Child Safe Environments

# Guideline to writing a policy

This guideline will help your organisation (this includes sole traders) to develop a child safe environments policy.

A child safe environments policy is a document that sets out the overall plan of what your organisation will do to create and maintain child safe and friendly environments. Smaller organisations may have all information in just the one document whereas larger organisations may have several documents.

Policies and procedures are mandatory so they must be followed. They should also reflect the size, nature and resources of your organisation and be communicated to and easily understood by the people they exist for e.g. employees, volunteers, contractors, work placement students, children, young people and their families.

The CSE Program will assess your policies against the Children and Young People (Safety) Act 2017, the Child Safety (Prohibited Persons) Act 2016 and the National Principles for Child Safe Organisations.

*This document must not be taken as legal advice and organisations should seek their own legal advice if needed.*

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# General information

## Child safe environments

Children and young people have a right to be safe and protected at all times, including when accessing services in the community. Both the *Children and Young People (Safety) Act 2017* and the *Child Safety (Prohibited Persons) Act 2016* require a broad range of government and non-government organisations to provide child safe environments.

Child safe environments are safe and friendly settings where children and young people are protected and feel respected, valued and encouraged to reach their full potential. Organisations providing child safe environments:

* take a preventative, proactive and participatory approach on child wellbeing and safety issues
* value and embrace the opinions and views of children and young people
* assist children and young people to build skills that will assist them to participate in society
* are focused, and take action on the protection of children and young people from harm.

The commitment to protect and support children and young people should be embedded in every organisation’s culture so that everyone is aware of their responsibilities and the shared commitment to keep children and young people safe and protected. Sharing the responsibility for the care and protection of children and young people helps to develop a stronger, more child-focused and child-friendly community.

To meet the obligations of the *Children and Young People (Safety) Act 2017* and the *Child Safety (Prohibited Persons) Act 2016*, organisations must:

* have a child safe environments policy in place
* meet the South Australian working with children check obligations and
* lodge a child safe environments compliance statement with the Department of Human Services.

## How to use this guideline

This guideline has been developed to guide you through development or review of your child safe environments policy.

The Policy content section, includes guiding text on:

* what must be included to capture legislative obligations and the National Principles for Child Safe Organisations
* what’s good to include if your organisation strives for best practice
* examples on the way you can show how you’re creating child safe environments.

You will need to adapt the content to suit your organisation. Your child safe environment policy does not need to be as long as this guideline.

## Developing a policy

You should involve workers and service users (including children and young people) in the development of your policy and code of conduct wherever possible. This consultative approach to developing child safe environments will:

* create a sense of ownership, which will encourage support for the policy
* promote the understanding that protecting the safety and wellbeing of children and young people is everybody’s responsibility, and
* empower children and young people by encouraging them to participate in the process.

# Policy content

## Quick tips

* harm and risk of harm are the overarching terms in the law that cover neglect and various forms of abuse. Please use ‘harm or risk of harm’ throughout the policy instead of abuse and neglect
* for sole traders who do not employ workers, please refer to your organisation as ‘I’ in your policy. For sole traders who do employ workers, or for single organisations, partnerships and representative bodies, please refer to your organisation as ‘we’ in your policy.

Following is content that must be in your policy to ensure you meet legislative requirements and align with the National Principles for Child Safe Organisations. If your organisation strives for best practice, also include in your policy the best practice information in the second column.

We encourage you to use the headings and examples below as a template for your policy. When using the examples, select the correct option in the brackets for your organisation and remove the surrounding brackets e.g. ‘<I/We> will abide by…’ change to either ‘I will abide by…’ **or** ‘We will abide by…’

## Commitment to the safety of children and young people

#### Refers to National Principles 1–10

|  |  |
| --- | --- |
| Minimum to include | Best practice to include |
| * your commitment to the safety of children and young people * policy complies with the Children and Young People (Safety) Act 2017, Child Safety (Prohibited Persons) Act 2016 and aligns with the National Principles for Child Safe Organisations * bullying and harassment will not be tolerated | * children and young people are valued and respected * all children and young people are embraced regardless of their abilities, sex, gender, or social economic or cultural background and equity is upheld * a child safe culture is championed and modelled at all levels of the organisation, from the top down and bottom up |

### Example:

##### Sole trader with no workers, sole trader with workers or organisation:

<I am/We are> committed to providing a safe environment to all children and young people. <My/Our> policy complies with the Children and Young People (Safety) Act 2017, the Child Safety (Prohibited Persons) Act 2016 and aligns with the National Principles for Child Safe Organisations.

<I/We> value and respect children and young people and welcome them regardless of their abilities, sex, gender, or social economic or cultural background. Bullying and harassment won’t be tolerated.

## Scope of policy

#### Refers to National Principles 1–10

|  |  |
| --- | --- |
| Minimum to include | Best practice to include |
| * who policy applies to e.g. yourself, employees, volunteers, contractors, work placement students * if you use a collective name throughout your policy for yourself, employees, volunteers, contractors, work placement students e.g. workers (recommended) | * whether you require people in the organisation to agree in writing to accept and act in accordance with the policy |

### Examples:

##### Sole trader with no workers:

This policy applies to myself as the sole trader of <name of business>.

##### Sole trader with workers or single organisation:

This policy applies to all employees, volunteers, work placement students and contractors referred to throughout the policy collectively as workers.

All workers are required to agree in writing to accept and act in accordance with the policy.

## Communication

#### Refer to National Principles 2 and 3

|  |  |
| --- | --- |
| Minimum to include | Best practice to include |
| * how you make your child safe policy and procedures available to children, young people and families * how you provide the child safe policy to your workers * how you encourage children and young people to participate and provide feedback * how you inform children and young people about their rights including their right to safety and the right to be listened to | * you educate children and young people on what harm is and develop their understanding of protective practices * you involve families in how you operate, including encouraging their children to provide feedback * you have a child friendly version of this policy * you use a survey or questionnaire and invite formal or informal feedback from children and young people inviting them to be represented on a board or committee or organise a youth committee or focus group |

### Examples:

##### Sole trader with no workers:

This child safe policy and related documents are available on my website, on request and provided as part of a welcome pack at the first visit <delete/add suitable option/s>.

I encourage and respect the views of children and young people and involve them in decision making as appropriate. I provide clear age-appropriate or developmentally appropriate explanations to children and young people including their right to safety, their right to be listened to and that they can provide feedback or make a complaint if they have a concern or ask their parent/guardian to do this on their behalf. I will listen to and act upon any complaints or concerns that a child or young person raises with me.

##### Sole trader with workers or single organisation:

This child safe policy and related documents are available on our website, on request and provided as part of a welcome pack at the first visit <delete/add suitable option/s>.

This child safe policy and related documents are provided to all workers as part of their induction following recruitment.

We encourage and respect the views of children and young people and involve them in decision making as appropriate. We provide clear age-appropriate or developmentally appropriate explanations to children and young people including their right to safety, their right to be listened to and that they can provide feedback or make a complaint if they have a concern, to any worker or ask their parent/guardian to do this on their behalf. We will listen to and act upon any complaints or concerns that a child or young person raises with us.

## Code of Conduct

#### Refer to National Principles 4 and 6

Provide a statement regarding the behavioural expectations of you/workers when working with children and young people. This is more child and young people focused than a general professional code of conduct or code of ethics.

|  |  |
| --- | --- |
| Minimum to include | Best practice to include |
| * content that describes the do’s and don’ts of expected standards of behaviour of you/workers with children and young people * how someone (child, young person, parent, worker) can report a breach of the Code of Conduct (including contact details) * the consequences if you/a worker breaches the Code of Conduct | * how people can access the Code of Conduct * how the Code is linked to your Complaints Management Policy * workers are empowered and supported to draw attention to breaches of the Code and challenge inappropriate behaviours * children and young people are involved in developing the Code of Conduct |

### Examples:

##### Sole trader with no workers, sole trader with workers or single organisation:

Caring for children and young people brings additional responsibilities for <myself/workers>. <I am/All workers> are responsible for promoting and protecting the safety and wellbeing of children and young people by:

* sticking to the organisation’s child safe policy at all times and taking all reasonable steps to ensure the safety and protection of children and young people
* treating everyone including those of different race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes and religious beliefs with respect and honesty and ensure equity is upheld
* being a positive role model to children and young people in all conduct with them
* setting clear boundaries and maintaining appropriate behaviours with children and young people – boundaries help everyone to understand their roles
* listening and responding appropriately to the views and concerns of children and young people
* being alert to bullying behaviours and responding promptly and appropriately
* ensuring another adult is always present or in sight when conducting one to one consulting, coaching, instruction or other activity
* being alert to children and young people who have been harmed, or may be at risk of harm and reporting this quickly to the Child Abuse Report Line (13 14 78)
* responding quickly, fairly and transparently to any complaints made by a child, young person or their parent/guardian
* encouraging children and young people to ‘have a say’ on issues that are important to them.

<I/Workers> must not:

* engage in rough physical games
* develop any ‘special’ relationships with children and young people that could be seen as favouritism such as the offering of gifts or special treatment
* do things of a personal nature that a child or young person can do for themselves, such as toileting or changing clothes
* discriminate against any child or young person because of age, gender, cultural background, religion, vulnerability or sexuality.

##### Sole trader with no workers:

Breaches or suspected breaches of the Code of Conduct can be reported as soon as practicable to me either in person, by telephone on <enter phone number>, or via email at <enter email address>. Breaches or suspected breaches of the Code of Conduct will be taken seriously and dealt with quickly, fairly and transparently.

##### Sole trader with workers or single organisation:

Breaches or suspected breaches of the Code of Conduct should be reported as soon as practicable to management either in person, by telephone on <enter phone number>, or via email at <enter email address>. Breaches or suspected breaches of the Code of Conduct will be taken seriously and dealt with quickly, fairly and transparently. Any worker who breaches the Code of Conduct will face disciplinary action and depending on severity of the breach, the worker may have their employment terminated.

## Recruitment

#### Refer to National Principle 5

As an organisation you have a responsibility to ensure you only engage the most suitable people to work or volunteer with children and young people.

|  |  |
| --- | --- |
| Minimum to include | Best practice to include |
| * you meet the requirements of the Child Safety (Prohibited Persons) Act 2016 which requires that you/workers who work with children or young people have a current, ‘not prohibited’ Working with Children Check (WWCC) issued by the DHS Screening Unit   NOTE: Sports, recreation, arts & cultural clubs and associations with a significant membership of (or involvement by) children and young people have different WWCC requirements – refer to specific example below   * you register your organisation with the DHS Screening Unit and link all WWCCs * you verify the accuracy of the WWCC before employing workers to work with children and young people, and for existing employees, you will verify they renew their WWCC every 5 years and the status remains as not prohibited. Verification will be done online through the Organisation Portal via the DHS Screening Unit * that your organisation advises the Screening Unit when the organisation becomes aware of assessable information regarding any person involved with the organisation, including any serious criminal offence, child protection information, or disciplinary or misconduct information | * recruitment strategies used:   + your organisation states their commitment to child safety in any job advertisements   + position descriptions with a commitment to child safety and wellbeing   + face-to-face interviews that include behavioural questions in relation to child safeguarding   + at least two referee checks * induction takes into consideration child safeguarding requirements, including mandatory reporting, cultural safety, record keeping, supervision and information sharing |

### Examples:

##### Sole trader with no workers:

I am a sole trader with no employees or volunteers. In accordance with the Child Safety (Prohibited Persons) Act 2016, I hold a current, ‘not prohibited’ Working with Children Check issued by the Screening Unit of the Department of Human Services which permits me to work with children and young people in South Australia and will renew this every 5 years.

##### Sole trader with workers or single organisation:

To ensure we engage the most suitable people to work with children and young people we have the following recruitment practices in place:

* our commitment to child safety is included in all job advertisements
* clear position descriptions that include our commitment to child safety and wellbeing
* face-to-face interviews that use behavioural questions to determine the applicant’s knowledge of child safeguarding
* at least 2 referee checks and qualification checks.

In accordance with the Child Safety (Prohibited Persons) Act 2016, our organisation is registered with the DHS Screening Unit and we link all Working with Children Checks

(WWCC). All workers over the age of 14 years who will be working in a role with children and young people must hold a current, not prohibited WWCC issued by the Screening Unit of the Department of Human Services, provide evidence of this prior to employment and renew this every 5 years. We will verify the accuracy of all WWCCs in the DHS Screening Unit portal as required by law.

We will immediately contact the Department of Human Services Screening Unit when we become aware of assessable information regarding any person involved with our organisation, including any serious criminal offence, child protection information, or disciplinary or misconduct information.

##### Sports, recreation, arts and cultural clubs/associations (with significant membership of, or involvement by children and young people):

To ensure we engage the most suitable people to work with children and young people we have the following recruitment practices in place:

* our commitment to child safety is included in all job advertisements
* clear position descriptions that include our commitment to child safety and wellbeing
* face-to-face interviews that use behavioural questions to determine the applicant’s knowledge of child safeguarding
* at least 2 referee checks and qualification checks.

In accordance with the Child Safety (Prohibited Persons) Act 2016, our organisation is registered with the DHS Screening Unit and we link all Working with Children Checks (WWCC). All workers in the organisation over the age of 14 years, even if not providing services directly to children or young people, must hold a current, not prohibited WWCC issued by the Screening Unit of the Department of Human Services. All workers must provide evidence of their WWCC prior to employment and renew the WWCC every 5 years. We will verify the accuracy of all WWCCs in the DHS Screening unit portal as required by law.

We will immediately contact the Department of Human Services Screening Unit when we become aware of assessable information regarding any person involved with our organisation, including any serious criminal offence, child protection information, or disciplinary or misconduct information.

## Training, supervision and support for workers

#### Refer to National Principles 5 and 7

Training is not mandated by legislation however it is considered best practice under the National Principles. It’s your/your organisation’s decision as to what training you require your workers to participate in to understand their mandatory reporting legal obligations.

|  |  |
| --- | --- |
| Minimum to include | Best practice to include |
| * the specific training you/your workers are provided regarding child safe environments and mandatory reporting * how often you/your workers are required to complete the training to maintain your/their knowledge | * what supervision you provide workers * what support you provide workers * cultural competency training for all workers that includes content on how to build culturally safe environments |

### Examples:

##### Sole trader with no workers:

To maintain my knowledge regarding child safe environments I:

* have read and understand the Mandatory Reporting Information Booklet available at <https://dhs.sa.gov.au/__data/assets/pdf_file/0003/103179/CSE-Mandatory-notification-information-booklet.PDF>
* complete ‘Safe Environments Through their eyes’ or ‘Responding to Risk of Harm, Abuse and Neglect’ <delete whichever (or both) if not relevant for you> training every 3 years.

##### Sole trader with workers or single organisation:

We have strategies in place to supervise, train and support workers to understand our organisation’s child safe policy, their mandatory reporting obligations, how to build culturally safe environments and their responsibilities to create a child safe and friendly environment. Our strategies include:

* Training:
  + as part of their induction, ensure all workers read and understand the Mandatory Reporting Information Booklet available at: <https://dhs.sa.gov.au/__data/assets/pdf_file/0003/103179/CSE-Mandatory-notification-information-booklet.PDF>
  + complete ‘Safe Environments Through their eyes’ or ‘Responding to Risk of Harm, Abuse and Neglect’ <delete whichever (or both) if not relevant for your organisation> training every 3 years
  + include child safety as a standing item on meeting agendas
* Supervision:
  + regular supervision sessions that include a focus on child safety and wellbeing
* Support:
  + an induction process for all new workers including a copy of this policy document
  + regular performance appraisals that discuss child safeguarding
  + appointing a child safety officer who has an educative role within our organisation.

## Reporting and responding to harm or risk of harm

#### Refer to National Principle 6

**Note: this is not to be confused with a general complaint or feedback. Do not include non child harm related information in this section.**

|  |  |
| --- | --- |
| Minimum to include | Best practice to include |
| * a statement making it clear which roles are mandated reporters in your organisation (not a list from legislation) * all mandated reporters have a legal obligation to report a suspicion that a child or young person has been harmed or is at risk of harm * reports regarding the suspicion that a child or young person is, or may be, at risk of harm are to be made to the Child Abuse Report Line (CARL) on 13 14 78 or if at immediate risk, report to South Australia Police (SAPOL) on 000 * the individual who identifies the harm or risk of harm is the person who makes the report to CARL/SAPOL and this is not reported internally for another worker to determine if it is a reportable matter * all adult workers have a legal obligation to report child sexual abuse to the police and to protect a child from sexual abuse. Failure to meet these obligations may be considered a criminal offence * whatyou do to ensure the safety of all children and young people in your organisation if a worker is reported to CARL/SAPOL re an allegation of harm to a child or young person * **how** you will support children, young people and their families after a report to CARL/SAPOL has been made | * definition of harm * if non-mandated reporters are encouraged to make voluntary reports about harm or risk of harm to a child or young person * information about making appropriate reports of harm or risk of harm is available from the South Australian Department for Child Protection website: <https://www.childprotection.sa.gov.au/reporting-child-abuse> * if a mandated reporter has to make an internal report after reporting to CARL/SAPOL and if so, **how** the internal report is to be made * that you will be guided by the relevant authority (CARL/SAPOL) after making a report * that all information received about a report of harm or risk of harm will be documented and stored securely in a separate file |

### Examples:

##### Sole trader with no workers:

I aim to ensure that children and young people are safe from harm and risk of harm. Section 17 of the Safety Act defines ‘harm’ to mean physical or psychological harm (whether caused by an act or omission), including harm caused by sexual, physical, mental or emotional abuse or neglect.

I am a mandated reporter under Section 30 of the Children and Young People (Safety) Act 2017. I understand my legal obligation to notify the Child Abuse Report Line (CARL) on 13 14 78 as soon as practicable if I have a suspicion that a child or young person has been harmed or may be at risk of harm. If the child or young person is at immediate risk, I will report to South Australia Police (SAPOL) on 000.

Information about making appropriate reports of harm or risk of harm is available from the South Australian Department for Child Protection website: <https://www.childprotection.sa.gov.au/reporting-child-abuse>.

I understand as an adult worker, I have a legal obligation to report child sexual abuse to the police and to protect a child from sexual abuse. Failure to meet these obligations may be considered a criminal offence.

I will be guided by the Department for Child Protection and/or SAPOL after making a report.

Following a report to CARL or SAPOL I will support the child or young person by:

* referring the child, young person or their family to other appropriate services if required, or
* continuing to provide a service to the child, young person and their family and monitor their circumstances.

I will document all information received regarding the report and store this securely in a separate file.

##### Sole trader with workers or single organisation:

We aim to ensure that children and young people are safe from harm and risk of harm. Section 17 of the Safety Act defines ‘harm’ to mean physical or psychological harm (whether caused by an act or omission), including harm caused by sexual, physical, mental or emotional abuse or neglect.

Mandated reporters in our organisation are workers who:

* provide services to children and young people
* hold a management position in the organisation the duties of which include direct responsibility for, or direct supervision of, the provision of those services to children and young people.

Mandated reporters have a legal obligation to notify the Child Abuse Report Line (CARL) on 13 14 78 as soon as practicable if they have a suspicion that a child or young person has been harmed or may be at risk of harm. If the child or young person is at immediate risk, report to South Australia Police (SAPOL) on 000.

Even if not a mandated reporter, any person can report harm or risk of harm to a child or young person. The individual who identifies the harm or risk of harm is encouraged to make the report to authorities and can request the support from another worker to do so if required.

Information about making appropriate reports of harm or risk of harm is available from the South Australian Department for Child Protection website: <https://www.childprotection.sa.gov.au/reporting-child-abuse>.

All adult workers (even if not a mandated reporter) have a legal obligation to report child sexual abuse to the police and to protect a child from sexual abuse. Failure to meet these obligations may be considered a criminal offence.

Following a report being made to CARL or SAPOL workers must make an internal report to management.

We will be guided by the Department for Child Protection and/or SAPOL after a report has been made as to whether we can conduct an internal investigation.

If a worker is reported to CARL or SAPOL for causing harm or risk of harm to a child or young person, they will be removed from any role that involves working with any child or young person until authorities have concluded their investigation.

Following a report to CARL or SAPOL we will support the child or young person by:

* referring the child, young person or their family to other appropriate services
* continuing to provide a service to the child, young person and their family and monitor their circumstances.

We will document all information received regarding the report and store this securely in a separate file.

## Reporting and responding to general complaints or feedback

#### Refer to National Principle 6

**Do not include information regarding harm or risk of harm to children or young people in this section.**

|  |  |
| --- | --- |
| Minimum to include | Best practice to include |
| * **how** you inform children, young people and their families that they can provide feedback or make a general complaint (include a child friendly option) * the ways they can provide feedback or make a complaint (include a child friendly option) with contact details included * the procedure your organisation follows to manage the complaint | * complaints management processes emphasise the safety of children and young people * training is provided to workers to recognise and respond to complaints and feedback * our organisation has posters that advise children and young people how to make complaints and provide feedback |

### Examples:

##### Sole trader with no workers:

Providing opportunities for complaints and feedback ensures that children, young people and their parents/guardians feel valued and respected and enables me to improve the quality of my service. Children, young people and their families are informed that they can provide feedback or make a complaint at their first appointment or as part of their welcome pack when they join the organisation <delete/add suitable option/s>.

Compliments, complaints or feedback should be directed to me, either in person, by telephone on <enter phone number> or via email at <enter email address>.

I will manage all complaints and feedback received promptly, sensitively and fairly and will:

* listen to the complaint/feedback
* respond to the complainant with an outcome in a timely manner
* clearly document and securely store decisions and actions taken in response to complaints and feedback
* make sure that procedural fairness is followed at all times.

Where my response about a complaint is not considered sufficient or appropriate, further advice/support can be obtaining through the following agencies <add/remove irrelevant organisations>:

* <enter details of peak body or similar>
* Health and Community Services Complaints Commissioner 8226 8666
* Australian Health Practitioners Regulation Agency 1300 419 495 <delete if not an AHPRA health practitioner>
* Australian Human Rights Commission Online: www.humanrights.gov.au Tel: 1300 656 419
* South Australian Equal Opportunities Commission (for complaints relating to discrimination) Online: www.eoc.sa.gov.au Tel: 08 8207 1977.

##### Sole trader with workers or single organisation:

Providing opportunities for complaints and feedback ensures that children, young people and their families feel valued and respected and enables us to improve the quality of our service. Children, young people and their families are informed that they can provide feedback or make a complaint at their first appointment or as part of their welcome pack and when they join the organisation <delete/add suitable option/s>.

Compliments, complaints or feedback can be provided verbally to any worker or direct to management either by telephone on <enter phone number> or via email at <enter email address>.

We will deal with all complaints and feedback received promptly, sensitively and fairly. We will:

* listen to the complaint/feedback
* the person receiving the complaint will make a record of it if received verbally
* advise the time expected for an outcome
* if a worker receives a complaint, they must forward it to management as soon as possible
* management will respond to the complainant with an outcome in a timely manner
* clearly document and securely store decisions and actions taken in response to complaints and feedback
* make sure that procedural fairness is followed at all times.

If the child, young person or their family is not happy with the outcome from the complaints process they can contact <add/remove relevant organisations>:

* <enter details of peak body or similar>
* Health and Community Services Complaints Commissioner 8226 8666
* Australian Health Practitioners Regulation Agency 1300 419 495 <delete if no AHPRA health practitioners>
* Australian Human Rights Commission Online: www.humanrights.gov.au Tel: 1300 656 419
* South Australian Equal Opportunities Commission (for complaints relating to discrimination) Online: www.eoc.sa.gov.au Tel: 08 8207 1977.

## Risk management

#### Refer to National Principle 8

Describe specific risks to children and young people in your organisation and the actions you will take to minimise and manage each of those risks. These should include wellbeing as well as physical risks.

|  |  |
| --- | --- |
| Minimum to include | Best practice to include |
| * a list of identified risks that are relevant to the service your organisation provides, specific to children and young people * what you do (actions) to prevent and/or lessen each of those identified risks | * children and young people participate in identifying safety issues and risk |

### Instructions:

1. Review the list of identified risks that relate to children and young people in the table below
2. If a risk listed doesn’t apply to your organisation, delete the risk and the actions to minimise that risk
3. If a risk listed does apply to your organisation, review the actions to minimise that risk and delete any actions that don’t apply to your organisation and add any suitable actions that do apply
4. If there are any other identified risks to children and young people in your organisation that are not included below, add the risks to the table and in the second column, add what actions you take to minimise the risk.

**Examples:**

|  |  |
| --- | --- |
| Sole trader with no workers: | |
| **Identified risk** | **Actions to minimise risk** |
| Physical contact | * any physical contact must be appropriate to the delivery of services being provided * where physical contact is required, this is undertaken in a safe way by explaining why contact is required and what will happen, and asking the child/young person for their permission (or their family if this is more appropriate) before proceeding * unnecessary physical contact is not allowed |
| Online communications | * appropriate supervision is provided for all online activities * I will not communicate with children or young people via social media |
| Transport of children and young people | * parents/guardians must provide consent before transporting a child or young person * I will maintain a valid, unrestricted driver’s licence * the vehicle must be registered, insured and in roadworthy condition |
| Supervision | * children and young people are to be supervised by parents/guardians at all times * if providing one to one consultation with a child or young person, it will be in line of sight of another adult |
| Taking images of children and young people | * consent of child young person and their parent/guardian required * disclosure will be made as to how the image is to be used and consent must be provided by the child, young person and parent/guardian * images must be presented in a way that de-identifies the child or young person |
| Physical environment | * maintain a risk register that is reviewed annually to ensure effectiveness * conduct risk assessments for all activities * ensure all equipment is in good working order |
| Privacy and confidentiality | * all documents containing confidential information will be stored privately in a locked filing cabinet (or similar place with restricted access) * digital files containing confidential information shall be protected electronically * I will not disclose information regarding any child or young person without written consent of the child, young person and their parent/guardian |
| Sole trader with workers or single organisation | |
| **Identified risk** | **Actions to minimise risk** |
| Physical contact | * any physical contact must be appropriate to the delivery of services being provided * where physical contact is required, this is undertaken in a safe way by explaining why contact is required and what will happen, and asking the child/young person for their permission (or their family if this is more appropriate) before proceeding * unnecessary physical contact is not allowed |
| Online communications | * cyber safety and social media guidelines are in place and provided to all workers * appropriate supervision is provided for all online activities * workers must not communicate with children or young people via social media |
| Transport of children and young people | * workers must not transport a child or young person unless specifically approved * parents/guardians must provide consent before transporting a child or young person * worker must have a valid, unrestricted driver’s licence * vehicle must be registered, insured and in roadworthy condition * worker must not be alone in a vehicle with a child or young person |
| Supervision | * children and young people are to be supervised by parents/guardians at all times * if child/young person not collected by parent/guardian at end of consult/class/training <delete as necessary>, two adults are to stay with child/young person until they are collected * if providing one to one consultation with a child or young person, it will be in line of sight of another adult |
| Taking images of children and young people | * consent of child young person and their parent/guardian required * disclosure will be made as to how the image is to be used and consent must be provided by the child, young person and parent/guardian * images must be presented in a way that de-identifies the child or young person |
| Physical environment | * maintain a risk register that is reviewed annually to ensure effectiveness * conduct risk assessments for all activities * ensure all equipment is in good working order |
| Privacy and confidentiality | * all documents containing confidential information will be stored privately in a locked filing cabinet (or similar place with restricted access) * digital files containing confidential information shall be protected electronically by restricting the access to only those requiring it to perform their duties * workers must not disclose information regarding any child or young person without written consent of the child, young person and their parent/guardian |
| Overnight and/or off-site activities | * consent of parent or guardian must be given * children and young people must be supervised by a minimum of 2 adults of the same gender as the children attending * privacy when children or young people are bathing, toileting and dressing must be provided * children and young people will not be left under the supervision of unauthorised persons * sleeping arrangements will not compromise the safety of children or young people such as unsupervised sleeping arrangements, or children or young people sharing a bed or an adult sleeping in the same bed as a child or young person * in the event of billeting arrangements, host adults should have a child or young person attending the same event from the same household, and have a not prohibited WWCC * children and young people have the right to contact their parents, or another adult, if they feel unsafe, uncomfortable, or distressed during the stay |
| Change room requirements | * a minimum of two adults of the same gender as the children or young people must be present * supervision will be provided ensuring the child or young person’s right to privacy * adults must not shower or change whilst supervising children or young people * phones, cameras and recording devices must not be used in change room |

## Related policies and procedures

#### Refer to National Principle 9

Some organisations may have other policies and procedures that relate to child safe environments.

|  |
| --- |
| Minimum to include |
| * a list of related policies and procedures that your organisation has that are related to child safe environments * ensure that all child safe related policies and procedures are uploaded to your compliance statement through the online Child Safe Environments Compliance (CSEC) system as these are the evidence of how you provide child safe environments |

## Policy review

#### Refer to National Principle 9

Outline how your organisation will evaluate and review the policy and the related procedures.

|  |  |
| --- | --- |
| Minimum to include | Best practice to include |
| * your organisation will, at a minimum, review the policies and procedures once every 5 years as required by the Children and Young People (Safety) Act 2017 * your organisation will lodge a new child safe environments compliance statement with Department of Human Services each time you review and update your policy | * other instances where your organisation will review its policy * the date your policy was approved and date your policy is next scheduled for review |

### Example:

##### Sole trader with no workers, sole trader with workers or single organisation:

<I/We> will, at a minimum, review this policy and the related procedures once every 5 years as required by the Children and Young People (Safety) Act 2017. <I/We> will also review this policy when:

* new or added risks are identified for children or young people, which may require a change in the policy or procedures
* a critical incident where a child or young person has experienced harm through involvement in the organisation
* concerns are raised by anyone involved in your organisation about child safety or welfare in the organisation
* awareness or compliance to the child safe policy and/or procedures is low
* legislative changes/requirements.

<I/We> will lodge a new child safe environments compliance statement with the Department of Human Services each time <I/we> review and update this policy.

* Policy Date: <enter current date>

Review Date: <enter next date policy is due for renewal>