



Child Safety & Wellbeing Policy

Lifespring Outdoor Centre Pty Ltd

Introduction & Purpose

1. Lifespring Outdoor Centre is committed to providing a child-safe and child-friendly environment.
2. Lifespring Outdoor Centre adopts the **ChildSafe Safety Management System (SMS)** and is committed to sound implementation of it. This policy is intended to help Lifespring Outdoor Centre achieve this.
3. This policy must be followed by every person involved in Lifespring Outdoor Centre. Such operations are any activities authorised by Lifespring Outdoor Centre.
4. For the purpose of this policy a **child** is a person under the age of 18 years.

Statement of Commitment

Lifespring Outdoor Centre aims to provide programs and experiences for schools, individuals and groups that are life-changing. This statement affirms the organisation:

- has zero tolerance for child abuse
- actively works to listen to and empower children
- has systems to protect children from abuse, and will take all allegations and concerns very seriously and responds to them consistently in line with the organisation's policies and procedures
- is committed to promoting cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

People Responsible

5. Lifespring Outdoor Centre accepts ultimate responsibility for ensuring Lifespring Outdoor Centre is child safe.
6. Lifespring Outdoor Centre appoints Rachel Walker as **Risk Management Officer ('RMO')**. The RMO is responsible for overseeing the integration of ChildSafe into Lifespring Outdoor Centre as a whole, and reporting yearly to Lifespring Outdoor Centre on this.
7. The **Coordinators** in Lifespring Outdoor Centre and their respective operation areas, are set out in Item 1, Schedule 1. Each Coordinator is responsible for ensuring the implementation of ChildSafe SMS into their operations area, and reporting yearly to the RMO on this.

8. Team Leaders are the people in Lifespring Outdoor Centre, who hold recognised positions in, or who are responsible for, **Team Members** and participants in organisation operations.

9. Team Members are typically child-facing leaders of children who are screened and appointed by Team Leaders to assist them in their operations and programs.

Accountability

10. No-one is accountable to themselves. Everyone is accountable to someone-else.

11. A Team Member or Team Leader cannot go ahead with an activity unless '*Permission-to-Proceed*' has been granted by the Coordinator using the *Permission to Proceed* Procedure. This is a critical, foundational principle for all operations at Lifespring Outdoor Centre.

Child Empowerment and Family Engagement

12. Lifespring Outdoor Centre has processes for children to participate, expect to be safe, and to be informed, including of their rights.

13. Lifespring Outdoor Centre has processes for children to complain, alert an incident, or disclose harm or abuse, that are available and clear to children.

14. Lifespring Outdoor Centre has processes for mutually communicating with guardians of participating children in an open and respectful manner.

15. Lifespring Outdoor Centre is responsive to the diversity of the participating children and those who wish to and seeks to support the distinct vulnerabilities of children within its midst.

16. Lifespring Outdoor Centre is committed to promoting cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

Screening & Recruitment

17. A person must have a valid 'Blue Card', and/or Police Check, and be screened (including reference-checked) in accordance with the [Appointment Procedure](#) before serving in any operations position listed in Item 2, Schedule 1.

18. A person who has been charged with a violent or sexually related offence (whether convicted or not) cannot be involved in child-related programs or work in immediate proximity to child-related programs.

Incident Reporting Complaint Procedure

19. Allegations of abuse are very serious and require a high degree of care when handling. Children should be believed. Allegations should be triaged using the practical threshold of ***Reasonable Belief*** (or ***Reasonable Suspicion***) as defined in State child safety reporting protocols.
20. Incidents must be reported in accordance with the organisation's approved **Child Harm & Abuse Complaint Policy**, recorded on an **Incident Report**, and where applicable investigated in accordance with the **Investigations Procedure**. Steps must be taken to ensure the safety of children while an investigation is underway.

Training

21. The RMO, Coordinators, Team Leaders and Team Members must be trained (face-to-face and/or online) in accordance with the **Training Procedure**.
22. The RMO and/or Coordinator must maintain a training register of those trained. Refresher training will be held according to the frequency stated in the **Training Procedure**.

General Rules for Conduct

23. Every person involved in operations at Lifespring Outdoor Centre must treat the safety and care of children as paramount.
24. Lifespring Outdoor Centre adopts the **Code of Practice** set out in **Chapter 10 of the ChildSafe Team Members Guide**. Each person involved in operations in Lifespring Outdoor Centre, including every Team Member, Team Leader and Coordinator, must comply with the **Code of Practice**. Failure to do so will result in discipline under the **Discipline Procedure**.
25. The only person authorised to speak to the media in relation to any Lifespring Outdoor Centre operations is Rachel Walker. No other person should speak to the media.

Risk Management

26. A risk assessment process is actively used to reflect identified child safety risks within the organisation, and strategies employed to mitigate these, reflective of a duty of care.
27. Such risk assessments take in both physical and online environments.

Record Keeping

- 28.** Information and documents that contain personal information must be stored confidentially and securely in accordance with Lifespring Outdoor Centre Privacy Policy.
- 29.** The policies, procedures and other documents that will be used by Lifespring Outdoor Centre to implement this policy are set out in Items 3 and 4 in Schedule 1.

Review

- 30.** This policy must be reviewed and periodically updated every 3 years (next due January 2029).
The person responsible for this is named in Item 5 of Schedule 1.

This policy was adopted by resolution of the Lifespring Outdoor Centre on 27th January 2026 .



Signature of Director