



Child Safe Policy (Abridged)

Version 6.1
Date: 05/08/2025

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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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