



1. ANZAC MEMORIAL CHILD SAFE STATEMENT

All children visiting or engaging with the Anzac Memorial have a right to feel and be safe, respected, valued and protected from harm.

The Anzac Memorial is committed to the safety and well-being of all children within the Memorial and through engagement in our programs including digital and outreach visits.

We create and maintain a child safe environment.

The welfare of children is a top priority and we have zero tolerance for child abuse.

The Anzac Memorial will take all necessary steps to prevent and protect children from physical, sexual, emotional, psychological, and cultural abuse and neglect. This includes protecting children from other children and visitors.

2. CHILD SAFE FRAMEWORK

Under the Framework, the Memorial is expected to adopt and implement the principles approved by NSW Government, providing a benchmark against which to measure the Memorial's child safe practices and performance.

This policy describes how the Memorial facilitates compliance with the Child Safe Standards in regard to the Memorial's operations and programs.

Standard 1: Child safety and wellbeing is embedded in organisational leadership, governance, and culture

Memorial staff and volunteers are expected to abide by the Anzac Memorial Code of Conduct and demonstrate Core Values of Communication, Professionalism, Honour and Respect. The Trustees of the Anzac Memorial hold staff and volunteers to the highest standards of ethical behaviour and aims to create a culture of respect.

The Memorial Management support this standard by:

- reviewing and updating policies, procedures and other governing documentation to implement the Framework across the Memorial.

- routinely examining and improving risk assessment processes with a focus on identifying, preventing and lowering risks to children and young people
- actively encouraging feedback from staff, teachers, students and visitors
- raising awareness of child safety and wellbeing through mandatory code of conduct training and in staff meetings and debriefs.
- Conducting regular training around best practice in mental health.

The Memorial has also developed a Child Safe Policy Statement (The Statement) which outlines the Memorial's commitment to engaging with children and young people.

The Statement will be made publicly available in appropriate and accessible ways.

Standard 2: Children and young people participate in decisions affecting them and are taken seriously

The Memorial seeks to educate and engage with children and young people about their rights and safety while visiting the site, including as participants in public programs, school programs and online. This involves:

- seeking feedback on programs and activities from children and young people in order to ensure their perspectives are effectively incorporated
- taking advice from specialists when designing programs for children and young people, with a view to making them safe age appropriate and welcoming.
- training staff to foster a culture of respect for children.

Standard 3: Families and communities are informed and involved

The Memorial seeks to ensure all visitors, including families, communities and the general public are informed and contribute to maintaining a child safe site. This includes:

- gaining consent from responsible adults to participate in programs and activities



- providing accurate risk assessments and information on programs and activities
- creating opportunities to receive feedback and complaints from families and schools engaging with the Memorial onsite and online
- construction of programs include consultation with teachers and students.
- displaying or otherwise making available the Child Safe Policy Statement.

Standard 4: Equity is upheld and diverse needs are taken into account

The Memorial includes child safety within a broader framework of policies that promote inclusion. The provision of information about child safety at the Memorial is readily accessible. The Memorial also provides support and information for staff and volunteers to develop their capability for working with children and young people with diverse backgrounds and needs including disability awareness, mental health first aid and awareness training. Specialists are engaged to support the Learning team's development of age-appropriate programs that engage and encourage participation from children and young people from diverse backgrounds. Programs are readily adaptable to respond to the diverse needs of individual students and ensure equity is upheld.

Standard 5: People working with children and young people are suitable and supported

The Memorial seeks to ensure staff and volunteers are suited to working with children and young people. This is achieved by:

- assessing applicants for positions that work directly with children and young people on their suitability for the role, including their understanding of child safety and their skills in working with children and young people.
- on engagement, requiring all staff and volunteers to undergo a National Police History Check to identify whether the applicant has had any police information recorded, such as offences that may be relevant to the care, instruction and supervision of children and young people

- providing appropriate inductions to ensure all staff are aware of their child safety responsibilities including reporting obligations.
- requiring certain Memorial staff, volunteers and contractors who work directly and regularly with children and young people to hold a Working with Children Check.

Standard 6: Processes to respond to complaints of child abuse (or other concerns) are child focused

Any complaints about interactions between children or young people and Memorial staff, volunteers or contractors are handled through the Memorial's existing complaint handling procedures:

- The complaint will be referred to the appropriate manager.
- The manager will contact the complainant and attempt to resolve the issue immediately.
- If an immediate response is not possible, the Memorial will attempt to resolve the issue within 10 working days, or advise the complainant why the complaint will take longer to resolve.
- If the complainant is dissatisfied with the Memorial's response, the complainant can contact the Honorary Secretary to the Board of Trustees and if necessary the NSW Ombudsman or the Anti-Discrimination Board of NSW.
- The Memorial will also inform complainants that they may contact the NSW Office of the Children's Guardian in relation to their complaint <https://ocg.nsw.gov.au/organisations/reportable-conduct-scheme/making-complaint>

Staff are required to report any suspicious or inappropriate conduct towards children and young people on Memorial premises to their supervisor immediately. Any such incident must also reported (either by the supervisor or the staff member) to the Operations Manager as soon as practicable. All reports will be dealt with in accordance with the Memorial's Security Management Procedures.



Standard 7: Staff are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training

The Memorial will provide information and support to staff and volunteers who work with children and young people to improve skills and awareness of child safety, including:

- an overview of child safety obligations on induction to the Memorial
- skills-based information and training to assist staff to feel comfortable in engaging with children and young people
- training in specific child-safety procedures when working in public-facing roles, for example, processes for dealing with lost children.
- training is regularly reviewed to reflect current best practice and ensure staff are aware of their responsibilities and the WWC Framework.

Standard 8: Physical and online environments minimise the opportunity for abuse or other kinds of harm to occur

The Memorial has a risk management framework in place for programs and activities, including any digital programs to address risks arising in these environments. In addition to preparing an annual risk plan for child safety, Memorial staff are required to consider child-related risks when preparing risk plans for specific projects or events.

The Memorial's approach to managing risks associated with child safety include:

- ensuring that staff and volunteers have undergone a National Police History Check and, where necessary, a WWCC, and that these assessments are current
- articulating appropriate behaviours for staff and volunteers who work with children and young people
- reinforcing with visitors (including parents and teachers) that children need to be in the care of a responsible adult at all times

- operating CCTV cameras in most public spaces and galleries, which are continually monitored by Security
- incorporating child safety into the Memorial's risk assessment documentation and ensuring strategies to mitigate risks are identified.

Standard 9: Implementation of the Child Safe Standards is continuously reviewed and improved

The Memorial commits to reviewing this policy by the review date.

Staff will continue to conduct annual reviews of child-safe practices and processes, including risk assessments, documentation and information and support available for Memorial staff, volunteers and contractors. Ensuring the Standards are actively used as a reference and resource to improve policies, assessments and processes.

Management will actively respond to feedback provided by children, young people, families, staff and volunteers when reviewing child safety policies and procedures, to address weaknesses and make improvements to the Memorial's child safety framework.

Standard 10: Policies and procedures document how the organisation is child safe

This policy and the Child Safe Policy Statement will be promoted to staff and made publicly available on the Memorial's website.

Memorial staff and management will continue to meet and promote child safety and emphasise its importance for activities and organisational culture. Any meetings, decisions, and issues will be documented as appropriate.

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