

# Child Safety Policy

## 1 APPLICATION

- 1.1. This Policy applies to any HMRI activity that results in or involves engagement with children or young people.
- 1.2. The policy applies to all HMRI Directors and Officers, employees, affiliates, volunteers and authorised representatives.

## 2 INTRODUCTION

- 2.1 HMRI is entrusted to ensure the safety and wellbeing of children and young people who attend HMRI facilities, perform, support or participate in HMRI activities. Such activities include (without limitation):HMRI operations;
  - a. research activities carried out under the auspices of HMRI;
  - b. community engagement and education; and
  - c. fundraising activities

## 3 POLICY INTENT

- 3.1 This policy provides a framework for HMRI's responsibilities with respect to engagement with children or young people.
- 3.2 The policy details how HMRI will comply with the relevant Commonwealth and State government regulations regarding child safety including where applicable:
  - a. the National Principles for Child Safe Organisations;
  - b. legislation relating to requirements for working with children, including working with children checks;
  - c. legislation relating to requirements for working with vulnerable people; including working with vulnerable people checks; and
  - d. legislation relating to mandatory reporting of suspected child abuse or neglect however described

## 4 SCOPE

- 4.1 HMRI will:
  - a. uphold its commitment to our Code of Conduct in ensuring the safety and wellbeing of children and young people;

- b. regularly (at least annually) and systematically assess all activities of HMRI that involve known and potential contact and interactions with children and young people to identify and evaluate risks to child safety, and implement appropriate strategies and procedures to manage or mitigate identified risks through our Enterprise Risk Management Framework;
- c. adopt and implement the National Principles for Child Safe Organisations (National Principles) through our Child Safety Guidelines, and in doing so:
  - i. ensure, so far as reasonably possible, our physical and online environments promote safety and wellbeing for children and young people;
  - ii. ensure engagement and open communication with families and the community about our child safe approach and provide access to information where relevant;
  - iii. provide child-friendly complaint mechanisms and a supportive and safe environment for staff, who wish to escalate complaints and concerns relating to children;
  - iv. adopt practices for screening of candidates during recruitment and volunteer recruitment to ensure safety of children and young people;
  - v. establish contractual obligations with third parties with whom HMRI contracts, to commit to compliance with the National Principles;
  - vi. develop the knowledge, skills and awareness of HMRI representatives working with children, to keep children and young people safe; and
  - vii. regularly review and report on our compliance with the National Principles.

## 5 CONTACT AND SUPPORT

5.1 A child or young person, or any staff member, volunteer, or other person can make a complaint or raise a concern by:

- Face to face meeting at HMRI, 1 Kookaburra Circuit, New Lambton Heights NSW
- Phone call - 0411 052 903
- Email Childsafety@HMRI.org.au
- Letter: Child Safety Officer - Locked Bag 1000, New Lambton, NSW, Australia, 2305

5.2 All complaints will be treated as confidential and be investigated and/or reported consistent with HMRI's Child Safety Guidelines

## 6 RELATED DOCUMENTS

- Code of Conduct
- Enterprise Risk Management Policy
- Media and Social Media Policy
- Child Safety Guidelines
- Authority to Fundraise Procedure

## VERSION CONTROL

Approval date	Effective date	Version
6/10/2022 Board	10/05/2023	19V1