



Child Safety and Wellbeing Policy

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Authorisation

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1 Purpose

Kids in Motion has zero tolerance for child abuse and harm. Kids in Motion is committed to providing an environment where children feel safe, supported, empowered, and respected.

The *Child Safe Policy* ('this Policy') aims to:

- Demonstrate Kids in Motion's commitment to preventing child abuse and harm
- Foster a strong culture of child safety and wellbeing at Kids in Motion
- Ensure children and young people feel safe when participating in programs
- Outline the child safety responsibilities of personnel
- Embed Victoria's Child Safe Standards into everyday practice at Kids in Motion.

2 Scope

This Policy extends to all aspects of Kids in Motion's child-related activities and programs (including those in the physical and online environments). It governs breaches of our *Spectator Behaviour Policy* that occurs during classes, holiday programs, birthday parties and at social events organised by Kids in Motion.

This Policy applies to everyone involved in the activities of Kids in Motion, whether they are in a paid or unpaid/voluntary capacity, including:

- Kids in Motion staff, including the Director and other contractors
- Coaches and assistant coaches and other personnel participating in classes, holiday programs and birthday parties
- Support personnel, including allied health professionals and carers

(collectively referred to in this Policy as 'personnel').

3 Terms and Definitions

For the purposes of this Policy:

Table 1: Terms and Definitions

Term	Meaning
CALD	Culturally and Linguistically Diverse.
Child	Refers to a person under the age of 18 years, unless under the law applicable to the child, majority is attained earlier.
Child abuse	Refers to acts or omissions (neglect) that result in, or have the likelihood to result in, harm to a child. The forms of child abuse are: <ul style="list-style-type: none">• Physical abuse• Sexual abuse• Emotional abuse

	<ul style="list-style-type: none"> • Neglect • Exposure to family violence.
Child-related work	Refers to work (paid or unpaid) at or for, a service, body, or place, that involves an activity that usually involves direct contact with a child (under 18 years).
Child Safe Organisation	Refers to an organisation that: <ul style="list-style-type: none"> • Consciously and systematically creates conditions that reduce the likelihood of harm to children • Creates conditions that increase the likelihood of identifying and reporting harm • Responds appropriately to disclosures, allegations, or suspicions of harm, and • Implements all of the Child Safe Standards.
Child Safety Officer (CSO)	Refers to the individual appointed by Kids in Motion responsible for matters relating to child safety, including the management of child safety complaints.
Cultural safety	Refers to a child being provided with a safe, nurturing and positive environment where they are comfortable with being themselves, expressing their culture, spiritual and belief systems, and they are supported by the organisation. ¹
LGBTQIA+	Lesbian, gay, bisexual, transgender, queer/questioning, intersex, asexual.
Participants	Refers to individuals who participate in Kids in Motion's activities and programs (this may also include children).
Spectator	Refers to an adult (who is not personnel) who visits the facility, such as a responsible adult who accompanies a child to a Kids in Motion class or program.
Staff	Refers to any person who is employed by Kids in Motion (paid and unpaid).
The Victorian Child Safe Standards	Refers to the mandatory framework in Victoria that requires child-related organisations to implement policies and strategies to protect children from abuse. In Victoria, there are 11 Child Safe Standards.
Working with Children Check (WWCC)	Refers to the legislative requirement for individuals engaged in child-related work in Victoria to obtain a WWCC.

¹ Australian Human Rights Commission, *Cultural Safety Background Paper*, January 2018, page 8.

4 The Victorian Child Safe Standards

This Policy is underpinned by Victoria's 11 Child Safe Standards. The Standards are as follows:

1. Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued
2. Child safety and wellbeing is embedded in organisational leadership, governance and culture
3. Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously
4. Families and communities are informed, and involved in promoting child safety and wellbeing
5. Equity is upheld and diverse needs respected in policy and practice
6. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice
7. Processes for complaints and concerns are child focused
8. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training
9. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed
10. Implementation of the Child Safe Standards is regularly reviewed and improved
11. Policies and procedures document how the organisation is safe for children and young people.

5 Statement of Commitment to being a Child Safe Organisation

Kids in Motion is committed to ensuring the safety and wellbeing of children who participate in activities and programs. We are committed to being a Child Safe Organisation, and incorporating the Child Safe Standards into everyday practice by:

- Embedding a culture of child safety throughout our leadership, governance and operations
- Safeguarding the rights of children, including their right to express their opinion and be a part of decisions that affect them
- Communicating child safety information to parents and families to inform them about Kids in Motion's child safe policies, procedures, and practices

- Recognising and respecting the diverse needs of Aboriginal and Torres Strait Islander children, children from CALD backgrounds, children with a disability and those who identify as LGBTQIA+
- Adopting stringent recruitment and selection processes that have a child safety focus to ensure only suitable individuals are engaged to work with children
- Fostering an open complaints culture that encourages personnel, children, and their families to raise any child safety concerns
- Escalating and reporting child safety complaints in accordance with Kids in Motion's *Child Safe Complaints Handling Procedure*
- Providing ongoing child safe training and education to equip staff with the skills and knowledge to prevent child abuse and keep children safe, including training on:
 - Their child safe responsibilities and legal reporting obligations
 - Kids in Motion's child safe policies and procedures, including the standards of behaviour outlined in the *Child Safe Code of Conduct*
- Adopting a situational prevention approach to risk management to identify and mitigate potential child abuse risks
- Implementing and evaluating risk management strategies to ensure they are effective in minimising the risks of harm and abuse to children
- Continually improving child safe policies, procedures, and practices through policy reviews and audits, and assessments following any child safety complaint.

6 Child and Youth Participation and Empowerment

Kids in Motion is committed to nurturing a child's character and fostering confidence through movement and the transformative power of play. Kids in Motion empowers children and promotes their participation by:

- Designing programs to support children to develop confidence, patience, courage, focus, collaboration, and resilience
- Encouraging children to share their views and feedback during programs
- Providing age-appropriate information to children about their rights, appropriate and inappropriate behaviours, and how to raise concerns at Kids in Motion
- Discussing and embedding key themes throughout programs, including:
 - The importance of respect, listening to their peers, and staying safe
 - Promotion of 'collaboration' as a core character trait to help children build positive friendships
 - Strategies to unite children in teams and build their confidence.

7 Engaging with Parents and Families

Kids in Motion acknowledges the valuable contribution made by parents and families. We encourage their active participation in providing a safe, fair, and inclusive environment for all children. Kids in Motion is committed to:

- Involving parents in decision making processes that affect their child's participation in programs
- Providing parents with access to Kids in Motion's child safe policies and procedures, and other key child safety information
- Providing regular opportunities for parents to provide feedback on our child safety approach and/or our programs
- Communicating to parents who to speak to if they have a question or concern related to child safety at Kids in Motion.

8 Providing a Culturally Safe Environment

We are dedicated to creating an environment where Aboriginal and Torres Strait Islander children and families feel welcomed, respected, and celebrated. At Kids in Motion, we are committed to:

- Empowering Aboriginal and Torres Strait Islander children to express their unique cultural identity
- Providing child safety information in formats that are culturally sensitive, relevant, and easily accessible
- Celebrating and acknowledging significant events and dates in the Aboriginal and Torres Strait Islander culture, such as National Sorry Day, National Reconciliation Week, and National NAIDOC week.
- Engaging in ongoing learning opportunities to ensure that Kids in Motion increases its awareness and understanding of the Aboriginal and Torres Strait Islander culture.

9 Diversity and Inclusion

Kids in Motion recognises that children with diverse or additional needs may be more susceptible to abuse and harm. We are committed to safeguarding all children, including Aboriginal and Torres Strait Islander children, children from CALD backgrounds, children with disabilities and children who identify as LGBTQIA+.

Kids in Motion achieves this by:

- Making reasonable adjustments (e.g. modifications to equipment and rules), where it is necessary, to enable participation. Kids in Motion may recommend private lessons be more suitable than group classes to some participants

- Supporting, respecting and encouraging people from diverse cultures and religions to participate in our classes and where possible we will accommodate requests for flexibility (e.g. modifications to uniforms)
- Delivering training to staff on how to effectively engage with children from CALD backgrounds and those with additional or special needs.

10 Recruitment and Screening

Kids in Motion takes all reasonable steps to ensure that the most suitable and appropriate individuals are engaged to work with children.

We adopt stringent recruitment and screening measures, as outlined in our *Child Safe Recruitment and Selection Procedure*. Measures include Working with Children Checks, National Police Checks (where appropriate), referee checks and structured interviews.

11 Complaints Handling

At Kids in Motion, we take all child safety complaints, concerns and allegations seriously. We will respond promptly in accordance with our *Child Safe Complaints Handling Procedure*. The Procedure provides detailed guidance regarding:

- How to raise a child safety concern or complaint
- How Kids in Motion responds to and manages child safety complaints
- Child safe legal reporting obligations for Kids in Motion and its personnel
- External reporting obligations to Police and Child Protection Authorities.

If you have a child safety concern or would like to make a complaint, contact Kids in Motion's Child Safety Officer, **Penelope Tagg**.

If you have a concern for the immediate safety of a child, contact the Police DIAL 000.

12 Risk Management

We acknowledge that risk is inherent in the activities and programs we provide. Kids in Motion has implemented a *Child Safe Risk Management Procedure* to identify, minimise and prevent risks of harm to children (in both the physical and online environments).

We complete a child safe risk assessment for each child-related activity and program and implement proactive measures to ensure the safety of all children participating in our programs.

13 Responsibilities

Parties or Persons	Responsibilities
<p>Staff</p>	<p>Staff are responsible for:</p> <ul style="list-style-type: none"> • Complying with this Policy and the <i>Child Safe Code of Conduct</i> • Upholding a duty of care for all children at Kids in Motion • Embodying Kids in Motion’s core values of empowerment, excellence, and empathy • Providing a fun, welcoming, and inclusive environment • Maintaining a current WWCC • Completing child safety training during induction, and on an ongoing basis • Reporting child safety concerns in accordance with Kids in Motion’s <i>Child Safe Complaints Handling Procedure</i>, and their child safe legal reporting obligations • Listening to and responding appropriately to children if they raise a concern • Identifying and managing child safety risks in their areas of responsibility.
<p>Director</p>	<p>The Director is responsible for:</p> <ul style="list-style-type: none"> • Overseeing the implementation of Kids in Motion’s child safety framework • Providing support to the CSO and the Child Safety Committee in meeting their child safe responsibilities • Overseeing the investigation process into child safety complaints • Implementing a comprehensive risk management framework that minimises child abuse risks • Ensuring that sufficient resources, knowledge and reporting structures are in place to ensure that child safety risk identification, analysis and mitigation strategies can be carried out efficiently across the organisation • Leading continuous improvement through regular reviews of child safe policies, procedures and practices.
<p>The Leadership Team</p>	<p>The Leadership Team is responsible for:</p> <ul style="list-style-type: none"> • Modelling appropriate child safe workplace behaviours in accordance with this Policy and the <i>Child Safe Code of Conduct</i> • Ensuring only suitable individuals are employed to work with children, in accordance with Kids in Motion’s <i>Child Safe Recruitment and Selection Procedure</i> • Fostering an open complaints culture which supports and encourages staff to raise any concerns • Discussing child safety issues on a regular basis at Leadership Team meetings.

<p>Child Safety Committee</p>	<p>The Child Safety Committee is responsible for:</p> <ul style="list-style-type: none"> • Reporting to the Director on child safety at Kids in Motion • Implementing Kids in Motion’s child safety framework • Demonstrating leadership in embedding Kids in Motion’s child safe policies, procedures and practices • Supporting the CSO in meeting their responsibilities, including the management of child safety complaints • Raising awareness of child safety across Kids in Motion.
<p>Child Safety Officer (CSO)</p>	<p>The CSO is responsible for:</p> <ul style="list-style-type: none"> • Leading the implementation of Kids in Motion’s child safety framework • Providing child safety information and advice to personnel, children, and parents • Responding to, managing and investigating child safety complaints • Escalating child safety complaints to the relevant external authorities, in accordance with the <i>Child Safe Complaints Handling Procedure</i> • Providing support to children, parents or individuals who report a child safety complaint • Communicating with affected parties involved in the complaint such as parents of the affected child • Organising child safe education and training for staff on an ongoing basis • Monitoring child safe legislative and regulatory updates in Victoria • Supporting the Director in the continuous review and improvement of Kid’s in Motion’s child safety framework • Monitoring compliance of the <i>Child Safeguarding Register</i>.
<p>Coaches</p>	<p>Coaches are responsible for:</p> <ul style="list-style-type: none"> • Fostering an inclusive environment for all children when attending activities at Kids in Motion • Interacting with children in accordance with Kids in Motion’s <i>Child Safe Code of Conduct</i> • Ensuring supervision practices promote the safety of children during activities • Monitoring children for possible signs of abuse • Maintaining open and transparent communication with parents, This may include an update on their child’s progress, and/or addressing any safety concerns.
<p>Third Parties and Contractors</p>	<p>Third parties and contractors are responsible for:</p> <ul style="list-style-type: none"> • Complying with this Policy and the <i>Child Safe Code of Conduct</i> • Maintaining a current WWCC if required by law.

14 Confidentiality and Privacy

Kids in Motion complies with the requirements of the *Privacy Act 1988* (Cth) and relevant privacy legislation as applicable in Victoria. Access to confidential records concerning child abuse or harm is strictly controlled by Kids in Motion.

Information regarding complaints will be kept confidential, unless it is necessary for Kids in Motion to:

- Uphold its duty of care to protect children from harm
- Ensure relevant parties are appropriately informed regarding a complaint
- Comply with legislation in Victoria which requires Kids in Motion to share information with the Police or other prescribed bodies.

15 Record Keeping

Kids in Motion keeps complete and accurate records of all serious child abuse matters for a period of **40 years**. All other documents are kept for a minimum of **7 years**. Kids in Motion ensures that all records are:

- Maintained appropriately in a clear, logical and secure manner
- Dealt with in accordance with the relevant law or policy such as the *Privacy Act 1988* (Cth)
- Preserved in a suitable physical and/or digital environment that ensures records are not subject to degradation, loss, alteration, corruption or deletion
- Secure from unauthorised access:
 - In a locked filing cabinet (physical records)
 - In a password-protected file (digital records)
- Available for individuals who have a right to access records which contain their personal information.

16 CCTV and Surveillance

Surveillance equipment (CCTV) may be used by Kids in Motion to maintain a safe and secure environment. Kids in Motion adopts the following Best Practice principles in relation to access, storage, and use of CCTV footage:

- CCTV footage is stored securely with antivirus and internet security software installed and maintained.
- CCTV footage is stored for a minimum of 30 days. However, if there is an incident, footage is stored for an additional period of time for the purpose of police investigation.
- Personal information obtained through CCTV is stored in accordance with the *Privacy Act 1988* (Cth). Any personal information recorded through CCTV is destroyed and/or de-identified when it is no longer needed.

- Only authorised persons have access to view CCTV footage, with multiple access controls in place such as passwords and authorisation codes.
- Access and release of CCTV footage is for authorised purposes only, for example, police investigation purposes.

17 Breaches of this Policy and Supporting Procedures

Kids in Motion will respond promptly to all breaches of this Policy or supporting procedures. The response will be managed in a fair, unbiased, and supportive manner. Kids in Motion will consider the nature of the breach, and may:

- Facilitate mediation between the parties involved (if appropriate)
- Provide specific education and training with emphasis on the relevant component of this Policy that was the subject of the breach
- Restrict the duties of the person involved in the breach (if employed by Kids in Motion)
- Provide closer supervision of a staff member or other personnel
- Review existing policies and procedures to identify areas for improvement
- Impose disciplinary sanctions (refer to *Section 18*).

The details of the breach will be documented, recorded, and kept confidential in accordance with *Section 14: Confidentiality and Privacy* and *Section 15: Record Keeping*.

18 Disciplinary Sanctions

Kids in Motion may take disciplinary action against anyone found to have breached this Policy or made false and malicious allegations. Any disciplinary measure imposed under this Policy must be:

- Fair and reasonable
- Applied consistent with any contractual and employment rules and requirements
- Based on the evidence and information presented and the seriousness of the breach.

Possible sanctions that may be taken include:

- A direction that the individual make verbal and/or written apology
- Counselling of the individual to address behaviour
- Withdrawal of any awards or achievements presented by Kids in Motion
- Suspension or termination of employment at Kids in Motion; or
- Any other form of discipline that Kids in Motion considers reasonable and appropriate.

19 Policy Review

This Policy is reviewed by the CSO (with support from the Child Safety Committee and the Director) on an annual basis or earlier as required in accordance with legislative and/or regulatory updates.

Kids in Motion recognises the value and importance of involving children and families in the implementation, and ongoing improvement of this Policy. Children and families will be consulted for feedback on this Policy and supporting procedures.

20 Related Policies and Procedures

Related policies and procedures listed below are documents directly related to, or referenced in, this Policy:

- *Child Safe Code of Conduct*
- *Child Safe Complaints Handling Procedure*
- *Child Safe Recruitment and Selection Procedure*
- *Child Safe Risk Management Procedure*
- *Spectator Behaviour Policy*

21 Relevant Legislation

- *Child Wellbeing and Safety Act 2005 (Vic)*
- *Child Wellbeing and Safety Regulations 2017 (Vic)*
- *Children, Youth and Families Act 2005 (Vic)*
- *Crimes Act 1958 (Vic)*
- *Privacy Act 1988 (Cth)*
- *Worker Screening Act 2020 (Vic)*
- *Wrongs Act 1958 (Vic)*

22 Version History

The below table provides a summary of changes and amendments to this document.

Version.	Date Amended	Author	Change Details
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			•

Appendix A – Identifying the Forms and Possible Signs of Abuse

Child abuse refers to acts or omissions (neglect) that result in, or have the likelihood to result in, harm to a child. There are two different signs of abuse, physical and behavioural. A person should not assess individual signs in isolation, rather signs should be looked at in the context of other potential signs and the personal circumstances or history of the child.

- **Physical signs** are the injuries / visible harms that may occur as a result of abuse.
- **Behavioural signs** are the actions, attitudes, and emotions of an individual that indicate abuse may have occurred.

The signs of abuse noted below are not exhaustive. The presence of these signs does not necessarily mean that abuse has been, or is, occurring.

Physical Abuse

Refers to the use of deliberate physical force against a child that intentionally or unintentionally results, or has the likelihood of resulting, in harm.

Physical signs	Behavioural signs
<ul style="list-style-type: none"> • Bruising • Fractured bones • Burns / scalds • Lacerations and welts • Sprains and dislocations. 	<ul style="list-style-type: none"> • Covering up injuries • Fear of adults • Unable to explain an injury • Being aggressive towards others • Avoiding physical contact.

Emotional/Psychological Abuse

Refers to inappropriate verbal or symbolic acts by an adult towards a child and/or a pattern of failure over time to provide a child with adequate non-physical nurturing and emotional availability.

Physical signs	Behavioural signs
<ul style="list-style-type: none"> • Physical development is delayed • Delayed speech • Bed-wetting beyond usual age • Extreme weight loss • Signs of self-harm. 	<ul style="list-style-type: none"> • Overly compliant behaviour • High levels of anxiety or depression • Avoids interaction with other children • Demonstrating low self-esteem • Lack of trust in people • Extreme attention seeking behaviour.

Sexual Abuse

Refers to when a person exposes a child to, or involves a child in, sexual activity that the child does not fully comprehend, the child is unable to give informed consent to, the child is not developmentally prepared for and that is contrary to acceptable community standards.

Physical signs	Behavioural signs
<ul style="list-style-type: none"> • Pain or bleeding in anal or genital areas • Bruises and/or bite marks to breasts, buttocks, lower abdomen • Difficulty walking or sitting • Unexplained pain in genital area • Bed-wetting beyond usual age. 	<ul style="list-style-type: none"> • Children describing sexual acts • Sexual behaviour beyond healthy development • Self-destructive behaviour • Withdrawn behaviour • Regression in development.

Grooming

Grooming is a form of sexual abuse. It 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.

Possible Grooming strategies
<ul style="list-style-type: none"> • Using favouritism, bribes and/or giving gifts to a child • Spending inappropriate one-on-one time with a child • Actively isolating children from other adults or children • Violating personal boundaries in the context of intimate care. This includes bathing, toileting and changing clothes. • Insisting on physical affection with a child such as hugging, kissing, tickling even when a child does not appear to want it. • Communicating privately with a child via social media • Forming relationships with parents, guardians, and family members of children in order to build trust and ease their ability to access the child.

Neglect

Refers to the failure to provide a child with conditions that are culturally accepted as being essential for their physical and emotional development and wellbeing, such as food, clothing, shelter, hygiene, medical attention, or adequate supervision. Neglectful behaviours are an act of omission, or by wilful choice.

Physical signs	Behavioural signs
<ul style="list-style-type: none"> • Low weight for age • Poor standards of hygiene • Untreated physical problems • Poor complexion. 	<ul style="list-style-type: none"> • Stealing food • Indiscriminately seeks out adult affection • Being constantly tired • Frequently late or absent • Being withdrawn.

Exposure to Family Violence

Refers to any form of abusive behaviour by a person towards another family member. The abuse can be physical, sexual, emotional, psychological, economical, threatening, or coercive type behaviour. It is also a form of abuse when a child is exposed to, hears or witnesses any of the effects of the abusive behaviours.

Physical signs	Behavioural signs
<ul style="list-style-type: none"> • Speech disorders • Delays in physical development • Physical symptoms such as headaches and stomach aches • Being easily startled • Injuries as a result of harm. 	<ul style="list-style-type: none"> • Behavioural signs may include: • Fear of and avoiding going home • Depression, anxiety, or suicidal thoughts • Violent or aggressive behaviour and language • Demonstrated fear of parents.