

CHILD SAFE POLICY

Policy Number	CSDP 2.16
Person Responsible	Director
Date of Approval	6 November 2019

1.0 PURPOSE AND SCOPE

This policy describes our commitment to child safety.

This policy and procedure should be read in conjunction with the *Preventing and Responding to Abuse, Neglect and Exploitation Policy*.

This policy applies to all staff and contractors.

2.0 POLICY

Our organisation is committed to child safety.

- We want children to be safe, happy, and empowered. We support and respect all children, as well as our staff.
- We are committed to the safety, participation, and empowerment of all children.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.
- Our organisation is committed to preventing child abuse and identifying risks early and removing and reducing these risks.
- Our organisation has robust human resources and recruitment practices for all staff.
- Our organisation is committed to regularly training and educating our staff on child abuse risks.
- We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.
- We have specific policies, procedures and training in place that support our leadership team and staff to achieve these commitments.

If you believe a child is at immediate risk of abuse phone 000.

Our children

- This policy is intended to empower children who are vital and active participants in our organisation. We involve them when making decisions, especially about matters that directly affect them. We listen to their views and respect what they have to say.

- We promote diversity and tolerance in our organisation, and people from all walks of life and cultural backgrounds are welcome. In particular we:
 - promote the cultural safety, participation, and empowerment of Aboriginal children.
 - promote the cultural safety, participation, and empowerment of children from culturally and/or linguistically diverse backgrounds.
 - ensure that children with a disability are safe and can participate equally.

Our staff

This policy guides our staff on how to behave with children in our organisation.

All our staff must agree to abide by our code of conduct which specifies the standards of conduct required when working with children. All staff and volunteers, as well as children and their families, are given the opportunity to contribute to the development of the code of conduct.

Training and supervision

Training and education are important to ensure that everyone in our organisation understands that child safety is everyone's responsibility.

Our organisational culture aims for all staff (in addition to parents/carers and children) to feel confident and comfortable in discussing any allegations of child abuse or child safety concerns. We train our staff to identify, assess, and minimise risks of child abuse and to detect potential signs of child abuse.

We also support our staff through ongoing supervision to: develop their skills to protect children from abuse; and promote the cultural safety of Aboriginal children, the cultural safety of children from linguistically and/or diverse backgrounds, and the safety of children with a disability.

New employees will be supervised regularly to ensure they understand our organisation's commitment to child safety and that everyone has a role to play in protecting children from abuse, as well as checking that their behaviour towards children is safe and appropriate (please refer to this organisation's code of conduct to understand appropriate behaviour further). Any inappropriate behaviour will be reported through appropriate channels, including the Queensland Police, depending on the severity and urgency of the matter.

Recruitment

We take all reasonable steps to employ skilled people to work with children. We develop selection criteria and advertisements which clearly demonstrate our commitment to child safety and an awareness of our social and legislative responsibilities. Our organisation understands that when recruiting staff, we have ethical as well as legislative obligations.

We actively encourage applications from Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds and people with a disability.

All people engaged in child-related work, including volunteers, are required to hold a Working with Children Check and to provide evidence of this Check. Please see the

<https://www.bluecard.qld.gov.au/> website for further information.

We carry out reference checks and police record checks to ensure that we are recruiting the right people. We do retain our own records (but not the actual criminal record) if an applicant's criminal history affected our decision-making process.

If during the recruitment process a person's records indicate a criminal history then the person will be given the opportunity to provide further information and context.

Fair procedures for personnel

The safety and wellbeing of children is our primary concern. We are also fair and just to personnel. The decisions we make when recruiting, assessing incidents, and undertaking disciplinary action will always be thorough, transparent, and based on evidence.

We record all allegations of abuse and safety concerns using our incident reporting form, including investigation updates. All records are securely stored.

If an allegation of abuse or a safety concern is raised, we provide updates to children and families on progress and any actions we as an organisation take.

Privacy

All personal information considered or recorded will respect the privacy of the individuals involved, whether they be staff, parents, or children, unless there is a risk to someone's safety. We have safeguards and practices in place to ensure any personal information is protected. Everyone is entitled to know how this information is recorded, what will be done with it, and who will have access to it.

Legislative responsibilities

Our organisation takes our legal responsibilities seriously, including having risk management strategies in place to promote the wellbeing and safety of our clients.

Risk management

In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children.

We have risk management strategies in place to identify, assess, and take steps to minimise child abuse risks, which include risks posed by physical environments (for example, any doors that can lock), and online environments (for example, no staff is to have contact with a child in organisations on social media).

Regular review

This policy will be reviewed every two years and following significant incidents if they occur. We will ensure that families and children have the opportunity to contribute. Where possible we do our best to work with local Aboriginal communities, culturally and/or linguistically diverse communities and people with a disability.

Allegations, concerns, and complaints

Our organisation takes all allegations seriously and has practices in place to investigate thoroughly and quickly. Our staff are trained to deal appropriately with allegations.

We work to ensure all children, families and staff know what to do and who to tell if they observe abuse or are a victim, and if they notice inappropriate behaviour.

We all have a responsibility to report an allegation of abuse if we have a reasonable belief that an incident took place (see information about failure to disclose above).

If an adult has a **reasonable belief** that an incident has occurred, then they must report the incident. Factors contributing to reasonable belief may be:

- a child states they or someone they know has been abused (noting that sometimes the child may in fact be referring to themselves)
- behaviour consistent with that of an abuse victim is observed.
- someone else has raised a suspicion of abuse but is unwilling to report it.
- observing suspicious behaviour.

Reporting child abuse

If you believe a child is in immediate danger or a life-threatening situation call **Triple Zero (000)**.

If you have a reason to suspect a child in Queensland is experiencing harm, or is at risk of experiencing harm or being neglected, contact [Child Safety Services](#) and talk to someone about your concerns:

- **During normal business hours** - contact the [Regional Intake Service](#).
- **After hours and on weekends** - contact the Child Safety After Hours Service Centre on **1800 177 135**. The service operates 24 hours a day, 7 days a week.

OUR OBLIGATIONS

This policy relates to the following Practice Standards and legislation:

- NDIS Practice Standards
- Child Protection Act 1999

RELEVANT FORMS AND/OR DOCUMENTS

- Incident Report

RELATED POLICIES AND PROCEDURES

- All Mindset Intervention Pty Ltd client Service Delivery policies and procedures

Date last Amended/Reviewed:	June 2020, March 2021
Date to be Reviewed:	March 2023