SAFEGUARDING CHILDREN AND VULNERABLE PEOPLE POLICY

1 Context

1.1 Context

In its work, the Society commits to protect children and vulnerable people from all forms of physical and mental violence, injury or abuse, neglect, maltreatment or exploitation, including sexual abuse, grooming or exposure to domestic violence. The Society is committed to safe environments and practices under the guiding principle of acting in the best interests, and protection of children and vulnerable people.

This Policy ensures the Society is compliant with Federal, State and Territory legislation for people who engage in work that is a regulated activity; interacts with or impacts on children or vulnerable people either directly or indirectly, by providing a framework for children to be better protected and for people engaged with the Society to know their responsibilities.

This Policy has associated operational procedures to administer Working With Vulnerable Persons checks (in ACT) and Working with Children Checks (in NSW), and National Criminal History Record checks for people to engage in child-related work in the Australian Capital Territory (ACT) and/or New South Wales (NSW).

2 Roles and Responsibilities

2.1 Scope

This Policy applies to all Personnel engaged in any capacity of the Society Canberra/ Goulburn (including employees, members, volunteers and contractors).

The Society's services, programs and activities variously interact with children and vulnerable people as Companions (people we assist), family members of Companions, members, volunteers, employees or, as members of the public (for example, as customers of the Society's retail shops).

Roles	Responsibilities
Territory Council	• Oversee policy compliance. • Demonstrate a culture of compliance with policy through Council practices and operations. • Identify, lead, promote and participate in policy compliance activities in line with strategic goals and values. • ensure appropriate policies and procedures for safeguarding children and young people exist and are reviewed on a regular basis. • promote the safeguarding of children and vulnerable people. • ensure the Society complies with Safeguarding and Child Protection legislation.

Territory President and Board Chair	• ensure that this policy is fully communicated with members in their area and that these members are aware of, sign onto and agree to comply with this policy. • ensure that any breach by a member is responded to appropriately and in a timely manner. • in serious breaches, suspend a member immediately pending investigation. • Appoint a Safeguarding Officer/s for the Society. • ensure compliance with required Society Safeguarding training.
CEO	• Lead the development of a policy compliance culture within the organisation. • Ensure policy compliance metrics are used, measured and progress tracked to Strategic Plan activities and subsequent organisational change. • ensure the development, implementation, monitoring and evaluation of policies. • to safeguard children and vulnerable people and provide regular reports to the Board. • promote the safeguarding of children and young people and a Society wide culture of safeguarding children. • ensure the Society maintains appropriate documentation and provide reports to the Territory Council of the St Vincent de Paul Society Canberra/ Goulburn. • act as Head of Agency for Reportable Conduct allegations as required by the Children's Guardian Act, 2019 (NSW). • approve any exemptions to this policy.
Directors	• Provide quarterly policy compliance reporting (as relevant). • Support policy compliance activities and subsequent organisational change. • Orientate new staff members and volunteers to policy compliance systems. • manage the legal compliance obligations in their directorates. • promote, monitor and uphold a positive compliance culture. • identify the need to engage support and/or train staff to implement the Policy. • ensure the effective implementation of policies and procedures to safeguard children and vulnerable people in the relevant area of responsibility. • promote the safeguarding of children and vulnerable people and a culture of safeguarding in their area. • ensure all members, volunteers and employees in their area understand their responsibilities under the Safeguarding Children and Vulnerable People Policy, sign and agree to comply with this Policy. • disseminate communications about how the Society safeguards children to relevant stakeholders including members, volunteers, employees, people we assist, customers and the broader community via the Society website. • approve all activities and programs that involve children and vulnerable people and ensure that all programs or activities that have

	direct or indirect contact with children and vulnerable people have a Safeguarding Risk Assessment that is recorded in the Society-wide Risk Register at least seven (7) days prior to commencement. • ensure that all activities explicitly address any identified risks. • with assistance from People & Culture, ensure that recruitment, screening, supervision and training requirements are met for all members, volunteers and employees. • ensure that all reportable conduct allegations are appropriately investigated and reported to the CEO and appropriate statutory reporting body/s. • if they are a designated Mandatory Reporter, be accessible to provide support to non-Mandatory Reporters and fulfil legislative requirement to assess and report risk of significant harm to the appropriate child protection authority in line with Society procedures. • ensure that employees or volunteers who breach this policy or who behave in a way that is not safe for children or vulnerable people are dealt with in accordance with this policy in a timely manner. • Ensure all NDIS reportable incidents regarding children and vulnerable people are reported in line with legislative requirements.
Safeguarding Team and Appointed Safeguarding Officers	• coordinate training and development programs for members, volunteers and employees in line with policy requirements and identified needs. • develop communication materials to effectively promote the Society's policy and procedures to members, volunteers, employees, children and families and the broader community. • provide support and advice to Directorates and the Executive Leadership Team and others on effective implementation of this policy. • promote the safeguarding of children and vulnerable people and a Society wide culture of safeguarding. • provide a mechanism for all members, volunteers and employees to receive advice and support from an experienced professional when mandatory reporting may be required. • provide oversight and direction on all safeguarding incidents, reports, statutory responses, investigations and matters involving protection of children and /or vulnerable people.
Managers and Team Leaders	• promote the safeguarding of children and vulnerable people and a culture of safeguarding in their area. • ensure distribution of policy and procedures and implementation in their area. • manage incidents in accordance with this and other relevant policies. • ensure safeguarding behaviours are demonstrated by Society Personnel and that all instances of unacceptable behaviour are addressed. • ensure recruitment processes are adhered to and that supervision is provided of all Society Personnel. • ensure compliance with the Policy. • seek support from senior staff wherever needed and especially where there are compliance issues.

	• support training and development for all members, volunteers and staff in their area.
All Society Personnel, including staff, volunteers, contractors	• Promote and demonstrate commitment to policy compliance and assist with implementation of reporting and processes. • demonstrate safeguarding behaviours at all times, adhere to this and related policies and the Code of Conduct, and take all reasonable steps to protect children and vulnerable people from abuse or harm. • advise the Society immediately if a reason arises why they may be ineligible to work with children or vulnerable people. • report any concern about a child or vulnerable person in accordance with the Society's procedure for identifying and responding to a concern about a child or vulnerable person. • participate in the Safeguarding training and induction required for their role and seek clarification from managers about safeguarding responsibilities, if necessary.

3 Policy Principles

The Society:

- values, respects and promotes the inherent dignity and rights of all children and vulnerable people, especially those who are most vulnerable in our community.
- recognises in policy and practice, the diverse needs and circumstances of children and vulnerable people, and ensures that support is tailored accordingly so that children and vulnerable people are kept safe – regardless of social or economic position, cultural context, abilities and impairments.
- recognises the additional challenges and vulnerabilities for some communities including:
    - culturally and linguistically diverse communities.
    - First Nations Peoples.
    - Children and people who identify as part of the LGBTQI community.
    - Children and people with a disability.
- recognises and values members and volunteers of all ages and ensures that Society activities are suitable for vulnerable people and age-appropriate for children prior to their involvement.
- acknowledges that parents/carers have primary responsibilities for the development, wellbeing and safety of their children.
- acknowledges children's right to participate, be heard, listened to and taken seriously, and provides them with opportunities that support this in practice including by:
    - ensuring that programs and services involving children and young people systematically embed their voices in program design, implementation, monitoring and evaluation.
    - basing decisions regarding the welfare and protection of children and young people on their best interests after giving serious regard to the child or young person's views.
- engages in partnership with parents/carers, families and communities to develop safe, inclusive and supportive environments and processes to facilitate the well-being, and to prevent the abuse and neglect, of children and vulnerable people including by:

    - informing and engaging openly with parents/carers, families and communities on issues, policies, and decisions impacting child safety and wellbeing.
    - facilitating the participation of parents/carers in decisions affecting their child or young person.
- acknowledges that physical environments can pose a risk to children and designs Society services to balance visibility, child privacy and a child's capacity to engage in creative play.
- acknowledges that online environments can pose a risk to children and vulnerable people, and implements risk management processes to ensure these risks are identified and mitigated without compromising a child's right to privacy or wellbeing.
- believes that safeguarding. and the wellbeing of children and vulnerable people must be committed to, supported and monitored by *all* levels of the organisation through appropriate recruitment, ongoing training of Society Personnel and the implementation of appropriate safeguarding preventative and responsive organisational systems.
- implements child focused, timely and effective processes to respond to concerns and complaints about child safety.

The Society does not tolerate any behaviour that is not safe for the children and vulnerable people who interact with us. Such behaviour may result in dismissal and, if it constitutes illegal activity, will be reported to relevant authorities.

The Society is committed to preventing abuse or harm to children and vulnerable people by:

- implementing appropriate risk management systems for all activities involving children and vulnerable people.
- executing safeguarding recruitment and screening measures.
- requiring appropriate safeguarding behaviours from all Society Personnel
- implementing procedures for reporting and responding to concerns about children and vulnerable people, and
- implementing effective procedures for reporting and responding to safeguarding allegations against Society Personnel.

3.1 Participation of children and vulnerable people

The Society recognises the unique insight, experiences and contribution of children and vulnerable people involved in our programs, and provides opportunities for their feedback about staff and services to be heard and incorporated into its policies and programs.

The Society will inform children and vulnerable people about the safeguarding behaviours expected from Society Personnel and the Society's procedure for responding to concerns about children and vulnerable people, including who to contact if they are at risk, have been abused, or are concerned about another child or person.

Where appropriate, children and vulnerable people will be involved in making decisions that affect them.

All activities or programs where children or vulnerable people attend without their parents, carers, or school, must have a designated staff member present for the duration of the activity. Any exemptions to this requirement, must be approved in writing by the Safeguarding Team.

3.2 Safeguarding behaviours expected of Society Personnel

The Society's Code of Conduct identifies acceptable and unacceptable behaviour (including appropriate boundaries) expected of Society Personnel working with children and vulnerable people.

The Society requires all Society Personnel to demonstrate appropriate, professional, safeguarding behaviours as referenced in their signed Code of Conduct.

Any behaviour that is not safe for children or vulnerable people will be treated seriously and may result in immediate suspension, or permanent removal from the Society. Unlawful behaviour will be reported to the relevant authorities.

3.3 Risk Management

The Society determines agreed minimum ages for children and young people participating in Society activities.

The Society ensures that relevant Personnel are trained in safeguarding and risk assessment so that they can identify potential risks to children and vulnerable people, and actively minimise the risk that children or vulnerable people may be harmed.

The Society conducts safeguarding risk assessment for its operations, programs and activities involving and affecting children and vulnerable people prior to their commencement according to our Safeguarding Risk Assessment Guidelines.

All Safeguarding Risk Assessments for activities and programs involving children or vulnerable people must be approved by the Safeguarding Team annually.

All new activities or programs for children and vulnerable people must have a risk assessment approved by the Safeguarding Team prior to the activity or program commencing.

The Society puts in place mitigation strategies for any risk identified which are actively monitored throughout the activity/program cycle.

The Society ensures that risk and mitigation strategies regarding safeguarding are recorded in the Society-wide risk assessment register for regular monitoring.

The Society's programs and services identify and mitigate risks to children and vulnerable people from online environments without compromising their right to privacy or wellbeing by ensuring effective measures are in place. See the *Safeguarding in Online Environments Guideline* in the Safeguarding Procedure.

3.4 Communication and the use of children and vulnerable people's images

The Society will at all times portray children and vulnerable people in a respectful and appropriate way.

The Society will obtain informed consent from children and vulnerable people and their parents/ guardians/ carers prior to using their story, image or personal information for promotion, fundraising and or educational purposes.

When requesting consent, the Society will give examples of, and provide details as to how, where and for how long the story, information and/or image will be used.

Prior to seeking consent, the Society will:

- undertake a risk assessment (with the child or vulnerable people and their parents/ guardians/ carers) regarding publication of any image, information or story about them.
- explain to the child or vulnerable person and their parents/guardians/ carers that it cannot control the use of images, stories or information once they are loaded onto the internet and that they could be viewed by anyone with internet access at any time.

The Society will not disclose any information identifying children or vulnerable people (including their family name, community or school name) in the published images.

The Society will ensure that all images and information about children and vulnerable people are stored safely and are only able to be accessed by authorised personnel.

3.5 Personnel recruitment and selection

The Society implements safeguarding measures within recruitment and selection process for all employees, members and volunteers to:

- reduce the risk of engaging people who may pose a risk to children and vulnerable people.
- ensure that people working with children and vulnerable people are suitable to secure the safety and wellbeing of children and vulnerable people in practice.

The Society requires all Society Personnel who are over 18 years old to undergo pre-engagement screening including:

- Working with Vulnerable People Checks (WWVPs) in ACT, and/or Working With Children Checks (WWCs) in NSW.
- National Criminal History Check (Police Checks)
- two (2) Reference checks
- NDIS Worker Screening (in NDIS funded services)
- Interviews that include behavioural questions for roles directly dealing with children or vulnerable people.

WWVPs or WWCs are a statutory requirement wherever employees, members or volunteers engage in work directly involving children or vulnerable people. Where specified positions in particular areas are demonstrably not child-related work, the Director may seek an exemption through the Society's Safeguarding Team. All requests supported by the Safeguarding Team will be forwarded to the CEO for approval.

The CEO and all Territory Council Members are required to have a valid Working with Vulnerable People Check or Working with Children Check, as appropriate.

The Society will not allow any person without the appropriate WWVP or WWC Check clearance to engage in any child-related work. Personnel who are under the age of eighteen engaged in child related work must apply for a WWVP or WWC Check in the three months prior to their eighteenth birthday.

Where a person currently engaged by the Society receives a bar or interim bar from working with children or vulnerable people, the Society will immediately remove them from any child-related role and will only continue their engagement in non-child related work with the

approval of the CEO.

WWVPs and WWCs are obtained and 'owned' by the individual and provided to the Society to complete online verification of the current clearance on the Access Canberra or OCG (in NSW) website. Since WWVPs and WWCs have a five year expiry date, all Personnel are required to renew their check before it expires in line with legislative requirements and the processes set out by the relevant Government authority.

All WWVPs and WWCs are verified by People & Culture. No person can self-verify and, in the event, the designated personnel are unable to complete a verification, this will be conducted by the Safeguarding Team.

In accordance with the Society's Police Check Policy, apart from the pre-engagement Police Check, the Society also requires existing employees, members and volunteers to obtain a Police Check no later than three months after their eighteenth birthday and re-checks for all members, volunteers and employees every three years regardless of their role. It also provides for exemptions in very limited circumstances with the approval of the CEO.

Agreements with other agencies (such as a Work for the Dole provider or Correctional Services) will require a Police Check to a standard that is consistent with the Society's requirements.

The Society requires all interviews of potential employees, members and volunteers for engagement in child-related work to include child safe interview questions.

The Society requires all new members, volunteers and employees to provide the contact details of two referees prior to commencement of their role (written references will not be accepted). The Society will make direct contact with each referee before engaging the person and will ask about the candidate's capacity to work in a Child Safe Organisation.

3.6 Safeguarding awareness and training

The Society will promote safeguarding practices in Society activities and in the communities in which it works by:

- raising awareness about creating safe environments for children and vulnerable people.
- assessing and reducing risks to children and vulnerable people.
- providing children and vulnerable people, their families and communities joining Society programs or using Society services with information about this policy, the Society's Code of Conduct and the Society's Complaints and Investigations process.

The Society will ensure that all Personnel are aware of, and receive appropriate training in safeguarding behaviours, measures to prevent harm to children and vulnerable people, and measures to appropriately respond to and report concerns about the safety of children and vulnerable people.

All Society Personnel with direct or indirect contact with children and or vulnerable adults complete appropriate mandatory training as part of their induction and to participate in refresher training at least every two years.

The Society will communicate this and related policies and procedures to all Society

Personnel in on-boarding and induction procedures and ensure that they understand their responsibility, and the procedures, to report concerns about children and vulnerable people, including mandatory reporting obligations, in accordance with the Procedure for identifying and responding to concerns about children and vulnerable people (See Safeguarding Procedure).

Any Society Personnel engaged in child-related work or who are designated Mandatory Reporters will be required to complete appropriate training programs.

3.7 Responding to and reporting child protection concerns

The physical and sexual abuse of children is a crime in all Australian states and territories and neglect and/or abuse of children and young people is also required to be reported to State child protection authorities.

The Society considers the abuse and neglect of children to be completely unacceptable, takes all concerns and reports of child abuse seriously and acts on these reports immediately.

The Society is committed to a reporting process that is fair and professional.

Every effort will be made to protect the best interests, rights and safety of the child in responding to concerns and reports of child abuse.

It is mandatory for all Society Personnel to report any witnessed, suspected or alleged incidents of child abuse, concerns about a child or young person's safety or any breach of this Child Safeguarding Policy or the Code of Conduct by immediately following the Society's Safeguarding Procedure.

The Society will not take responsibility for any personal fines or legal action taken against personnel for failing to meet legislative reporting requirements.

Confidentiality is a key principle in reporting and managing child protection concerns. Any information relating to a child protection concern must only be shared with the designated Manager or Society Safeguarding Team. The names of people involved and the details of the report will remain confidential. Information will only be released on a 'need to know' basis, when required by Australian law, or when a report to police or child protection authorities is made.

All reports will be reviewed by the Safeguarding Team to determine if there is a requirement to report to any statutory authorities.

3.8 Breaches of this Policy

All Society Personnel are required to fully comply with this policy and procedure to ensure that the Society is child safe. The Society will take appropriate action to respond to any breach.

Where any Society Personnel refuse to comply with this policy or demonstrate behaviours that are not safe, they will be immediately removed from any contact with children or vulnerable people while the matter is being investigated. Depending on the nature and severity of the alleged behaviour they may be suspended from their duties with the Society pending the outcome of an investigation. Council Presidents should consult with the Territory Council, and Directors should consult with the Director People & Culture, before suspending Society Personnel to ensure appropriate processes are followed.

The Society and Council President will respond to all alleged breaches in accordance with the appropriate Safeguarding Procedures including, where necessary, referral to statutory authorities for criminal investigation.

Substantiated breaches may incur, depending on the severity of the breach, disciplinary action including: compulsory further education and training, a written warning, performance review, suspension or dismissal.

Where Society Personnel have been indefinitely suspended or their employment has been terminated as a result of a substantiated breach of this policy, they should not be re-engaged in another role with the Society unless a full risk assessment has been undertaken with the involvement of the Society's Safeguarding Team and a re-verified WWVP or WWC Check is completed.

3.9 Assessment and evaluation of safeguarding strategies

The Society will regularly assess and evaluate its safeguarding strategies, including by reporting against relevant implementation plans and participating in accreditation and auditing against appropriate National, Territory and State standards.

Specifically, this Policy and the Society's safeguarding strategies will be audited annually against the National Catholic Safeguarding Standards.

The Society will ensure that accreditation report recommendations are communicated and addressed using an integrated, whole of organisation planning approach.

3.10 Review

This policy and the effectiveness of its implementation will be reviewed at least once every two years after coming into operation or on a needs basis as required to align with legislative or practice changes.

3.11 Further assistance

For additional assistance or information about a concerns about a child or vulnerable person, Society Personnel should contact:

- Safeguarding Team: safeguarding@vinnies-cg.org.au
- Director, Community Engagement and Youth Programs

Society Personnel should raise any questions about the implementation of this policy with their manager.

The following links may provide further information and assistance:

- Access Canberra https://www.accesscanberra.act.gov.au/s/community-and-family
- Child Wise https://www.childwise.org.au/
- the Mandatory Reporter Guide: https://reporter.childstory.nsw.gov.au
- NSW Office of the Children's Guardian at https://www.kidsguardian.nsw.gov.au/

3.12 References

Legislation, regulations and guides from both ACT and NSW are relevant to this policy and are listed under Relevant Documents.

This suite of legislation is referred to in this document as 'the Safeguarding Legislation'.

This Policy and Procedures document is written to comply with ACT and NSW legislation. Accordingly, advice should be sought as to which standards apply in situations where the Society is working across State borders.

Approval and Review

Related Documents
Australian Crime Commission Act 2002 (CTH)
Child Protection (Working With Children) Act 2012 (NSW)
Child Protection (Working with Children) Regulations 2013 (NSW)
Children and Young Persons Care and Protection) Act 1998 (NSW)
Children and Young People Act 2008 (ACT)
Children's Guardian Act 2019 (NSW)
Crimes Legislation (Sexual Offences Against Children) Act 2010 (CTH)
Crimes Act 1900 (ACT)
Crimes Act 1900 (NSW).
Crimes Act 1914 (CTH)
Electronic Transactions Act 1999 (CTH)
Evidence Act 1995
Privacy Act 1988 (CTH)
Working with Vulnerable People (Background Checking) Act 2011 (ACT)
Work Health and Safety Act 2011 (NSW)
Work Health and Safety Act 2011 (ACT)
National Catholic Safeguarding Standards
National Standards for Volunteer Involvement 2015
The Rule of the St Vincent de Paul Society, 7th Edition
St Vincent de Paul Society Canberra/Goulburn Enterprise Agreement
SVdP National Council Policy "The Healing Path"
Policy CG-014 Character Check Policy
Policy CG-029 Service Referral (Accommodation)
Operational Procedure – Working with Vulnerable People (ACT)
Operational Procedure – Working with Children (NSW)
Operational Procedure – National Criminal History Record Checks
Operational Procedure – Recruitment
Operational Procedure - Selection
Operational Procedure – Appointment
Operational Procedure – Induction and Orientation
Operational Procedure – Volunteer Management

Authorisation			
Approved by:	Territory Council		
Please contact the owner for enquiries and proposed changes			
Responsible Officer:	Director, People & Culture		
Phone:		**Email:**	Humanresources@vinnies-cg.org.au

Review
This policy and its implementation will be reviewed every three years

Record of Issues		
Version No	**Issue / Re-issue Date**	**Nature of Amendment**
1	April 2023	Replaces previous Child Protection Policy Expanded policy to include safeguarding of vulnerable people Introduces the roles and functions of Safeguarding Officers and Safeguarding Team Introduces Risk Assessment as part of policy
1.1	October 2025	Email address updated

Users must check Records Management System to verify that this is the current version before use. The versions maintained in the Records Management System are the official controlled documents and any downloaded or printed hardcopy is uncontrolled. No changes are to be made to this document without the agreement of the Owner and must be approved by the responsible manager before implementation.

Appendix 1: Definitions

Term	Definition
Child/ren:	Any person/s under the age of eighteen years
Child-related Work or Regulated Activity	Work where an adult has contact with a child where the contact would be expected as a normal part of the activity or services.
Contact	Is contact that can be reasonably be expected as a normal part of engaging i.e. physical, oral and written communication or making a decision about a child; including where people may have an opportunity to harm a child either directly through the misuse of information or a power imbalance.
Emotional abuse	Emotional abuse is inappropriate verbal or symbolic acts toward a child or a pattern of failure over time to provide a child with adequate non-physical nurture and emotional availability. Such acts have a high probability of damaging a child's self-esteem or social competence.
Employee	Is a person engaged by the Society to provide regulated activities/ services to children and receives monetary payment for providing these (includes sub-contractors)
Grooming	Grooming generally refers to behaviour that makes it easier for an offender to procure a child or vulnerable adult for sexual activity. It often involves the act of building the trust of children and/or their carers or a vulnerable adult, to gain access to them in order to sexually abuse them. For example, grooming includes the provision of, or attention paid to a specific child or adult, providing gifts, money, drugs or alcohol to them, encouraging romantic feelings or exposing them to sexual concepts through conversation or exposure to pornography.
Incidental Contact	When a person works in the same building where child-related work and/ or a regulated activity takes place but does not have any physical or face to face communication with children or vulnerable people.
Mandatory Reporters	Mandatory reporters are required by law to report suspected child abuse and neglect to government authorities, as defined by the *Children and Young People Act 2008* (in ACT) *Children and Young Persons (Care and Protection) Act 1998* (in NSW)

Neglect	Neglect is the failure to provide a child (where they are in a position to do so) with the conditions that are culturally accepted as being essential for their physical and emotional development and well-being.
Physical abuse	Physical abuse occurs when a person purposefully injures or threatens to injure a child. This may for instance, take the form of slapping, hitting, punching, shaking, kicking, beating, burning, shoving or grabbing. Physical abuse can be a single or repeated act. It doesn't always leave visible marks or injuries.
Safeguarding	The measures we take to prevent, report and respond to harm or abuse and to protect the health, well-being and human rights of anyone that comes into contact with the Society, whether it is Society Personnel, partners, program participants and communities.
Safeguarding Officer	A person/s delegated by the President and trained to monitor and approved to act on behalf of the St Vincent de Paul Society in matters pertaining to the National Redress Scheme.
Sexual abuse	Sexual abuse means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.
Sexual Exploitation	Sexual exploitation means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.
Sexual Harassment	Sexual harassment is any unwelcome sexual advance, request for sexual favour, verbal or physical conduct or gesture of a sexual nature, or any other behaviour of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation to another, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment. While typically involving a pattern of behaviour, it can take the form of a single incident.
Volunteer:	Is a person engaged to provide regulated activities or services to children or vulnerable people and does not receive payment for work - volunteers,

	volunteer members, members and Board members.
Vulnerable Person/People	Anyone 18 years or over who - • is unable to take care of themselves/ protect themselves from harm or exploitation; or • due to their gender, mental or physical health, disability, ethnicity, religious identity, sexual orientation, economic or social status, or as a result of disasters and conflicts, are deemed to be at risk. • is in a situation of subordination and therefore experiencing a power differential putting them at risk.