

Policy on Working with Vulnerable People

1. Rationale

Recreational Aviation Australia (RAAus) has a duty of care to ensure the health, safety and welfare of children, young and vulnerable people. RAAus employees who work with children, young and vulnerable people are required to hold the relevant State based accreditation.

The purpose of this policy is to establish clear, transparent and consistent processes for addressing the risks associated with working with children, young and vulnerable people.

Each year RAAus attracts significant numbers of children, young and vulnerable people as members and participants at a variety of events. RAAus works on the principle that if children, young and vulnerable people feel safe, valued and welcomed, their learning and social experiences will be enhanced.

RAAus understands that the provision of training, experiences and programs for children, young and vulnerable people brings a set of legal responsibilities.

2. Definitions

CEO The person occupying the position of Chief Executive Officer.

Board RAAus' governing body, elected from the membership.

Policy A statement about what* is to occur in relation to the operations of RAAus, which has the corporate authority of the board or, by delegation, the CEO.

* Policy statements are not normally concerned with how the policy will be implemented—this is a matter of processes, procedures and guidelines as used by those responsible for implementing the policy.

RAAus Recreational Aviation Australia Limited.

RAAus Office The address of Unit 3, 1 Pirie Street, Fyshwick, Australian Capital Territory

Child A person aged between 0 and 11 years

Young Person A person aged between 12 and 18 years

Vulnerable Person A person who is disadvantaged because of a physical, sensory or mental disability.

Workplace The workplace of RAAus extends beyond the office of RAAus to any location RAAus employees conduct business and includes any personal direct person to person communication.

3. Scope and Application

The purpose of this policy is to outline RAAus policy in relation to its work with children, young and vulnerable people. This policy does not apply to Flight Training Schools that fall under the auspice of RAAus. Flight Training Schools are expected to implement their own regimes in relation to working with children, young and vulnerable people. RAAus offers documented resources to these schools to assist with adherence to relevant legislation.

The objective of this policy is to ensure, as far as is possible, that workers are accredited and informed to ensure that any interaction with children, young or vulnerable people is appropriate.

This policy applies to all RAAus employees and anyone else who is present at the workplace which includes, but is not limited to, service providers, clients/customers and visitors.

4. Policy Statement

4.1. Principles

RAAus approach to keeping children safe is predicated on the principle that children should be in the care of a parent, teacher, carer, or guardian responsible at all times.

However, RAAus acknowledges that young people (aged 12–17) are more likely to visit events unaccompanied or undertake flight training without direct supervision, than is the case for children (aged 0–11) or a vulnerable person. It is therefore acknowledged that from time to time RAAus staff will need to interact with or make contact with a young person to discuss routine matters or to arrange a meeting. In these instances direct supervision by a parent or guardian of a young person is not required.

All RAAus employees share the responsibility for the safety of children, young and vulnerable people.

RAAus has in place a Code of Conduct that identifies how employees should conduct themselves.

When working with children, young and vulnerable people, RAAus ensures that:

- all employees who work with children, young and vulnerable people will undertake a 'working with vulnerable people' check.
- a parent or legal guardian of a child, young or vulnerable person is present when RAAus is undertaking direct performance based interaction with the child, young or vulnerable person.
- RAAus will comply with the ACT's Working with Vulnerable People legislation and any equivalent legislation where employees are based.
- The purpose of the legislation is to reduce the risk of harm to children, young and vulnerable people, by establishing mandatory background checking and risk assessment systems.

4.2. Duty of Care

There is a general duty of care on employers of the workplace to ensure the health, safety and welfare at work of all employees and of others who come to the workplace.

It is the employer's responsibility to ensure that all reasonably practicable measures have been taken to control risks against all possible injuries arising from the workplace.

The employer's duty of care applies to all people in the workplace, including visitors, contractors, etc.

This policy is to be available to all employees of RAAus.

4.3. Responsibilities Employees

Employees of RAAus have a duty to ensure that interaction with a child, young or vulnerable person occurs in the presence of an adult or legal guardian, unless that interaction is routine in nature with regard to a young person.

Notwithstanding the nature of much of RAAus' interaction, i.e. people under the age of 18 years learning to pilot an aircraft, it is central to this policy that all employees are both accredited and observe the need to ensure an adult or legal guardian is present in dealing with non-routine or performance based matters with a child, young or vulnerable person.

5. Code of Professional Conduct

All RAAus employees have the responsibility to understand, implement and conform to the RAAus' Code of Professional Conduct as it relates to this policy.

6. Breaches of the Code or the Policy

Breaches of the policy and procedures may result in disciplinary action being taken, up to and including dismissal.

This policy does not affect your rights as an employee under common law, relevant legislation, and industrial awards and agreements.

7. Responsibilities

Policy Approval: CEO

Implementation: CEO

Review: Administration and Financial Manager

Improvement: CEO and Administration and Financial Manager

8. Review Schedule

This policy will be reviewed every two years.

9. Lapse Date

This policy does not have a lapse date.

10. Meta Data

ID	2017-01 ¹
Version	1.0
Version date	1 February 2017
Type	Management
Approval date	1 February 2017
Availability	All staff, Board, members on request
Keywords	Vulnerable person, child, risk, safety
Responsible officer	Administration and Finance Manager
History	This is the first time this policy has been established at organisational level. Has applicability with regard to disciplinary processes of members where junior members are involved.
Review date	Autumn 2019
Related documents	RAAus Staff Code of Professional Conduct RAAus WH&S policies Age Discrimination Act 2004 (Cth). Australian Human Rights Commission Act 1986 (Cth). Human Rights Act 2004 (ACT). Human Rights Commission Act 2005 (ACT). UN Convention on the Rights of the Child, Office of the United Nations High Commissioner for Human Rights, 1990 Working with Vulnerable People (Background Checking) Act 2011 (ACT)
Contact	Recreational Aviation Australia PO BOX 1265 FYSHWICK ACT 2609 admin@raa.asn.au www.raa.asn.au 02 6280 4700

¹ Nomenclature: year edited, policy number of year edited, check master policy list

