



NURTURE + STRENGTHEN + CONNECT OUR COMMUNITY

CHILDREN & VULNERABLE  
PERSONS POLICY

## LIVEFREE PROJECT CHILD & VULNERABLE PERSONS POLICY

All people, regardless of their background have the right to be emotionally and physically safe, respected, and have their views and opinions always valued. We also live in a country that legislates for people's safety.

We will care for vulnerable people. All vulnerable people are to be protected and given special care, given extra support and other specialised services in society because of their vulnerability. Our policy has been developed to help us live out our community mandate and our responsibilities under Australian legislation.

### OUR POLICY AIMS TO:

- Minimise the risk of abuse and misconduct, and the misuse of positional power.
- Ensure that cases of suspected abuse and misconduct are handled thoroughly.
- Ensure that staff, volunteers, clients, and programs are safe.
- Ensure that all people are respected and valued.
- Ensure the correct handling of information through to the legislative / legal/ protective bodies to which the registering of information is required to go through by Australian law. (MRG, DCJ, NDIS, POLICE)

### WE COMMIT TO:

#### a) Safe recruitment of workers and volunteers:

- We will screen all prospective workers and volunteers in our teams, before they are appointed, to ensure they have the relevant Working with Children Check, NDIS Worker Check, Police Check and appropriate skills to fulfil their given roles.

#### b) Adequate training of workers and volunteers:

- We require that all workers attend training regarding protecting children and other vulnerable people within their first year of employment or service and attend a refresher workshop every 3 years after that. This is done through our insurer EA Insurance called ANSVAR and is an online training module.

#### c) Continued supervision of workers and volunteers:

- We commit to ongoing training, supervision and support for workers and volunteers.
- All workers and volunteers must agree to follow our Code of Conduct Policy.

**d) Responding to allegations of risk of harm and serious misconduct:**

- All workers and volunteers will report disclosures or suspicions of abuse, according to our procedures and policies.
  - Responding to Allegations of Harm and Serious Misconduct policy
  - Duty of Care policy
  - Privacy and Confidentiality policy
- Where a worker or volunteer has an allegation of misconduct made against them, we will provide appropriate support to alleged victims and perpetrators. We will seek advice and help from bodies external to LIVEfree PROJECT who have experience and expertise in managing such allegations to bring about a just and fair resolution.
- Follow up reported disclosures/ allegations to the appropriate legislative / legal / protective bodies according to our policy and procedures.

**e) Safe environments in our programs:**

- We will serve participants with dignity and value and in respectful ways.
- We will ensure clients a “say” in the programs and the activities in which they participate by fostering and valuing their ideas and encouraging participation.
- We will obtain appropriate information relating to the program participants, including children’s health and family situation, to ensure that we are able to care for their physical and emotional needs.
- All workers and volunteers will discharge their duty of care by adhering to the Duty of Care policy.
- The Project Director will establish and maintain: WH&S, fire safety, building safety, first aid, food safety, safe transport, incident, and emergency procedures in relation with the selected property from which we hold our services.

**Definitions:**

*Child:* a person who is under the age of 18 years.

*Vulnerable Person:* Vulnerable persons are defined as a people aged under 18 or other individuals who may be unable to take care of themselves or are unable to protect themselves against harm or exploitation by reason of age, illness, trauma or disability, or any other reason.

*Safe Environment: Space that is free from abuse or danger, including spiritual, physical, sexual, coercive control, emotional abuse (including bullying) or neglect.*

*Workers: Paid employees or contractors who are responsible to lead or assist the programs that LIVEfree PROJECT offers.*

*Volunteers: Unpaid persons who give of their time to assist the programs of LIVEfree PROJECT.*

*Program Coordinator: Oversees all the programs and or services and events within the Project.*

*Project Director: Oversees new initiatives, supporters, community connection and stakeholders, staffing, overall felt expression of organisation in community, media opportunities, NDIS, business autonomy.*

*Board: Responsible for overseeing the vision, values, and mission of the PROJECT.*

*NDIS: National Disability Insurance Scheme*

*DCJ: Department of Community and Justice*

The Children and Vulnerable Persons Policy applies to all staff members and volunteer workers associated with LIVEfree PROJECT. This policy will be reviewed every three years.