



# Child Safety Statement of Commitment and Practice

This University Child Safety Statement of Commitment and Practice provides a code of conduct, procedures and guidance to facilitating a child safe environment and protecting children from abuse and harm. This document supports the People, Culture and Integrity Policy.

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## Definitions

**BRAM** Behavioural Risk and Assessment Management  
 The BRAM framework is Swinburne’s mechanism for reporting and responding to behavioural risks, such as child abuse. BRAM facilitates the assembly of a threat management team for assessing and managing behavioural risks. BRAM work includes assessments, referrals, de-briefs, case management plans, and coordinating different services, consulting on duty of care, with a focus also on prevention not only response.

**Child** A person under the age of 18 years - aged 0 to 17.

**Child Abuse** Child abuse includes:  
 Any act committed again q

of physical violence or serious emotional or

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g all children from child abuse, managing the risk of child  
 a child at risk of child abuse, and responding to  
 child abuse.

rne and performed by an adult in a Swinburne  
 ine – while children are likely to be present or engaged.

hysical, emotional, and psychological harm, and acts  
 - including sexual abuse.

atory reporting obligation as set out in Part 4.4 of *The ,* ~~BA~~

### **Swinburne community**

(as used in this document) Swinburne University of Technology staff, volunteers, students, contractors, others who engage formally with Swinburne

**WWCC** Working with Children Check

## **SECTION ONE: University Statement of Commitment**

Swinburne University of Technology is committed to child safety and facilitating a child safe environment, where the word *child* refers to children and young people under the age of 18 years. Through identifying risks early, and mitigating these risks, Swinburne seeks to protect any child associated with a University-related activity. The University has zero tolerance for child abuse and all forms of harm to children, and concerns or allegations are treated very seriously.

It is a shared and collective responsibility of all University staff, students, volunteers, and contractors to prevent child abuse. Every person connected to the University has a duty of care to children: child safety is everyone's responsibility.

Our organisational culture aims for all members of the Swinburne community, including children and their parents or guardians, to feel confident and comfortable in discussing any allegations of child abuse or child safety concerns. The University has in place a structured process for reporting and acting on concerns.

When recruiting staff and volunteers, we have social and ethical as well as legislative obligations to uphold child safety through robust screening and induction. Swinburne will always take all reasonable steps to employ skilled and suitable people for child-related duties, with a commitment to providing a safe, inclusive, and equitable environment for all. Swinburne is committed to facilitating training and education on child safety risks, to embed an inherent culture of protecting children.

As an education institution, Swinburne embraces the role it plays in the lives of our young people. The University supports and respects the participation and empowerment of all children, and wants children to feel safe and valued. Swinburne upholds an inclusive culture, and accordingly is committed to the cultural safety of Aboriginal children, the cultural safety of children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children living with a disability.

## SECTION TWO: Child Safety Practice and Procedures

### 1. Child-Safe Code of Conduct

#### 1.1. Fundamentals

Recognise that our enrolled student cohort (and non-student groups) includes people under 18 years old. Children cannot always be easily identified when integrated into a tertiary education environment. All members of the Swinburne community may be interacting with children through standard work duties or student activities – on campus, online, or in other Swinburne-related environments. Child safety is everyone's business.

Adhere to Swinburne's **People, Culture and Integrity Policy**, which outlines unacceptable behaviour for all members of the Swinburne community.

Understand and promote Swinburne's statement of commitment to child safety (See section one). Your actions should always reflect Swinburne's standpoint of zero tolerance for child abuse.

If you are required to hold a Working with Children Check (WWCC), you must renew your WWCC prior to expiry and inform HR and your supervisor of your new WWCC details. Positions requiring a WWCC are listed on our Working with Children HR webpage.

If a member of the Swinburne community is participating in an activity, program, or task that involves direct contact with children but is not required to hold a WWCC, that person is required to be directly supervised at all times by a staff member holding a current WWCC.

1.2. Interacting with children in a child-safe manner

#### Best practices

Listen and respond to the views and concerns of children and young people

Use appropriate communication techniques to engage children and young people

### 1.3. Protect children

Take reasonable steps to protect children from abuse and harm

Report any allegation of child abuse and concerns about a child's safety (see Section 2 for details of how to report)

If an allegation of child abuse is made, ensure as quickly as possible that the child is safe

If you become aware of issues affecting the wellbeing of a child or young person (for example: physical and mental health issues; alcohol and drug abuse; homelessness; criminal activity), encourage the child to make use of Swinburne's support facilities, such as counselling and SwinHealth.

Refer children to **Swinburne's Safer Community Program**:

- Email: [safercommunity@swin.edu.au](mailto:safercommunity@swin.edu.au)
- [Safer Community online form](#)

Raise observations of breaches to this Code of Conduct with a supervisor and report observations to Safer Community BRAM - [safercommunity@swin.edu.au](mailto:safercommunity@swin.edu.au)

Act on breaches of this Code o

## 2. Reporting a concern or an a

### **3. Specific responsibilities**

#### **3.1. Organisational Units**

Identify child safety risks within the organisational or business unit. Report and mitigate risks using the University risk management system.

Identify staffing or volunteer positions that are likely to involve child-connected work, and ensure diligence in processes for recruitment, training, supervision, including ensuring currency of a WWCC and that such staff are aware of their relevant obligations.

Ensure incidents, concerns and allegations are reported.

#### **3.2. All staff**

Complete screening checks and induction and training required for your position

Identify when you are likely to be undertaking child-connected work and ensure you are covered with a WWCC or under direct supervision of a person with a WWCC at all times.

Report any concerns and allegations appropriately.

#### **3.3. Researchers and others involved in research**

Ensure research involving children is conducted in compliance with the Australian Code for the Responsible Conduct of Research and National Statement on Ethical Conduct in Human Research, in particular the chapter Children and Young People

Follow Swinburne's procedures to notify and seek approval for research involving children

#### **3.4. Students working with children (Examples: student placements, volunteer positions, other academic activity of research students)**

Complete screening checks (such as WWCC where required) and any training.

Comply with any code of conduct relevant to their placement, activity, or research as required by the external provider or Swinburne, before working with children.

#### **3.5. Other persons: contractors, volunteers, agency staff**

Hold a current WWCC where it is required.

Undertake induction training to be aware of obligations.

Comply with Swinburne's policies and conduct requirements.

#### **3.6. Safer Community and BRAM**

Facilitate a reporting system to capture and react to concerns and allegations received.

Facilitate a centralised response to a threat, concern, or allegation of child abuse.

Collaborate with HR where a staff member is involved in an allegation to ensure HR and BRAM processes run in coordination.

#### **3.7. Human Resources**

Facilitate child-safe recruitment and monitor a robust WWCC process.

Facilitate both a duty of care process or/and a disciplinary process, as required, where there are allegations of child abuse involving a staff member, in collaboration with the BRAM process.

