



Don River Railway

Child Safety Policy

1. Objective

The objective of this policy is to promote and protect the safety and wellbeing of children and young people who interact with the Don River Railway.

It ensures our organisation complies with the Child and Youth Safe Standards and the Child and Youth Safe Organisations Framework established under the Tasmanian Child and Youth Safe Organisations Act 2023 (Tas).

This policy should be read in conjunction with Don River Railway's Code of Conduct.

2. Scope

This policy applies to all volunteers, staff, contractors, and board members of the Don River Railway ("Volunteers and Staff"), in all their work and interactions with children and young people under the age of 18.

3. Commitment to Child Safety

Don River Railway is committed to the safety, participation, and empowerment of all children and young people. We support their rights and will act to ensure their safety in all areas of our operations. We have zero tolerance for child abuse or harm and actively work to prevent and respond to any risks or allegations.

4. Principles and Standards

We are guided by the following principles and the 10 Child and Youth Safe Standards:

1. Child safety and wellbeing is embedded in organisational leadership, governance, and culture.
2. Children and young people are informed about their rights, participate in decisions affecting them, and are taken seriously.
3. Families and communities are informed and involved in promoting child safety and wellbeing.
4. Diversity is respected and equity is promoted.
5. People working with children are suitable and supported.

6. Child-focused complaints processes are effective and respond appropriately.
7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children safe.
8. Physical and online environments promote safety.
9. Child safety is regularly reviewed and improved.
10. Policies and procedures document and promote child safety.

5. Roles and Responsibilities

- **Board of Management:** Ensure organisational governance upholds child safety as a priority.
- **Managers/Supervisors:** Oversee safe recruitment, supervision, and training of staff and volunteers.
- **All Volunteers and Staff:** Must follow child safety procedures and report concerns immediately.
- **Child Safety Officer:** Sam Cook primary liaison for concerns or disclosures.

6. Code of Conduct

All volunteers and staff must agree to and adhere to the Don River Code of Conduct, which outlines appropriate behaviour towards and around children. This includes maintaining professional boundaries, avoiding one-on-one unsupervised situations, and using appropriate communication.

7. Recruitment and Screening

- Working with Vulnerable People (WWVP) registration is mandatory.
- Reference checks and role-appropriate interviews are conducted.
- Clear role descriptions include child safety responsibilities.

8. Risk Management

A child safety risk assessment is completed for all events, programs, and public access days. Risk controls are implemented to ensure the safety of children in both operational and heritage environments.

9. Complaints and Reporting

All concerns, disclosures or allegations of child abuse or harm must be reported to the designated Child Safety Officer and/or appropriate external authorities such as:

- Strong Families Safe Kids Advice & Referral Line: 1800 000 123
- Tasmania Police (for immediate risk): 000

Internal reports are documented and securely stored.

Don River Railway will comply with the Reportable Conduct Scheme under the Child and Youth Safe Organisations Act 2023 (Tas), including reporting reportable allegations and outcomes to the Office of the Independent Regulator.

10. Training and Education

All volunteers, staff and board members will receive training in:

- Recognising signs of abuse or grooming
 - Appropriate conduct and boundaries
 - Reporting obligations under Tasmanian law
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11. Engagement with Children and Families

Children and young people are encouraged to participate in feedback processes. Families are informed of our commitment to child safety and provided access to our policy on request and via our website.

12. Related Documents

- Code of Conduct
 - Child Safety Reporting Procedure
 - Risk Management Framework
 - Position Descriptions & Position Handbooks
 - Board Governance Manual
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13. Review

This policy will be reviewed at least every two years, or earlier if required due to changes in legislation, regulatory requirements, business activities, or related processes.

Policy Number	Version	Approved Date	Review Due	Approved by
HR003	1.0	11/4/2026	2 years from approval unless required earlier	Board of Management