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# Child Protection

**Administered By:**

Human Resources Department

**Coverage:**

This policy applies to all employees, subcontractors and volunteers ('Workers') in physical and online environments engaged with all companies under Busways Group and associated entities within SA and NSW.

This child safe policy and related documents (including Busways' Childsafe Code of Conduct) are available on our website as well as on request.

This child safe policy and related documents (including Busways' Childsafe Code of Conduct) are provided to all Workers as part of their induction following recruitment.

## 1 Purpose

Busways is committed to providing a safe environment that protects children and young people from harm or risk of harm. The policy supports this commitment and demonstrates our compliance with all applicable legislation within SA and NSW.

## 2 Responsibilities

It is the responsibility of all Workers to comply with this policy and any associated requirements and documentation. The Head of Human Resources has overall responsibility to ensure that Busways and its staff complies with the relevant legislation and ensures that safe environments are established for children and young people accessing our premises and bus services.

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### 3 Policy

- Busways and all associated entities, is committed to providing a safe environment for children and young people that supports their access of transport service free from risk or harm.
- Whilst Busways does not provide services wholly to children and young people, a significant portion of our services include students and young people under the age of 18, including interaction with children.
- Busways will take all reasonable steps to engage suitable individuals to work with children and young people in the delivery of transport services. To ensure we engage the most suitable people to work with children and young people we have the following recruitment practices in place:
  - interviews (through a digital video platform or in person) that use behavioural questions to determine the applicant's knowledge of child safeguarding; and
  - a minimum of one (1) referee checks and qualification checks.
- A working with children check and employer verification (which will be conducted through the DHS online portal for SA, and through the Office of the Children's Guardian for NSW), assists Busways in our commitment to provide a safe environment for children and young people by screening Workers prior to engagement in prescribed positions.
- Busways requires and supports the prompt reporting of reasonable suspicion that a child or young person is being harmed or is at risk of harm, including sexual abuse, physical or psychological harm or neglect to relevant authorities in accordance with our legislative responsibilities.
- Busways personnel acknowledge their obligations to report child sexual abuse to the police and protect a child from sexual abuse in accordance with legal obligations.
- Busways acknowledges the importance of supporting the well-being of all children and young people as valued members of our community and our responsibility in providing them with a safe environment, to ensure this we will:
  - Establish clear processes to minimise the risk of harm to children and young people on our worksites and bus services by providing a child safe environment through Busways' Child Safe Code of Conduct which sets out clear behavioural expectations for Workers as well as a clear process for reporting a breach and how this will be managed.
  - Take all reasonable steps to ensure that all persons to be employed or engaged in child related work are suitable for child related work, clearly identify to potential staff members through our Child Safe Code of Conduct, expectations and requirements throughout our recruitment process and ongoing obligations for individuals during employment.
  - Take appropriate steps to identify all prescribed positions that involve working with children.

- Ensure that all Workers in prescribed positions, holds a current and valid working with children (WWC) check applicable to the work they are performing, that has cleared the appropriate employer verification set out below (this includes all service delivery, bus drivers and administration staff with a primary worksite in our depots):
  - NSW: All WWC checks have cleared an Employer verification to confirm suitability for Child Related Employment through the NSW Office of the Children’s Guardian.
  - SA: All WWC checks have been verified for accuracy through the Department of Human Services (DHS) Screening Unit Portal. All checks conducted will be linked to Busways to ensure that we can respond to any changes in status for the WWC.
- Busways will link all these WWC checks to both the DHS Screening Unit Portal (for SA), and the Office of the Children’s Guardian (for NSW), to ensure that these respective organisations can respond to any changes in status of the WWC checks.
- Monitor the working with children checks for all Workers within depots to ensure they are valid at all times and renewed prior to the expiration date.
- Not engage Workers in prescribed positions without a current and valid working with children check.
- Not engage Workers in prescribed positions that have a barred working with children check or have been identified as a prohibited person.
- Comply with all legislative responsibilities to notify relevant authorities of any incidents relating to children and young people, including any risk of harm to a child safe environment and provide all assessable information as it pertains to Workers that hold a valid working with children check.
- In accordance with these obligations, Workers may be required by law to make a report where they suspect on reasonable grounds a child or young person is at risk – that person must report their suspicion as soon as possible through relevant start reporting requirements.
- Provide support and information to staff to always maintain and promote a child safe environment, including awareness regarding obligations for individuals, organisations obligations for child safety, protection, and reporting.
- Maintain confidentiality when dealing with and reporting on incidents or reasonable suspicions of risk of harm or allegations of child harm, neglect, and exploitation except as required by law.

## 4 Legislation

Busways complies with the following legislation as a minimum with this policy:

- Children and Young People (Safety) Act 2017 (SA)

- Child Safety (Prohibited Persons) Act 2016 (SA)
- Child Safety (Prohibited Persons) Regulation 2019 (SA)
- Criminal Law Consolidation Act 1935 (SA)
- Child Protection (Working with Children) Protection Act 2012 (NSW)
- Child Protection (Working with Children) Regulation 2013 (NSW)

## 5 Reference

### 5.1 Definitions

Word/Term	Definition
NSW	New South Wales
DHS	Department of Human Services
Prescribed positions	<p>The following positions are required to hold a valid Working with Children Check:</p> <ul style="list-style-type: none"> <li>• Bus Driver</li> <li>• Operations Manager, Depot Manager and Assistant Depot Manager</li> <li>• Duty Officer</li> <li>• Staff Supervisor</li> <li>• Operations Control Centre Controller</li> <li>• Yard Coordinator and Yard Assistant</li> <li>• Community Relations Officer</li> <li>• Learning &amp; Development Officers</li> <li>• Tradesperson</li> <li>• Trade Assistants</li> <li>• Leading Hand</li> <li>• Workshop Supervisor / Manager</li> </ul>
SA	South Australia
Workers	Employees, contractors and volunteers
WWC	Working with children

### 5.2 Supporting Documentation

Name
Nil

### 5.3 Reference Documents (External)

Name
National Principles for Child Safe Organisations

### 5.4 Performance Indicators / Reporting

Performance indicator	Date source(s)	Comments
Nil		

## 6 Governance

### 6.1 Responsibilities

Appointment	Responsibilities
Employees	<ul style="list-style-type: none"> <li>Undertake all required training in relation to child safety, expectations and behaviours</li> <li>Read and acknowledge the Child Safe Code of Conduct</li> <li>Maintain an valid Working with Children Check if identified as a Prescribed Person</li> <li>Report and concerns that may relate to Child safety</li> </ul>
Human Resources	<ul style="list-style-type: none"> <li>Ensure all employees comply with legislation and this policy prior to commencing employment</li> <li>Ensure all employees have received and acknowledged Busways Child Safe Code of Conduct prior to engaging in child related employment</li> <li>Coordinating the verification check process across the business as required and carrying out necessary checks</li> <li>Managing the reporting process within the legislative requirements</li> <li>Ensure all employees have received training in relation to child safety, expectations and behaviours</li> <li>Lodge a Child Safe Environments compliance statement each time the policy is updated or at least every five years</li> </ul>
Managers	<ul style="list-style-type: none"> <li>Ensure staff rostered for work hold valid working with children checks</li> <li>Liaise with the Human Resources Department on all necessary legislative requirements</li> </ul>

<b>Procedure Reviewed</b>	HR Strategy & Project Manager
<b>HR Compliance Reviewer</b>	HR Strategy & Project Manager
<b>Procedure Approval Authority</b>	Head of Human Resources

## 6.2 Change History

Version	Date	Action Officer	Change
1	13 May 2021	HR Strategy & Project Manager	<ul style="list-style-type: none"> <li>Initial Issue</li> </ul>
2	13 July 2022	HR Strategy & Project Manager	<ul style="list-style-type: none"> <li>Minor amendments made to update wording</li> </ul>
3	27 Jan 2023	HR Strategy & Project Manager	<ul style="list-style-type: none"> <li>Converted to new document template</li> <li>Added responsibilities section</li> <li>Minor wording updates throughout</li> </ul>
4	22 Dec 2023	HR Strategy & Project Manager	<ul style="list-style-type: none"> <li>Annual review and minor updates</li> <li>Added list of prescribed positions</li> </ul>
5	21 Jun 2024	HR Strategy & Project Manager	<ul style="list-style-type: none"> <li>Added employees into responsibilities</li> <li>Minor wording updates throughout</li> <li>Added state specific verification process</li> <li>Added reference to Child Safe Code of Conduct</li> <li>Added additional information on recruitment practices</li> </ul>
6	6 Jan 2026	HR Strategy & Project Manager	<ul style="list-style-type: none"> <li>Annual review and minor updates</li> <li>Revised recruitment screening process</li> <li>Updated prescribed persons list</li> </ul>

## 6.3 Approval

<b>Document Number</b>	
<b>Specify department.</b>	Human Resources
<b>Approval authority</b>	Head of Human Resources
<b>Date effective</b>	13 May 2021
<b>Review date*</b>	5 January 2027
<b>Version</b>	6
<b>Content enquiries</b>	<a href="mailto:hrhelpdesk@busways.com.au">hrhelpdesk@busways.com.au</a>

\*Unless otherwise indicated, this document will still apply beyond the review date.

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## 6.4 Review

This document and the effectiveness of its implementation, including all associated forms and documents will be reviewed every 12 months.