



NATIONAL ARCHIVES OF AUSTRALIA

Safety of children and young people policy

CHILDREN AND YOUNG PERSON SAFETY WORKING GROUP

20 OCTOBER 2026

RKS R191182026

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Document control

RkS Number	R191182026	
Document Tier	Tier 2	
Approved By	Executive Board	
Responsible Official	Exhibitions and Experience	
Audience	Public	
Effective Date	20 October 2026	
Version No	0.6	
Review Date	October 2028	
AI Label	No AI was used in preparing this document	
AI Usage Notes	N/A	

None

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1. Introduction

National Archives of Australia (National Archives) preserves and protects records of the Australian Government that have enduring value. These records belong to all Australians, and tell our national story by documenting the decisions, experiences and events that have shaped Australia and its people.

National Archives is the recognised authority for Australian Government information management, and by preserving and sharing records, we help strengthen trust in our democracy and support transparency and accountability across government.

National Archives delivers national public engagement program services to enable all Australians to access and use the national archival collection, including children and young people. This includes school programs, family programs and welcoming visitors onsite for general access.

National Archives is committed to ensuring the safety, wellbeing and inclusion of children and young people who access National Archives' services and programs. We uphold the rights of all children to participate fully, regardless of their gender, race, ability or cultural background.

2. Purpose

This policy outlines National Archives' commitment to facilitating physical and digital environments where children and young people are safe, respected and protected.

It aligns with the [Commonwealth Child Safe Framework](#), which sets minimum standards for Commonwealth entities to create and maintain behaviours and practices that are safe for children. National Archives has adopted and is implementing the 10 National Principles for Child Safe Organisations.

3. Scope

National Archives acknowledges that safeguarding children and young people is a collective responsibility in which all personnel play a vital role.

This policy applies to all National Archives staff, contractors and volunteers. It covers the involvement of children and young people in all National Archives activities, including visiting National Archives' public spaces, engaging with National Archives' website, undertaking work experience or participating in public programs.

4. Commonwealth Child Safe Framework

National Archives is committed to meeting the core requirements of the [Commonwealth Child Safe Framework](#), including the requirement to adopt and implement the National Principles for Child Safe Organisations. The following section of this policy details the actions National Archives is taking to implement each principle.

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4.1. National Principle 1: Child safety and wellbeing is embedded in organisational leadership, governance and culture

National Archives has established the Children and Young Person Safety Working Group, which provides a forum for child safety issues to be raised and suggestions for improving child safety to be discussed.

The Children and Young Person Safety Working Group will produce an annual report documenting any new developments, issues or achievements to be noted by the Executive Board.

National Archives has appointed a Child Safe Champion at the SES level. The Children and Young People Champion oversees the implementation of the *Safety of children and young people policy* and advocates for continuous improvement of child safety across National Archives.

4.2. National Principle 2: Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously

National Archives acknowledges the importance of engaging with children and young people and ensuring they have clear, accessible information about their rights. A child-friendly version of this policy will be made available via the National Archives website.

National Archives is committed to continuous improvement and actively seeks feedback from adults, children and young people on our programs and services, using age-appropriate channels and approaches.

4.3. National Principle 3: Families and communities are informed and involved in promoting child safety and wellbeing

National Archives requires that children who participate in programs are accompanied by a responsible adult or have the consent of a responsible adult. Accompanying adults are clearly informed that they retain a duty of care at all times.

National Archives encourages feedback from families and schools who engage with our services.

4.4. National Principle 4: Equity is upheld and diverse needs respected in policy and practice

National Archives aims to engage with children and young people in ways that are respectful, culturally safe and inclusive. Our commitment to the safety of children and young people extends to those from all backgrounds. All staff, contractors and volunteers are expected to uphold equity towards children and young people at all times. National Archives is guided by [Keeping Our Kids Safe](#), which applies a cultural safety lens to the National Principles for Child Safe Organisations.

In developing this policy, the Children and Young Person Safety Working Group sought feedback from individuals across the organisation, including staff from all levels.

None

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This policy aligns with other key documents, including the [Inclusion plan 2025–2028](#) and [Disability inclusion action plan 2025–2030](#).

4.5. National Principle 5: People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice

National Archives is committed to recruiting suitable individuals to work with children. All staff, contractors, or volunteers across Australia who work directly with children and young people must hold a valid Working with Vulnerable People registration, Working with Children Check or equivalent check relevant to the state or territory they work in. Additionally, any third parties that are employed or contracted to engage with children at National Archives must have an equivalent registration.

Recruitment for roles that work directly with children includes assessment of candidates' understanding of child safety and skills and experience working with children and young people. This includes through job interviews with questions designed to assess suitability and character, alongside reference checks to verify experience and credentials.

4.6. National Principle 6: Processes for complaints and concerns are child focused

National Archives takes complaints about the treatment or safety of children or young people seriously. Where a child has made a complaint, it will be managed and investigated to the same standards of sensitivity, urgency and importance as a complaint made by an adult.

All complaints will be referred to the appropriate team and actioned as soon as possible, with processes guided by the [National Office for Child Safety's Complaint handling guide](#). All responses to complaints and feedback will be managed in accordance with the [National Archives Privacy policy](#).

4.7. National Principle 7: Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training

National Archives provides information and training to all staff, contractors and volunteers who work with children and young people to support them in improving their skills and knowledge around child safety. Training is provided based on needs and experience of individuals. This may include formal training programs as well as on-the-job learning, mentoring and other forms of practical support.

The *Child and young person safety code of conduct* has been developed to outline clear expectations that all National Archives staff, contractors and volunteers must meet when interacting with children and young people.

None

4.8. National Principle 8: Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed

Risk assessments are conducted for all public programs, including those for younger audiences. National Archives' overarching risk rating is low, with each program for younger audiences being assessed at all stages of planning and implementation. National Archives endeavours to ensure our online environments are as safe as practicable.

National Archives operates CCTV cameras in most public spaces. All National Archives staff are required to report any suspicious behaviour they witness to their supervisor or the Security Advisory Unit immediately.

Before commencing employment at National Archives, all staff and contractors are subject to mandatory pre-employment checks, including a Nationally Coordinated Criminal History Check. This also applies to volunteers.

4.9. National Principle 9: Implementation of the national child safe principles is regularly reviewed and improved

National Archives is committed to the continual improvement of our child safe environment, both through responding to feedback and through ongoing, proactive progress. The Children and Young Person Safety Working Group is a permanent body committed to the continual improvement of child safety at National Archives.

As a non-corporate Commonwealth entity, National Archives is required to publish a statement of compliance with the Commonwealth Child Safe Framework each year.

National Archives will review this policy by the due date, or sooner in response to legislative changes or critical incidents.

4.10. National Principle 10: Policies and procedures document how the organisation is safe for children and young people

This policy will be made publicly available via the National Archives website and promoted internally to National Archives staff.

5. Roles and responsibilities

Roles	Responsibilities
All staff	<ul style="list-style-type: none">adhere to the <i>Safety of children and young people policy</i> and all related policies and proceduresadhere to the APS Code of Conduct.
Staff, contractors and volunteers who work	<ul style="list-style-type: none">deliver programs aimed at children and young peoplemaintain a Working With Vulnerable People registration or equivalent checkcomplete relevant child safe training as required.

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directly with children or young people	
Children and Young Person Safety Working Group	<ul style="list-style-type: none"> • implement the <i>Safety of children and young people policy</i> • report on policy implementation to the Executive Board • monitor and assess compliance with the Commonwealth Child Safe Framework • identify ways to improve National Archives' compliance with the Commonwealth Child Safe Framework • advocate for child safety across the organisation.
Exhibitions and Experience section	<ul style="list-style-type: none"> • lead the Children and Young Person Safety Working Group • maintain a register of staff who hold Working with Vulnerable People registrations or equivalent checks
Security Advisory Unit	<ul style="list-style-type: none"> • facilitate Nationally Coordinated Criminal History Checks • manage and respond to safety incident reports.
People section	<ul style="list-style-type: none"> • facilitate access to training resources • provide guidance on recruitment for roles that work directly with children.
Child Safe Champion	<ul style="list-style-type: none"> • advocate for child and young person safety at the operational level • promote the improvement of National Archives' compliance with the Commonwealth Child Safe Framework at the operational level • approve this policy and any subsequent amendments.

6. Definitions

APS Code of Conduct	Sets out the mandatory standard of behaviour expected of APS employees, outlined in s13 of the <i>Public Service Act 1999</i> .
Child	A person aged 0 to 11 years.
Child abuse and harm	Encompasses all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power.
Child friendly	Designed to best meet the interests and needs of children.
Child safe environment	An environment where children are protected from harm, can participate freely and feel safe, respected and supported. It is created through policies, systems and behaviours that prevent harm, respond to concerns and promote children's wellbeing.
Grooming	<p>Refers to intentional behaviours that manipulate and control a child, as well as their family, kin and carers, other support networks, or organisations in order to perpetrate child sexual abuse.</p> <p>Grooming can occur online or in person. Online child grooming is the process of establishing and building a relationship with a child or young person while online, to facilitate sexual abuse that occurs either in person or online. This is achieved through use of the internet or other technologies, such as phones, social media, gaming, chat and messaging apps.</p> <p>The intent of grooming is to:</p> <ul style="list-style-type: none"> • gain access to the child or young person to perpetrate child sexual abuse • obtain sexual material of the child or young person • obtain the child or young person's trust and/or compliance • maintain the child or young person's silence, and/or • avoid discovery of sexual abuse. <p>While child sexual abuse often occurs after or alongside grooming, acts of abuse do not need to occur for grooming to have taken place. Similarly, perpetrators can also sexually abuse a child without grooming having taken place.</p>
Staff	People engaged in employment by National Archives, including those that are ongoing, non-going, temporary, casual or contracted.

None

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Staff who work directly with children	<p>Individuals, including ongoing and non-ongoing staff, contractors and volunteers, whose duties involve intentional contact with children, whether planned or reasonably foreseeable. This includes situations where the staff member is responsible for the supervision, instruction, care, support, or active engagement with children, whether the interaction occurs in person or online.</p> <p>This does not include staff whose only contact with children is incidental or occurs by chance in spaces open to the public.</p>
Young person	A person aged 12 to 17 years.

None