

International Environmental Weed Foundation Policy for Protecting Children and Young People (7 January 2008) Reviewed 10 January 2020

International Environmental Weed Foundation (IEWF) will take the highest level of responsibility in protecting children and young people from harm.

IEWF is committed to ensuring that it meets this expectation throughout its range of programs and services. These include the direct education of all employees/volunteers in the protection and safeguard of children or young people. And ensuring that in situations where children are present that a member of staff from the appropriate organisation or the child's parent is also present.

For older un-accompanied teenage volunteers a supervisor with Working with Children Clearance will work closely with them. If the teenager is of an age where they are able to get themselves to and from their volunteering site they will be permitted to leave the site once they have cleared it with their supervisor.

IEWF employees/volunteers are required to report concerns about suspected risk of harm to children and young people to the Directors and/or the Department of Community Services as deemed appropriate, and the latter especially where there are child abuse allegations against IEWF employees/volunteers and/or suspected risk of harm specifically related to the actions of an employee/volunteer.

Responsibilities of IEWF

In its provision of education, training and on ground project work, IEWF has a responsibility to:

- inform children and young people who are students or volunteers of their right to be protected from abuse and of avenues for support if they have concerns about abuse
- ensure that community members in its programs, such as voluntary educators or workshop leaders, are aware of IEWF policies related to risk of harm to children and young people and any other obligations relating to the specific activity in which they are involved
- ask people who supervise programs involving children and young people to provide their Working with Children Clearance details.
- where a representative of IEWF is to be in regular contact with children a mandatory **police check** must be undertaken.

IEWF has a responsibility to:

- ensure that all employees/volunteers are aware of their obligations to report suspected risk of harm and of the procedure for doing so
- ensure that all employees/volunteers are aware of the indicators of child abuse and neglect of children and young people
- provide support for employees/volunteers in maintaining professional standards related to relationships with students and workshop participants and in the recognition and reporting of suspected risk of harm
- advise employees/volunteers under investigation for the alleged abuse of a child or young person, of support services that are available to them
- ensure that procedural fairness, also known as natural justice, applies in situations where a decision is to be taken which could have a detrimental effect on the rights, interests or legitimate expectations of an individual
- assist employees/volunteers in implementing relevant support strategies for students and young people to protect the children and young people from harm
- conduct the *Working with Children Check* for new employees or supervising volunteers in child-related activities
- report to the Ombudsman allegations or convictions related to the abuse of children or young people made against an employee/volunteer
- investigate child abuse allegations and/or suspected risk of harm specifically related to the actions of an employee/volunteer and ensure appropriate action is taken in relation to the finding
- advise the Commission for Children and Young People of completed relevant disciplinary proceedings.