



## **1. Introduction**

### **1.1 Purpose**

This Policy and the Policies and Procedures and related documentation set out in section 1.5 below (**Related Documentation**) supports Aardvark Autism Services to apply the VIC Child Safe Standards.

### **1.2 Policy Aims**

- (a) Aardvark Autism Services is committed to ensuring that each Child is safeguarded by Aardvark Autism Services' risk management and incident management systems, ensuring that concerns and allegations relating to Child safety are of paramount importance and are acknowledged, responded to and reported.
- (b) This Child Safe Reporting Policy is intended to provide additional safeguards where an Incident occurs which involves a Child and shall apply **in addition to** the systems set out in the Aardvark Autism Services Incident Management and Reporting Policy and Risk Management Policy.
- (c) Workers and Key Management Personnel should also refer to the Incident Management and Reporting Policy and Risk Management Policy in the event of an Incident as they will include further investigation and reporting requirements that will likely apply to the management and resolution of the Incident.

### **1.3 Relevant Child Safety Standards**

In this regard, Aardvark Autism Services aims to demonstrate each of the following through the application of this Policy and the relevant systems, procedures, workflows, and other strategies referred to in this Policy and the Related Documentation:

- (a) a commitment to the safety and welfare of Children and young people
- (b) the minimisation of the risk of abuse, misconduct, and misuse of positional power
- (c) the importance of informing all Workers of their obligations and responsibilities in keeping Children safe.

### **1.4 Scope**

- (a) This Policy applies to:
  - (1) Clients that are Children.
  - (2) Behaviour Technicians, Program Supervisors, support Workers, nurses, Key Management Personnel and other staff at Aardvark Autism Services who work with Children;
  - (3) anyone involved in the delivery and monitoring of supports and services to Children and includes Workers as well as family and carers and where possible, extends to teachers and volunteers that work with such Children;
  - (4) other service providers who provide services to Children;
  - (5) any other person who interacts with Children, including co-residents or other people with whom those Children and their support networks may be in contact;
  - (6) other professionals who support Children, which may include professionals with backgrounds in medicine, psychiatry, education, allied health or justice.

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- (b) All permanent, fixed term and casual staff, contractors and volunteers are required to take full responsibility for ensuring a full understanding of the commitments outlined in this Policy.
- (c) The relevant persons specified in the column corresponding to a procedure described in this Policy are responsible for implementing the relevant systems, procedures, workflows, and other strategies referred to in the relevant procedure.

**1.5 Related Documentation**

The application of the Child Safe Standards by Aardvark Autism Services is supported in part by and should be read alongside the Policies and Procedures and related documentation referred to in this Policy including without limitation:

- (a) the Child Safety Policy and Procedures;
- (b) the Incident Management and Reporting Policy;
- (c) Feedback and Complaints Management Policy;
- (d) Human Resources Management Policy;
- (e) Governance Policy,

and any supporting or operational documents referred to in those policies.

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**2. Definitions**

In this Policy:

**Aardvark Autism Services** means Aardvark Autism Services Pty Ltd ABN 89 665 926 367.

**Child or Children** means a person(s) under the age of 18 that is a Client and any other child that Aardvark Autism Services has mandatory obligations towards under the Child Safe Standards.

**Child Safe Standards** means The Child Safe Standards accepted by the VIC government for making organisations safer for Children.

**Client** means a client of Aardvark Autism Services.

**External Incident Manager** means such a person as determined by the Principal that would meet the criteria in the Criteria for Complaint Manager or Incident Manager document.

**Guardian** means the legal guardian of the Child.

**Incident** means any:

- (a) act, omission, event, or circumstance that:
  - (1) occurs in connection with Aardvark Autism Services and its Workers providing supports or services to a Child; and
  - (2) have, or could have, caused harm to the Child;
- (b) acts by a Child that:
  - (1) occur in connection with providing supports or services to the Child; and
  - (2) have caused serious harm, or a risk of serious harm, to another Child; and

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- (c) allegations and findings of
  - (1) sexual offences, sexual misconduct, or ill-treatment of a Child;
  - (2) neglect of a Child;
  - (3) an assault against a Child;
  - (4) failure to protect a Child or failure to report if a Child has been harmed; and
  - (5) or any behaviour that causes significant emotional or psychological harm to a Child.

**Incident Manager** means the person responsible for and qualified for managing Incidents being:

- (a) the Principal; or
- (b) if the Principal is directly and substantially involved in the Incident and that Incident is considered serious by the Principal, another Senior Staff Member at Aardvark Autism Services determined by the Principal and notified to Workers, Clients and if appropriate, families, guardians and advocates of the Client, however, if no such person exists or if it would otherwise be inappropriate given the nature of the Incident for such person to act as Incident Manager, an External Incident Manager.

**Key Management Personnel** means Jayne Franklin and other key management personnel involved in Aardvark Autism Services from time to time.

**Legislation Register** means the register of legislation, regulations, rules and guidelines maintained by Aardvark Autism Services.

**Principal** means Jayne Franklin.

**Senior Staff Member** means any senior member of staff at Aardvark Autism Services other than the Principal.

**Worker** means a permanent, fixed term or casual member of staff, a contractor or volunteer employed or otherwise engaged by Aardvark Autism Services and includes the Principal.

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