



TASMANIAN  
CATHOLIC  
education office

# Child Safety Briefing for Contractors and Volunteers

## Introduction

Contractors and volunteers undertaking child related activities on behalf of Catholic Education Tasmania (CET) are subject to the following requirements:

- Compliance with CET's Child Safety Policy
- Casual contractors and casual volunteers are not permitted to have any direct contact with children. If likely to have incidental contact, then they must be supervised by a person who holds employee WWVP registration.
- Regular contractors and regular volunteers must be given an induction / briefing in the pertinent elements of CET's Child Safety Program.
- The supervisor i.e. the person who holds employee WWVP registration, of a casual contractor/volunteer does not need to be a CET employee however they must have been given an induction/briefing regarding pertinent elements of CET's Child Safety Program and have been linked to CET in the Department of Justice Employer Portal before they commence work with CET.
- A volunteer coach of a school sport team e.g. a parent of a player, is deemed to be a regular volunteer and as such must hold volunteer WWVP registration and have been given an induction/briefing regarding pertinent elements of CET's Child Safety Program.
- A person with a volunteer WWVP registration and who has received an induction/briefing regarding pertinent elements of CET's Child Safety Program can engage in a child related activity without being supervised by a person who holds an employee WWVP registration.
- Holders of a volunteer WWVP registration cannot be paid for services rendered.

## Working with Vulnerable People Registration

The *Registration to Work with Vulnerable People Act 2013* aims to protect children and young people from harm by providing a high standard of compulsory background checking for people wishing to do paid, unpaid, or volunteer child-related work in Tasmania.

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Child education is regulated activity for the purposes of WWVP registration. People who perform a child related regulated activity are required to hold WWVP registration.

Contractors and volunteers who have direct contact with students in a CET workplace or school or through a school associated activity must hold an employee WWVP registration or a volunteer WWVP registration as appropriate to the nature of their activity/work.

### **Child Safe Behaviour**

CET has the following expectations of behaviours and boundaries for adults interacting with children and young people within CET school communities.

#### **DO:**

- Uphold CET’s Child Safety Policy at all times.
- Behave as a positive role model to children and young people.
- Promote the safety, protection and wellbeing of children and young people.
- Be vigilant and proactive with regard to child and young person safety and child protection issues.
- Provide age-appropriate supervision for children and young people.
- Comply with guidelines published by CET with respect to child safety.
- Treat all children and young people with respect.
- Promote the safety, participation and empowerment of children and young people with a disability.
- Promote the cultural safety, participation and empowerment of linguistically and culturally diverse children and young people.
- Use positive and affirming language towards children and young people.
- Encourage children and young people to ‘have a say’ and then listen to them with respect.
- Respect cultural, religious and political differences.
- Help provide open, safe and supportive environments for all children and young people to interact and socialise.
- Intervene when children and young people are engaging in inappropriate bullying behaviour towards others or acting in a humiliating or vilifying way.

- Report any breaches of this Child Safety Code of Conduct to the Principal, or CET’s Child Safety Officer.
- Ensure that your legal obligations to report child safety concerns externally are met and that you also notify the Principal or, if the Principal is unavailable, or the subject of the concern, notify the CET’s Child Safety Officer.
- Where an allegation of child abuse is made, ensure as quickly as possible that the child or young person involved is safe.
- Call the Police on 000 if you have immediate concerns for a child or young person’s safety.
- Respect the privacy of children and young people and their families and only disclose information to people who have a need to know.

**DO NOT:**

- Engage in any form of inappropriate behaviour towards children or young people or expose children or young people to such behaviour.
- Use prejudice, oppressive behaviour or inappropriate language with children and young people.
- Express personal views on cultures, race or sexuality in the presence of children and young people or discriminate against any child or young person based on culture, race, ethnicity or disability.
- Engage in open discussions of an adult nature in the presence of children and young people.
- Engage in any form of sexual conduct with a child or young person including making sexually suggestive comments or sharing sexually suggestive material.
- Engage in inappropriate or unnecessary physical conduct or behaviours including doing things of a personal nature that a child or young person can do for themselves, such as toileting or changing clothes.
- Engage in any form of physical violence towards a child or young person including inappropriately rough physical play.
- Use physical means or corporal punishment to discipline or control a child or young person.
- Engage in any form of behaviour that has the potential to cause a child or young person serious emotional or psychological harm.

- Develop ‘special’ relationships with children or young people that could be seen as favouritism (for example the offering of gifts or special treatment for specific children or young people).
- Engage in undisclosed private meetings with a child or young person that is not your own child.
- Engage in private or inappropriate personal communications with a child or young person through any medium, including any online contact or interactions with a child or young person.
- Take or publish (including online) photos, movies or recordings of a child or young person without parental/guardian consent and unless strictly school related
- Post online any information about a child or young person that may identify them such as the child or young person’s: full name; age; email address; telephone number; residence; school; or details of a club or group they may attend.
- Ignore or disregard any suspected or disclosed child abuse, neglect or grooming.

### **Reporting Child Abuse**

Under the *Children, Young Persons and Their Families Act 1997* an adult who knows, or believes or suspects on reasonable grounds, that a child is suffering, has suffered or is likely to suffer abuse or neglect has a responsibility to take steps to prevent the occurrence or further occurrence of the abuse or neglect.

Further to the above provision, the Act also sets out obligations for certain persons to report concerns about abuse or neglect.

All CET staff, regular contractors and regular volunteers in the course of their work, whether paid or in a voluntary capacity, have mandatory reporting obligations:

These persons (mandatory reporters) must make a child safety notification to the Strong Families Safe Kids Advice and Referral Line (1800 000 123) as soon as possible if he or she knows, believes or suspects, on reasonable grounds, that:

- A child or young person has been or is being abused or neglected or is an affected child within the meaning of the *Family Violence Act 2014*.

- There is a reasonable likelihood of a child or young person being killed or abused or neglected by a person with whom the child resides.
- While a woman is pregnant, there is a 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
  - the child will require medical treatment or other intervention as a result of the behaviour of the woman, or another person with whom the woman resides or is likely to reside, before the birth of the child.

Further to the above, any mandatory reporter who believes an unborn baby, a child or a young person is in immediate danger must contact Police on 000.

Mandatory reporters are also required to report the making of a child safety notification to their CET workplace manager who, in turn, must inform CET’s Child Safety Officer of the child safety notification.

**General Conduct**

CET values the contribution of all members of the school community for their time and effort.

To assist CET in providing a safe environment and a positive educational climate, contractors and volunteers are expected to comply with the following guidelines:

*Put Safety First*

- Observe safe work practices and avoid unnecessary risks.
- Only work according to their level of competency.
- Follow reasonable safety instructions given by supervisors.
- Report any safety hazard or hazardous practice they observe.

*Have Respect for Others*

Treat students, staff and other members of the school community with respect and in particular:

- Treat everyone with courtesy, sensitivity, tact, consideration and humility.
- Dress appropriately having regard to the nature of the activity.

- Assist in the creation of an environment free from fear, harassment, racism or exploitation.
- Respect the cultures, beliefs, opinions and decisions of others.
- Take reasonable instruction from staff and not obstruct staff in the execution of their duties.
- Avoid waste or extravagance and make proper use of the resources of the school.

*Communication*

Use appropriate communication skills when engaging with students, staff and other members of the school community and in particular:

- Avoid swearing or other use of profanities.
- Use non-discriminatory respectful and non-judgmental language.
- Maintain appropriate levels of confidentiality.
- Be aware of people’s personal space.
- Be aware of their own body language.
- Seek advice where appropriate.

*Prohibited Conduct*

Whilst on school premises, do not:

- Smoke or use tobacco products.
- Use, possess, or be under the influence of alcohol.
- Use, possess, or be under the influence of illicit drugs.
- Utilise their position to take advantage of any young person.

**Contractor / Volunteer Acknowledgement**

Dear Contractor / Volunteer, having read and understood this briefing please sign below, remove page from briefing and provide to school.

**Contractor / Volunteer Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**School Witness Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_