

**Downs Industry Schools Co-Op (DISCO)****Policy: Harm Prevention – Child & Youth Risk Management Strategy**

Policy number: 6.5		Date adopted: 13/07/2020
Authorised by: DISCO Management Committee		
Date last reviewed: 21/06/2020 <b>Version 1 – Dec 2019</b>	Reviewed by Mike Paton - CEO	Date of next review: 01/12/2020

Refer to Section 6 below for information on the process for policy review.

<b>Policy context:</b> This policy relates to:	
Queensland Standards for Community Services	Standard 6 (Protecting safety and wellbeing)
Other standards	Child & Youth Risk Management Strategy Toolkit
Legislation or other requirements	Working with Children (Risk Management and Screening) Act 2000 (Qld) Working with Children (Risk Management and Screening) Regulation 2011 (Qld) Child Protection Act 1999 (Qld) National Principles of Child Safe Organisations <a href="http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/C/ChildProtectA99.pdf">http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/C/ChildProtectA99.pdf</a> Health and Safety Guidelines <a href="https://www.worksafe.qld.gov.au/">https://www.worksafe.qld.gov.au/</a> Work Health and Safety Act 2011

**1. Purpose: Why do we have a Child & Youth Risk Management Strategy policy?**

The purpose of a Child and Youth Risk Management strategy is to help to identify potential risks of harm to children and young people and to enable DISCO to implement strategies to minimise these risks.

A well-developed strategy will help DISCO achieve its objectives by providing a clear and consistent framework to guide and support children and young people, parents, employees, volunteers and visitors to our organisation.

**2. Scope**

This policy will apply to clients accessing programs and services delivered through DISCO.

This policy has the objective of preventing harm from occurring by ensuring all staff and volunteers of the organisation take steps to consider how a young person may be injured mentally or physically and that steps are taken to ensure that the programs and services delivered are provided in a planned and safe manner. This ensures that all clients feel protected and safe when participating in/receiving a DISCO program or service.

This Strategy applies to clients, parents and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements.

Our organisation understands that harm minimisation may have to extend beyond the provision of our services. It is the responsibility of all DISCO staff to ensure they respond effectively to such needs to prevent the risk of harm occurring to a young person we are supporting.

Specifically, our services are available to all 15-24 year old young people including:

- Aboriginal & Torres Strait Islander young people
- People from culturally and linguistically diverse backgrounds
- Young people with disabilities
- All young people irrespective of issues that they feel may preclude them from service

### **3. Policy statement: Our commitment**

DISCO is committed to the safety, welfare and wellbeing of students registered or supported by our organisation. This commitment includes the provision of a safe and supportive learning environment for all young people and requires all employees, volunteers and visitors to:

- model and encourage behaviour that upholds the dignity and protection of clients from harm; and
- respond to allegations of client harm resulting from the conduct or actions of any person including that of employees.

In accordance with sections 171 and 172 of the Working with Children (Risk Management and Screening) Act 2000 (Qld), DISCO is dedicated to eliminating and minimising risks to child safety through this Strategy which includes and refers to various other policies, procedures and training to effectively ensure the safety and wellbeing of children and young people in the organisations care.

This Child and Youth Risk Management Strategy policy is evidence of DISCO's commitment to the safety and wellbeing of children and the protection of children from harm in fulfilment of the requirements of section 3(1)(a) of the Working with Children (Risk Management and Screening) Regulation 2011 (Qld).

In addition, DISCO acknowledges and commits to the ten National Principles of Child Safety Organisations and this strategy encompasses the requirements of the principles for DISCO at all times is focused on striving to be a child safe organisation in line with the following goal.

A child safe organisation consciously and systematically:

- Creates an environment where children's safety and wellbeing is at the centre of thought, values and actions
- Places emphasis on genuine engagement with and valuing of children and young people
- Creates conditions that reduce the likelihood of harm to children and young people
- Creates conditions that increase the likelihood of identifying any harm
- Responds to any concerns, disclosures, allegations or suspicions of harm.

DISCO is committed to protecting the safety and wellbeing of our clients at all times. We take every possible action to prevent harm occurring to our clients.

Specifically, we will:

- Assess the risk of harm and take into account all potential risks of the service environment
- Identify and document the range of circumstances within and outside the service where the safety and wellbeing of children and young people may be compromised
- Take action to reduce the potential harm to children and young people and to ensure their safety within the service

- Inform (using appropriate and simple language) children and young people about the ways their safety and wellbeing will be protected, and any actions they are required to take or not to take while using a DISCO program or service
- Minimise the risk of aggressive behaviour or physical threat
- Minimise the range of other health and safety risks that could arise in the service environment
- Review our approach to harm prevention regularly and particularly after any critical incident

Our organisation and the individuals that volunteer and are employed or contracted to support the work DISCO undertakes are aware of and commit to the ten National Principles as outlined below;

**National Principle 1: *Child safety and wellbeing is embedded in organisational leadership, governance and culture.***

- DISCO's adoption of this principle confirms our commitment to child safety and wellbeing through all levels of the organisation. Governance arrangements are transparent and include a child safety and wellbeing policy, practice guidance, a Code of Conduct and a risk management framework.

**National Principle 2: *Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.***

- Children and young people will be informed about DISCO's commitment to child safety and wellbeing and have access to relevant information and programs. The organisation commits to provide environments where children and young people feel comfortable participating in decisions and communicating their views and concerns underpinned by appropriate protective strategies.

**National Principle 3: *Families and communities are informed and involved in promoting child safety and wellbeing.***

- DISCO recognises that families have the responsibility for the upbringing of their child, and the children's primary protective network/s. DISCO acknowledges the unique structure of families, the role different family members may play in a child's life, their backgrounds and cultures. Families and carers are best placed to advise about their children's needs and capabilities and can inform organisations like DISCO about practices and environments that are safe and culturally appropriate for their children and young people.

**National Principle 4: *Equity is upheld and diverse needs respected in policy and practice.***

- DISCO understands that a welcoming organisation is one where all children and young people feel comfortable and where services are provided in culturally safe and inclusive ways. This reduces the risk of discrimination, exclusion, bullying and abuse. DISCO commits to be such an organisation in the way it welcomes, supports and respects children and young people.

**National Principle 5: *People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.***

- DISCO has detailed recruitment and staff development policies, including appropriate screening, to ensure only suitable persons work to provide support to young people. This includes induction training, understanding child safety responsibilities and cultural safety concepts, and the appropriate supervision of staff and volunteers. Reporting obligations, training, record keeping and information sharing provide staff and volunteers with the relevant practice tools to better safeguard children and young people.

**National Principle 6: *Processes to respond to complaints and concerns are child focused.***

- DISCO has detailed human resource management policies and practices as well as effective complaints management processes which are explained and understood by children and young people, families, staff and volunteers. Complaint management processes will be linked to the Code of Conduct and provide details about where breaches of the Code have occurred. Training will help staff and volunteers to recognise and respond to neglect, grooming and other forms of harm, complaints, privacy considerations, listening skills, disclosures of harm and reporting obligations.

**National Principle 7: *Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.***

- DISCO recognises the importance of ongoing education and training for staff and volunteers. This builds on their knowledge and skills and evidence-based practice tools through professional seminars and memberships, supervised peer discussions, team training days and access to research and publications. This ensures staff and volunteers develop awareness and insights into their attitudes towards children and young people, and have a contemporary understanding of child development, safety and wellbeing. DISCO staff must be able to recognise indicators of child harm, know how

to respond effectively to children and young people and their families and respond in culturally appropriate ways to support children and young people who disclose or show signs that they are experiencing harm outside the organisation.

**National Principle 8: Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.**

- DISCO commits to ensure physical environments are safe and hazard monitoring is performed regularly. Technological platforms at DISCO provide valuable tools in education, communication and support. DISCO recognises that risks associated with these platforms must be minimised through all necessary means, including education of children and young people, parents, staff and volunteers about expectations of online behavior, the application of safety filters and communication protocols.

**National Principle 9: Implementation of the national child safe principles is regularly reviewed and improved.**

- DISCO conducts annual reviews of its organisational policies and procedures, including record keeping practices as well as assessing that staff are recording information correctly. The participation and involvement of staff, volunteers, children and young people, families and community mentors in these reviews helps strengthen the organisation's child safeguarding capacities. This includes the importance of reporting on the findings of reviews and sharing good practice and learnings on a regular basis.

**National Principle 10: Policies and procedures document how the organisation is safe for children and young people.**

- Staff and volunteers will be required annually to review DISCO Child Safety and Risk Management policies. This will ensure all stakeholders, including organisational staff and volunteers, children and young people and their families and carers, are aware of how the organisation is planning to meet its obligations to create an environment that is safe for children. Partner agencies or organisations funded to provide services to children and young people alongside DISCO should demonstrate adherence to child safety and wellbeing policies and practices.

The information outlined below describe how our organisation achieves the aims and goals, outlined in the purpose, scope and policy statement.

DISCO has a responsibility to prevent harm to clients where it may be directly related to the delivery of a service. It is DISCO's obligation to minimise risk, reduce and wherever possible eliminate the risk of harm to children and young people.

To ensure our organisation can meet the minimum standard expected to protect children and young people, we commit to undertake the following eight requirements:

**COMMITMENT**

**1. A statement of commitment to the safety and wellbeing of children and the protection of children from harm.**

DISCO has adopted the following statement to express its commitment to the safety and wellbeing of children and young people with the objective of protecting them from harm.

*DISCO is committed to ensuring the provision of a safe and supportive learning environment for all children and young people and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of children and young people from harm.*

*In support of this commitment, the Downs industry Schools Co-operation Inc (DISCO) is dedicated to our Child and Youth Risk Management strategy which includes having relevant policies, procedures and training in place to effectively address the safety and wellbeing of young people in our care.*

*DISCO supports the rights of children and young people and is committed to ensure the safety, welfare and wellbeing of all. DISCO is therefore committed to responding to allegations of client harm resulting from the conduct or actions of any person including that of its employees.*

## **2. A code of conduct for interacting with children.**

### **Child Safe Code of Conduct**

The Child Safe Code of Conduct outlines DISCO's expectations in relation to the behaviour and conduct of related individuals in relation to the safety & wellbeing of children. It forms part of the contract for all persons employed or contracted at DISCO (as well as volunteers), including temporary, casual, contract, fixed term or full-time staff.

The Child Safe Code of Conduct is a document outlining expected behaviours from all members of the organisation, and behaviours that are unacceptable, when interacting with children and young people.

DISCO's Child Safe Code of Conduct:

- Identify to leaders, contractors, staff and volunteers the expected behavioural standards for engaging with children and young people in the organisation. It sets a high standard of conduct for the protection and wellbeing of children and young people
- Cover conduct in both the physical and online environments
- Is easy for people to access and understand
- Is covered in induction training for all staff, contractors and volunteers
- Links the relevant legislation, the organisation's Child Safety and Wellbeing Policy and related policies and procedures, including those for receiving and responding to complaints and concerns and for reporting to external authorities
- Links to relevant human resources and procurement processes in the organisation, for example recruitment processes, individual contracts or terms of employment, and contracting of services from third parties to ensure there are consequences when actions are not taken and if individuals are identified as not fit for working with children they will be unable to maintain their employment with DISCO

### **CAPABILITY**

#### **3. Written procedures for recruiting, selecting, training and managing staff and volunteers.**

DISCO recognises that risk management for student protection begins with recruiting, screening and selecting the right people to work with young people. It continues by having consistent procedures in place for all staff and volunteers to follow, with adequate management and supervision to ensure they comply with these procedures.

DISCO has detailed recruitment and selection policies and procedures in place.

Position Descriptions are developed for all staff within the organisation. The position description outlines the required skills and experience necessary for staff to perform their duties and contribute to an environment which is safe and supportive for clients.

### **Interview Process**

The interview process is an opportunity to identify the applicant's will to uphold the organisations values and core commitments. Applicants may undertake between one and three interviews before being offered a position. First-round interviews are generally conducted by an interview panel which formulate relevant questions for the applicant. At the conclusion of a rigorous interview process, all applicants are asked to disclose any further information that may affect their application.

### **Reference Checks**

The CEO and/or delegated senior staff contact the referees of preferred applicants to confirm the applicant's work experience and suitability for the position and verify information provided in their application and during the interview.

### **Contract Offer of Employment or agreement as a Volunteer**

A Contract Offer of Employment is provided to all new organisational personnel. A Position Description is attached to each employment contract or volunteer agreement and the position description specifies the key responsibilities and attributes required for each role. Both the Letter of Offer and Position Description references the organisations expectation around the protection and wellbeing of children and young people with all individuals required to sign off their contract or agreement committing to the terms and conditions on acceptance of an offer.

### **Induction**

All new staff and volunteers participate an induction program which outlines the organisations Objective, Vision, Mission, core commitments and values, organisational structure, strategic plan, policies and procedures, and operational processes. The induction process specifically addresses:

- The organisations commitment to providing a safe and supportive environment for clients
- The standards of behaviour expected as detailed in the Code of Conduct and general protocols for the protection of children
- DISCO's policies and procedures in promoting a safe and supportive environment for students such as Risk Management processes and Health and Safety policies and procedures

### **Probationary Period**

All new staff have a probationary period of employment to allow the organisation to assess their performance and their suitability in the role. Towards the end of the probation period, a probation review is conducted where the Supervisor provides feedback to the new staff member on their performance. The probationary review is a valuable tool to assist the new employee in setting goals, identifying training needs and for management to provide support to the new employee. It is also an opportune time for management to assess the suitability of the new employee to a role working with children and young people.

### **Professional Development**

All staff are required to participate in ongoing professional development to continuously improve their knowledge and skills. As part of this professional development program, all staff attend a number of staff days throughout the year where staff are reminded of key policies and procedures to ensure a safe and supportive environment is provided to our clients.

In particular, all staff are regularly trained on student protection issues and mandatory reporting obligations and a register of such training is kept.

### **Performance Review**

All staff are required to undergo an annual performance review to evaluate their work performance and commitment that encompasses their commitment to ensure a safe environment for young people. The review process provides another opportunity to set goals, identify training needs and address areas for improvement.

### **Exit Interviews**

All terminating staff are required to participate in an exit interview which may assist the College in identifying broader issues of concern that may impact on the safety and wellbeing of students in the College.

## **CONCERNS**

### **4. Policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines.**

The protection and welfare of our clients at DISCO is of primary importance.

Our organisation has developed both Harm Prevention (Policy 6.1) as well as Harm Response (Policy 6.2) policies to ensure all staff are aware of the steps that may need to be taken in the event where harm could or has occurred.

These policies cover the actions to be taken if a client, member of staff or parent becomes aware or reasonably suspects that harm or likely harm has been done to a client by staff, people outside the organisation or by other clients.

Staff (mandatory reporters and otherwise) must report significant harm or suspicion of significant harm if there is no parent willing or able to protect the client via reporting methods outlined by the Department of Child Safety if the harm is a result of:

- Physical, psychological or emotional abuse or neglect
- Sexual abuse or exploitation

Sexual abuse and likely sexual abuse must be reported to the appropriate state authorities.

DISCO takes seriously any breach of its Child and Youth Risk Management Strategy.

Breaches may be dealt with as follows:

- If the alleged breach relates to the actions of a staff member, the organisation will manage this, as appropriate, in accordance with the Code of Conduct and the Child Protection Act or other relevant legislation
- If the alleged breach relates to a report of inappropriate behaviour of a staff member or contractor to a client, the organisation will manage this in accordance with the processes set out in its operational policies in partnership with any specific legal requirements
- If the alleged breach relates to the actions of a volunteer, this will be dealt with in accordance with the Code of Conduct for Volunteers and in partnership with any specific legal requirements

### **5. A plan for managing breaches of the risk management strategy.**

DISCO takes seriously any breach of its Child and Youth Risk Management Strategy.

Breaches may be dealt with as follows:

- If the alleged breach relates to the actions of a staff member, contractor or volunteer, the organisation will manage this, as appropriate, in accordance with the Code of Conduct and our legal responsibilities
- If the alleged breach relates to a report of inappropriate behaviour of a staff member to a client, the organisation will immediately investigate the incident and take action in line with the organisations policies. Such actions may include the immediate suspension of the staff member
- If the alleged breach relates to a complaint made by persons known or unknown the organisation will investigate the complaint and immediately take action in line with our policies and report the complaint in the Complaints Register

## **6. Risk management plans for activities and special events.**

DISCO considers all activities (academic, pastoral and special events) in terms of their inherent level of risk. When undertaking a medium or high-level activity or special event, the organisation is responsible for identifying potential risks and considering the safety and wellbeing of all clients.

DISCO has an effective Risk Management Policy (Policy 6.3) to remove or minimise the risk of harm to clients. This policy includes risk assessment and mitigation which is carried out when assessing all risk related activities undertaken at DISCO sites and all activities undertaken outside the organisation.

All staff are inducted on the implementation of safety guidelines on appointment and are required to follow the procedures outlined in the relevant policies which they must sign.

### **Planning for High Risk Activities and Special Events**

The completion of a risk assessment in accordance with the Risk Management Policy will determine what is considered to be a high-risk activity or special event. As an indication, an elevated risk in relation to student protection may occur on the following occasions:

- Camps
- Excursions e.g. workplace visits
- Some off-site activities
- Festivals or events
- Events requiring extra planning and supervision

Risk assessments for such activities must specifically address risks associated with client protection. These risks are physical, psychological, sexual and cultural in nature and can include risks from:

- Other clients
- Someone from outside the organisation
- An employee or volunteer

In preparing the risk assessment, the existing control measures must be considered in order to assess how likely it is for the risk to occur. If it is assessed that the risk is still possible, likely or almost certain to occur and the outcome could result in harm to a client, then new measures must be developed and implemented to reduce the level of risk. The Risk Management Policy outlines the further actions and approvals required before a high-risk event, activity or process can proceed.

### **Other Strategies to Minimise Risks of Harm**

DISCO is committed to the safety and protection of students and has developed policies and procedures to manage risks of harm to students, for example:

- Supervision – DISCO manages the supervision of students appropriately to ensure there is adequate supervision of students as detailed in the applicable policies
- Accidents and Hazards – where an accident or incident has occurred, staff are required to complete an Accident/Incident Report Form. Staff are also required to identify and report potential hazards via a Hazard Report Form. A register of Accidents and Incidents and a Register of Hazards is kept and reviewed each quarter by the Work Health and Safety Committee to identify trends and to develop appropriate strategies to assist the organisation to continuously improve health and safety performance



- First Aid/Allergy Management – all DISCO staff undergo first aid training and are required to be competent to identify when first aid is required and be familiar with first aid procedures and to know the location of first aid resources
- Emergency – the organisation must ensure that employees are adequately briefed to appropriately handle emergency situations and critical incidents in accordance with the Risk Management Policy
- Lockdown – the organisation must ensure that all employees, contractors and volunteers are made aware of fire evacuation and lockdown procedures in accordance with the Emergency Procedures – Evacuation and Emergency Procedures
- Visitors/Outsiders – the organisation has procedures in place for the management of visitors and other outsiders, including a visitor sign in register and procedures for signing in and out of DISCO offices. Instructions are given to staff, contractors, clients and volunteers in the event of an unwelcome intrusion and procedures for lockdown situations are clearly communicated
- Media/Communication strategies – the organisation must obtain the permission of parents (using the relevant Client Registration Form or applicable form) for the approval of photographs and names in any materials issued to the public in printed or electronic form. Identifying information of clients is not used in promotional material without the specific permission of the parents and the clients concerned, via the relevant form which, is completed upon registration with the organisation
- Use of technology and Social Media - DISCO has in place very clear procedures, policies and guidelines for the use of the internet, computers, mobile phones and other electronic devices by staff and clients. It is an expectation that staff, contractors and clients uphold the reputation of the organisation in all social media interactions and electronic communications. Staff and clients are not permitted to act in such a way that brings the organisation into disrepute, or harms the reputation of, or misrepresents any member the DISCO community. The use by staff of social networking technologies to communicate at a personal level with other staff, parents and or students is inappropriate, and these technologies are not to be used for that purpose.
- Prohibited Substances – DISCO does permit the smoking of legalised tobacco products on the condition that this occurs in designated smoking areas only Possession or use of alcohol at DISCO or at associated organisational activities is not permitted. The organisation has a zero-tolerance policy relating to the possession and consumption of non-prescription drugs. Under no circumstances are staff, contractors or volunteers permitted to provide students with non-prescription drugs, alcohol or cigarettes/tobacco.

## **CONSISTENCY**

### **7. Policies and procedures for managing compliance with the Blue Card system and Federal Police Checks.**

#### **Federal Police Checks**

To ensure all possible checks are undertaken to assess the suitability of staff, volunteers or contractors working for the organisation are required to obtain a Federal Police Check and this must demonstrate that they are of suitable character to enable them to work in child related employment. If a negative notice is received at any stage the individual is immediately disqualified from working at DISCO.

#### **Blue Card Applications**

DISCO has in place a Blue Card Management processes in accordance with the *Working with Children (Risk Management and Screening) Act 2000* to ensure that the required personnel hold a Blue Card.

DISCO requires staff, contractors and volunteers and trainee students who work with students under 18 years of age, to obtain and hold a Blue Card (unless exempt)

All DISCO applicants are notified of the requirement to hold a Blue Card and are warned that it is an offence for a "disqualified person" to sign a Blue Card application or renewal form.

Employees, contractors and volunteers must not commence working until an application for a Blue Card has been submitted to the Commission.

All information in relation to blue card applications is kept confidential.

The process and requirements for issuing Blue Cards will be renewed and updated annually in accordance with the requirements of Blue Card Services.

### **Blue Card Register**

A Blue Card register is maintained by the Operations Manager.

The Blue Card register contains:

- A record of all persons employed, contracted or volunteering at DISCO
- Whether or not the person requires a Blue Card
- The type of Blue Card application – paid or volunteer
- When the person applied and/or the date of issue
- The expiry date of the Blue Card
- The renewal date (this should be at least 30 days before expiry)
- Whether a negative notice has been issued
- Any change in status or Police information
- When an employee leaves the organisation, the date you informed the Commission
- Any change of personal information, including the date the employee informed the Commission

### **Record Keeping**

The Operations Manager is responsible for sighting the original Blue Card documents.

The organisation will notify the Commission of:

- All new employees who commence with the organisation and already hold a Blue Card (an 'Authorisation to confirm a Blue Card form' is required to be lodged)
- All employees who terminate employment with the organisation

Employees are responsible for notifying DISCO and the Commission of all changes to personal details within 14 days of the change.

### **Blue Card Cancellation or Suspension**

An employee, contractor or volunteer who has their Blue Card cancelled or suspended or receives a negative notice will be immediately disqualified from working at DISCO.

### **Audit**

An internal audit of the Blue Card and the Federal Police Check Registers is conducted from time to time by the CEO or nominee.

All documentation in relation to Blue Cards and the Blue Card Register will be provided to the Commission other approved individuals for audit if required.

## **8. Strategies for communication and support.**

DISCO's commitment to making the Child and Youth Risk Management Policy available to clients, staff and parents is evidence of fulfilment of the requirements of section 3 (1)(h)(i) of the Working with Children (Risk Management and Screening) Regulation 2011 (Qld).

DISCO is responsible for developing and implementing this Child and Youth Risk Management Strategy and related policies and procedures to ensure it fulfils its obligations.

All employees, contractors and volunteers at DISCO are responsible for acting in compliance with this Child and Youth Risk Management Strategy.

DISCO is committed to the annual review of this Strategy.

The organisation will also record, monitor and report to the Management Committee any breaches of the Strategy.

## **4. Managing Online Safety & Protecting Young People from Harm**

Online platforms are valuable tools for education and communication. They provide children and young people with a range of opportunities to learn in new and interactive ways, to engage with others, and to seek help and information.

DISCO recognises its responsibility whilst providing services to, or working with, children and young people that it has a responsibility to ensure that where children participate online, they are protected from harm.

The National Principles for Child Safe Organisations recognise the importance of safe physical and online environments to promote the safety and wellbeing of all children and young people.

Online safety risks that DISCO team members may have to deal with include:

- The potential for inappropriate relationships between adults in a position of trust and the children and young people they work with
- Online abuse, including bullying, non-consensual sharing of intimate images, image-based abuse, online grooming, online exploitation and abuse, or unwanted online contact
- The exposure, or publication and distribution of inappropriate imagery or content
- Data breaches of personal data and information, and data misuse
- The uploading of content by adults or children and young people featuring children and young people without informed consent
- Age-inappropriate access to online content

DISCO understands that appropriate monitoring and protection of children and young people is a key requirement when supporting clients who access learning or communicate online.

## **5. Undertaking appropriate Staff Training & Development**

DISCO recognises the importance of supporting staff to ensure they understand their responsibilities to protect children and young people. To achieve this, DISCO will undertake the following:

- Provide supportive management processes that are consistent, fair and helpful and enable employees to consistently improve their performance and raise any concerns or issues and provide environment where suggestions to improve operating practices related to the wellbeing and safety of children

- To undertake supportive processes with staff when they are experiencing challenges, such as mentoring, mediation, conflict resolution, coaching, additional training, and external support and counselling services to ensure they are always able to ensure the safety of children that they are responsible for
- To integrate within DISCO’s Induction Program information that thoroughly addresses the organisations policies and procedures, particularly its expectations regarding risk management and client protection and to assist employees to understand their role in providing a safe and supportive environment for children
- Conduct training with new and existing staff on an ongoing basis to enhance skills and knowledge and to reduce exposure to risks by;
  - Identifying, assessing and minimising risks to children
  - Handling a disclosure or suspicion of harm to a child
  - Keeping a record of the training provided to employees
  - Conducting Exit Interviews to assist the organisation to identify broader issues of concern that may impact on the safety and wellbeing of children and young people in the future

**6. Other related policies and procedures**

<b>Documents related to this policy</b>	
Related policies	3.1 Client Service Charter Policy 6.2 Harm Response Policy 6.3 Risk Management Policy 8.1 Employee and Volunteer Induction Policy 8.7 Workplace Health and Safety, Risk Management and Harm Prevention Organisational Policy
Forms or other organisational documents	Risk Assessment Chart Risk Assessment Form DISCO Client Services Charter Accident-Incident-Near Miss Reporting Form DISCO’s Charter of Commitment to Children & Young People DISCO’s Child Safe Code of Conduct Hazard Report Form QLD Government Incident Notification Form DISCO Fire Evacuation Plan and RACE Checklist by Office SP4 Risk Report Template Basic Life Support Flow Chart Other Undefined Forms

**6. Review processes**

Policy review frequency: This policy will be reviewed by annually or as necessary.	Responsibility for review: This policy will be reviewed by the CEO.
Review process: This policy will be updated and reviewed every twelve months and approved by the DISCO Management Committee annually.	
Documentation and communication: All volunteers, management and staff will be required to read and sign this policy upon employment commencement and review it annually (and as necessary) to ensure it can be implemented and adhered to correctly. Any alterations to the policy at any time will require all staff and management to reread it and sign it. Changes will be updated as necessary with an up to date version stored and available electronically.	