Child Safe Policy

This policy depicts Time2Train's strong commitment from management, staff and contractors to engage towards a more child safe environment, and to deliver an outline of the policies and practices developed to keep everyone safe from harm, including abuse.

REVISED AND APPROVED AS AT
MARCH 2024

TIME2TRAIN CHILD SAFE POLICY

COMMITMENT TO CHILD SAFETY

Time2Train upholds that all children and young people part of our programme have a right to feel and be safe. The welfare of children and young people in our care will always be our first priority and we have a zero-tolerance approach to child abuse. We aim to create a child safe and child-friendly environment where clients feel safe and have fun.

This policy applies to all staff, contractors and individuals involved in delivering Time2Train programmes to children and young people.

Time2Train is an organisation specialised in providing support to ASD children and people of all ages. Time2Train is committed to the principles of cultural safety and inclusion of children with disability, and we recognise that these principles support the safety of all children and young people involved in Time2Train programmes.

CHILDREN'S RIGHT TO SAFETY AND PARTICIPATION

The safety and well being of children who come into contact with Time2Train's services is our highest priority.

We recognise that when it comes to children, as adults, each of us is responsible – individually and collectively- for ensuring the safety and wellbeing of every child associated with our organisation.

BALANCE OF CHILD SAFETY AND CHILD FRIENDLY PRACTICE

Time2Train working with children with ASD, we cannot adopt a blanket approach in child safety given the vulnerability and unpredictable nature of those we support.

Time2Train wants to ensure that the safety of children participating in the programmes, is impacted as little as possible and focuses on training its contractors to interact with children in a natural and supportive way.

It is especially relevant to key areas of our business which require Time2Train trainers/contractors to deliberately develop trusting relationships with children and others around them in order to deliver the best service as possible.

Our work may require us to seek out time alone with children to assist them to address difficulties in their lives and to help them to develop healthy relationships with themselves and others.

It may require us to have difficult and personal conversations with children or to help them address sexualised behaviours. It may require us to be involved in very personal physical care. These areas of our business are also the highest risk areas for very vulnerable children to be harmed.

Hence, Time2Train's main focus will always be aiming to strike the balance between child safe and child friendly care.

VALUE-BASED SERVICES

Time2Train is a values-based organisation and our values are applied to the care and safety of children as follows:

Compassion

We deal with children compassionately and with an understanding of their vulnerabilities.

Respect

We respect the boundaries of professional relationships and respect the rights of every person and children to feel safe while in contact with our services.

Working Together

We will work together to create a culture of individual and collective responsibility for the safety and wellbeing of children to create friendly and welcoming places for children.

Leading through Learning

We will be leaders by undertaking a continuous improvement approach to the safety of children.

OUR ORGANISATIONAL CULTURE

Time2Train endeavours to create an organisation where all children participating in our programmes feel safe.

We commit to take deliberate steps to protect children participating in our programmes from physical, sexual, emotional and psychological abuse and neglect.

Time2Train commits:

- Embedding through all levels of Time2Train's business, a culture of individual and collective responsibility for the safety and wellbeing of children in contact with our organisation that puts safety of any children above the interests of any other

individual or the organisation in making decisions about children under this framework;

- Ensuring policies and procedures uphold our organisational values and commitment to the Child Safe Standards;
- Keeping child safety on our agenda and providing information to help people, including children, families, contractors, staff and volunteers to recognise child abuse and neglect as well as risks to child safety and provide necessary frameworks to report concerns;
- Providing families and communities with information about our operations and governance policies;
- Inviting children and families part of our programmes to provide feedback on our policies, procedures and practices.

PROMOTION OF DIVERSITY

At Time2Train we value diversity and do not tolerate any discriminatory practices. To achieve this, we :

- Support the cultural safety, participation and empowerment of Aboriginal children and their families;
- Support the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse background and their families;
- Welcome children with ASD and other disabilities and their families and we act to promote their participation ;
- Seek to recruit contractors from culturally and/or linguistically diverse backgrounds;
- Welcome same-sex attracted, intersex and gender diverse children and families;
- Have a physical environment which actively celebrates cultures and recognises cultural differences;
- Commit to ensuring our facilities promote inclusion of children with all abilities.

RECRUITMENT OF CONTRACTORS/TRAINERS

Time2Train committed to change its recruitment process to comply with Victoria's Compulsory Child Safe Standards.

Time2Train, in line with Standard 4 of the Child Safe Standards, has put in place more rigorous practice standards in the recruitment of Contractors.

Time2Train Recruitment Process complies with the Time2Train Recruitment and Selection Policy. The Policy ensures that child safety requirements are addressed in the recruitment process through the following strategies.

DECIDING TO RECRUIT

- Assess the level of contact and responsibility the role will have in regard to children.

- National Police Checks and Working with Children Checks are required where roles have contact or responsibility for children and for roles that have influence or authority over children, such as leaderships positions.
- Assess the qualifications and prerequisites required to ensure the staff are appropriately skilled for the role.
- Assess the training, guidance and supervision required for the position and the current resources available to meet these requirements.

ADVERTISING

- All positions are advertised with Time2Train's Statement of Commitment to Child Safety.
- Positions advertised clearly state the responsibilities with regard to children.
- Prerequisite criteria are listed for positions, for example: National Police Check, Working with Children Check, training and qualifications.
- Advertised positions state that referee checks will be performed for shortlisted candidates.

SELECTION

- Where a position includes responsibility for children or is a position of leadership, interview questions will address experience and previous engagement with children and will gauge the applicant's attitudes and values toward children.
- Before commencing in their role, successful candidates will be trained on Time2Train's Code of Conduct, Time2Train's Child Safe abuse reporting policies and procedures.

SUPPORTING CONTRACTORS/TRAINERS/LEADERS

Time2Train is committed to ensuring that all contractors and leaders receive training to ensure they understand their responsibilities in relation to child safety. Time2Train commits to assist it contractors and leaders to incorporate child safety considerations into decision-making and to promote a culturally safe environment where children are empowered to speak up about issues that affect them.

Mandatory training requirements for Time2Train contractors and leaders are as follows:

- Induction, Child Safe Code of Conduct and Child Safe Policy
- Identifying indicators of child abuse
- How to respond to disclosures of child abuse
- Complaint, Code of Conduct breach and Child Safety incident reporting procedures.

As these training courses are essential to support Time2Train's zero tolerance of child abuse approach, contractors and leaders are required to undertake all of these components before being allowed to work in a child-related role.

Other training provided to Time2Train leaders and contractors include (but is not limited to):

- Risk management practices in relation to child safety.

- Creating cultural safety for Aboriginal and culturally and/or linguistically diverse children.
- Investigating child abuse concerns and allegations.

REPORTING PROCEDURES

The Time2Train Incident Reporting Policy and Framework includes how to respond to an allegation or incident of child abuse.

The Incident Reporting Policy and Framework includes the following elements:

- If a contractor/trainer becomes aware of an incident or allegation of abuse, the first responsibility is to ensure that the child or children are safe and the risks of further abuse or harm are mitigated. If the incident or allegation of abuse could involve criminal conduct, the matter must be immediately reported to Police. If there is any ongoing risk to child or children, then the contractor/trainer must immediately call 000. It may also be appropriate to notify the Department of Health and Human Services if there is a belief that a child is in need to protection. This may involve notifications to the Police or Child Protection.
- All reports of child abuse will be treated as serious whether they are made by an adult or a child.
- When an allegation of child abuse is received, all mandatory reporting requirements must be met, including reporting to:
 - ✓ Police
 - ✓ The appropriate NDIS plan manager or consultant, if the child is under the NDIS scheme
 - ✓ Department of Health and Human Services
 - ✓ The Commission for Children and Young People under the reportable conduct scheme
 - ✓ Other government departments or regulators as appropriate.

RISK MANAGEMENT

Time2Train recognizes that a risk management approach helps to mitigate the potential for child abuse or harm to occur.

Time2Train commits to its Risk Management Policy and Framework. The Risk Management Policy and Framework details the assessment and mitigation of risks of child abuse at Time2Train.

The Risk Management Policy and Framework include the following:

- All existing and new activities and facilities must be assessed for risks of child abuse including:
 - Environmental risks
 - Vulnerability Risks (such as activities that may foster personal relationships between trainers and children who have an increased risk of being exploited, such as children who are highly vulnerable and dependent on the trainer for their needs).

- All identified risks of child abuse are actively reduced by designing and implementing appropriate preventive measures.
- Risk Management plans are documented for all existing and new activities and facilities.
- Trainers/Contractors are made aware of their responsibility for identifying risks of child abuse and their obligation to work with management on reducing those risks.
- Families and children are made aware of how to report on identified risks of child abuse.
- Risk Management plans are living documents which are updated as required, referred to regularly and reviewed every 14 months.

REVIEW OF THE TIME2TRAIN CHILD SAFE POLICY

Time2Train commits to review this policy every two years. Time2Train undertakes to seek views, comments and suggestions from Contractors/trainers, families and clients as part of this process.

All submissions of views, comments or suggestions are encouraged to be sent on time2train@live.com.au or by contacting Jeremy Samson directly.

NON-COMPLIANCE WITH POLICY AND CODE OF CONDUCT

Time2Train will enforce this policy and the Code of Conduct. Following any non-compliance, we will instigate a review that may result in restriction of duties, suspension or termination of contract or other corrective actions.