



CHILD SAFETY POLICY

INTRODUCTION

Portland CEMA Inc is committed to promoting and protecting the interests and safety of children. It has zero tolerance for child abuse. Portland CEMA Inc is thereby committed to complying with the National Principles for Child Safe Organisations (2019)¹ and the Victorian Child Safe Standards (2025)² introduced by the Victorian Government, which set out the compulsory minimum standards for organisations that provide services for children and young people (or are used by children and young people), to help protect them from harm. Everyone involved with Portland CEMA Inc is responsible for the care and protection of children and reporting information about child abuse.

APPLICATION

This policy applies to all **members of Portland CEMA Inc, volunteers and/or contractors** to the broad range of situations where interaction with children and young people may occur in the delivery of Portland CEMA Inc's activities.

DEFINITION

For the purpose of this policy and associated codes and documents Portland CEMA Inc defines a child as a person under the age of 18 years. Unless otherwise specified the terms, "child", "children" and "young people" are to be considered interchangeable.

PURPOSE

The purpose of this policy is to:

1. ensure that all members of Portland CEMA Inc, volunteers and/or contractors engaged by Portland CEMA Inc are aware of the organisation's commitment to creating and maintaining a child safe environment that meets the Standards
2. facilitate the prevention of child abuse within Portland CEMA Inc.
3. establish the framework for an organisational culture of child safety.
4. outline the responsibilities that various parties have for identifying possible occasions for child abuse.
5. establish controls and procedures for preventing abuse, and for detecting abuse when it occurs. Policies and Procedures can only be established or altered only by the CEMA Inc Executive.
6. provide guidance to members of Portland CEMA Inc, volunteers and/or contractors as to action that should be taken where they suspect any abuse within or outside of the organisation.

¹ [National Principles for Child Safe Organisations | National Office for Child Safety](#)

² [CCYP | Child Safe Standards](#)



7. provide a clear statement to members of Portland CEMA Inc, volunteers and/or contractors forbidding any such abuse
8. provide assurance that all suspected abuse will be reported and fully in accordance with the Child Protection Procedures

PORTLAND CEMA INC'S COMMITMENT

Portland CEMA Inc is committed to complying with the National Principles for Child Safe Organisations and Child Safe Standards (Standards) introduced by the Victorian Government, which set out the compulsory minimum standards for organisations that provide services for children and young people (or are used by children and young people), to help protect them from harm.

Portland CEMA Inc confirms that all children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse.

Portland CEMA Inc has zero tolerance for child abuse.

- Everyone involved with Portland CEMA Inc is responsible for the care and protection of the children involved in its activities.
- It is also responsible for reporting information about suspected child abuse.
- Child Safety is treated as a shared responsibility.
- All CEMA Inc members, and volunteers at Portland CEMA Inc, who are engaged with providing activities with children, agree to hold and keep current a Victorian Government issued Working With Children Check or VIT and provide Portland CEMA Inc with a photo copy of their WWCC Card or VIT emailed to:
memberships@portlandcema.org.au

Portland CEMA Inc is committed to the cultural safety of all children, and pays particular attention to the safety and cultural safety of the following groups of children, in recognition of their increased vulnerability, and diverse and unique identities and experiences:

- Aboriginal and Torres Strait Islander children and young people
- children from culturally and linguistically diverse backgrounds
- children living with a disability
- children who identify as lesbian, gay, bisexual, or trans
- children who are intersex, non-binary, or gender diverse
- children in and out of home care and the youth justice system



Any person who believes a child is at immediate risk of abuse must contact the police (telephone 000) - refer to the Portland CEMA Inc Code of Conduct.

PORTLAND CEMA INC'S APPROACH TO CHILD SAFETY

In continuing to implement and promote a child-safe system of participation, Portland CEMA Inc will:

- develop an environment in which children feel listened to and valued, and in which their concerns are acted upon, including encouraging and allowing children to participate in decisions important to them.
- consult with members of the Executive, Group Office Bearers and other appropriate parties, including families and children.
- assess and manage the risk of abuse to children who interact with Portland CEMA Inc, including through recruitment practices (e.g., auditions) and online.
- take a proactive approach to child safety, including fostering a culture of openness that encourages all members of the Executive and Group Office Bearers, contractors, members and volunteers to report any concerns of child safety and supports them in this process.
- report suspected abuse, neglect or mistreatment promptly to the appropriate authority.
- ensure children know the options available to them if they are concerned or feeling unsafe, and foster an environment where children are safe to raise such concerns.
- ensure members of the Executive and Group Office Bearers, and volunteers who are interacting with or supervising children have been provided with a copy of the Child Safe Policy, and have read, understood and signed off on the Child Safety Code of Conduct.
- have policies and procedures in place to reflect these commitments, and review these annually as per the Document Register Version Control or immediately upon any incident or concern regarding a child's safety in organisation.

RELATED DOCUMENTS

- Child Safety Code of Conduct

This policy must be read in conjunction with:

- The law of the Commonwealth and the State of Victoria
- The organisation's Child Safety Code of Conduct and Flow Chart
- The organisation's Incorporation Rules

AUTHORISATION

Policies and Procedures can be established or altered only by the CEMA Executive Committee.