



Child Safe Environments Policy

Inspire Joy – Educational Therapy & Consulting are committed to providing a safe environment to all children and young people. Our policy complies with the Children and Young People (Safety) Act 2017, the Child Safety (Prohibited Persons) Act 2016 and aligns with the National Principles for Child Safe Organisations.

We value and respect children and young people and welcome them regardless of their abilities, sex, gender, or social economic or cultural background. Bullying and harassment won't be tolerated.

Scope of policy:

This policy applies to myself as the sole trader of Inspire Joy – Educational Therapy & Consulting

Communication:

This child safe policy and related documents are available on my website, on request and provided as part of a welcome pack at the first visit.

I encourage and respect the views of children and young people and involve them in decision making as appropriate. I provide clear age-appropriate or developmentally appropriate explanations to children and young people including their right to safety, their right to be listened to and that they can provide feedback or make a complaint if they have a concern or ask their parent/guardian to do this on their behalf. I will listen to and act upon any complaints or concerns that a child or young person raises with me.

Code of conduct:

Working with children and young people brings additional responsibilities. I am responsible for promoting and protecting the safety and wellbeing of children and young people by:

- sticking to the organisation's child safe policy at all times and taking all reasonable steps to ensure the safety and protection of children and young people
- treating everyone including those of different race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes and religious beliefs with respect and honesty and ensure equity is upheld
- being a positive role model to children and young people in all conduct with them



- setting clear boundaries about appropriate behaviour between yourself and children and young people – boundaries help everyone to understand their roles
- listening and responding appropriately to the views and concerns of children and young people
- being alert to bullying behaviours and responding promptly and appropriately
- ensuring another adult is always present or in sight when conducting one to one consulting, coaching, instruction or other activity
- being alert to children and young people who have been harmed, or may be at risk of harm and reporting this quickly to the Child Abuse Report Line (13 14 78)
- responding quickly, fairly and transparently to any complaints made by a child, young person or their parent/guardian
- encouraging children and young people to ‘have a say’ on issues that are important to them.

I must not:

- engage in rough physical games
- develop any ‘special’ relationships with children and young people that could be seen as favouritism such as the offering of gifts or special treatment
- do things of a personal nature that a child or young person can do for themselves, such as toileting or changing clothes
- discriminate against any child or young person because of age, gender, cultural background, religion, vulnerability or sexuality.

Breaches or suspected breaches of the Code of Conduct can be reported as soon as practicable to me either in person, by telephone on 0400 328 648 or via email at ejreardon85@outlook.com

Breaches or suspected breaches of the Code of Conduct will be taken seriously and dealt with quickly, fairly and transparently.

Recruitment:

I am a sole trader with no employees or volunteers. In accordance with the Child Safety (Prohibited Persons) Act 2016, I hold a current, ‘not prohibited’ Working with Children Check (WWCC) issued by the Screening Unit of the Department of Human Services which permits me to work with children and young people in South Australia and I will renew this every 5 years.

Training, supervision and support for workers:

To maintain my knowledge regarding child safe environments I:

- have read and understand the Mandatory notification information booklet available at https://dhs.sa.gov.au/_data/assets/pdf_file/0003/103179/CSE-Mandatory-notification-information-booklet.PDF
- complete and continue to update Responding to Risk of Harm, Abuse and Neglect Training

Reporting and responding to harm or risk of harm:

I aim to ensure that children and young people are safe from harm and risk of harm. Section 17 of the Safety Act defines 'harm' to mean physical or psychological harm (whether caused by an act or omission), including harm caused by sexual, physical, mental or emotional abuse or neglect.

I am a mandated notifier under Section 30 of the Children and Young People (Safety) Act 2017. I understand my legal obligation to notify the Child Abuse Report Line (CARL) on 13 14 78 as soon as practicable if I have a reasonable belief that a child or young person is or may be at risk of harm. If the child or young person is at immediate risk, I will report to South Australia Police (SAPOL) on 000. In cases involving Aboriginal children and young people, support is provided by Yaitya Tirramangkotti - an Aboriginal team, via the CARL number.

Information about making appropriate reports of harm or risk of harm is available from the South Australian Department of Child Protection website:

<https://www.childprotection.sa.gov.au/reporting-child-abuse>.

I understand as an adult worker, I 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.

I will be guided by the Department for Child Protection and/or SAPOL after making a report.

Following a report to CARL or SAPOL I will support the child or young person by:

- referring the child, young person or their family to other appropriate services if required, or
- continuing to provide a service to the child, young person and their family and monitor their circumstances.

I will document all information received regarding the report and store this securely in a separate file.



Reporting and responding to general complaints or feedback

Providing opportunities for complaints and feedback ensures that children, young people and their parents/guardians feel valued and respected and enables me to improve the quality of my service. Children, young people and their families are informed that they can provide feedback or make a complaint at their first appointment, as part of their welcome pack, when they join the organisation

Compliments, complaints or feedback should be directed to me, either in person, by telephone on 0400 328 648 or via email at ejreardon85@outlook.com.

I will manage all complaints and feedback received from children, young people or their families promptly, sensitively and fairly and will:

- listen to the complaint/feedback
- respond to the complainant with an outcome in a timely manner
- clearly document and securely store decisions and actions taken in response to complaints and feedback
- make sure that procedural fairness is followed at all times.

Where my response about a complaint is not considered sufficient or appropriate, further advice/support can be obtained through the following agencies

- National Disability Insurance Agency (NDIA)
- Phone 1800 800 110 or email feedback@ndis.gov.au or visit their offices in person

Risk management

Inspire Joy – Educational Therapy & Consulting conducts risk assessments and implements risk management strategies to identify and minimise potential risks to children, including physical, emotional and psychological risks. We also ensure that all facilities, equipment, and activities are safe and appropriate for children.

Identified risk	Actions to minimise risk
Culture of organisation is not child-safe focussed	<ul style="list-style-type: none"> • child focused Code of Conduct is in place that sets the behavioural standards expected including what happens when a breach occurs • I have a strong commitment to the safety of children and young people • the National Principles for Child Safe Organisations are embedded in this policy

	<ul style="list-style-type: none"> I meet the requirements of the <i>Children and Young People (Safety) Act 2017</i> (which mandates child safe environments) and the <i>Child Safety (Prohibited Persons) Act 2016</i> and maintain a current, not prohibited Working with Children Check
I do not understand my obligations to report harm and risk of harm to the Child Abuse Report Line (or SA Police if child/young person is at immediate risk)	<ul style="list-style-type: none"> I am trained in Safe Environments – Through their Eyes and complete refresher training every 3 years or I am trained in Responding to Risk of Harm and Neglect – Education and Care and complete refresher training every 3 years after I abide by the child safe environments policy and Code of Conduct
Physical contact	<ul style="list-style-type: none"> any physical contact must be appropriate to the delivery of services being provided where physical contact is required, this is undertaken in a safe way by explaining why contact is required and what will happen, and asking the child/young person for their permission (or their family if this is more appropriate) before proceeding unnecessary physical contact is not allowed
Online communications	<ul style="list-style-type: none"> appropriate supervision is provided for all online activities I will not communicate with children or young people via social media
Supervision	<ul style="list-style-type: none"> children and young people are to be supervised by parents/guardians at all times when providing one to one consultation with a child or young person, it will be in line of sight of another adult
Taking images of children and young people	<ul style="list-style-type: none"> consent of child young person and their parent/guardian required disclosure will be made as to how the image is to be used and consent must be provided by the child, young person and parent/guardian images must be presented in a way that de-identifies the child or young person

Physical environment	<ul style="list-style-type: none"> • maintain a risk register that is reviewed annually to ensure effectiveness • conduct risk assessments for all activities • ensure all equipment is in good working order
Privacy and confidentiality	<ul style="list-style-type: none"> • all documents containing confidential information will be stored privately in a locked filing cabinet (or similar place with restricted access) • digital files containing confidential information shall be protected electronically • I will not disclose information regarding any child or young person without written consent of the child, young person and their parent/guardian

Policy Review:

- Inspire Joy – Educational Therapy & Consulting will at a minimum, review the policies and procedure once every 5 years as required by the *Children and Young People (Safety) Act 2017*
- Inspire Joy – Educational Therapy & Consulting will lodge a new child safe environments compliance statement with Department of Human Services each time we review and update our policy
- Inspire Joy – Educational Therapy & Consulting will also review this policy when new or added risks for children are identified, a critical incident occurs, concerns are raised by anyone involved in the organisation, awareness or compliance to the policy is low or if there are legislative changes / requirements

Policy date: 1st February 2024

Next review date: February 2028