



# **Child Safe Policy (Abridged)**

Version 6.0  
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## 1. Policy Overview

PCYC is committed to ensuring the highest level of child safety in its activities, prioritising children's health, safety and wellbeing above all other considerations. The organisation maintains a zero-tolerance approach to child abuse, reinforcing shared responsibility for child protection among employees, contractors, volunteers, parents and the broader PCYC community.

## 2. Key Commitments

- **Prohibiting Child Abuse:** PCYC safeguards children from physical, emotional, sexual abuse, neglect and exposure to family violence.
- **Inclusivity & Respect:** The policy ensures cultural safety for Aboriginal children and those from diverse backgrounds, as well as children with disabilities.
- **Mandatory Reporting:** All relevant persons must report suspected child abuse to the Department of Communities and Justice and the police.
- **Professional Boundaries:** Persons in positions of authority must maintain strictly professional relationships with children, avoiding personal favours, gifts, private interactions or unsanctioned communications.

## 3. Child Safe Practices

These practices are designed to prevent harm and ensure a safe, supportive environment for children participating in PCYC activities.

### Professional Boundaries

- Individuals in positions of authority must maintain a clear professional relationship with children – this means avoiding overly personal involvement, favouritism or unauthorised one on one interactions.
- They must never provide financial assistance, babysitting or accommodation outside their professional duties.
- Using personal devices (phones, cameras) to take images of children is prohibited unless authorised.

### Supervision Standards

- Children must be constantly and actively supervised during activities.

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- One on one situations are discouraged – if unavoidable, activities should be conducted in visible areas where others can observe.
- Helpers (non-volunteers) cannot supervise children without direct oversight from a PCYC employee.

## Electronic & Online Communications

- Direct communication one on one (calls, texts, social media) between children and an adult must include a parent or PCYC representative.
- Online interactions should be strictly professional – no social invitations, personal discussions or any form of sexualised language.

## Photography & Video Usage

- Official photography requires written parental consent and must be supervised at all times.
- Images should portray children in appropriate attire and never be distributed externally without approval.

## Physical Contact Guidelines

- Touching must be necessary, appropriate, and professional, only for coaching, medical aid or assisting a child's safety.
- **Prohibited forms** of contact include:
  - Any sexualised physical interaction
  - Physical discipline or punishment
  - Unnecessary roughness or harmful training methods

## Transport & Overnight Stays

- Children may only be transported when permitted by the PCYC Travel and Overnight Policy.
- Overnight stays require written parental consent, and privacy standards must be upheld (e.g. children must not share beds with adults).

## Change Room Protocols

- Supervision is required to prevent abuse while respecting children's privacy.
- No cameras or recording devices are allowed in change rooms.
- Adults must never shower or change at the same time as children.

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## Reporting Requirements & Obligations

All relevant individuals are mandated reporters, meaning they have a legal duty to report concerns regarding child safety.

## 4. Mandatory Reporting Process

- If a reasonable belief exists that a child has been abused or is at risk, it must be reported to:
  - **NSW Department of Communities and Justice** (via Child Story Reporter).
  - **NSW Police** (000 for emergencies)
  - **PCYC Operations & Child Protection Manager** (via incident reporting)
- **Reasonable belief** includes:
  - Direct disclosure from a child.
  - Observing physical injuries or abnormal behaviour.
  - Witnessing harmful interactions.
  - Reports from others aware of abuse.

## 5. Immediate Response Actions

- If a child is at **immediate risk**, you must:
  - Call 000 for emergency medical or police intervention.
  - Administer first aid.
  - Separate the child from any potential harm.

## 6. Managing Allegations & Investigations

- Statutory agencies (police, child protection services) must confirm their response before PCYC takes further action under its Complaints & Discipline Policy.
- While investigations are pending, risk mitigation strategies (e.g. suspension, additional supervision) should be implemented to keep children safe.

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7. Education & Compliance

- PCYC ensures regular employee training on child protection laws and mandatory reporting obligations.
- Relevant persons must familiarise themselves with child safety legislation and adhere to start specific standards.

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8. Document Information

Version History

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6.0	Oct 2024	POL-004	Laura Pellegrino	Quality Compliance & Child Protection Manager	Updated previous version

Reviewed By

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6.0	Oct 2024	Executive Leadership Team		Updated previous version

Acceptance Signoff

Version	Date	Reviewer	Role	Signature
6.0	Feb 2025	Ben Hobby	CEO	

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