



3. Related Policies, Procedures, and documents

- Code of Conduct and Child Safety and Wellbeing standards of behaviour
- Safeguarding Children Policy and Procedures
- Child Protection Incident Flowchart
- Incident Management and Response Procedure
- Investigation Policy
- Investigation Procedure
- Reportable Conduct Procedure

4. Responsibilities

This Look, Do, Tell Framework is to be implemented by all Big Fat Smile workplace participants and operational environments including:

- all Big Fat Smile employees across education and care services, funded programs, inclusion services and all head office employees
- all volunteers, students, school based trainees and apprentices and regular service visitors (e.g., allied health workers)
- contractors and consultants (and their personnel) who deliver services to children, or children must also comply with this framework in accordance with relevant contractual obligations.

Kim Bertino
CEO (Chief Executive Officer)

Version Control and Change History

Version	Effective Date	Responsible Position	Description	Next Review
001	10 July 2023	Head of Safeguarding Children	New Framework to complement Big Fat	June 2025