

# Child Safe Policy

Reviewed July 2025

### **Purpose**

Prospr's Child Safe Policy reflects our strong commitment to creating a child-safe organisation.

This policy guides all Prospr staff in upholding children's safety and wellbeing across all areas of our service. It reinforces our expectation that all staff actively uphold this commitment, minimising the risk of abuse, misconduct, and misuse of power, and ensures that children, families, and the wider community can access and understand our approach to child safety.

We acknowledge that child abuse and neglect remain serious and widespread issues, occurring in many forms and settings. At Prospr, we are committed to addressing this through our values, policies, procedures, and everyday practices to ensure that children:

- Know how adults should behave around them.
- Are always heard, respected, and valued; regardless of their identity or background.
- Feel safe raising concerns for themselves or others.
- Participate in decisions that affect them.
- Trust the adults who support them.

### **Scope & Audience**

This policy applies to all Prospr staff, including executive leadership, managers, and those providing direct services to children. It covers all business actions and services involving or impacting contact with children and their families.

For clarity, key terms used throughout this policy, such as 'child', 'reportable conduct, and 'duty of care, are explained in the *Definitions* section at the end of this document.

To learn more about our devotion to child safety, visit our **Child Safe Policy suite** on our website.

#### **Child Safe Commitment Statement**

#### **Purpose**

At **Prospr**, we are committed to the safety, wellbeing, and empowerment of every child in our care. We understand that safeguarding children requires unwavering dedication and vigilance from everyone involved. Our goal is to create an environment that not only protects children but also fosters their growth and development.

We are particularly dedicated to ensuring a safe, inclusive environment for children with disabilities and those from diverse cultural backgrounds. We believe in accessibility and inclusivity, ensuring every child feels valued, respected, and supported.

#### **Our Commitment in Action**

To uphold our commitment to child safety, we actively take the following steps:

- Staff Screening: All staff undergo thorough background and qualification checks, including Working with Children Check (WWCC), NDIS Worker Check (NDISWC), national police checks, reference verifications, and ongoing assessments.
- 2. **Competence and Development**: We prioritise continuous training, supervision, and development, integrating trauma-informed and culturally sensitive approaches to ensure our team provides the highest standard of care.
- 3. **Communication**: We actively seek feedback from children, families, and staff, ensuring any concerns are addressed quickly and impartially. We also promote open communication within our organisation and with external stakeholders, collaborating to uphold child safety.
- 4. **Organisational Culture**: Our culture is centred on child safety, with policies and practices grounded in the **Paramountcy Principle**, which ensures that any action or decision concerning a particular child prioritises their safety, welfare, and wellbeing. We uphold a **zero-tolerance** policy against child abuse, complying with the Children and Young Person's (Care and Protection) Act 1998, Child Safe Standards, United Nations Convention on the Rights of the Child (UNCRC), and other relevant legislation.

Through our firm commitment to child safety, we aim to create a safe, nurturing environment where every child can thrive and reach their full potential.

### **Child Safety Risk Management Plan**

Child safety is only possible with effective risk management. Proactively managing risks helps build a culture of safety grounded in open communication, clear reporting, transparency, and strong governance. When risks are poorly managed, children are left vulnerable to harm.

Our Child Safe Risk Management Plan, available on our website, is designed to:

- 1. Minimise the risk of harm or abuse to children.
- 2. Deter individuals who pose a risk to children from joining Prospr.
- 3. Equip staff with the confidence to engage with children safely and professionally.
- 4. Emphasise prevention over reactive responses to abuse.
- 5. Shape the development of our policies, procedures, and codes of conduct.

#### Child Safe Code of Conduct

Our Child Safe Code of Conduct outlines the expected behaviours between Prospr staff and the children we support. It identifies positive, child-safe actions and clearly defines unacceptable conduct. Breaches of the Code may lead to disciplinary action. The policy also highlights concerning behaviours which, when repeated, may indicate a risk to child safety.

Read our full Child Safe Code of Conduct on our website

### **Complaints Handling Policy**

Our <u>Complaints Policy</u> is vital to maintaining a child safe culture. It supports anyone to make complaints, disclosures, or report allegations of harm or concerns without fear of retaliation.

All reports are taken seriously, thoroughly investigated, and those affected are provided with appropriate support throughout the process. We also provide an easy-read version of the policy to ensure children and people with disabilities can understand their rights and how to raise concerns.

### **Child Safe Legislation**

We uphold child safe laws through our policies and procedures, including:

**Children and Young Persons (Care and Protection) Act 1998:** Sets the legal framework for child protection in NSW, including mandatory reporting and intervention.

**Children's Guardian Act 2019**: Establishes the Child Safe Scheme, reportable conduct requirements, and responsibilities for organisations supporting children.

**Child Protection (Working with Children) Act 2012 & Regulation 2013**: Regulates the WWCC to assess suitability for working with children in NSW.

Civil Liability Act 2002: Outlines an organisation's duty of care to children.

**Crimes Act 1900**: Includes mandatory reporting obligations (s.43B; s316A) and legal mechanisms for prosecuting child abuse.

**Disability Inclusion Act 2014**: Protects the rights of children with disabilities and prohibits discrimination.

**Anti-Discrimination Act 1977**: Prohibits discrimination and promotes equal opportunities for all children.

**Privacy Act 1988 (Cth)** – Regulates personal information handling to support child safety and reporting obligations.

### **Regulations and Standards**

#### **Child Safe Standards**

Prospr is deeply committed to upholding the Child Safe Standards issued by the Office of the Children's Guardian (OCG). These standards form the foundation of our policies and practices, ensuring the highest level of safety and wellbeing for the children in our care.



#### STANDARD 1

Child safety is embedded in organisational leadership, governance and culture





#### STANDARD 3

Families and communities are informed and involved



#### STANDARD 2

Children participate in decisions affecting them and are taken seriously



Equity is upheld and diverse needs are taken into account



#### STANDARD 5

People working with children are suitable and supported



#### STANDARD 6

Processes to respond to complaints of child abuse are child focused





#### STANDARD 7

Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training



#### STANDARD 8

Physical and online environments minimise the opportunity for abuse to occur



#### STANDARD 9

Implementation of the Child Safe Standards is continuously reviewed and improved



#### **STANDARD 10**

Policies and procedures document how the organisation is child safe

Our approach is also guided by the United Nations Convention on the Rights of the Child (UNCRC), the Charter of Rights for Children in Out-of-Home Care (OOHC), and the Ten Essential Elements of Therapeutic Care (where relevant to our supports), ensuring we provide a safe, respectful, and supportive environment for all children in our care.

## Responsibilities

Child safety is a collective responsibility. Clearly outlining roles and responsibilities within Prospr ensures expectations are set and each staff's role in maintaining safety is specified.

Position	Responsibilities
All Staff	<ul> <li>Comply with and promote the Child Safe Policy and Office of the Children's Guardian (OCG) Chil Safe Standards.</li> <li>Complete available child safety training and stay updated on child protection laws and regulations.</li> <li>Maintain confidentiality when handling child safety information.</li> <li>Promote a culture of transparency, accountability, and ongoing improvement in child safety.</li> <li>Advocate for children's rights and ensure their voices are heard.</li> </ul>
Director	<ul> <li>Endorse and uphold the Child Safe Policy.</li> <li>Oversee Prospr's compliance with key laws and frameworks.</li> <li>Maintain oversight of Prospr's child safety practices.</li> <li>Ensure Prospr has the resources and support needed for effective child protection.</li> <li>Work with authorities to promptly respond to abuse allegations.</li> <li>Ensure reports of abuse involving staff are made to the Office of the Children's Guardian within 7 business days.</li> </ul>
Child Wellbeing Officer	<ul> <li>Owner of Child Safe Policy, responsible for annual reviews, maintaining staff training, and guiding implementation.</li> <li>Ensure all staff understand and receive training on the policy and related procedures.</li> <li>Communicate policy updates to staff and stakeholders.</li> <li>Keep accurate records of child safety reports and allegations.</li> <li>Conduct risk assessments and recommend improvements to child safety measures.</li> <li>Establish confidential reporting mechanisms for staff concerns.</li> <li>Keep updated on child protection research and guidelines for continuous improvement.</li> <li>Promote the importance of child safety across all staff.</li> </ul>
Supervisors & Direct Managers	Uphold and model commitment to children's rights and child safe practices at Prospr.

# Supervisors & Direct Managers

- Oversee child safe recruitment, including Working with Children Checks and screening for child-facing roles.
- Ensure client-facing staff understand and comply with child safety responsibilities.
- Lead and promote an open, child-friendly culture within Prospr.
- Train, supervise, and mentor support staff on child safety.
- Serve as a contact for reporting child safety concerns or incidents.
- Provide feedback and act promptly if staff breach their obligations.

# Support Workers & Mentors

- Participate in available training on child safety and protection.
- Implement child-safe practices in daily interactions with children.
- Identify, mitigate and manage risks to children.
- Involve children in decisions that affect them.
- Follow all relevant Prospr policies when supporting children.
- Report child safety risks or breaches to your Supervisor/Manager.

### **Recruitment, Induction, and Ongoing Support**

At **Prospr**, safeguarding children starts with selecting the right people. We follow rigorous recruitment and screening procedures to ensure only the most suitable individuals join our team. All prospective staff must complete a thorough assessment process, which includes:

- A valid and clear Working with Children Check (WWCC) and NDIS Worker Check (NDISWC).
- A current national police check.
- Completion of the NDIS Worker Orientation Module.
- Verification of qualifications relevant to working with children.
- Comprehensive background and reference checks.

Once onboard, staff participate in a detailed induction that includes mandatory child safety training. This covers:

- Recognising and responding to signs of abuse.
- Understanding mandatory reporting obligations.
- Using trauma-informed and culturally responsive approaches.

We also provide ongoing training and regular one-on-one supervision sessions with managers. These sessions offer personalised guidance, support professional development, and ensure accountability in maintaining child-safe practices.

Through these combined efforts, **Prospr** builds and sustains a strong culture of safety, vigilance, and continuous improvement.

### **Grooming**

**Grooming** is a manipulative process used by perpetrators to build trust and gain access to a child or their network, including parents, caregivers, and even entire organisations. It can be subtle, gradual, and often appears innocent, making it difficult to detect until harmful patterns or intentions emerge. Grooming within an organisational setting is often more complex than in other contexts due to propensity risks, as perpetrators must actively bypass protective measures or identify and exploit system weaknesses to enable abuse and avoid detection.

Our <u>Child Safe Code of Conduct</u> provides Prospr staff with clear guidance on acceptable, unacceptable, and concerning behaviours when interacting with children, including in high-risk situations. These expectations, coupled with our recruitment processes, training, and continuous monitoring help detect and address potential grooming early, discourage individuals with harmful intent. Our policy includes sections specifically identifying behaviours that may indicate grooming.

### **Perpetrators of Child Sexual Abuse**

Perpetrators of child sexual abuse often don't fit neatly into one category. While their behaviours can be diverse and change over time, research has identified three main types of offenders to help understand common patterns:

Туре	General Characteristics
Fixated, Persistent	<ul> <li>Has an unambiguous sexual interest in children.</li> <li>Prepared to invest effort if necessary and may become adept at creating opportunities to offend and avoiding detection.</li> <li>May be quite skilled at grooming children (and the caring adults in their life) to make sure they have access to children and that their abuse goes undetected.</li> </ul>
Opportunistic	<ul> <li>Will exploit chances for personal gain at the expense of others.</li> <li>Has no special or unusual sexual interest in children, and will only sexually abuse in low-risk, low-effort situations.</li> <li>More likely to exploit a small lapse in child safe practice</li> </ul>
Situational	<ul> <li>Often has adequate self-control and is sensitive to informal social controls.</li> <li>Will succumb to temptation in specific sets of circumstances.</li> </ul>

Preventing child sexual abuse involves strategies like active supervision, monitoring, and natural surveillance. Refer to our <u>Child Safe Risk Management Plan</u> on our website to learn how we deter potential offenders and reduce risks to children.

For more information on the nature, causes, and prevention of child sexual abuse, see the Royal Commission into Institutional Responses to Child Sexual Abuse Final Report (2017): https://www.childabuseroyalcommission.gov.au/sites/default/files/final\_report\_-volume\_2\_nature\_and\_cause.pdf

### **Supervision of Children**

Our supervision of children is guided by their individual support and behaviour support plans (BSP), which may include duty of care requirements such as maintaining 'line of sight'. We understand that inadequate supervision can lead to significant risks, so we take a proactive approach to ensure children are consistently monitored and supported. This includes thoughtful planning, clear communication among staff, and maintaining appropriate supervision ratios based on the activity, environment, and individual needs of each child. We also have clear procedures for:

#### **Community Participation and Outings**

Before outings, support workers/mentors explain the plan and safety expectations to the child in a developmentally appropriate way. Supervision is based on the child's support plans, with risk assessments implemented for high-risk situations like crowded public spaces. **Under no circumstances** should a child be left unattended in a vehicle.

#### **Shared or Public Spaces**

For public toilets, support workers/mentors inspect the area for sanitariness and safety, accompany the child, and wait outside if privacy is needed while maintaining close supervision. On buses or trains, support workers/mentors ensure the child's safety and, if other passengers create an unsafe environment, will exit with the child immediately. In other public spaces, support workers/mentors must remain nearby and readily available to the child.

While prioritising safety, we also recognise the importance of each child's autonomy and independence. Our aim is to strike a balance by creating opportunities for children to make decisions, build confidence, and develop life skills within a safe and supportive environment. Through this approach, we ensure children in our care are protected, empowered, and thrive.

### **Transportation of Children**

Transporting a child can be a stressful experience for both the child and their family or carers. We understand these concerns and take them seriously. Consent is always obtained from both the child and their parents or guardians, and clear details about the journey, including mode of transport, purpose, and route, are provided for transparency.

Due to the nature of our services, it may be necessary for a child to travel alone with staff or participate in travel training. We ensure all travel arrangements prioritise the child's safety and well-being. **Under no circumstances** should a child be left unattended in a vehicle.

#### Managing Drop Offs and Pick Up

We consult with children and their family/carers about their transport preferences, including pickup and drop-off locations, to ensure their comfort and safety. Their feedback is actively sought, and any concerns they raise are addressed promptly. Parents/carers are responsible for ensuring timely pick-ups or making alternative arrangements if they will be late. In cases where a child is not picked up on time, support workers/mentors will either continue supervising them in a safe environment or arrange for handover at a safe, predesignated location, such as another family member's home.

#### **Online Communication**

All online communication between staff and children must be transparent, appropriate, and aligned with our <u>Child Safe Code of Conduct</u>. Staff must only use approved communication platforms and never use personal accounts or private messaging to contact children or their families online. Private, one-on-one communication with children online is not permitted unless specifically authorised and documented for service-related purposes.

Children and families are made aware of what constitutes acceptable online interactions, and any concerns raised are taken seriously and acted upon promptly. We inform children and families about appropriate online interactions and encourage them to speak up if they feel uncomfortable, with all concerns taken seriously and addressed promptly.

#### Social Media

Sharing or accessing private information via social media can pose risks to children's safety and wellbeing. Staff are not permitted to connect with children or their families through personal social media accounts or post about children online. All social media use by staff must be professional, uphold child safety principles, and protect children's privacy as outlined in our <a href="Child Safe Risk">Child Safe Risk</a> Assessment.

We educate the children we support about safe online behaviour and consult with them about their experiences and views on digital safety to keep our practices responsive and protective.

### **Photography**

To protect children's safety and privacy, we obtain **informed consent** from the child and their parent/guardian before taking photos for life story work or marketing. This consent can be withdrawn at any time, and we will honour all requests to remove images from media.

Support workers/mentors may sometimes take photos using their personal phones, but only for documentation. These photos are uploaded with their shift notes and then **deleted** straight away. We only use photos in ways that respect children's safety and dignity. Photos are never shared or published without consent and will never show a child's location or personal details.

We ensure children are portrayed respectfully and consider the risks of stylised images, avoiding inappropriate poses or clothing. For children in the care of the Minister, we also acquire permission from the Minister before using any photos.

Refer to our **Child Safe Code of Conduct** for more on image use.

#### **Personal Devices**

Under no circumstances should staff use personal electronic devices in the presence of children and young people for non-work purposes. This includes recording, sharing, or viewing inappropriate content, or allowing children to engage with their devices in a way that could be used as a grooming technique. Staff must ensure that any use of personal electronic devices is in line with our **Child Safe Code of Conduct**, prioritising the safety and well-being of children at all times.

### Alcohol, Drugs, Cigarettes, Vapes, and Pornography

**Under no circumstances** should staff provide alcohol, drugs, cigarettes, vapes, or pornography to children, nor should they consume these substances or display such content whilst supporting children. Supplying such substances or materials is illegal and a serious violation of child safety. Any attempt to provide these to a child will be **treated as reportable conduct** and referred immediately to the police.

If a child is found to be misusing these substances or at risk of doing so, staff will provide developmentally appropriate education to help the child understand the potential harms. Where possible, staff may also assist in connecting the child to appropriate services for further support.

### **Inappropriate Conversations**

Staff must not engage in inappropriate conversations with or around children. This includes sharing personal issues with a child such as family problems, discussing sexual topics, sharing sexual experiences, or encouraging children to talk about their own sexuality or intimate matters, unless it is within a relevant and appropriate context.

Staff must also avoid having adult conversations containing explicit or sexual content in the presence of children. Such behaviour is a serious breach of professional boundaries and may be considered reportable conduct. Breaches will result in disciplinary action and may be reported to authorities. This expectation is supported by our **Child Safe Code of Conduct**.

### **Gifts, Benefits and Favouritism**

No adult should provide gifts or benefits to a child or their family without the knowledge and consent of the child's parent or guardian and Prospr's leadership. This includes avoiding any preferential treatment that may isolate the child from their peers, as it can make them more vulnerable to abuse. Gifts, food, money, or personal favours must never be given in secret, exclude others, or involve covering the cost of events such as football games or concerts. Staff must also avoid showing favouritism, such as allowing certain children to break rules while strictly enforcing them with others. These actions undermine professional boundaries and the wellbeing of all children under our care.

Additionally, any gifts should be scrutinised to prevent inappropriate or manipulative behaviour. Staff must not accept gifts or benefits from children or their families unless they are of minimal value, culturally appropriate, and infrequent. In line with our **Child Safe Code of Conduct**, all gifts or benefits provided to or from staff members must be disclosed to Prospr's leadership and documented in the gifts and benefits register.

Breaches of this policy will be addressed through disciplinary procedures.

### **Physical Contact**

Physical contact may be required at times to support a child's safety, learning, or development, such as assisting a child with showering or supporting a child in the water. However, all physical touch must be appropriate, purposeful, and respectful.

Staff must seek a child's consent before initiating any physical contact, and explain why the contact is necessary. This supports the child's right to bodily autonomy and helps prevent trauma, especially for those who may have experienced abuse.

Unwarranted or inappropriate physical contact is strictly prohibited. This includes corporal punishment, massages, or any touch near intimate areas. Sitting children on laps or hugging from the front is **not permitted.** If a child initiates a hug, staff may respond with a brief side hug, as this type of hug is safer and more respectful.

#### **Personal and Intimate Care**

Some children require assistance with personal or intimate care tasks such as toileting, nappy changing, or showering. These situations can increase vulnerability to abuse, so staff must always prioritise the child's safety, wellbeing, and autonomy.

Consent must be sought from both the child and their parent or guardian before providing personal or intimate care. Children have the right to choose the gender of the staff member assisting them, and their preferences must be respected wherever possible.

Staff must follow clear procedures that include:

- Using private but observable spaces, such as leaving the door ajar where appropriate.
- Avoiding one-on-one care by using a buddy system whenever possible.
- Documenting and reporting all care provided.

We actively educate children about their rights, appropriate touch, and personal boundaries, empowering them to express preferences, make complaints and assert themselves confidently.

All care must be respectful, culturally appropriate, and promote the child's independence. Any concerns or breaches must be reported immediately.

### **Illness and Injury Management**

Illness and injury situations can increase a child's vulnerability to harm, as adults may be alone with the child or need to provide physical care. Prospr ensures that injury management is conducted appropriately by requiring that another adult is informed and where possible, is present when a child is being treated or transported due to illness or injury. Children are never left unsupervised in sick bays or similar areas. Staff are trained to maintain professional boundaries and avoid unnecessary physical contact. Clear communication protocols are in place to ensure that multiple adults are aware of a child's location and care needs, minimising opportunities for inappropriate behaviour and safeguarding the child's wellbeing.

### **Change Room Etiquette**

When children change clothes, whether in change rooms, backstage, or outdoors, there is an increased environmental risk because they are in a state of undress. To keep children safe, adults may enter changing areas only when absolutely necessary, like helping very young children or those with disabilities. In these cases, other staff or adult should be nearby to ensure natural supervision, maintaining transparency, accountability, and respect for the child's privacy and dignity.

Children are given privacy where possible, such as using screens or separate areas. All staff must follow our <u>Child Safe Code of Conduct</u> and avoid being alone with a child (where possible) while they are changing. These protocols help protect children's safety and dignity at all times.

### **Secondary Employment**

Some adults may use secondary employment to gain additional access to children, increasing the risk of grooming or abuse. For example, staff working after hours as babysitters or offering private one-on-one training can exploit their position if not properly monitored.

Our policy requires staff to disclose any secondary employment involving children, which must be approved by leadership. Ongoing supervision and regular reviews of such arrangements are conducted to ensure they remain appropriate and do not compromise child safety. These measures help prevent inappropriate access and protect children from potential harm.

#### **Out of Hours Contact**

Staff must not initiate contact with children, their families, or related individuals outside of rostered work hours, whether in person or online, unless it is essential for the child's care or development. Sharing personal information unrelated to their professional role or showing excessive interest in a child's private life is prohibited.

Attending events such as award ceremonies, sports, recitals, or birthday parties is only permitted when it is part of an established professional role or unavoidable, such as when the staff member's child attends the same school/program. Staff must avoid meeting children alone in private settings without natural supervision, including homes and locked rooms.

Where unavoidable contact occurs, staff must seek approval from leadership and ensure transparency to prevent any inappropriate interactions or grooming risks. These measures protect professional boundaries and safeguard the wellbeing of children in our care.

### **Overnight Accommodation**

Overnight camps, short-term stays, and similar settings carry higher risks, especially with one-on-one overnight care. Prospr follows clear protocols to keep children safe in all situations. Adults should stay in supervised, open areas when possible. If one-on-one care is needed, staff must follow strict guidelines, including regular check-ins and documentation.

Our <u>Child Safe Code of Conduct</u> sets behaviour standards for overnight stays, and families are encouraged to maintain communication with both their children and staff. Staff receive training to prevent harm, with any concerns reported promptly to leadership and, if necessary, to the Office of the Children's Guardian. These measures help ensure a safe environment and enable swift responses to any issues.

#### **Definitions**

For the purpose of this policy, definitions of key terms will be as below:

Term	Definition
Child/Children	All children and young people under the age of 18.
Child Abuse	Child abuse includes all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power.
Child Safe Culture	A set of values and practices that guide the attitudes and behaviour of all staff.
Child Safe Organisation	<ul> <li>An organisation that:</li> <li>Creates conditions to reduce the likelihood of children being harmed.</li> <li>Creates conditions that promote identifying and reporting harm.</li> <li>Responds effectively to disclosures, allegations and suspicions of harm.</li> </ul>
Code of Conduct	A document outlining expected behaviours of staff when engaging with children.
Complaint	Any suggestions of child abuse or harm disclosed, witnessed, or demonstrated.
Disclosure	A child expressing harm or feeling unsafe through words, drawings, or actions.

Duty of Care	The legal and moral obligation for individuals and organisations to take
	reasonable measures to prevent harm and protect children in their care.
Staff	An individual engaged by Prospr to provide a service in exchange for payment.
Environmental	An organisation's physical and online spaces that may provide opportunities for
Risk	abuse to occur.
Grooming	The manipulation of a child and their carers by a perpetrator to build trust for the purpose of eventual sexual abuse.
Harm	Any action, behaviour, or situation that causes physical, emotional, psychological, or developmental damage to a child.
Mandatory Reporting	The legislative requirement for selected classes of people to report suspected child abuse and neglect to the Child Protection Helpline (DCJ).
Natural Surveillance	The ability of a person within a space to observe others, based just on the natural features or design elements of the environment
Neglect	Involves a single incident or ongoing failure by a parent or family member, who is able to help, to meet a child's needs; such as health, education, emotional development, nutrition, housing, or safety.
Organisational Risk	An organisation's culture that may make abuse more likely to occur or less likely to be dealt with.
Physical Abuse	Acts involving physical punishment towards children, such as pushing, shoving, punching, slapping and kicking, resulting in injury, burns, choking or bruising.
Propensity Risk	A greater-than-average cluster of adults within an organisation with a propensity to abuse children.
Reportable Conduct	A sexual offence, misconduct, child ill-treatment, neglect, assault, offences under sections 43B (failure to protect) or 316A (failure to report) of the Crimes Act 1900, and behaviour causing significant emotional or psychological harm to a child.
Report	Official notification to authorities regarding suspected or witnessed child abuse, prompting necessary interventions to ensure the child's safety and wellbeing.
Sexual Abuse	Acts involving the sexual touching of a child, grooming, and production, distribution or possession of child abuse material; including:  • Sexual Offences: A child-related criminal offence of a sexual nature.
	Sexual Misconduct: A conduct with, towards or in the presence of a child that is sexual in nature but is not a sexual offence.

#### **Publication**

Our Child Safe Policy outlines Prospr's commitment to the safety and wellbeing of children in our care. To ensure transparency and accessibility, the policy will be published on our website and shared through staff meetings, inductions, training sessions, and will be readily available on our staff app.

It will be actively implemented across all areas of our operations, from recruitment and training to service delivery and monitoring. All staff will receive training to understand the policy and effectively recognise, prevent, and respond to child safety concerns. By embedding these practices into our culture, we aim to create a safe, supportive environment where children can thrive.

#### **Review**

This policy will be reviewed at least annually, following any critical incidents, or after changes in child safety legislation to ensure it remains effective and up to date. The Child Wellbeing Officer is responsible for leading the review, coordinating evaluations, and gathering feedback from stakeholders, including children and their families whenever possible.

This Child Safe Policy was approved by the Prospr Director on 23 July 2025 and took effect immediately. We prioritise including children's and families' input to ensure their voices guide ongoing improvements in our safety practices.

Last reviewed: 23 July 2025

Next review date: 23 July 2026

Responsible officer: Kenan Akkoc

(Child Wellbeing Officer)