

Child Safe Policy

1. CHILD SAFE POLICY STATEMENT

Purpose

Raven Community Care is committed to ensuring the safety, wellbeing, and empowerment of all children and young people we support. We have zero tolerance for child abuse and are dedicated to acting in the best interests of children at all times.

Scope

This policy applies to all staff, contractors, volunteers, and management engaged with Raven Community Care.

Legislative Framework

This policy aligns with the Children’s Guardian Act 2019 (NSW) and the NSW Child Safe Standards.

2. CHILD SAFE STANDARDS COMMITMENT

Raven Community Care implements the 10 Child Safe Standards as follows:

Standard 1: Child safety is embedded in organisational leadership, governance and culture

- Leadership promotes a culture of child safety
- Child safety is a standing agenda item in meetings
- Clear accountability for safeguarding responsibilities

Standard 2: Children participate in decisions affecting them

- Children are encouraged to express views
- Staff actively listen and respond to children
- Communication is adapted to individual needs

Standard 3: Families and communities are informed and involved

- Families are engaged in care planning
- Transparent communication with guardians and stakeholders

Standard 4: Equity is upheld and diverse needs respected

- Culturally safe practices
- Inclusive approaches for disability, gender, and background

Standard 5: People working with children are suitable and supported

- Mandatory WWCC checks
- Structured recruitment screening
- Ongoing supervision and performance reviews

Standard 6: Processes to respond to complaints and concerns

- Clear reporting pathways
- Mandatory reporting compliance
- Immediate escalation procedures

Standard 7: Staff are equipped with knowledge and skills

- Mandatory child protection training
- Ongoing professional development

Standard 8: Physical and online environments minimise risk

- Risk assessments for all service environments
- Supervision protocols

Standard 9: Implementation is regularly reviewed

- Annual policy review
- Incident trend analysis

Standard 10: Policies and procedures are documented and accessible

- All policies are available to staff
 - Simplified versions available where required
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3. CODE OF CONDUCT (CHILD SAFE)

Expected Behaviour

Staff must:

- Treat children with respect and dignity
- Maintain professional boundaries
- Act in the best interests of the child
- Follow all safeguarding procedures

Prohibited Behaviour

Staff must not:

- Engage in inappropriate physical or verbal conduct
 - Develop personal relationships outside professional context
 - Use social media inappropriately with children
 - Ignore or fail to report concerns
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4. RECRUITMENT AND SCREENING

- All staff must hold a valid Working With Children Check (WWCC)
 - Identity verification and reference checks are mandatory
 - Interview processes assess suitability for working with children
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5. TRAINING AND AWARENESS

- Mandatory child protection training for all staff
- Induction includes safeguarding procedures

- Annual refresher training required
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6. RISK MANAGEMENT

- Individual risk assessments conducted for each child
 - Environmental risk assessments (home, community, transport)
 - Behaviour support strategies implemented where required
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7. COMPLAINTS AND REPORTING

Reporting Obligations

- All staff must report suspected harm immediately
- Mandatory reporting to relevant authorities where required

Internal Reporting

- Report to management immediately
- Document in incident reporting system

External Reporting

- Department of Communities and Justice (DCJ)
 - Office of the Children’s Guardian (if applicable)
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8. PARTICIPATION AND EMPOWERMENT

- Children are supported to voice concerns
 - Accessible complaint mechanisms provided
 - Advocacy support offered where required
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9. RECORD KEEPING

- Accurate and timely documentation
 - Secure storage of all records
 - Confidentiality maintained at all times
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10. GOVERNANCE AND REVIEW

- Regular audits of safeguarding practices
 - Review following incidents
 - Continuous improvement framework
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11. BREACHES OF POLICY

Failure to comply with this policy may result in disciplinary action, including termination of employment and reporting to relevant authorities.
