

## Working with Vulnerable People

Procedure number	P012	Version	V1
Drafted by	T.Bestwick	Committee approved	<<insert date>>
Responsible person	Chairperson	Scheduled review date	2025 AGM

### 1. Purpose

The purpose of this Policy is to outline CNB's commitment to creating a safe environment and protecting vulnerable people from all forms of harm, abuse, neglect, and exploitation. This policy aligns with the Australian Charities and Not-for-profits Commission (ACNC) Governance Standards, particularly Governance Standard 3, which requires a charity to take reasonable steps to ensure that it has systems in place to prevent a contravention of a relevant Australian law, including those relating to child safety.

### 2. Scope

This Policy applies to all individuals associated with CNB Inc. including:

- Board members and committee members
- Club members / Volunteers
- Contractors and third-party service providers

For the purpose of this policy, a "vulnerable person" includes children under 18 years of age, people with disabilities, and older people, particularly those receiving care or support services.

### 3. Our Commitment

CNB Inc. is committed to:

- Prioritising the safety, well-being, and rights of all vulnerable people.
- Implementing systems and procedures that prevent harm.
- Responding promptly and appropriately to all incidents, disclosures, or concerns of harm.
- Ensuring compliance with all relevant NSW and Commonwealth legislation and regulations.

### 4. Key Procedures

#### 4.1 Recruitment and Screening

We employ a rigorous screening process for all individuals whose roles involve direct contact with vulnerable people:

- Working With Children Check (WWCC): All individuals in child-related work must obtain and maintain a valid NSW WWCC. Their details will be verified with the NSW Office of the Children's Guardian before commencing work.

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- NDIS Worker Check: For roles involving NDIS participants, a valid NDIS Worker Check is mandatory.
- National Police Checks: All other relevant individuals will undergo a National Police Check.
- References and Interviews: Interviews and referee checks will specifically inquire about the applicant's suitability to work with vulnerable people and their history regarding professional conduct and child protection.

### 4.2 Training and Awareness

- All personnel will receive mandatory training on:
- Recognising signs of abuse, neglect, and exploitation.
- Their rights and responsibilities under this Policy.
- Reporting procedures for concerns and incidents.

### 4.3 Code of Conduct

All personnel must adhere to our Code of Conduct (see CNB's Code of Conduct policy), which explicitly defines acceptable and unacceptable behaviours when interacting with vulnerable people. This includes appropriate communication, physical boundaries, and the use of technology.

### 4.4 Reporting Suspected Harm, Abuse or Neglect

We encourage a culture of openness where concerns can be raised without fear of reprisal.

- Any person who witnesses, suspects, or receives a disclosure of harm to a vulnerable person must immediately report it to the club President (or other executive member if president is unable to be contacted)
- The club president (or executive member) will ensure compliance with all mandatory reporting requirements to relevant authorities (e.g., NSW Police, Department of Communities and Justice, or the OCG) as required by NSW law.

### 4.5 Incident Management and Response

CNB Inc. will respond to all reports of harm immediately:

- Safety First: The primary concern will always be the immediate safety and well-being of the vulnerable person involved.
- Investigation: Reports will be investigated promptly, fairly, and confidentially in accordance with our Incident Management Procedure.

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- Support: Support services will be offered to the alleged victim and, where appropriate, to other affected parties.
- Action: Disciplinary action, up to and including termination of employment, volunteering role, or contract, will be taken against anyone who breaches this policy or the Code of Conduct.

### 5. Compliance and Review

The Committee of CNB Inc is responsible for ensuring compliance with this policy and relevant legislation. This policy will be reviewed annually to ensure its ongoing effectiveness and alignment with best practices and ACNC requirements

- P002 - Equal Employment Opportunity Policy
- P003 - Sexual Harassment Policy
- P004 – Bullying Policy
- P005 - Legislative Compliance Policy
- P006 – Staff Grievances & Dispute Resolution Policy
- P009 - Work Health & Safety Policy
- P010 - Privacy Policy
- P011 - Code of Conduct Policy

### AUTHORISATION

Signature of Policy Officer

Chairperson

Date

Clarence Native Bees Inc