Safeguarding Children & Young People Policy

Policy number	001	Version	006
Revised by	Alexandra Baker	Approved by Board on	02/11/2026
Responsible person	General Manager	Scheduled review date	March 2027

1 INTRODUCTION

All children and young people have a right to be protected from harm. All WA Youth Theatre Company staff, board members, and contractors, have a duty of care as well as a moral obligation to act to always ensure the safety of young people when they are at WAYTCo Studio or participating in WAYTCo activities.

WA Youth Theatre Company (WAYTCo, the Company) seeks to be a 'child safe organisation' at all times. According to the Report of the Child Abuse Royal Commission entitled *Final Report: Making institutions child safe*:

> "Child safe institutions create cultures, adopt strategies and take action to prevent harm to children, including child sexual abuse… [A] child safe institution [is defined] as one that consciously and systematically creates conditions that reduce the likelihood of harm to children, creates conditions that increase the likelihood of identifying and reporting harm, and responds appropriately to disclosures,
> allegations or suspicions of harm"
>
> (Commonwealth of Australia, 2017: 12)

WAYTCo acknowledges that children and youth under the age of 18 have a fundamental, or *human,* right to protection from harm and that the Company carries a 'Duty of Care'* with respect to its work with minors and abuse risk. It also carries a responsibility to handle allegations of abuse that implicate the Company in a way that is child-centred and breaks from historical responses of organisations and institutions.

WAYTCo's Safeguarding Children & Young People Policy is informed by the findings of the Royal Commission into Institutional Response to Child Sexual Abuse and the resultant National Principles for Child Safe Organisations (see Attachment 1). It recognises that the best interests of children will be met by collaborating with or engaging the expertise of those government/non-government agencies or departments that specialise in child protective practice and provide support to organisations seeking to be child safe.

* 'Duty of Care' is a legal obligation (that we all have) to take reasonable steps to not cause foreseeable harm to another person or their property.

1.1 PURPOSE

WAYTCo's Safeguarding Children & Young People Policy and accompanying Procedures aims to prevent child abuse occurring under the Company's watch, and to ensure that an appropriate and child-focused

handling occurs, should an allegation of abuse involving Company Workers be made.

The document also explains the actions the Company encourages Workers to take to protect children in circumstances where abuse is suspected to be occurring external to the WAYTCo environment (e.g. at school, at home). It covers information about the process of recognising and reporting child abuse, be that sexual abuse, physical or emotional abuse, or neglect.

1.2 SCOPE & REVIEW

This policy applies to *all* members of the WAYTCo community. Collectively termed 'Workers', this includes:

- staff members;
- board members;
- other volunteer workers, including parents performing designated volunteer roles;
- participants/youth members;
- third party contractors;
- venue workers and workers of other collaborating partners who may come into contact with WAYTCo youth members under the age of 18.

This policy applies where Workers apprehend information that leads them to reasonably suspect a child may be presently subject to or at risk of abuse, *by a staff member, contractor, volunteer or other member of the WAYTCo community*. It is important to note that WAYTCo Workers are not legally required to report suspected abuse that falls outside of the responsibility of the Company (e.g. where it is suspected to be occurring at home).

This policy is to be reviewed annually.

1.3. ABUSE DEFINITIONS

Child Abuse and Neglect is the maltreatment of a person under the age of 18 years. It is the result of action or inaction on the part of a person who has responsibility to care for a child resulting in harm or injury to the child. The maltreatment experienced is normally described in terms of four or five categories. Each category of maltreatment is accompanied by a range of indicators. For the present purposes, we have combined psychological and emotional abuse to apply a four-category approach:

- Physical
- (Psycho-)emotional
- Sexual
- Neglect

Definitions of these abuse types or categories are provided in the table below. A fuller description of the indicators for each is provided in Attachment 3.

TYPE or CATEGORY	DEFINITION
Physical abuse	occurs when a child has experienced severe and/or persistent ill-treatment. It can result in, but is not limited by, injuries such as cuts, bruises, burns and fractures, caused by a range or acts including beating, shaking, illicit administration of alcohol and other drugs, attempted suffocation, excessive discipline or physical punishment.

Psycho-emotional abuse	Emotional - sustained, repetitive, inappropriate, ill treatment of a child or young person through behaviours including threatening, belittling, teasing, humiliating, bullying, confusing, ignoring and inappropriate encouragement. Children who have been emotionally abused are likely to have a reduced capacity to experience a range of emotions, to express emotion appropriately and to modulate their emotional experience. Children who have been emotionally abused are likely to be fearful, withdrawn and/or resentful, distressed and despairing. Psychological - sustained, repetitive, inappropriate, ill treatment of a child or young person through behaviours including threatening, isolating, neglecting, discrediting, misleading, disregarding, ignoring and inappropriate encouragement. Children are likely to feel worthless, flawed, unloved, unwanted, endangered or only of value in meeting another's needs.
Sexual abuse	covers a wide range of behaviour or activities that expose or subject a child to sexual activity that is exploitative and/or inappropriate to his/her age and developmental level. These behaviours include observation or involvement with inappropriate fondling of a child's body, making a child touch an adult's genitalia, showing pornographic material or sexual acts to a child, and sexual penetration of the child. Harm from sexual abuse may include significant emotional trauma, physical injury, infections and impaired emotional and psychological development. 'Grooming' - actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child to lower the child's inhibitions in preparation for sexual abuse.
Neglect	is the failure of a parent/caregiver to provide a child with the basic necessities of life. These include adequate supervision, adequate food or shelter, suitable clothing, effective medical, therapeutic or remedial care and emotional security. Neglect can be acute, chronic or episodic, and can result in detrimental effects on the child or young person's social psychological, educational or physical development and/or physical injury. Neglect should be considered in the context of physical, emotional or psychological abuse.

2 POLICY

All WAYTCo Workers are deemed to share responsibility for acting in a way that unequivocally prioritises the safeguard of the children and young people who access the Company's services. In accordance with legislation, and the recommendations for child safe organisations, WAYTCo mandates staff and volunteer recruitment and selection practices that ensure thorough and consistent vetting with respect to candidate suitability for work with children.

In so far as abuse or allegation of abuse may occur, WAYTCo requires Workers to report suspicion of abuse, where they have 'reasonable grounds' to believe that the welfare of a child is at risk whilst they are in the care of the Company; or where a WAYTCo Worker is reasonably suspected to be mistreating or abusing a child – any child – but especially a child in the Company's care.

'Reasonable grounds' means there are facts and circumstances sufficiently strong to warrant a prudent person to believe that the facts and circumstances are true.
Whilst broader mandatory reporting does not apply to WAYTCo Workers, i.e. with respect to child abuse that may be occurring *outside* the Company's purview, staff are none-the-less strongly encouraged to be attentive to risk and indicators of child abuse at all times and to respond where there are reasonable grounds to suspect abuse is occurring.

2.1 RECRUITMENT AND SELECTION PRACTICES

2.1.1 WAYTCo prohibits the employment or engagement of any person from working in the organisation, in a paid or unpaid capacity, if they have prior convictions relating to violent or sexual offences.

2.1.2 All Job advertisements refer to WAYTCo as being committed to safeguarding children and young people and/or reference this policy.

2.1.3 All applicants (staff and volunteer) who are short-listed for interview are to be asked whether they have ever been a subject of an employer investigation or been charged with a sexual or violent offence or a criminal offence involving children, drug dealing or dishonesty.

2.1.4 The most recent employer (not necessarily current) of all applicants who are successful in gaining a second interview will be contacted for suitability and screening purposes. This is to be made clear to the applicant at the initial interview, so they are aware that this is a prerequisite of WAYTCo employment.

2.1.5 A minimum of two (2) reference checks are to be conducted for all applicants (staff and volunteers) who are successful in gaining a second interview. These should not be written references. Referees should be contacted by telephone, where possible. The results of these are to be documented, diligently evaluated and placed on file prior to any offer of employment (paid or voluntary) being made. (Refer to Attachment 2 of the Procedures: *Reference check sample questions).*

2.1.6 All successful applicants for permanent part-time or permanent full-time staff positions are required to provide a National Police Clearance (NPC) issued

within the past 6 months, prior to their formal onboarding. This requirement is in addition to the Working with Children Check requirement detailed below. Should the applicant be unable to provide a recent NPC, or should the NPC that they provide detail any past convictions of a nature and/or frequency that bring into question their suitability for work with children, then the next most suitable applicant is to be approached for the position in their place. Alternatively, the position is to be readvertised.

Exclusion from employment findings on a police check may include criminal histories of:

- Child abuse;
- Child/adult sexual abuse;
- Violence;
- Child pornography/internet offences involving children;
- An undeclared criminal record of any sort;
- Misleading or dishonest information. Other

areas of concern may be:

- Substance abuse;
- Major dishonesty/deception.

2.1.7 Existing or long-term staff are also required to provide National Police Clearance Certificates anew, upon request.

2.1.8 All employment (staff & contractor) and volunteer position acceptances require that the individual formally accept the WAYTCo Code of Conduct, which inheres acceptance of working under the WAYTCo Safeguarding Children & Young People Policy.

Please Note:

An applicant should not be automatically excluded from a position on the basis of a criminal record. Charges for criminal activities that do not necessarily pose a risk to children, e.g. Shoplifting, drink-driving, may be deemed acceptable by the recruitment panel. Important factors to take into account include:

- The nature of the offence in relation to the nature of the position being offered
- The length of time since the offence took place as well as the age at which it was committed
- Whether there is evidence of an extended criminal history
- Severity of punishment imposed i.e. whether the person was convicted, found guilty or placed on a bond.

(Childwise: Choose with Care, A handbook to build safer organisations for children 2004, ECPAT Australia)
A person should have the opportunity to present a case as to their suitability regarding the above.

2.2 WORKING WITH CHILDREN CHECK

2.2.1 All WAYTCo staff and contractors due to engage in company activities that involve interaction with participant children and youth under age 18 MUST present a current Working with Children Check (WWC Check) card *prior to engagement*, in accordance with the Working with Children (Criminal Record Checking) Act (2004).

2.2.2 Volunteers, including member parents, who are due to undertake a designated support role with respect to WAYTCo activities involving children under 18 are also required to present a current WWC Check card.

Example: A parent of a 17 year-old WAYTCo member has offered to fulfill a volunteer support role for a site-specific work project. The role involves transporting an under 18-aged performer to/from rehearsals who is not that parent's own child. Before this parent can be engaged in the volunteer role:

- *They must present a current Working with Children Check card, AND*
- *The focal young person's parent/Guardian must give written consent to the arrangement.*

2.3 INDUCTION AND TRAINING PROGRAMS

2.3.1 All new staff and guest presenters/tutors are to be briefed on the importance of adherence to WAYTCo's Safeguarding Children and Young People Policy and associated Procedures in the context of their on-boarding.

2.3.2 All new staff and guest presenters/tutors are to be supplied with copies of the WAYTCo Code of Conduct, Safeguarding Children & Young People Policy and link to Child Safe Organisations WA resources (https://www.ccyp.wa.gov.au/our-work/child-safe-organisations- wa/#nationalprinciples) as part of their formal induction pack.
Where possible, new staff will be asked on the very first day of their employment, to sit down and read this document, along with the Code of Conduct, cover-to-cover, in the presence of the WAYTCO's designated Child Protection Officer, so that they can ask any questions they may have.

2.3.3 All new staff and tutors, during their induction, are to be reminded of the risk of child abuse, indicators of child abuse (refer to Attachment 3), and mandatory versus encouraged notification obligations and responsibilities.

2.3.4 All new staff and tutors are to be provided with personal copies of the Safeguarding Children and Young People Policy and must sign a staff confirmation/acceptance form to acknowledge that they have received, read and understood the policy.

2.3.5 Once a year, all staff and active tutors are to be *either* invited to a Safeguarding Children & Young People Training event, or sent the policy information by email for reading and acceptance. **This should occur in the first quarter of each year and by no later than 6 weeks after the AGM.**

2.3.6 Guest presenters/tutors brought on board out of time with the annual scheduled training event are to be sent the policy information by email for reading and acceptance.

2.4 PROTOCOLS

These four key protocols are requisite according to WAYTCo's Safeguarding Children & Young People Policy and apply wherever a minor is concerned:

- Workers are not alone with individual students in areas where they cannot be seen by other Workers or children/young people;
- Workers do not contact students directly on their personal mobile telephones or other direct communication channels without the knowledge and permission of a child's parent;
- Workers do not use their private vehicles to transport students without the permission of a child's parent, and
- Workers do not invite children to their homes, nor visit them in their homes.

2.5 REPORTING

WAYTCO is committed to receiving complaints openly and encourages an environment in which concerns are not dismissed when they are raised. Matters of child protection and safety, and *actual, alleged or reasonable suspicion** of abuse*, are to be handled with seriousness and sensitivity and responding staff are to act in a courteous, measured and professional manner at all times and with all parties concerned.

2.5.1 WAYTCo will designate a Child Protection Officer from Senior Management (i.e. Member of the Board, General Manager, Artistic Director) who will be fully trained in the WAYTCo Safeguarding Children and Young People Policy and familiar with the findings of the Royal Commission into Institutional Response to Child Sexual Abuse. The designated Child Protection Officer will be equipped with a sufficient understanding of the risks of child abuse, the indicators, the importance of reasonable grounds, and the need for a particular handling of allegations of abuse that redresses errors of institutions and organisations in the past by taking a child-centred approach.

2.5.2 WAYTCo Workers concerned about the safety of a child whilst they are accessing company services should consider the presence or absence of 'reasonable grounds' and, if reasonable grounds exist, or if they are unsure whether or not they exist, report the matter to the designated Child Protection Officer.

2.5.3 Should any individual formally or informally engaged by WAYTCo apprehend any information that either i) alerts them to actual, alleged or reasonable suspicion of child abuse by a WAYTCo Worker or ii) raises in them a concern for the welfare of a child whilst under the care of WAYTCo, then that individual is to follow the WAYTCo child protection concern reporting pathway detailed in Attachment 4: *Suspicion of Abuse Reporting Pathway*.

2.5.4 If an individual is uncomfortable escalating to the designated Child Protection Officer, or if the designated officer is unavailable to them for any reason, then the Worker should report to another member of Senior Management, who will then be required to carry out the actions in this policy that relate to the role of the designated Child Protection Officer.

2.5.5 If, upon canvassing of the report, the designated Child Protection Officer – or the person acting in their stead - agrees that 'reasonable grounds' exist, then the officer will, without hesitation, notify the relevant authority and begin a process of formal documentation. If the designated officer is unsure, they will seek the advice of an appropriately qualified external party, such as the Department for Child Protection (e.g. through submission of a Child Protection Concern Referral Form, see Attachment 6).

* 'Reasonable suspicion' means fair and practical reason to believe an incident involving sexual abuse has occurred based on either verbal communication, hearsay, rumour or observance of behaviour.

2.6 DEALING WITH ALLEGED PERPETRATORS OF SEXUAL ABUSE

2.6.1 If a Worker is under any investigation (internally or by the police) for committing sexual abuse they are required to inform WAYTCo *immediately*. This will result in the automatic suspension of the individual from undertaking any work, participating in any programs or performing any duties with the Company, whatsoever; and

2.6.2 If a Worker is found guilty of committing sexual abuse following an investigation or trial: Automatic termination of the employee's, contractor's, volunteer's or participant's involvement with WAYTCo.

3 CONFIDENTIALITY

WAYTCO staff who have access to information regarding suspected or disclosed child abuse have a clear obligation to observe appropriate confidentiality in relation to the entire matter and an obligation to ensure that this information is kept secure.

4 TRAUMA-AWARE and ETHICALLY-INFORMED STANCE

In addition to the above, WAYTCo takes a trauma-aware and ethically-informed position on behaviour that may inadvertently traumatise young people who have experienced abuse; condone behaviour that may be defensible in one environment and not in another; or that may simply be too 'adult' for young people under the age of 18. Regarding the following actions, if there is any doubt about their possible negative impact on minors present, they are to be immediately ceased:

- Inappropriate sharing of information of a sexual nature
- Coarse language, especially that of a sexual nature
- Suggestive gestures or remarks (suggestive of sex or violence or both)
- Jokes of a sexual or violent nature
- Unnecessary touching, especially touching that may be demonstrative of a romatic relationship
- Inappropriate literature or film (e.g. MA, R or X rated material)

This trauma-aware ethically-informed stance is especially applicable where youth under the age of 18 are mixing with older-aged youth and the potential for mismatched 'readiness' for adult themes exists.

5 EXTERNAL POLICIES

WAYTCo acknowledges that some of its performance activities occur in affiliation with other organisations, (i.e. collaborations). Collaborative partners and venue partners may have policies governing the matter of Child Protection. WA Youth Theatre Company's Safeguarding Children & Young People Policy is not intended to replace or conflict with such other policies, but instead to operate in conjunction with them.

6 PUBLICALLY AVAILABLE

The latest approved version of this policy is to be published on the Company Website with a statement encouraging feedback on the Company's Safeguarding Children and Young People Policy and practices.

7 LEGISLATION

WA Youth Theatre Company and its Workers are subject to both state and federal legislation and principles established through common law. To follow is a list of state and federal legislation relevant to protection of children and young people:

- *Children and Community Services Act 2004*
- *Children and Community Services Amendment (Reporting Sexual Abuse of Children) Act 2008*
- *Children and Community Services (Outside School Hours Care) Regulations (2006)*
- *Criminal Code Act (1913)*
- *Criminal Code Amendment (Cyber Predators) Act 2006 **
  (changes to s204B of The Criminal Code)
- *Working with Children (Criminal Record Checking) Act 2004*

* The Criminal Code Amendment (Cyber Predators) Act 2006 is the legislation in Western Australia that protects children under the age of 16, or that the offender believes is under the age of 16, from an adult who uses electronic communications with the intent to procure the child to engage in sexual activity; or to expose the child to any indecent matter.

ATTACHMENT 1

The following links provide information, resources and practical examples on each of the ten principles that make up the **National Principles of Child Safe Organisations**:

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

National Principle 2: Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously

National Principle 3: Families and communities are informed and involved in promoting child safety and wellbeing

National Principle 4: Equity is upheld and diverse needs respected in policy and practice

National Principle 5: People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice

National Principle 6: Processes to respond to complaints and concerns are child focused

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

National Principle 8: Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed

National Principle 9: Implementation of the National Principles for Child Safe Organisations WA is regularly reviewed and improved

National Principle 10: Policies and procedures document how the organisation is safe for children and young people

ATTACHMENT 2

SAMPLE REFERENCE CHECK QUESTIONS

Name of Applicant:
Name of Referee:
Date of Reference:
Relationship of referee to applicant:

Questions

1. Are you related to the applicant YES / NO

2. Is the applicant a personal friend YES / NO

3. Can you please make comment on the skills of the applicant and tell me why you think they would be suited to this position
4. What are the applicant's strengths

5. Do you have any concerns to how the applicant will respond to supervision and direction
6. What do you perceive as the applicant's weaknesses remembering nobody is perfect

7. How confident are you that the applicant will be able to respect the confidentiality of the children, families and young people they will be working with
8. To your knowledge has applicant ever acted inappropriately around young people or children
9. Do you have any concerns about the applicant's motivation to work with children or young people

10. Is there anything else you would like to say about the applicant

Other relevant work-related questions should be added to the reference check and a copy of the questions and answers kept on file within the applicants personal file should they be successful.

Some questions should be behavioural based questions, listen carefully for attitude, tone and hesitancy by the referee. Document each answer.

ATTACHMENT 3: Recognising signs of abuse

Possible signs of physical abuse	**Possible signs of neglect**
• Bruises, burns, sprains, dislocations, bites, cuts • Improbable excuses given to explain injuries • Injuries which have not received medical attention • Injuries which occur to the body in places which are not normally exposed to falls, rough games etc. • Repeated urinary infections or unexplained tummy pains • Refusal to discuss injuries • Withdrawal from physical contact • Arms and legs kept covered in hot weather • Fear of returning home or of parents being contacted • Showing wariness or distrust of adults • Self-destructive tendencies • Being aggressive towards others • Being very passive and compliant • Chronic running away	• Frequent hunger • Failure to grow • Stealing or gorging food • Poor personal hygiene • Constant tiredness • Inappropriate clothing, (e.g. summer clothes in winter) • Frequent lateness or non-attendance at school • Untreated medical problems • Low self-esteem • Poor social relationships • Compulsive stealing • Drug or alcohol abuse
Possible signs of emotional abuse	**Possible signs of sexual abuse**
• Physical, mental and emotional development is delayed • Highly anxious • Showing delayed speech or sudden speech disorder • Fear of new situations • Low self-esteem • Inappropriate emotional responses to painful situations • Extremes of passivity or aggression • Drug or alcohol abuse • Chronic running away • Compulsive stealing • Obsessions or phobias • Sudden under-achievement or lack of concentration • Attention-seeking behaviour • Persistent tiredness • Lying	• Age inappropriate sexualized behaviour • Physical indicators (general and in genital and anal areas) • Behavioural indicators (general and sexual) which must be interpreted with regard to the child's level of functioning and development stage

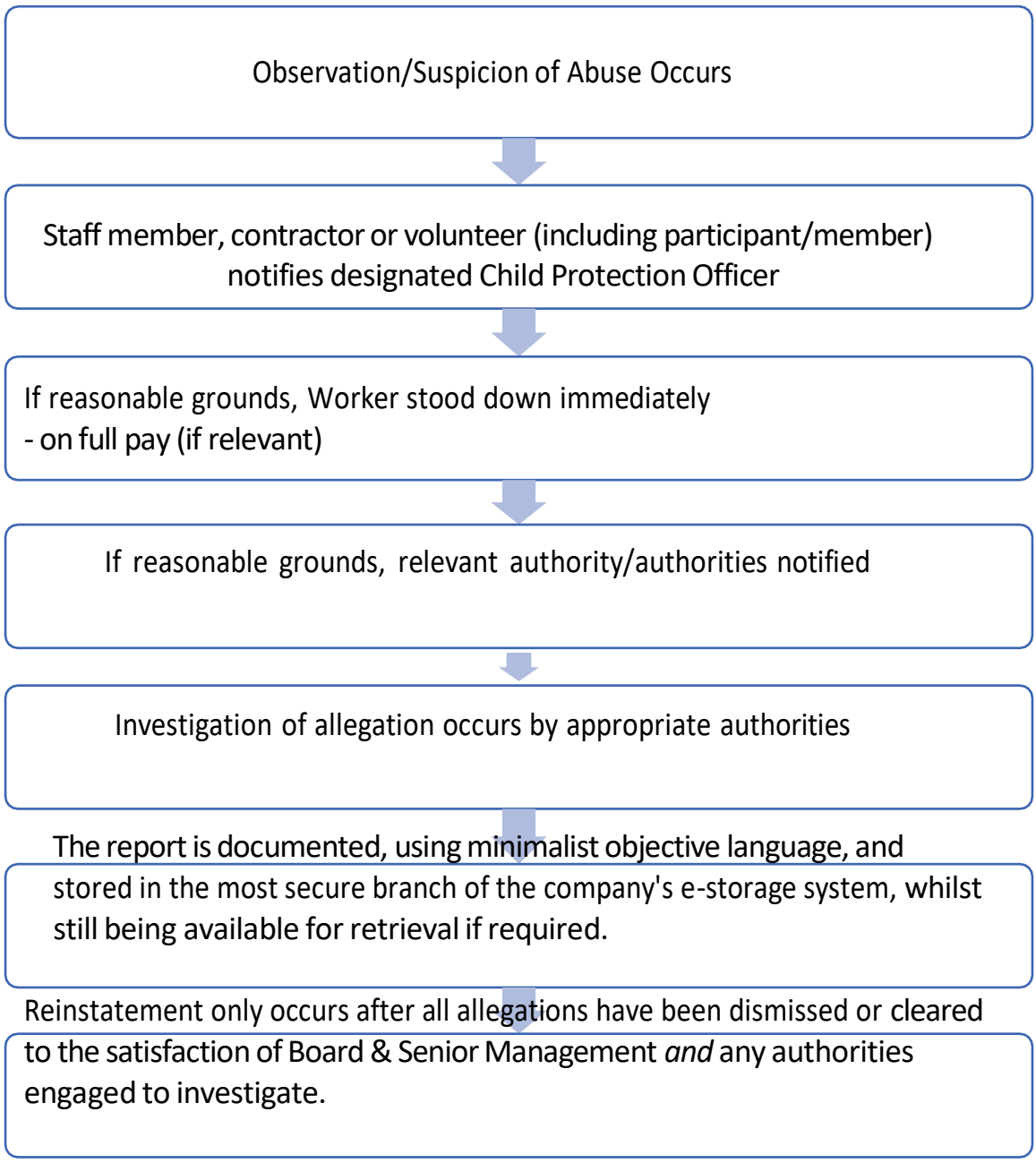
Notes:
Recognising indications of potential abuse is complex and there is no simple checklist to allow easy recognition. There are potential warning signs that you can be alert to but they should be observed and assessed with care. It should not be automatically assumed that abuse is occurring, and talking to the child may reveal something quite innocent. It is important, however, not to dismiss significant changes in behaviour, fears, worries, and physical indicators a child is exhibiting. Do not ignore these signs, but remember it is not your role to become an investigator. Report any concerns to the WAYTCo designated child protection contact (General Manager).

Possible signs of concern regarding adult behaviour:

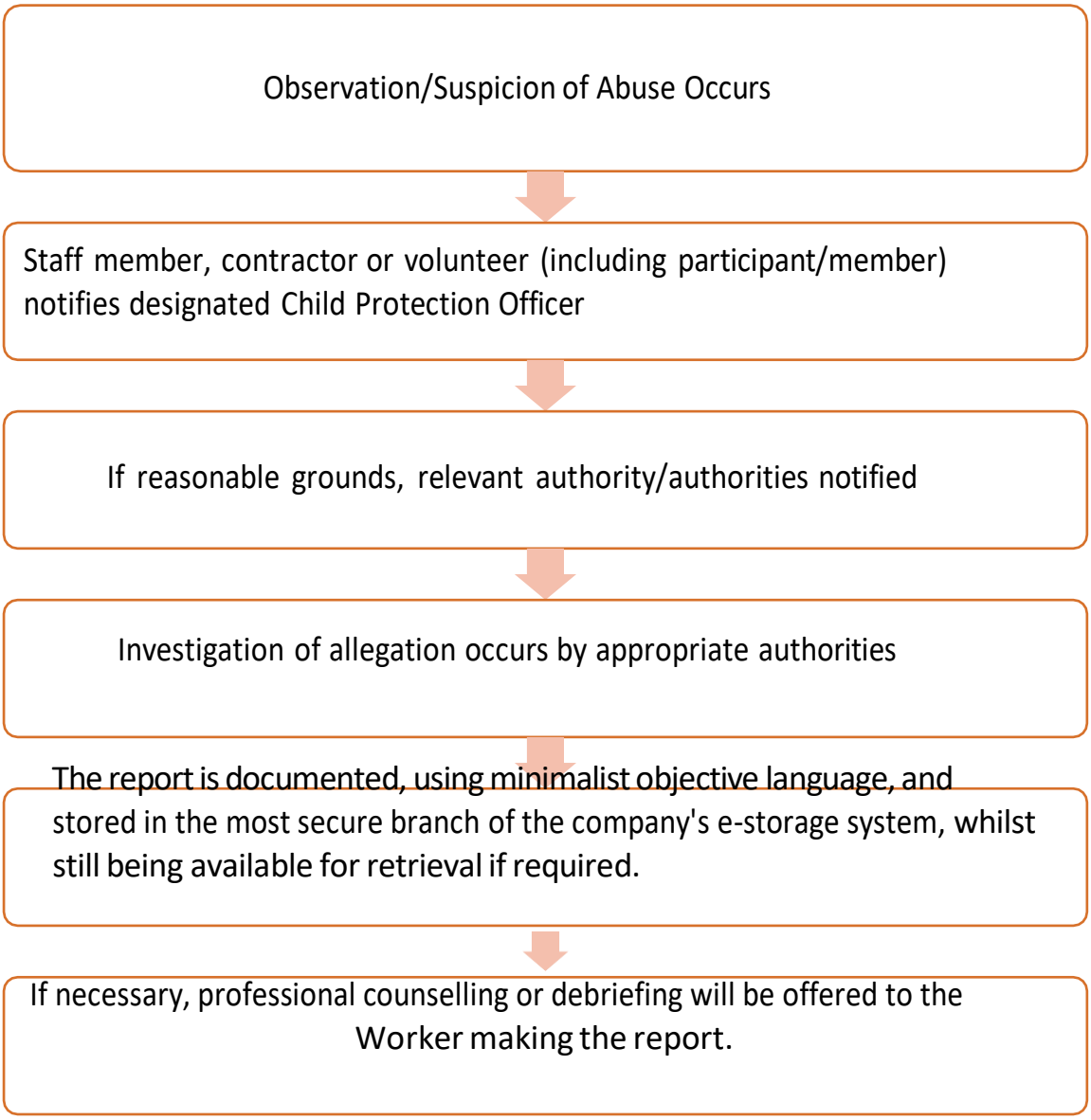
- A person in whose presence a child or children becomes unusually distressed or agitated;
- A member of staff, volunteer, or parent asking a child to lie about anything (especially if it is about meeting that child);
- Any member of staff, volunteer or parent who asks you to lie about a situation involving a child – particularly if that child looks distressed;
- Any person who persistently fails to follow the organisation's Code of Conduct/ behavioural protocols (detailed in the child protection policy), particularly if reasons are evasive;
- Private (i.e. outside of work) meetings between a child and a member of staff or volunteer.

ATTACHMENT 4:

REQUIRED: Child Protection Concern Reporting Pathway – WAYTCo Worker as focus of actual, alleged or reasonably suspected abuse



ENCOURAGED: Child Protection Concern Reporting Pathway – Non-WAYTCo/External party as focus of actual, alleged or reasonably suspected abuse



Note: WAYTCo Workers are *not* to contact a parent/caregiver or other external party alleged to be an abuser. This is the responsibility of the relevant authorities.

ATTACHMENT 5:

Procedural excerpt relating to 2.1.8
Acceptance lines must read:

> "*I, [insert name], have read and hereby accept the attached contract. I agree to the terms and conditions detailed in the contract and have also read and accept the WAYTCo Code of Conduct*."

Prior to distribution of e-copies of the Code of Conduct with electronically issued employment offers, the contracting officer MUST ensure the e-copy has working hyperlinks to the company's current Safeguarding Children & Young People Policy. Where the offer is provided in hard copy, a copy of the most current version of the policy must be provided, along with the copy of the Code of Conduct.

Procedural excerpt relating to Working with Children Check responsibilities:
The WWC Check status of ALL over 18 guest presenters, cast and crew will be checked by the relevant program coordinator prior to the roll-out of productions, ensembles and masterclasses/courses involving interaction by adults with participants who are minors*. For schools Outreach and paid incursions/excursions, the WWC Check status of the tutor pool will be checked at scheduling (i.e. prior to program commencement) by the relevant program coordinator, and current copies of WWC Check cards requested as required.

In all instances, copies of current WWC Check cards will be filed away for future reference, and, where relevant, for sharing with schools/community groups pre-entry.

With the addition of each new artist or tutor to the company's tutor pool, WWC Check status will be clearly marked (i.e. WWC Check card status checked? 'Y' or 'N'). This responsibility will rest with the staff member making the new entry. Responsibility for following through with the requirement to sight and store a copy of the artist's/tutor's current WWC Check Card prior to engagement will then rest with the staff member confirming the availability of the new tutor for a specific engagement.

Where nearing expiry is noted by WAYTCo staff checking currency of WWC Check cards, WAYTCo will remind workers to update their records with the screening unit.

*IMPORTANT NOTE: *Whilst program participants 18 – 26 may, on occasion, be due to interact with participants who are minors, we do not expect this sub-category of adult-aged WAYTCo Workers to acquire and present Working with Children Check cards. Instead, we require staff scheduling for events of these kinds (involving the mixing of minors with adult-aged participants) to ensure supervision of minors, at all times, by a Worker with a current Working with Children Check card (i.e. supervision by a member of any other sub-category of adult-aged WAYTCo Worker).*

ATTACHMENT 6: Reporting Concerns

If you are concerned about a child's wellbeing, please contact the Central Intake Team on 1800 273 889 or email cpduty@communities.wa.gov.au.

To report a concern out of business hours please contact our Crisis Care Unit on 1800 199 008

If you are a referrer from a government or non-government agency reporting concerns about a child's wellbeing please complete the Child Protection Concern Referral form.

If you believe a child is in immediate danger or in a life-threatening situation, contact the Western Australia Police immediately by dialling **000.**

If you make a report or disclose relevant information to the Department, there is legislative protection for the notifier. These are:

- Protection of identity - with some exceptions, your identity must not be disclosed without your consent. For further information, refer to section 240 of the *Children and Community Services Act 2004*.
- Legal protection – you are not subject to legal liability under State law providing the information is provided in good faith.
- Professional protection – authorised disclosure of information cannot be held to constitute unprofessional conduct or a breach of professional ethics. As a result you cannot be disciplined by your professional body or incur any formal professional negative consequences at your workplace.

When you contact the Department, the Duty Officer will gather and record information that you provide and decide how best to respond. The type of information that the officer will gather includes:

- details about the child/young person and family
- the reasons you are concerned
- the immediate risk to the child
- whether or not the child or family has support
- what may need to happen to make the child safe
- your contact details, so that the officer can call you to obtain further information if required or to provide feedback.

You do not need to have all the details about the child or family when you contact the Department. From: https://www.dcp.wa.gov.au/CHILDPROTECTION/Pages/Ifyouareconcernedaboutachild.aspx