CHILD AND YOUTH SAFETY AND WELLBEING POLICY

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Introduction

LifeChanger Foundation believes that all children and young people have the right to feel and be safe. We aim to create a child safe environment where children and young people can thrive, learn and achieve their potential. We have a zero-tolerance policy approach to child abuse and harm.

Purpose

LifeChanger Foundation's Child Safety and Wellbeing Policy sets out our commitment and approach to creating and maintaining a child safe organisation where all children and young people feel safe emotionally, mentally and physically. It also provides the policy framework for our approach to implementing the National Principles for Child Safe organisations and the Victorian Child Safe Standards.

Every person involved at LifeChanger Foundation has a responsibility to understand the important and specific role they play individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

This Policy provides clear guidelines to ensure that all our team and those who partner with us are aware of their responsibilities for identifying and responding to concerns or allegations of child abuse or harm. It encourages a culture where issues regarding safeguarding children and young people are openly discussed.

Scope

This policy applies to all staff, mentors, volunteers, Board members, students on placement and contractors (collectively Team), whether or not they work in direct contact with children or young people.

The policy will apply to the LifeChanger Foundation environment regardless of geographic location including and not limited to the spaces in which programs are conducted both in person

and online (see Definitions section). The scope of the policy applies to relevant people at all times, including outside hours of ordinary work.

This policy should be read in conjunction with the Child Safe Reporting Procedure and the Child Safe Code of Conduct.

Our Team and Contractors

As part of LifeChanger Foundation's child safe culture, our team are required to:

- Complete mandatory training relating to child safety
- Read and acknowledge LifeChanger Foundation's Child Safe Code of Conduct on induction and yearly thereafter for employees, and maintain familiarity with that document
- Read and acknowledge LifeChanger Foundation's Child and Youth Safety and Wellbeing Policy (this document) on induction and when updates are made, maintaining familiarity
- Read and acknowledge LifeChanger Foundation's Child Safe Reporting Procedure and maintain familiarity with that document (for employees only).

Definitions and key terms used in this Policy

Term	Definition
Adult	A person 18 years of age or older.
Age of Consent	Age of consent laws are designed to protect children from physical and psychological harm caused when subjected to sexual activity before they are mature enough to consent to such activity. Consent in this context refers to full, informed consent, where the person is aware of the consequences of giving that consent. Australia: Age of consent laws in Australia | Australian Institute of Family Studies New Zealand: When Can I... In Relationships? Archives - YouthLaw
Child	A person under the age of 18, regardless of the age of majority or age of consent locally.[1]

[1] 1.-NC-Language-Guide_FINAL.pdf

	In New Zealand for reporting requirements**-** A child is considered a person under 14, while a young person is anyone over 14 but under 17, who has never been married or in a civil union.[2] Note: Regardless of these definitions LifeChanger requires all team members to report for any young person under the age of 18 years of age.
Child Abuse	An act or omission that endangers a Child's physical or emotional health, well-being or development and can occur as a single incident or multiple incidents over time. It includes: • Cumulative harm • Emotional abuse • Exposure to family violence • Grooming • Multi-dimensional harm • Neglect • Physical abuse • Sexual abuse and sexual exploitation
Child Harm	Child harm refers to physical harm or psychological harm (whether caused by an act or omission) and, includes such harm caused by sexual, physical, mental or emotional abuse or neglect.[3]
Child Safe	Refers to an organisational environment that has an open and aware culture, understands child harm, is supported by robust child safe policies, promotes the empowerment and participation of children, identifies and manages child safety risks, and expects all stakeholders to report any allegations, disclosures or concerns for the safety and wellbeing of children. A child safe environment ensures that children and young people are culturally safe.
Child Protection	The Country, State or Territory body legislated to receive and investigate instances of Child Abuse.
Child Safe Code of Conduct	The document that sets the boundaries and expectations for appropriate and inappropriate behaviours between adults and children and young people in our physical and online environments. LifeChanger Foundation take steps so that children and young people also know what is acceptable and what is not acceptable so that they can be clear and confident about what to expect from our team and how to raise concerns if they have them. The Child Safe Code of Conduct can be found here:
Contractor	A person or organisation that undertakes a contract to provide materials, tasks or labour to do a service or job.

[2] Reporting child abuse in New Zealand - your obligations
[3] Revised from https://www.legislation.sa.gov.au/LZ/C/A/Children%20and%20Young%20People%20(Safety)%20Act%202017.aspx

Cultural Safety	Promotes the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. A culturally safe environment is socially and emotionally safe, as well as physically safe for children. It is underpinned by shared respect, shared meaning, shared knowledge and experience, and living and working together with dignity and truly listening.[4]
Disability	Any physical, sensory, neurological disability acquired brain injury or intellectual disability or developmental delay that affects a child's ability to undertake everyday activities. A disability can occur at any time in life. Some disabilities may be apparent, while others are less visible.
Disclosure	Refers to a child telling someone (through words, drawings or actions) that they feel unsafe or have been harmed. Several types of disclosure have been identified, including purposeful telling (i.e., direct verbal means), accidental telling (i.e., third-party detection), elicited/ prompted telling (i.e., response to inquiry by a helping person), behavioural telling (i.e., behavioural, nonverbal communication; indirect verbal hints), telling purposely withheld (i.e., choice not to tell, denials) and triggered telling (i.e., in response to delayed memories).[5]
Duty of Care	Organisations that facilitate work with children and young people have an obligation to ensure processes are in place to avoid acts or omissions that place children in circumstances that may lead to harm. If a child is abused/caused harm by an individual associated with our organisation, our organisation is presumed to have breached its duty of care unless it can prove that it took 'reasonable precautions' to prevent the abuse in question.
Grooming	The process by which an individual manipulates those around them to provide opportunities to abuse and reduce the likelihood of being reported or discovered.
LifeChanger Environment	Any physical or online space made available to or always authorised by LifeChanger for use by a child, including: • LifeChanger Headquarters and Office spaces • The campus of a school • Sporting clubs and other venues • Online environments (including email, social media and intranet systems) • and other locations provided by LifeChanger and its affiliates for a child's use (including, without limitation,

[4] Revised from An Overview of the Victorian Child Safe Standards (November 2015) – State of Victoria, Department of Health and Human Services and A Guide for Creating a Child Safe Organisation (Version 2.0 December 2015) - Commission for Children and Young People.

[5] 1.-NC-Language-Guide_FINAL.pdf

	locations used for camps, events, excursions, competitions)
Manager	For the purposes of this document, manager will refer to any employee whose role means they hold leadership responsibility for key organisational functions including recruitment, selection, supervision, program planning, risk management and program delivery.
Mandatory Reporter	Any adult who is legally required to ensure a report has been made when a concern, allegation and /or disclosure of child harm arises. A mandatory reporter may be a person who holds a particular occupation **or** falls under country/state/territory specific legislation. LifeChanger Foundation requires **all** team members to report **all** child safety concerns, allegations and disclosures.
Team	All staff, board members, volunteers, students on placement and contractors.
Procedural Fairness	The procedures used by a decision-maker, rather than the actual outcome reached. It requires a fair and proper decision-making procedure.
Reasonable Belief	A 'reasonable belief' is not the same as having proof. A 'reasonable belief' is formed if a reasonable person in the same position would have formed the belief on the same grounds. A 'reasonable belief' might be formed when: • a child states that they have been harmed • a child states that they know someone who has been harmed (sometimes the child may be talking about themselves) • someone who knows a child states that the child has been harmed • professional observations of the child's behaviour or development leads a person to form a belief that the child has been harmed • signs of harm lead to a belief that the child has been harmed.
Reportable Conduct Scheme	Reportable Conduct Schemes (in certain states and territories only) require reports made to the scheme if LifeChanger Foundation becomes aware of an allegation of child abuse, child harm, risk of harm, serious neglect, or child related misconduct being made against a member of the LifeChanger team. After police clearance, Reportable Conduct cases will be investigated by LifeChanger Foundation, with oversight from the external authority which may include the Scheme, Police and Child Protection. LifeChanger Foundation may also seek advice from the Police, Scheme and Child Protection regarding appointing an external investigator.

	Reportable Conduct Schemes and their prescribed processes do not replace the need to report concerns, allegations, and disclosures to the Police when there are indicators that a crime may have been committed, and/or to child protection authorities where there are protective concerns for children and young people.
Risk of Harm	A child or young person is at risk of harm if they have suffered harm, or there is a likelihood they will suffer harm being of a kind against which ordinarily they should have been protected.[6]
Voluntary Reporting	All team members who are bound by this Policy to report Child Abuse even though they may not be legislatively required to do so.
Young Person	For this policy a young person is aged between 12 and 18.
Zero tolerance	LifeChanger Foundation does not accept or condone under any circumstances any form of Child Abuse or harm.

Our Commitment to Child Safety and Key Principles

LifeChanger Foundation recognises all children and young people have a right to be kept safe from harm. We are committed to upholding this moral and legal obligation at all times. LifeChanger Foundation has a zero-tolerance approach to all forms of child abuse and risk of harm. All allegations and safety concerns will be treated seriously and consistently in line with our policies and procedures.

- We are committed to promoting the safety and wellbeing of children and young people.
- We want children to be safe, happy and empowered.
- We support and respect all children, as well as our staff and volunteers.
- We are committed to the safety, participation and empowerment of all children.
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.
- We are committed to preventing child abuse and risk of harm including identifying risks early and removing and reducing these risks.
- We are committed to ongoing quality improvement in human resources and recruitment practices to reduce the risk of child abuse and risk of harm by new and existing team members.

[6] Adapted from Safe Environments for Children and Young People, Government of SA, Department of Human Services

- We are committed to training and educating our team and contractors about child abuse risks.
- We are committed to providing an inclusive and safe environment for gender diverse and LGBTIQA+ children and young people.
- We are committed to the cultural safety of Aboriginal children, Maori children and the cultural safety of children from culturally and/or linguistically diverse backgrounds which includes actively preventing and responding to racism, religious discrimination, and to providing a safe environment for children with a disability.

Child abuse and neglect

LifeChanger Foundation is committed to ensuring that our team understand the forms of abuse, harm and neglect. LifeChanger Foundation understands that child abuse often occurs more than once, referred to as cumulative harm, and that children and young people are often subject to multiple forms of child abuse, referred to as multidimensional abuse.

Our team will be inducted and trained to ensure they understand and can respond to the following forms of child abuse[7]:

Physical abuse/harm: Physical abuse/harm occurs when a child suffers or is likely to suffer significant harm from an injury inflicted by a child's parent or caregiver or any other adult. The injury may be inflicted intentionally or may be the inadvertent consequence of physical punishment or physically aggressive treatment of a child. This may take the form of punching, beating, shaking or otherwise harming a child.
Emotional abuse/harm: Emotional abuse/harm occurs when a child's parent, caregiver or any other adult repeatedly rejects the child or uses threats to frighten the child. This may involve children: • Being repeatedly rejected, called names or being put down • Being frightened by threats • Experiencing continual coldness to the extent that it significantly damages their physical, social, intellectual or emotional development • Being exposed to family violence
Neglect: Neglect is the failure to provide for the child's basic needs for life to the extent that the child's health and development are, or are likely to be, placed at risk, including: • Food

[7] Adapted from https://www.vic.gov.au/child-safe-standards-definitions

• Clothing • Shelter • Medical attention • Supervision or care The law differentiates between three different levels of neglect: ● 'Minor' neglect is low-level neglect that is trivial or temporary. ● 'Significant' neglect is medium-level neglect that causes harm to a child that is more than trivial or temporary. ● 'Serious' neglect is the highest level of neglect. It involves the continued failure to provide a child with the basic necessities of life and can also occur if an adult fails to adequately ensure the safety of a child exposed to extremely dangerous or life-threatening situations.
Sexual abuse/harm: Any activity with a child before the age of legal consent that is for the sexual gratification of an adult or a substantially older child. These activities include oral-genital, genital-genital, genital-rectal, hand-genital, hand-rectal, or hand-breast contact; exposure of sexual anatomy; forced viewing of sexual anatomy; and showing of pornography to a child or using a child in the production of pornography. (This definition includes criminal activity. The legal age for consensual sexual activity is 16-17 years across Australian States and Territories. It is a criminal offence for adults in positions of care, supervision or authority to engage in sexual activity with a child (person under 18 years). There are also a range of criminal (incest) offences where the victim and accused are closely related. Age of consent does not apply in these circumstances.)[8]
Child sexual exploitation A form of sexual abuse targeting children and young people under 18 who are manipulated or coerced to undertake sexual acts in exchange for any actual or promised benefit, for example food, accommodation, affection, money and/or gifts.[9] Child sexual exploitation can occur in person or online, and sometimes the child or young person may not even realise they are a victim.
Grooming: Grooming is a process of manipulation and/or intimidation of a child, children, family, kin, carer(s), support network(s) or organisation(s), by a person(s), community or organisation(s), for the purpose or facilitation of child sexual abuse. This may be face to-face and/or technology-assisted manipulation, and can include emotional manipulation, erosion of autonomy, befriending, gift-giving, privileging, bullying, threatening, taunting, lying, isolating, silencing and controlling behaviours that create opportunity for, compliance with and non-disclosure of child sexual abuse.[10]
Exposure to family violence: Family violence is behaviour by a person towards a family member that is: • Physically or sexually abusive • Emotionally (psychologically) abusive • Coercive or in any way controls or dominates that family member and causes that family member to fear for their safety or wellbeing, or for that of another family member

[8] 1.-NC-Language-Guide_FINAL.pdf
[9] 1.-NC-Language-Guide_FINAL.pdf
[10] 1.-NC-Language-Guide_FINAL.pdf

• Causes a child to hear, witness or otherwise be exposed to the effects of the behaviour referred to above • Exposes a child to family violence which includes seeing, hearing, or experiencing violence in a number of ways. Child Abuse and Family Violence can co-exist.
Sexually harmful behaviour: A broad range of sexual behaviours in children and young people. This includes behaviours that affect their own development, as well as behaviours that are coercive, sexually aggressive or predatory to others. Harmful sexual behaviours are those displayed by a child (person below 18 years) that cause harm to others and/or themselves. Harmful sexual behaviours exist across a continuum of inappropriate, problematic, abusive and/or violent sexual behaviours, and can occur face-to-face and/or via technology between children who are peers, friends, family members or strangers.[11]
Harm: A reference to physical harm or psychological harm (whether caused by an act or omission) and, without limiting the generality of this subsection, includes such harm caused by sexual, physical, mental or emotional abuse or neglect. Psychological harm does not include emotional reactions such as distress, grief, fear or anger that are a response to the ordinary vicissitudes of life.

Legislation and Policy Context

LifeChanger Foundation's Child Safety policies and procedures align with the:

- United Nations Convention on the Rights of the Child
- National Principles for Child Safe Organisations
- Country, State and Territory based Child Safe Standards and legislation

[11] 1.-NC-Language-Guide_FINAL.pdf

National Principles for a Child Safe Organisation

The 10 principles provide a framework for ensuring organisations can detect and respond to child safety concerns and more effectively prevent risk from occurring. Australian States and Territories are at different stages of implementing the principles or local standards and/or Reportable Conduct Schemes. The principles are:

Wheel of Child Safety

Principles and Standards for states, territories and New Zealand

ACT National Principles for Child Safe Organisations National Principles | Child Safe Organisations	**TAS** Child and Youth Safe Standards Child and Youth Safe Standards | Office of the Independent Regulator
NSW Child Safe Standards Guide to the Child Safe Standards	**VIC** CCYP | The 11 Child Safe Standards
NT National Principles are endorsed but has not implemented any legislation Child Safe Organisations | OCC site	**WA** Guided by the National Principles child-safe-organisations-wa-guidelines-november-2019.pdf
QLD Child Safe Standards (from 1 October 2025) Child Safe Standards | Queensland Family and Child Commission	**New Zealand** Currently no standards
SA Child Safe Environments program Child Safe Environment Program | DHS	

Consideration of the National Principles and Child Safe Standards

In its planning, decision-making and operations, LifeChanger Foundation will:

- Take a preventative, proactive and participatory approach to child safety
- Embed child safety in organisational leadership, governance, and culture.
- Value and empower children and young people to participate in decisions which affect their lives
- Foster a culture of openness that supports all persons to safely disclose risks of harm to children
- Respect diversity in cultures, religions and child rearing practices while keeping child safety paramount
- Through our Child Safe Code of Conduct provide written guidance on appropriate conduct and behaviour towards children and young people
- Engage the most suitable people to work with children and young people and have high quality support and professional development for our team
- Ensure children and young people know who to talk with if they are worried or are feeling unsafe, and that they feel comfortable and encouraged to raise such concerns
- Report suspected abuse, harm, neglect or mistreatment promptly to the appropriate authorities

- Share information appropriately and lawfully with other organisations where the safety and wellbeing of children and young people is at risk
- Value the input of, and communicate with, families and carers

Legislative responsibilities

Different laws apply in Australia and New Zealand and in different states and territories, and it is each team's responsibility to know what is required in the country/state/territory in which they are working and comply with the legislation.

LifeChanger Foundation takes its legal responsibilities seriously, including Mandatory Reporting, Voluntary Reporting and meeting our Reportable Conduct Scheme obligations. More details can be found in our Child Safe Reporting Procedure and Key Legislation is listed in Appendix 1 of this document.

Allegations, Concerns and Complaints

LifeChanger Foundation has zero tolerance for child abuse or harm in any form. All disclosures, allegations and concerns regarding child safety whether they are made by an adult or child are treated very seriously and responded to as soon as possible, in line with our Child Safe Reporting Procedure.

LifeChanger Foundation places the child at the centre of its complaint processes, ensuring all steps contribute to supporting the best interests of the child. LifeChanger Foundation provides child-friendly avenues for complaints and allegations, including providing children with a safe and supported environment, and the time they need, to make any complaints or allegations.

LifeChanger Foundation, and all team members, have legal obligations to contact relevant authorities when concerned about a child's safety. LifeChanger Foundation follows these obligations rigorously and supports all team members to do the same. LifeChanger Foundation acknowledges that different legislative requirements are in place in different Australian jurisdictions and New Zealand, including mandatory reporting obligations and certain criminal offences related to reporting.

Regardless of legislative standards, LifeChanger Foundation takes the stance that all team members have a moral and ethical obligation to report concerns about child abuse, child harm, risk of harm and neglect to the relevant authorities. This approach is reflected in our Child Safe Reporting Procedure, which includes provisions for voluntary reporting, as well as being compliant with the reporting laws operating in each country, state and territory.

All Team members are required to report any incidents, concerns or allegations that a child has suffered harm, or is at risk of harm, in line with our Child Safe Reporting Procedure. This includes:

- notifying your manager and the Child Safety Officer of the concern or allegation as soon as possible
- notifying the school wellbeing team leader (if applicable)
- contacting police, child protection and/or another appropriate agency

For volunteers, mentors, board members, students on placement, and contractors LifeChanger will provide support to make these reports; however, the onus remains on the person receiving the report to follow the legislative requirements of the State or Territory in which they are operating.

LifeChanger Foundation responds to any suspicion, allegation or act of child abuse or harm within its services immediately, transparently, fairly and rigorously, liaising with all stakeholders as required, including government departments, partnership schools, child safety and child protection services and police. It ensures statutory notifications are made appropriately, and reports and complaints are stored securely and confidentially, in accordance with Australian and New Zealand privacy principles. Where historical allegations of abuse or harm are made, which pertain to LifeChanger Foundation, the organisation will co-operate fully with police or other statutory body investigations. The welfare of the victim/survivor is central to any response.

LifeChanger Foundation will never prohibit or discourage team members from reporting an allegation of child abuse or harm to a child. LifeChanger Foundation will always take action to respond to a complaint in accordance with our Child Safe Reporting Procedure

The Child Safe Reporting Procedure can be found on the LifeChanger drive for employees, or via hard copy at LifeChanger HQ: U3/249 Bay Road, Cheltenham or emailed by request via contacting the Child Safety Officer: ChildSafe@Lifechanger.org.au.

Roles and Responsibilities

LifeChanger Foundation team members will ensure that each person understands their role, responsibilities and behaviour expected in protecting children and young people from abuse, neglect or risk of harm.

This table outlines the key responsibilities for specific roles within LifeChanger Foundation for developing and maintaining a culture of child safety and wellbeing.

Role	Responsibilities

Board	• Ensuring:
	  ○ child safe systems and structures are in place and adequately resourced
	  ○ child safeguarding is addressed at a strategic level
	  ○ LifeChanger Foundation's Child and Youth Safety and Wellbeing Policy is aligned with the National Principles for Child Safe Organisations and reflects the legislative requirements of all relevant state and territory jurisdictions in which LifeChanger Foundation works
	  ○ adequate resources are allocated to allow for the development, effective implementation, communication and continuous improvement of this policy
	  ○ child safety is a regular agenda item at board meetings
	• Approving, and reviewing at regular intervals, LifeChanger Foundation's Child and Youth Safety and Wellbeing Policy
	• Clearly articulating LifeChanger Foundation's risk appetite with respect to child safety matters and reviewing child safe risk register items
	• Responding appropriately and following reporting processes when a concern, report or disclosure of child abuse arises.
	• Responding to and overseeing complaints made about or referring to the CEO
	• Supporting a culture of openness and continued improvement and accountability to keeping children and young people safe from abuse, harm and neglect
	• Promoting commitment to this policy and its expectations both internally and publicly.

Chief Executive Officer/Executive Leadership	• Ensuring child safety considerations are foremost in organisational decision-making • Developing opportunities for regular discussion and review at all levels to support a culture of continuous improvement and accountability of keeping children and young people safe from abuse and neglect.

	• Ensuring:
	  ○ LifeChanger Foundation's Child Safety strategy and policies are implemented
	  ○ all staff are aware of the appropriate recruitment, screening and employment practice in relation to safeguarding children and young people.
	• Reviewing and supporting the Child Safe officer to respond to complaints, allegations, or concerns regarding child safety matters
	• Monitoring compliance with the policy via an inbuilt mechanism for ongoing monitoring and review.
	• Reporting to the Board, as per LifeChanger Foundation policies and procedures, all breaches of LifeChanger Foundation's Child and Youth Safety and Wellbeing Policy and ensuring the appropriate steps for addressing such breaches are taken, along with implementing required actions to mitigate against further such breaches
	• Recommending to the board:
	  ○ any changes to LifeChanger Foundation's Child and Youth Safety and Wellbeing Policy in line with relevant legislative changes or evolving practice in consultation with relevant stakeholders
	  ○ within LifeChanger Foundation's annual operating budget, the expenditure of necessary resources to ensure LifeChanger Foundation can demonstrate it is meeting its stated commitment to child safety, or invest in relevant initiatives to enable it to meet this commitment

Child Safety Officer/GM Programs and Impact	• Making the Child and Youth Safety and Wellbeing policy publicly available via the LifeChanger website.
	• Ensuring:
	  ○ induction and annual child safe training is in place for all LifeChanger Foundation team members (including board members)
	  ○ all managers are aware of their responsibilities for ensuring their teams complete the relevant training
	  ○ all child safety training is reviewed at least annually and is aligned to the National Principles for Child Safe Organisations, any Country, State and territory-based Standards and relevant legislative requirements
	  ○ the CEO and delegates are aware of their Reportable Conduct obligations
	  ○ all LifeChanger Foundation programs are developed taking account of the National Principles for Child Safe Organisations and other Country, state and territory-based legislation and standards.
	  ○ program risk assessments are reviewed and updated annually, or more frequently as required

	• Receiving and responding to complaints, allegations, or concerns regarding child safety matters from LifeChanger Foundation team members. • Acting as the first point of contact for child safety concerns or allegations of abuse and provide support to other team members. • Supporting team members to report to external authorities (such as police or child protection services), as required. • Reporting complaints, allegations or concerns to the CEO or the Chair of the Board in accordance with procedures, as well as ensuring the relevant education partner has been notified about the complaint • Maintaining and implementing a Continuous Improvement Plan • Reviewing and updating the Child and Youth Safety and Wellbeing Policy, Code of Conduct and Child Safety and Wellbeing Incident Report policy every 2 years.

Human Resources/ Operations	• Ensuring:
	  ○ the Child and Youth Safety and Wellbeing Policy, Child Safe Reporting Procedure and the Code of Conduct are shared with team members as part of onboarding processes.
	  ○ recruitment, selection, supervision and management practices are child safe
	  ○ adequate wellbeing supports are in place for team members who receive disclosures and who regularly work in the area of child safety.
	  ○ the Child Safe Officer and Child Safe Champions and others who hold the Child Safeguarding portfolio have suitable training to support their role.
	• Embedding appropriate wording to demonstrate LifeChanger Foundation's commitment to Child Safety into all templates and practices used for recruiting team members.
	• Initiating appropriate performance management and/or disciplinary actions that may be required where team members commit any breach of LifeChanger Foundation's Child Safety and Wellbeing Policy or Code of Conduct.
	• Managing:
	  ○ LifeChanger Foundation's disciplinary procedures as they apply to the National Principles for Child Safe Organisations and other Country/State and territory-based standards and legislation
	  ○ Reportable Conduct allegations with the Child Safe Officer and CEO.

Senior Managers/Line Managers	• Taking a proactive role in ensuring child safety considerations are foremost in organisational decision-making • Conducting recruitment practices in line with requirements for child related work

	• Providing internal leadership in relation to program delivery matters to ensure that all program team members, partners and contractors are aware of LifeChanger Foundation's commitment and approach to chid safety
	• Ensuring:
	  ○ all team members understand their child safeguarding responsibilities.
	  ○ all team members within their teams complete relevant training, understand their child safety responsibilities and maintain relevant knowledge for the fulfilment of their role, providing additional support if required
	  ○ 'child safety' is a standard agenda item for all meetings

Child Safe Champions	• Advocating within LifeChanger Foundation for children and young people and their right to be safe, and to have their voice heard
	• Promoting the importance of child safety in all aspects of LifeChanger Foundation's work
	• Providing proactive support, acting as a sounding board, and being a source of knowledge on child safety issues, especially within their own teams
	• Identifying ways in which a child safety culture can be further embedded at LifeChanger Foundation, and working collaboratively to help them be realised
	• Undertaking mentor screening and reference checks
	• Supporting the Child Safety Officer with implementation of LifeChanger Foundation's Child Safety Continuous Improvement Plans, including:
	  ○ providing feedback on resources such as policies, procedures, program materials and training modules, and
	  ○ building team knowledge through team meetings and other forums

All team members	• Understanding the signs of child abuse, child harm and neglect and how to respond
	• Maintaining a thorough understanding of the commitments and expectations of this policy, the Child Safe Code of Conduct, the Child Safe Reporting procedure and other relevant policies and procedures related to safeguarding children and young people.
	• Following the Child Safe Code of Conduct when engaging with children and young people
	• Ensuring:
	  ○ physical and online spaces are safe and inclusive for children and young people
	  ○ compliance with this policy
	• Advocating for and promoting child rights, empowering and engaging children and young people in support of this policy.
	• Completing induction and ongoing training relation to policy and procedures relevant to safeguarding children and young people.

	• Supporting a culture of openness, continued improvement and accountability to children and young people by engaging in regular review and discussion of policies and practices and providing feedback to support improvement • Seeking guidance from a manager or the Child Safe Officer if there is ever any lack of understanding regarding this policy • Taking action to protect children and young people from all forms of abuse, harm and neglect. • Reporting any allegations, disclosures or concerns of abuse, harm and neglect • Maintaining a child safe culture and a culture of inclusion and safety. **Where a child is in immediate danger call 000 in Australia or 111 in New Zealand**

Recruitment and Selection

LifeChanger Foundation takes all reasonable steps to ensure that all people employed directly with us (including mentors/volunteers) have passed screening procedures and do not pose a risk to children or young people. It applies appropriate, robust child safety human resources and recruitment practices including child safe interview questions and child safe reference checking. Contractors require Working With Children Checks and are required to comply with LifeChanger Foundation Child safety documents.

LifeChanger Foundation follows all government recommended and mandated Child Safe guidelines in the recruitment of staff, volunteers, Board members and community mentors.

All LifeChanger employed staff are required to hold a current National Police Check. All team members and contractors are required maintain a valid Working with Children Check (WWCC)/Blue Card/Children's Worker Safety Check (CV Check) depending on your country/state/territory and provide evidence of this to LifeChanger Foundation. For team members, the WWCCs must be linked to or reference LifeChanger Foundation as one of the organisations for whom the person is working or volunteering, in line with state/territory/country guidelines. Any changes to circumstances must be reported to LifeChanger immediately.

Working With Children Check Screening Units

Location	Website	Minimum age
ACT	Apply for or renew a WWVP registration - Access Canberra	16
NSW	Landing page | Working with Children Check | Office of the Children's Guardian	18
NT	Working with children clearance: apply and renew | NT.GOV.AU	15
QLD	Blue Card Services | Your rights, crime and the law | Queensland Government	18
SA	SA.GOV.AU - Screening checks	14
TAS	Registration to work with vulnerable people	16
VIC	Working with Children Check | vic.gov.au	18 but optional from16
WA	Working with Children Check	Any age if paid employment. Over 18 if volunteer
New Zealand	CVCheck NZ - Children's Worker Safety Check	18

LifeChanger Foundation takes all reasonable steps to employ skilled people to work with children. We develop selection criteria and advertisements which clearly demonstrate our commitment to child safety and an awareness of our social and legal responsibilities. LifeChanger Foundation understands that when recruiting our team members, we have ethical as well as legislative obligations.

We actively encourage applications from Aboriginal people, people from religious, culturally and/or linguistically diverse backgrounds, people from the LGBTIQ+ community and people with a disability.

Partnerships

LifeChanger Foundation completes child safety risk assessments as part of organisational review, before starting partnerships, and works with our partners to address any concerns regarding child safety practices and approaches. We will work collaboratively with Partners and Contractors to monitor, support and ensure reporting of all child safety matters.

Training

Ongoing training and education are important to ensure that everyone at LifeChanger Foundation understands that child safety is everyone's responsibility.

LifeChanger Foundation is committed to regularly training and educating its team on safeguarding children and young people and ensuring their wellbeing. LifeChanger Foundation provides:

- child safety training on initial engagement with a yearly refresher for all employees
- easy access to this policy and related procedures
- supervision
- performance review
- ongoing support to develop capability in detecting, reporting and preventing child abuse or harm.

Team members are required to undertake child safety training on induction (all team members) and annual refresher training (employees only) , as well as any additional training identified by LifeChanger Foundation as important for their role. Mentors undertake training as part of the initial induction.

LifeChanger Foundation's culture aims for all team members (in addition to parents and carers and children and young people) to feel confident and comfortable in coming forward with any concerns, allegations or suspicions of child abuse or child safety matters. We train our team to identify and minimise risks of child abuse and to detect potential signs of child abuse.

Participation and Empowerment of Children

Children often do not report abuse because they:

- feel uncomfortable doing so
- do not recognise behaviours as abuse or grooming
- do not know who to raise their concerns to

LifeChanger Foundation has developed a safe, inclusive, and supportive environment that

involves and communicates with children, young people and their parents and carers. We encourage child participation and engagement that informs safe operations and builds the capability of children to understand their rights and their responsibilities. LifeChanger Foundation is committed to supporting and encouraging children and young people to use their voice to raise and share their concerns with a trusted adult at any time.

It is our policy that simple and accessible processes are in place to assist children and young people to develop appropriate knowledge and skills to identify and communicate when they do not feel safe.

LifeChanger Foundation will promote the National Principles and Child Safe Standards in ways that are readily accessible, easy to understand, and user-friendly to children and young people, including:

- Our Child and Youth Safety and Wellbeing policy is available on our website and at LifeChanger Foundation HQ for children and young people and parents and carers to read
- The Child and Youth Safety and Wellbeing policy is available via request to Child Safety Officer by contacting ChildSafe@Lifechanger.org.au
- Providing our child safety and wellbeing policy in child-friendly language
- Child Safety posters are displayed within LifeChanger Foundation Offices.
- Conducting age-appropriate discussions of child safety with children and young people, where appropriate

Informed families

LifeChanger Foundation recognises that informed families who are aware of our child safety processes and requirements are central to developing a child safe culture. We work hard to ensure families have access to our child safety materials, including this policy and the Child Safe Code of Conduct, as well as providing accessible feedback and complaints avenues via the general enquiries contact form available through the LifeChanger website. Specific Child Safety enquiries or feedback can be provided to the ChildSafe @LifeChanger.org.au email address accessible via the website. Input from parents and carers, children and young people on our child safety approach is always welcome.

Managing child safety risks

LifeChanger Foundation believes the wellbeing of children and young people is paramount, and is vigilant in ensuring proper risk management processes. LifeChanger Foundation recognises there are potential risks to children and young people which it can affect and will take a risk management approach by undertaking preventative measures.

Risk management means:

- identifying potential events which may result in an incident, abuse, harm or accident
- assessing the likelihood and impact of the potential event occurring within the context of existing controls and
- deciding whether to:
    - accept the risk within the current controls
    - transfer the risk, such as via obtaining insurance or engaging external assistance
    - treat the risk by taking reasonable steps to reduce the likelihood of its occurrence or severity of its impact
    - avoid the risk by not engaging in the event or action.
- monitoring the risk and continually reviewing and assessing practice and policy to ensure the residual risk remains acceptable.

LifeChanger Foundation uses processes, templates and tools to complete thorough child safe risk assessments prior to any relevant physical or online activity commencing.

Monitoring and reviewing risks regularly (including after incidents, near misses or complaints) is vital to ensuring ongoing learning and continuous improvement. LifeChanger Foundation also reviews its policies, procedures and potential risks following the introduction of new, or changes to existing, child safe standards or legislation, or in response to emerging leading practice.

We are committed to reviewing any systemic issues which may be barriers to our organisation being safe.

LifeChanger Foundation monitors and evaluates the effectiveness of the actions it takes to

reduce or remove risks to child safety, more information can be found via LifeChanger Foundation's Risk Management Framework and risk assessment register.

Equity and diversity

LifeChanger Foundation recognises the diverse circumstances of children and young people and their families. We are committed to providing environments where children and young people feel safe and are listened to and respected regardless of their abilities, sex, gender, sexual orientation, cultural, religious or economic background. LifeChanger Foundation continuously endeavours to ensure that equity and diversity, as a principle and practice, are built into all aspects of child safety, including our policies, procedures and education and training.

In particular, we promote the cultural safety, participation and empowerment of:

- Aboriginal and Torres Strait children and young people
- Maori children and young people
- Children and young people from culturally and/or linguistically diverse backgrounds
- Children and young people who are unable to live at home
- Children and young people who are lesbian, gay, bisexual, transgender, intersex and/or queer
- Disabled children and young people

LifeChanger has an Aboriginal Advisor - Troy Zafer from Wunan Foundation.

LifeChanger Foundation will:

- consult with local Aboriginal people and organisations to become culturally safe
- provide cultural safety training for our team

- identify the local Aboriginal groups in the areas we work
- observe and support key events such as NAIDOC week
- respect and embrace Aboriginal culture within our organisation. Examples of this may include:
  - displaying appropriate Aboriginal symbols, flags, images and objects
  - display a plaque and/or poster that Acknowledges the Traditional Owners of the land when we can
  - begin meetings and ceremonies with a Welcome to / Acknowledge of Country where appropriate

*Note: As LifeChanger office spaces are currently gifted and not owned by LifeChanger displaying items may not always be possible.

Communications

LifeChanger Foundation is committed to communicating our child safety strategies to the community through:

- Ensuring that child safety is a regular agenda item at All-Hands staff meetings and Board meetings for discussion
- Via the parent information brochure
- Team induction processes

Continuous Improvement

LifeChanger Foundation is committed to continuous improvement across our operations and practice, particularly in our approach to child safety. When reviewing our approach to child safety we seek the input of team members, children and young people and their parents and carers. Any incidents, near misses or complaints are reviewed to assess strengths and required improvements across our service.

Record Keeping

We accurately record all allegations of abuse and safety concerns using our Child Safe Incident Report form.

A Child Safe Incident Report form will be completed and updated to include any external reporting and any actions taken.

Records which may assist with the investigation of a complaint or safety concern will be identified and kept as part of the record of an investigation. Records will be kept even if an investigation does not substantiate a complaint.

In accordance with Royal Commission recommendations LifeChanger Foundation will keep these records for a minimum of 45 years or higher if legislation or policy dictates.

Confidentiality and Privacy

LifeChanger Foundation collects, uses and discloses personal and sensitive information about particular children and their families in accordance with:

- The Australian *Privacy Act 1988* and the New Zealand *Privacy Act 2020*
- applicable Privacy Principles establish by those Acts and
- Relevant regulatory guidance, such as that released by the Office of the Australian Information Commissioner (OAIC).

The principles regulating the collection, use and storage of information is included in LifeChanger Foundations privacy policy which can be found on the LifeChanger website: https://www.google.com/url?q=https://www.lifechanger.org.au/privacy-policy&sa=D&source=docs&ust=1751512949680184&usg=AOvVaw0oheMFPp3_sLYR-vta6wkc

All personal information collected, used or disclosed will respect relevant privacy rights of the individuals involved, whether they be team members, children, young people or families , unless there is a risk to someone's safety. Everyone is entitled to know how this information is recorded, what will be done with it and who will have access to it. This is intended to protect

reporters and to ensure all members of LifeChanger Foundation are comfortable to disclose any allegations or concerns in relation to child safety without repercussions.

Breaches and Disciplinary Action

LifeChanger Foundation requires all team members to adhere to the Child and Youth Safety and Wellbeing Policy. Where a breach in policy is identified, LifeChanger Foundation will respond without delay in accordance with LifeChanger Foundation's policies and procedures. Those who breach this policy will face disciplinary action, up to and including termination of engagement. Any inappropriate behaviour will be reported as required through appropriate channels including Police and any relevant authority, in line with required legislation.

Regular Review

This policy is reviewed at minimum every two years. The review process will seek contribution and feedback from team members, children, young people and their families. LifeChanger Foundation is committed to reviewing the Child Safety and Wellbeing Policy following a reportable incident. Changes may also be made to the policy following key legislative change or emerging best practice standards.

Related Policies and Documents

This Child Safety and Wellbeing Policy is to be read in conjunction with other related policies and procedures. These include our:

- Child Safe Code of Conduct
- Child Safe Reporting Procedure
- Inclusion and Diversity Policy
- Mentors Code of Conduct
- Risk Management Framework and register

Further Information

Further information about the Child Safe Standards can be found at https://www.childsafety.gov.au/resources/national-principles-child-safe-organisations.

Version history

Authorisations:	
Version: 2 dated 5th December 2025	
LifeChanger CEO	**20/10/2025**
Consultation; **LifeChanger staff representatives** **LifeChanger Board** **Youth Advisory Council (plain language version)**	 **06/11/2025** **04/12/2025**
Release Date	**05/01/2026**
Review Date	**05/12/2027**

Appendix 1 Key Legislation

Commonwealth

Age Discrimination Act 2004 (Cth)

Australian Human Rights Commission Act 1986 (Cth)

Disability Discrimination Act 1992 (Cth)

Family Law Act 1975 (Cth)

Privacy Act 1988 (Cth)

Racial Discrimination Act 1975 (Cth)

Sex Discrimination Act 1984 (Cth)

ACT

Children and Young People Act 2008

Working with Vulnerable People (Background) Act 2011

Crimes Act 1900

Crimes (Child Sex Offenders) Act 2005

Human Rights Commission Act 2005

Ombudsman Act 1989

Discrimination Act 1991 (ACT)

NSW

Children and Young Persons (Care and Protection Act) 1998

Children's Guardian Act 2019

Children's Guardian Amendment (Child Safe Scheme) Bill 2021

Crimes Act 1990

Children (Criminal Proceedings) Act 1987

Child Protection (Offenders Registration) Act 2000

Child Protection (Offenders Prohibition Orders) Act 2004

The Advocate for Children and Young People Act 2014

Child Protection (Working with Children) Act 2012

Anti-Discrimination Act 1977 (NSW)

Child Protection (Working with Children) and Other Legislation Amendment Bill 2025

NT

Care and Protection of Children Act 2007

Criminal Code Act 1983

Child Protection (Offender Reporting and Registration) Act 2004

Children's Commissioner Act 2013

Anti-Discrimination Act 1992 (NT)

QLD

Child Protection Act 1999

Child Protection Reform Amendment Bill 2017

Family and Child Commission Act 2014

Working with Children (Risk Management and Screening) Act 2000

Public Guardian Act 2014

Family and Child Commission Act 2014

Child Safe Organisations Act 2024

Criminal Code Act 1899

Child Protection (Offender Reporting and Offender Prohibition Order) Act 2004

Human Rights Act 2019

Anti-Discrimination Act 1991 (Qld)

SA

Children's Protection Act 1993

Child and Young People (Safety) Act 2017

Children's Protection (Miscellaneous) Act 2005

Child Safety (Prohibited Persons) Act 2016

Child Sex Offenders Registration Act 2006

Children and Young People (Oversight and Advocacy Bodies) Act 2016

Criminal Law Consolidation Act 1935

Equal Opportunity Act 1984 (SA)

TAS

Children, Young Persons and their Families Act 1997

Criminal Code Act 1924

Registration to Work With Vulnerable People Act 2013

Community Protection (Offender Reporting) Act 2005

Child and Youth Safe Organisations Act 2023

Anti-Discrimination Act 1998 (Tas)

VIC

Children, Youth and Families Act 2005

Child Wellbeing and Safety Act 2005

Commission for Children and Young People Act 2012

Wrongs Amendment (Organisational Child Abuse) Act 2017

Crimes Amendment (Protection of Children) Act 2014

Crimes Amendment (Grooming) Act 2014

Worker Screening Act 2020

Sex Offenders Registration Act 2004

Crimes Act 1958

Charter of Human Rights and Responsibilities Act 2006

Equal Opportunity Act 2010

WA

Children and Community Services Act 2004

Working With Children (Criminal Record Checking) Act 2004

Parliamentary Commissioner Amendment (Reportable Conduct) Act 2022

Equal Opportunity Act 1984 (WA)

New Zealand

Children's Act 2014

Children, Young Persons, and Their Families Act 1989

Crimes Amendment Act 2019

Privacy Act 2020