



Child Safe Program (New Policy Format)

Child Safe Policy

Introduction

Gumma Place is committed to creating and maintaining a child safe environment where the safety, wellbeing and dignity of every student is paramount.

As a Special Assistance School serving young people who may have experienced trauma, disengagement or vulnerability, Gumma Place recognises that child safeguarding is not a standalone policy but a whole-of-school responsibility embedded in governance, leadership, culture and daily practice.

Gumma Place:

- Upholds the **NSW Child Safe Standards**
- Complies with all applicable child protection legislation in NSW
- Meets the requirements of the **NSW Education Standards Authority (NESA)** for registration
- Promotes a culture of zero tolerance for child abuse, neglect, exploitation or harm

School Governing Authority has approved the Child Safe Policy on March 2026. It will be reviewed on March 2027.

Purpose

The Child Safe Policy demonstrates the Gumma Place's strong commitment to creating and maintaining a child safe and child friendly environment, and to complying with the NSW Child Safe Standards and non-government school registration requirements relevant to child safety and child

protection. It summarises the policies and practices that we have developed to keep our young persons safe, including from abuse and other harm.

The Child Safe Policy outlines the key elements of our approach to being a child safe organisation and to:

- implementing the NSW Child Safe Standards
- complying with all laws, regulations and standards relevant to child safety and child protection in NSW.

It informs the Gumma Place community about everyone's obligations to act safely and appropriately towards young persons and guides the policies, processes and practices for the safety, wellbeing and protection of young persons across all areas of our work.

Statement of Commitment to Child Safety

All children and young people who come to Gumma Place have a right to feel and be safe. We are committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe, and can actively participate in decisions that affect their lives.

We have zero tolerance for abuse and other harm and are committed to acting in young persons' best interests and keeping them safe from harm.

The Gumma Place regards its child safety responsibilities with the utmost importance and is committed to providing the necessary resources to maintain a child safe culture and ensure compliance with all relevant child safe organisation and child protection laws and regulations.

Each member of the Gumma Place community has a responsibility to understand the important and specific role that they play individually and collectively to ensure that the wellbeing and safety of all young persons is at the forefront of all that they do and every decision that they make.

Child Safety Standards

The Gumma Place's commitment to child safety is based on the NSW Child Safe Standards, which set out the following overarching standards that guide the development and regular review of our work systems, practices, policies and procedures to protect young persons from abuse and other harm.

The NSW Child Safe Standards

The NSW Child Safe Standards are based on the National Principles for Child Safe Organisations, developed by the Australian Human Rights Commission.

They have been designed to:

- help drive cultural change in organisations
- be principle-based and outcome-focused
- be flexible enough that they can be adapted by organisations of varying sizes and characteristics
- avoid placing undue burden on organisations
- help organisations address multiple risks
- balance caution and caring
- be a benchmark against which organisations can assess their child safe capability and set performance targets
- be of equal importance and interrelated.

In NSW, all organisations that fall under the Reportable Conduct Scheme (including the Gumma Place), as well as some additional child-related organisations, must comply with the NSW Child Safe Standards.

They are:



Office of the Children’s Guardian, The Child Safe Standards, [ONLINE] Available at: <https://ocg.nsw.gov.au/>

The Office of the Children’s Guardian monitors and enforces compliance with the NSW Child Safe Standards.

Scope

This policy and procedure applies to all persons engaged in child-related work at Gumma Place, in accordance with the Child Protection (Working with Children) Act 2012 (NSW) and guidance from the Office of the Children's Guardian.

This policy applies to:

- All employees (permanent, temporary, and casual)

- **Contractors and sub-contractors**
- **Volunteers and work experience participants**
- **Members of the Governing Body and Advisory Committees (where applicable)**
- **Any other person engaged by Gumma Place in child-related work**

This policy applies when:

- **A role involves direct contact with children and young people**
- **A role involves work in a child-related environment where contact is reasonably foreseeable**
- **Individuals are participating in school activities, programs, excursions, or events under the direction or supervision of Gumma Place**

This policy covers:

- **WWCC clearance requirements prior to engagement**
- **Verification, recording, and monitoring of WWCC status**
- **Ongoing compliance obligations of workers and the school**
- **Actions required in response to changes in WWCC status (including barred or interim barred persons)**

This policy does not apply to:

- **Persons who are exempt under the Act (e.g. children under 18, parents volunteering in activities involving their own child only), except where Gumma Place determines that a WWCC clearance is required as a condition of engagement based on risk assessment**
- **Visitors attending the school site who are not engaged in child-related work and are appropriately supervised**

This scope ensures that all relevant persons are captured under a consistent and risk-based approach to WWCC compliance, supporting Gumma Place's commitment to child safety and regulatory compliance.

The Child Safe Policy applies to all adults in the Gumma Place community, including Staff, Volunteers, Contractors, and Visitors.

This Policy and its Procedures apply in all Gumma Place environments, including physical and online environments, and on-site and off-site Gumma Place grounds (e.g. camps and excursions, and interstate and overseas travel).

Roles and Responsibilities

Child safety is everyone's responsibility. All adults in the Gumma Place community have a shared responsibility for contributing to the safety and protection of young persons.

Of particular importance to this Policy is the role of Child Protection Officer. Additional roles and responsibilities are summarised in the **Procedures** subsection at the end of this Policy.

The Gumma Place's Child Protection Officer/s

The Gumma Place has nominated one or more senior staff members as the Gumma Place's Child Protection Officers. They receive additional specialised training about child safety and protection issues.

They are a point of contact for raising child safety concerns within the Gumma Place. They are also responsible for championing child safety within the Gumma Place and assisting in coordinating responses to child safety incidents.

They ensure that the Gumma Place responds appropriately to young persons involved in child safety incidents and concerns, and provide assistance and advice to other members of the Gumma Place community who receive or make a disclosure of abuse or other harm of a child or young person.

Our Child Protection Officer/s are:

principal@gummaplace.nsw.edu.au

The Child Protection Officer

The Gumma Place has also appointed Principal as the Gumma Place's Child Protection Officer. They can be contacted by phone on 0407011256 or by emailing principal@gummaplace.edu.nsw.au.

The Child Protection Officer has additional child safety responsibilities, such as being a first point of contact for all child safety concerns or queries for the wider community and coordinating the Gumma Place's response to child safety incidents in consultation with the Executive Management Team and School Governing Authority.

Gumma Place is committed to maintaining a child safe environment and ensuring all staff, contractors, and volunteers comply with the requirements of the Child Protection (Working with Children) Act 2012 (NSW) and the Office of the Children's Guardian.

Gumma Place adopts a zero-tolerance approach to non-compliance with Working With Children Check (WWCC) requirements. All relevant persons engaged in child-related work must hold a valid WWCC clearance prior to commencing employment or engagement, and must maintain that clearance at all times. “WWCC” Application in progress – notes by law the worker can commence in child related work pending final clearance.

The school ensures that WWCC clearances are verified, recorded, and continuously monitored in accordance with legislative requirements. Any barred, interim barred, or disqualified person is strictly prohibited from engaging in child-related work at Gumma Place.

Gumma Place is committed to:

- **implementing robust WWCC verification and monitoring procedures**
- **maintaining accurate and up-to-date WWCC records**
- **responding immediately to any changes in WWCC status**
- **fulfilling all reporting and notification obligations to the Office of the Children’s Guardian**
- **embedding WWCC compliance within its broader child safe framework**

Failure to comply with WWCC requirements constitutes a serious breach of this policy and may result in disciplinary action, including termination of employment or engagement.

This policy supports Gumma Place’s commitment to child safety, legal compliance, and the wellbeing of all young people.

Child Safety Codes of Conduct

The Gumma Place’s **Child Safe Code of Conduct** sets boundaries and expectations for appropriate behaviours between adults associated with the Gumma Place and young persons, including in physical and online environments.

We also have a **Young Person Code of Conduct**, which includes child safety standards of behaviour for young persons.

Together, we refer to these as the **Child Safety Codes of Conduct**.

The Child Safety Codes of Conduct include clear processes to report inappropriate behaviour. We publish the Child Safety Codes of Conduct on our public website so that everyone can easily find out what behaviours are acceptable and unacceptable at our Gumma Place and how to report inappropriate behaviour.

We also provide additional information to young persons and families about the Child Safety Codes of Conduct, to ensure that they know what behaviours are acceptable and unacceptable and how to report inappropriate behaviour.

Children and Young People’s Rights to Safety, Information and Participation

Gumma Place is a child safe and child-centred organisation. We ensure that our physical and online environment is friendly and welcoming to all children and young people.

We actively seek to include young persons in decisions that affect them. This includes decisions about organisational planning, delivery of services, management of facilities, and learning and assessment environments.

We ensure that young persons know about their rights to safety, information and participation. We recognise the importance of friendships and support from peers. We actively seek to understand what makes young persons feel safe in our organisation and regularly communicate with young persons about what they can do if they feel unsafe.

Parents/Carers, Families and Community Involvement at the Gumma Place

The Gumma Place recognises that parents and carers have the primary responsibility for the upbringing and development of their children. We ensure that they participate in decisions affecting their children.

In addition, we:

- ensure that families and relevant communities know about the Gumma Place’s operations and policies, including this Child Safe Policy and the Child Safety Codes of Conduct, record keeping practices, risk management, and complaints and investigation processes (“relevant communities” means the variety of communities that are relevant to the Gumma Place, such as Aboriginal and Torres Strait Islander communities, culturally and linguistically diverse communities, and other communities that make up our Staff and young person cohorts)
- actively seek to include families and relevant communities in decisions about organisational planning, delivery of services, management of facilities, and learning and assessment environments
- build cultural safety at the Gumma Place through partnerships with relevant communities.

Cultural Safety and Valuing Diversity in the Gumma Place Community

The Gumma Place values diversity and does not tolerate any discriminatory practices. To achieve this, we:

- support the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander young persons and their families
- support the cultural safety, participation and empowerment of young persons from culturally and linguistically diverse backgrounds and their families
- support young persons with disability and their families and act to promote their participation
- support other vulnerable young persons and their families (such as young persons who are unable to live at home or young persons and family members who identify as lesbian, gay, bisexual, transgender or intersex) and act to promote their participation
- seek to recruit a workforce that reflects a diversity of cultures, abilities and identities
- ensure that all Staff and relevant Volunteers and Contractors have training about Aboriginal and Torres Strait Islander cultures, disability, culturally and linguistically diverse backgrounds, and those with particular experiences or needs
- have a physical environment that actively celebrates diverse cultures and recognises cultural difference
- commit to ensuring that our facilities promoting the inclusion of young persons of differing abilities.

We also recognise that some children and young people face additional vulnerabilities to abuse and other harm, as well as additional barriers to disclosing child safety incidents or concerns. We:

- provide guidance to Staff, and relevant Volunteers and Contractors, about identifying additional vulnerabilities/barriers; and
- implement strategies for supporting young persons who face additional vulnerabilities/barriers to participate in the Gumma Place community and for enabling them to disclose child safety incidents or concerns to the Gumma Place.

Child Safety Human Resources Management

Recruitment and Screening

The Gumma Place applies best practice standards to engage the most suitable and appropriate people to work with our young persons. Our practices include:

- making our commitment to child safety clear in recruitment advertising and documentation

- requiring relevant Staff, Volunteers and Contractors to maintain a valid Working with Children Check (WWCC) Clearance
- using additional selection, background checking and screening processes that take into account child safety considerations.

Training On and Information About the Child Safety Program

As a part of Gumma Place induction process, all Staff, as well as relevant Volunteers and Contractors, must complete our child safety induction program, which includes information about our child safety policies, practices and procedures.

All Staff, as well as relevant Volunteers and Contractors, also receive refresher and ongoing child safety training at least annually.

Our child safety induction and ongoing training programs include information about:

- this Child Safe Policy
- the Child Safety Codes of Conduct
- recognising abuse and other harm and identifying key indicators, including harm caused by other children and young people
- our policies and procedures for responding to and reporting (both internally and to external authorities) all child safety incidents and concerns, including mandatory reporting obligations
- our policies and procedures for information sharing and record keeping about child safety incidents and concerns
- WWCCs and other child safety human resources practices
- building culturally safe environments for young persons.

The Gumma Place provides all Visitors to the Gumma Place, including Casual Volunteers and Contractors, with information about the Child Safe Code of Conduct and how to report child safety incidents or concerns to the Gumma Place and to relevant external authorities.

Ongoing Supervision, Management and Support

The Gumma Place's Child Protection Officers, Executive Management Team and/or an appointed Team Leader provide supervision and support to all Staff, Direct Contact/Regular Volunteers, and Direct Contact Contractors to ensure that they comply with the Gumma Place's approach to child safety.

Our child safety supervision and support program includes:

- annual performance reviews for all staff members
- probationary periods for new staff members, where these are permitted by law or under an Enterprise Agreement
- appointing a supervising staff member to relevant Volunteers and Contractors
- professional development programs for Staff that include child safety education.

Complaints and Reporting Processes: The Gumma Place’s Response to Child Safety Incidents or Concerns

Gumma Place fosters a culture that encourages everyone in the Gumma Place community to raise concerns and complaints about child safety. We have:

- clear pathways for raising child safety-related complaints and concerns, set out in the **Procedures** below; and
- clear procedures that all Staff, Volunteers and Contractors must follow whenever they witness, suspect or receive a complaint about a child safety incident or concern involving a young person, staff member, Volunteer, Contractor or the Gumma Place, set out in the [Reporting Obligations and Complaints Management \(Child Safety\) Policy and Procedures](#).

These pathways and processes are summarised for young persons, parents/carers and other members of the Gumma Place community in the

- **Complaints Handling Policy**

, **Procedures for Handling Allegations of Staff Misconduct and Reportable Conduct (Summary)** and **Procedures for Managing Child Safety Incidents or Concerns Involving the Gumma Place or its Staff Members (Summary)**, which are available on our public website.

The Gumma Place will take appropriate, prompt action in response to all child safety incidents or concerns, including all complaints, allegations or disclosures of abuse or other harm, when Staff, Volunteers, Contractors, young persons, parents/carers or anyone else reports these to the Gumma Place.

The safety and wellbeing of the young person/s involved in the matter will be the paramount consideration when responding to child safety incidents and concerns. The Gumma Place follows the National Office of Child Safety’s [Complaint Handling Guide: Upholding the rights of children and young people](#) when investigating and responding to child safety incidents and concerns.

The Gumma Place’s response will include:

- reporting all matters that meet the required relevant thresholds externally to the Department of Communities and Justice (DCJ), the Police, the Office of the Children’s Guardian and/or NESAs, depending on the issues raised
- fully cooperating with any resulting investigation by an external agency
- protecting any young person connected to the child safety incident or concern until it is resolved and providing ongoing support to those affected
- taking particular measures in response to child safety incidents or concerns about an Aboriginal or Torres Strait Islander young person, a young person from a culturally and linguistically diverse background, a young person with disability, and other vulnerable young persons (such as young persons who are unable to live at home or young persons who identify as lesbian, gay, bisexual, transgender or intersex)
- sharing information with, or requesting information from, external people or agencies as permitted or required by law
- securing and retaining records of the child safety incident or concern and the Gumma Place’s response to it
- taking broader actions to improve child safety at the Gumma Place (including systemic reviews and resulting improvements).

Child Safety Risk Management

Gumma Place recognises the importance of a risk management approach to child safety and to minimising the risk of harm to children and young people in all Gumma Place environments, without compromising their rights to privacy, access to information, social connections and learning opportunities.

We provide guidance to our Staff to assist in the identification, assessment and management of child safety risks in all Gumma Place environments.

We identify, assess and manage child safety risks in all Gumma Place environments, based on a range of factors including the nature of our Gumma Place’s activities, its physical and online environments and the characteristics of our young person cohort.

We use this information to inform our policies, procedures and activity planning.

Child Safety Privacy, Information Sharing and Record Keeping

The Gumma Place collects, uses and discloses information about young persons and their families in accordance with NSW privacy laws and other relevant laws, including laws that permit the Gumma

Place to disclose information about child safety to external people and agencies. For information about how the Gumma Place collects, uses and discloses this information, refer to the

Gumma Place Privacy Policy

<https://gummaplace.policyconnect.com.au/>

In particular, the Gumma Place is committed to best practice record keeping about child safety incidents and concerns.

The Gumma Place records all internal and external reports of child safety incidents and concerns, as well as any other responses by the Gumma Place, using CP Incident Reporting Form Gumma Place.

When keeping records of child safety incidents or concerns, the Gumma Place maintains confidentiality and privacy for young persons and families in accordance with federal and state privacy legislation.

Child Safety Program and Practice Review

Gumma Place is committed to the continuous improvement of our child safety policies, procedures and practices. We review our Child Safety Program (explained in the **Procedures** below) as a whole annually (or earlier if a significant child safety incident occurs at the Gumma Place or legislation changes) for overall effectiveness and to ensure compliance with all child protection and child safety related laws, regulations and standards.

When undertaking these reviews, the Gumma Place:

- actively seeks, actions and incorporates feedback from young persons, families, the wider Gumma Place community, Staff, Volunteers and Contractors
- analyses complaints, concerns and child safety incidents that may have occurred
- communicates any learnings, adjustments or amendments to policy and practice widely throughout the Gumma Place community.

Procedures

Reporting Child Safety Incidents or Concerns to the Gumma Place

If you are concerned that a child, young person or young person aged 18 or over is in immediate danger, call the Police on 000.

Any person, including all Staff, Volunteers, Contractors, parents/carers and young persons, can at any time contact DCJ if they have reasonable grounds to suspect that a child or young person (aged under 18), or a class of children or young persons, is at risk of significant harm (Non-Mandatory Reports).

You can make a Non-Mandatory Report by calling the Child Protection Helpline on 132 111 or 1800 212 936 (24 hours a day, seven days a week).

Staff, Volunteers and Contractors

All Staff, Volunteers and Contractors **must** follow the Reporting Obligations and Complaints Management (Child Safety) Policy and Procedures. In particular, they **must** report all child safety incidents or concerns internally to a Child Protection Officer or the Principal.

If the child safety incident or concern involves the Principal, internal reports should instead be made to the ShoreTrack CEO by ceo@shoretrack.org.au.

Young Persons, Parents/Carers and Community Members

Young Persons at the Gumma Place who have child safety concerns about themselves, or about any other child, young person or young person aged 18 or over, can:

- disclose the child safety incident or concern to a Gumma Place Child Protection Officer
- disclose the child safety incident or concern to any other staff member, Volunteer or Contractor. This might be done:
 - verbally
 - in writing
 - through electronic means (such as email)
 - indirectly (such as in written assignments, in artworks or in any other way)
- disclose anonymously, using the Gumma Place's Anonymous Feedback Box, which is located hanging on the wall in the laundry room
- contact Office of the Childrens Guardian <https://ocg.nsw.gov.au/>.

Parents/carers, family members and other community members who have child safety concerns or who suspect that a child or young person associated with the Gumma Place may be subject to abuse or other harm can contact:

- the Principal, who is the Gumma Place’s Child Protection Officer, by phoning 0407011256 or emailing principal@gummaplace.edu.nsw.au
- if the concern relates to the Principal, the ShoreTrack CEO by ceo@shoretrack.org.au.

Any person can also contact the Principal or the ShoreTrack CEO if they have concerns regarding the Gumma Place’s leadership in relation to child safety.

Communications will be treated confidentially on a ‘need to know basis’.

Responding to and External Reporting of Child Safety Incidents or Concerns

The Reporting Obligations and Complaints Management (Child Safety) Policy and Procedures sets out the procedures that the Gumma Place will follow when notified of any child safety incident or concern involving the Gumma Place or a young person, staff member, Volunteer, Contractor, Visitor or any other person connected to the Gumma Place or the Gumma Place environment.

It also provides guidance for all Staff, Volunteers and Contractors on their obligations to respond to child safety incidents and concerns and to report them to relevant external authorities. These obligations include:

- their duty to protect young persons
- mandatory reporting to DCJ
- mandatory reporting to the Police of child abuse offences
- reporting to DCJ or the Police in other situations where a young person has been or is being harmed
- reporting Reportable Conduct to the Office of the Children’s Guardian
- reporting teacher misconduct to NESA.

Support for Young Persons, Families and Staff Following Child Safety Incident or Disclosure

Child safety incidents or concerns can cause trauma and significantly impact on the mental health and wellbeing of children, young people, and young persons aged 18 or over, as well as on their families. In addition to reporting and referral to the relevant authorities, the Gumma Place plays a central role in addressing this trauma and has a duty of care to ensure that young persons feel safe and supported at Gumma Place.

The Gumma Place employs a range of measures to support young persons affected by a child safety incident or concern, depending on the particular circumstances of the matter and of the young person and their family:

- Child Protection Officers may work with the young person and their family to develop a young person Support Plan
- support strategies that could be considered for young persons and/or their families might include offering or organising referrals to internal or external support, such as a Gumma Place Wellbeing Team, bi-cultural workers and/or translators, or an external support agency and/or child advocacy organisation that specialises in supporting children and young people impacted by abuse or other harm.

The Gumma Place offers similar support to former young persons who disclose historical child safety incidents or concerns from their time at the Gumma Place.

Witnessing a child safety incident or receiving a disclosure of abuse or other harm can be a distressing experience for Staff, Volunteers and Contractors involved. The Gumma Place assists impacted Staff, Volunteers and Contractors to access necessary support.

Embedding a Culture of Child Safety: Our Child Safety Program

We call the full collection of the Gumma Place's child safety policies and procedures the "Child Safety Program". It is itself one of the strategies employed by Gumma Place to embed a culture of child safety at the Gumma Place.

The Child Safety Program relates to all aspects of child safety and protecting children, young people and young persons aged 18 or over from abuse or other harm. It establishes work systems, practices, policies and procedures to create and maintain a child safe environment and culture at the Gumma Place. It includes:

- Child Safety Codes of Conduct
- clear information about what is abuse and other harm and associated key indicators of abuse or other harm
- clear procedures for responding to and reporting child safety incidents or concerns internally, and for responding to incidents or allegations of abuse or other harm
- strategies to support, encourage and enable Staff, Volunteers, Contractors, parents/carers and young persons to understand, identify, discuss and report child safety matters

- procedures for recruiting and screening members of the Executive Management Team, Staff, Volunteers and Contractors
- procedures for reporting to external agencies, including Mandatory and Non-Mandatory Reporting to DCJ, reporting Reportable Conduct to the Office of the Children’s Guardian, and Reporting to Police
- pastoral care strategies designed to empower young persons and keep them safe
- strategies to support and encourage the participation and inclusion of Aboriginal and Torres Strait Islander young persons, young persons from culturally and linguistically diverse backgrounds, young persons with disability and other vulnerable young persons
- child safety training
- information regarding the steps to take after a disclosure of abuse or other harm to protect, support and assist children, young people and young persons aged 18 or over
- guidelines with respect to record keeping and confidentiality
- policies to ensure compliance with all relevant laws, regulations and standards (including the NSW Child Safe Standards)
- a system for continuous review and improvement.

Additional Child Safety Responsibilities at the Gumma Place

School Governing Authority and ShoreTrack

School Governing Authority

School Governing Authority is the Gumma Place’s governing body. It:

- approves and reviews the Gumma Place’s child safety policies and procedures required for registration as a non-government school and for compliance with the NSW Child Safe Standards
- ensures that the Gumma Place has and implements processes to comply with its child safety legal and regulatory obligations; and
- ensures that the Gumma Place has appropriate resources to effectively implement the NSW Child Safe Standards and the Child Safety Program.

ShoreTrack

ShoreTrack is the proprietor of the Gumma Place and is responsible for implementing the governance arrangements set out for the Gumma Place by School Governing Authority, including child safety governance arrangements.

The Principal

The Principal is responsible, and will be accountable for, the operational management of the Gumma Place. They are responsible for taking all practical measures to ensure that:

- the Child Safe Policy, and the other policies and procedures in the Gumma Place's Child Safety Program, are implemented effectively; and
- a strong and sustainable child safe culture is maintained within the Gumma Place.

They are also the "head" of the Gumma Place for the purposes of the Reportable Conduct Scheme and the NSW Child Safe Standards (because they are the "head of a relevant entity" under the Children's Guardian Act 2019 (NSW)).

The Executive Management Team

Each member of the Gumma Place Executive Management Team is responsible for ensuring that appropriate resources are made available in their area of operations to allow the Gumma Place's Child Safety Program to be effectively implemented within the Gumma Place, and for supporting the Principal in the practical application of the Gumma Place's child safety strategies, policies, procedures and work systems.

Staff

All Staff must:

- comply with the Child Safe Policy, the Child Safety Codes of Conduct and the Reporting Obligations and Complaints Management (Child Safety) Policy and Procedures
- be familiar with the other Policies and Procedures in the Child Safety Program; and
- understand their legal obligations with respect to the reporting of abuse and other harm, and Working with Children Checks.

All Staff must be aware of key indicators of abuse and other harm, be observant, and report all child safety incidents and concerns internally to the Gumma Place and to the appropriate external authorities.

To meet these obligations, all Staff must:

- participate in child safety induction and ongoing training provided by the Gumma Place
- follow the Policies and Procedures in the Child Safety Program

- act in accordance with the Child Safety Codes of Conduct
- identify, respond to and report child safety incidents and concerns in accordance with the Reporting Obligations and Complaints Management (Child Safety) Policy and Procedures
- ensure that young persons' views are taken seriously and their voices are heard when making decisions that affect them
- implement inclusive practices that respond to the diverse needs of young persons
- comply with all relevant child safety human resources policies and procedures.

Volunteers and Contractors

All Volunteers and all Contractors at the Gumma Place are responsible for contributing to the safety and protection of young persons in the Gumma Place environment.

To meet these obligations:

- all Volunteers and Contractors must:
 - comply with the Child Safe Policy and the Child Safety Codes of Conduct
 - understand their legal obligations with respect to reporting abuse and other harm
 - raise all child safety concerns with a Child Protection Officer
 - comply with all relevant child safety human resources policies and procedures
- certain Volunteers and Contractors (those who are so required by the Gumma Place) must:
 - either participate in child safety induction and ongoing training provided by the Gumma Place or receive and acknowledge information about the Child Safe Policy and the Child Safe Code of Conduct
 - identify and respond to child safety incidents and concerns in accordance with the Reporting Obligations and Complaints Management (Child Safety) Policy and Procedures.

For Contractors, the Gumma Place may include these requirements in the written agreement between it and the Contractor.

WWCC Responsibilities

The Principal and CEO are responsible for verifying WWCC clearances for relevant Staff, Volunteers and Contractors when they first commence their role at the Gumma Place, for monitoring the WWCC status of relevant Staff, Volunteers and Contractors and for all subsequent verifications.

The CEO monitors and verifies the Principal's WWCC status.

The Principal is responsible for maintaining the Gumma Place's WWCC records.

Implementation

The Child Safe Policy is published on our public website.

It is provided to new Staff, to Direct Contact and Regular Volunteers, and to Direct Contact and Regular Contractors at their induction or prior to them commencing their work at the Gumma Place.

The Gumma Place provides all Visitors to the Gumma Place, including Casual Volunteers and Casual Contractors, with information about the Child Safe Policy, the Child Safe Code of Conduct and how to report child safety incidents or concerns to the Gumma Place and to relevant external authorities, through Child Safe Policy, the Child Safe Code of Conduct are attached to the visitors sign in sheet at the front office/reception area..

Breach

Gumma Place enforces the Child Safe Policy and the Child Safety Codes of Conduct. In the event of any non-compliance, we will instigate a review that may result in a range of measures including (depending on the severity of the breach):

- remedial education
- counselling
- increased supervision
- the restriction of duties
- suspension
- in the case of serious breaches, termination of employment, contract or engagement.

Definitions

Definitions of particular terms used in the Child Safe Policy can be found in **Child Safety Program Definitions**.

Source of Obligation

- Children's Guardian Act 2019 (NSW), section 8D
- NSW Child Safe Standards

Related Policies

- [Codes of Conduct \(Child Safety\) Policies and Procedures](#)
- [Reporting Obligations and Complaints Management \(Child Safety\) Policy and Procedures](#)
- [Reportable Conduct Policies and Procedures](#)
- [Working with Children Checks Policy and Procedures](#)
- [Risk Management \(Child Safety\) Policy and Procedures](#)
- [Compliance, Review and Improvement \(Child Safety\) Policies and Procedures](#)

Related Documents

- Child-friendly Child Safe Policy
- Complaints Handling Policy and Procedures
- Child-friendly complaints handling policy
- Procedures for Handling Allegations of Staff Misconduct and Reportable Conduct (Summary)
- Procedures for Managing Child Safety Incidents or Concerns Involving the Gumma Place or its Staff Members (Summary)

References

- Office of the Children’s Guardian, [Guide to the Child Safe Standards](#)
- National Office of Child Safety, [Complaint Handling Guide: Upholding the rights of children and young people](#)

Policy Administration

School Governing Authority reviews the Child Safe Policy annually or earlier if required, such as due to changes in legislation.

Document Control	
Document Name	Child Safe Policy and Procedures
Document Owner	Gumma Place

Frequency Review	Within 5 years of approval date
Approved	ShoreTrack Board
Date Approved	March 2026
Status	Current
Point of Contact	Principal
Review Date	March 2027