

# Engaging Subcontractors

## GUIDELINES FOR HIPPY PROVIDERS

### CHILD RELATED PERSONNEL AND THE HIPPY PROGRAM

This document will provide some principles to consider when thinking through the processes and the choices for sub-contractors.

### HIPPY SUB-LICENCE OBLIGATIONS

As part of the HIPPY Sublicence and Funding Agreement, which mirrors the DSS contract, any child related personnel meaning officers, employees, contractors (including subcontractors), agents and volunteers that take part in your HIPPY program must have their relevant Safeguarding checks. This includes a cleared and valid National Police Clearance and Working with Children's Check.

As a HIPPY Provider, it is your organisational responsibility to ensure subcontractors are compliant with your Organisation's Child Safe policies, procedures and obligations and manage any associated risks in line with National Principles for Child Safe Organisations.

### CHILD SAFETY RISKS AND CHILD SAFE STANDARDS

For the purpose of the Child Safe Standards, 'risk' means the chance for harm or abuse of a child to occur in connection with an organisation. This includes risks to children from the organisation or people involved with it, risks that arise due to the activities undertaken by the organisation and those that arise in its physical and online environments.

Identifying and managing risk in organisations is a fundamental step to keep children safe from harm. By adopting a risk management approach and conducting a risk assessment of HIPPY program activities, HIPPY Providers can actively reduce the likelihood of harm or abuse to children.

Arrangements or contracts with third parties and or subcontractors may also present child safety risks. They may bring unknown people, or people not subject to the same level of child safety screening, into contact with children involved with the organisation. Therefore, HIPPY Providers must consider identifying and managing any risks presented by third parties to the children and vulnerable people involved with HIPPY.

Working with your organisation's Child Safety Officer/Lead and understanding your own organisation's child safety policy and procedures will assist you in this process.

When negotiating contracts with third parties or subcontractors, HIPPY Provider contracts must include terms that allow action to be taken if the third party does not meet expected child safety and wellbeing standards.

Depending on the level of risk posed by subcontractors, HIPPY Providers should take actions to prevent and reduce risks of child abuse or harm. Appropriate actions may include:

- requiring subcontractors to comply with your organisations policies and procedures.
- monitoring compliance by subcontractors with the Child Safe Standards and/or your organisation's policies and procedures
- working with subcontractors to identify, prevent and reduce risks of child abuse and harm.
- Conducting a risk assessment to assess the level of risk of associated with contracting the provider and putting in place appropriate mitigation strategies.

## SUB-CONTRACTORS

To support the delivery of HIPPY, we know Providers contract third-party organisations or (subcontractors) to deliver services that enhance the HIPPY experience for both HIPPY staff and families.

Some of these activities can include:

- Training and professional development opportunities
- Childcare at Group Gatherings
- Entertainment for HIPPY Gatherings and special events
- Guest speakers

HIPPY Providers will need to consider the level of risk related to the above activities in accordance with your organisation's child safeguarding policies and procedures. A further consideration for Providers is the level of contact with children and vulnerable people. DSS makes the below distinction between **direct**, **indirect** or **incidental contact** as part of their guidelines:

**Direct contact** is where there is any form of contact between a person and a child, including any form of physical contact, any form of oral communication (whether face to face or by telephone), and any form of written communication, including electronic communication.

For example:

- Providing early childhood learning and care to children, either face to face or online.
- Delivering an activity online or face to face. For example, a guest speaker coming in and delivering children's entertainment activity or delivering a health check (Dentist, Maternal Child Health Nurse)

**Indirect contact** happens when you have indirect and/or occasional face to face contact with children and or vulnerable people, and/or have access to identifiable information relating to our HIPPY families.

This could look like:

- A facilitator attending a Tutor training or Group Gathering and providing professional development and taking names, emails, and other personal details.
- A guest speaker attending a group gathering from a service (i.e., Saver Plus) and taking details of your families to sign them up for a separate program.

**Incidental contact** happens in connection with, or resulting from, the main purpose of the activity that required the contact. It can be interpreted as contact that is likely to be irregular or unplanned, arising as a chance or minor consequence.

For example:

- A trades person is onsite fixing, repairing, or maintaining equipment.
- Trainer delivers professional development at a Tutor Training session.

It is important to assess what contact your subcontractors will have to any children or vulnerable people and manage the risk accordingly. If subcontractors have direct contact with children and vulnerable people, they require a NPC and WWCC.

## SUBCONTRACTOR REQUIREMENTS

CONTACT	EXAMPLE	SCREENING REQUIRED
<b>Direct contact</b>	Face to face (Childcare, guest speakers, children’s entertainment)	NPC and WWCC
<b>Indirect contact</b>	Occasional face to face and access to identifiable information relating to participant. (Facilitator of training at Tutor training session)	NPC and WWCC
<b>Incidental contact</b>	Contact likely to be irregular, unsupervised, or unplanned (Trade doing maintenance, cleaners)	No checks required

For many HIPPY Providers, your organisation already has the processes and procedures to ensure that you are following these requirements. This may include:

- Ensuring that contracts with organisations or sub-contractors note that subcontractors have their mandatory checks in place and that you have suitable lead-time to discuss this with subcontractors.
- Co-ordinators seeking confirmation that this person works in a child safe organisation and therefore as part of their employment, all checks are maintained and valid e.g., health service, library service, other service providers.
- Working closely with your organisation’s Child Safety Leader to develop a suitable process to confirm that subcontractors involved in your program have the required mandatory checks.

We hope that this has clarified some of your questions and concerns regarding subcontractors. We know that HIPPY programs are enhanced by inviting in services to provide childcare, training, entertainment and many other forms of activities that build the capacity of our families and Tutors.

### NEED MORE HELP?

Your organisation may have a safeguarding representative that could support you with any questions or direction when it comes to engaging subcontractors to support HIPPY in your community.

You can also access the Department of Social Services (DSS) website for further information. [Child Safety for DSS grants | Department of Social Services, Australian Government](#)

Alternatively, you can email the HIPPY Australia inbox [HippyAustralia@bsl.org.au](mailto:HippyAustralia@bsl.org.au) and your questions will go to the relevant team to answer.