

Policy name	Child Protection
Date last reviewed	August 2021
Scheduled review date	August 2022
Approved by	Board

### Objective

Skyline Education Foundation Australia aims to protect the safety and wellbeing of children and young people within its Program.

### Scope

This Policy applies to all employees, Board and Committee members, contractors and volunteers.

### Policy Statement

The objective of this Policy is to ensure the following key principles are reflected in Skyline's governance and operations acknowledging that children and young people, irrespective of their special needs, gender, race, sexual orientation or cultural, religious or family circumstances, have a right to:

- Be treated with respect and to be protected from harm
- Be asked to express their views and wishes about matters affecting their lives and to have those views appropriately considered by adults
- Feel and be safe in their interactions with adults and other children and young people
- Understand, as early as possible, what is meant by 'feeling and being safe'
- Skyline aligns with the Victorian Government Health and Human Services Child Protection Service policies and procedures as seen at <https://services.dhhs.vic.gov.au/child-protection>

Child protection and safety is the responsibility of all Skyline employees, Board, Committee/Team members, contractors and volunteers, including management's responsibility to promote child safety and to encourage children to speak up. Skyline is committed to compliance with the Commission for Children and Young People (CCYP) Child Safe Standards with guidance on the specifications and enforcement of each standard as seen at:

<https://ccyp.vic.gov.au/child-safety/being-a-child-safe-organisation/the-child-safe-standards/>

### Responsibilities

**Board:** Establishing strategic directions consistent with Skyline's stated mission, vision and values, optimising the use and return on its resources, maintaining an effective system of internal control, and monitoring compliance with legal and ethical requirements.

**Management:** Accountability and responsibility for ensuring implementation and compliance with this Policy and all associated internal control procedures supporting this Policy. Responsibility for developing, maintaining and updating procedures which enable compliance with this Policy. This includes policies and procedures covering:

- Charter of Values
- Occupational Health and Safety

- Privacy
- Recruitment, selection and induction
- Performance management
- Training and development
- Accuracy and completeness of records
- Mandatory reporting and review

### **Review**

This Policy will be reviewed every one (1) year or earlier as required in the event of significant legislative changes or changes in business operations.

### **Procedures**

Management Procedures will detail the processes to be followed when implementing this Policy, and specifically includes directions regarding:

- Risk
- Privacy
- Health and Safety
- Victorian Child Protection Service procedures
- Reporting

These procedures are further supported by the Terms of Reference of the Governance, Risk and Audit Committee (of the Board).

Internal Procedures are readily accessible in Skyline's files and Victorian Child Protection Service <https://services.dhhs.vic.gov.au/child-protection>