



Child Protection Policy

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Child Protection Policy

1. Policy Statement

Healthy Living NT (HLNT) is committed to the safety, wellbeing and empowerment of children and young people who participate in, attend or are otherwise engaged with its programs and services. HLNT has a zero tolerance for child abuse, neglect, exploitation or harm of any forms.

This policy aligns with and implements the National Principles for Child Safe Organisations (2019) <https://www.childsafety.gov.au/resources/national-principles-child-safe-organisations> and complies with the Care and Protection of Children Act 2007 (NT) <https://legislation.nt.gov.au/Legislation/CARE-AND-PROTECTION-OF-CHILDREN-ACT-2007> and other relevant Northern Territory legislation. Child safety is embedded within the leadership, governance and culture of HLNT. The Board of Healthy Living NT retains oversight responsibility for child safety and is committed to ensuring that appropriate systems, practices and resources are in place to prevent harm and respond effectively to concerns.

HLNT is committed to creating environments in which children feel safe, respected, valued and heard. All children have the right to participate in programs free from harm, discrimination and inappropriate behaviour.

This policy applies to all Board members, employees, volunteers, contractors, students and any person engaged by HLNT in child-related work.

National Principles for Child Safe Organisations

- 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. Equity is upheld and diverse needs respected in policy and practice.**
- 5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.**
- 6. Processes to respond to complaints and concerns are child focused.**
- 7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.**
- 8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.**
- 9. Implementation of the national child safe principles is regularly reviewed and improved.**
- 10. Policies and procedures document how the organisation is safe for children and young people.**

2. Child Abuse and Harm

HLNT recognises that child abuse and harm may take many forms and may occur in physical or online environments. Child abuse includes any act, omission or circumstance that results in actual or potential harm to a child's physical, emotional or psychological wellbeing or development. This includes physical abuse, emotional or psychological abuse, sexual abuse, neglect, grooming, exploitation, exposure to domestic or family violence, and significant bullying, including cyberbullying.

HLNT acknowledges that children may be particularly vulnerable due to age, disability, cultural background, family circumstances or other factors. The organisation is committed to recognising and responding appropriately to indicators of harm and to acting in the best interests of the child at all times.

3. Recruitment and Selection

Healthy Living NT is committed to ensuring that all persons working with children are suitable, appropriately screened and properly supported. Any employee, volunteer or contractor engaged in child-related work must hold a current Working with Children Clearance (Ochre Card) prior to commencing duties. Where appropriate, HLNT may also require a National Police Check and referee checks as part of its recruitment process.

No individual will be permitted to undertake child-related duties without appropriate clearance and approval. All personnel are required to read and acknowledge this policy and to comply with HLNT's Code of Conduct. Child safety expectations are addressed during induction and reinforced through supervision and organisational practice.

The organisation recognises that recruitment and screening are critical risk management measures and form part of HLNT's broader commitment to maintaining a child safe culture. Northern Territory statutory obligations of members working with children can be found at: <http://www.workingwithchildren.nt.gov.au>

4. Child Participation and Family Engagement

Healthy Living NT recognises children as active participants in matters affecting them and is committed to listening to and taking seriously the views and concerns of children. Children participating in HLNT programs will be treated with dignity, fairness and respect at all times. Age-appropriate information about safety, acceptable behaviour and how to raise concerns will be provided where relevant to program delivery.

HLNT acknowledges the diversity of children and families within the Northern Territory and is committed to culturally safe and inclusive practices. The organisation respects the rights and cultures of Aboriginal and Torres Strait Islander children and communities and recognises the importance of culturally responsive engagement. HLNT also supports inclusion for children with disability and those from culturally and linguistically diverse backgrounds.

Families and caregivers play an important role in promoting child safety. HLNT will make this policy publicly available and encourages parents and guardians to raise any concerns regarding child safety or wellbeing. The organisation is committed to engaging respectfully and transparently with families and partner organisations.

5. Parental Consent and Participation in Activities

Healthy Living NT requires appropriate parental or guardian consent for children participating in structured programs. Where relevant, consent forms and medical declarations must be completed prior to participation to ensure that any health considerations are understood and appropriately managed. Staff will consider the health, wellbeing and abilities of each child and modify activities where necessary to support safe participation.

For unstructured or ad hoc activities, staff will take reasonable steps to identify any relevant medical conditions or safety considerations and will ensure that activities are conducted in environments that are safe and appropriately supervised. Where programs are delivered within a school or club setting, the host organisation retains responsibility for managing student information, and HLNT will work cooperatively to ensure safe participation.

All personal information collected by HLNT will be stored securely and managed in accordance with the organisation's Privacy Policy.

All forms collected by HLNT be stored with full confidentiality in accordance with our Privacy Policy.

6. Use of Photographs and Media

HLNT recognises that the use of photographs or video recordings of children must be handled carefully and respectfully. Written parental or guardian consent must be obtained prior to the use of a child's image for promotional, reporting or educational purposes. Parents and guardians will be informed of the nature and extent of the proposed use.

Images of children must preserve their dignity and must not include identifying information such as full names, addresses or other personal details without explicit consent. Consent may be withdrawn at any time in writing. Any such withdrawal will not affect media which has been circulated prior to the date of withdrawal. Withdrawals have to be submitted in writing to Healthy Living NT at PO Box 40113 Casuarina NT 0811

Where programs are delivered in partnership with another organisation, HLNT will ensure that consent arrangements are clearly understood and consistent with both organisations' policies.

7. Transportation

Where programs are conducted within schools or clubs, transport arrangements remain the responsibility of the relevant institution. For programs conducted independently by HLNT, parents or guardians are responsible for arranging transportation unless specific arrangements have been formally approved and risk assessed by the organisation.

Staff and volunteers must not transport children alone except in exceptional circumstances involving immediate risk to a child's safety. Any such circumstances must be reported to management as soon as practicable.

8. Mandatory Reporting

8.1 Reporting Procedure

What to report?

HLNT staff, volunteers, and contractors are mandatory reporters under the Care and Protection of Children Act 2007 (NT). They are required to report any reasonable suspicion that a child has suffered, or is likely to suffer, harm.

A report must be made where, in the course of your work with HLNT, you become aware of or suspect behaviour by any individual (employee, volunteer, contractor, participant, or community member) associated with, or observed during, a HLNT program or service delivery that may expose a child to harm or significant detrimental effect to their physical, psychological, or emotional wellbeing or development.

Reportable concerns include, but are not limited to:

- (i) neglect
- (ii) physical abuse
- (iii) exposure to physical or domestic violence (including a child witnessing domestic violence)
- (iv) harm, bullying, or exploitation
- (v) emotional or psychological abuse
- (vi) sexual abuse
- (vii) grooming or other forms of exploitation of a child

A report must be made even if the information is incomplete or based on reasonable suspicion. Proof is not required.

How to report?

All reports must be made immediately to the **Department of Children and Families (DCF) Central Intake Team**, which operates 24 hours a day, 7 days a week: **1800 700 250**.

If a child is in immediate danger or requires urgent police assistance, contact:

Police Emergency:	000
Non – Emergency NT Police	131 444

If you are unsure whether a report is required, guidance can be sought from the DCF Central Intake Team, or a report should be made and the authorities will determine the appropriate response.

After making a report to external authorities, the staff member must also notify the CEO of Healthy Living NT, or their delegated manager, as soon as practicable, unless doing so would place the child at further risk or compromise an investigation.

Where the allegation involves an HLNT employee, volunteer, or contractor, the CEO will immediately ensure that individual is removed from contact with children pending the outcome of any formal investigation.

Where suspected inappropriate behaviour involves an individual outside HLNT, a risk assessment will be conducted, and program delivery arrangements reviewed to ensure ongoing child safety.

HLNT does not conduct criminal investigations. All allegations of criminal conduct will be referred to police and/or the Department of Children and Families.

Information required in report

Where known, the following information should be provided to authorities:

- (i) date(s) and time(s) of the incident(s)
- (ii) details of the alleged incident(s) or concerns

- (iii) the name of the child and relevant identifying information
- (iv) alleged offender's details, including name and relationship to the child
- (v) whether local law enforcement authorities have been informed
- (vi) any other relevant information or observations

Staff must make a factual record of concerns, disclosures, and actions taken as soon as practicable.

Failure to report suspected harm or neglect may constitute a breach of the Care and Protection of Children Act 2007 (NT) and may result in legal consequences

8.2 Organisational Support

Supporting a Child who discloses abuse

When attending to a child who has disclosed abuse or is suspected to have experienced harm, HLNT staff must:

- Listen carefully and without interruption.
- Reassure the child that they are being heard and taken seriously.
- Make it clear that the child is not at fault.
- Acknowledge that it can be difficult to speak about such matters.
- Respond in a calm and supportive manner, controlling expressions of panic or shock.
- Reassure the child that telling someone was the right thing to do.
- Explain honestly that you have a legal duty to report the concern to protect them.
- Record all relevant details of the disclosure, any visible injuries, and observations accurately and promptly.

Managing staff, volunteers and contractors

When dealing with an HLNT staff member, contractor, or volunteer who:

- 1) is the subject of an alleged complaint of child abuse, or
- 2) is reasonably suspected of having engaged in child abuse,

HLNT will take the following actions:

- Ensure the individual does not have contact or communicate with any child without adequate supervision.
- Ensure a known or suspected child abuser is not permitted to conduct or be present during any HLNT program.
- Implement risk management measures for any programs or activities where the individual had contact with children, pending investigation outcomes.

HLNT may also arrange appropriate debriefing and counselling for staff, volunteers or contractors who may have witnessed and/or reported alleged incidents.

Related Polices

HLNT Ethical Practice Guidelines

HLNT Occupational Health and Safety Policies and Procedures

HLNT Clinical Governance Policy

HLNT Consumer Charter

HLNT Cultural Safety Policy



9. Code of Conduct for Employees, Volunteers and Contractors

Code of Conduct Acknowledgement

I, _____ [insert name], acknowledge that I have read and understood Healthy Living NT's Child Protection Policy and agree that in the course of my association with HLNT, I will uphold the following obligations:

I will treat all children and young people with fairness, respect, and dignity, without discrimination on the basis of race, colour, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth, or other status.

I will hold a valid Working with Children Clearance (Ochre Card) at all times while undertaking activities for HLNT and will produce this clearance immediately upon request.

I will interact with children in a calm and respectful manner, avoiding any language, behaviour, or physical contact that is harassing, abusive, sexually provocative, demeaning, or culturally inappropriate. I will not engage in sexual activity or relationships with anyone under the age of 18, including paying for sexual services or acts.

Physical contact with children will only occur when necessary to develop skills, respond to or treat injury, or meet the specific requirements of a program. I will never use corporal punishment, and any disciplinary measures will be safe, respectful, and proportionate. Where behaviour concerns arise, I will engage parents or guardians appropriately rather than using physical discipline.

I will ensure that confidential information about children is protected at all times and will only share information when necessary to protect the child, in accordance with the Child Protection Policy and privacy requirements.

I will, wherever possible, ensure another adult is present when working with children and will avoid being alone with a child in enclosed spaces. I will not transport children independently except in exceptional circumstances where there is immediate risk of injury or danger, and I will not invite unaccompanied children into my home except in cases of immediate risk to the child.

I will use all digital devices, including computers, mobile phones, cameras, and social media, responsibly and only for legitimate program purposes. I will not exploit, harass, or access child exploitation material in any form.

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I will provide immediate assistance to any child who is injured and seek help from a trained first-aider where required.

I will report any concerns, disclosures, or allegations of child abuse, neglect, or policy non-compliance immediately in accordance with HLNT reporting procedures and statutory requirements under the Care and Protection of Children Act 2007 (NT).

I will disclose immediately any criminal charges, convictions, or outcomes relating to child abuse, whether these occurred prior to or during my association with HLNT.

I acknowledge that by signing this Code of Conduct, I accept the terms of HLNT's Child Protection Policy and agree to conduct myself at all times in a manner consistent with the safety, wellbeing, and rights of children and young people.

Name:	
Signature:	
Date:	



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Photographic / Media Consent Form for Children

I, _____

Insert Parent/Guardian name

hereby consent to the collection and use of photos and videos of:

- myself
- my child _____

Insert Child's Full Name

I acknowledge these may be used on the Healthy Living NT website, in newsletters and publications as well as distributed to members.

I further acknowledge that my child's image may be used by the Healthy Living NT and media to promote activities in the future.

I understand that no personal information, such as names, will be used in any publications unless express consent is given.

I also understand that my consent can be withdrawn at any time in writing to Healthy Living NT at PO Box 40113 Casuarina NT 0811. I also understand that my consent can be withdrawn at any time. Any such withdrawal will not affect media which has been circulated prior to the date of withdrawal.

I give this consent voluntarily.

In addition to images, I also consent to the use of my child's name:

YES / NO

(Please circle your preferred response)

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Parent's Name:	
Signature:	
Date:	



Participant Consent Health Promotion Programs

I agree to participate in <insert program name>

In the event that I experience any medical issues that may affect my participation in the program, I agree to inform the program staff immediately.

Name of participant:				
Address:				
Date of Birth:		Gender (circle)	Female	Male
Other				
Phone:		Email:		
Emergency contact name:		Relationship to participant		
Emergency contact phone:				
Any activities the participant cannot participate in? If yes provide details				
Does the participant have any medical conditions requiring treatment? If yes provide details				
Does the participant have any allergies? If yes provide details				
If does the participant have dietary requirements? If yes provide details				
<input type="checkbox"/> I give my consent that if an emergency medical situation arises, Healthy Living NT staff may administer first aid and/or other medical treatment according to the staff member's scope of practice to myself and/or my child.				
<input type="checkbox"/> I give my consent for Healthy Living NT to take photos and/or video of me and/or my child for the purposes of displaying, advertising and reporting on the program				
<input type="checkbox"/> I do not give my consent for Healthy Living NT to utilise photos of me and/or my child for any purpose				
Participant Name:			Signature:	
Date:				
Parent Name (if participant under 18)			Signature	
Date:				

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