



Ability Beyond Boundaries Ltd (ABB)
Building Pathways, Breaking Barriers

Child Safety and Wellbeing Policy

Website edition | Prepared 30 September 2026

1. Our commitment and scope

Ability Beyond Boundaries (ABB) is committed to the safety, wellbeing and dignity of children and young people. We do not tolerate child abuse, neglect, grooming, exploitation, discrimination or harassment. A child's safety takes priority over organisational reputation, convenience or personal relationships.

For this policy, children and young people means everyone under 18. It applies to ABB's directors, staff, volunteers, students, contractors and others acting for ABB, and to children attending our disability supports, arts and cultural activities, training, events and community programs, including online activities.

ABB's approach is informed by the NSW Child Safe Standards. We will identify the legal obligations that apply to each service and activity and maintain practical procedures to support this policy.

2. Children's voices, inclusion and families

Children have the right to feel safe, be listened to, express their views, and ask for help. We will explain activities and safety arrangements in age-appropriate ways, invite their feedback and respect their comfort, personal space and right to say no.

We will consider disability, communication, sensory and language needs and arrange reasonable adjustments. This includes accessible information, communication aids and assistance with Persian or other languages where needed. We will not assume that a child cannot communicate or make choices because of disability.

Our approach respects Aboriginal and Torres Strait Islander children, children from Persian-speaking and other cultural communities, LGBTQIA+ young people and children with diverse family circumstances. Cultural respect must never be used to excuse harm or prevent a concern being raised.

We will involve parents, guardians and other authorised carers appropriately, clarify consent and collection arrangements, and explain their role in supervision. Children's views will be considered alongside lawful consent requirements. Family notification must not place a child at further risk.

3. Leadership and accountability

The Board oversees child safety. The Executive Director is the primary child safety contact and is responsible for implementation, training, risk controls and required notifications. A nominated responsible staff member manages safety at each activity. Concerns about the Executive Director go to another Board member; anyone with a conflict must step aside from managing the allegation.

4. Safe recruitment, screening and training

ABB will use role-appropriate selection, identity and reference checks, induction and supervision. Recruitment will assess suitability for contact with children. Screening alone does not establish safety.

We will identify roles requiring a NSW Working with Children Check (WWCC), assess applicable exemptions, register as a child-related employer where required, and verify required checks through the Office of the Children's Guardian system. We will keep verification and expiry records, monitor status and act on a bar, interim bar or other restriction. Required verification must occur before child-related work begins; a number or screenshot alone is insufficient.

NDIS Worker Screening requirements will also be met for applicable roles. A WWCC and NDIS screening do not replace one another where both are required. Contractors and partner organisations must meet the requirements relevant to their work.

People working with children will receive induction and ongoing training on recognising harm, responding to disclosures, boundaries, accessible communication, reporting and emergency procedures. Supervisors will reinforce these expectations and address concerns promptly.

5. Behaviour and professional boundaries

People acting for ABB must:

- Treat children respectfully, use suitable language and encourage safe participation.
- Maintain professional boundaries and follow documented supervision and support arrangements.
- Explain necessary physical assistance, seek the child's agreement as appropriate, and respect privacy and dignity.
- Report concerning behaviour, boundary breaches, suspected harm and allegations promptly.

They must never:

- Hit, punish physically, humiliate, threaten, bully or sexually harass a child.
- Engage in sexual conduct, grooming, sexualised comments or inappropriate touching.
- Encourage secrets about contact, gifts or behaviour, or use favouritism to gain a child's trust.
- Seek private relationships, unauthorised outings or contact through personal social media.
- Offer unauthorised gifts, transport or access to personal homes.
- Expose children to inappropriate material, alcohol or illicit drugs, or work while impaired.
- Use isolation, restraint or deprivation as punishment.

One-to-one support must be authorised, risk assessed and accountable, with clear oversight. Personal care follows an agreed plan, with suitable workers and safeguards that protect dignity. Any regulated restrictive practice must meet all applicable legal, authorisation and behaviour support requirements; this policy does not authorise its use.

6. Safe activities, events and transport

Before activities involving children, ABB will assess risks and document controls suited to the children's ages, needs and the setting. Planning will consider staffing and supervision, shared public spaces, toilets and changing areas, access, medical needs, allergies, emergencies and evacuation.

For arts, food preparation, training and social enterprise activities, risk controls will address equipment, heat, sharp tools, food safety and age-appropriate tasks. Separate requirements for employing or engaging children in performances or other work will be checked before those arrangements are made.

At community events, ABB will clearly explain whether parents or carers retain supervision or whether ABB is providing an organised supervised activity. Attendance alone does not transfer responsibility for a child. Supervised activities will have agreed arrival, attendance, collection and missing-child procedures.

Only authorised people may collect a child under ABB's supervision. Relevant custody or safety restrictions will be considered. Transport arranged by ABB must have consent, suitable drivers and vehicles, appropriate restraints, and clear pickup, handover and emergency arrangements. Changes must be authorised and recorded.

7. Online contact, photos and recordings

Online activities will use approved channels, suitable access controls and moderation. Staff and volunteers will communicate with children through authorised arrangements, with parent or carer involvement where appropriate and safe. Private contact outside the approved arrangement is prohibited.

We will seek appropriate parent or guardian consent and the child's agreement before taking or using identifiable photos, videos, recordings or stories. Refusal must not unfairly exclude a child. ABB will respect distress or objections, explain the intended use and audience, and allow withdrawal for future use, explaining limits on recalling published material.

We will minimise identifying details and avoid sharing locations, school details or sensitive information that could place children at risk. Images will be stored securely using approved systems. Event participants will be told about photography arrangements and asked to respect others' consent.

8. How children and families can speak up

For children and young people: If something makes you feel worried, unsafe or uncomfortable, tell an ABB staff member or another trusted adult. You can speak, write, use a communication aid, or ask someone to help. You do not need proof. We will listen and explain what happens next. It is never your fault if someone harms you.

Children, families and others can contact any ABB staff member, the Executive Director, or use the contact details or enquiry form on our website Contact page. If the concern involves the Executive Director, ask for another Board member. We will provide communication assistance and child-friendly ways to complain. Anonymous concerns are accepted, though they may limit follow-up. No one may retaliate against a person for raising a concern.

9. Responding to concerns or disclosures

Immediate danger: Call **000** and arrange urgent medical assistance if needed. Take practical steps to keep the child and other children safe.

Listen calmly: Take the child seriously, reassure them and allow them to describe what happened in their own way. Do not ask leading questions, repeatedly interview them, confront the person alleged to have caused harm, or promise secrecy. Explain that information may need to be shared to keep them safe.

Record and report: Make a factual record promptly, including the child's own words where possible, dates, observations and actions. Keep it secure. Report immediately to the Executive Director or alternative Board contact. Do not wait for proof. Internal reporting must not delay a direct external report or an individual's legal duty to report.

10. External reporting and investigations

NSW Child Protection Helpline: 132 111. Report reasonable concerns that a child or young person is at risk of significant harm. Mandatory reporters must meet their personal legal duties and report as soon as practicable where the mandatory threshold applies. The NSW Mandatory Reporter Guide can assist; it must not delay emergency action. Concerns about 16- and 17-year-olds must also be addressed and reported where appropriate, even where mandatory child protection reporting does not apply.

Police: Report suspected criminal conduct and meet applicable duties to report child abuse offences. Leadership approval, a child's or parent's consent, or an internal investigation must not be made a condition of a legally required report.

Office of the Children's Guardian: ABB will determine and document whether its services fall within the NSW Reportable Conduct Scheme. Where it applies, the head of the relevant entity must notify reportable allegations or convictions within seven business days of becoming aware and meet investigation and follow-up reporting duties. See ocg.nsw.gov.au.

NDIS Commission: Incidents connected with NDIS supports must also be assessed and notified under applicable NDIS reportable incident requirements. Reporting to one authority does not remove a duty to notify another. NDIS concerns can be raised directly on **1800 035 544** or at ndiscommission.gov.au/complaints/report.

ABB will manage immediate risks, offer support and referrals, and arrange a fair response by people without conflicts. We will seek agency guidance before action that could compromise an external investigation. Families will be informed where safe and appropriate. Information is shared only as needed or legally permitted or required; absolute confidentiality cannot be promised. Records will be retained under applicable legal requirements.

11. Review and related policies

The Board and Executive Director will review this policy annually and after significant incidents or changes. Children's and families' feedback will inform improvements. Read it with ABB's Code of Conduct, Rights and Responsibilities, Confidentiality, Feedback and Complaints, and safeguarding policies, and internal incident and child protection procedures.