



CFA executive policies

7. Health, Safety, Environment & Wellbeing Suite

HEALTH, SAFETY, ENVIRONMENT & WELLBEING

EXECUTIVE POLICY

- 7.1 Health, Safety, Environment & Wellbeing executive policy
- 7.2 *Child Safety executive policy*
- 7.3 **Working with Children Checks – New CFA Engagements**

Working with Children Checks – New CFA Engagements

Objective:

This policy confirms CFA's commitment to ensuring the safety, wellbeing and protection of children involved with, exposed to or part of CFA through the application of *Working with Children Checks*.

Statement:

1. This *executive policy* applies to all of the following personnel engaged by CFA from 1 February 2021:
 - a) CFA volunteers; and
 - b) CFA employees covered under the Professional Technical Administration and District Mechanical Officers/Tower Overseers Enterprise Agreements, and Executive Officer Agreements.
2. In addition to the CFA workforce cohorts noted above, CFA may require other individuals engaged or associated with the organisation to comply with this *executive policy* at its discretion or as required by law. This includes circumstances set out under Part 3 of the *Working with Children Act, 2005 (Vic)* (WwC Act).
3. This *executive policy* does not apply to officers or employees of Fire Rescue Victoria made available to CFA under section 25B of the *Fire Rescue Victoria Act 1958 (Vic)* (FRV Secondees).
4. As a community focused emergency services organisation, CFA engages with children within the organisation, and across the broader Victorian community, as part of CFAs core service delivery function.
5. CFA is committed to creating and maintaining an organisation which is safe for children and upholds a zero-tolerance approach towards child abuse. This child safe environment will be achieved through the Child Safety Framework, an element of which is compliance with ethical work practices pursuant to CFA's obligations under the WwC Act.
6. CFA consider participation in CFA events, activities, programs and service delivery to be child-related work. These activities provide services and programs for children across various functions at CFA. Some examples include, but are not limited to, the following:
 - a) *Country Fire Authority Regulations 2014 (Vic)*, Schedule 2, which permits Junior Membership to the Authority from 11 years of age
 - b) *Country Fire Authority Regulations 2014 (Vic)*, Schedule 2, which permits Senior Membership to the Authority from 16 years of age
 - c) The routine employment and/or engagement of apprentices; trainees, and staff aged under 18 years
 - d) The provision of informal, formal and accredited education and training to persons under 18 years; and



**business rules &
processes**

additional guidance

CFA Act 1958

- e) The direct participation of children in CFA programs, events and activities within the community through the provision of emergency service response.
7. The statutory instruments enabling the implementation of this policy position include, but are not limited to:
- a) *Working with Children Act 2005 (Vic)*
 - b) *Child Wellbeing and Safety Act 2005 (Vic)*
 - c) *Victorian Government Child Safe Standards*
 - d) *Wrongs Act 1958 (Vic)*
 - e) *Crimes Act 1958 (Vic)*
 - f) *Occupational Health and Safety Act 2004 (Vic).*
8. CFA aims to ensure a child safe organisation and will proactively manage risks to the safety and wellbeing of children. To this end, CFA requires that as of 1 February 2021, all new persons commencing an engagement and/or employment at CFA must:
- a) Obtain a valid Working with Children Check (WwCC) as a material condition of employment and/or engagement. No new person will be employed and/or engaged by CFA without a Working with Children Check, except with the express written approval of CFA's Executive Director People, Culture & Safety; and/or
 - b) Maintain a valid Working with Children Check as a material condition of ongoing employment and/or engagement with CFA. Any exception to this requirement will only occur with the express written approval of CFA.
9. Any person covered by this *executive policy* who does not comply with the requirement to obtain and maintain a valid Working with Children Check may be required to stand down and/or be subject to suspension, termination of employment/engagement and/or cancellation of membership.

Definitions:

(Note: Commonly defined terms are located in the CFA Policy Dictionary. Any defined terms below are specific to this document)

CFA employee means a person who is currently employed by CFA, including those employees on an ongoing, fixed term or casual employment contract.

CFA volunteer means an officer or member who receives no remuneration for their services in relation to a brigade but does not include an officer or member of an industry brigade.

Child/Children means a person under 18 years of age

FRV Secondee (seconded) means an officer or employee of Fire Rescue Victoria made available to CFA pursuant to section 25B of the FRV Act.



Policy Office Use Only

Policy owner	Doc Authority	Review date
Executive Director People, Culture & Safety	CFA Executive	10/2022

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DRAFT FOR CONSULTATION