

PANSA Safeguarding Policy – Board approved 16/9/2025

Introduction

PANSA is committed to safeguarding the welfare and human rights of children and vulnerable people connected to our work. We uphold a **zero-tolerance approach to abuse, neglect, exploitation, and harm**, and strive to create safe environments for all.

Objective

This policy ensures:

- Protection of children and vulnerable adults.
- Compliance with Australian laws and standards.
- Clear procedures for identifying and responding to safeguarding concerns.

Scope

Applies to:

- All staff, volunteers, contractors, and partners.
- All services, programs, and activities conducted by PANSA
- All individuals, especially children and vulnerable adults, who interact with our organization.

Legal and Regulatory Framework

This policy aligns with:

- **ACNC Governance Standards**
- **ACNC External Conduct Standards** (for overseas operations)
- **State and Territory Child Protection Laws**
- **Working with Children Checks (WWCC)** requirements

Definitions

- **Child:** A person under 18 years of age.
- **Vulnerable Adult:** An adult at increased risk of harm due to age, disability, language, socio-economic status, or other factors.
- **Safeguarding:** Measures to protect people from abuse, neglect, exploitation, and harm.

Safeguarding Principles

- **Zero tolerance** for abuse or harm.
- **Child-centred approach:** Prioritize the best interests of the child.
- **Cultural safety:** Respect and protect cultural identity
- **Participation:** Encourage children and communities to be involved in safeguarding practices.

Roles and Responsibilities

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- **Designated Safeguarding Lead (DSL):** Oversees safeguarding implementation and incident management.
- **All Staff and Volunteers:** Must complete safeguarding training and report concerns.
- **Leadership Team:** Ensures compliance and promotes a safeguarding culture.

8. Recognizing and Responding to Abuse

Signs may include:

- Unexplained injuries or changes in behaviour.
- Disclosure of abuse.
- Signs of grooming or neglect.

Reporting Procedure:

- Report concerns immediately to the DSL.
- In emergencies, contact police or child protection services.
- Document all concerns confidentially.

9. Safer Recruitment and Screening

- Conduct **Working with Children Checks** and police checks.
- Verify references and qualifications.
- Monitor ongoing suitability of staff and volunteers.

10. Training and Awareness

- Mandatory safeguarding induction and refresher training.
- Promote awareness through workshops, posters, and community engagement.

11. Privacy and Information Sharing

- Maintain confidentiality.
- Share information only when necessary to protect individuals.
- Set deletion timeframes on electronic files with personal data – no more than 7-years from last usage
- Comply with the **Privacy Act 1988 (Cth)**.

12. Policy Review

- Reviewed annually or after significant incidents or legislative changes.
- Feedback from staff, children, and communities is encouraged.

Date of Policy: 16/9/2025

Next Review Date: 16/9/2026

PANSA is committed to promoting and protecting the safety, welfare, and human rights of all individuals who interact with or are affected by our work—especially children, young adults, and vulnerable people. We uphold a zero-tolerance stance toward abuse, neglect, and exploitation.

Objective

This policy aims to:

- Protect individuals from abuse, neglect, or exploitation.
- Promote a culture of safety and accountability.



- Define responsibilities and procedures for managing safeguarding risks.
- Ensure compliance with relevant legal and ethical standards.

Scope

This policy applies to:

- All staff, volunteers, contractors, and board members.
- Any third parties or partners working with or on behalf of PANSA

Definitions

- **Safeguarding:** Actions taken to promote the welfare of individuals and protect them from harm.
- **Vulnerable People:** Includes children, elderly individuals, people with disabilities, those from disadvantaged backgrounds, and others at risk of exploitation or abuse.

Policy Statement

All individuals, regardless of age, gender, race, religion, disability, or background, have equal rights to protection. PANSA is committed to:

- Creating safe environments.
- Preventing abuse through proactive risk management.
- Responding promptly and effectively to safeguarding concerns.

Responsibilities

- **Board and Management:** Ensure safeguarding is embedded in governance and operations.
- **Staff and Volunteers:** Understand and follow safeguarding procedures; report concerns.
- **Safeguarding Delegate:** Oversee implementation, training, and incident management.

Risk Management

- Conduct regular safeguarding risk assessments.
- Implement controls to mitigate identified risks.
- Maintain a register of legal obligations and ensure compliance.

Reporting and Response

- All concerns must be reported to the Safeguarding Delegate or designated authority.
- Reports will be handled confidentially and investigated thoroughly.
- Mandatory reporting obligations under Australian law will be followed.

Training and Awareness

- All personnel will receive safeguarding training during induction and at regular intervals.
- Resources and support will be provided to maintain awareness and compliance.

Review and Continuous Improvement

- This policy will be reviewed annually or after any significant incident.
- Feedback from stakeholders will inform updates and improvements.

