



Child & Young Adult Safety Policy

Overview

This Safety Policy sets out the general principles that guide the management of children and young adult safety whilst providing care at Every Human Disability Services. We have developed this policy to help our staff understand and manage child and young adult safety, to set a framework to ensure that we provide a safe environment for children and young people, that we meet our objectives and remain compliant in our legal obligations in relation to these matters.

When is a child or young person at risk?

A child or young person is at risk when they have suffered, or there is a likelihood they will suffer harm. The relevant harm may be physical, emotional or psychological. A child or young person is also at risk where the parent or guardian is unable or unwilling to care for the person.

What is a child safe environment?

Child safe environments are safe and friendly settings where children and young people are protected from harm and feel respected, valued and encouraged to reach their full potential.

For more details on abuse, neglect and exploitation, please see our policy. Please note the *Abuse, Neglect & Exploitation Policy* is not child specific and delves into participants of all ages and backgrounds.



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Every Human Disability Services Pty Ltd

Our Commitment

At Every Human Disability Services, we are deeply committed to the safety and well-being of children and young adults. Our passion lies in ensuring that all children are safe, happy, and empowered.

We strive to create an environment where children and young people's diverse needs and circumstances are recognised, and that all children feel safe, welcome and included. We do this by ensuring all staff undergo child safe training, including cultural diversity and anti-discrimination training. We make sure to employ people from diverse backgrounds at all levels of our organisation.

We adhere to the highest standards of child protection, complying with the Working with Children Check (WWCC) requirements as stipulated by the National Disability Insurance Scheme (NDIS) in our respective state or territory.

Our commitment extends to upholding the Child Safe Scheme, the Child Safe Organisations (National Principles), and all relevant legal and regulatory obligations. We recognize our central role in safeguarding children and are dedicated to preventing child abuse and promoting a safe environment.

We ensure that effective processes are in place to respond to and report any allegations of child abuse, irrespective of the child's age, gender identity, sexual orientation, ethnicity, religious beliefs, ability, or family background. Every child has the right to protection from harm and to be treated with dignity, respect, and integrity.

Our unwavering dedication is to the safety, participation, and empowerment of all children.

Staff Responsibilities

All employees must demonstrate behaviour which is consistent with this policy. Staff responsibilities include the following:

- Obtaining and maintaining compliance documents including WWCC, NDIS Clearance, First Aid & CPR during employment with Every Human.
- Foster professional and respectful relationships with children and their families.
- Provide services in an ethical manner that avoids exploitation or abuse of our position.
- Actively listen to and respect the views of children and young people. Involve them in decision-making processes, particularly on matters that directly affect them.
- Honor the rights, background, culture, and beliefs of children and young people, in accordance with the UN Convention on the Rights of the Child.
- Adhere to all relevant Commonwealth, state, or territory laws aimed at protecting children and young people.
- Comply with relevant legislation including WWCC and follow mandatory reporting requirements for any child or young person suspected to be at risk of significant harm.
- Report any concerning conduct by staff towards children or young people, including any suspected risk of significant harm, to key management.
- Always ensure the safety of children and young people, avoiding any actions that could place them at risk of abuse or condone unsafe behavior.
- Use language suitable for the age and understanding of the child or young person, avoiding discussions with inappropriate or confusing content, including sexual, discriminatory, or violent references.
- Refrain from actions or words intended to threaten, intimidate, shame, humiliate, belittle, embarrass, or degrade children or young people.



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- Do not attend work under the influence of illegal drugs or alcohol, consume them while on duty, or supply them to children or young people in our care.
- Refrain from smoking or vaping while on duty or in the presence of children or young people in our care.

Family Engagement

We encourage staff, when engaging with children, to involve the families whenever it is appropriate, and provided that doing so will not compromise the safety of the child.

When doing this our staff should keep in mind that in some cases, children can be placed at risk by family members or by members of the community, so involving the child's family could expose the child to additional risks.

Breach of Policy

A breach of this policy occurs when any employee fails to adhere to the principles, standards, and responsibilities outlined within this document. This includes, but is not limited to, failure to maintain compliance with required documentation such as WWCC and NDIS Clearance, engaging in unethical behaviour, neglecting mandatory reporting requirements, or compromising the safety and well-being of children or young person.

Any suspected or actual breach must be reported immediately to key management, who will then investigate the matter thoroughly. Disciplinary action, up to and including termination of employment, may be taken against individuals found in violation of this policy, depending on the severity of the breach. Our organization is committed to upholding a strict adherence to this policy to ensure the safety and protection of all children and young people in our care.

Relevant Items

Regulations relevant to this policy include:

- *National Disability Insurance Scheme Act 2013*
- *NDIS (Quality Indicators) Guidelines 2018*
- *NSW Department of Family and Community Services*
- *NSW Children and Young Persons (Care and Protection) Act 1998 (NSW)*
- *QLD Department of Children, Youth Justice and Multicultural Affairs*
- *QLD Child Protection Act 1999 (Qld)*

Documents relevant to this policy include:

- Abuse, Neglect & Exploitation Policy
- Code of Conduct Policy
- Worker Screening Policy