



Child and Vulnerable People Protection Policy and Procedure

1. Introduction

Clubhouse Territory Inc. is committed to creating a safe and supportive environment for children and vulnerable individuals who participate in our programs and activities. This policy and procedure outline our Organisation's commitment to safeguarding the well-being of children and vulnerable people and provide guidelines for preventing and responding to incidents of abuse or neglect.

2. Purpose

The purpose of this policy and procedure is to:

1. Ensure the safety, protection, and well-being of children and vulnerable people involved in Clubhouse Territory Inc.'s programs and activities.
2. Establish clear guidelines for staff, volunteers, and stakeholders to prevent and respond to incidents of abuse or neglect.
3. Provide training and support to staff and volunteers on recognizing signs of abuse or neglect and appropriate reporting procedures.
4. Foster a culture of accountability, transparency, and continuous improvement in our safeguarding practices.

3. Scope

This policy and procedure apply to all staff, volunteers, contractors, and stakeholders involved in Clubhouse Territory Inc.'s programs and activities that interact with children and vulnerable people.

4. Key Principles

Child and Vulnerable People's Safety First: The safety and well-being of children and vulnerable individuals are paramount in all aspects of our Organisation's operations.

Prevention: We are committed to preventing incidents of abuse or neglect through proactive measures, including staff training, clear policies, and awareness-raising initiatives.

Prompt Reporting and Response: All suspicions or allegations of abuse or neglect will be taken seriously and promptly reported to the appropriate authorities for investigation.

Confidentiality: Information related to child protection and vulnerable individuals will be handled with the utmost confidentiality and shared only on a need-to-know basis for the purpose of safeguarding.

Support and Recovery: We will provide support and assistance to victims/survivors of abuse or neglect and their families, including access to counseling and other resources.

5. Responsibilities

Board of Directors: The Board is responsible for oversight of the Organisation's child and vulnerable people protection efforts, including policy review and monitoring compliance.

Executive Management: Executive management is responsible for ensuring that adequate resources and support are provided for the implementation of this policy and procedure.

Designated Child Protection Officer: A designated staff member will be appointed as the primary point of contact for child protection concerns and will oversee the implementation of this policy and procedure.

Staff and Volunteers: All staff and volunteers are responsible for familiarising themselves with this policy and procedure, participating in training on child and vulnerable people protection, and adhering to the guidelines outlined herein.

Participants and Families: Participants and their families are encouraged to report any concerns or suspicions of abuse or neglect to the designated Child Protection Officer or another trusted staff member.

6. Procedures

Screening and Training: All staff and volunteers who work with children or vulnerable people must undergo thorough screening, including criminal background checks and reference checks. They must also receive training on child protection principles, recognising signs of abuse or neglect, and appropriate reporting procedures.

Code of Conduct: A Code of Conduct outlining expected behaviors and boundaries for staff and volunteers when interacting with children and vulnerable people will be established and enforced.

Reporting and Response: Any suspicions or allegations of abuse or neglect must be reported immediately to the designated Child Protection Officer or another trusted staff member. The report will be documented and forwarded to the appropriate authorities for investigation. The Organisation will cooperate fully with any investigations and provide support to the individuals involved.

Confidentiality: Information related to child protection and vulnerable individuals will be handled confidentially and shared only with individuals who have a legitimate need-to-know for safeguarding purposes.

Support and Referral: Victims/survivors of abuse or neglect and their families will be provided with access to support services, including counseling and referral to appropriate agencies for further assistance.

7. Review and Monitoring

This policy and procedure will be reviewed and updated regularly to ensure compliance with relevant laws and regulations and best practices in child and vulnerable people protection. Compliance will be monitored through regular audits and assessments of staff and volunteer training and adherence to procedures.

8. Communication and Training

This policy and procedure will be communicated to all staff, volunteers, contractors, and stakeholders involved in Clubhouse Territory Inc.'s programs and activities. Training on child and vulnerable people protection will be provided regularly to ensure that all individuals understand their responsibilities and obligations under this policy.

9. Acknowledgement

All staff, volunteers, contractors, and stakeholders will be required to acknowledge receipt and understanding of this policy and procedure, agreeing to abide by its provisions.

10. Enforcement

Non-compliance with this policy and procedure may result in disciplinary action, up to and including termination of employment or volunteer service, and may be reported to appropriate authorities if warranted.

This Child and Vulnerable People Protection Policy and Procedure represent Clubhouse Territory Inc.'s commitment to ensuring the safety and well-being of all individuals involved in our programs and activities. We will continuously strive to uphold the highest standards of safeguarding and promote a culture of respect, trust, and accountability within our Organisation.