
CHILD SAFETY POLICY

Child Safe Policy and Code of Conduct

Implementing the 10 NSW Child Safe Standards and the Reportable Conduct Scheme

Version 1.0 - July 2026

Policy owner	Board of Directors, THRIV3 (Indigenous Corporation)
Responsible officer	Chief Executive Officer
Applies to	All THRIV3 People across every program, site, event and online environment
Effective date	July 2026
Next review	July 2027 (or earlier if legislation or funding conditions change)
Related documents	Working With Children Check and Police Check Management Policy; Recruitment, Screening and Onboarding Policy; Grievance and Complaints Policy; Forms F25 and F26

1. Purpose and Scope

THRIV3 (Indigenous Corporation) puts the safety, wellbeing and voice of children and young people before everything else. This policy sets out how THRIV3 implements the 10 NSW Child Safe Standards under the Children's Guardian Act 2019 (NSW), our Child Safe Code of Conduct, and how we respond to child safety concerns, including reportable conduct.

This policy applies to all THRIV3 People: Directors, members acting for the corporation, the CEO, employees, volunteers, contractors, students on placement and agency workers, across every program, site, vehicle, event and online environment. It sits alongside the Working With Children Check and Police Check Management Policy, which governs screening.

2. Our Commitment and the Law

THRIV3 delivers youth and community programs on Wiradjuri Country and beyond, and we commit to being a child safe organisation as defined by the NSW Office of the Children's Guardian (OCG). We implement the 10 NSW Child Safe Standards, which give effect to the recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse. Cultural safety is part of child safety: our programs are designed so Aboriginal and Torres Strait Islander children are safe, proud and strong in their identity.

The CEO will confirm with legal advice whether any THRIV3 service brings the corporation within Schedule 1 of the Children's Guardian Act 2019 as a relevant entity for the Reportable Conduct Scheme. THRIV3 applies the reporting discipline in section 6 of this policy regardless of formal coverage.

3. The 10 Child Safe Standards at THRIV3

- **1. Leadership, governance and culture.** Child safety is embedded in Board oversight, risk management and program design. The Board receives child safety reporting at least quarterly.
- **2. Children participate and are taken seriously.** Programs build in ways for children and young people to have a say, and we act on what they tell us.
- **3. Families and communities are informed and involved.** Families, Elders and community are engaged in how programs run and how to raise concerns.
- **4. Equity is upheld and diverse needs respected.** Programs are culturally safe and accessible, including for children with disability and children in out-of-home care.
- **5. Safe and suitable people.** Recruitment, screening (WWCC and police checks), induction and supervision follow the Working With Children Check and Police Check Management Policy and the Recruitment, Screening and Onboarding Policy.
- **6. Child-focused complaints processes.** Children, families and workers can raise concerns easily (Form F25); concerns from children are heard in child-friendly, culturally safe ways and always acted on.
- **7. Staff and volunteers are equipped through training.** Child safety, this Code of Conduct and reporting obligations are covered at induction and refreshed at least annually.
- **8. Safe physical and online environments.** Program risk assessments cover physical spaces, transport, water activities, overnight stays and online contact; the Social Media and Technology policies govern online conduct with children.
- **9. Continuous improvement.** Incidents, near misses and complaints are reviewed and this policy is updated; we review against OCG self-assessment tools annually.
- **10. Policies and procedures document how we keep children safe.** This policy, the screening policy, the Code of Conduct and the forms in the templates pack are the documented system.

4. Child Safe Code of Conduct

When working with children and young people, THRIV3 People always:

- treat children with respect, use positive language, and act as role models
- work in sight of another adult wherever possible; avoid being alone with a child out of sight of others
- follow program ratios, transport rules and overnight arrangements set in the program risk assessment
- use THRIV3-approved channels for any communication with children; never contact a child through private social media, phone or messaging without documented parental consent and CEO approval
- obtain consent before photographing children and follow the Social Media Policy for any use of images
- respect cultural protocols and support children's cultural identity
- report every concern promptly under section 5.

THRIV3 People never: use physical discipline; engage in any sexualised behaviour, language or contact with a child; develop special relationships, give personal gifts, or single out a child for unwarranted attention; supply children with alcohol, drugs, vapes or cigarettes; transport a child alone without program approval; or ignore, dismiss or delay acting on a concern. Every person signs the Child Safe Code of Conduct Acknowledgement (Form F26) at induction.

5. Raising and Responding to Concerns

Any concern about a child's safety, or about the conduct of any adult towards a child, must be reported immediately to the person's supervisor and the CEO, using Form F25. Where the concern involves the CEO, report to the Board Chair.

- **A child in immediate danger:** call 000 first.
- **Suspected significant harm:** the reporter or the CEO reports to the Child Protection Helpline on 132 111. Anyone may report directly; using this policy never delays a statutory report.
- **Concerns about a worker's conduct:** handled under section 6.

Children who raise concerns are believed, supported and kept informed in an age-appropriate way. No one suffers detriment for reporting in good faith.

6. Reportable Conduct

Reportable conduct includes sexual offences, sexual misconduct, ill-treatment, neglect, assault of a child, and behaviour causing significant emotional or psychological harm, by an employee, volunteer or contractor, whether or not connected with work.

- All allegations are recorded and risk-assessed immediately; interim measures (such as supervision changes or standing a person down on pay) protect children while the matter is investigated fairly.
- Where THRIV3 is a relevant entity under the Reportable Conduct Scheme, the CEO (as head of entity) notifies the Children's Guardian within seven business days of becoming aware of a reportable allegation or conviction, conducts an investigation consistent with OCG guidance, and provides the required reports.
- Matters are also reported to the police where criminal conduct may be involved, to the WWCC register (which may trigger OCG risk assessment), and to funders where agreements require.
- Procedural fairness is afforded to the person subject to the allegation, consistent with the Grievance and Complaints Policy and OCG guidance, without ever compromising child safety.

7. Records and Confidentiality

Child safety records (concerns, reports, investigations, outcomes) are stored securely and separately, retained in line with legal requirements and Royal Commission record-keeping principles (minimum 45 years for records relevant to child sexual abuse), and handled under the Privacy and Workplace Surveillance Policy.

8. Responsibilities and Review

The Board owns this policy, receives child safety reports and leads Standard 1. The CEO is the head of entity for reportable conduct, ensures training, screening and program risk assessments occur, and maintains records. Program supervisors apply ratios, risk assessments and the Code day to day. Every THRIV3 person follows the Code and reports concerns immediately. This policy is reviewed annually against OCG guidance, and immediately after any child safety incident or legislative change.

Board adoption

This policy was adopted by the Board of Directors of THRIV3 (Indigenous Corporation) and takes effect from the date recorded below. It will be reviewed at least every 12 months, and earlier if legislation, ORIC or ACNC requirements, or funding conditions change.

Adopted On: 25/07/2026