

<b>SOP</b> Standard Operating Procedure	<b>OP05-01</b>	<b>Safeguarding Children and Young People – Roles and Responsibilities</b>	Date Approved 21 April 2020
			Review Date By 31 March 2021

**Victoria Police Legacy (VPL) is a not for profit charitable organisation established to provide ongoing support to:**

- **the families of deceased serving sworn members of Victoria Police and police veterans, and**
- **sworn serving members and police veterans who have lost a spouse or partner.**

**Support is also provided to a member, their partners and families and police legatees experiencing grief or hardship caused by imminent or actual death or permanent (or prolonged) disability.**

**For VPL purposes, a police veteran is a person who was a sworn member of Victoria Police for a minimum period of 20 years.**

*This procedure is part of VPL’s commitment to being a child safe organisation.*

### 1. Purpose

This procedure details the responsibilities of the Board, ambassadors, employees and volunteers to implement the Safeguarding Children and Young People Policy and associated Standard Operating Procedures.

It is the Board’s expectation that everybody in our organisation, regardless of their role or level of responsibility, will act to safeguard children from such harm by:

- adopting the practices and behaviour we have set as our standard when carrying out their roles, and
- reporting any abuse or neglect of which they become aware to our management and/or to external authorities responsible for child protection or to police, regardless of whether that abuse is being perpetrated by personnel within our organisation, or by those outside our organisation including those from the child’s family, extended family, their family’s extended network or strangers.

### 2. Scope

This procedure applies all Board members, employees, volunteers, ambassadors, VPL Legatees, Friends of Police Legacy, dependents, guests, external customers and suppliers of VPL.

This procedure is approved by the Board who have governance oversight of its implementation and periodic review. The CEO is responsible for implementation of this procedure.

### 3. Definitions

Appendix B of Policy OP05 - Safeguarding Children and Young People provides a list of definitions relevant to this procedure.

### 4. Procedure

The VPL Board is responsible for the development and endorsement of VPL Safeguarding Children and Young People Policy and associated procedures. It delegates the implementation of the policy to the Chief Executive Officer.

Roles and responsibilities in respect of the development, implementation and compliance of the policy is detailed in the table below.

Entity	Role/Responsibility
<b>Board</b>	<ul style="list-style-type: none"> <li>• promote the commitment to this Policy and its expectations</li> <li>• support policy review on an annual cycle as a minimum or at a time governed by legislation, regulations, or organisational learnings that promote a change to the Policy and all relevant policy or procedural guidelines</li> <li>• ensure compliance to the Policy via an inbuilt review mechanism.</li> <li>• ensure adequate resources are allocated to allow for the development and effective implementation of this policy</li> <li>• develop opportunities for regular discussion at all levels to support a culture of openness and continued improvement and accountability to child protection and member welfare</li> <li>• advocate and promote child rights, empowering and engaging children and young people in support of this Policy and its expectations</li> </ul>
<b>CEO</b>	<ul style="list-style-type: none"> <li>• ensure all involved personnel understand their obligations in accordance with the Safeguarding Children and Young People Policy and any relevant policy and procedural documentation. This includes induction, a minimum of one compulsory training session, and regular discussion and guidance at supervision and team meetings.</li> <li>• ensure the Safeguarding Children and Young People Policy is implemented and adhered to amongst relevant member stakeholders</li> <li>• ensure the development and implementation of required internal policy/work procedures and guidelines are in place to support child protection practice in accordance with the expectations of the Safeguarding Children and Young People Policy</li> <li>• ensure adequate resources are allocated to allow effective implementation of the Safeguarding Children and Young People Policy</li> <li>• ensure to support personnel in a joint way with a decision to initiate any form of action to protect a child from abuse, neglect, grooming or exploitation</li> <li>• ensure appropriate supports, such as counselling and formal debriefing, are provided for any personnel involved in a matter relating to responding to a concern for the safety and wellbeing of a child or young person</li> <li>• advocate and promote child rights, empowering and engaging children and young people in support of this policy</li> <li>• proactively share resources and experience in the development of child safe initiatives as they are identified</li> </ul>

Entity	Role/Responsibility
	<ul style="list-style-type: none"> <li>• develop opportunities for regular discussion at all levels to support a culture of continuous improvement and accountability of child protection and member welfare</li> <li>• ensure that our personnel are aware of the appropriate recruitment, screening and employment practice in relation to individuals with specific roles in working, coaching or volunteering with children and families.</li> </ul>
<b>Board Members, ambassadors, employees and volunteers</b>	<ul style="list-style-type: none"> <li>• maintain a full understanding of the commitments and expectations of this Policy, as well as all other policy relevant to safeguarding children and young people</li> <li>• to undertake any induction and training anticipated in this Policy, in relation to policy and procedures relevant to safeguarding children and young people</li> <li>• to seek guidance from a supervisor or manager if there is ever any lack of understanding in relation to the commitments and expectations as set out in this policy and procedure</li> <li>• to take action to protect children and young people from all forms of abuse, bullying and exploitation</li> <li>• to assist in creating and maintaining a child safe culture and a culture of inclusion and safety.</li> </ul>

### **Communication of the Safeguarding Children and Young People Policy and Procedures**

The CEO is responsible to ensure that our Safeguarding Children and Young People Policy is communicated as widely as possible in the organisation. Examples include:

- on our website
- in age-accessible formats for children and young people
- as part of enrolment forms and program information provided to parents and families and to employees and volunteers
- during recruitment and induction processes
- in minimum compulsory training on safeguarding children and young people policies and procedures
- on agendas for team meetings
- when there are any updates or changes to this document.

### **5. Related documents and references:**

- OP05 - Safeguarding Children and Young People Policy
- OP05-02 – Practice and Behaviour SOP
- OP05–01-01 - VPL Behavioural Guidelines for Children Form
- OP05-01-02 - VPL Behavioural Guidelines for Young People Form
- OP05-01-03 - VPL Safeguarding Children Information for Parents Form
- OP05-01-04 - Safeguarding Children Program Coordinator Form
- OP05-01-05 – Child Safety Handout for Children

- Legislation
  - Children, Youth and Families Act 2005
  - Child Wellbeing and Safety Act 2005
  - Commission for Children and Young People Act 2012
  - The Charter of Human Rights and Responsibilities Act 2006
  - Reportable Conduct Scheme 2017
  - Working with Children Act 2005
  - Crimes Act 1958