

Child Safe and Wellbeing Policy

Policy number	TP006	Version	2.0
Drafted by	Ninos Hozaya	Approved by Board on	02/06/2026

1. Purpose

- 1.1. Tawasul Foundation Incorporated ("the Association") is committed to creating a safe, welcoming, and empowering environment for all children and young people. In accordance with Rule 2 of our Constitution, our primary purpose is to relieve distress, helplessness, and misfortune experienced by refugees, newcomers, and culturally and linguistically diverse (CALD) communities. Protecting the safety and wellbeing of children within these communities is fundamental to our mission.
- 1.2. This Policy establishes operational standards to prevent child abuse, ensure personnel understand their legal and ethical duties, and provide clear procedures for reporting and responding to child safety concerns.

2. Scope

This policy applies to:

- 2.1. All Board members, officers, and committee members;
- 2.2. All employees (including casual, and part-time staff);
- 2.3. Contractors, consultants, and service providers;
- 2.4. Volunteers, student placements, and community workers;
- 2.5. All members acting on behalf of the Association.

It applies across all physical sites, online platforms, community programs, excursions, and off-site events managed or hosted by Tawasul Foundation Inc

3. Statement Of Commitment & Victorians Child Safe Standards

3.1. Zero Tolerance

3.1.1. Tawasul Foundation Inc. has zero tolerance for child abuse or harm.

We are committed to acting in children's best interests and keeping them safe from physical, sexual, emotional, and psychological abuse, as well as neglect and cultural harm.

3.2. Cultural Safety & Inclusion

Recognising our identity as a refugee-led organisation, we actively prioritize:

3.2.1. The cultural safety of Aboriginal and Torres Strait Islander children;

3.2.2. The cultural safety of children from refugee, asylum seeker, and CALD backgrounds;

3.2.3. The safety, rights, and participation of children with disabilities, neurodivergent youth, and vulnerable young people.

3.3. Adherence to the 11 Victorian Child Safe Standards

The Association strictly complies with Victoria's Child Safe Standards under the Child Wellbeing and Safety Act 2005 (Vic):

3.3.1. Standard 1: Culturally safe environments for Aboriginal children and young people.

3.3.2. Standard 2: Child safety and wellbeing embedded in leadership, governance, and culture.

3.3.3. Standard 3: Child safety and wellbeing empowered through participation and information.

3.3.4. Standard 4: Families and communities informed and involved in child safety.

3.3.5. Standard 5: Equity upheld and diverse needs taken into account.

3.3.6. Standard 6: Suitable people recruited and supported to work with children.

3.3.7. Standard 7: Processes for complaints and grievances child-focused.

- 3.3.8. Standard 8: Personnel equipped with knowledge, skills, and awareness through training.
- 3.3.9. Standard 9: Physical and online environments promote safety and wellbeing.
- 3.3.10. Standard 10: Review and continuous improvement of child safety practices.
- 3.3.11. Standard 11: Policies and procedures document how the organisation is safe for children.

4. Risk Reduction & Safe Environment Design

4.1. "Safety by Design" & Site Visibility

- 4.1.1. High Visibility: Event spaces, classrooms, and activity zones must be arranged with clear sightlines to eliminate isolated or "blind" spots.
- 4.1.2. Two-Adult Rule: Staff and volunteers must never be alone behind closed doors or in isolated settings with a child without another authorized adult present or visible.
- 4.1.3. Designated Safety Officer: A designated Child Safety Officer (or Board member) will be assigned at major public events and programs to oversee safety standards and serve as an immediate contact point.

4.2. Online Safety

- 4.2.1. Official communications with minors must be conducted through corporate channels with parental/guardian knowledge and consent.
- 4.2.2. Unsupervised one-on-one digital contact between personnel and children is strictly prohibited.

5. Recruitment, Screening & Personnel Responsibilities

5.1. Mandatory Screening Checks

Before commencing involvement in any program involving children, all staff, Board members, and relevant volunteers must:

- 5.1.1. Hold a valid Victorian Working with Children Check (WWCC) registered with Tawasul Foundation Inc. or an appropriate Victorian Institute of Teaching (VIT) registration.
- 5.1.2. Undergo a National Police Check where required by risk assessment or funding contracts.
- 5.1.3. Submit character references and undergo interview screening regarding suitability to work with children.

5.2. Code of Conduct Expectations

All personnel must act as positive role models, use respectful and non-discriminatory language, respect personal boundaries, and report safety risks immediately.

6. Reporting And Responding to Child Safe Concerns

6.1. Duty to Report

Any person covered by this policy who suspects, observes, or receives a disclosure of child abuse, harm, or breach of safety standards must report it immediately.

6.2. Reporting Pathways

- 6.2.1. Immediate Danger / Emergency: Call Victoria Police on 000 immediately
- 6.2.2. Non-Emergency / Disclosure: Report to Child Safety Officer / Manager / President
- 6.2.3. Formal Statutory Action: Internal Incident Logging + Mandatory Reporting (DFFH) + Notification to CCYP (Reportable Conduct Scheme)

6.3. Confidentiality & Privacy

All reports and records concerning child safety incidents will be treated with strict confidentiality in accordance with our Privacy Policy and Rule 75 of the Constitution, except where disclosure is required by statutory reporting authorities.

7. Breaches Of This Policy

Tawasul Foundation Inc. takes breaches of child safety with the utmost seriousness.

7.1. Employees & Contractors: Breaches will result in formal disciplinary action, up to and including immediate termination of employment or contract, and referral to police or regulatory bodies.

7.2. Members & Board Members: Breaches by members of the Association will trigger immediate disciplinary proceedings under Part 3, Division 2 (Rules 19–24) of the Constitution. The Board may suspend membership rights or expel the member, subject to appeal procedures.

8. Governance Responsibilities & Review

8.1. The Board: Holds ultimate governing responsibility for ensuring compliance with the Victorian Child Safe Standards, overseeing policy reviews, and lodging required notifications with regulatory bodies.

8.2. Manager & Child Safety Officer: Responsible for day-to-day risk management, personnel compliance tracking (WWCC database), and logging incidents.

8.3. Staff & Volunteers: Responsible for maintaining a vigilant, child-safe culture and adhering to all procedures.

Policy Review: This policy will be reviewed annually by the Board, or immediately following any significant child safety incident or legislative update.

9. Contact For Child Safety Concerns

Postal Address: PO Box 2075 Roxburgh Park VIC 3064

Email: info@tawasul.org.au

Phone: 1800 829 278