



**PROJECT
BUCEPHALUS**

Learning. Sharing. Teaching.

45 Brindabella Dr
Horsley 2530
NSW Australia
www.projectb.net.au

Child-Safe Policy

Initial Date Published: 01/01/2019

Date of Last Review: 11/07/2025

We provide a fun, safe, and challenging learning environment for students and team members. We support the mission of *FIRST*[®] and provide opportunity to build character as well as STEM skills. We support, value, and respect our students, team members and mentors.

Title	This is the Project Bucephalus Child-Safe Policy.
Introduction	<p>This policy:</p> <ul style="list-style-type: none">• Guides Mentors and Volunteers on how to behave with team members and students of the robotics program.• Guides Team Members on how they should behave with each other and the students of the robotics program.• Focuses on how we encourage youth to engage with both team and robotics program and ensure their safety in the process.• Works in conjunction with the Team Contract, signed by Team Members and their parents each season.
Support Youth participation	Project Bucephalus supports the active participation of youth in our business and all our teams. We listen to the views of team member, respect what they say, and involve them in decisions wherever possible and appropriate.
Support Mentors, Team Members, Volunteers, and students	<p>We promote respect, fairness and consideration for all mentors, volunteers, team members, and students.</p> <p>All mentors, volunteers, and team members will be actively mentored as they work within their teams and teach in the robotics program.</p> <p>All new mentors, volunteers, and team members will receive a copy of the Child-safe Policy, Code of Conduct and Dealing with Complaints process.</p>
Recruitment	<p>Recruitment of paid employees will follow a rigorous process of screening and selection based on past experience with the team, external references, interviews and Working With Children Checks (if age-appropriate).</p> <p>Recruitment of adults as mentors will follow a consistent process of screening and selection involving interviews and Working With Children Checks.</p> <p>Recruitment of team members will follow a process of interviews (with parental involvement) and trial periods working with existing team members.</p>

<p>Recording of Images</p>	<p>Personal: Consent should be obtained before any personal recording (photo or video). Subjects should be shown images before they are kept or shared on any personal account.</p> <p>Team: Capturing of images is expected during team events. Team members should be given the option to vacate an area before video or photos are taken.</p> <p>Team members should be notified if a livestream is active, and boundaries of footage clearly marked.</p>
<p>Electronic Communication</p>	<p>Any electronic communication between mentors and students should take place on monitored platforms (such as Slack) or with inclusion of at least two adults.</p>
<p>Physical Contact</p>	<p>Physical contact with children should be kept to a minimum. Everyone involved in the organisation is expected to have healthy physical boundaries with children.</p>
<p>Illness and Injury Management</p>	<p>All incidents should be reported via nominated workflows. All first aid should be administered in a safe place in sightlines of other adults.</p>
<p>Transport</p>	<p>An adult should avoid being alone with a child in a vehicle. If this is not possible, parents must give permission and be notified of journey start and end. If possible, such transport should take place in a car with Dashcam or other trip-recording device.</p>
<p>Dealing with Complaints</p>	<p>All complaints must be reported to the Project Bucephalus Child Safety Contacts, Andrew Clark (0403 390 547) or Lyndell Clark (0402 859 141). A child or young person, or any staff member/volunteer/student can make a complaint, or raise a concern, directly to these people.</p> <p>Any person who has reasonable grounds to believe that a child or young person is at risk of significant harm may report to Department of Family and Community Services. Phone 132 111 to report child abuse or neglect (24-hour service)</p>
<p>Communication</p>	<ul style="list-style-type: none"> • We will hold regular information sessions for Mentors and Team Members • Our policy will be discussed during induction sessions for all new Mentors and Team Members. • Team Members and Students (and their families) will be directed to an online copy of this Policy, Code of Conduct and Dealing with Complaints process.
<p>Review</p>	<p>The policy and guidelines will be reviewed every two years and incorporate comments and suggestions from students, team members, parents, staff, volunteers and mentors.</p>