



Operating Procedures for Working With Children

These Operating Procedures for Working With Children, together with the Child Safety Code of Conduct, are to be provided to all new SHBG employees and volunteers who will be working with children. A copy of SHBG's Working With Children Policy is available on request.

General principles

SHBG is committed to the safety and wellbeing of all children and young people.

All children who visit the garden should have a safe and happy experience.

The protection of children is a shared responsibility between SHBG, its directors, employees, contractors and volunteers and any other person engaged in work relating to the operations of the Garden.

SHBG supports and abides by the National Principles for a Child Safe Organisation.

Obligations of employees and volunteers

All employees and volunteers must acknowledge and comply with the Child Safety Code of Conduct and these Operating Procedures for Working With Children.

Employees and volunteers must not photograph, video or record a child without the consent of a parent or carer.

All employees are required to undertake a Working With Children Clearance (WWCC) (at SHBG's expense) and all volunteers are encouraged to undertake a WWCC (at no expense).

Once they obtain clearance, they are to report their full name, date of birth and WWCC number and expiry date to SHBG.

Only employees and volunteers with a verified WWCC are permitted to have contact with children at the Garden or at SHBG events, including physical contact or face to face contact.

If anyone witnesses or has grounds to suspect abusive or unlawful activity directed at a child in the Garden or at an SHBG event, they must immediately notify the CEO.

Procedure in case of an offence or breach

The CEO should prepare a Complaint Record Form as soon as practicable following receipt of any complaint of suspected abusive behaviour or misconduct and contact the police. All staff and volunteers are to cooperate fully with the police.

Provided it does not conflict with any police investigation, the CEO will instigate an internal review of procedures. Strict confidentiality is to be maintained around the review, subject to the need to consult with other staff or volunteers about the purpose of the review.

Following an allegation of an offence or breach by a member of staff or volunteer, into which the police are conducting an investigation, the staff member or volunteer involved may be stood down while the investigation is conducted.

All personal information surrounding a breach or alleged breach is to be dealt with in the strictest



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confidence and such personal information is to be protected. Persons associated with a breach or alleged breach are entitled to know how their personal information is recorded, what will be done with it and who will be able to access it.

Please sign to acknowledge that you have read this Working With Children Operating Procedures and the Child Safety Code of Conduct, have had the opportunity to ask questions.

I, (full name)will comply with the requirements of the Working with Children Operating Procedures and the Child Safety Code of Conduct.

Volunteer signature: Date: