



Australian Government  
Office of National Intelligence

## ONI Director-General Human Resources Instruction

### DGHRI – Child Safety

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Authorised

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Paul Taloni  
Deputy Director-General



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## DESCRIPTION

This Director-General Human Resource Instruction (DGHRI – Child Safety) outlines ONI's commitment to the safety and wellbeing of children and how we will comply with the Commonwealth Child Safe Framework (the Framework).

## 1 Background

The National Office for Child Safety introduced the Commonwealth Child Safe Framework which sets standards for creating and embedding child safe culture and practices in non-corporate Commonwealth entities.

Although working and engaging with children is not a core activity of the agency, ONI is committed to the safety and wellbeing of children and young people and will ensure appropriate processes are embedded to create and maintain a child safe culture.

This Instruction sets out the processes and requirements that ONI will follow to ensure an appropriate level of child safety and compliance with the Framework.

## 2 Responsibilities

All ONI employees are responsible for complying with the Framework, this Instruction and for acting ethically towards children in the workplace and/or when carrying out official duties.

## 3 Centralised Annual Risk Assessment

A centralised annual risk assessment will be undertaken to identify ONI's level of responsibility for, and contact with children. The risk assessment will include treatment strategies where appropriate to manage the identified risks.

The annual risk assessment will be completed each February with regular review throughout the year in accordance with the ONI Risk Management Framework.

## 4 Working with Children

There may be occasions or activities where ONI will work or engage directly or indirectly with a child or children. For example

- ONI presenting at career days
- outreach activities
- ONI social events where children are present.

If it is identified that an ONI activity will involve working or engaging with a child or children, it is the responsibility of the organising function/section to ensure child safety and wellbeing is addressed. The following processes must be implemented



- completion of an **activity specific risk assessment** which identifies any activity specific risks and treatment strategies associated with working or engaging with a child

- ensure the ONI employee or contractor/supplier has a current 'Working with Vulnerable People' card (Working with Children equivalent). Where required, ONI employees can apply for a Working with Vulnerable People card online. Payment may be made using an ONI issued credit card. Contractors and suppliers will need to provide the ONI Contract Manager with a copy of their current Working with Vulnerable People card

Note: Requirements for Working with Vulnerable People checks may vary between jurisdictions.

- where interactions with children occur through the conduct of an ONI procurement or grant, the relevant Commonwealth Child Safety clauses must be included in the contract or grant agreement.

## 5 National Principles for Child Safe Organisations

The National Principles for Child Safe Organisations outline [10 elements](#) that make an organisation safe for children and young people. Adopting and implementing these elements is a requirement of the Framework. ONI will adhere to the principles where applicable to the agency and will review annually, making improvements as required.

## 6 Training and Compliance

ONI has established and will maintain a system of training and compliance to make employees aware of, and compliant with the Framework. This includes keeping a record of who has a current working with vulnerable people card and regular communication with all ONI employees.

Training is available via [Learning Hub](#) on the Child Safe Organisations website.

## 7 Reporting Compliance

Compliance with and meeting the requirements of the Framework will be assessed and reported to the Accountable Authority (Director-General) on an annual basis. This will be submitted on the completion of the centralised annual risk assessment each February.





## 8 Reporting a Complaint, Concern or Incident

Complaints, concerns or incidents in relation to child safety in ONI should be directed to the policy owner, ADG People and Security.

## 9 Revocations

This DGHRI revokes all previous ONA Instructions relating to child safety.

This DGHRI will be reviewed as required, at least every three years.

## 10 Delegate Authorised to Create Instruction

This Instruction is issued by the Director-General.

Only the Director-General may approve major variations to this Instruction.

The Assistant Director-General, People and Security may authorise minor variations and three year reviews (that do not contain major variations).

## 11 Target Audience

This Instruction is applicable to all ONI officials. All ONI officials are responsible for familiarising themselves with this Instruction.

## 12 Breaches

ONI officials who do not comply with this instruction may be found to be in breach of the PGPA Act 2013, ONI Act 2018, the Australian Public Service (APS) Code of Conduct or their contract of employment. Sanctions may apply.

Audits may be undertaken to provide assurance that ONI officials are adhering to ONI policies.

## 13 Acronyms

<b>APS</b>	Australian Public Service
<b>ADG</b>	Assistant Director-General
<b>DDG</b>	Deputy Director-General
<b>DG</b>	Director-General
<b>PGPA Act</b>	Public Governance, Performance and Accountability Act 2013
<b>ONI</b>	Office of National Intelligence



## 14 Definitions

<b>Accountable Authority</b>	The Director-General is the ONI Accountable Authority under the Public Governance, Performance and Accountability Act (PGPA).
<b>Major variation</b>	Includes introduction of new, or removal of existing, “components” and significant changes to the intention, function, application or content of the policy.
<b>Minor variation</b>	Includes clarification within the existing intent and scope of the policy (e.g. updating references, clarifying wording without changing existing scope or making amendments that align with current ONI delegations).
<b>ONI Officials</b>	An ONI employee or person acting on behalf of ONI, including ONI employees, contractors, consultants, secondees and temporary transfers.
<b>The Framework</b>	Commonwealth Child Safe Framework