

REACH SAFEGUARDING POLICY

1 Statement of Commitment

The Reach Foundation prioritises the safety and wellbeing of all participants, recognising that some participants experience additional vulnerabilities and participants under the age of 18 require additional protections.

All participants have the right to be safe and feel safe in any environment.

Reach is committed to a culture that does not tolerate child abuse, neglect, exploitation or discrimination and will work actively towards preventing it.

Reach's policies, practices, systems, and dedication to learning and development enables both the organisation and its stakeholders to fulfil this commitment.

Reach will take all concerns relating to the safety and wellbeing of participants, seriously, and respond promptly, sensitively and in line with all legislative obligations.

Reach acknowledges the importance of listening to and engaging the views of young people and the significant value they bring to the organisation.

This is an ongoing commitment underpinned by our organisation's approach to continuous improvement.

2 Rationale

This policy ensures Reach staff are aware of their legal and policy obligations and work in a way that promotes safe practices, minimises the risk of harm to all participants and responds appropriately to reports or allegations of harm.

3 Definitions

An extensive list of definitions can be found in **Appendix A**.

For the purpose of this policy, it is important to define the terms *safeguarding* and *child protection*.

Safeguarding is the term used to describe Reach's culture, practices and processes aimed at ensuring all participants are safe from harm or abuse that may occur within, or in connection to the organisation.

Child Protection is the term used to describe the instances where a child or young person may require protection due to the inability of their primary carer to keep them safe.

There are many reasons why a participant may be at risk or unsafe. A Child Protection response is only relevant when addressing risks associated with the home, the family or community. A Safeguarding response addresses the risk within the organisation.

Abuse	<p>All forms of physical and mental abuse, exploitation, coercion, or ill-treatment. This might include, for example:</p> <ul style="list-style-type: none"> • physical abuse; • emotional abuse (including exposure to family violence); • threats of, or actual violence, verbal, emotional or social abuse; • sexual harassment, bullying or abuse; • sexual criminal offences; • cultural or identity abuse, such as racial, sexual or gender-based discrimination or hate crime; • coercion and exploitation; • abuse of power; and • neglect.
Participant	Any child or young person or adult participating in a Reach program.
Child/Young person	Any participant who is under the age of 18.
Reach People	Includes staff, crew, facilitators, volunteers and contractors
Board of Directors / Board	All members appointed to the board of Reach.
CEO	Chief Executive Officer as appointed by the Board

4 Scope and Application

For the purpose of this policy, those in scope of this policy are referred to as **Reach People**, and include:

- Board Directors
- All Reach staff
- Crew Members
- Facilitators and Facilitators in Training
- Other volunteers
- Contractors including all partner organisation staff working in or attending a Reach programs

For the purpose of this policy, those this policy applies to are referred to as **Participants**, and include:

- Crew members or Facilitators in Training under the age of 18
- Reach participants under the age of 18
- Reach participants over the age of 18
- Visitors to Reach sites or locations where Reach services are being provided
- Other children or young people connected to Reach.

5 Safeguarding Roles and Responsibilities

Role	Responsibility
Board	<ul style="list-style-type: none"> • Set an organisational culture that prioritises the safety of all participants. • Ensure safeguarding governance, risk and incident management policies and procedures are in place, adhered to, and effective, including conformance to relevant regulatory obligations and Standards.

	<ul style="list-style-type: none"> Establish and maintaining appropriate and effective internal monitoring and control systems are in place. Ensure that Reach observes all relevant safeguarding laws and regulations and work with authorities as required. Maintain updated knowledge and skills in safeguarding and can champion key safeguarding messages internally and externally.
Chief Executive Officer	<ul style="list-style-type: none"> Responding to safeguarding matters including the monitoring / investigation / escalation processes. Ensuring all Reach People understand and observe relevant laws, organisational policies and procedures, and the organisation's Code of Conduct. Ensuring that all Reach People are aware of their obligation to report suspected abuse of a participant by following these policies and procedures. Ensure that reports to the Board and to external parties (as required) are accurate and prompt. Ensure Reach undertakes correct screening of people by following current safeguarding laws and legislation and that appropriate records are maintained.
Safeguarding Officers	<ul style="list-style-type: none"> Be the first point of contact for all safeguarding matters including provision of secondary consultation. Assist Reach People to understand their obligations to protect participants and promote their rights. Respond to, and manage complaints, concerns and incidents for appropriate action. Provide updates to the CEO. Work with the CEO to assess safeguarding risks within the organisation and develop strategies and action plans to minimise the risks.
REACH People	<ul style="list-style-type: none"> Provide an environment that supports all participants' emotional and physical safety. Familiarise themselves with Reach's policy, procedures, Code of Conduct and relevant laws in relation to safeguarding protection. Report any reasonable belief or incident that a participant's safety or welfare is at risk to responsible persons in the organisation or authorities (such as the Police and/or the child protection service).

6 Guiding Principles

This commitment is underpinned by the following principles:

- Best interest of the child principle
- Principles of trauma informed practice including safety, trust, choice, collaboration, empowerment and intersectionality with the ultimate goal to do no further harm.
- Survivor focused – acknowledging the importance of survivor voice and the role survivors can play in informing best practice.
- Rights focused – ensuring the rights of the child and the human rights of vulnerable people are always upheld.

7 Legislative Context

The information listed below is current as March 2025.

7.1 International covenants, declarations and treaties

- Universal Declaration of Human Rights <https://www.un.org/en/universal-declaration-human-rights/>
- United Nations Convention on the Rights of the Child <https://www.ohchr.org/en/professionalinterest/pages/crc.aspx>

7.2 Commonwealth legislation and policy

- Crimes Act 1914 <https://www.legislation.gov.au/Series/C1914A00012>
- Criminal Code Act 1995 <https://www.legislation.gov.au/Series/C2004A04868>
- Family Law Act 1975 (Cth)
https://www.legislation.gov.au/Details/C2019C00101/Html/Volume_1

7.3 State legislation and policy

- Organisational Liability *Wrongs Amendment (Organisational Child Abuse) Act 2017*
- Child Safe Standards *Child Wellbeing and Safety Act 2005*
- Duty of Care, Voluntary and Mandatory Reporting *Children, Youth & Families Act 2005*
- Failure to Protect *Crimes Act 1958*
- Failure to Disclose *Crimes Amendment (Protection of Children) Act 2014*
- Reportable Conduct Scheme *Children Legislation Amendment (Reportable Conduct) Act 2017*
- Grooming *Crimes Amendment (Grooming) Act 2014*
- Age of consent *Crimes Act 1958*
- Working with Children Checks *Worker Screening Act 2020*
- Information sharing *Children Legislation Amendment (Information Sharing) Act 2018*

8 Code of Conduct

Reach's Code of Conduct (Appendix B) plays an important role in safeguarding participants. It applies to all Reach People.

The Code of Conduct is to be reviewed, agreed to, and signed by all Reach People across the organisation, with a customised version available for those contracted by an external organisation but working within Reach programs and services.

The Code of Conduct explicitly sets expected behaviours and prohibited behaviours that apply to Reach People, with a specific focus on safeguarding young people.

Failure to comply with this Code may result in disciplinary action, up to and including termination of employment and/or notification to external authorities.

Appendix B – Code of Conduct

9 Policy Statements

The following policy statements are aligned with the 11 Victorian Child Safe Standards and will be applied to all participants under the age of 18 and where relevant and appropriate, the same, or adapted practices will be applied to participants over the age of 18.

9.1 Cultural Safety

Reach is committed to creating a welcoming and respectful space for First Nations cultures, values, and practices. We encourage Reach People and participants to celebrate their culture and rights.

We've set clear rules for Reach People to ensure a safe and respectful space that honours First Nations culture and identity.

We stand firmly against racism, and we do not tolerate it in any form. Our goal is to ensure that recognising and valuing First Nations culture is a natural part of everything we do. We're committed to maintaining a safe, inclusive, and culturally aware environment for the people we work with.

We are committed to:

- Ensuring everyone in our organisation learns about the importance of First Nations culture and how to apply this to our roles.
- Taking complaints about racism and discrimination seriously. Any incidents of racism must be addressed promptly and carefully.
- Continuously reviewing and improve how we do things to make sure our organisation environment stays culturally safe and inclusive.

9.2 Governance & Leadership

The Reach Board will lead the organisation's commitment to safeguarding children, young people and vulnerable people by:

- engaging in safeguarding governance training on a regular rotation
- prioritising safeguarding as a standing item for all board meetings
- endorsing policies, procedures and other organisational documents to support safeguarding across Reach
- analysing data provided by Reach CEO regarding safeguarding matters raised / managed
- considering and managing safeguarding risks associated with Reach and Reach programs
- reviewing Reach's compliance with legislative obligations and standards annually.
- maintaining accurate records of safeguarding related activities delivered by the Reach Board
- investing in the required resources, training and support for Reach staff to comply with their safeguarding obligations
- championing and promoting key messages relating to safeguarding internally and externally.

9.3 Engagement & Participation of Reach Participants

Underpinned by the [United Nation's Convention on the Rights of the Child](#), Reach prioritises the engagement and participation of young people in decisions that impact them including the design and development of programs, policies and resources.

Reach staff will ensure that participants are aware of their rights, are supported to exercise them and able to provide informed consent.

Reach believes in building an organisational culture based on what is always in the best interests of participants understanding that young people are more likely to speak up about concerns if they know that their views are valued, and welcomed by, an organisation.

Reach will provide all participants with access to information, support and complaints processes in ways that are culturally safe, inclusive and accessible.

Reach are supported to implement these policy statements by the [Vic CCYP Empowerment & Participation of Children, Young People Guidelines](#).

9.4 Engagement & Participation of Families

Reach acknowledges the significant role that families, carers and guardians play in safeguarding young people and will work in partnership with families, carers and guardians to facilitate regular communication and meaningful participation.

Reach will provide young people and their families with access to information, support and complaints processes in ways that are culturally safe, inclusive and accessible.

Reach is supported to implement these policy statements by the [Vic CCYP Empowerment & Participation of Children, Young People Guidelines](#).

9.5 Equity, Diversity & Inclusion

A safe and inclusive environment ensures that all participants, especially those under 18 or those who experience additional vulnerabilities feel valued and welcomed and have equal access to opportunities, services and resources, regardless of their background.

All Reach activities should encourage and support safe and inclusive experiences for all participants including those who identify as Aboriginal and/or Torres Strait Islander, those living with disabilities, those from culturally diverse backgrounds, and children, young people and vulnerable adults who identify as LGBTI+, transgender and/or non-binary.

Reach upholds the rights of participants to express their culture, celebrate diversity and appreciate the strengths diverse cultures and experiences bring to the organisation. Reach activities must meet the cultural needs of all participants and provide environments that are inclusive, sensitive and friendly.

Reach will provide participants with access to information, support and complaints processes in ways that are culturally safe, inclusive and accessible.

Reach is supported to implement these policy statements by the Reach Inclusion and Accessibility Framework, a series of professional development opportunities and the [Vic CCYP Empowerment & Participation of Children, Young People Guidelines](#).

9.6 Safe Recruitment and Selection

Reach is committed to safe employment and recruitment practices that reduce the risk of harm from unsuitable people to participants, especially those under 18 or those who experience additional vulnerabilities.

All Reach People are required to go through robust recruitment screening processes before commencing with Reach and similar screening processes are required of partner organisations.

Reach will require applicants to provide the following before commencing with the organisation and at regular intervals during employment:

- A Police Check.
- Working with Children Check.
- Scenario / behaviour-based interview questions
- Evidence of qualifications and training

Reach will sight, verify and record evidence of the above information.

In addition, Reach will undertake thorough reference checking before commencement including, at least two (2) referee interviews with at least one (1) being the immediately previous supervising manager.

Referees will be asked questions on the applicant's knowledge and experience on safeguarding and if the referee considers the person suitable to work with participants under 18 or those who experience additional vulnerabilities.

Relevant Reach staff will engage in safe recruitment training on a regular rotation.

Reach is supported to implement these policy statements by the Reach Recruitment Policy and associated templates.

9.7 Young person - focused complaints process

Reach People will proactively promote participants' rights, from initial engagement and throughout all stages of participation. This includes the rights to be safe, the rights to privacy, the right to have a voice and the right to raise concerns.

Any concerns (complaints, disclosures, allegations, incidents and reports) can be raised by any person with Reach via a variety of methods. This includes:

- Via the website (anonymous option available)
- Via a complaints form
- In person via any Reach person (written forms may still be required)
- Via phone or email

Regardless of the type of matter raised, or the method via which it is raised, Reach People must:

- Take all concerns seriously and respond to any disclosure or allegation sensitively, appropriately and promptly.
- Report any concern (allegation, disclosure or suspicion) regarding the safety of a participant, especially those under 18 or those who experience additional vulnerabilities, including any breach of this policy or the Reach Code of Conduct.
- Follow procedures provided and report concerns in line with the [Reach Reporting Concerns Flowchart](#)
- Log the concern in the Reach Incident Management and Complaint Handling systems.
- Notify and collaborate with partner organisations where necessary.
- Support all parties throughout the process

All matters will be responded to, and reported externally (when required) according to Section 9.10 of this policy.

9.8 Education and training

Reach will ensure appropriate safeguarding education and training is available to Reach People on a continuous basis as per the [Reach Safeguarding Education Plan](#), which will be reviewed and updated annually.

Reach will ensure Reach People are trained to recognise, identify, mitigate and respond to risks in the online, offline, onsite and off-site environments.

Reach People who are working or volunteering with participants, are required, as a minimum, to understand / recognise and/or apply:

- Key concepts of safeguarding and the role they play in safeguarding all participants, especially those under 18 or those who experience additional vulnerabilities.
- Understanding young people's rights and how to promote their rights in practice
- Safeguarding policies, practices, expected behaviours and prohibited behaviours that apply to their role.
- Identifying and addressing risks to participants, especially those under 18 or those who experience additional vulnerabilities.
- Recognising indicators of harm, abuse and inappropriate behaviours in colleagues and other professionals.
- Cultural safety and inclusive practice.
- Responding to safeguarding concerns, and reporting via appropriate internal and external processes.

Reach will provide access to the relevant education and training in a variety of ways, to best meet the learning needs and styles of Reach People.

Reach is supported to implement these policy statements by the [Safeguarding Education Plan](#).

9.9 Risks and the physical and online environments

Reach will ensure risks relating to the safety of participants (safeguarding risks) are embedded in the Reach [Risk Management Policy](#) and associated documents.

Reach will manage safeguarding risks by:

- Identifying safeguarding risks in a Risk Register
- Including both risks to participants (physical and online) and risks to the organisation.
- Having up-to-date and documented risk assessments.
- Maintaining a compliance register of Reach legal and compliance obligations and requirements
- Introducing controls to reduce the likelihood and consequence of incidents.
- Having clear procedures to ensure relevant matters are escalated to the Board

Online risks

Reach takes the threats posed to participants through online interactions seriously and recognises that social media is changing how people communicate.

The use of Reach IT access, online equipment and/or communication are to be conducted in accordance with this Policy, in conjunction with the organisation's Code of Conduct and the Acceptable Use of IT policy.

Any online contact or communication must be undertaken on a publicly visible platform rather than a private forum. It must include another staff member or volunteer as a dual (cc) recipient.

Any breach of this requirement must be reported and will be treated seriously.

9.10 Continuous improvement

Reach must review this policy every 2 years to ensure it remains compliant with the law and relevant to the developing needs of participants.

Additionally, any person may, and is encouraged to, provide feedback about the policy. Either in writing, verbally or in any other way. This feedback will be considered in making changes to improve the safety of participants.

After every incident, complaint or report pertaining to harm or abuse of a participant and/or breach of this policy, Reach will act to prevent recurrence. Actions may include:

- Seeking advice from the appropriate authorities or individuals with appropriate professional expertise on abuse and safety and managing safeguarding risks.
- Reviewing this policy and/or the Code of Conduct.
- Reviewing risk assessments and activity guidelines.
- Undertaking a root cause analysis or facilitated debrief to identify gaps and key learnings.
- Improving supervision of persons or activities.
- Provide further education and training.
- Advising the appropriate authorities regarding a person's suitability to work with children
- Disciplinary procedures.

9.11 Policies and procedures

Reach addresses safeguarding across several policies and procedures and ensures these are documented and reviewed every 2 years (or more frequently if required).

Reach People champion and model compliance with policies and procedures and ensure they are accessible by a range of stakeholders.

Reach achieves this through the engagement of the voice of staff and participants, the engagement of external subject matter experts and the development and dissemination of resources and education to ensure all stakeholders have access to and are aware of Reach policy expectations.

10 Responding to, and reporting safeguarding matters

Historical matters

Reach may become aware of a disclosure of non- recent (historic) abuse, harm or neglect from those who have been engaged in a Reach service or program in the past. These can also be raised via any of the pathways listed above and will be handled with sensitivity and compassion, acknowledging the impact unreported and unresolved safeguarding matters can have on victim / survivors and their families and community.

Trauma aware [Blue Knot Foundation](#)

Reach understands how trauma affects people's lives, especially children, young people and those who

experience additional vulnerabilities. Reach recognises that the principles of trauma informed practice must be applied when responding to concerns. These include the core trauma-informed principles:

- Safety – emotional as well as physical e.g. is the environment welcoming?
- Trust – is the service sensitive to people's needs?
- Choice – do you provide opportunity for choice?
- Collaboration – do you communicate a sense of 'doing with' rather than 'doing to'?
- Empowerment – is empowering people a key focus?

Investigations

Reach commits to undertaking (internally or externally as appropriate) prompt and effective investigations into allegations regarding the safety of participants.

Investigations will be conducted in line with the Incident Management Policy, guided by the principles of procedural fairness, confidentiality and privacy and the outcomes of investigations and any improvement/changes to practice will be communicated to stakeholders as appropriate.

Reporting to external authorities

Reach acknowledge that all staff are mandated to report safeguarding concerns where a child, young person or vulnerable adult under the age of 18 is at risk of abuse to external authorities as per:

- Voluntary and Mandatory Reporting - *Children, Youth & Families Act 2005*
- Failure to Protect – *Crimes Act 1958*
- Failure to Disclose - *Crimes Amendment (Protection of Children) Act 2014*
- Reportable Conduct Scheme - *Children Legislation Amendment (Reportable Conduct) Act 2017* and *Child Wellbeing and Safety Regulations 2017*

Reach staff will therefore ensure that all concerns, allegations and incidents are reported via internal and external pathways, as required by law and policies.

Reach will co-operate with the authorities and investigators and ensure all reporting obligations are met.

Reach is supported to implement these policy statements by the Reach Responding to Concerns Guidelines and the REACH Incident Management Policy.

Reportable Conduct

Under the Vic Reportable Conduct Scheme, organisations providing services to children and young people are required to notify the Vic Commission for Children and Young People of alleged serious misconduct by a Reach Person.

There are five types of 'reportable conduct' listed in the Child Wellbeing and Safety Act 2005:

- sexual offences (against, with or in the presence of, a child)
- sexual misconduct (against, with or in the presence of, a child)
- physical violence (against, with or in the presence of, a child)
- behaviour that causes significant emotional or psychological harm
- significant neglect.

The CEO or Board Chair are required to:

- ensure that the Commission is notified about allegations of child abuse and given updates on the organisation's response

- have systems in place to prevent child abuse and, if child abuse is alleged, to ensure allegations can be brought to the attention of appropriate persons for investigation and response.

Further information regarding Reportable Conduct can be found [online](#) or in the Reach Reporting Concerns Procedure.

11 Privacy and Information Sharing

All Reach People involved in the handling of allegations of child abuse or neglect will be mindful of the sensitive nature of the issue and take all reasonable steps to maintain confidentiality and respect the privacy of all those involved.

In order for Reach to perform its functions under the Child Safe Standards, it may be required to collect personal information about people and disclose that information to a third party.

Personal information which is collected and/or disclosed about an individual will be managed in accordance with the [Reach Privacy & Confidentiality Policy](#).

12 Breaches of this policy

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment and/or notification to external authorities.

It is important that people within Reach have the confidence to come forward to speak or act if they have any concerns or incidents of behaviour that contradict any behaviour outlined in this policy or the Reach Code of Conduct.

13 Approval of Policy

This policy is approved by the Board of Directors at their meeting dated: 14/4/2025

14 Related Policies

- Code of Conduct Policy & Acknowledgment
- Complaints Policy
- Privacy & Confidentiality Policy
- Acceptable Use of IT Policy
- Risk Management Policy
- Recruitment Policy
- Incident Management Policy
- Responding to Concerns Procedure.
- Reporting Concerns Flowchart
- Safeguarding Education Plan
- [Vic CCYP Empowerment & Participation of Children, Young People Guidelines.](#)
- [UN Convention on the Rights of the Child](#)

15 More Information

If you have a query about this policy or need more information, please contact Reach CEO.

16 Version Control and Review Details

This policy version was adopted by Reach Foundation on: 14/4/2025

This policy was last updated on: 14/4/2025.

Abuse / Child Abuse	<p>All forms of physical and mental abuse, exploitation, coercion, or ill-treatment. This might include, for example:</p> <ul style="list-style-type: none"> • physical abuse; • emotional abuse (including exposure to family violence); • threats of, or actual violence, verbal, emotional or social abuse; • sexual harassment, bullying or abuse; • sexual criminal offences; • cultural or identity abuse, such as racial, sexual or gender-based discrimination or hate crime; • coercion and exploitation; • abuse of power; and • neglect.
Adult participant	Any participant who is at least 18 years old.
Allegation	When someone tells you about a concern that happened to someone else.
Board	All members appointed to the board of Reach
CEO	Chief Executive Officer as appointed by the Board
Child/Young person	Any person under the age of 18 years old.
Child Protection Concern	Where there are reasonable grounds to believe or suspect a child is being, has been, or is at significant risk of being abused or neglected.
Child Safe Organisation	<p>An organisation that consciously and systematically:</p> <ul style="list-style-type: none"> • creates conditions that reduce the likelihood of harm to children. • creates conditions that increase the likelihood of identifying and reporting of harm. • responds appropriately to disclosures, allegations and suspicions of harm.
Code of Conduct	The obligations of staff as contained in the Code of Conduct document
Complaint	Includes any allegation, suspicion, concern or report of a breach of this Policy or Code of Conduct or any other matter related to a Reach program.
Disclosure	When someone tells you about a concern that happened to, or involved them.
Duty of Care	A legal obligation to ensure the safety or well-being of others and not act or fail to act in a way that results in harm.
Emotional or Psychological Abuse	<p>Serious psychological harm can occur where the behaviour of their parent or caregiver damages the confidence and self-esteem of the child, young persons or vulnerable person, resulting in serious emotional disturbance or psychological trauma.</p> <p>Although it is possible for ‘one off’ incidents to cause serious harm, in general it is the frequency, persistence and duration of the parental or carer behaviour that is instrumental in defining the consequences for the child, young person or vulnerable adult.</p> <p>This can include a range of behaviours such as excessive criticism, withholding affection, exposure to domestic violence, intimidation or threatening behaviour.</p>
Grooming	Behaviours that manipulate and control a child, their family and other support networks, or institutions with the intent of gaining access to the child, obtaining the child’s compliance, maintaining the child, young persons or vulnerable person’s silence, and avoiding discovery of sexual abuse.

	<p>Grooming can take place in person and online and is often difficult to identify and define. This is because the behaviours involved are not necessarily explicitly sexual, directly abusive or criminal in themselves, and may only be recognised in hindsight.</p> <p>Some grooming behaviours are consistent with behaviours or activities in non-abusive relationships, and can even include desirable social behaviours, with the only difference being motivation. Perpetrators can groom children, other people in children's lives, and institutions.</p> <p>Grooming may take a number of forms.</p> <ul style="list-style-type: none"> • Building trust. • Favouritism. • Gaining the trust of the child's or young person's parents or carer/s. • Isolation - from family and/or, friends. • Intimidation and secrecy 'Testing the waters' or boundary violation. • Shaping the persons perceptions.
Harm	A detrimental effect to a participant's safety or well-being caused by abuse.
Investigation	The process of seeking to uncover the truth of an allegation, in the interests of natural justice, in accordance with specifications of the law, legislation, regulations, policy or guidelines which is transparent, impartial and objective.
Mandated reporter	People who deliver services, wholly or partly, to children as part of their paid or professional work and are required by Vic law to report suspected child abuse and neglect to government authorities.
Misconduct	Unacceptable or improper behaviour that breaches this policy or a law.
Neglect	Is when a parent, guardian caregiver cannot regularly give a child, young person or vulnerable person the basic things needed for his or her growth and development, such as food, clothing, shelter, medical and dental care, adequate supervision, and enough parenting and care.
Online risks	<p>Any risks to participants perpetrated online including:</p> <ul style="list-style-type: none"> • Posting or sharing any material that is offensive, harassing, discriminatory, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist or otherwise inappropriate. • Contacting children, young people or vulnerable persons for personal reasons not related to their role or out of hours
Organisation	The Reach Foundation
Participant	<ul style="list-style-type: none"> • Crew members or Facilitators in Training under the age of 18 • Reach participants under the age of 18 • Reach participants over the age of 18 • Visitors to Reach sites or locations where Reach services are being provided • Other children or young people connected to Reach.
Physical Abuse	<p>Is a non-accidental injury or pattern of injuries to a child, young persons or vulnerable person caused by a parent, caregiver or any other person.</p> <p>It includes but is not limited to:</p> <ul style="list-style-type: none"> • Injuries which are caused by excessive discipline, severe beatings or shakings, cigarette burns, attempted strangulation and female genital mutilation. • Injuries include bruising, lacerations or welts, burns, fractures or dislocation of joints. • Hitting child, young persons or vulnerable people around the head or neck, or using a stick, belt or other object to discipline or punishing a person (in a non-trivial way) is a crime.
Reach People	<ul style="list-style-type: none"> • Board Directors • All Reach staff • Crew Members • Facilitators and Facilitators in Training • Other volunteers • Contractors including all partner organisation staff working in or attending a Reach program
Reasonable belief	A reasonable belief is a belief based on facts that would lead a reasonable person to think that reportable conduct may have occurred.

	<p>A reasonable belief is more than suspicion. There must be some objective basis for the belief. However, it does not require certainty. For example, a person is likely to have a reasonable belief if they:</p> <ul style="list-style-type: none"> observed the conduct themselves heard from a child that the conduct occurred received information from another source (including another person who witnessed the reportable conduct or misconduct). The head of the organisation does not need to share the person's reasonable belief regarding the allegation.
Reportable Conduct Scheme	<p>The Reportable Conduct Scheme oversees how organisations prevent and respond to allegations of child abuse and misconduct.</p> <p>The scheme focuses on the behaviour of employees including volunteers. It does not focus on child protection matters that occur within a family.</p> <p>Reportable conduct covers allegations or convictions of child abuse or misconduct toward children.</p> <p>Organisations must report allegations of reportable conduct by an employee or volunteer. There are five types of 'reportable conduct' listed in the Child Wellbeing and Safety Act 2005:</p> <ul style="list-style-type: none"> sexual offences (against, with or in the presence of, a child) sexual misconduct (against, with or in the presence of, a child) physical violence (against, with or in the presence of, a child) behaviour that causes significant emotional or psychological harm significant neglect.
Risk management	Identifying the potential for an incident or harm to occur and taking action to reduce the likelihood or severity of its occurrence
Safeguarding	The term used to describe Reach's culture, practices and processes aimed at ensuring all children, young people and vulnerable people are safe from harm or abuse that may occur within, or in connection to the organisation.
Sexual Abuse	<p>Any act which exposes a child, young person or vulnerable person to, or involves a child, young person or vulnerable person in, sexual processes beyond his or her understanding or contrary to accepted community standards.</p> <p>Sexually abusive behaviours can include the fondling of genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, fondling of breasts, voyeurism, exhibitionism, and exposing the child, young person or vulnerable person to or involving the child, young persons or vulnerable person in pornography.</p> <p>It includes grooming, which refers to actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child, to lower the child, young persons or vulnerable person's inhibitions in preparation for sexual activity with the child, young persons or vulnerable person.</p>
UNCROC	United Nations Convention on the Rights of the Child
Volunteer	Any person engaged in work for the Reach on a voluntary basis
Working with Children Check	<p>A pre-employment screening program which ensures child-safe working environments in Australia.</p> <p>Pre-employment screening of adults and volunteers who come in contact with children is mandatory and legislated within Vic.</p>

Appendix B: Code of Conduct (Safeguarding)

Expected Behaviours - Safeguarding

I will always take active steps to prevent harm or abuse of a child, young person, participant or colleague, or another person connected to them or to Reach. I will:

- Apply and promote the rights of the child and the best interest of the child principle to all decisions and actions.
- Apply the principles of trauma informed care when working with participants and colleagues, prioritising the goal to do no further harm.
- Provide a welcoming, inclusive, trusted, and safe environment for all participants and colleagues where everyone is treated fairly regardless of their background.
- Establish clear professional boundaries, communicate these effectively and regularly and maintain these at all times.
- Educate myself and adapt my behaviour to ensure it is professional and appropriate for the environment and the people I am working with.
- Communicate safely and effectively with participants and colleagues, in person and online.
 - Listen and respond to participants, and take what they say seriously
 - Encourage participants to participate in the decision making that affects them (where applicable).
 - Always use appropriate and inclusive language and communication with participants and colleagues.
- Comply with Reach guidelines relating to film and photography of participants and colleagues, only using their images or stories with their informed consent and where required, their parents or guardians' consent, and for work-related purposes including promotion, fundraising and development education.
- Be aware of and respect any cultural differences, sensitivities, and expectations of the different communities we work with, and adapt my behaviour to ensure it is appropriate in that setting.
- Take any concerns about the safety of a participant or colleague seriously, and respond in line with policies, procedures, guidelines and the law.
- Immediately report any concerns or incidents of behaviour that contradicts the behaviour outlined in the Code of Conduct.

Safeguarding – Prohibited Behaviours

I will not harm or abuse, in any form (sexual, physical, emotional, neglect, harassment, racism, discrimination or bullying) a child, young person, participant or colleague, or another person connected to Reach. I will not:

- Use inappropriate, offensive or discriminatory language when speaking with a participant or colleague.

- Do things of a personal nature with a participant that they can do for themselves, such as assistance with toileting or changing clothes.
- Use any computer, mobile phone, video camera, camera or other technology inappropriately, including to sexually exploit or harass any participant or colleague, or access or disseminate exploitative material through any medium such as social media.
- Groom a participant or another person connected to Reach, including:
 - *Develop a relationship with a participant or colleague that may be deemed exploitative or abusive.*
 - *Behave provocatively or inappropriately with a participant or colleague.*
 - *Condone or participate in behaviour of participant or colleague that is illegal, unsafe or abusive.*
 - *Supply a participant or colleague with alcohol or drugs.*
 - *Seek to make contact and spend time with any participant or colleague outside the program.*
 - *Buy gifts or provide financial support to a participant or colleague or accept gifts that are disproportionate to my role and/or not disclosed.*
 - *Offer lifts or other means of support that are outside of my role.*
- Harm a *participant or colleague* or another person connected to Reach, including:
 - *Hold, kiss, cuddle or touch a participant or colleague in an inappropriate, unnecessary or culturally insensitive way.*
 - *Smack, hit or physically assault or use any form of physical punishment to a participant or colleague.*
 - *Sexually abuse a participant or colleague including physically, verbally, non-verbally, in person or online.*
 - *Engage in behaviour that is intended to neglect, control, manipulate, threaten, shame, humiliate, belittle or degrade participant or colleague.*
- Harass or exploit a *participant or colleague*, or another person connected to Reach, including:
 - *Use my position to coerce any person to engage in sexual intercourse or any sexual activity.*
 - *Exchange or withhold funds services or support of any kind of exploitative behaviour.*
- Ignore, cover up or further enable any form of harm or abuse to a participant or colleague that I am aware of or have reason to believe is or has occurred. This includes both direct actions and inactions.