

WORLDS BEYOND

Child Safety Policy

Worlds Beyond wants children and young people who work for us or engage in our services to have a safe and happy experience. This policy promotes the safety, welfare and well-being of children and puts measures in place to protect them from abuse.

Purpose

The purpose of this policy is to:

- Ensure that we are employing young people in accordance with the:
 - Industrial Relations Act 1996,
 - Industrial Relations (Child Employment) Act 2006
 - Children and Young Persons (Care and Protection) Act 1998 and Regulation
- Assist employees and others in our workplaces to understand that their interactions with children must comply with the requirements of the:
 - Child Protection (Working with Children) Act 2012
 - Children and Young Person's (Care and Protection) Act 1998 and Regulation
 - Children's Guardian Act 2019
- Enable the National Principles for Child Safe Organisations (which derive from the 10 child safe standards recommended by the Royal Commission into Institutional Response to Child Sexual Abuse (2017)) to be embedded in our practices, behaviours and workplace culture.

Scope

This policy applies to:

- All Worlds Beyond employees - permanent, temporary, casual and senior executives.
- People engaged by the business as volunteers, interns or for work experience.
- People engaged under contract to provide services for Worlds Beyond (contractors and consultants), when working in or visiting our workplaces

Policy Statement

We will:

- Maintain a rigorous and consistent recruitment, screening and selection process; ensuring that employees who work in child-related roles are suitable for child-related work.
- Require all front-of-house staff to obtain a Working With Children Check (WWCC) and supply their WWCC number for inclusion on their employment record. If a valid WWCC number is not supplied by an individual, they must not commence work or volunteering, or continue to work if they are currently employed in any child-related role or activity.
- Provide compulsory training for all staff in relation to their legal obligations for child protection and on maintaining a child-safe workplace.
- Ensure physical and virtual environments minimise the opportunity for child abuse to occur.
- Require staff to check the ages of all customers to ensure that children are only accessing age-appropriate games.
- Limit participation in our experiences in the following way:
 - VR Games: over 10 years old, with further constraints based on game content/ rating.
 - Escape Rooms: no general limit; constraints only based on game content/ rating.
 - Other: no general limit; constraints only based on game content/ rating.
- Require all children under 18 years of age to be accompanied by an adult to participate in our games, with a minimum ratio of 1 adult to 4 children.
- Require parents/ guardians to complete customer waivers and conditions of entry agreements on behalf of any person under 18 years of age.
- Not allow anyone who is intoxicated or under the influence of drugs on the premises.
- Not employ anyone under 12 years old, not employ anyone under 17 years old on a full-time basis, and restrict workload for staff between 12 and 15 years old as follows:
 - No work during school hours unless they participate in distance education, home-schooling or have permission from their school principal.
 - Maximum of one shift per day.
 - Maximum of 4 hours on any school day and no work after 9pm on a school night.
 - Provision of a 1 hr (unpaid) break after 4 hours of work.
 - Maximum of 5 consecutive days of working.
 - No work within 12 hours of a previous shift with us or another employer.
 - Sum of all school and work hours in a 7-day week must be less than 50 hours.
- Comply with the Code of Practice set out in the Regulations and provide a copy of the Code of Practice to the parent or guardian of any children employed.
- Prepare a Code of Conduct in a form approved by the Children's Guardian setting out the best practice guidelines for the care and protection of children employed to be provided to each employee and the parent\ guardian of any children employed.
- Have systems and processes in place to ensure that allegations and/or risks can be reported easily, confidentially and without fear of retribution.
- Provide a range of ways to allow children and their parents or other carers to provide feedback or raise concerns. We will listen to their views, respect what they say and involve them when we make decisions, especially about matters that will directly affect them.
- Report conduct or any other issue that is inconsistent with maintaining a child safe environment.
- Monitor and review the implementation of the policy and assess awareness and understanding of the principles across the organisation.

Implementation

All staff to whom this policy applies will be required to confirm in writing that they have read this policy and commit to its implementation. This policy will be made accessible to the public via our website.

Compliance

It is each staff member's responsibility to understand and comply with this policy. Staff will not be excused for a breach of this policy because someone asked or instructed them to act in a way that breaches this policy. Ignorance will not be accepted as an excuse.

If there is an alleged breach of this policy, Worlds Beyond will investigate. If after investigations a breach is confirmed, Worlds Beyond may take disciplinary action, which may include a formal warning, suspension, reassignment or demotion, or loss of job. Serious incidents or breaches will be passed on to relevant authorities for investigation.

Staff should be aware that the legislation confers legal consequences on them as individuals as well as on the business. Legal action may be taken against staff who breach the legislation by relevant state or federal authorities, or by individuals impacted by the breach.

Reporting

Staff are responsible for reporting known or suspected breaches of this policy to their supervisor, manager or the business owner, including:

- day, date, time and location of the incident;
- names of the people involved, including witnesses; and
- details of what happened.

If you raise a complaint or disclose an alleged breach of this policy in good faith and following the correct reporting procedures, you will not be disadvantaged or prejudiced. Reports will be dealt with in a timely and confidential manner. Any retaliation or threat made to a person for reporting an alleged breach of this policy will not be tolerated and will be investigated.

Variations

This policy does not cover every possible event or action. There will be circumstances where it is difficult to know what to do. In such cases you are asked to act with caution and common sense and comply with the underlying principles of this policy. If you have any questions or doubts about this policy please direct them to your supervisor, manager or senior manager.