

International Environmental Weed Foundation Policy for Protecting Children and Young People (1 July 2007)

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

IEWF is committed to ensuring that it meets this expectation through the range of programs and services. These include the direct education of all employees/volunteers in the protection and safeguard of children or young people.

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

Responsibilities of IEWF

In its provision of education and training, IEWF has a responsibility to:

- inform children and young people who are students or volunteers of their right to be protected from abuse and of avenues for support if they have concerns about abuse
- ensure that community members in its programs, such as voluntary educators or workshop leaders, are aware of IEWF policies related to risk of harm to children and young people and any other obligations relating to the specific activity in which they are involved
- ask people who volunteer to participate in programs involving children and young people to disclose that they are not a prohibited person by completing a ***Prohibited Employment Declaration***.

As an employer, the Department has a responsibility to:

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