	PUFFING BILLY RAILWAY	Document Number ETRB P 007
	Child Safe Reporting and Response Procedures	

Suspected criminal child abuse must be reported to Victoria Police or the Department of Health and Human Services as soon as possible. Call 000 if a child is in immediate danger.

1 Introduction

Puffing Billy Railway encourages the reporting of safety concerns and suspicions and allegations of child abuse. Anyone who raises a concern or makes an allegation should feel confident, comfortable and supported in doing so. All children who raise a concern should be listened to and taken seriously.

These procedures support the Child Safe Policy (ETRB PO 020).

2 Purpose

These procedures outline the appropriate process to be followed when raising child safety concerns or reporting suspicions or allegations of child abuse.


3 Scope

These procedures apply to:

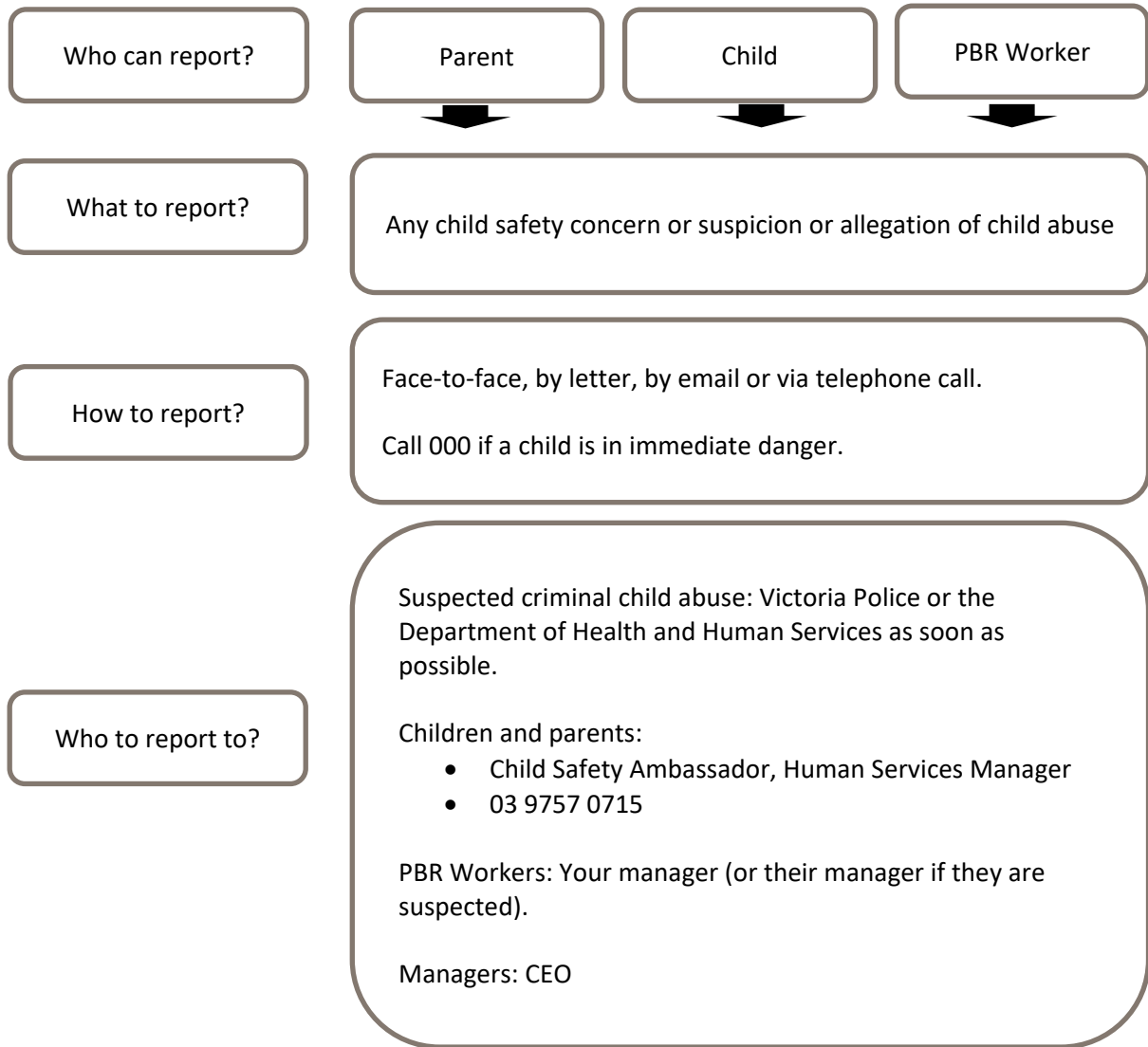
- children, and parents/guardians of children, who attend Puffing Billy Railway premises or otherwise have contact with the organisation; and
- employees, volunteers, sub-contractors and all others engaged to work at Puffing Billy Railway - **PBR workers**.


4 Compliance: Puffing Billy Railway Workers

All PBR Workers who have a reasonable belief that a child's safety is at risk must initiate and comply with these procedures. Failure to do so may result in disciplinary action and, in serious cases, termination of your employment or volunteer engagement.

	PUFFING BILLY RAILWAY	Document Number ETRB P 007
	Child Safe Reporting and Response Procedures	

5 Child Safety Reporting Process



	PUFFING BILLY RAILWAY	Document Number ETRB P 007
	Child Safe Reporting and Response Procedures	

What happens next?

The Child Safety Ambassador will:

- offer support to the child, parents, or person/s who report the matter
- initiate support for the accused team member
- initiate internal processes to ensure the safety of the child, clarify the nature of the complaint and commence investigation (if required)
- decide, in accordance with legal requirements and duty of care, whether the matter should/must be reported to Victoria Police or the Department of Human Services

Outcome

- The outcome will be decided and communicated to the relevant PBR Workers child(ren) and parents/guardians
- The outcome will be referred to relevant managers (where disciplinary action is required) or to relevant authorities as appropriate.

6 Investigation

All team members are expected to co-operate fully with any internal or external investigation initiated under this procedure, including investigations conducted by, or in consultation with, external authorities.

Where allegations have been made against an employee, he or she may be suspended with pay during the period of any investigation. Where allegations are made against another team member, his or her engagement may be suspended or discontinued.

	PUFFING BILLY RAILWAY	Document Number ETRB P 007
	Child Safe Reporting and Response Procedures	

7 Definitions

Child In this policy, the term child refers to children and young people up to the age of 18.

Child safety concern A child safety concern is any concern relating to the physical, emotional or cultural safety of a child with whom Puffing Billy Railway has contact (either directly or indirectly) including, but not limited to, allegations or suspicions of child abuse such as:

- exposure to a child of inappropriate content within the work environment;
- inappropriate or special relationships developing between an adult and a child that may indicate grooming behaviour;
- inadequate staff-child supervision;
- feelings of discomfort about interactions between an adult and a child;
- concerns about a physical environment that poses a risk for children (including health and hygiene);
- concerns about a child being denied their right to culture and identity or other discriminating practice;
- any action or inaction that does not adhere to the Child Safe Code of Conduct.

Child safety concerns may be identified through:


- a suspicion or belief that abuse or harm has occurred or is likely to occur;
- a disclosure made by a child, their parent/guardian, an external agency or any other person;
- observations of concerning changes in a child's behaviour or presentation;
- observations of concerning behaviour about a person's conduct towards or in the presence of a child.

Child abuse Child abuse includes any action or inaction that results in actual or potential harm to a child:

- sexual abuse or exploitation;
- physical abuse or violence;
- serious emotional and psychological abuse;
- serious neglect.

Reasonable belief A reasonable belief or a belief on reasonable grounds is not the same as having proof but is more than a mere rumour or speculation. A reasonable belief is formed if a reasonable person in the same position would have formed a belief on the same grounds. A reasonable belief might be formed if, for example:

- a child states that they have been physically or sexually abused;
- a child states that they know someone who has been physically or sexually abused (sometimes the child might be talking about themselves);
- someone who knows a child states that the child has been physically or sexually abused;
- professional observations of the child's behaviour or development leads a professional to form a belief that the child has been physically or sexually abused;
- signs of abuse lead to a belief that the child has been physically or sexually abused;
- a report has been made of a sexual relationship with a child under 16.

	PUFFING BILLY RAILWAY	Document Number ETRB P 007
	Child Safe Reporting and Response Procedures	

8 Privacy

While the safety of children is Puffing Billy Railway's primary concern, it is committed to protecting individuals' right to privacy.

Subject to legislative requirements, personal information will be handled in accordance with Puffing Billy Railway's Privacy Policy.

9 Supporting documentation

Policies and procedures

Child Safe Policy ETRB PO 020

Child Safe Code of Conduct ETRB S 002

Legislation

Child Wellbeing and Safety Act 2005 (including Child Safe Standards as Gazetted on 31 December 2015)

Child Wellbeing Regulations 2007


Commission for Children and young People Act 2012

Children Youth and Families Act 2005

Charter of Human Rights and Responsibilities Act 2006

Compliance and assurance activities

Task	Documentation method
Annual child safety training	Managed by Human Services

	PUFFING BILLY RAILWAY	Document Number ETRB P 007
	Child Safe Reporting and Response Procedures	

10 Document information and control

Information

Document ID	ETRB P 007
Document title	Child Safe Reporting and Response Procedures

Responsibility

Policy owner	Chief Executive Officer
Policy author	Human Services Manager
Approving body	Emerald Tourist Railway Board

Version control and change history

Version number	Approval date	Approved by	Amendment
1	07/06/2018	ETRB	Nil
Post implementation review			
Due date	07/06/2020		

Monitoring and review

This policy will be monitored and updated as required and reviewed in no more than two years from the date of implementation.



Puffing Billy Railway's staff and volunteers are committed to providing positive experiences for children in an environment that is caring, nurturing and safe.

Our Children, Our Focus, Our Future, Speak Up!