

CHILD SAFE POLICY

October 2018.

Equity Transport Group has in place the following Child Safe Policy to ensure the safety of all minors, under the age of 18-years, who travel in our vehicles. The policy is in line with the ETG Standards & Conduct Policy and must be observed without exception.

Purpose

This document affirms Equity Transport Group's commitment to providing a child safe and child friendly environment, where children and young people with whom we have contact are safe at all times.

This policy sets out the requirements that Equity Transport Group employees, licensees, contractors, volunteers and authorized persons engaged by ETG or Hughes must follow in providing any minor a safe and child friendly environment.

Scope

This policy applies to ETG/Hughes staff, licensees, contractors, sub-contractors, volunteers and authorized persons engaged by ETG/Hughes.

Responsibilities

All employees, licensees, contractors, sub-contractors and volunteers engaged by ETG/Hughes are responsible for contributing to achieving a child safe environment. They are responsible for:

- Complying with this policy and related processes referred to in this policy.
- Reporting child safety concerns as per our reporting procedures.
- Reporting accident or injury as per our reporting procedures

Managers are responsible for ensuring that employees, licensees, contractors, sub-contractors and volunteers whom they directly supervise or manage have read this policy and carry out their duties in accordance with this policy and related documents.

Compliance

All people to whom this policy applies must adhere to this policy at all times

Non-compliance with this policy may constitute a breach of employment or contractual obligations, misconduct, harassment, discrimination or some other contravention of law. Failure to comply with this policy may result in disciplinary action and, in serious cases, termination of the person's employment or engagement.

Statement of commitment to child safety

ETG/Hughes is committed to being a child safe and child friendly organisation.

We recognize our responsibilities in keeping children safe from abuse from those associated with this organisation and will ensure that the safety of children is always our first priority. We take a zero-tolerance approach to child abuse. We value diversity and will not tolerate discriminatory practices.

ETG/Hughes pays particular attention to:

- The safety of minors who are arriving in Australia unaccompanied and require transport services to home stay accommodation.
- Ensuring that minors are met by a nominated adult when taking them to their homestay accommodation.
- Ensuring only chauffeurs with a valid Working with Children Check come in to contact with and/or transport minors.
- The safety of minors from culturally and/or linguistically diverse backgrounds.

Principles for creating and maintaining a child safe organisation

ETG/Hughes is committed to developing and implementing a child safe system. In developing and implementing the system we will:

- Develop a system that reflects the risks of child abuse within this organisation.
- Take a preventative, proactive and participatory approach to child safety.
- Recognize and respect children's rights.
- Engage people who are suitable to work with children.
- Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities.
- Respect diversity in cultures and child rearing practices while keeping child safety paramount.
- Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk.

Roles and Responsibilities

Everyone within our organisation is responsible for ensuring a culture of complete safety when entrusted to transport a minor.

Each Equity Transport Group employee, licensee or contractor has an important part to play in the successful delivery of the Child Safe Policy. Equity Transport Group Management will provide adequate assistance, wherever possible, in assisting all stakeholders to deliver the usual high-quality service with full care given to any minors that travel in our vehicles. All stakeholders must take ownership of the Child Safe Guidelines without exception. Strict disciplinary action will be taken against any person who does not comply with the Child Safe Policy and its guidelines.

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