

Child Safe Environment Procedure

1. Policy Title

Child Safe Environment Policy

2. Preamble

This Procedure supports the *Child Safe Environment Policy* by explaining the legal and moral roles and responsibilities of adults engaged as staff, contractors or volunteers at Carclew. It outlines the procedures to ensure duty of care to children and young people involved in Carclew activities, the responsibilities of a mandated notifier and the process of making a report to the Department of Child Protection under the *Children and Young People (Safety) Act 2017*.

3. Duty of Care

3.1 Ensuring duty of care to children and young people.

- Do not leave child under 18 unsupervised, or alone with an adult.
- Complete a Health, Safety and Wellbeing form for each participant.
- Select activities that do not lead to injury.
- If required, provide an ill or injured child with First Aid and other medical assistance.
- Inform parent/guardian immediately.
- Complete accident and incident form and inform Chief Executive.
- Complete and adhere to the Risk Assessment and Management Plan for each project.

4. Reporting Abuse and neglect

4.1 Responsibilities of a mandated notifier

- It is your personal responsibility to notify the Department of Child Protection (DCP) by calling the Child Abuse Report Line (CARL) or Yaitya Tirramangkotti on 13 14 78 when there are reasonable grounds to suspect that a child or young person is, or may be, at risk of abuse or neglect.
- It is not the responsibility of your manager or employer.
- Seek advice and support from a social worker by calling CARL.
- You may consult your supervisor for support and advice but are not required to do so.
- Complete the required Responding to Abuse and Neglect – Education and Care (RAN-EC) training prior to working with, or in the close proximity of, children.
- Be familiar with www.childprotection.sa.gov.au to support your role and responsibility.
- Maintain confidentiality throughout the entire process, in accordance with legislation.
- Inform the Chief Executive after a report has been made.

4.2 Responsibilities of Carclew Board

- Ensures the protection of children/young people from abuse or neglect.
- Responds promptly to advice received from the Chief Executive or other sources in relation to any suspected case of abuse or neglect.
- Reviews the effectiveness of the policy regularly.
- Individually and personally responsible for reporting immediately to CARL any suspicion on reasonable grounds that a child or young person is, or may be, at risk or abuse or neglect.
- Inform the Chief Executive after a report has been made.
- Maintain confidentiality throughout the entire process, in accordance with legislation.
- Review and endorse policies and Carclew Organisation Risk Assessment and Management Plan.

4.3 Responsibilities of the Chief Executive

- Responsible to the Board for policy implementation, monitoring, review and reporting.
- Ensure risk assessment and management plans for the organisation and projects, activities and events are completed.
- Ensure staff/contractors/volunteers receive induction and ongoing training as required.
- Ensure recruitment of staff/contractors/volunteers is in accordance with Carclew's *Employment Clearance for Working with Children Policy and Procedure*.
- Promote acceptable behaviour when dealing with children/young people.
- Report immediately any suspicion on reasonable grounds that a child or young person is, or may be, at risk or abuse or neglect.
- Ensure that a mandated notifier receives appropriate support and debriefing, and if required, access to professional counselling.
- Maintain confidentiality throughout the entire process, in accordance with legislation.

4.4 Responsibilities of Manager/supervisor/staff

- Accountable to the Chief Executive that staff/contractors/volunteer recruitment and selection is carried out in accordance with Carclew's *Employment Clearance for Working with Children Policy and Procedure*.
- Complete Risk Assessment and Management Plans for projects, activities and events.
- Ensure new staff/contractors/volunteers receive induction and ongoing training as required.
- Promote acceptable behaviour when dealing with children/young people.
- Report to CARL immediately any suspicion on reasonable grounds that a child or young person is, or may be, at risk of abuse or neglect.
- Support staff and all parties involved if such a case is reported.
- Maintain confidentiality throughout the entire process, in accordance with legislation.

4.5 Suspicion on reasonable grounds

If you are unsure whether you have a suspicion on reasonable grounds that requires notification, consult with a social worker by calling CARL or Yaitya Tiramangkotti. DCP will assess the notification and determine whether action is warranted.

Reasonable grounds to report suspected abuse and/or neglect may include:

- When your own observations of a particular child's behaviour and/or injuries lead you to suspect a child is, or may be at risk or harm.
- When a child tells you they have been harmed.
- A child tells you that they know of someone who has been harmed (they may possibly be referring to themselves).
- When your own observations about the behaviour of the child, or their adult caregivers, give you cause to suspect that a child is being, or is at risk of being harmed.
- When you hear about it from someone who is in a position to provide reliable information, perhaps a relative or friend, neighbour or sibling of a child who is at risk.
- Further information on 'suspicion on reasonable grounds', 'indicators of abuse or neglect' and 'what not to report' can be found here www.childprotection.sa.gov.au

4.6 Making a report to CARL

If you become aware of an incident or concern:

- take confidential notes on what you have observed
- report the incident to CARL on 13 14 78 (24 hour service)
- request to speak with someone from Yaitya Tiramangkotti in cases involving an Aboriginal or Torres Strait Islander child
- follow advice received from DCP, including any necessary steps to avoid jeopardising any investigation or prosecution
- inform the Chief Executive that a report is made to the DCP

When making a notification if possible you will need to provide:

- the child's name, age, date of birth, address
- description of injury, abuse and/or neglect (current and previous)
- the child's current situation
- the location of the child, parent or caregiver and alleged perpetrator
- when and how did you find out about the abuse or neglect

You will also be asked to provide details about yourself:

- your full name, job title, agency name, address, contact number
- your relationship to the child/ren or young person of concern
- type of contact you have with the family, frequency and last time you saw the child/ren or young person
- if you are working with the child/ren, young person or family, and if so in what capacity

You will also need to provide your reasons for contacting CARL. Questions may include:

- Are the caregivers aware that a report is being made?
- Have you given any expectation of action to the child?
- What action are you expecting the department to take?
- What action can you take?
- What action have you already taken, what impact has that had and how has it helped?

4.7 Ongoing role of mandated notifier making the report

After making a notification you may have some ongoing responsibilities such as:

- Acting as a support person for the child/young person.
- Attending and participating in case meetings.
- Providing written report of incident if required.

4.8 Allegations involving staff members

If a report is made against a staff member, the Chief Executive must be informed, who will inform the Carclew Board which may result in temporary change to employment/volunteering arrangements balancing the needs of:

- The ongoing safety of children/young people
- Any investigations
- Maintaining privacy of all involved
- Reputations at risk

5. Legislation

Child and Young People (Safety) Act 2017

Child and Young People (Safety) Regulations 2017

Child Safety (Prohibited Persons) Act 2016

South Australian Modern Public Sector Enterprise Agreement: Salaried 2017

Code of Ethics for the South Australian Public Sector

Work Health and Safety Act 2012

6. Related Carclew Policies and Procedures

Code of Conduct and Procedures

Employment Clearance for Working With Children Policy and Procedures

Respectful Behaviours Policy and Procedures

7. Additional Information

Important information can be found on websites: Department for Child Protection

<https://www.childprotection.sa.gov.au/> Department for Education <https://www.education.sa.gov.au/>

Department of Human Services www.humanservices.gov.au

Acknowledgment

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