

Title: Child Safe Policy		 Brain Injury SA.
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Policy Statement

Brain Injury SA's Child Safe Policy is written to demonstrate the organisation's strong commitment to child safety and to establish and maintain a child safe and child friendly environment where children and young people are valued and respected. This policy complies with the Children and Young People (Safety) Act 2017, Child Safety (Prohibited Persons) Act 2016 and the National Principles for Child Safe Organisations.

Commitment

All children and young people who come to our organisation have a right to feel and be safe. We are committed to the safety and well-being of all children and young people accessing our services and this will always be our first priority.

We aim to create a child safe and child friendly environment where all children and young people are respected, valued and encouraged to reach their full potential regardless of their abilities, sex, gender or social economic or cultural background. Bullying and harassment will not be tolerated.

Brain Injury SA is committed to ensuring the rights of children and young people are upheld and that staff have the skills and knowledge to identify risk and indicators of possible harm. Staff will receive training, support and supervision in their role to ensure they are able to make effective notifications when there is concern for the safety and wellbeing of children.

Scope of policy

This Child Safe Policy applies to all employees, volunteers, students and contractors.

Communication

Brain Injury SA is committed to enabling a child safe culture by encouraging children and young people to have a say about the services they receive and to feel safe and supported in raising concerns or voicing complaints. Information on rights, responsibilities, complaints and feedback are provided as part of the BISA Welcome Pack at their first visit. Each Hub has a client feedback box at reception where people can provide suggestions and give feedback. Periodic client surveys are also utilised to gain feedback on services. We will listen to and act upon any complaints or concerns that a child or young person raises with us. Involvement of family members in the development of services is supported and encouraged.

This Child Safety Policy is accessible via our website, on request and provided to workers as part of their induction.

Code of Conduct

In addition to our overarching Code of Conduct for Employees, Brain Injury SA has a specific Code of Conduct for working with Children and Young People which outlines expected standards for working with children and young people, how breaches of the code can be reported and consequences of such breaches. The Code of Conduct is provided to staff upon recruitment and forms part of the Induction process.

Screening, Recruitment and Staff Responsibilities

Staff of Brain Injury SA will be appropriately screened during the recruitment process and as an ongoing safeguard. In addition to the NDIS Worker Screening all staff working with children and young people will have a current “not prohibited” Working with Children Check (WWCC) issued by the DHS Screening Unit. This screening will be renewed every 5 years. Verification is undertaken through the Organisation Portal via the DHS Screening Unit. Our organisation will advise the Screening Unit when it becomes aware of relevant information regarding any person involved with the organisation including any serious criminal offence, child protection information or disciplinary/misconduct information.

As per our recruitment procedure, individuals short listed for employment will need to have a successful reference check from a minimum of 2 recent and relevant referees to be offered employment with Brain Injury SA.

Training, supervision and support for workers

Brain Injury SA will ensure that appropriate policies, procedures and guidelines are in place to inform staff of their responsibilities for the safety and wellbeing of children and young people. Staff working with children and young people will receive training and refreshers in Child Safe Environments which includes how to make a notification. All staff receive regular supervision and performance appraisals.

Reporting and responding to harm or risk of harm

Mandated notifiers have a legal obligation to report a reasonable belief that a child or young person has been harmed or is at risk of harm. Mandated Notifiers include all Therapy staff, Advocates, Peer Mentors, Support Workers, Admin Staff, Volunteers and Managers.

Specific Instructions on how to make a Notification are included in the procedure PR CS 7.1 Child Safe Environments Reporting Procedure. The individual who identifies the harm or risk of harm is the person who makes the report to CARL/SAPOL – this is not to be delegated to another worker to undertake or to determine whether it is a reportable matter.

All 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.

Following a report being made to CARL or SAPOL, workers must make an internal report to management as per the 7.1 Child Safe Environments Reporting Procedure. 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.

Brain Injury SA acknowledges the role that community organisations play in supporting children, young people and their families and that our Duty of Care responsibilities go beyond merely reporting suspected harm or risk of harm. 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 and monitor their circumstances.

Brain Injury SA follows the South Australian Government [Information Sharing Guidelines for Promoting Safety and Wellbeing \(ISG\)](#).

Reporting and responding to general complaints and feedback

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 services. Details of this are outlined in the Policy “Feedback Management and Complaints Resolution Policy” and the “Complaints Resolution Procedure”.

Risk Management

Brain Injury SA records risks related specifically to children and young people including actions taken to prevent or lessen the risk of harm to children and young people in the organisational risk register which is regularly reviewed by the CEO, Management and the Board.

Policy Review

This policy and the related documents will be reviewed regularly and at a minimum every 5 years as required by the Act. A new child safe environments compliance statement will be lodged when the policy is reviewed or updated. Indicators that the policy needs to be updated include:

- New risks to children and young people are identified
- Following a critical incident where a child or young person was harmed through their involvement with the organisation
- Concerns are raised by anyone involved with the organisation regarding child safety or welfare
- Awareness is low or there are compliance concerns

- Changes to legislation

Related Documents & Information

PR CS 7.1 Child Safe Environments Reporting Procedure

POL CS4 Protection Against Violence, Abuse, Neglect, Exploitation and Discrimination

PR CS 4.1 Creating Safe Environments for Participants

POL WHS4 Hazard and Incident Management

POL HR1 Staff Recruitment, Selection and Separation Policy

PR HR1.2 Screening Assessment

POL OP4 Feedback Management and Complaints Resolution Policy

PR OP4.1 Complaints Resolution Procedure

PR CS 2.1 Maintaining Privacy, Dignity and Confidentiality

FOR HR 1.1.10 Code of Conduct for working with children and young people

FOR HR 1.1.3 Code of Conduct Agreement

RS CS 4.1.2 NDIS Code of Conduct (Workers)

Information Sharing Guidelines & Brain Injury SA Organisational Appendix

Responding to problem sexual behaviour in children and young people - Guidelines for staff in education and care settings

Relevant Legislation / Standards

Children and Young People (Safety) Act 2017 (SA)

Child Safety (Prohibited Persons) Act 2016

Criminal Law Consolidation Act 1935

Summary Offences Act 1953

Equal Opportunity Act 1984

Disability Discrimination Act 1992

Authorised by:

Chief Executive Officer **Date:**