



# **Child Safety Policies & Procedures**

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# CHILD SAFETY

## Scope

### When

- Applies to all sites and services involved in providing supports to children and young people

### Who

- Applies to all representatives involved in providing services for children and young people including key management personnel, directors, full time employees, part time employees, casual employees, contractors and volunteers

## Purpose

The protection of children and young people is a cornerstone in safeguarding and improving the lives of children and young people with a disability. While providing supports and services under the NDIS, employees are uniquely placed to identify and respond to the needs and vulnerabilities of children or young people with a disability. Everyone has a responsibility to protect the wellbeing and safety of children or young people who they have contact and report any case a child or young person is suspected to be at risk of significant harm.

## Definitions

Term	Description
Child	Anyone under the age of 16 years
Reasonable grounds	Defined by: <ul style="list-style-type: none"><li>• First hand observations of the child, young person or family</li><li>• What the child, young person, parent or another person has disclosed</li><li>• What can reasonably be inferred based on professional training and/or experience</li></ul>
Significant harm	Any case where there is reasonable grounds to suspect a child or young person is experiencing, or has experienced: <ul style="list-style-type: none"><li>• Physical abuse</li><li>• Sexual abuse</li><li>• Neglect, including:<ul style="list-style-type: none"><li>○ Supervision</li><li>○ Physical shelter/environment</li><li>○ Food</li><li>○ Medical care</li><li>○ Mental health care</li><li>○ Education</li></ul></li><li>• Problematic sexual behaviour</li><li>• Psychological harm</li><li>• Relinquishing care</li><li>• Carer concerns, such as:<ul style="list-style-type: none"><li>○ Parent/carer substance abuse</li></ul></li></ul>

	<ul style="list-style-type: none"> <li>○ Parent/carer mental health</li> <li>○ Parent/carer domestic violence</li> <li>• Or there are concerns for an unborn child</li> </ul>
Young person	A person over 16 years but under 18 years

### Child safe commitment

- Maintain professional and courteous relationships with children and their families
- Provide services in a way that does not exploit or abuse our position
- Listen to the views of children or young people and respect what they say and involve them when we make decisions, especially about matters that will directly affect them
- Respect children and young peoples rights, background, culture and beliefs set out in the UN Convention on the Rights of the Child
- Comply with all relevant Commonwealth, state or territory laws protecting children and young people
- Follow mandatory reporting requirements for children or young people suspected to be at risk of significant harm
- Report any concerning staff conduct towards children or young people, including any suspected risk of significant harm to a child, to the key management personnel
- Safeguard children or young people at all times and not place them at risk of abuse, or condone behaviour which is unsafe
- Use appropriate language for the age and understanding of the child or young person, and avoid confusing or age-inappropriate discussions with sexual, discriminatory or violent references
- Avoid any actions or words intended to threaten, intimidate, shame, humiliate, belittle, embarrass or degrade children or young people
- Not attend work affected by illegal drugs or alcohol, consume them whilst on duty or supply them to children or young people in our care
- Not smoke whilst on duty

### Recruiting for child safe

- We will maintain rigorous and consistent recruitment with worker screening and selection process

### Communication of child safe policy

- We will discuss this policy with all new staff and volunteers
- We will discuss this policy with all new clients under 18 years of age and their families

### Breach of child safe policy

- Failure to disclose – all adults in Australia with a reasonable belief that an adult has committed a sexual offence against a child have an obligation to report that information to the police
- Failure to protect – key management personnel will commit an offence if they know of a substantial risk of child sexual abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so
- Breach of this policy may result in disciplinary action; however, a serious breach may be deemed a criminal offence under relevant legislation

### Further Advice or Assistance

Further advice and information can be obtained from the:

» Complaints Handling Officer:

- by phoning: 07 4361 6848;
- by emailing: admin@123supports.com

» NDIS Quality and Safeguards Commission (<https://www.ndiscommission.gov.au>)

## **Effectiveness and Review**

The Director will review this Policy and Procedures document each 12 months on the anniversary of its approval.