

## Child Safe Program

### Dunlea Centre Child Safeguarding Policy

#### Child Safeguarding Policy

Dunlea Centre is committed to the safety and wellbeing of all children and young people. This is the primary focus of our care and decision-making.

Dunlea Centre is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

Particular attention will be paid to the cultural safety of Aboriginal and Torres Strait Islander children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved in Dunlea Centre has a responsibility to understand the importance of their role both individually and collectively to ensure that the safety and wellbeing of all children and young people is at the forefront of all they do.

#### Purpose

Our Child Safeguarding Policy was written to demonstrate the strong commitment of the Agency to child safety, and to provide an outline of the policies and practices that we have developed to keep our young people safe, including from abuse or other harm.

It is an overarching policy that provides the key elements of our approach to the Agency as a childsafe organisation and sets the tone for the Agency's Child Safeguarding Program.



The Child Safeguarding Policy provides the framework for:

- the development of work systems, practices, policies and procedures that promote child protection, safety and wellbeing within the Agency;
- the creation of a safe and supportive Agency environment and a positive and robust child safety culture;
- the promotion and open discussion of child safety issues within the Agency; and
- compliance with all laws, regulations and standards relevant to child protection in NSW.

### Scope

The Agency's Child Safeguarding Policy applies to all adults in the Agency community, including staff, volunteers, contractors, external education providers, parents/carers and other family members. This policy applies in all Agency environments, both physical and online, and both on-site and off-site Agency grounds (for example, camps and excursions).

### Child Safeguarding Standards

The Agency's commitment to child safety is based on the National Catholic Safeguarding Standards published by Catholic Professional Standards Ltd., which set out the following overarching standards that guide the development and regular review of our work systems, practices, policies and procedures to protect young people from abuse and other harm.

The NCSS are listed below:

#### Child and Young People's Right to Safety, Information and Participation

Dunlea Centre is a child safe and child-centred organisation. Our environment is friendly and welcoming to all children and young people.



We actively seek to include young people in decisions that affect them. This includes decisions about organisational planning, delivery of services, management of facilities, and classroom learning and assessment environments.

We ensure young people know about their rights to safety, information and participation. We recognise the importance of friendships and support from peers. We actively seek to understand what makes young people feel safe in our organisation and regularly communicate with young people about what they can do if they feel unsafe.

### Parents/ Carers, Families and Community Involvement at the Agency

The Agency recognises that parents and carers have the primary responsibility for the upbringing and development of their children. We ensure they participate in decisions affecting their children.

We ensure families and relevant communities know about the Agency's operations and policies, including its Child Safeguarding Policy and Child Safe Codes of Conduct, record keeping practices, risk management, and complaints and investigation processes.

We actively seek to include families and relevant communities in decisions about organisational planning, delivery of services, management of facilities, and classroom learning and assessment environments.

We build cultural safety at the Agency through partnerships with relevant communities.

### Valuing Diversity in the Agency Community

Our Agency values diversity and does not tolerate any discriminatory practices. To achieve this, we:

- support the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander young people and their families



- support the cultural safety, participation and empowerment of young people from culturally and/or linguistically diverse backgrounds and their families
- welcome young people with a disability and their families and act to promote their participation
- welcome young people and families of diverse sexuality and act to promote their participation
- seek to recruit a workforce that reflects a diversity of cultures, abilities and identities
- ensure all staff, direct contact volunteers and direct contact contractors receive training on Aboriginal and Torres Strait Islander cultures, disability, culturally and/or linguistically diverse backgrounds
- encourage an environment that actively celebrates diverse cultures and recognises cultural difference
- commit to ensuring our facilities promote the inclusion of young people of all abilities.

### Our Child Safeguarding Program

Dunlea Centre is committed to the effective implementation of our Child Safeguarding Program and ensuring that it is appropriately reviewed and updated.

Our Child Safeguarding Program relates to all aspects of child safety and protecting young people from abuse or other harm. Our program establishes work systems, practices, policies and procedures to create and maintain a child safe environment and culture. It includes:

- Child Safe Codes of Conduct
- support the cultural safety, participation and empowerment of clear information as to what constitutes child abuse and other harm and associated key indicators of abuse or other harm



- clear procedures for reporting child safety incidents or concerns internally, and for responding to incidents or allegations of child abuse or other harm
- strategies to support, encourage and enable staff, volunteers, contractors, parents/carers and young people to understand, identify, discuss and report child safety matters
- procedures for recruiting and screening members of the Leadership Team, staff, volunteers and contractors
- procedures for reporting to external agencies, including Mandatory Reporting to DCJ, Reportable Conduct, and Reporting to Police
- pastoral care strategies designed to empower young people and keep them safe
- strategies to support and encourage the participation and inclusion of Aboriginal and Torres Strait Islander young people, young people from culturally and/or linguistically diverse backgrounds and young people with disability
- child safeguarding training
- information regarding the steps to take after a disclosure of abuse or other harm to protect, support and assist young people
- guidelines with respect to record keeping and confidentiality
- policies to ensure compliance with all relevant laws, regulations and standards
- a system for continuous improvement and review.

As a part of Dunlea Centre's induction process, all staff including contractors and volunteers are required to complete training in our child safeguarding policies, practices and procedures.

### Reporting Child Safety Incidents or Concerns to the Agency

Our Child Safeguarding Program provides detailed guidance for staff, volunteers and contractors on how to identify key indicators of child abuse and other harm and how to report child safety incidents or concerns internally at the Agency. It also contains detailed



procedures on the mandatory reporting of child safety incidents or concerns to relevant external authorities.

Young people at the Agency are provided with information about and encouraged to use multiple pathways to raise child safety incidents or concerns about the Agency.

Parents/carers, family members and other community members who have child safety concerns or who suspect that a child or young person associated with the Agency may be subject to abuse or other harm can contact:

- one of the Agency's Senior Child Safeguarding Officers
- the Chair of the Board if the concern relates to the executive Director.

Young people, parents/carers, family members and other community members can also raise child safety incidents or concerns through the Agency's Complaints Handling Policy.

Any person can also contact Salesian Provincial if they have concerns regarding the Agency's leadership in relation to child safety.

**Whenever there are concerns that a child or young person is in immediate danger the Police should be called on 000.**

### **Responsibilities for Child Safeguarding at the Agency**

Child Safeguarding is everyone's responsibility. The Agency has nominated Child Safeguarding Officers. Our Child Safeguarding Officers receive additional specialised training with respect to child safety and protection issues. They are a point of contact for raising child safety concerns within the Agency. They are also responsible for championing child safeguarding within the Agency and assisting in coordinating responses to child safety incidents.

Contact details for our Child Safeguarding Officers:



Name	Position	Phone No	Email
Samantha Dennis	Leadership Team	85083900	samantha.dennis@boystown.net.au
Katherin McEvoy	Leadership team	85083900	katherine.mcevoy@boystown.net.au
Joel Hamill	Leadership Team	85083900	joel.hamill@boystown.net.au

## The Board

The Board is responsible for approving our Child Safeguarding Program and ensuring that the Agency has appropriate resources to effectively implement the National Catholic Safeguarding Standards published by Catholic Professional Standards Ltd. and our Child Safeguarding Program.

## The Executive Director

The Executive Director is responsible, and will be accountable for, the operational management of the Agency, and the Child Safeguarding Program. The Executive Director is responsible for taking all practical measures to ensure that this Child Safeguarding Policy and the Agency's Child Safeguarding Program is implemented effectively and that a strong and sustainable child safety culture is maintained within the Agency.

## The Agency Leadership Team

Each member of the Agency Leadership Team is required to ensure that appropriate resources are made available in their area of operations to allow the Agency's Child Safeguarding Program to be effectively implemented within the Agency, and to support the Executive Director in the practical application of the Agency's child safeguarding strategies, policies, procedures and work systems.

## Staff Members

All staff are required to comply with our Child Safeguarding Policy and Child Safe Codes of Conduct, be familiar with our Child Safeguarding Program and understand their legal



obligations with respect to the reporting of child abuse and other harm, and Working with Children Checks. It is each individual's responsibility to be aware of key indicators of abuse and other harm, to be observant, and to raise all child safety incidents and concerns with one of the Agency's Child Safeguarding Officers.

### Volunteers

All volunteers at the Agency are responsible for contributing to the safety and protection of young people in the Agency environment. All volunteers are required to comply with our Child Safeguarding Policy and Child Safe Codes of Conduct. Direct contact and regular Volunteers are required to understand their legal obligations with respect to the reporting of child abuse and other harm.

It is each individual's responsibility to be aware of key indicators of child abuse and other harm, to be observant, and to raise all child safety concerns with one of the Agency's Child Safeguarding Officers.

### Contractors

All contractors engaged by the Agency are responsible for contributing to the safety and protection of young people in the Agency environment.

All contractors engaged by the Agency are required to comply with our Child Safeguarding Policy and Child Safe Codes of Conduct. Direct Contact and Regular Contractors are required to understand their legal obligations with respect to the reporting of child abuse and other harm. The Agency may include these requirements in the written agreement between it and the Contractor.

Direct contact and regular contractors include, for example, maintenance and building personnel, consultants, casual teachers, tutors, sports coaches and Agency cleaners. This also includes music teachers and other extra-curricular teachers and instructors who are





engaged by young people and their families directly, rather than the Agency, but have an agreement with the Agency to use the Agency's facilities.

### External Education Providers

An External Education Provider is any organisation that the Agency has arranged to deliver a specific course of study that is part of the curriculum, to a student or young people enrolled at the Agency. The delivery of such a course may take place on Agency premises or elsewhere.

All external education providers engaged by the Agency are responsible

for contributing to the safety and protection of young people in all Agency environments. All external education providers engaged by the Agency are required to comply with the Agency Child Safeguarding Policy and Child Safe Codes of Conduct.

### Child Safe Human Resource Management

Dunlea Centre applies best practice standards in the recruitment and screening of staff and direct contact and regular volunteers. Our recruitment procedures comply with the Agency's Child Safe Human Resources Management and ensure that all reasonable steps are taken to engage the most suitable and appropriate people to work with children and young people. All staff, regular volunteers and direct contact contractors are required to maintain a valid Working with Children Check.

The Agency ensures that the Leadership Team, staff and direct contact volunteers and direct contact contractors undergo child safeguarding induction, as well as ongoing education and training as part of our commitment to safeguarding children and young

people from harm. The Agency ensures that professional development programs for staff include child safeguarding education and training programs.



Staff, direct contact volunteers and direct contact contractors are subject to regular supervision and performance monitoring whilst engaging with young people.

### Child Safe Risk Management

The Agency recognises the importance of a risk management approach to minimising the potential for child abuse or harm to occur and we use this information to inform our policies, procedures and activity planning.

The Agency has developed a comprehensive Risk Management Program to assist in the identification, assessment and management of child safety risks in all Agency environments.

### Record Keeping

The Agency has a Record Keeping policy and is committed to best practice record keeping. All internal and external reports of child safety incidents and concerns, as well as any other responses by the Agency are recorded using the Responding to an Incident, Disclosure or Suspicion of Child Abuse or Other Harm Template.

In maintaining records of child safety incidents or concerns, the Agency maintains confidentiality and privacy for young people and families in accordance with federal and state privacy legislation.

### Policy and Program Review

Dunlea Centre is committed to the continuous improvement of our Child Safeguarding Program. The Program is regularly reviewed for overall effectiveness and to ensure compliance with all child protection related laws, regulations and standards.

The Agency is committed to actively seeking, actioning, and incorporating feedback into this Policy.

### Non-Compliance with Our Child Safeguarding Policy



Dunlea Centre enforces this Child Safeguarding Policy and our Child Safe Codes of Conduct. In the event of any non-compliance, we will instigate a review that may result in a range of measures (depending on the severity of the breach):

- remedial education
- counselling
- increased supervision
- the restriction of duties
- suspension or
- in the case of serious breaches, termination of employment, contract or engagement.

