

# CCIWA Commitment to Child Safety Statement

## Our Commitment to Child Safety

The Chamber of Commerce and Industry of Western Australia Limited (CCIWA) is committed to ensuring the safety, wellbeing, and protection of children, who may engage with our programs, services, and events.

We are dedicated to fostering a culture of child safety and ensuring our work supports a child-safe and child-friendly environment across Western Australia.

Our commitment extends to all CCIWA employees, contractors, volunteers and consultants involved in activities or initiatives on behalf of CCIWA whereas part of their role as identified by CCIWA, there may be direct contact with children (Relevant WC Persons).

## CCIWA's Child Safety Approach:

1. CCIWA has developed its overarching policy, Working with Children Guidelines (HRM-PRO13- Working with Children) that aligns with the National Principles for Child Safe Organisations. This is available for all CCIWA staff to review regularly on the intranet.
2. CCIWA has captured the risks associated with Working with Children (WWC) in its organisation-wide Risk Register, ensuring clear mitigating measures and timely responses are in place to minimise risk to children or young people engaging with Relevant WC Persons.
3. CCIWA has put in place training and awareness procedures for Relevant WC Persons, including the requirement for required staff to have a current WWC Check, sign a Child Safe Code of Conduct and undertake specific WWC training on an annual basis.
4. CCIWA has put in place annual audit procedures to ensure on-going compliance with the WWC Guidelines.
5. CCIWA has developed this Statement of Commitment that is housed on its website at **cciwa.com** and available publicly.

### ***Child Safe Training***

CCIWA provides targeted training and induction for Relevant WC Persons based on their roles and potential interaction with children. This includes:

- Training on Child Safe policies and reporting procedures. This familiarises Relevant WC Persons with the National Principles for Child Safe Organisations, aligned with WA Government standards.
- Refresher training annually for Relevant WC Persons.
- Child Safe Code of Conduct - all Relevant WC Persons are asked to read, understand and sign CCIWA's Child Safe Code of Conduct on commencement of employment/engagement, to ensure on-going awareness and commitment to the highest safety standards. This is refreshed annually, and a record is retained in the employee training and management system.
- CCIWA conducts an annual audit on Child Safety Training to ensure on-going compliance.

### ***Management and Employee Responsibilities***

- Managers and supervisors are responsible for ensuring policy compliance, supporting child safety training within their teams, and monitoring implementation of procedures relevant to their operations.
- All Relevant WC Persons must hold a current WWC Check as per WA Government requirements, and complete required child safety training.
- All Relevant WC Persons must review and sign CCIWA's Child Safe Code of Conduct, acknowledging their commitment to abide by CCIWA's WWC Guidelines.
- All personnel must act in accordance with CCIWA's Child Safe policies and mandatory reporting obligations under Western Australian law.
- CCIWA conduct:
  - an annual audit to ensure that all CCIWA roles are reviewed, and if appropriate, the individuals conducting those roles are classified as Relevant WC Persons; and
  - a bi-annual audit to ensure all Relevant WC Persons have a current WWC Check and on-going compliance forms part of an individual's performance review.

### ***Recruitment and Suitability***

CCIWA's recruitment and selection processes prioritise the safety and wellbeing of children. Where roles involve direct or indirect interaction with children, we implement:

- Rigorous screening processes including interviews, reference checks, WWC Check verification, and national police clearance checks.
- A thorough induction process covering child safety responsibilities.
- Ongoing support, supervision, and professional development.

### ***Zero Tolerance Policy***

CCIWA has zero tolerance for child abuse. Any allegations, suspicions, or disclosures of harm or risk to children will be responded to seriously, respectfully, and in accordance with legal obligations.

All CCIWA staff and representatives are required to report concerns promptly to designated child safety officers (Manager, People & Culture and CCIWA Leadership Team) and, where required, to the appropriate state authority.

### ***Risk Management and Compliance***

CCIWA, through its Risk and Compliance Framework, supports business units and affiliated programs that may involve children to:

- Identify potential risks to child safety and wellbeing.
- Assess the nature and extent of interaction with children.
- Implement mitigation strategies in line with national child safety principles.
- Review and assess risks on a quarterly basis.

We will continue to review and refine our policies and practices to align with evolving standards and community expectations around child safety.