

Child Safety and Wellbeing Policy

Our commitment to safe, inclusive and child-centred practice

PUBLIC POLICY

Kosmovision Foundation · February 2026

Approved February 2026 — next review June 2027.

1 Policy control

Item	Details
Child Safety Contact	Cira Mozos Ansorena, Executive Director contact@kosmovision.org.au 0414 053 211
Applies to	Board members, employees, contractors, facilitators, artists, volunteers, student placements, advisors and any person representing Kosmovision Foundation.
Adopted / approved	February 2026
Next review	June 2027, or earlier following any child safety incident, program change, legislative update or policy/procedure review.

2 Purpose

This policy sets out Kosmovision Foundation Ltd's commitment to the safety, wellbeing, rights and participation of children and young people who engage with our programs, activities, spaces, staff, contractors, volunteers and collaborators.

Kosmovision delivers creative wellbeing, storytelling, visual arts and community participation programs. Some programs may include children and young people under 18. This policy supports compliance with the Victorian Child Safe Standards and provides a clear framework for prevention, safe practice, reporting and continuous improvement.

3 Scope and definitions

For this policy, a child means any person under 18 years of age. Kosmovision may also work with young people aged 18-25; this policy applies specifically to children under 18 and informs safe practice with all young people and vulnerable participants.

This policy applies to all Kosmovision activities involving children, including workshops, mentoring, creative labs, community events, online communications, exhibitions, outreach, photography or documentation, and any collaboration where Kosmovision staff or representatives have contact with children.

4 Statement of commitment to child safety

Kosmovision Foundation is committed to creating and maintaining child safe, child-centred and culturally safe environments where children and young people are safe, respected, listened to and supported to participate.

- We have zero tolerance for child abuse, neglect, racism, discrimination, harassment, bullying, grooming or any behaviour that compromises the safety or dignity of children and young people.
- We promote the rights of children to feel safe, express themselves, participate in decisions that affect them and have their concerns taken seriously.
- We recognise the particular importance of cultural safety for Aboriginal and Torres Strait Islander children and young people.
- We support equity and inclusion for children and young people with disability, neurodivergent children and young people, culturally and linguistically diverse children and young people, LGBTIQ+ young people and those experiencing vulnerability or barriers to participation.
- We will take all reasonable steps to prevent harm and to respond promptly, fairly and appropriately to any child safety concern, disclosure, complaint or incident.

5 Alignment with the Victorian Child Safe Standards

Kosmovision will work to embed the 11 Victorian Child Safe Standards across governance, program design, recruitment, delivery, participation, reporting and review.

Standard	Kosmovision commitment
1	Culturally safe environments for Aboriginal children and young people.
2	Child safety and wellbeing embedded in leadership, governance and culture.
3	Children and young people are empowered about their rights, participate in decisions and are taken seriously.
4	Families and communities are informed and involved.
5	Equity is upheld and diverse needs are respected.
6	People working with children are suitable and supported.
7	Processes for complaints and concerns are child-focused.
8	Staff and volunteers are equipped with knowledge, skills and awareness.
9	Physical and online environments promote safety and wellbeing.
10	Implementation of the Standards is regularly reviewed and improved.

11 Policies and procedures document how the organisation is safe for children and young people.

6 Roles and responsibilities

Role	Responsibility
Board / Directors	Maintain governance oversight of child safety, approve policy settings, review risk and ensure child safety is embedded in organisational culture.
Executive Director / Child Safety Contact	Lead implementation, receive child safety concerns, coordinate responses, maintain records, support staff and contractors, and escalate concerns when required.
Facilitators, contractors, artists and volunteers	Follow this policy and the Child Safe Code of Conduct, maintain professional boundaries, supervise children appropriately, report concerns promptly and participate in induction or briefing.
Parents, carers and families	Receive relevant information about child safety, consent, participation and reporting pathways, and may raise concerns or feedback at any time.
Children and young people	Are encouraged to understand their rights, participate in decisions about their involvement, say no, ask for help and speak with a trusted adult if they feel unsafe.

7 Child Safe Code of Conduct

All people representing Kosmovision must behave in ways that protect and uphold the rights, safety and wellbeing of children and young people.

Expected behaviours

- Treat children and young people with respect, dignity, fairness and kindness.
- Use inclusive, strengths-based and developmentally appropriate language.
- Respect cultural identity, disability, neurodivergence, gender identity, sexuality, family structure, religion, language and background.
- Listen to children and young people and take their views and concerns seriously.
- Maintain professional boundaries and avoid favouritism, secrecy, private gifts or exclusive relationships.
- Use open, transparent and supervised program environments wherever possible.
- Obtain consent before photography, filming, publication of creative work or sharing identifying information.
- Report any child safety concern, disclosure, suspected harm, breach or incident as soon as possible.

Prohibited behaviours

- Any form of physical, sexual, emotional, psychological or cultural abuse, neglect, grooming, exploitation, bullying or harassment.
- Unnecessary physical contact, physical discipline, intimidation, humiliation or threatening behaviour.
- Being alone with a child where this is not required, transparent, authorised and appropriately risk-managed.
- Private online contact with a child outside approved program communication channels.
- Sharing images, personal information or creative work of children without appropriate consent.
- Working under the influence of alcohol or drugs, or using sexualised, discriminatory or inappropriate language or material with children.

8 Recruitment, screening and induction

Kosmovision will take reasonable steps to ensure that people working with children are suitable and understand their responsibilities. This includes:

- Requiring Working with Children Checks for staff, contractors, artists, volunteers or students who have child-related work or regular contact with children.
- Considering role suitability, experience, references and professional boundaries before appointment.
- Providing induction or briefing on this policy, the Child Safe Code of Conduct, supervision expectations, reporting pathways and confidentiality.
- Ensuring contractors and collaborators understand that child safety obligations apply during Kosmovision programs and events.

9 Safe program delivery and participation

Kosmovision programs are designed to be low-pressure, inclusive, non-clinical and community-based. Program planning will consider age, developmental needs, access needs, cultural safety, group dynamics, venue suitability and participant wellbeing.

- Clear session structure, arrival and departure processes, supervision and sign-in/sign-out where required.
- Flexible participation options, communication adjustments, sensory-aware approaches and optional breaks.
- Consent processes for participation, photography, video, creative work display, online content and communication with families.
- Reasonable steps to ensure venues are safe, accessible and suitable for children and young people.

- No requirement for children or young people to disclose personal trauma, diagnosis or private experiences in order to participate.

10 Online safety, images and communications

Kosmovision will use transparent and appropriate communication practices with children, young people and families.

- Program communication with children will occur through parent/carer-approved channels or approved organisational channels wherever practicable.
- Staff, contractors and volunteers must not use private social media or personal messaging to build private relationships with children.
- Images, recordings, participant names or creative works will only be used where written consent has been obtained and the use is appropriate, respectful and safe.
- Any online or digital activity will be planned to reduce risks including private contact, inappropriate content, cyberbullying, unauthorised recording or privacy breaches.

11 Responding to child safety concerns, disclosures or incidents

Any child safety concern, disclosure, allegation, suspected harm, breach of conduct or incident must be taken seriously and responded to promptly. The safety of the child is the first priority.

Situation / step	Response
Immediate danger	Call 000 if a child is in immediate danger or urgent medical/police assistance is required.
Listen and support	Listen calmly, believe the child, do not promise secrecy, avoid leading questions and reassure the child they have done the right thing by speaking up.
Report internally	Notify the Executive Director / Child Safety Contact as soon as possible, unless they are involved in the concern. In that case, notify another Director or appropriate external authority.
External reporting	Where required or appropriate, report to Victoria Police, Child Protection, The Orange Door or another relevant authority. Mandatory reporters must comply with their legal obligations.
Record keeping	Document the concern, disclosure, actions taken, dates, people involved and follow-up steps in a secure and confidential record.
Families and carers	Inform parents/carers where appropriate and safe to do so. Do not inform a parent/carer if doing so may increase risk to the child or compromise an investigation.

12 Complaints and feedback

Kosmovision will make it clear to children, young people, families, staff, volunteers and collaborators how to raise a concern or complaint. Complaints may be made verbally or in writing to the Executive Director / Child Safety Contact. Children and young people will be supported to raise concerns in ways that suit their communication needs.

All complaints will be treated respectfully, recorded, assessed and responded to in a timely way. Retaliation against a child, family member, staff member, volunteer or contractor who raises a child safety concern is not tolerated.

13 Privacy, confidentiality and information sharing

Kosmovision will handle personal, health, family and child safety information carefully and confidentially. Information will only be shared with people who need to know for child safety, legal, reporting, supervision or risk management purposes. Records will be stored securely and access will be limited.

Confidentiality cannot be promised where a child or young person may be at risk of harm, where there is a legal reporting obligation, or where information must be shared to protect safety.

14 Training, supervision and support

Kosmovision will provide staff, contractors, volunteers and student placements with appropriate induction, briefing, supervision and support proportionate to their role. This may include information about child safety, inclusive practice, cultural safety, trauma-informed practice, disability access, professional boundaries, reporting obligations and incident response.

15 Risk management

Child safety risks will be considered during program planning, venue selection, recruitment, communication, supervision, online activity, transport arrangements if relevant, photography, community sharing events and participant support. Identified risks will be managed through clear roles, supervision, consent, accessible communication, incident reporting and review.

16 Review and continuous improvement

This policy will be reviewed at least annually and earlier if there is a child safety incident, complaint, change in legislation, change in program scope or identified need for improvement. Feedback from children, young people, families, staff,

volunteers, contractors and community partners will inform policy review and safer practice.

17 Standard 11 implementation: supporting procedures and documentation

Kosmovision recognises that child safety must be documented in clear, accessible and practical policies and procedures. This policy is supported by operational practices that address each Victorian Child Safe Standard and guide safe program delivery.

The Executive Director / Child Safety Contact is responsible for ensuring that relevant staff, contractors, facilitators, volunteers and student placements are briefed on this policy and understand the procedures that apply to their role before working with children or young people.

Board members and organisational leaders are expected to champion and model compliance with this policy, review child safety risks and support a culture where children, families, staff and volunteers can raise concerns safely.

Supporting procedure / document	How it supports Standard 11 and child safety
Child Safety and Wellbeing Policy	Sets out Kosmovision's expectations, commitments, roles and approach across all Child Safe Standards.
Child Safe Code of Conduct	Defines expected and prohibited behaviours for staff, contractors, facilitators, volunteers and collaborators.
Recruitment, screening and induction	Requires suitability checks, Working with Children Checks where required, role briefing and child safety induction.
Risk assessment and program planning	Identifies and manages child safety risks in venues, sessions, supervision, communications, online activity and community sharing.
Complaints, concerns and incident response	Provides a child-focused pathway for concerns, disclosures, allegations, reporting obligations, escalation and secure record keeping.
Privacy, consent and media procedures	Protects children's personal information, images, creative work and participation choices through consent and secure information handling.
Third-party venues, contractors and collaborators	Requires reasonable checks, role clarity and safe arrangements when using external venues, facilities or specialist collaborators.
Review and consultation records	Uses feedback from children, young people, families, staff, volunteers and partners to improve child safety practice over time.

18 Third-party venues, facilities and collaborators

Where Kosmovision uses external venues, Council facilities, community spaces, contractors or partner organisations, child safety responsibilities will be

considered during planning. This includes venue suitability, supervision arrangements, accessibility, emergency procedures, privacy, consent, reporting pathways and whether any third-party provider has its own relevant child safety obligations.

Kosmovision remains responsible for applying its child safety practices during its programs and will clarify roles and reporting lines with collaborators before activities involving children commence.

19 Key contacts

Contact	Details
Internal Child Safety Contact	Cira Mozos Ansorena, Executive Director contact@kosmovision.org.au 0414 053 211
Emergency	000 for immediate danger, urgent medical help or police assistance.
Victoria Police	Contact local police or 000 in emergencies.
Child Protection / The Orange Door	Contact relevant local service where child wellbeing or family violence concerns require support or escalation.

20 Approval

Approved by	Cira Mozos Ansorena, Executive Director / Chair
Date approved	February 2026
Next review	June 2027, or earlier if legislation, program scope or organisational risk changes

APPROVED FEBRUARY 2026

Kosmovision Foundation Ltd. Next scheduled review: June 2027. Public policy — published at kosmovision.org.au.