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# Risk Management for Child Safety Policy

*Outlines the College's strategies to identify and reduce or remove risks of child abuse.*

Version 3.0 / 26 February 2023



# TABLE OF CONTENTS

<b>Risk Management for Child Safety Policy</b>	<b>3</b>
<b>Commitment to Child Safety</b>	<b>3</b>
<b>Purpose of our Risk Management Policy</b>	<b>3</b>
<b>Scope</b>	<b>3</b>
<b>Principles of our Risk Management Policy</b>	<b>4</b>
Committee Composition	4
Committee Reviews	4
Management Responsibilities	5
The Chair of the Risk Management Committee	6
<b>The Executive Committee</b>	<b>6</b>
<b>Considerations</b>	<b>7</b>
<b>Risk Analysis</b>	<b>8</b>
<b>Establishing a risk register</b>	<b>8</b>
<b>Risk mitigation</b>	<b>8</b>
<b>Ongoing risk management</b>	<b>9</b>
<b>Periodic Policy Review</b>	<b>10</b>
Review Schedule	10
Version History	10
<b>Appendix 1: Associated Policies, Procedures, Forms, Records and Documents</b>	<b>11</b>
Policies and Procedures	11
Child-Friendly Documents	11
Templates of Forms, Records and Related Documents	12
<b>Appendix 2: Legislation and Guidance</b>	<b>13</b>
<b>Appendix 3: Rabbinical College of Australia &amp; NZ</b>	
<b>Risk Assessment and Action Plan Template</b>	<b>14</b>



# Risk Management for Child Safety Policy

## Commitment to Child Safety

Rabbinical College has a zero-tolerance approach to all forms of child abuse, child harm or risk of harm, and neglect. As an organisation, we recognise that all children and young people have a right to be kept safe from harm and we are committed to upholding this moral and legal obligation at all times. Consistent with this commitment, Rabbinical College works with all personnel to ensure child safety is at the forefront of practice at all times.

## Purpose of our Risk Management Policy

The Rabbinical College of Australia and New Zealand (the College) is an Orthodox Jewish not-for-profit organisation in St Kilda East, providing formal Jewish educational services to enrolled children and young adults above the age of 16 years. The College also provides a range of informal extracurricular activities for unenrolled students of (primary and high) school age.

The College aims to provide students with a positive and enriching educational environment that promotes their religious, academic, social, physical and emotional development, based on Jewish heritage, commitment to Jewish Law (Halacha) and guided by religious values (Hashkafa).

The College has a zero-tolerance approach to child abuse. The College understands we have a legal and ethical obligation to keep children and young people safe from harm, and we take seriously our responsibility to deliver a learning environment that is caring, nurturing and safe. We are committed to safeguarding children and young people from abuse and neglect, and this is affirmed and guided by our [Child Safety and Wellbeing Policy](#) and related policies (see [Appendix 1](#)).

As part of our Child Safety implementation, this Risk Management for Child Safety Policy has been developed to ensure that the College identifies and mitigates all risks of child abuse in its environment, including external and online environments, by taking into account the nature of its environment, the activities expected to be conducted in that environment (including the provision of services by contractors or outside organisations), and the characteristics and needs of all children and young people expected to be present in that environment.

## Scope

This policy applies to all Personnel.

Personnel refers to employees, staff, volunteers, committee members and contractors, regardless of their involvement in child related duties.

Personnel also refers to students when they are engaged in the College's outreach or volunteer work with children and young people. This definition distinguishes between adult-children interactions that arise from the enrolled student's volunteer or outreach work for the College, as opposed to the enrolled student's personal interactions with fellow enrolled students under the age of 18. To illustrate with an example:



*An 18-year-old enrolled student who provides transportation to a child or young person:*

- *If the 18-year-old enrolled student's relationship with the child or young person arises through the student's volunteer or outreach work for the College, such transportation is subject to the College's child safe policies and procedures.*
- *If the 18-year-old enrolled student's relationship with the child or young person is as a fellow enrolled student, such transportation is not subject to the College's child safe policies and procedures.*

## Principles of our Risk Management Policy

The College is committed to upholding its moral and legal obligations by implementing and maintaining an appropriate level of risk management in all operations, activities and programs that we offer to children and young people.

The College has a duty of care to prevent harm before it occurs and will do its utmost to assess and mitigate risks in relation to its activities and programs. The College expects all personnel to prioritise the assessment and mitigation of risks and will ensure that they have access to training and support which enables them to do this effectively.

The College commits to reviewing any serious incidents or breaches of policy and procedure in order to ensure that reviews can be utilised to strengthen child safety across the organisation.

## Committee Composition

The [Executive Committee](#) is the governing body of the College. Members of our Executive Committee are listed on our website at this link: <https://www.rabbinicalcollege.edu.au/management>.

The [Executive Director](#) and [Child Safety Officer](#) are identified on our website at this link: <https://www.rabbinicalcollege.edu.au/faculty>.

The Executive Committee of the College will establish a Risk Management Committee comprising (at a minimum):

- the College's Child Safety Officer
- one administration member
- one faculty member
- one parent
- one student

as nominated by the College's [Executive Director](#) and / or Child Safety Officer.

The Child Safety Officer shall be the Chair of the Risk Management Committee.

## Committee Reviews

This Committee shall meet quarterly to consider, discuss and identify areas of child safe risk within the College's physical and online environments, activities and programs.

The Risk Management Committee will use the [Risk Assessment and Action Plan Template](#) (see [Appendix 3](#)) when identifying, considering, and assessing risks to child safety.



All personnel and students will be made aware of the existence of this Committee and will be afforded the opportunity to present submissions to the Committee in relation to all matters of risk including child safety. Any proposed improvements should be considered and where appropriate added to the relevant Risk Management Plan.

In all circumstances where a serious incident relating to a child occurs, College leadership will ensure this is comprehensively reviewed and any learning arising is utilised to strengthen risk management approaches. A serious incident includes a breach of the [Child Safety and Wellbeing Policy](#), [Child Safe Code of Conduct](#) or [Child Safe Reporting Procedure](#), serious harm to a child which occurs in the College context, and/or child abuse allegations against College employees, volunteers, committee members, contractors, students engaged in outreach or volunteer work.

The Executive Director and / or Child Safety Officer will maintain aggregate records of all child protection reports to the Department of Families, Fairness and Housing (DFFH), Police, Reportable Conduct scheme and other agencies and will analyse these to identify trends and inform risk management approaches.

Management and personnel shall be responsible to implement recommendations of the Risk Management Committee to mitigate risk within the College's environments, activities and programs.

## Management Responsibilities

The Executive Committee and Executive Director of the College shall be responsible to ensure that:

- the College has a structured and documented approach to identifying child safety risks
- the risk assessment process involves appropriate, knowledgeable people
- the risk assessment process considers issues related to students of different age groups and the diversity of the student group, including but not limited to children with a disability, Aboriginal and Torres Strait Islander children and children from culturally and linguistically diverse backgrounds
- the College has established risk rating criteria including appropriate ratings for the likelihood and consequence of risks
- a risk assessment be immediately carried out with respect to child safety risks
- the College has established existing internal controls to manage child safety risks and that their effectiveness been considered
- the College has identified new controls/management actions to mitigate child safety risks
- the risk management strategies challenge the potential to overestimate the effectiveness of the college's existing controls
- the risk management strategies encompass grooming and predatory, opportunistic and situational environmental risks including:
  - predatory risks (persons who may become adept at creating opportunities to sexually abuse and avoid detection)
  - opportunistic risks (persons who may sexually abuse in low-risk, low-effort situations)
  - situational risks (persons who may sexually abuse in a specific set of circumstances)
  - environmental risks (environments that create child safety risks).
- the risk management strategy been endorsed by the College's leadership (Executive Director, [Rosh Yeshivah](#) (Dean) and [Mashgiach](#) (head of Behaviour and Welfare)
- the risk management strategy been endorsed by the College's governing authority (Executive Committee)



# The Chair of the Risk Management Committee

The Chair of the Risk Management Committee shall be responsible to ensure that:

- all identified risks have been documented
- recorded strategies or the mitigation actions (internal controls) for the risks have been established and documented
- the risk management strategies take into account the diversity of the children and young people that are affected by the risk
- the risk mitigation actions (controls):
  - increase the effort required to abuse
  - increase the likelihood of detection of inappropriate and/or abusive behaviour
  - remove triggers for inappropriate and/or abusive behaviour
  - reduce permissibility of inappropriate behaviour.
- the College ensures that every person (eg whether employee, contractor, volunteer, other personnel, or visitor to the College) understands the College's expectations for child safety
- the College tests the effectiveness of internal controls surrounding child safety
- the College monitors its child safety risk management strategies to confirm they have been implemented
- the College reviews the child safety risk management strategies to confirm their effectiveness
- the College governing authority (Executive Committee) monitors the child safety standard risk management strategies
- the College governing authority (Executive Committee) evaluates the effectiveness of the implemented mitigation controls
- guidance and training provided to members of the governing authority (Executive Committee) and College personnel about:
  - individual and collective obligations and responsibilities for managing the risk of child abuse
  - child abuse risks in the College environment
  - the College's current child safety standards.
- the outcomes of the risk assessment are made available to all relevant people, eg personnel, students, parents, in line with best practice approaches to increase transparency of the College's compliance with the child safe standards.

## The Executive Committee

At least annually, the Executive Committee will undertake a program of appropriate professional development and/or training addressing:

- individual and collective obligations and responsibilities for managing the risk of child abuse;
- child abuse risks in the College environment;and
- the College's current child safety standards.

The Executive Committee will delegate to the Child Safe Officer authority to ensure that appropriate guidance and comparable training will be provided, at least annually, to the College personnel.



# Considerations

The following issues relating to child safety will be considered and addressed by the Risk Management Committee:

- the College's process that ensures child safety risks for all existing physical or online environments on and off campus is reviewed at least annually.
- the College's process that ensures child safety risks for any new or changed physical or online environments on and off campus is reviewed.
- the College screening processes as part of its personnel recruitment process, including for volunteers and contractors e.g. WWCC's, criminal background checks, reference checks, psychometric testing etc.
- the College monitors who is on the premises (eg visitor and contractor sign-in process, perimeter control)
- the risk management process considers child safety risks that may exist in the College environment before, during and after hours, as appropriate, taking into account:
  - Classrooms, libraries and learning environments
  - vocational education and training (VET) facilities on campus or off-site
  - recreation areas, playgrounds, sporting facilities on campus and off-site
  - personnel workplaces and offices
  - student change rooms and locker areas
  - dormitory arrangements
  - transport facilities and locations eg buses, bus stops (excluding public transport)
  - excursion or camp locations
  - any other College specific environments
- the risk management process considers child safety risks in the online environment and through media including:
  - email
  - Facebook, Instagram, Twitter and other social media
  - YouTube
  - mobile phone SMS messages and other mobile messaging media
  - telephone, Skype and other media for making voice or video calls
  - photography and videography
  - any other electronic media
- the risk management process considers child safety risks regarding relationships and interactions with students among the following people involved with the college:
  - registered teachers, educational support staff and executive committee members
  - welfare staff or those in pastoral care roles relationships with students
  - other students
  - administration and support staff contractors such as specialists delivering services to students
  - volunteers
  - facilities and security staff interactions with students
  - visitors to the College or other persons that may have access to students.



## Risk Analysis

Determining the severity of identified risks facilitates effective planning and resource allocation. Rabbinical College employees and volunteers utilise a child safety risk matrix tool to evaluate risk levels in a range of settings. This critical information is used to determine what risks need to be treated and what risks can be accepted based on the likelihood of the event occurring and the consequences if it occurred. See [Appendix 3](#) for the [Risk Assessment and Action Plan Template](#) which incorporates the College's child safety risk matrix tool.

## Establishing a risk register

Risk response planning also occurs at an organisational level as part of Rabbinical College's Risk Management System. A formal risk register specific to child safety captures, monitors and reports on child safety risks within the organisation, supporting the continuous improvement of the College's management processes. See [Appendix 3](#) for the [Risk Assessment and Action Plan Template](#) which incorporates the College's child safety risk register template.

## Risk mitigation

Many ongoing risk mitigation strategies exist at an organisational level and aim to reduce or remove child safety risks across Rabbinical College; for example, robust risk management mechanisms, and recruitment strategies. Where risk of abuse is identified, additional risk mitigation strategies are utilised to reduce or remove those specific risks, for example an identified risk of harmful behaviour by one child toward another. Risk mitigation strategies utilised by the College may include, but are not limited to:

- Having clear boundaries in relation to online conduct in accordance with Rabbinical College's Child Safe Code of Conduct and relevant policies;
- Ensuring an organisational risk management strategy exists to address the physical and online risks arising from child to child and adult to child interactions and the nature of physical spaces;
- Reviewing any previous child safety incidents and responses to help identify problematic areas and patterns of risk within the organisation;
- Child Safety as part of the risk management committee meetings, with a focus on child safeguarding and any incidents/reports that have been made, with an aim of assessing and limiting/eliminating any ongoing risk;
- Removing potential risks to children where possible, e.g., terminating employees/volunteers who are not suitable to work with children – in accordance with legal advice;
- Removing physical risks to children. For example, reconfiguring building furniture layout to remove any secluded areas or ensuring that doors have glass panels and rooms have uncovered windows as appropriate to service delivery;
- The provision of training in identifying children at risk of abuse for employees and volunteers.
- The provision of clear guidance in relation to third party contractors to ensure appropriate measures are in place to support child safety and wellbeing;
- Appointing employees with experience and appropriate qualifications to manage high risk environment; and
- Implementing whole of organisation training in risk identification, assessment, implementation of risk mitigation strategies, and the central role of the voice of the child.



## Ongoing risk management

Identifying and reducing risks to children and young people is part of Rabbinical College's ongoing quality improvement process. Challenges and concerns can be identified, and any contributing systemic issues addressed. For example, examining an incident where an employee discloses personal client information outside of reporting lines may reveal a gap in training in relation to privacy. Such learnings enable the College to put measures in place to minimise any further risk of harm. They include:

- Training for employees;
- Changing of work practices;
- Changing the physical environment; and
- Reviewing related policy and procedures.



# Periodic Policy Review

## Review Schedule

The Rabbinical College of Australia and New Zealand will review the Risk Management for Child Safety Policy every 3 years, in consultation with stakeholders. Some circumstances *may* trigger an early review, such as (but not limited to):

- after any serious incident; or,
- legislative changes; or,
- organisational changes; or,
- as deemed appropriate by the Executive Director and/or the Executive Committee.

Endorsement and review dates of the current version appear in the footer of this document. Endorsement and review dates of previous versions appear in the table below.

This policy has been reviewed and endorsed by:



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Avrohom Procel  
Executive Director

Date:

26/2/23



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Josh Goldhirsch  
On behalf of the Executive Committee

Date:

26/2/23

## Version History

Version Number	Version Name	Endorsed by	Endorsement Date
1	Child Protection Policy	Interim CEO	December 2016
2	Risk Management for Child Safety Policy	Executive Director Executive Committee	15 December 2020
3	Risk Management for Child Safety Policy	Executive Director Executive Committee	26 February 2023



# Appendix 1: Associated Policies, Procedures, Forms, Records and Documents

This Appendix contains other policies and procedures that relate to, and should be read in conjunction with, this document. These documents are all accessible on the College's website, at: <https://www.rabbinicalcollege.edu.au/childsafety>. They may include, but are not limited to:

## Policies and Procedures

### **[Child Safety and Wellbeing Policy](https://www.rabbinicalcollege.edu.au/childsafetypolicy)**

<https://www.rabbinicalcollege.edu.au/childsafetypolicy>

*Outlines the College's commitment, culture and approach to providing child protection and safety.*

### **[Child Safe Code of Conduct](https://www.rabbinicalcollege.edu.au/codeofconduct)**

<https://www.rabbinicalcollege.edu.au/codeofconduct>

*Outlines the College's clear expectations for appropriate behaviours with children and young people.*

### **[Child Safe Reporting Procedure](https://www.rabbinicalcollege.edu.au/childreportingprocedure)**

<https://www.rabbinicalcollege.edu.au/childreportingprocedure>

*Outlines the College's processes for responding to and reporting suspected abuse.*

### **[Human Resources Policy](https://www.rabbinicalcollege.edu.au/humanresourcespolicy)**

<https://www.rabbinicalcollege.edu.au/humanresourcespolicy>

*Outlines the College's practices that reduce the risk of child abuse by new and existing personnel.*

### **[Risk Management for Child Safety Policy](https://www.rabbinicalcollege.edu.au/riskmanagementpolicy)**

<https://www.rabbinicalcollege.edu.au/riskmanagementpolicy>

*Outlines the College's strategies to identify and reduce or remove risks of child abuse.*

### **[Child Safety Grievance Policy and Procedure](https://www.rabbinicalcollege.edu.au/grievancepolicy)**

<https://www.rabbinicalcollege.edu.au/grievancepolicy>

*Outlines the College's framework for receiving, managing and addressing child safety grievances.*

## Child-Friendly Documents

### **[Commitment to Children](https://www.rabbinicalcollege.edu.au/commitment_children)**

[https://www.rabbinicalcollege.edu.au/commitment\\_children](https://www.rabbinicalcollege.edu.au/commitment_children)

*Communicates the College's commitment to safeguarding children and young people in simple language.*

### **[Child-friendly and Parent-friendly Child Safety and Wellbeing Policy](https://www.rabbinicalcollege.edu.au/child_friendly_policy)**

[https://www.rabbinicalcollege.edu.au/child\\_friendly\\_policy](https://www.rabbinicalcollege.edu.au/child_friendly_policy)

*Communicates all the College's Child Safety Policies and related documentation in a child-friendly and parent-friendly manner, and includes a reporting flowchart and child-friendly complaints guide.*



## Templates of Forms, Records and Related Documents

### **[Flowchart: Child safety reporting process](http://rabbinicalcollege.edu.au/flowchart_reporting)**

[http://rabbinicalcollege.edu.au/flowchart\\_reporting](http://rabbinicalcollege.edu.au/flowchart_reporting)

*Provides personnel and students with an easy-to-understand infographic of the reporting process.*

### **[Flowchart: Responding to disclosures / incidents process](http://rabbinicalcollege.edu.au/flowchart_responding)**

[http://rabbinicalcollege.edu.au/flowchart\\_responding](http://rabbinicalcollege.edu.au/flowchart_responding)

*Provides personnel with an easy-to-understand infographic of managing incidents and disclosures.*

### **[A Step by Step Guide to making a Report to Child Protection or Orange Door](http://rabbinicalcollege.edu.au/stepbystepreporting)**

<http://rabbinicalcollege.edu.au/stepbystepreporting>

*Provides personnel with an easy-to-access and clear guide to alerting Child Protection or Orange Door.*

### **[Risk Assessment and Action Plan Template](https://www.rabbinicalcollege.edu.au/riskassessment)**

<https://www.rabbinicalcollege.edu.au/riskassessment>

*The College's template for assessing and managing child safety risks with an action plan.*

### **[Working With Children Check Register Template](https://www.rabbinicalcollege.edu.au/wwcc_register)**

[https://www.rabbinicalcollege.edu.au/wwcc\\_register](https://www.rabbinicalcollege.edu.au/wwcc_register)

*The College's template for tracking the status of Personnel WWCC's.*

### **[HR Personnel Records Checklist](http://rabbinicalcollege.edu.au/hrchecklist)**

<http://rabbinicalcollege.edu.au/hrchecklist>

*The College's checklist for ensuring all Personnel records are up-to-date.*

### **[HR Recruitment and Induction Checklist](http://rabbinicalcollege.edu.au/hrrecruitlist)**

<http://rabbinicalcollege.edu.au/hrrecruitlist>

*The College's template for managing the recruitment and induction process.*

### **[HR Applicant Interview & Referee Record](http://rabbinicalcollege.edu.au/hrapplicant)**

<http://rabbinicalcollege.edu.au/hrapplicant>

*The College's template for managing recruitment and referees interviews.*

### **[HR Personal Details and Identity Record](http://rabbinicalcollege.edu.au/hridentity)**

<http://rabbinicalcollege.edu.au/hridentity>

*The College's checklist for authenticating personnel identity.*



## Appendix 2: Legislation and Guidance

**Child Wellbeing and Safety Act (2005)** – establishes the Victorian Children’s Council and Child Safety Commissioner; establishes the principles for wellbeing of children in Victoria.

**Children, Youth and Families Act (CYFA), 2005** – governs and guides the process of child protection in Victoria. Under this Act a person can make a report to Child Protection Services if they have: A significant concern for a child’s wellbeing; belief the child is in need of protection; significant concern before the birth of a child about his/her wellbeing after his/her birth.

**Crimes Act 1958 (Vic)** – Failure to disclose a criminal offense against a child, failure to protect a child under 16 or failure to take reasonable steps to remove or reduce the risks are all criminal offenses.

**Crimes Amendment (Grooming) Act 2014** – refers to the offence of grooming. A grooming offence is committed if the offender communicates by works or conduct with a child under the age of 16 years or their carer or supervisor; and Intends to commit a sexual offence involving the child.

**Crimes Amendment (Protection of Children) Act 2014, s.49c** – refers to the **failure to protect** children from sexual offences. If any individual or organisation could have reasonably protected a child from sexual abuse and fails to do so it may be considered a criminal offence.

**Crimes Amendment (Protection of Children) Act 2014, s.327** – refers to the responsibility of all individuals to disclose to authorities if they have a reasonable belief that a child under the age of 16 years has been sexually abused. Failure to do so is a criminal offence.

**Children Legislation Amendment (Reportable Conduct) Act 2017** – From 1 July 2017, the Commission for Children and Young People will administer a ‘reportable conduct scheme’ in Victoria. The scheme will improve oversight of how organisations respond to allegations of child abuse and child-related misconduct by workers and volunteers. Under the scheme, the Commission for Children and Young People will have the power to: Monitor organisations’ investigations of abuse or misconduct and report on trends; share information with key organisations, such as the Working with Children Check Unit and certain professional registration bodies, to improve child safety; inquire into the safety systems of organisations engaged in child-related work; and share relevant information to better protect children from the risks of abuse.

**Mandatory Reporting Sections 182(1)(a)-(e), 184 and 162(c)-(d) of the Children, Youth and Families Act 2005 (Vic.)** – Registered medical practitioners, nurses, midwives, a person registered as a teacher or an early childhood teacher or educator, school principals, school counsellors, police officers, out of home care workers (excluding voluntary foster and kinship carers), early childhood workers, youth justice workers, registered psychologists and people in religious ministries must report if they have reasonable belief that a child is at risk of harm from physical or sexual abuse.

**Worker Screening Act 2020** – Outlines the purpose of the WWC and what constitutes child-related work; outlines occupations that apply and explains relevant offences and findings that are relevant to the WWCC. It sets out obligations of individuals and organisations and how personal information is stored and disposed of.

**Wrongs Amendment (Organisational Child Abuse) Act 2017** – A new statutory duty of care has been created under the Wrongs Amendment (Organisational Child Abuse) Act 2017 to ensure that there is a clear legal duty placed on organisations to take reasonable steps to minimise the risk of child abuse (sexual and/or physical abuse) perpetrated by organisational representatives.



# Appendix 3: Rabbinical College of Australia & NZ Risk Assessment and Action Plan Template

## Risk Management For Child Safety Policy

### [Risk Management for Child Safety Policy](https://www.rabbinicalcollege.edu.au/riskmanagementpolicy)

<https://www.rabbinicalcollege.edu.au/riskmanagementpolicy>

Name of person(s) conducting assessment:	
Date of assessment:	
Notes:	

RISK RATING		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Medium	High	Extreme	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

Identified risk event or environment	Existing management strategies or internal controls	Current Risk Likelihood (Rare, Unlikely, Possible, Likely, Almost Certain)	Current Risk Consequence (insignificant, minor, moderate, major, severe)	Current risk rating (low, medium, high, extreme)	New risk management strategies or internal controls	Who is responsible?	Target risk rating (low, medium, high, extreme)
[Sample Only] Recruitment of an inappropriate person – inappropriate behaviour	WWCC or Victorian Institute of Teaching registration	Unlikely	Major	Medium	Criminal history search, online searches (Google, Facebook etc),	Dean	Low
[Sample Only]	Child safety code of	Possible	Severe	Extreme	Staff induction and	Executive	Low



No organisation al culture of child safety- child abuse tolerated, hidden from public.	conduct, embedding culture of child safety				annual awareness training, inclusion of obligation in staff position descriptions, policy and procedure for managing child safety		

**Office Use Only - Management Authorisation Countersign**

Authorised Person Name and Position:	
Authorised Person Signature:	
Date:	

