



Millicent Community Access Radio

DRAFT WORKING WITH CHILDREN POLICY

Policy Statement

1. 5THEFM is committed to ensuring the safety and wellbeing of all children and young people who access our facilities, on-air programs, services and events.
2. 5THEFM is committed to maintaining and improving our policies, procedures, and practices to safeguard children and young people from neglect and abuse.
3. Responsibility for maintaining and improving our policies and procedures is assigned to the Board.
4. We monitor our volunteers and external providers to ensure appropriate practice, behaviour, and that policies are followed.
5. All 5THEFM volunteers, are required to hold and maintain a Working with Children Check ('WWCC') and disclose convictions or charges affecting their suitability to work with children and young people.
6. WWCC records are regularly monitored to ensure currency is maintained.

2. Definitions

1. Working With Children Check: a National Police Check (criminal history record) and a review of reportable workplace misconduct.

3. Responsibilities and Delegations

1. Board of Directors

- a. Legally responsible for ensuring appropriate policies and practices are in place to minimise the risk of child abuse.
- b. Required to understand and act in line with 5THEFM's policies and guidelines.
- c. Required to promote best practice in Safeguarding Children and Young People and promptly respond to any advice received from any State/Territory child protection authority or the Australian Childhood Foundation (ACF).
- d. In conjunction with Board Chairman, is required to understand and act in line with 5THEFM's policies and guidelines.
- e. Required to promote safeguarding children and young people and promptly respond to any changes to legislation or advice received from any State/Territory child protection authority or the ACF. Also, responsible for ensuring changes are brought to the attention of the Board Member delegated with the responsibility for Child Protection Matters promptly.
- f. Ensure that access to training and development and emotional support (access to an independent counsellor) is provided to all volunteers.

2. The Board member delegated to manage Child Protection Issues is required to:

- a. Understand and act in line with 5THEFM's policies and guidelines, including reporting any suspected child abuse to the relevant State child protection authority, police department (whether the incident occurred at a 5THEFM event, or the accused is associated directly with 5THEFM).



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- b. fully cooperate with all relevant State child protection authorities or other recognised bodies in their investigations of suspected child abuse.
- c. Ensure all Volunteers have a WWC check.
- d. Responsible for ensuring the recruitment of volunteers is in line with safeguarding children and young people-related policies and the Volunteer Recruitment Policy.

3. Volunteers are required to:

- a. Understand and act in line with and promote 5THEFM's safeguarding children and young people policies and guidelines.
- b. disclose any criminal convictions to 5THEFM prior to their appointment to the organisation whilst also disclosing any subsequent convictions after their appointment to 5THEFM; and
- c. ensure their WWCC remains current, valid and connected to 5THEFM (where possible)
- d. notify 5THEFM's delegated Board Member immediately if they become aware of any current volunteers charged with criminal convictions relating to children and / or a negative WWCC

4. Policy Practice and Procedure

1. Legislation

- a. Each state/territory in Australia has different child protection screening procedures for WWCC and authorities. Refer to the National Working with Children Process Directory for the relevant state/territory legislation and procedure.
- b. Any applicant who has resided in an overseas country for 12 months or more in the last ten years, will be required to contact the relevant overseas police force to obtain a criminal or police record check.
- c. All volunteers must complete the relevant screening procedure. Volunteers cannot attend at the Station, program or event until the relevant screening procedure has been successfully completed.
- d. For all fundraising events or campaigns run by 5THEFM, volunteers must complete the relevant screening procedures 30 days prior to the commencement of the event.
- e. All volunteers are required to keep their relevant state/territory check current, valid and connected to 5THEFM (where possible) throughout their involvement with the Station.
- f. Screening must be completed in the state/territory that the employee or volunteer resides in.
- g. Failure of a volunteer to keep their WWCC current, will result in immediate suspension of volunteer activities.



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5. Maintaining Records

1. In accordance with the Privacy Policy, confidential information will be stored securely electronically.
2. Volunteer records: The Board is responsible for the maintenance of volunteers and the secure storage of volunteers' WWCC records.

6. Auditing

1. The Board are responsible for conducting regular audits of volunteers' WWCCs respectively. Any instances of non-compliance will be addressed as a matter of urgency.
2. Non-compliance relating to the maintenance of volunteer WWCC records may result in suspension from all volunteer duties.

7. Inconclusive Screening

1. In the event a WWCC is returned with results other than clear validation the volunteer can work with children; the matter is immediately escalated to the Board for direction.

8. Prohibited Person Declaration

1. 5THEFM will not engage any person as a volunteer, in any capacity, if they are unable to obtain a valid WWCC.
2. 5THEFM will suspend engagement with any person as a volunteer, in any capacity, during the period when their WWCC has expired and they are obtaining a new valid WWCC.
3. 5THEFM will cease engagement with any employee or volunteer if they are identified as a 'prohibited person' for the purposes of maintaining a WWCC, at any time during their engagement.

9. Monitoring and review

1. 5THEFM is committed to maintaining and improving its policies, procedures and practices.
2. This document is reviewed by the Board in accordance with 5THEFM's policy review schedule, in the event of any legislative changes or best practice developments.
3. Any updates or changes to this policy, are communicated to all volunteers.

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