



## **Child Safety Policy**

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## 1. Purpose

All Organisations working with children must take steps to prevent abuse. This Child Safety Policy outlines appropriate guidelines adopted by Geelong Gallery Limited (“Geelong Gallery”) Board, Director & CEO, Senior Management, staff, volunteers, guides and presenters to ensure the safety of children.

Following the introduction of new standards by the Victorian Government in 2021, Geelong Gallery’s Child Safety Policy has been reviewed to reflect the eleven Victorian Child Safe Standards mandatory for Organisations from 1 July 2022 in accordance with the *Child Wellbeing and Safety Act 2005*. The Commission continues to enforce compliance with the Victorian Standards.

The new Standards set out minimum requirements and outline the actions Organisations must take to keep children and young people safe. They provide more clarity for Organisations and are more consistent with Standards in the rest of Australia.

Geelong Gallery’s Child Safety Policy outlines the organisation’s commitment and approach to creating and maintaining a child safe organisation where children and young people are safe and feel safe, and provides a policy framework for the organisation’s approach to the Victorian Government’s *Child Safe Standards*.

All children who visit or interact with Geelong Gallery have a right to feel safe and be safe. The welfare of the children in the Gallery’s care will always be a high priority and the Gallery will maintain zero tolerance of any form of child abuse.

## 2. Scope

This policy applies to all Board members, Director & CEO, Senior Management, staff, contractors and volunteers of Geelong Gallery Limited. (Geelong Gallery) whether or not they work in direct contact with children or young people.

## 3. Definitions

### Children

Children are defined as anyone under 18 years old.

### Child abuse and safety

Child safety encompasses the protection of all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to incidents or allegations of child abuse.

The following conduct must be reported to the Child Safety Officer, Duty Manager, the Director & CEO or Deputy Director (as outlined in Section 4.7):

- A sexual offence committed against, with, or in the presence of a child, whether or not a criminal proceeding in relation to the offence has been commenced or concluded
- Sexual misconduct, committed against, with, or in the presence of a child
- Physical violence committed against, with, or in the presence of a child,
- Any behaviour that causes significant emotional or psychological harm to a child,
- Significant neglect of a child

Responding to other concerns about conduct towards and/or the wellbeing of a child (i.e. concerns about harm to a child that does not meet the definition of child abuse) include instances of the following, and must be reported to the Child Safety Officer, Duty Manager, the Director & CEO or Deputy Director (as outlined in Section 4.7) if:

- Any management, staff, volunteers, guides and presenter in breach of the Child Safe Code of Conduct and display prohibited behaviours.
- Inappropriate gestures or behaviours made towards a child by a member of the public.
- Persons supervising school students, kindergartens groups, day care centres, youth organisations etc. are not taking appropriate care of a child under their supervision and putting that child/student's wellbeing and safety at risk; and
- OH&S risks and environmental factors have evident potential to cause harm to a child.

### **Reasonable Belief:**

When an adult is concerned about the safety and wellbeing of a child or young person, they must assess that concern to determine if a report should be made to the relevant agency. This process of considering all relevant information and observations is known as forming a 'reasonable belief'. A 'reasonable belief' or a 'belief on reasonable grounds' is not the same as having proof but is a response formed by more than rumour or speculation. A 'reasonable belief' is formed if it could be argued that another reasonable person in the same position would have formed the same belief on the same grounds.

## **4. Child Safety Standards**

Although all children are vulnerable, some children face additional vulnerabilities. The Gallery provides three overarching principles that demonstrate its understanding of various vulnerabilities; its valuing of diversity; and a zero tolerance approach towards discriminatory attitudes and practices.

The Gallery:

1. Promotes the cultural safety, participation and empowerment of Indigenous and non-Indigenous children and their families;
2. Promotes the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds and their families; and
3. Welcomes children with a disability and their families and designs programs to promote their participation.

**Geelong Gallery's Child Safety Policy addresses the eleven Victorian Child Safety Standards in through the following strategies, procedures and commitments:**

### **4.1 Child Safe Standard 1 – Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of First Nations children and young people are respected and valued.**

In complying with Child Safe Standard 1, Geelong Gallery will ensure that:

- 4.1.1 A child's ability to express their culture and enjoy their cultural rights is encouraged and actively supported by Gallery staff and specialised educators. Strategies will include:
  - Consultation with members of the Wadawurrung Traditional Owners Aboriginal Corporation (WTOAC) and Koorie Engagement Support Officers

- (KESO) in the design of children's programming that reflects and explores First Nations cultures, histories and visual languages.
- Ensuring Department of Education Koorie Cross-Curricular Protocols are upheld, and Indigenous Cultural and Intellectual Property (ICIP) rights are respected.
  - Programs for children that encourage participation and are designed to be ethical, age appropriate and child friendly, culturally respectful, that are inclusive of diversity, and demonstrate respect for children of all ages, abilities, social and cultural backgrounds; that are voluntary, and proceed with informed consent.
  - Celebrating different cultural events and key dates throughout the year online and in the Gallery, as per current programming.
  - Learn programs that celebrate and provide children with broadly accessible knowledge of diverse cultural practices and alternative worldviews.
  - Workshops for children that explore diverse cultural ways of seeing and responding to art, and various methods of creating art.
- 4.1.2 Strategies are embedded within Geelong Gallery that equip the Board, all staff, volunteers to acknowledge, appreciate, celebrate and promote First Nations culture, and understand its primary importance to the wellbeing and safety of Indigenous people, and to the reconciliation aspirations that might be fostered in all children and young people. Geelong Gallery's *First Nations Cultural Safety Protocols* document provides clear strategy and procedures for Board, staff and volunteers.
- 4.1.3 Measures and communications are adopted by Geelong Gallery to ensure racism within the organisation is identified, confronted and not tolerated. Any instances of racism are addressed with appropriate consequences as outlined in the Geelong Gallery Human Resources Manual, *Equal Employment Opportunity (EEO) & Anti Bullying Policy*.
- 4.1.4 The organisation's policies, procedures, systems and processes collectively, holistically work to ensure a culturally safe and inclusive environment to meet the needs of First Nations children, young people and their families.

## 4.2 Child Safe Standard 2 – Child safety and wellbeing is embedded in organisational leadership, governance and culture

Geelong Gallery has zero tolerance of child abuse and is committed to upholding the Victorian Child Safe Standards in accordance with *the Child Wellbeing and Safety Amendment (Child Safety Standards) Act 2015 (Vic)* to the best of its abilities and resources. In complying with Child Safe Standard 2, Geelong Gallery will ensure:

- A public commitment to child safety: the Gallery is committed to communicating our *Child Safety Standards* to our visitors by clearly displaying its Child Safe Standards on the Gallery's website; and providing a copy of the statement of commitment to Child Safe Standards to all participants participating in child-focused programs.
- A child safe culture is championed and modelled at all levels of Geelong Gallery from the Board, Director & CEO, and Senior Management to the staff and volunteers.
- Our governance framework prioritises implementation of child safety.
- Our Child Safe *Code of Conduct* provides guidelines for staff and volunteers on expected behavioural standards and responsibilities.
- Risk management strategies focus on preventing, identifying, and mitigating risks to children and young people (as outlined in Geelong Gallery's current Risk Management Register)
- Robust human resources and recruitment practices and procedures for all staff and volunteers
- Staff and volunteers understand their obligations relating to information sharing and recordkeeping as detailed below.

- Regular training and education of staff and volunteers in roles that interact with children and families, and policies, procedures and training to support its leadership team, staff and volunteers.
- Compliance for all relevant personnel with *Working with Children Check*.
- The Director & CEO, Senior Management and Team Managers are responsible and accountable for the development and implementation of a culture of safety and for ensuring safe systems of work.
- All employees are responsible and accountable for compliance with approved child safe systems of work and contribution to a child safety culture.
- All child safety concerns brought to the Geelong Gallery's attention are addressed seriously and consistently within the Geelong Gallery's policies and procedures.

### **4.3 Child Safe Standard 3 – Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously**

In complying with Child Safe Standard 3, Geelong Gallery will ensure that:

- 4.3.1 Children are informed of all their rights, including safety, information and participation during their visit.
- 4.3.2 The importance of friendships is recognised and support from peers is encouraged, to help children and young people feel safe and feel less isolated.
- 4.3.3 Staff and volunteers are attuned to signs of harm and can facilitate child-friendly ways for children and young people to express their concerns, share their views, and participate in decision-making.
- 4.3.4 Strategies are in place to develop a culture that facilitates participation and is responsive to the input of children and young people i.e. Education program student surveys and Internship programs for school-aged children.

Geelong Gallery occasionally provides opportunities for students (under 18 years old) to be engaged in work experience. The minimum requirements of the Gallery for such student engagement are as follows:

- Geelong Gallery Human Resources liaison and the Visitor Service Manager must manage the application process between the school, organisation or student.
- Geelong Gallery Human Resources liaison and the Visitor Service Manager must manage the approval process and complete the Work Experience Form detailing the arrangements of the work experience.
- Appropriate training, induction, occupational health and safety requirements and the duties to be performed must be provided for the student; and
- Adequate levels of supervision must be provided for the student at all times.

#### **4.4 Child Safe Standard 4 – Families and communities are informed, and involved in promoting child safety and wellbeing**

In complying with Child Safe Standard 4, Geelong Gallery will ensure that:

- 4.4.1 Families participate in decisions affecting their child; The Gallery communicates clear expectations on the behaviour and adult supervision required to enter the Gallery with a child, as stated in the Gallery's *Conditions of Entry Policy*.
- 4.4.2 It engages and openly communicates with families and the community about its child safe approach and makes relevant information accessible online and available in hard or soft copy to participating parties.
- 4.4.3 It responds to feedback from families and communities through surveys, which in turn assist in the development and review of the organisation's policies and practices.
- 4.4.4 Families, carers, and the community are informed about the organisation's operations and governance in relation to Child Safety via distributed information as detailed elsewhere in this Policy. Geelong Gallery occasionally provides opportunities for children to participate in workshops and activities without the supervision of an adult guardian or parent. The minimum requirements for a child to be left in the care of Geelong Gallery are as follows:
  - A Parent/ Legal Guardian is aware of Geelong Gallery's Child Safe Policy and reporting guidelines at the time of booking a workshop A Parent/ Legal Guardian.
  - A *Parent/ Legal Guardian Consent Form and Emergency contact* form needs to be filled out and signed by a parent or the child's guardian prior to being left in the care of the Gallery agreeing to the terms and conditions of Geelong Gallery.
  - Adequate levels of supervision must be always provided for the child; and
  - All staff, volunteers and contracted workshop facilitators are required to hold a current Working with Children Check.

#### **4.5 Child Safe Standard 5 – Equity is upheld and diverse needs respected in policy and practice**

In complying with Child Safe Standard 5, Geelong Gallery will ensure that:

- 4.5.1 The Board, staff, and volunteers understand children and young people's diverse circumstances, and can respond to and support those who are vulnerable.
- 4.5.2 Children and young people have ways to access to information, support and undertake complaints processes that are culturally safe, accessible, and easy to understand.
- 4.5.3 The organisation pays particular attention to the needs of children and young people with disability, children and young people from culturally and linguistically diverse backgrounds, those who are unable to live at home, and lesbian, gay, bisexual, transgender and intersex children and youth.
- 4.5.4 The organisation pays particular attention to the needs of First Nations children and youth and provides/promotes a culturally safe environment for them as detailed in Section 4.1.

Geelong Gallery will ensure all programs for children encourage participation and are designed to be:

- Ethical.
- Age appropriate and child friendly.
- Culturally respectful.
- Inclusive of a diverse range of children, demonstrating respect for children of all ages, abilities, social and cultural backgrounds.
- Positive and fun.
- Voluntary and with informed consent; and
- Clear, honest, and realistic about the boundaries of discussions.

#### **4.6 Child Safe Standard 6 – People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice**

In complying with Child Safe Standard 6, Geelong Gallery will ensure that:

- 4.6.1 Recruitment, including advertising, referee checks and staff and volunteer pre-employment screening, emphasise child safety and wellbeing.
- 4.6.2 All Board members, staff and volunteers have current *Working with Children* checks or equivalent background checks.
- 4.6.3 All staff and volunteers receive *Police Checks* and an appropriate induction to ensure they are aware of their responsibilities to children and young people, including record keeping, information sharing and reporting obligations.
- 4.6.4 Ongoing supervision and relevant people management is focused on child safety and wellbeing.

#### **4.7 Child Safe Standard 7 – Processes for complaints and concerns are child focused**

In complying with Child Safe Standard 7, Geelong Gallery will ensure that:

- 4.7.1 The organisation has an accessible; child focused complaint-handling policy, which clearly outlines the roles and responsibilities of Board, Senior Management, staff and volunteers, and approaches to dealing with different types of complaints, breaches of relevant policies or the *Child Safe* Code of Conduct.
- 4.7.2 Effective complaint handling processes are understood by children and young people, families, staff and volunteers, and are culturally safe.
- 4.7.3 Complaints are taken seriously and responded to promptly and thoroughly.
- 4.7.4 The organisation has policies and procedures in place that address reporting of complaints and concerns to relevant authorities, whether or not the law requires reporting, and co-operates with law enforcement.
- 4.7.5 Reporting, privacy and employment law obligations are met.

The Victorian Government amended the *Child Wellbeing and Safety Act 2005* to introduce the *Reportable Conduct Scheme* that has applied to Geelong Gallery since 1 January 2019. The Reportable Conduct Scheme is to oversee allegations of child abuse and misconduct and includes a number of obligations and processes as detailed below:

1. Within three business days of becoming aware of an allegation, Geelong Gallery Director & CEO must notify the Commission for Children and Young People that a reportable allegation has been made against a the Gallery's staff member, contractor or volunteer. The Board shall also be notified at this time. (Should the complaint be against the Director & CEO, the Child Safety Officer, Duty Manager or Deputy Director is required to report the incident directly to the President of the Board).
2. Within 30 calendar days, Geelong Gallery Director & CEO must provide detailed information about the allegations and their proposed response to the Commission for Children and Young People.
3. It is a criminal offence for a head of an organisation to fail to comply with the three-day and 30-day notification obligations without a reasonable excuse.
4. For the Gallery to perform its functions under the *Child Safe Standards*, it may be required to collect personal information about an employee, consultant/contractor or volunteer and disclose that information to a third party.
5. All concerns about the safety and wellbeing of a child, or the conduct of a staff member, Contractor, volunteer or member of the public must be acted upon as soon as possible.

Everyone employed or volunteering at Geelong Gallery has a responsibility to understand the important and significant role they play individually and collectively to ensure that the wellbeing and safety of all children is at the forefront of all they do and every decision they make.

The Gallery has clear expectations for all staff and volunteers in making a report about a child or young person who may need protection. All staff and volunteers must follow the Gallery's *Child Safe Code of Conduct* and its detailed response and reporting obligations and procedures.

If a staff member, volunteer, child or member of the public has a **reasonable belief** that an incident has occurred then they must report the incident in the first instance to the Gallery's Child Safety Officers. If the incident is a criminal offence, the incident must also be reported to the Police on 000 or call the 24-hour Child Protection Crisis Line on 13 12 78.

The Gallery's on-duty Visitor Services Manager or Visitor Service Officers, and the Learning and Audience Engagement Manager act as the Frontline Child Safety Officers and are the first point of contact to provide advice and support to children, parents/legal guardians and Geelong Gallery staff and volunteers regarding the safety and wellbeing of children. This includes being the first point of contact for dealing with and reporting complaints of non-compliance with this Policy and *Child Safe Code of Conduct*.

A *Child Safety Incident Report* will need to be filled out immediately and sent to Geelong Gallery Director & CEO via email and followed up verbally.

### **Child Safety Officers:**

Geelong Gallery Director & CEO  
[jason@geelonggallery.org.au](mailto:jason@geelonggallery.org.au)

Deputy Director  
[penny@geelonggallery.org.au](mailto:penny@geelonggallery.org.au)

Learning and Audience Engagement Manager  
[elishia@geelonggallery.org.au](mailto:elishia@geelonggallery.org.au)

Visitor Service Manager  
[ally@geelonggallery.org.au](mailto:ally@geelonggallery.org.au)

### **4.8 Child Safe Standard 8 – Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training**

In complying with Child Safe Standard 8, Geelong Gallery will ensure that:

- 4.8.1 Staff and volunteers are trained and supported to effectively implement the organisation's Child Safety Policy.
- 4.8.2 Staff and volunteers receive training and information to recognise indicators of child harm including self-harm, harm caused by other children and young people.
- 4.8.3 Staff and volunteers receive training and information to respond effectively to issues of child safety and wellbeing and support colleagues who disclose harm.
- 4.8.4 Staff and volunteers receive training and information on how to build culturally safe environments for children and young people.

Geelong Gallery maintains strong human resource practices that reduces the risk of child abuse by new or existing staff or volunteers.

All Board members, staff, volunteers, and contractors working with children are screened, and the Gallery works to identify and avoid recruiting people who are not suitable to work with children.

All Board members, staff, volunteers, and contractors working with children are required to have a *Working with Children Check*, *National Police Check*, referee checks and identity checks and must be able to produce their *Working with Children Check* upon request.



Training and education is important to ensure that everyone in the Gallery's organisation understands that child safety is everyone's responsibility. We promote a culture that aims for all staff and volunteers to feel confident and comfortable in coming forward with any allegations or suspicions of child abuse or child safety concerns.

Training and information are made available to staff and volunteers to identify, assess, and minimise risks of child abuse and to detect potential signs of child abuse.

#### **4.9 Child Safe Standard 9 – Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed**

In complying with Child Safe Standard 9 Geelong Gallery will ensure that:

- 4.9.1 Staff and volunteers identify and mitigate risks in online and physical environments without compromising a child's right to privacy, access to information, social connections and learning opportunities.
- 4.9.2 The online environment is used in accordance with the organisation's *Child Safe Code of Conduct* and child safety and wellbeing policy and practices.
- 4.9.3 Risk management plans consider risks posed by organisational settings, activities, and the physical environment.
- 4.9.4 Where contractors or third parties are used for services, Geelong Gallery has policies and procedures that ensure the safety of children and young people.

Parent or guardian discretion must be exercised to ensure that children attending Geelong Gallery or participating in other activities at Geelong Gallery are not exposed to content which may be unsuitable for them having regard to the child's age, culture, religion, maturity, emotional or psychological development and sensitivity.

Geelong Gallery will provide guidance by:

- Communicating suitable age for exhibitions, workshops, activities and events on their website and other marketing collateral.
- Geelong Gallery will place content warning signage online, in the foyer and near artworks that contain nudity and artworks deemed inappropriate for children.
- Geelong Gallery's Conditions of Entry (visible at the entrance to the Gallery and on the Geelong Gallery website) require children under the age of 15 to be under the supervision of a responsible adult (18 years and over) at all times;
- For children over the age of 15 years old, parental discretion should be exercised regarding whether they can attend Geelong Gallery, including workshops and events, without supervision.

Furthermore, Geelong Gallery aims to protect the safety and privacy of children while in the Gallery and online environments by:

- Only publishing images that do not contain identifying information about children (e.g. school uniform, name) unless otherwise agreed;
- Obtaining informed consent prior to taking or publishing images, from a parent/legal guardian.
- Informing parents/legal guardians if Geelong Gallery wants to film or take photos of children for evaluation purposes or to improve visitor experiences.
- Making sure professional photographers are aware that any images taken will remain the property of Geelong Gallery and cannot be used or sold for other purposes; and
- Making sure photographers are not left unsupervised with children and do not have individual access to children.

#### **4.10 Child Safe Standard 10 – Implementation of the Child Safe Standards is regularly reviewed and improved**

In complying with Child Safe Standard 10, Geelong Gallery will ensure that:

- 4.10.1 The organisation regularly reviews, evaluates and improves child safe practices
- 4.10.2 Complaints, concerns and safety incidents are analysed to identify causes and any anomalous or systemic failures to inform continuous improvement.
- 4.10.3 The organisation reports on the findings of relevant reviews to staff and volunteers, community and families and children and young people.

Geelong Gallery regularly reviews, evaluates, and improves child safe practices. The wellbeing of children and young people is paramount and is addressed in the organisation's risk management processes and provided to third parties, as required, in the *Geelong Gallery risk assessment—schools and groups* document, *Subject Consent Form - Publications photography, video, audio consent form*, *Parent/ Legal Guardian Consent Form and Emergency contact* and *Geelong Gallery OH& S Policy*. The Gallery recognises there are potential risks to children and young people and will prioritise a risk management approach by undertaking preventative measures.

It is the responsibility of those people who bring groups of children (either from schools or other organised or informal groups) to Geelong Gallery to demonstrate the utmost concern for the health and safety of all those under their custodial care. School personnel should first address their required processes of risk assessment and analysis appropriate to visiting the Gallery.

Geelong Gallery will identify and mitigate the risks of child abuse in the Gallery by taking into account the nature of activities to be conducted in the Gallery and the characteristics and needs of all children expected to be present in the Gallery environment.

Geelong Gallery monitors and evaluates the effectiveness of the actions it takes to reduce or remove risks to child safety; more information can be found in the Gallery's risk assessment register.

Complaints, concerns and safety incidents must be reported to the appropriate staff member to be analysed to identify causes and systemic failures so as to inform continuous improvement.

The Gallery's *Child Safe Code of Conduct* and *Child Safety Responding Reporting Guide* and *Child Incident Report Form*, are readily available on the Gallery's public drive and in hard copy for all staff and volunteers to read at any time. The *Child Safe Code of Conduct* aims to outline the principles of these standards to protect children, assess risk and reduce any opportunities for abuse or harm to occur. It provides management, staff, volunteers, guides and presenters with guidance on how best to support children and how to avoid or better manage difficult situations.

Refer to Geelong Gallery's *Human resource policy and procedures manual* for Management of Misconduct (Section 10) and discipline action for breach of policy subject to appropriate investigation and action. For employees, this may include termination of employment.

Geelong Gallery records any child safety complaints, disclosures or breaches of the *Child Safe Code of Conduct*, and stores records in accordance with security and privacy requirements. Geelong Gallery complies with legal obligations that relate to managing the risk of child abuse under the *Children, Youth and Families Act 2005 (Vic.)*, the *Crimes Act 1958 (Vic.)* and the recommendations of the *Betrayal of Trust report*.

#### **4.11 Child Safe Standard 11 – Policies and procedures document how the organisation is safe for children and young people**

In complying with Child Safe Standard 11, Geelong Gallery will ensure that:

- 4.11.1 Geelong Gallery's policies and procedures address all Child Safe Standards.
- 4.11.2 Policies and procedures are documented and easy to understand.
- 4.11.3 Best practice models and stakeholder consultation informs the development of policies and procedures.
- 4.11.4 Staff and volunteers understand and implement policies and procedures.

In its planning, decision-making and operations, Geelong Gallery will:

- Take a preventative, proactive and participatory approach to child safety.
- Respect diversity in cultures while keeping child safety paramount.
- Provide written guidance on appropriate conduct and behaviour towards children to staff and volunteers.
- Promote Child Safety Standards throughout the organisation.
- Engage only the most suitable people to work with children and have high quality staff and volunteer supervision and professional development.
- Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities.
- Ensure that no one is prohibited or discouraged from reporting an allegation of child abuse to a person external to the Gallery or from making records of any allegation.
- Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk; and
- Value the input of and invite feedback from Gallery visitors

## **5 Policy review**

This policy and other relevant policy documents will be reviewed every two years and the Geelong Gallery undertakes to seek views, comments and suggestions from stakeholders as relevant.

## **6 Relevant legislations**

*Children, Youth and Families Act 2005 (Vic.)*

*Child Wellbeing and Safety Act 2005 (Vic.)*

*Working with Children Act 2005 (Vic.)*

*Equal Opportunity Act 2010 (Vic.)*

*Privacy Act 1988 (Cth)*

*Crimes Act 1958 (Vic.)* – Three new criminal offences have been introduced under this Act:

**1. Failure to disclose offence:** Any adult who forms a reasonable belief that a sexual offence has been committed by an adult against a child under 16 has an obligation to report that information to police. Failure to disclose the information to police is a criminal offence.

**2. Failure to protect offence:** This offence will apply where there is a substantial risk that a child under the age of 16 under the care, supervision or authority of a relevant organisation will become a victim of a sexual offence committed by an adult associated with that organisation. A person in a position of authority in the organisation will commit the offence if they know of the risk of abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.

3. **Grooming offence:** This offence targets predatory conduct designed to facilitate later sexual activity with a child. Grooming can be conducted in person or online, for example via interaction through social media, web forums and emails.

## 7 Related policies and documents:

[Child Safe Code of Conduct](#)

[Child Safety Responding Reporting Guide](#)

[Child Incident Report](#)

[Subject Consent Form - Publications photography, video, audio consent form](#)

[Parent/ Legal Guardian Consent Form and Emergency contact](#)

[Risk assessment for school groups](#)

[Human Resources Policies and Procedures Manual](#)

[OH & S policy](#)