

AWARE Policies and procedures

Child Safety Policy

Unit: Administrative

Approved by: Cameron O'Malley
AWARE Director



Issued Date: 01/07/2025
Review date: 05/01/2026

Purpose

AWARE (Australian Waste and Recycling Education) is committed to providing a safe, supportive and respectful environment for children and young people participating in education programs.

AWARE recognises that children have the right to feel safe, to be heard and to be protected from harm. This policy outlines AWARE's commitment to child safety and the measures in place to uphold the recognised Child Safe Standards and the National Principles for Child Safe Organisations, including the principle of cultural safety for Aboriginal and Torres Strait Islander children and young people.

Scope

This policy applies to:

- All employees and contractors
- Casual or part-time personnel
- Volunteers engaged by AWARE

It applies to all environments where AWARE delivers services involving children, including:

- Schools
- Community events
- Site tours
- Public activations
- Youth workshops

Commitment to Child Safety

AWARE actively promotes a culture of child safety across all programs and interactions with children. Child safety is embedded in the way AWARE plans, delivers and reviews its education activities, ensuring that appropriate safeguards, screening requirements and reporting procedures are consistently applied.

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AWARE commits to:

- Promoting the safety and wellbeing of children in all programs
- Maintaining compliance with relevant state and territory Working With Children Check requirements
- Upholding recognised Child Safe Standards and the National Principles for Child Safe Organisations
- Taking all reasonable steps to prevent harm
- Responding promptly and appropriately to concerns
- Encouraging children and young people to speak up if they feel unsafe or uncomfortable
- Ensuring clear reporting pathways are in place so that concerns can be raised and addressed appropriately

Code of Conduct – Working with Children

Personnel must:

- Treat all children with respect and dignity
- Maintain professional boundaries at all times
- Avoid any behaviour that could be perceived as inappropriate
- Never engage in unsupervised one-on-one situations
- Avoid physical contact unless necessary for safety
- Not exchange personal contact details with minors
- Not communicate with children outside authorised program settings

Working With Children Check

Where required by legislation:

- All relevant personnel must hold a valid Working With Children Check or equivalent screening clearance in accordance with the requirements of the relevant state or territory
- Clearances will be verified prior to personnel engaging in child-related work.
- No personnel will engage in child-related work without appropriate clearance.

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Risk Management

AWARE will:

- Develop and maintain risk assessments during the development of, and prior to, child-facing programs
- Confirm supervision arrangements with schools or organisers
- Ensure teachers, guardians or event staff retain overall duty of care
- Follow venue child protection policies in addition to AWARE's policy where applicable

Reporting Concerns

If a child safety concern arises:

- Ensure immediate safety of the child
- Notify the relevant school or supervising authority
- Record the concern using AWARE's incident reporting process
- Notify relevant client representative if delivering under contract
- Escalate to appropriate authorities if required by law

AWARE takes all concerns seriously and will not tolerate child abuse, neglect or exploitation.

Training and Awareness

Personnel will:

- Be trained and briefed on child safety expectations
- Understand reporting obligations
- Maintain awareness of appropriate professional boundaries

Review

This policy will be reviewed annually or following any significant incident or legislative change.