

Child Safety Policy - Summary

NB This Policy summary is for distribution amongst the Sangha. It should be prominently posted in all Centres/Retreat/etc. There is a detailed Policy for implementation by identified responsible persons.

Our commitment to child safety

We want children and young people who participate in Rigpa activities and programs to have a safe and happy experience. We support and respect children, young people, parents, staff and volunteers.

We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our policies and procedures.

We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.

We have a detailed policy which guides staff and volunteers on how to behave with children in our organisation.

Allegations, concerns and complaints

Our organisation takes all allegations and concerns seriously and has practices in place to investigate thoroughly and quickly. Our staff and volunteers are trained to deal appropriately with allegations and concerns.

We all have a responsibility to report any concern, suspicion, disclosure or allegation of abuse. (see information about failure to disclose above).

How it works & Who does what

- We provide all staff and volunteers with information about what abuse is and how we can recognise it
- All staff with role descriptions that involve significant interaction children with undergo the 'working with children' check in their relevant state.
- Each Centre/Program has an identified Child Safety Officer to deal with concerns or complaints.
- All of our staff and volunteers agree to abide by this Policy and our code of conduct which specifies the standards of conduct required when working with children.
- We have clear procedures for any cases of suspected abuse to be reported to the Child Safe
 Officer who is trained in these matters and will instigate the required processes on behalf of
 Rigpa.
- If any person has reasonable grounds to believe that a child or young person involved in a Rigpa activity or program is at risk of harm, they should report this to the nominated Child Safety Officer
- We regularly review our practices and policies

Your Ch	ild Safety Officer is	
Contact	: Mobile:	••••••
Fmail:	childsafetvinbox@r	nelbournerigpa.org.au



Child Safe Policy - Detailed Version for use by Staff

NB This Policy is for the use of identified responsible persons. There is a separate summary is for distribution amongst the Sangha which should be prominently posted in all centres/retreats

SECTION 1 - Our commitment to child safety

We want children and young people who participate in Rigpa activities and programs to have a safe and happy experience. We support and respect children, young people, parents, staff and volunteers.

We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our policies and procedures.

We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.

Below is our detailed policy which guides staff and volunteers on how to behave with children in our organisation.

Introduction

To create and maintain a child safe organisation, Rigpa applies the following standards:

- 1. We have strategies to embed an organisational culture of child safety, including through effective leadership
- 2. a child safe policy and statement of commitment to child safety
- 3. a code of conduct that establishes clear expectations for appropriate behaviour with children
- 4. screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel
- 5. processes for responding to and reporting suspected child abuse
- 6. strategies to identify and reduce or remove risks of child abuse
- 7. strategies to promote the participation and empowerment of children.

SECTION 2 - Leadership / Culture

The Board is responsible for providing the leadership which ensures Rigpa's culture is focussed on child safety. We aim for a culture where all staff and volunteers (in addition to parents/carers and children) feel confident and comfortable in discussing any allegations of child abuse or child safety concerns.

The Board is responsible for ensuring a child safety policy is in place, adequately resourced, and regularly monitored. The Board is responsible for appointing an appropriately trained Child Safety Champion for the organisation.

SECTION 3 - Who & What does this Policy apply to?

- Rigpe Yeshe, Centres, retreats, other activities or events where children may be present
- Paid and volunteer staff
- All members of Rigpa and attendees at Rigpa events

SECTION 4 - Code of Conduct

All Rigpa staff (paid & volunteer) agree to comply with the attached Code of Conduct, which sets out our expectations for appropriate behaviour with children.

SECTION 5 - Recruitment & Training

Rigpa Australia takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children. This includes the relevant State's Working with Children Checks where required, face-to-face interviews and reference checks from previous employers.

All newly recruited and existing staff and volunteers are provided with induction & training to ensure they understand the importance of child safety, and are aware of Rigpa's policies and procedures.

The safety and wellbeing of children is our primary concern. We are also fair and just to staff and volunteers. The decisions we make when recruiting, assessing incidents, and undertaking disciplinary action will always be thorough, transparent, and based on evidence.

SECTION 6 - Child Safety Champion & Child Safety Officers

The Board will nominate an individual within Rigpa to be the Child Safety Champion. This person's primary role will be to implement, oversee, and monitor the Child Safety Policy. This person shall be a member of the National Executive or report to the NE.

Each Centre, program, and activity will nominate a Child Safety Officer (CSO). The CSO will be trained in child safety and will be the person with front-line responsibility for instigating responses to any complaint, on behalf of Rigpa.

Supervision of staff working with children will be undertaken by the relevant CSO and the Child Safety Champion.

SECTION 7 - Responding to allegations, concerns and complaints

Our organisation takes all concerns, disclosures, and allegations seriously and has practices in place to investigate thoroughly and quickly. Our staff and volunteers are trained to deal appropriately with concerns and allegations.

We work to ensure all children, families, staff and volunteers know what to do and who to tell if they observe abuse or experience abuse, and if they notice inappropriate behaviour.

We all have a responsibility to report an allegation, concern, suspicion or disclosure of abuse.

7.1 Who can make a report/complaint?

If any person (staff, volunteers, participants) involved has reasonable grounds to believe that a child or young person involved in a Rigpa activity or program is at risk of harm, they should report this to the nominated Child Safety Officer.

7.2 What should staff do when an allegation or complaint is made

If you believe a child is at immediate risk of harm, phone 000.

Immediately refer the child or adult to the nominated Child Safety Officer. If the CSO is not immediately available, you should follow the steps set out in Section 7.3 below, and contact your CSO as soon as possible.

7.3 What the Child Safety Officer will do when an allegation or complaint of child abuse/harm is made

If you believe a child is at immediate risk of harm, phone 000.

If a child discloses an incident of abuse to you

- Try and separate them from the other children discreetly and listen to them carefully.
- Let the child use their own words to explain what has occurred.
- Reassure the child that you take what they are saying seriously, and it is not their fault and that they are doing the right thing.
- Explain to them that this information may need to be shared others, such as with their parent/carer, specific people in your organisation, or the police.
- Do not make promises to the child such as promising not to tell anyone about the incident, except that you will do your best to keep them safe.
- Do not leave the child in a distressed state. If they seem at ease in your company, stay with them.
- Provide them with an incident report form to complete, or complete it together, if you think the child is able to do this.
- As soon as possible after the disclosure, record the information using the child's words and report the disclosure to the Child Safety Champion
- Ensure the disclosure is recorded accurately, and that the record is stored securely.

If a parent/carer says their child has been abused at a Rigpa centre or event, or raises a concern

- Explain that Rigpa has processes to ensure all abuse allegations are taken very seriously.
- Ask about the wellbeing of the child.
- Allow the parent/carer to talk through the incident in their own words.
- Advise the parent/carer that you will take notes during the discussion to capture all details.
- Explain to them the information may need to be repeated to authorities.
- Do not make promises at this early stage, except that you will do your best to keep the child safe.
- Provide them with an incident report form to complete, or complete it together.
- Provide the report to your Child Safety Champion
- Ensure the report is recorded accurately, and that the record is stored securely.

You need to be aware that some people from culturally and/or linguistically diverse backgrounds may face barriers in reporting allegations of abuse.

7.4 The Child Safety Officer will take the following subsequent action:

If you believe a child is at immediate risk of harm, phone 000.

• Listen to the person making the complaint and make a record of the complaint using the 'Incident Record Form.'

- Assess the complaint against the relevant state requirements, and assess whether the complaint involves Reportable Conduct (see Table Attached)
- If the complaint involves reportable behaviour, make a report to the relevant state authorities. Inform everyone involved in the complaint of the requirement to report the complaint to the relevant authorities in the case of a child abuse allegation.
- If the complaint involves inappropriate behaviour which is not child abuse, the complaint may be dealt with using internal dispute resolution procedures.
- Report the incident (de-identified) to the Child Safety Champion and the National Director.

SECTION 8 - Communication

Children and parents attending Rigpa activities will be made aware or our policy.

A summary of this policy is available for all participants, and is prominently displayed at all Centres / Retreat and other activities.

We record all allegations of abuse and safety concerns using our Incident Reporting form, including investigation updates. All records are securely stored.

If an allegation of abuse or a safety concern is raised, we provide updates to children and families on progress and any actions we as an organisation take.

SECTION 9 - Review of Policy

Our National Executive regularly reviews and recommends improvements to child safety policies and procedures as a regular agenda item at their leadership meetings.

This policy will be reviewed by the Board every two years.

Version 1.0 updated 6 June 2017

Version 2.0 updated and approved 22nd November 2017



Rigpa Australia Code of Conduct

All staff, volunteers and board members ('personnel') of Rigpa Australia are required to observe child safety principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

All personnel of Rigpa are responsible for supporting the safety, participation, wellbeing and empowerment of children by:

- adhering to Rigpa child safety policy at all times
- taking all reasonable steps to protect children from abuse
- treating everyone with respect
- listening and responding to the views and concerns of children, particularly if they are telling you
 that they or another child has been abused and/or are worried about their safety or the safety of
 another
- promoting the cultural safety, participation and empowerment of Aboriginal children (for example, by never questioning an Aboriginal child's self-identification)
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)
- ensuring as far as practicable that adults are not left alone with a child
- reporting any allegations of child abuse to Rigpa Child Safety Officer, and ensure any allegation to reported to the police or child protection
- reporting any child safety concerns to Rigpa Child Safety Officer
- if an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe
- encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.

Staff and volunteers must not:

- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- exhibit behaviours with children which may be construed as unnecessarily physical
- put children at risk of abuse (for example, by locking doors)
- do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- engage in open discussions of a mature or adult nature in the presence of children
- use inappropriate language in the presence of children
- express personal views on cultures, race or sexuality in the presence of children
- discriminate against any child, including because of culture, race, ethnicity or disability
- have contact with a child or their family outside of our organisation without our child safety officer's knowledge and/or consent (for example, no babysitting). Incidental contact, such as seeing people in the street, is appropriate.
- have any online contact with a child or their family (unless necessary, for example providing families with e-newsletters, etc)
- ignore or disregard any concerns, suspicions, or disclosures of child abuse.



By agreeing to adhere to this Code of Conduct, you acknowledge your responsibility to immediately report any breach of this code to Rigpa Child Safety Officer.

If you believe a child is at immediate risk of harm, phone 000.

I agree to adhere to this Code of Conduct:

Name:
Signature:
Date:



Rigpa Australia Child Safety Incident Report

Purpose: This form is for reporting incidents, whether physical, emotional, psychological and/or medical in nature. Use this report for any concern, disclosures, allegations or suspicions of abuse, inappropriate behaviour around children or teenagers and/or suspicion of harm to a child or teenager.

Privacy is critical - Please store completed Reports securely.

Incident details		
Date of incident:		
Time of incident:		
Location of incident:		
Name(s) of child/children inv	olved:	
Name(s) of staff/volunteer in	volved:	
Name of person making this	report:	
Please categorise the incid	ent	
Medical incident		
Physical violence		
Sexual offence		
Serious emotional or psycholo	ogical abuse	
Serious neglect		
Breach of code of conduct/oth	ner inappropriate behaviour	
Please describe the incide	nt	
When did it take place?		
Who was involved?		
What did you see?		
Other information		



Office use:	
Date incident report received:	
Staff member managing incident:	
Follow-up date:	
Incident ref. number:	
Has the incident been reported?	
Child protection	
Police	
Another third party (please specify):	
Incident reporter wishes to remain ar	nonymous?
(Mark with an 'X' as applicable)	

No

Yes

Who is mandated to report?

What must be reported?

Abuse and neglect types which must be reported

Legal provisions

ACT

A person who is: a doctor; a dentist; a nurse; an enrolled nurse; a midwife; a psychologist; a teacher at a school; a person authorised to inspect education programs, materials or other records used for home education of a child or young person under the Education Act 2004; a police officer; a person employed to counsel children or young people at a school; a person caring for a child at a child care centre; a person coordinating or monitoring homebased care for a family day care

A belief, on reasonable grounds, that a child or young person has experienced or is experiencing sexual abuse or non-accidental physical injury; and

the belief arises from information obtained by the person during the course of, or because of, the person's work (whether paid or unpaid)

- Physical abuse
- Sexual abuse

Section 356 of the Children and Young People Act 2008 (ACT)

Who is mandated to report?

What must be reported?

Abuse and neglect types which must be reported

Legal provisions

scheme proprietor; a public servant who, in the course of employment as a public servant, works with, or provides services personally to, children and young people or families; the public advocate; an official visitor; a person who, in the course of the person's employment, has contact with or provides services to children, young people and their families and is prescribed by regulation

Mandatory	Mandatory reporting requirements across Australia					
	Who is mandated to report?	What must be reported?	Abuse and neglect types which must be reported	Legal provisions		
NSW	A person who, in the course of his or her professional work or other paid employment delivers health care, welfare, education, children's services, residential services or law enforcement, wholly or partly, to children; and A person who holds a management position in an organisation, the duties of which include direct responsibility for, or direct supervision of, the provision of health care, welfare,	Reasonable grounds to suspect that a child is at risk of significant harm; and those grounds arise during the course of or from the person's work	 Physical abuse Sexual abuse Emotional/ psychological abuse Neglect Exposure to domestic violence 	Sections 23 and 27 of the Children and Young Persons (Care and Protection) Act 1998(NSW)		

Mandatory reporting requirements across Australia				
	Who is mandated to report?	What must be reported?	Abuse and neglect types which must be reported	Legal provisions
	education, children's services, residential services or law enforcement, wholly or partly, to children			
NT	Any person	A belief on reasonable grounds that a child has suffered or is likely to suffer harm or exploitation	 Physical abuse Sexual abuse or other exploitation of the child 	Sections 15, 16 and 26 of the Care and Protection of Children Act 2007(NT)

Mandatory reporting requirements across Australia				
Who is mandated to report?	What must be reported?	Abuse and neglect types which must be reported	Legal provisions	
		 Emotional/ psychological abuse Neglect Exposure to physical violence (e.g., a child witnessing violence between 		

Mandatory reporting requirements across Australia					
	Who is mandated to report?	What must be reported?	Abuse and neglect types which must be reported	Legal provisions	
			home)		
	A health practitioner or someone who performs work of a kind that is prescribed by regulation	Reasonable grounds to believe a child aged 14 or 15 years has been or is likely to be a victim of a sexual offence and the age difference between the child and offender is greater than 2 years	Sexual abuse	Section 26(2) of the Care and Protection of Children Act 2007 (NT)	
QLD	An authorised officer, a public service employee employed in the department, a person employed in a	Has a reasonable suspicion that a child in care (a child placed in the care of an entity conducting a departmental	Physical abuseSexual	Part 1AA, Section13f of the <i>Child</i>	

ndatory reporting requirements across Australia			
Who is mandated to report?	What must be reported?	Abuse and neglect types which must be reported	Legal provisions
care service	care service or a licensee) has suffered, is suffering, or is at unacceptable risk of suffering, significant harm caused by physical or sexual abuse	abuse	Protection Act 1999(Qld)
nurses; teachers; a police officer who, under a direction given by the commissioner of the police service under the <i>Police Service</i>	Has a reasonable suspicion that a child has suffered, is suffering or is at an unacceptable risk of suffering significant harm caused by physical or sexual abuse; and may not have a parent able and willing to protect the	Physical abuseSexual abuse	Part 1AA, Section 13e of the <i>Child</i> <i>Protection Act</i> 1999(Qld)

Mandato	Mandatory reporting requirements across Australia				
	Who is mandated to report?	What must be reported?	Abuse and neglect types which must be reported	Legal provisions	
	for reporting under this section; a person engaged to perform a child advocate function under the <i>Public Guardian Act 2014</i>	child from the harm			
	School staff	Awareness or reasonable suspicion that a child has been or is likely to be sexually abused; and the suspicion is formed in the course of the person's employment	■ Sexual abuse	Sections 364, 365, 365A, 366, 366A of the Education (General Provisions) Act 2006(Qld)	

Mandatory reporting requirements across Australia Who is mandated to report? What must be reported? Legal provisions Abuse and neglect types which must be reported Physical SA Medical practitioners; pharmacists; Reasonable grounds to suspect that a Sections 6, 10 abuse and 11 of registered or enrolled nurses; dentists; child has been or is being abused or Sexual psychologists; police officers; neglected; and the Children's abuse community corrections officers; social Protection Act the suspicion is formed in the course workers; a minister of religion, a 1993(SA) Emotional/ of the person's work (whether paid or person who is an employee of, or psychological voluntary) or carrying out official duties volunteer in, an organisation formed abuse for religious or spiritual purposes, (with Neglect the exception of disclosures made in the confessional); teachers in educational institutions including kindergartens; approved family day care providers; any other person who

Who is mandated to report?

What must be reported?

Abuse and neglect types which must be reported

Legal provisions

is an employee/volunteer in a government or non-government organisation that provides health, welfare, education, sporting or recreational, child care or residential services wholly or partly for children, being a person who is actively engaged in the delivery of those services to children or who holds a management position in the relevant organisation, the duties of which include direct responsibility for, or direct supervision of, the provision of

Mandato	Mandatory reporting requirements across Australia					
	Who is mandated to report?	What must be reported?	Abuse and neglect types which must be reported	Legal provisions		
	those services to children					
TAS	Registered medical practitioners; nurses; midwives; dentists, dental therapists, dental hygienists or oral health therapist; registered psychologists; police officers; probation officers; principals and teachers in any educational institution including kindergartens; persons who provide child care or a child care service for fee or reward; persons	A belief, or suspicion on reasonable grounds, or knowledge that: a child has been or is being abused or neglected or is an affected child within the meaning of the <i>Family Violence Act 2004</i> ; there is a reasonable likelihood of a child being killed or abused or neglected by a person with whom the child resides; or while a woman is pregnant that there is	 Physical abuse Sexual abuse Emotional/ psychological abuse Neglect 	Sections 3, 4 and 14 of the Children, Young Persons and Their Families Act 1997(Tas.)		

Who is mandated to report?

What must be reported?

Abuse and neglect types which must be reported

Legal provisions

concerned in the management of a child care service licensed under the Child Care Act 2001; any other person who is employed or engaged as an employee for, of, or in, or who is a volunteer in, a government agency that provides health, welfare, education, child care or residential services wholly or partly for children, and an organisation that receives any funding from the Crown for the provision of such services; and any other person of a class determined by

reasonable likelihood that after the birth of the child the child will suffer abuse or neglect, or may be killed by a person with whom the child is likely to reside, or that the child will require medical treatment or other intervention as a result of the behavior of the woman or another person with whom the woman resides or is likely to reside, before the birth of the child

Exposure to family violence

Mandator	ry reporting requirements across Australia				
	Who is mandated to report?	What must be reported?	Abuse and neglect types which must be reported	Legal provisions	
	the Minister by notice in the Gazette to be prescribed persons				
VIC	Registered medical practitioners, nurses, midwives, a person registered as a teacher or an early childhood teacher under the <i>Education and Training and Reform Act 2006</i> or teachers granted permission to teach under that Act; principals of government or non-government schools within the meaning of	Belief on reasonable grounds that a child is in need of protection on a ground referred to in Section 162(1)(c) or 162(1)(d), formed in the course of practising his or her office, position or employment as soon as practicable after forming the belief and after each occasion on which he or she becomes aware of any further reasonable	Physical abuseSexual abuse	Sections 182(1) (a)-(e), 184 and 162(c)-(d) of the Children, Youth and Families Act 2005(Vic.)	

Mandatory	ry reporting requirements across Australia					
	Who is mandated to report?	What must be reported?	Abuse and neglect types which must be reported	Legal provisions		
	the Education and Training Reform Act 2006; and police officers.	grounds for the belief				
	Any adult	A reasonable belief that a sexual offence has been committed in Victoria against a child under the age of 16 years by another person of or over the age of 18 years must disclose that information to a police officer as soon as it is practicable to do so, unless the person has a reasonable excuse for not doing so . Failure to disclose the	■ Sexual offence	Section 327 of the <i>Crimes Act</i> 1958		

Mandatory	Mandatory reporting requirements across Australia						
	Who is mandated to report?	What must be reported?	Abuse and neglect types which must be reported	Legal provisions			
		information to police is a criminal offence.					
WA	Doctors; nurses and midwives; teachers or boarding supervisor; and police officers	Belief on reasonable grounds that child sexual abuse has occurred or is occurring and forms this belief in the course of the person's work, whether paid or unpaid	Sexual abuse	Sections 124A and 124B of the Children and Community Services Act 2004			
	Court personnel; family counsellors; family consultants; family dispute	Reasonable grounds for suspecting that a child has been: abused, or is at	Physical abuse	Sections 5, 160 of the <i>Family</i>			

Mandator	Mandatory reporting requirements across Australia						
	Who is mandated to report?	What must be reported?	Abuse and neglect types which must be reported	Legal provisions			
	resolution practitioners, arbitrators or legal practitioners independently representing the child's interests	risk of being abused; ill treated, or is at risk of being ill treated; or exposed or subjected to behaviour that psychologically harms the child.	Sexual abuseNeglect	Court Act 1997 (WA);			

Commonwealth law

In addition to state and territory laws, the *Family Law Act 1975* (Cth) creates a mandatory reporting duty for personnel from the Family Court of Australia, the Federal Magistrates Court and the Family Court of Western Australia. This includes registrars, family consultants and counsellors, family dispute resolution practitioners or arbitrators, and lawyers independently representing children's interests. Section 67ZA states that when in the course of performing duties or functions, or exercising powers, these persons have reasonable grounds for suspecting that a child has been abused, or is at risk of being abused, the person must, as soon as practicable, notify a prescribed child welfare authority of his or her suspicion and the basis for the suspicion.

What protections are given to reporters?

In all jurisdictions, the legislation protects the reporter's identity from disclosure. In addition, the legislation provides that as long as the report is made in good faith, the reporter cannot be liable in any civil, criminal or administrative proceeding.

About whom can notifications be made?

Legislation in all jurisdictions except New South Wales requires mandatory reporting in relation to all young people up to the age of 18 (whether they use the terms "children" or "children and young people"). In New South Wales, the legislative grounds for intervention cover young people up to 18 years of age, but it is not mandatory to report suspicions of risk of harm in relation to young people aged 16 and 17.

What type of concerns must be reported, and what may be reported?

Mandatory reporting laws specify those conditions under which an individual is legally required to make a report to the relevant government agency in their jurisdiction. This does not preclude an individual from making a report to the statutory child protection service if they have concerns for the safety and wellbeing of a child that do not fall within mandatory reporting requirements. All statutes enable people to report concerns for a child's welfare even if they do not compel such reports. Any voluntary non-mandated reports will receive the legal protections referred to above regarding confidentiality and immunity from legal liability. Although particular professional groups (such as psychologists) or government agencies (such as education departments in some states) may have protocols outlining the moral, ethical or professional responsibility or indeed the organisational requirement to report, they may not be officially mandated under their jurisdiction's child protection legislation. For example, in Queensland, teachers are required to report all forms of suspected significant abuse and neglect under school policy, but are only mandated to report sexual abuse under the legislation.

Further details and information about mandatory reporting can be obtained from the relevant statutory child protection authority in each jurisdiction. Contact and other details for each state and territory office can be found in <u>Reporting Abuse and Neglect: State and Territory</u>

<u>Departments Responsible for Protecting Children.</u>