



## Working with Children Policy

**Version: 1**

**Document No:**

### **Background:**

Ipswich City Council is responsible for the delivery of a range of child and youth related programs, activities and events. Council recognises that the inherent risks associated with working with children and young people necessitate the development of a policy and procedure in order to fulfil its duty of care.

### **Regulatory Authority:**

- *Working with Children (Risk Management and Screening) Act 2010;*
- *Working with Children (Risk Management and Screening) Regulation 2011;*
- Ipswich City Council Employee Code of Conduct;
- Ipswich City Council Councillor Code of Conduct.

### **Scope:**

This Policy applies to the development and delivery of services to children and young people, as well as other Council activities or business that involve contact with children and young people. This policy applies to all people involved directly or indirectly in the delivery of services to children and young people, including:

- Employees
- Volunteers
- Councillors
- Children and young people
- Contingent workers (e.g. contractors, agency workers)
- Committee members

### **Statement of Commitment:**

Ipswich City Council is committed to ensuring that the safety, welfare and wellbeing of children are maintained at all times during their participation in services run by Council. Ipswich City Council aims to promote a safe environment for all children and to assist employees, contingent workers and volunteers to recognise child abuse and neglect and follow the appropriate notification procedures when reporting alleged abuse.

### **Roles, responsibilities and actions:**

The Human Resources Manager will develop appropriate procedures and identify strategies for the implementation of associated action plans in relation to this Policy.

### **Code of Conduct:**

In addition to Council's Code of Conduct for all employees, the following standards outline what Council considers appropriate conduct in relation to interactions with children and young people.

- No physical or verbal abuse, or expose them to physically or verbally abusive behaviour
- No alcohol consumption or taking of illicit drugs while on duty
- Not accept gifts from children or young people, or provide gifts to young people unless as part of a structured recognition or reward program

- Not take children or young people to their home
- Treat children and young people with courtesy, respect and consideration
- Act on complaints to the best of their ability
- Respond professionally to suspicions or disclosures of harm and report them to the relevant authorities
- Wear neat attire that is not offensive, and is appropriate to their role or scheduled activity
- Act as a positive role model

### **Recruiting, Training and Managing Employees and Volunteers:**

Guidelines for the recruitment, selection, training and management of all employees and volunteers involved in the delivery of services to children and young people, including specific screening requirements, are incorporated in Council's Working With Children Procedure. Council acknowledges that organisations can be held liable for selecting and retaining an employee or volunteer who is unsuitable for the position.

### **Recruitment, Selection and Screening:**

The recruitment, selection and screening process for all positions (paid or voluntary) involved in the delivery of services or activities to children and young people must involve the following:

- Assessment of the requirements of the position (skills, experience/qualifications, knowledge) and the key responsibilities of the position.
- The development of a position description detailing position objectives, organisational relationships, accountability, and performance standards.
- Conducting interviews for paid positions and, where appropriate, voluntary positions, and the asking about the applicant's work history, background and attitudes.
- Conducting reference checks to assess the applicant's suitability and competence for the position, and to verify the information provided by the applicant in their application and interview.
- Sighting and copying an employee or volunteer's Blue Card and, where possible, Positive Notice Letter and recording in a Blue Card Register. In the absence of a Blue Card, an application will be made to obtain one and volunteers will not be permitted to commence work until a Positive Notice is received. Employees will be permitted to commence work pending the outcome of their Blue Card application, but may be required to consent to a criminal history check through the Queensland Police Service as a condition of employment.
- Completion of an *Authorisation to confirm a valid blue card* form by a new employee or volunteer starting work with Council who has applied for a Blue Card or holds a current Blue Card.
- Criminal history check through the Queensland Police Service checks as appropriate.

**Procedure Author:** Human Resources Manager

**Date of Council Resolution:** 26 July 2016

**Committee Reference and Date:** Policy and Administration Board No. 2016(03) of 12 July 2016 – City Management, Finance and Community Engagement Committee No. 2016(04) of 19 July 2016

**No. of Resolution:** 2

**Date of Review:** 26 July 2018