



CHILD SAFETY POLICY

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Policy Type: Board Policy

Review History Table

A Liquid Future's Child Safety Code of Conduct Guidelines Document will be reviewed annually, and following every reportable incident, a review shall be conducted to assess whether the organisation's child protection policies or procedures require modification to better protect the children under the organisation's care. Some circumstances may trigger an early review, this includes but is not limited to legislative changes, organisational changes, incident outcomes and other matters deemed appropriate by the Board and/or Chief Executive Officer. A Liquid Future retains records to document each review undertaken. Records may include minutes of meetings and documentation of changes to policies and procedures that result from a review.

Revised on	Version	Date Endorsed	Approved by	Content reviewed/ Purpose
28/01/2023	2	14/12/2019	ALF Board	Policy Revised
	3	02/02/2023	ALF Board	Policy Revised

Statement

A Liquid Future is committed to promoting and protecting the interests and safety of children. We have zero tolerance for child abuse. Everyone working at A Liquid Future is responsible for the care and protection of children and reporting information about child abuse.

Purpose

The purpose of this policy is:

- To facilitate the prevention of child abuse occurring within A Liquid Future.
- To work towards an organisational culture of child safety.
- To prevent child abuse within A Liquid Future.
- To ensure that all parties are aware of their responsibilities for identifying possible occasions for child abuse and for establishing controls and procedures for preventing such abuse and/or detecting such abuse when it occurs.
- To provide guidance to staff/volunteers/contractors as to action that should be taken where they suspect any abuse within or outside of the organisation.
- To provide a clear statement to staff/volunteers/contractors forbidding any such abuse.
- To provide assurance that all cases of suspected abuse will be reported and fully investigated.

Policy

A Liquid Future is committed to promoting and protecting the best interests of children involved in its programs.

All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse.

A Liquid Future has zero tolerance for child abuse. Everyone working at A Liquid Future is responsible for the care and protection of the children within our care and reporting information about suspected child abuse. Child protection is a shared responsibility between A Liquid Future, all employees, workers, contractors and associates.

A Liquid Future will consider the opinions of children and use their opinions to develop child protection policies.

A Liquid Future supports and respects all children, staff and volunteers.

Procedures Responsibilities

The Board of A Liquid Future has ultimate responsibility for the detection and prevention of child abuse and is responsible for ensuring that appropriate and effective internal control systems are in place. The Board is also responsible for ensuring that appropriate policies and procedures and a Child Protection Code of Conduct are in place.

The CEO of A Liquid Future is responsible for:

- Dealing with and investigating reports of child abuse;
- Ensuring that all staff, contractors, and volunteers are aware of relevant laws, organisational policies and procedures, and the organisation's Code of Conduct;
- Ensuring that all adults within A Liquid Future are aware of their obligation to report suspected sexual abuse of a child in accordance with these policies and procedures;
- Ensuring that all staff, contractors and volunteers are aware of their obligation to observe the Code of Conduct (particularly as it relates to child safety);
- Providing support for staff, contractors and volunteers in undertaking their child protection responsibilities.

All managers must ensure that they:

- Promote child safety at all times;
- Assess the risk of child abuse within their area of control and eradicate or minimise any risk to the extent possible;
- Educate employees about the prevention and detection of child abuse; and
- Facilitate the reporting of any inappropriate behaviour or suspected abusive activities.

Management should be familiar with the types of abuse that might occur within their area of responsibility and be alert for any indications of such conduct.

All staff/volunteers/contractors share the responsibility for the prevention and detection of child abuse, and must:

- Familiarise themselves with the relevant laws, the Code of Conduct, and A Liquid Future's policy and procedures in relation to child protection, and comply with all requirements;

- Report any reasonable belief that a child's safety is at risk to the relevant authorities (such as the police and/or the state-based child protection service) and fulfil their obligations as mandatory reporters;
- Report any suspicion that a child's safety may be at risk to their supervisor (or, if their supervisor is involved in the suspicion, to a responsible person in the organisation); and
- Provide an environment that is supportive of all children's emotional and physical safety.

Definitions

Child means a person below the age of 18 years unless otherwise stated under the law applicable to the child.

Child protection means any responsibility, measure or activity undertaken to safeguard children from harm.

Child abuse means all forms of physical abuse, emotional ill-treatment, sexual abuse and exploitation, neglect or negligent treatment, commercial (e.g. for financial gain) or other exploitation of a child and includes any actions that results in actual or potential harm to a child.

Child sexual assault is any act which exposes a child to, or involves a child in, sexual processes beyond his or her understanding or contrary to accepted community standards. Sexually abusive behaviours can include the fondling of genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, fondling of breasts, voyeurism, exhibitionism, and exposing the child to or involving the child in pornography. It includes child grooming, which refers to actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child to lower the child's inhibitions in preparation for sexual activity with the child.

Reasonable grounds for belief is a belief based on reasonable grounds (see below) that child abuse has occurred when all known considerations or facts relevant to the formation of a belief are taken into account and these are objectively assessed.

Circumstances or considerations may include the source of the allegation and how it was communicated, the nature of and details of the allegation, and whether there are any other related matters known regarding the alleged perpetrator.

A reasonable belief is formed if a reasonable person believes that:

- the child is in need of protection,

- the child has suffered or is likely to suffer “significant harm as a result of physical injury,” or
- the parents are unable or unwilling to protect the child.

A ‘reasonable belief’ or a ‘belief on reasonable grounds’ is not the same as having proof, but is more than mere rumour or speculation.

A ‘reasonable belief’ is formed if a reasonable person in the same position would have formed the belief on the same grounds.

For example, a ‘reasonable belief’ might be formed if:

- a child states that they have been physically or sexually abused;
- a child states that they know someone who has been physically or sexually abused (sometimes the child may be talking about themselves);
- someone who knows a child states that the child has been physically or sexually abused;
- professional observations of the child’s behaviour or development leads a professional to form a belief that the child has been physically or sexually abused or is likely to be abused; and/or
- signs of abuse lead to a belief that the child has been physically or sexually abused.

Employment of New Personnel

A Liquid Future undertakes a comprehensive recruitment and screening process for all workers and volunteers. A Liquid Future is committed to child safe recruitment, selection and screening practices. These practices aim to recruit the safest and most suitable people to work in our programs. Our child safe practices include:

- promote and protect the safety of all children under the care of the organisation;
- identify the safest and most suitable people who share A Liquid Future’s values and commitment to protect children
- prevent a person from working at A Liquid Future if they pose a risk to children.
- Promoting our child safe commitment on our website, in other promotional materials and in all job advertisements.
- All positions will be assessed for their level for risk in relation to contact with children. Positions working directly with children will require the highest level of screening (including a police clearance or relevant criminal history checks; or statutory declaration or equivalent, in situations where criminal history checks are unavailable or unreliable; as well as personal & professional reference checking), and the applicant

must possess relevant qualifications and experience in working with children.

- Where the candidate is working directly with children in Australia, they will require a Working with Children Check (depending on the jurisdiction).
- Issues relating to child protection will be included in staff performance reviews.

A Liquid Future requires all workers/volunteers to pass through the organisation's recruitment and screening processes prior to commencing their engagement with A Liquid Future. A Liquid Future carries out behavioural based interview questions for all personnel working with children as a part of the interview process. The internal procedure for reference checks is as follows;

1. All reference checks will be done verbally, over the phone or in person
2. Obtain referee details from your interviewees or shortlisted applicants
3. Once in communication, identify yourself, your title, organization name and tell them you are speaking to them about a reference for a candidate you are considering
4. Ask if now is a good time to talk or whether they would rather schedule a call at a later time
5. Make sure they understand that you have the consent from the applicant and that all responses will remain confidential
6. It is important to give a brief description of the role you are considering the applicant for, so that they can comment in context
7. Give them time to answer your questions. Let them respond, and do not cut them off or put words in their mouth.
8. Once the reference check is complete, make a decision and choose the successful applicant
9. Contact applicant

A Liquid Future requires applicants to provide a police check in accordance with the law and as appropriate, before they commence working at A Liquid Future and during their time with A Liquid Future at regular intervals.

A Liquid Future will undertake thorough reference checks as per the approved internal procedure.

Once engaged, workers/volunteers must review and acknowledge their understanding of this Policy.

Risk Management

A Liquid Future recognises that there are a number of potential risks to children in the delivery of our programs. In recognising these risks, A Liquid Future proactively assesses and manages risks to children in order to reduce the risk of harm. This is achieved by examining each activity and program and its potential impact on children. Activities and programs that involve direct work with children are considered a higher risk, and therefore require more stringent child safeguarding procedures. Risk management is an ongoing part of all of our work involving and affecting children. A Liquid Future conducts a child protection risk assessment on every activity and project involving and affecting children prior to commencement. Mitigation strategies are put in place for any risk identified and these (and any emerging risks) are actively monitored throughout the activity/program cycle. Guidelines on conducting a child protection risk assessment are located here (<https://www.dfat.gov.au/sites/default/files/child-protection-risk-assessment-guidance.pdf>). Staff and associates (as relevant) are trained in child safeguarding and risk assessment. They are expected to be continually aware of potential risks to children as well as to be actively minimising opportunities and situations where children can be harmed. A Liquid Future uses child friendly methods to involve children in helping us to identify potential risks to their safety when they are participating in or affected by our work. Child safeguarding is included in our organisational risk register which is monitored by our Senior Management Team.

Educating the organisation on child protection

A Liquid Future is committed to educating all staff in how to reduce risks and create child safe environments. We will promote child safe practices which keep children safe in the organisation and in their own community, and provide information about child protection to the children and communities in which we work. This information will include reporting child abuse if they have concerns about an A Liquid Future member of staff or other representative of the organisation.

Communication and use of childrens' images and guidelines

A Liquid Future will at all times portray children in a respectful, appropriate and consensual way. Our guidelines on the use of images children's images, in line with the ACFID Code of Conduct, are:

1. A child should always be portrayed in a dignified and respectful manner and not in a vulnerable or submissive manner.
2. Children should be adequately clothed and not in poses that could be seen as sexually suggestive.
3. A child and its family must always be asked for consent when using their images. When asking for consent to use the image,

details should be given as to how and where this image will be used.

4. There should be no identifying information of the child used in the publication of images with their location.
5. Children should be portrayed as part of their community.
6. Local cultural traditions should be assessed regarding restrictions for reproducing personal images.
7. Images should be an honest representation of the context and the facts.
8. When sending images electronically, file labels should not reveal identifying information.
9. Photographers will be screened for their suitability, including police checks and working with children checks where appropriate.

Sporting activities

Where A Liquid Future or A Liquid Future's partners are engaged in instructing surfing activities, we ensure that:

Teacher/Instructor Qualifications and Experience

Surfing skills and fitness levels expected of surfing supervisors need to be assessed annually because of the risks inherent in the beach environment.

Teachers of surfing or any involved non-teacher instructors must, as a minimum:

- Possess a recognised Surf Life Saving certificate, Swimming Instructor qualification or a recognised Surfing Instructor Level 1 Surf Riding qualification, or higher level award.
- Be competent surfboard, bodyboard, wave ski riders or stand-up paddlers, as determined at any annual re-accreditation days conducted by appropriate governing bodies.
- Successfully complete an annual proficiency update that includes the following fitness pre-requisite activities being signed off by the principal or delegated officer, before teachers present themselves for an initial or annual re-accreditation in the above awards:
 - Swim 500 metres in a pool of not less than 25m in length in less than 12 minutes.
 - Possess recognised current training in cardio-pulmonary resuscitation and emergency care.

Supervision

The teacher to student ratio must not exceed 1:16 students being in the water at anyone time and at all times a minimum of one (1) teacher must conduct supervision and surveillance of the student surfing activity from the beach in addition to the qualified instructors running the activity.

Instructors and organising teachers should take into account such factors as age, experience and maturity of the students, experience and qualifications of the adult supervisors and venue characteristics when arranging supervision.

For teachers undertaking instruction programs for students seeking Surf Survival Certificates or Ocean Safety Surf Coach Awards, the teacher to student ratio must not exceed 1:8 students being in the water at anyone time.

Teachers are encouraged to use the buddy system to facilitate additional safety in the supervision of students, whereby each student has an assigned buddy to watch during the surfing activity sessions.

The teacher-in-charge is responsible for maintaining a time record (or log) of each session. The record must include a description of the surfing conditions on any given day.

Equipment

- All equipment must be checked to ensure that it is in working order and damaged surf craft that has sharp exposed edges, are not to be used.
- Surfboard riders must wear leg-ropes.
- Bodyboard riders must wear wrist-leashes and correctly fitted flippers.
- Wave ski riders must use a leash that attaches the paddle to the craft.
- Stand-up paddlers (SUP) must wear a leg-rope that attaches to the SUP craft.
- Beach markers should indicate designated surfing area.
- A whistle or air-horn is required for an emergency/evacuation signal.
- A mobile phone or radio must be available for emergency communications. The supervising teacher must have a list of local emergency contacts.
- A first aid kit must be available for emergency use.
- Additional sunscreen, water and large towel/blanket should also be available.

Venues

The location for surfing activities must be selected with consideration of the following:

- Selected beaches must have emergency vehicle access and adequate mobile phone reception (this should be checked prior to the session commencing).
- The teacher-in-charge or the instructor must have first hand knowledge of the area to be used and be satisfied of its suitability for the program and the student group. The skill and experience level of the less able in the group must be a major determining factor in selecting a location on any given day.
- The prevailing water and surf conditions in the selected area must be appraised for activity suitability prior to students entering the water. Where it is possible, the teacher-in-charge should consult the lifeguard on duty. If the conditions are deemed to be unsuitable by beach authorities the activity must be cancelled or transferred to a more suitable location.
- The surfing activity area must be defined to students and the teacher-in-charge must enforce the use of only the specified area.
- Stand-up paddling and wave ski riding at reef or rock seabed locations are not permitted, and surfboard riders and body boarders are not to surf in shallow intense close out conditions including shore breaks.

Safety

The following safety strategies must be employed:

- A pre-determined emergency action plan has been prepared covering possible emergencies.
- Instruction of students in evacuation procedures and techniques for assisting fellow surfers in difficulty.
- Make regular checks on surf conditions to ensure suitability for the entire group.
- If at a patrolled beach, notify the lifeguard or mobile patrol on arrival and provide details of the session, including student capability and numbers.
- Ensure that all participating students are qualified before taking surfing for sport.
- Ensure students are aware of the defined surfing area before they enter the water.

- Ensure that whistle/air horn signalling equipment is functional and accessible.
- Ensure students are not over exposed to heat/cold - hyperthermia/hypothermia symptoms.
- Instruction of students in flag and whistle signals and the required responses.
- Instruction of students in nature conservation issues and the need to protect marine environments.

Reporting

A Liquid Future considers the abuse and exploitation of children to be completely unacceptable. We will take all concerns and reports of child abuse seriously and act on these reports immediately. A Liquid Future is committed to a reporting process which is truthful, fair and professional.

It is mandatory for all A Liquid Future personnel and associates to report any witnessed, suspected or alleged incidents of child exploitation or abuse or any breach of the CSP and / or COC to appropriate child protection service or the police. These concerns may relate to a child or a staff member involved in the organisation or a concern about a child or person/s outside of the organisation's programs. They should also advise their supervisor about their concern. In situations where the supervisor is suspected of involvement in the activity, or if the person having the suspicion does not believe that the matter is being appropriately addressed or dealt with, the matter should be reported to the next highest level of supervision.

Supervisors must report complaints of suspected abusive behaviour or misconduct to the CEO and also to any external regulatory body such as the police.

We uphold and follow the reporting procedure of any country we operate in. Local staff are knowledgeable and aware of report procedures.

Guidelines for Reporting Procedure:

1. All A Liquid Future staff and associates including people in the community and partner organisations should and are responsible for reporting
2. Any disclosure, concern or allegation from a child, community member, staff or associate regarding the safety, abuse or exploitation of a child (this includes actual, suspected, or risk of abuse or harm to a child) should be reported. Also any observation or con-

cerning behaviour exhibited by an A Liquid Future staff, volunteer or other associate that breaches the A Liquid Future Code of Conduct for Working with Children

3. Child abuse concerns should be raised immediately
4. When overseas and in Australia, child abuse reports should be made to ALF director who will then be responsible for reporting to external child protection services and/or police.
5. Reporting should be done verbally and by completing the A Liquid Future child abuse incident report
6. Once the report is complete the CEO in consultation with the CPO will discuss the allegations and then decide upon the next step. This will involve one or more of the following:
 - Interviewing the person/persons who made the allegations and/or other witnesses to gather
 - More information with which to make a decision about the allegation;
 - Reporting to local police and or child protection authority when it is suspected or becomes clear
 - That a crime has been committed;
 - Reporting to the Australian Federal Police when it is suspected or becomes clear that a crime
 - Has been committed regarding child sex tourism, child sex trafficking and child pornography
 - Reporting to local child protection services as necessary
 - Handling the concern internally if it is not a criminal matter
 - No further action taken
 - Providing support to all stakeholders (including reporter) as necessary
7. Confidentiality is a key principle of reporting and managing child protection concerns. All information regarding a child protection concern must only be shared with the designated Manager or CPO. The names of people involved and the details of the report will remain confidential. Information will only be released on a "need to know" basis or when required by Australian or overseas law or when a report to police or child protection authorities is made.
8. Disciplinary action will be taken against any personnel or associate found to:
 - Have failed to report a child protection concern
 - Have intentionally made a false allegation

- Have made a serious breach of the CPP and/or COC (minor breaches may result in action such as refresher training or increased supervision)

Disciplinary action may include the following sanctions:

- A Liquid Future personnel – disciplinary action / dismissal
- A Liquid Future associates – up to and including termination of all relations including contractual and partnership agreements with A Liquid Future
- Where relevant – reporting to authorities

9. When a child/young person tells you that he or she has been abused, they may be feeling scared, guilty, ashamed, angry and powerless. You, in turn, may feel a sense of outrage, disgust, sadness, anger and sometimes disbelief. If a child discloses abuse, whatever the outcome, the child must be taken seriously. It is important for you to remain calm and in control and to reassure the child/young person that something will be done to keep him or her safe. When a child or young person's discloses they are being harmed you can show your care and concern for the child/young person by:

- Listening carefully
- Telling the child/young person you believe him or her
- Telling the child/young person it is not their fault and he/she is not responsible for the abuse
- Telling the child/young person you are pleased he/she told you.

You will not be helping the child/young person if you:

- Make promises you cannot keep, such as promising that you will not tell anyone
- Push the child/young person into giving details of the abuse. Your role is to listen to what the child/young person wants to tell you and not to conduct an investigation (beware of asking any leading questions as this may prejudice any subsequent investigation)
- Indiscriminately discuss the circumstances of the child/young person with others not directly involved.

10. A Liquid Future will treat all concerns raised seriously and ensure that all parties will be treated fairly and the principles of natural justice will be a prime consideration. All reports will be handled professionally, confidentially and expediently. All reports made in good faith will be viewed as being made in the best interests of the child regardless of the outcomes of any investigation. A Liquid Future will ensure that the interests of anyone reporting child abuse in good faith are protected. The rights and welfare of the child is of prime importance. Every effort will be made to protect the rights and

safety of the child throughout the investigation. Children and community members with whom A Liquid Future works will be provided with information about how to report any child protection concerns about A Liquid Future staff members and associates.

Investigating

If the appropriate child protection service or the police decide to investigate a report, all employees, contractors or volunteers must co-operate fully with the investigation.

Whether or not the authorities decide to conduct an investigation, the CEO will consult with the authorities to determine whether an internal investigation is appropriate. If it is decided that such an investigation will not conflict with any proceeding of the authorities, the CEO may decide to conduct such an investigation. All employees, contractors and volunteers must co-operate fully with the investigation.

Any such investigation will be conducted according to the rules of natural justice.

The CEO will make every effort to keep any such investigation confidential; however, from time to time other members of staff may need to be consulted in conjunction with the investigation.

After an initial review and a determination that the suspected abuse warrants additional investigation, the CEO shall coordinate the investigation with the appropriate investigators and/or law enforcement officials. Internal or external legal representatives will be involved in the process, as deemed appropriate.

Responding

If it is alleged that a member of staff, contractor or a volunteer may have committed an offence or have breached the organisation's policies or its Code of Conduct the person concerned may be stood down (with pay, where applicable) while an investigation is conducted.

If the investigation concludes that on the balance of probabilities an offence (or a breach of the organisation's policies or Code of Conduct) has occurred then disciplinary action may follow, up to and including dismissal or cessation of involvement with the organisation. The findings of the investigation will also be reported to any external body as required.

Privacy

All personal information considered or recorded will respect the privacy of the individuals involved unless there is a risk to someone's safety. [Name

of Organisation] will have safeguards and practices in place to ensure any personal information is protected.

Everyone is entitled to know how the personal information is recorded, what will be done with it, and who will be able to access it.



Elizabeth Grace Murray
(CEO)



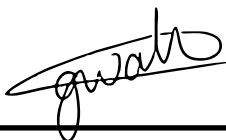
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