

M006 Child and Young Person Safety and Wellbeing Policy

1. Purpose

The purpose of this policy is:

- to outline YWCA Australia's (YWCA) commitment to ensuring safe environments for children and young people making us a Child and Young Person Safe Organisation
- to outline the principles by which we stand as an organisation in relation to promoting the safety and wellbeing of children and young people
- that our commitment to the safety of children and young people is embedded in practice, in policy and in procedure across all programs and services delivered by YWCA.

This policy is designed to ensure that all YWCA Employees comply with and understand their responsibilities relating to the safety of children and young people. It draws on procedural documentation to support the implementation of the policy principles outlined below.

2. Scope

This policy applies to all Board and Committee members, staff, volunteers, interns, trainees, contractors and consultants of YWCA (Employees). This policy applies to all activities in the organisation which involve, result in or relate to contact with children and young people.

3. Definitions

Child for the purposes of this policy a child is a person between birth and 12 years of age.

Child and Young Person Safe Organisation – one that creates a culture, adopts strategies and takes action to promote child wellbeing and prevent harm to children and young people. (Australian Human Rights Commission)

Workplace –a workplace refers to any location / time where YWCA Employees deliver a service. This includes YWCA service premises or offices, an outreach location (such as the home of a service user, or a public place like a community centre) or the venue of an event.

Young person – for the purposes of this Policy a youth or young person is a person 13-17 years of age.

4. Policy Statement

At YWCA we take safety of children and young people seriously. We have a strong commitment to ensuring the health, safety and wellbeing of everyone in our workplace. Through all endeavours relating to children and young people we will uphold the National Principles for Child Safe Organisations.

Policy Statement	Related National Principle
<p>The safety of children and young people is paramount and integral to decision-making, policy and planning. Our embedded value of integrity ensures all levels of the organisation will uphold this policy and the rights of children and young people who use our service. We will comply with principles and standards of best practice and our legal and regulatory responsibilities.</p>	<p>National Principle 1: <i>Child safety and wellbeing is embedded in organisational leadership, governance and culture.</i></p>
<p>We will uphold the rights of all children and young people to express themselves freely and to be involved in decision-making relating to their lives. We will innovate to ensure services provided and allow each child and young person to be their very best self.</p>	<p>National Principle 2: <i>Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.</i></p> <p>National Principle 3: <i>Families and communities are informed and involved in promoting child safety and wellbeing.</i></p>
<p>Our intersectional approach to service provision and the people who use our organisation will continue to ensure we will provide a diverse range of programs and options to children and young people we interact with. We embrace all people and we ensure we remove barriers to them receiving services appropriate to their needs.</p>	<p>National Principle 4: <i>Equity is upheld, and diverse needs respected in policy and practice.</i></p>
<p>We will ensure robust procedures are in place to safeguard children and young people from harm or abuse relating to Employees and other adults throughout all YWCA's programs, services, events, commercial ventures and campaigns.</p> <p>Our People and Culture Team will continue to implement procedures relating to working with children and vulnerable people checks.</p>	<p>National Principle 5: <i>People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.</i></p>
<p>We will ensure our Feedback and Complaints Policy and procedure are clearly articulated and available for all children, young people, their families and carers.</p>	<p>National Principle 6: <i>Processes to respond to complaints and concerns are child focused.</i></p>
<p>We will ensure Employees are trained and have the knowledge and skills to work with children and young people. This will include training relating to the organisation, our values, general</p>	<p>National Principle 7: <i>Staff and volunteers are equipped with the knowledge, skills and awareness to</i></p>

child and young person practice and specific training relating to individuals.	<i>keep children and young people safe through ongoing education and training.</i>
We will mitigate and manage risk through robust risk management systems including mandatory reporting across all states and territories of Australia.	National Principle 8: <i>Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.</i>
In line with this policy all documentation relating to our work will be regularly reviewed to ensure we remain an organisation that is safe for children and young people.	National Principle 9: <i>Implementation of the national child safe principles is regularly reviewed and improved.</i> National Principle 10: <i>Policies and procedures document how the organisation is safe for children and young people.</i>

5. Roles and Responsibilities

Who	Role	Responsibilities
National Director, Service Development, Delivery and Housing	Approval of policy and procedural documentation	<ul style="list-style-type: none"> • Approve and advise on aspects of risk and safety across programs, services and housing • Ensures that this policy aligns with legislation and is implemented and monitored • Review this policy regularly to evaluate its ongoing effectiveness • Report to the Executive and the Board on matters of safety • Upholds the principles of this policy
National and Regional Managers	Ensuring adherence to policy and procedures	<ul style="list-style-type: none"> • Approve risk mitigation strategies • Advise and guide teams on safety improvement strategies • Oversee the management of Complaints • Report to the relevant Executive team members on safety and risk issues • Upholds the principles of this policy • Oversee the implementation and adherence to the Code of Conducts
Executive Team	Oversight of organisational risk	<ul style="list-style-type: none"> • Manage critical incidents as they arise • Report to the Board on trends and issues as required • Upholds the principles of this policy
People and Culture	Oversee implementation of P&C policy and procedure	<ul style="list-style-type: none"> • Ensure policies and procedures are in place to ensure the safety of children and young people • Monitor Working with Children and Vulnerable People checks • Ensure robust recruitment and screening practices

Employees	Adherence to all policies and procedures	<ul style="list-style-type: none"> Uphold the principles of this policy Ensure the safety of children and young people Read and understand all policies and procedures relating to their work Implement relevant policies and procedures Report as required, dependent on procedural indications Maintain records of assessments and visits Upholds the principles of this policy
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Document Control Data		
Policy Framework		
Responsible Body	CEO	
Accountable Officer	National Director, Service Development, Delivery and Housing	
Application	As per document scope	
Supersedes	Previous local policies	
Associated Procedures	Risk Management documentation Incident Reporting Home and Community Visits Behaviour Support Restrictive Practices Work Health and Safety Framework Child and Young Person Protection Procedure	Child Safe Code of Conduct Feedback, Compliments and Complaints Policy and Procedure Privacy and Confidentiality Consent Child and Information Sharing Procedure
Legislation	The United Conventions of the Rights of the Child National Principles for Child Safe Organisations Children and Young People Act 2008 (ACT) Children and Young Persons (Care and Protection) Act 1998 (NSW) Care and Protection of Children Act 2007 (NT) Child Protection Act 1999 (Qld) Children's Protection Act 1993 (SA) Children, Young Persons and their Families Act 1997 (Tas.) Children, Youth and Families Act 2005 (Vic.) Children and Community Services Act 2004 (WA) Family Violence Protection Act 2008 (VIC)	

Approval and Amendment History			
Review period – 2 years			
Approval Date	Version	Amendments	Next Review
June 2020	1.0		June 2022
June 2021	1.1	Updated to include MARAM reference	June 2022