# Prahran Place Ltd – Child Safe Policy

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| **Effective date:** 17 July 2026 |
| **Approved by**: Board of Prahran Place Ltd |
| **Responsible Executive**: Principle Executive Officer |
| **Next Review Date**: 17 July 2028 |

**Child Safe Statement**

Prahran Place has zero tolerance for child abuse and is committed to acting in the best interests of children and young people. We are committed to providing culturally safe, inclusive and welcoming environments where children[1] are respected, protected and empowered to participate.

**1. Purpose**

Prahran Place Ltd is committed to creating and maintaining a child-safe and child-friendly environment where all children and young people are protected from harm, abuse, and neglect.

This policy outlines our commitment, expectations, and procedures to comply with the

- Victorian Child Safe Standards (11 Standards);
- Commission for Children and Young People (CCYP), Victorian Social Services Regulator requirements; and
- Child Wellbeing and Safety Act 2005 (Vic).

We recognise that child safety is a shared responsibility and is embedded in all aspects of our governance, operations, and service delivery.

**2. Scope**

This policy applies to:

- All employees, volunteers, student placements, contractors, and consultants, board members and any person engaged in child-related activities at Prahran Place Ltd including in an aged care (CHSP) context and
- Our partner organisations.

**3. Our Commitment to Child Safety**

[1] Children are defined as all people under the age of 18 years.

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Prahran Place Ltd is committed to:

- Upholding the rights of children to feel safe, be safe, and be heard
- Zero tolerance for child abuse or harm in any form
- Embedding child safety into leadership, governance, and organisational culture
- Ensuring culturally safe, inclusive, and respectful environments for children, including Aboriginal children and children from diverse backgrounds
- Empowering children to participate in decisions that affect them
- Acting promptly on all concerns, disclosures, or allegations

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**4. Program Context**

**Playgroups**

- Parents/carers attend with their children and children are the responsibility of their parent/carer at all times
- Staff, student placements and volunteers do not provide unsupervised care of children
- Activities are designed for shared parent-child participation
- Prahran Place staff check playgroups at one-hour intervals.

**CHSP and Community Programs**

- Older clients may bring children (e.g. grandchildren or family members)
- Staff are responsible for maintaining a safe shared environment
- Activities are not child-focused unless explicitly stated
- Any child safety concerns must be reported immediately

**5. Employee Conduct and Expectations**

All personnel must:

- Comply with this policy and the Code of Conduct
- Treat children with respect and uphold their rights
- Report any concerns, disclosures, or breaches immediately
- Always maintain appropriate professional boundaries
- Act as positive role models for children and young people.
- Never engage in behaviour that could be considered abusive, neglectful, or exploitative
- Avoid being alone with a child where it is not appropriate or necessary
- Always use appropriate language and behaviour

**6. Recruitment**

Prahran Place Ltd ensures:

- All staff working with children hold a valid **Working with Children Check (WCC)**
- Reference and background checks are conducted prior to employment
- Child safety values are assessed during recruitment
- All staff receive induction training on child safety before commencing duties

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**7. Reporting Concerns**

All concerns regarding child safety must be reported **immediately**.

Reports may include:

- Disclosures of abuse or harm
- Suspicion of neglect or inappropriate behaviour
- Breaches of this policy or Code of Conduct

Reporting pathway:

1. Immediate report to manager or Principle Executive Officer (PEO)
2. Do not investigate the matter yourself
3. Document concerns factually and promptly
4. The manager or PEO will report to the relevant authorities required by law.
    - This may include calling 000 (Police / Ambulance)
    - If you form a belief that a child needs protection from abuse or neglect, contact Child Protection Crisis Line (Victoria – 24/7): 13 12 78

Children will be supported to raise concerns safely and without fear of reprisal.

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**8. Training and Awareness**

All personnel will receive:

- Induction training on Child Safe Standards and
- Guidance on recognising and responding to harm

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**9. Review and Continuous Improvement**

This policy will be:

- Reviewed at least every two years (or earlier if required) and, if necessary, updated following legislative or regulatory changes
- Informed by staff, volunteers, children, families, and community feedback
- Supported by analysis of incidents, complaints, and risks

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