



THE MORETON BAY FOUNDATION LIMITED

PROCEDURES: SAFETY OF STAFF AND OTHER STAKEHOLDERS FROM INJURY, HARM AND ABUSE	
Definitions and Conceptual Terms	<p>For the purposes of this Procedure:</p> <ul style="list-style-type: none"> • harm and injury includes physical, psychological, or emotional harm, injury, abuse or harassment, and sexual abuse or exploitation. • harm can be caused by a single act, omission or circumstance; or a series or combination of acts, omissions or circumstances. • physical harm involves a physical act that is hard enough to leave a mark and/or to the extent that there are lasting physical effects. • the administration of illegal or inappropriate drugs and medications is also a form of harm. • sexual harm can range from telling unwanted sexual jokes and innuendo in conversation, to showing pornographic images to sexual touching and invasive acts.
Avoiding Harm	<ul style="list-style-type: none"> • The Moreton Bay Foundation Limited (TMBF) will conduct its activities such that all stakeholders (including staff) are free from harm or injury which has a detrimental effect on that stakeholder's physical, psychological, or emotional wellbeing. • TMBF is aware there is an increased risk of harm or injury when working with children and young persons, and TMBF Board members and staff will be particularly alert and cognisant of the need to protect the wellbeing of children and young persons participating in any TMBF activity.
Minimisation of Risk	<ul style="list-style-type: none"> • To foster a safe work environment, Board members and staff will be aware of, and take steps to ensure (including risk mitigation), TMBF complies with health and safety legislation and regulations. • To minimise risk when working with children and young persons, Board members and staff will: <ul style="list-style-type: none"> ○ assess the risks of all activities involving children and young persons, cognisant that children and young person may often under-estimate their abilities and competencies. ○ avoid working in a one-on-one situation in an enclosed or isolated environment; ○ use, and encourage others to use language that is affirming and positive when working with children and young persons. The following language should be avoided - sexual jokes; belittling and teasing; sexual innuendo in conversation; yelling, abusive language and swearing ○ avoid physical contact or interactions that may be perceived as inappropriate.
Responding to Allegations	<ul style="list-style-type: none"> • If confronted with disclosures of harm, TMBF Board members and staff will respond professionally and in the best interests of the stakeholder subjected to the alleged harm. • A disclosure by a child or young person may take the form of significant changes in behaviour of that person. • The presence of new unexplained or suspicious injuries, even if not reported by the child or young person, should be considered and disclosed. • Any disclosure of harm will be considered important and must be acted upon. • Any reports or documentation on disclosures of harm must be kept confidential and secure, with access strictly limited and on a 'need to know' basis. • At the earliest possible convenience, a report needs to be made to the Chief Executive Officer (CEO) (or similar position), or if the allegation involves the CEO, to the Chair of TMBF Board. • Where an allegation may involve criminal behaviour, a report will also be made as soon as possible to the police.