

EEA Protection Policy for Children and Young People

Energy Education Australia Incorporated (ABN 89 122 169 635) hereinafter called EEA, is committed to the total care of the whole student – physically, emotionally, intellectually and spiritually.

As an educational association we are committed to developing protective practices where-ever we are engaged to ensure there is an arena of safety to protect children and young people in our care from any form of abuse.

Where the term child or children is used in this policy, it refers to all young people who from time to time come in contact with any person representing EEA.

Commitment to child safety

All students, irrespective of age, who come to EEA have a right to feel and be safe. EEA is committed to the safety and wellbeing of all children and young people accessing our services and the welfare of the children in our care will always be our first priority. We aim to create a child safe and child friendly environment where children feel safe, learn and have fun.

This policy was developed in collaboration with all our employees, volunteers and the children who use our services and their parents. It applies to all employees, volunteers, children and individuals involved in the organisation.

Children's rights to safety and participation

EEA employees and volunteers encourage children to express their views, and make suggestions, especially on matters that directly affect children. We actively encourage all children who use our services to 'have a say' about those things that are important to them. We value diversity and do not tolerate any discriminatory practices.

We teach children about what they can do if they feel unsafe. We listen to and act on any concerns children, or their parents, raise with us.

Recruitment of employees and volunteers

EEA applies the best practice standards in the recruitment and screening of employees and volunteers. We interview and conduct referee checks on all employees and volunteers and require criminal history reports for prescribed positions as specified under the *Children's Protection Act 1993*. Our statement of commitment to child safety and our requirements are included in all advertisements.

Support for employees and volunteers

EEA seeks to attract and retain the best employees and volunteers. We provide support and supervision so people feel valued, respected and fairly treated. We have developed a code of conduct to provide guidance to our employees and volunteers, all of whom receive training on the requirements of the code.

Reporting and responding to suspected abuse and neglect

We EEA will not tolerate incidents of child abuse. Abuse and neglect includes:

- Physical abuse - when a person purposefully injures or threatens to injure a child or young person.
- Emotional abuse - an attack on a child or young person's self esteem e.g. through bullying, name calling, threatening, ridiculing, intimidating or isolating the child.
- Sexual abuse - any sexual act or sexual threat imposed on a child or young person.
- Neglect - where a child or young person is harmed by the failure to provide the basic physical or emotional necessities.

Employees and volunteers must notify the Child Abuse Report Line in the respective state or territory as soon as practicable if they have a reasonable suspicion that a child has been or is being abused or neglected.

We EEA are responsible for ensuring that employees and volunteers are aware how to make appropriate reports of abuse or neglect. We will also provide opportunities for employees and volunteers to attend an information session on mandatory reporting.

A person does not necessarily exhaust his or her duty of care to a child by making a report to the Child Abuse Report Line – they may still have a role in supporting the child or young person. For example, employees and volunteers may also report any form of abuse to the Child Support Officer¹ as appointed by EEA for further support or to ensure that EEA takes all reasonable steps to keep the child and others safe.

¹ Energy Education Australia Inc Child Protection Officer's contact – kidsafe@energy.edu.au or visit www.energy.edu.au

THE CODE OF CONDUCT

EEA endorses the following code of conduct to provide guidance to our employees and volunteers responsible for activities involving children and young people under the age of 18 years. The code serves to protect children and reduce any opportunities for abuse or harm to occur. Management, employees and volunteers all agree to abide by EEA's code of conduct.

Management will:

- Be responsible for the overall welfare and wellbeing of employees and volunteers.
- Be accountable for managing and maintaining a duty of care towards employees and volunteers.
- Appoint a Child Support Officer to provide information and support to all employees, volunteers, children, young people and their families regarding child protection matters.

Employees and Management will:

- Be responsible for the administration and programs of EEA.
- Maintain a duty of care towards others and be accountable for matters relating to the aim and purpose of EEA.
- Establish and maintain a child safe environment in the course of their work (e.g. when conducting activities related to the aim and purpose of EEA).

Employees, Management, Members and Volunteers will:

- Be fair, considerate and honest with others.
- Treat children and young people with respect, listen to and value their ideas and opinions and protect their wellbeing.
- Operate within the rules and policies of EEA and its activities.
- Be professional in their actions through their use of language, presentation, manner and punctuality.
- Resolve conflicts fairly and promptly and report and act on any breaches of these standards of behaviour through established procedures.
- Maintain strict impartiality.
- Comply with specific organisational guidelines on physical contact with children.
- Respect the privacy of children and their families and only disclose information to people who have a need to know.
- Maintain a child safe environment for children and young people.

We will not:

- Use prejudice, oppressive behaviour or language with children.
- Discriminate on the basis of age, gender, race, religion, culture, vulnerability or sexuality.
- Initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves.
- Develop 'special' relationships with specific children for our own needs.
- Show favouritism through the provision of gifts or inappropriate attention.
- Have contact with children outside of the organisation's programs.

Police Check sited: Yes / No Expires: / / 201

Signed: _____ **Date:** / / 201

Chair or delegate of Energy Education Australia Incorporated

Reviewed March 2014 Next Review: 2017

I have read this Code of Conduct and agree to abide by it at all times.

Name: _____ **Signature:** _____ **Date:** / / 201

Print Name of Member, Volunteer, Employee