

Child Safety and Wellbeing Policy

Purpose

IBRS recognises the importance of child safety and wellbeing as a critical societal obligation. While IBRS does not engage with, provide services to, or collect data about children, this policy establishes our public commitment to upholding child safety principles and compliance with relevant standards where applicable, to ensure alignment with community expectations and legal obligations

Scope

This policy applies to all IBRS staff, contractors, and subcontractors who may, through the course of their work, encounter children indirectly or work in environments where children may be present. This includes client engagements at institutions such as educational facilities, healthcare facilities, or any other environments where children may be present.

Policy Statement

At IBRS, we are committed to the following:

- 1. Proactive Approach to Child Safety**

Although IBRS does not deliver services directly to children, we are committed to operating in a manner that promotes child safety and wellbeing. We adopt precautionary measures to ensure our staff act in alignment with child-safe practices when working in environments where children may be present.

- 2. Compliance with Legislation and Standards**

IBRS ensures that the principles of the Child Wellbeing and Safety Act 2005 (Vic) and associated Child Safe Standards are respected in all our operations, even though IBRS is not classified as a covered entity under the legislation.

- 3. Zero Tolerance for Child Abuse**

IBRS maintains a zero-tolerance approach to child abuse and ensures that all staff, contractors, and subcontractors act with integrity and respect toward all



individuals, including children.

Key Commitments

To ensure child safety and wellbeing, IBRS upholds the following practices:

1. Supervision Requirements

IBRS staff are not permitted to be in unsupervised proximity to children while on client premises.

When on-site at client facilities, staff must ensure that any interaction with children is conducted in the presence of a responsible staff member from the client organisation.

2. Child Interaction Policy

IBRS staff are instructed not to engage with children when on client sites.

When IBRS staff need to interview children, they are instructed to limit interactions with children to appropriate, professional, and necessary engagements, as guided by the context of the work and the presence of supervising client personnel.

3. Child Safety Checks

Staff assigned to work in environments where children are present (e.g., schools, healthcare facilities) are required to obtain and present relevant child safety checks, such as the Victorian Working With Children Check (WWCC), before commencing work.

4. Information Handling and Privacy

IBRS staff are prohibited from accessing, handling, or working with any data that contains personal or sensitive information about children.

Advisory services related to child-related datasets are limited to high-level governance and structure recommendations. Direct access to datasets or metadata involving children is strictly prohibited.

5. Reporting and Complaint Handling

Any complaints or allegations of inappropriate behaviour by IBRS staff concerning children must be escalated immediately to the client's Child Safety Officer (or equivalent). IBRS will cooperate fully with any investigations and take immediate steps to remove the staff member in question from child-related environments while the matter is investigated.

Where applicable, IBRS will ensure mandatory reporting requirements are respected and fulfilled.

Responsibilities

1. IBRS Management:
 - Ensure this policy is communicated to all staff and contractors.
 - Monitor compliance with this policy and provide training as necessary.
 - Review and update this policy annually or as required by changes in legislation or operational needs.
2. IBRS Staff and Contractors:
 - Familiarise themselves with the policy and adhere to its requirements.
 - Obtain and maintain valid Working With Children Checks where required.
 - Report any breaches or concerns regarding child safety promptly.
3. Clients:
 - Provide IBRS with clear guidelines and supervision requirements when engagements occur in environments where children are present.

Training and Awareness

IBRS will provide staff with:

- Training on child safety principles, relevant legislation, and this policy.
- Clear guidance on responding to potential child safety incidents or allegations of misconduct.



Policy Breach and Consequences

Non-compliance with this policy will be treated seriously and may result in disciplinary action, including termination of employment or contractor agreements, depending on the severity of the breach.

Review and Continuous Improvement

IBRS commits to periodically reviewing this policy to ensure its effectiveness and relevance, integrating feedback from stakeholders and any changes to legislative requirements.