

# Under 18s policy

## 1. Purpose

To provide a framework to ensure a child-safe workplace.

## 2. Scope

This policy applies to:

- a. All employees, volunteers, contractors and interns/work placements of RedR,
- b. RedR deployees, and
- c. Standby personnel/applicants.

## 3. Policy Statement

RedR is committed to provide a child-safe workplace. This policy aims to ensure that appropriate measures and considerations are taken across the business when a child is involved at the office, at training facilities, or participating in a training course, or a RedR personnel duties is categorised as child-related work.

## 4. Principles

RedR recognises the nature of humanitarian work can be challenging. The RedR training courses are centred around adult learning and nature of topics and simulations can be confronting. RedR recognises the importance of setting appropriate measures and apply protective psychosocial framework/ principles, to ensure a safe environment when a child is involved in RedR operations.

	Description	Measures
<b>Under 18s Participating in a RedR Core Courses and RTO programs</b>	Enquiry for a participant under the age of 18 to enrolled to a RedR core course eg. EHP, PSSC.	All participants to a RedR core course must be over the age of 18.  RedR core courses and RTO training programs are centred around adult learning frameworks.
<b>Under 18s Participating in a RedR Customised Courses</b>	RedR delivering a training course to a group of children.	Where RedR delivers training to a group of children, the learning outcomes, training content, language, and activities are to be modified and supported by their peers.  RedR trainers should have a WWC or must arrange a representative with a WWC to oversee the workshop/session.

<p><b>RedR delivering a training course or workshops in a school</b></p>	<p>RedR may be requested to deliver a training workshop or information session to a school setting or educational institution with participants under the age of 18.</p>	<p>RedR personnel attending the school setting or educational institution with children should have a WWC or must arrange a representative from the school with a WWC to oversee the workshop/session.</p>
<p><b>Under 18s volunteering on Training Course Simulations</b></p>	<p>Volunteers play an essential role in some training courses. Typically the training courses and topics are catered for adult learning setting.</p>	<p>All volunteers a RedR training courses must be over the age of 18. PSSC volunteers must strictly be over the age of 18.</p> <p>Exceptions to this can only be granted by Team Leader - Training. In such circumstance where there are volunteers under the age of 18, the RedR Training team, in discussion with a psychosocial professional and parent or guardian, is to ensure activities/ role plays/ simulation where the child is involved is appropriate. The child must be accompanied by a parent or guardian at all times. The RedR Guardian Nomination form must be completed as signed agreement and understanding.</p>
<p><b>Children in the RedR work environment</b></p>	<p>Example:</p> <ul style="list-style-type: none"> <li>• Staff member brings their child or a child under the age of 18 to the RedR office on an ad-hoc basis.</li> <li>• Training participant brings their child to a Training course.</li> </ul>	<p>The child must be under the parent's or guardian's guidance at all times.</p> <p>No WWC required by RedR Personnel if their substantive role is not classified as Child Related Work.</p> <p>No children allowed at RedR classroom where the parent is a trainee due to the adult nature of content. Exceptions to this can only be granted by Director of Operations eg. for example a feeding mother unless it can be proven that the child will distract the classroom.</p>
<p><b>Supervising children in employment</b></p>	<p>Under the Child Employment Act 2003, you are doing child-related work if you are supervising a child under the age of 15 in employment so you need a WWC Check.</p>	<p>RedR does host any primary or high school work experience programs.</p> <p>RedR does not hire staff, volunteers or interns who are under the age of 18.</p>

## **5. Procedures**

### **5.1 Insurance**

Limits apply on insurance benefits for under 18 including training participants and volunteers.

### **5.2 RedR Child protection policy**

RedR Australia considers child abuse unacceptable in all circumstances. RedR Australia is committed to respecting the rights of boys and girls at all times. This will be achieved by awareness, prevention, and reporting of risks to children that may lead to harm in a timely and appropriate manner.

This includes;

- All children have equal rights to protection from abuse and exploitation; they have the right to be safe at all times.
- Zero tolerance towards child abuse
- Everyone has a responsibility to support the care and protection of children
- Respect for diversity in cultures and faith while maintaining child safety
- No child should come to harm as a result of their engagement with RedR
- Child protection concerns and breaches of this policy will be guided by the principle of 'the best interests of the child'
- RedR personnel are supported by clear policies and procedures

See the RedR Child Protection Policy and Code of Conduct for more information.

## **6. Responsibilities & Reporting**

### **6.1 Compliance, monitoring and review**

The RedR HR manager is responsible for ensuring the policy:

- Aligns with relevant legislation, government policy and / or Red requirements/strategies/values,
- Is implemented and monitored, and
- Is reviewed to evaluate its continuing effectiveness

### **6.2 Reporting**

Allegations of abuse or other criminal activities, such as theft, assault, or "risk of significant harm" to children and young people will be reported to the police or relevant authorities.

## 7. Definitions

<b>Child</b>	A person under the age of 18 years (in accordance with Article 1 of the United Nationals Convention on the Rights of the Child).
<b>Child Protection</b>	An activity or initiative designed to prevent and/or respond to child abuse.
<b>Child related work</b>	<p>Under the Working with Children Act 2005 (the Act), child-related work involves contact with a child that is unsupervised, direct and a part of the person's duties.</p> <p>Child-related work is an activity undertaken in any of the services, bodies or places referred to in the Act as 'occupational categories'.</p> <p>If child-related work meets the definition above, a Working with Children's check must be obtained by the RedR personnel (eg. staff, volunteers, Associate Trainers).</p>
<b>Working with Children's Check</b>	<p>The Working with Children (WWC) Check and a Police Check are different checks.</p> <p>The Act establishes a framework to screen the criminal records and the professional conduct of people who intend to work with or care for children. People who are assessed as posing an unjustifiable risk to the safety of children will fail the WWC Check and the Act prohibits these people from working with children.<sup>1</sup></p> <p>The WWC Check is conducted by the Department of Justice &amp; Regulation to determine if a person poses an unjustifiable risk to the safety of children. The WWC Check focuses on serious sexual, violent and drug offences. For more information go to List of Offences. The department continues to monitor these records for the life of the WWC Check.</p> <p>The Police Check is not an assessment by a government agency. It is only a list, at a given point in time, of the offences a person has committed.</p>
<b>Guardian</b>	<p>A person invested with the power, and charged with the obligation, of taking care of and managing the rights of a person who, because of age, understanding, or self-control, is considered incapable of administering his or her own affairs.</p> <p>Where a parent/guardian nominates another person to be the guardian, the parent/guardian must complete the RedR Guardian Nomination form.</p>
<b>Child</b>	A person under the age of 18 years (in accordance with Article 1 of the United Nationals Convention on the Rights of the Child).
<b>Child Protection</b>	An activity or initiative designed to prevent and/or respond to child abuse.

<sup>1</sup> <http://www.workingwithchildren.vic.gov.au/home/about+the+check/purpose/working+with+children+act/>

## 8. Related policy and documents

- DFAT Child Protection Policy
- RedR Child Protection Policy
- RedR Police Check Policy
- RedR Anti-Discrimination, Anti-Harassment, and Anti-Bullying Policy
- RedR Guardian Nomination form

## 9. External Resources

### Psychosocial Support

Mandala Foundation 03 9005 0808 [www.mandalafoundation.org.au](http://www.mandalafoundation.org.au)

### References

Working with Children's Check (VIC) 1300 652 879 [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)  
 DFAT Child Protection Compliance 02 6178 5100 [childprotection@dfat.gov.au](mailto:childprotection@dfat.gov.au)  
 Fair Work Ombudsman 13 13 94 [www.fairwork.gov.au](http://www.fairwork.gov.au)  
 Australian Human Rights Commission 1300 656 419 [www.hreoc.gov.au](http://www.hreoc.gov.au)

## 10. Document control

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