

SheSafe Pty Ltd

National Child Safety Policy

Purpose

SheSafe's whole philosophy is based around safety and raising the standards for the Ride sharing Industry. Our main priority is safety. Safety for our drivers, safety for our passengers and this includes children (anyone under the age of 18 years).

SheSafe is committed to ensuring our organisation creates and maintains a culture and operating environment in which all women and children are safe. This document sets out how SheSafe will meet that commitment and sets out both the organisation's Statement of Commitment to Child Safety, and the organisation's Child Safety Policy.

This document also includes key relevant points of context including the Child Safe Standards and the organisation's legislative requirements with respect to Child Safety, including the requirements around Working with Children Checks or state equivalents. To enable the scope of the Statement of Commitment and Policy to be seen in context, this document also briefly describes the various types and definitions of Child Abuse.

Context

Each Australian state and territory has different approaches to Child Safety, unfortunately there is no National Framework. Currently the highest Child Safe standards exist in Victoria. As a National organisation, SheSafe has adopted the highest Child Safe standards across our organisation.

The Standards

The Child Safe Standards which have been adopted by SheSafe aim to protect children from abuse in organisations, including physical violence, sexual offences, serious emotional or psychological abuse and serious neglect. The Child Safe Standards (the Standards) require organisations that provide services for children to have a Child Safety Policy and a statement of commitment to Child Safety. To create and maintain a Child Safe organisation, we must have:

Standard 1: Strategies to embed an organisational culture of Child Safety, including through effective leadership arrangements.

Standard 2: A child safe policy or statement of commitment to Child Safety.

Standard 3: A code of conduct that establishes clear expectations for appropriate behaviour with children.

Standard 4: Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel.

Standard 5: Processes for responding to and reporting suspected child abuse.

Standard 6: Strategies to identify and reduce or remove risks of child abuse.

Standard 7: Strategies to promote the participation and empowerment of children.

Implementing the Child Safe Standards

In presenting this policy SheSafe Pty Ltd shows our strong commitment to Child Safety and in the coming months we will be taking further steps relating to governance and evaluation to ensure the Child Safe Standards are fully implemented into all we do at SheSafe. All SheSafe personnel will be advised of these events as they occur.

Child Abuse Definitions

This policy seeks to ensure children in our organisation are free from Child Abuse. There are several types of Child Abuse that all SheSafe personnel need to be aware of. Following are definitions of Forms of Child Abuse:

Physical abuse - Occurs when a person purposefully injures or threatens to injure a child. The abuse can take the form of slapping, punching, shaking, kicking, burning, shoving or grabbing. The injury may take the form of bruises, cuts, burns or fractures. This may result from excessive or inappropriate discipline.

Emotional abuse - Occurs when a child is repeatedly rejected or frightened by threats. The abuse can involve name calling, being put down or continual coldness from a parent or caregiver to the extent where the behaviour of the child is disturbed or their emotional development is at serious risk of being impaired.

Neglect – Occurs when there is a failure to provide the child with the basic necessities of life, such as food, clothing, shelter, supervision, medical attention or care to the extent that the health safety, or development of the child is significantly impaired or placed at risk.

Sexual abuse - Occurs when a child is used by an adult, another child or adolescent for his or her own sexual stimulation or gratification. These can be contact or non-contact acts, including grooming by perpetrators, inappropriate touching, penetrative abuse, and exposure to pornography and accessing child pornography.

Exposure to Family Violence – Occurs when children witness or experience the chronic domination, coercion, intimidation and victimisation of one person by another by physical, sexual or emotional means within a domestic relationship.

Grooming – Occurs when communication or conduct is linked to the intention of facilitating the involvement of a child less than 16 years of age in sexual behaviour with an adult. Indicators include but are not limited to:

- Developing special relationships with, favouring or giving gifts to a child
- Inappropriate interactions with children either in person or via forms of media and electronic devices
- Asking a child to keep a secret of any aspect of their relationship
- Testing of or ignoring professional boundaries or rules

We all have a responsibility to protect the children that travel with SheSafe. If you have a reasonable belief that child is at risk of abuse or is being abused, please refer the section about [Reporting allegations, concerns and complaints](#) in this Policy.

Our Legislative responsibilities

At SheSafe we take our legal responsibilities seriously and we abide by all existing and new laws relating to Child Safety across Australia. The following sets out the laws that apply to every adult person who is a member of the SheSafe community and includes our legal responsibilities relating to screening, disclosure and reporting:

- **[Mandatory Reporting](#)**: Mandatory reporters across Australia are doctors, nurses, midwives, teachers including early childhood teachers, school principals and police officers. Personnel who are mandatory reporters must comply with their legal duties. They must report to [child protection](#) if they believe *on reasonable grounds* that a child is in need of protection from physical injury or sexual abuse.
- **[Working with Children Checks](#)** (or state equivalent) must be obtained and maintained by every adult person. It is an offence under the Working with Children Act 2005 to do child-related work without a Working with Children Check.

- **Failure to disclose:** Reporting child sexual abuse is a community-wide responsibility. All adults who have a reasonable belief that an adult has committed a sexual offence against a child under 16 have an obligation to report that information to the police.
- **Failure to protect:** People of authority in our organisation will commit an offence if they know of a substantial risk of child sexual abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.

Scope of the Statement of Commitment and Policy

This Policy guides how all our personnel behave with children in our organisation. The Policy applies to all SheSafe personnel associated with the organisation including Directors, drivers, partners and contractors. For the purposes of this Policy a child is someone that is under 18 years of age.

Our Statement of Commitment to Child Safety

At SheSafe we take the safety of children travelling in a car with SheSafe drivers extremely seriously. We want children to be safe, happy and empowered. We support and respect all children, as well all our drivers and passengers.

- Our organisation is committed to Child Safety.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.
- Our organisation is committed to preventing child abuse and identifying risks early, and removing and reducing these risks.
- We are committed to the safety, participation and empowerment of all children.
- We support and respect all children, as well as all our drivers and passengers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

If you believe a child is at immediate risk of abuse phone 000.

Our Child Safe Policies and Practices

Our organisation has both a moral and legal duty of care to ensure a child safe environment is maintained at all times. To do this the organisation has policies and practices that demonstrate our commitment to keeping children who ride with us safe.

General Policies

In acknowledging and complying with this Child Safe policy, **all SheSafe personnel will:**

- be prohibited under any circumstance from verbally or psychologically abusing or denigrating children publicly or privately or from attempts to control or manipulate children through psychological means
- not ask children to keep secrets from parents, carers or other personnel for any reason
- be prohibited under any circumstance of any physical or sexual contact, this includes but is not limited to massaging, pinching, punching, pushing, sitting on laps and any form of assault or any other inappropriate touching, as determined by the child and this policy
- refrain from any sexual attention towards others in the form of remarks, jokes or innuendos about a person's body or clothing etc., including threats of such behaviour
- not ever display any attributes of Grooming as outlined in this policy
- not display, distribute or share any demeaning, suggestive, objectionable or pornographic material

- comply with this policy at all times and ensure all allegations, concerns or complaints relating to child abuse or Child Safety are assessed and referred to the correct authority immediately as required.

Driver Policies

In acknowledging and complying with this Child Safe policy, **when transporting children, all drivers will:**

- ensure all children are seated in the back seat of the car and fitted with safety belts before the ride is commenced. A driver cannot drive a child anywhere without a fitted safety belt.
- pull over if a child takes off their safety belt, immediately; and will assist the child to put the seat back on before continuing the ride
- position the child on the left rear seat so they alight the car onto the footpath side of the road; when transporting multiple children, ensure all children alight the car on the footpath side of the road
- take the most direct and convenient route without any unnecessary detours
- ensure children are in a safe environment and are protected from external threats
- ensure all allegations, concerns or complaints relating to child abuse or Child Safety are assessed and referred to the correct authority immediately
- not take photographs or video of children at any time without written permission of the parent or carer, except where the child is in danger and photos are required to make a child safety report
- not allow any other adult who is not known to the child in the vehicle
- not leave a child at their destination unaccompanied by another adult, parent or carer
- not detour children to any secluded areas for any reason
- not allow children to alight the vehicle mid trip for any reason
- not provide children with food of any kind at any time
- not leave children unattended in the car at any time
- enact this Child Safe policy at all times.

Physical Contact

Physical contact with child may be permitted for wellbeing reasons only in a manner which is in keeping with the above policy and should be carried out in a public place. When comforting a distressed child, the use of a side hug instead of front body embrace is allowed.

Giving Gifts

Any giving of gifts to a child is prohibited. Gifts may be in the form of any types of food or lollies, money, goods or services.

Use, possession or supply of alcohol or drugs

SheSafe drivers must not use, possess or be under the influence of an illicit drug or alcohol or supply alcohol or drugs (including tobacco) to children.

Electronic Communication

SheSafe personnel are not permitted to have social media contact with children nor include children in their social media 'friend' accounts. Electronic communication to parents and children must be sent from a SheSafe email accounts or via the SheSafe App or website. Personal email accounts should never be used by SheSafe personnel to contact children.

Working with Children Checks (WWCC) or equivalent

All SheSafe personnel must have a valid Working With Children Check (WWCC) or [a state equivalent](#). Drivers and other personnel that are rewarded or receive profit or gain from undertaking their SheSafe role must have a WWCC and pay the required government application fee.

SheSafe will monitor WWCC expirations and you will be prompted to renew when your WWCC expires and you will not be able to drive for SheSafe until you have a valid WWCC that has been provided to SheSafe.

Existing WWCC holders

If you already have a WWCC please access the online system for your State and nominate **“SheSafe Ride Sharing”** on your records using the information below. Once you have updated your details please take a photo or copy of your existing WWCC and forward a copy to SheSafe at our records at admin@shesafe.com.au

New WWCC applications

If you do not currently have a WWCC, please access the [online](#) system for your State and commence your application for a WWCC. Nominate **“SheSafe Ride Sharing”** on your records using the information below. Once you have received your new WWCC please take a photo and forward a copy to SheSafe at our records at admin@shesafe.com.au

SheSafe WWCC details

When completing your WWCC application please use following details, specific to SheSafe:

- **Occupational Code** - *Transport - Publicly funded or commercial transport services specifically for children - Code 60.*
- **SheSafe Ride Sharing contact details** - Emma Buchanan, SheSafe Pty Ltd, P.O. Box 1200, Darling, Victoria 3145, Phone: 0434 541 386

Reporting allegations, concerns and complaints

SheSafe takes all concerns, complaints and allegations of child abuse seriously and maintains practices to report and/or investigate thoroughly and quickly any disclosure, allegation or observation relating to Child Safety. To ensure this, SheSafe have a dedicated Child Welfare and Safety Officer to support SheSafe in our Child Safety endeavours.

The SheSafe Child Welfare and Safety Officer is the organisation’s Founder and Director, Emma Buchanan.

Emma together with her management team and external associates will work to ensure all children, women and SheSafe personnel are safe and know what to do if they observe abuse, are a victim of abuse, and/or if they notice inappropriate behaviour.

Reasonable belief

We all have a responsibility to report an allegation or suspicion of physical or sexual abuse if we have a *reasonable belief* that an incident has taken place (see information about failure to disclose above). If an adult has a reasonable belief that an incident has occurred, then they must report the incident. Factors contributing to reasonable belief may be:

- a child states they or someone they know has been abused (noting that sometimes the child may in fact be referring to themselves)
- behaviour consistent with that of an abuse victim is observed (there are physical signs of abuse or signs of fear or anxiety towards an adult)
- observing suspicious behaviour (of other adult passengers or children)
- someone else has raised a suspicion of abuse but is unwilling to report it (if they are an adult they have a legal responsibility to report)

Making a report

If you have received an allegation or have concerns about the safety of a child you should direct your calls to the Child Welfare and Safety Officer, Emma Buchanan on 0434 541 386 and via email at admin@shesafe.com.au.

Once SheSafe has been notified and have established what type of abuse may have occurred you must report physical or sexual abuse to either [child protection](#) or your local police station or call Crime Stoppers using the key contact details outlined below. All sexual abuse must be reported. If you have a reasonable belief that an adult has committed a sexual offence against a child under the age of 16 you must report that information to the police immediately on 000.

Personnel who are mandatory reporters must comply with their legal obligations as set out in this policy. If they believe on reasonable grounds that a child is in need of protection from physical injury or sexual abuse they must report to [child protection](#).

Reporting details

When providing the report of any abuse type, please provide as many details as possible, including but not limited to:

- The child's name, approximate age and pick up address
- The suspected perpetrator name (if known)
- Type of abuse that is suspected to have occurred
- Verbatim quotes made by the child or the discloser
- Reasons for the reasonable belief that you have
- Your view on the immediate risks or otherwise of the child
- Any other issues that are relevant to the case (eg. Client history, physical marks, child's behaviour)
- Where appropriate, take photos of any physical evidence such as marks or bruises shown to you by the child.

Reporting and investigations

The safety and wellbeing of women and children is always our primary concern.

When an allegation or concern has been raised that is not of a sexual or physical nature (that is emotional abuse, neglect, family violence, grooming) or which has been reported but not pursued by the authorities for one reason or another, the organisation will maintain the right to investigate the complaint and take action to ensure a child safe environment is maintained.

The decisions we make when assessing incidents, undertaking investigations or taking disciplinary action will always be thorough, transparent and based on evidence. We will be fair and just in all our dealings.

It is critical that any type of report is not subject to gossip or innuendo. If you suspect child abuse is occurring, please do not engage with others who are not involved with the child or SheSafe or the authorities; and maintain the information within the organisation on a "need to know basis".

Key Child Safety Contact details

Police emergency – 000	ACT Child Protection – 1300 556 729
National Crime Stoppers –1800 333 000	Northern Territory Child Protection – 1800 700 250
Victorian Child Protection – 13 12 78	South Australia Child Protection – 131 478
New South Wales Child Protection – 132 111	Tasmania Child Protection – 1300 135 513
Queensland Child Protection - 1800 811 810	Western Australia Child Protection – 1800 622 258

Children empowerment

All SheSafe personnel have a responsibility to ensure all children:

- have access to this SheSafe Child Safety policy - this will be available on our website and highlight into our company communiques.
- are encouraged to raise concerns about their safety or the safety of another child at any time without feeling ashamed or having a fear of retribution.

Regular review

This policy will be reviewed annually and/or following any significant incidents, if they occur. We will ensure that drivers will have the opportunity to contribute in these reviews. Refer to the organisation www.shesafe.com.au for further information or contact the Child Welfare and Safety Officer.

Driver Acknowledgement

As a SheSafe Driver, I acknowledge that I have read this seven (7) page policy and understand its contents and SheSafe's commitment to Child Safety. I understand my legal responsibilities around Child Safety and I will ensure I uphold all elements of this policy and any future updates to this policy to ensure we maintain a child safe environment at all times. If I am ever unsure about how to enact any components of this policy I will gain advice from SheSafe Pty Ltd immediately.

Name of SheSafe Driver: _____

Signature of SheSafe Driver: _____

Date of acknowledgement: _____

This Policy contains important and confidential information applicable to child safety at SheSafe Pty Ltd.

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