



Child Safe/Child Protection Policy

Code of Conduct

National Railway Museum

Prepared by:

A handwritten signature in black ink, appearing to be "Paul G.", written over a horizontal line.

Operations Manager

Date

26/JAN/2012

Approved by and Effective on date of signature below:

Chairman

A handwritten signature in black ink, appearing to be "Bjorn Marshall", written over a horizontal line.

Date

26 JAN 2012

Doc. No.

Version

Date

Review Date

Corp. 2011.10

1.0

19.1.11

THE CHILD SAFE/CHILD PROTECTION POLICY FOR PORT DOCK STATION RAILWAY MUSEUM (SA) INC. (TRADING AS NATIONAL RAILWAY MUSEUM)

This Child Safety Policy was approved by the Museum Board on 19/1/2011. It is due to be reviewed on an as required basis.

This policy was written to demonstrate the strong commitment of the management, employees and volunteers to child safety and establishing and maintaining child safe and child friendly environments.

Commitment to child safety

All children who come to the National Railway Museum have a right to feel and be safe. The National Railway Museum is committed to the safety and wellbeing of all children and young people accessing our services and the welfare of the children in our care will always be our first priority. We aim to create a child safe and child friendly environment where children feel safe and have fun.

This policy was developed in collaboration with all our employees, volunteers and the children who use our services and their parents. It applies to all employees, volunteers, children and individuals involved in the organisation.

Children's rights to safety and participation

National Railway Museum employees and volunteers encourage children to express their views, and make suggestions, especially on matters that directly affect children. We actively encourage all children who use our services to 'have a say' about those things that are important to them. We value diversity and do not tolerate any discriminatory practices.

We teach children about what they can do if they feel unsafe. We listen to and act on any concerns children, or their parents, raise with us.

Recruitment of employees and volunteers

The National Railway Museum applies the best practice standards in the recruitment and screening of employees and volunteers. We interview and conduct referee checks on all employees and volunteers and require criminal history reports for prescribed positions as specified under the *Children's Protection Act 1993*.¹ Our statement of commitment to child safety and our requirements are included in all advertisements.

Support for employees and volunteers

The National Railway Museum seeks to attract and retain the best employees and volunteers. We provide support and supervision so people feel valued, respected and fairly treated. We have developed a code of conduct to provide guidance to our employees and volunteers, all of whom receive training on the requirements of the code.

Reporting and responding to suspected abuse and neglect

The National Railway Museum will not tolerate incidents of child abuse. Abuse and neglect includes:

- Physical abuse - when a person purposefully injures or threatens to injure a child or young person.
- Emotional abuse - an attack on a child or young person's self esteem e.g. through bullying, name calling, threatening, ridiculing, intimidating or isolating the child.
- Sexual abuse - any sexual act or sexual threat imposed on a child or young person.
- Neglect - where a child or young person is harmed by the failure to provide the basic physical or emotional necessities.

Employees and volunteers must notify the Child Abuse Report Line on 13 14 78 as soon as practicable if they have a reasonable suspicion that a child has been or is being abused or neglected.

The National Railway Museum is responsible for ensuring that employees and volunteers are aware how to make appropriate reports of abuse or neglect. We will also provide opportunities for employees and volunteers to attend an information session on mandatory reporting.

A person does not necessarily exhaust his or her duty of care to a child by making a report to the Child Abuse Report Line – they may still have a role in supporting the child or young person. For example, employees and volunteers may also report any form of abuse to the Museum Board for further support or to ensure that the National Railway Museum takes all reasonable steps to keep the child and others safe.

THE PORT DOCK STATION RAILWAY MUSEUM (SA) INC. (TRADING AS 'NATIONAL RAILWAY MUSEUM)

CHILD SAFE/CHILD PROTECTION POLICY CODE OF CONDUCT

The National Railway Museum endorses the following code of conduct to provide guidance to our employees and volunteers responsible for activities involving children and young people under the age of 18 years. The code serves to protect children and reduce any opportunities for abuse or harm to occur. Management, employees and volunteers all agree to abide by the National Railway Museum code of conduct.

Management will:

- Be responsible for the overall welfare and wellbeing of employees and volunteers.
- Be accountable for managing and maintaining a duty of care towards employees and volunteers.
- Appoint a Responsible Officer to provide information and support to all employees, volunteers, children, young people and their families regarding child protection matters.

Employees will:

- Be responsible for the administration and programs of the National Railway Museum.
- Maintain a duty of care towards others and be accountable for matters relating to the aim and purpose of the National Railway Museum.
- Establish and maintain a child safe environment in the course of their work (e.g. when conducting activities related to the aim and purpose of the National Railway Museum).

Employees and volunteers will:

- Be fair, considerate and honest with others.
- Treat children and young people with respect, listen to and value their ideas and opinions and protect their wellbeing.
- Operate within the rules and policies of the National Railway Museum and its activities.
- Be professional in their actions through their use of language, presentation, manner and punctuality.
- Resolve conflicts fairly and promptly and report and act on any breaches of these standards of behaviour through established procedures.
- Maintain strict impartiality.

- Comply with specific organisational guidelines on physical contact with children.
- Respect the privacy of children and their families and only disclose information to people who have a need to know.
- Maintain a child safe environment for children and young people.

We will not:

- Use prejudice, oppressive behaviour or language with children.
- Discriminate on the basis of age, gender, race, culture, vulnerability or sexuality.
- Initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves.
- Develop 'special' relationships with specific children for our own needs.
- Show favouritism through the provision of gifts or inappropriate attention.
- Have contact with children outside of the organisation's programs.

Signed:  **Print name:** Barry Marshall

Chair of PORT DOCK SATTION RAILWAY MUSEUM (SA) INC. (TRADING AS 'NATIONAL RAILWAY MUSEUM)

Date: 26 / JAN / 2012

(Print Name) I,

have read this Code of Conduct and agree to abide by it at all times.

Signed:

Date:/...../.....

Useful information and services

Child Abuse Report Line

13 14 78

The **Office for Volunteers** website (includes links to information about child protection and mandatory reporting):

http://www.ofv.sa.gov.au/child_protection_act.htm

The **Families SA Child Safe** webpages (which contain detailed information about child safe environments including useful resources, information sheets and guidelines: www.families.sa.gov.au/childsafe).

The **Families SA – Reporting child abuse and neglect** webpage includes information about mandated notification such as training courses and workshops at:

<http://www.familiesandcommunities.sa.gov.au/Default.aspx?tabid=838> or telephone DFC College of Learning and Development on (08) 8207 1804.

The following documents can be accessed from:

<http://www.familiesandcommunities.sa.gov.au/Default.aspx?tabid=1061>:

- ***Child Safe Environments: Principles of Good Practice (Standards of conduct and care for adults in dealing with children and for ensuring the safety of children)***

The Children's Protection Act 1993 requires (at section 8C(1)) that all government organisations and certain non-government organisations develop appropriate policies and procedures to establish and maintain child safe environments. These policies and procedures must reflect the standards and principles of good practice developed by the Chief Executive, Department for Families and Communities

- ***Child Safe Environments: Standards for dealing with information obtained about criminal history of employees and volunteers who work with children***

These standards are issued pursuant to section 8A of the Children's Protection Act 1993 by the Chief Executive of the Department for Families and Communities. The Children's Protection Act 1993 requires (at section 8B(3)) that the standards be observed in dealing with information obtained about the criminal history of employees and volunteers who work with children in government and non-government organisations.

- ***Child Safe Environments Principles of Good Practice Fact Sheet***
- ***Child Safe Environments: Frequently Asked Questions***
- ***Child Safe Environments: Screening and Licensing Information Sheet***