

# **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.

### **Definitions**

#### **Child Abuse**

Child abuse occurs when a child or young person is subjected to physical abuse, sexual abuse, emotional or psychological abuse, neglect, exposure to domestic and family violence, grooming, exploitation, or any other conduct that causes harm or places a child at risk of harm.

#### **Harm**

Harm refers to any detrimental effect on a child's physical, psychological, emotional, social, developmental, or educational wellbeing. Harm may be caused by a single act, omission, or a series of events over time.

## **Child Safe Commitment**

At Raven Community Care, we are committed to creating a safe, inclusive, and supportive environment for all children and young people.

We have zero tolerance for child abuse, harm, or neglect and are dedicated to acting in the best interests of every child at all times. The safety, wellbeing, and empowerment of children are central to everything we do.

We are committed to:

- Promoting a culture where children feel safe, respected, and heard
- Supporting children to express their views and participate in decisions that affect them
- Ensuring all staff, volunteers, and contractors are appropriately screened, trained, and supervised
- Maintaining clear reporting processes and meeting all mandatory reporting obligations
- Providing inclusive and culturally safe services, including for children with disability and those from diverse backgrounds
- Actively engaging families, carers, and communities in promoting child safety
- Continuously reviewing and improving our child safe practices

All staff at Raven Community Care are required to uphold our Child Safe Policy and Code of Conduct, maintain professional boundaries, and immediately report any concerns relating to a child's safety.

We are committed to implementing the NSW Child Safe Standards and ensuring our practices align with relevant legislation and safeguarding requirements.

---

## **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

---

**3. CODE OF CONDUCT (CHILD SAFE)**

All workers must comply with the Raven Community Care Code of Conduct, which outlines expected professional behaviours, child safe principles, safeguarding responsibilities, reporting obligations, and standards of conduct when working with children and young people. Compliance with the Code of Conduct forms part of Raven Community Care's commitment to creating and maintaining a child safe organisation.

**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
- 

#### **4. RECRUITMENT AND SCREENING**

Recruitment, screening, and selection processes are conducted in accordance with the Recruitment, Screening and Selection Policy. This policy ensures child safe recruitment practices are implemented, including Working With Children Checks, reference checks, behavioural-based interview questions, identity verification, risk assessments, and suitability assessments to ensure all workers are appropriate to engage with children and young people.

- 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
- 

#### **5. TRAINING AND AWARENESS**

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

#### **6. RISK MANAGEMENT**

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

## **7. COMPLAINTS AND REPORTING**

Raven Community Care encourages children, young people, families, carers, advocates, and stakeholders to raise concerns, provide feedback, or make complaints without fear of retaliation. Complaints and feedback are managed in accordance with the Feedback and Complaints Policy, which provides accessible, child-friendly, culturally safe, and trauma-informed pathways for raising concerns and resolving complaints.

### **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)
- 

## **8. PARTICIPATION AND EMPOWERMENT**

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

## **9. RECORD KEEPING**

- Accurate and timely documentation
- Secure storage of all records
- Confidentiality maintained at all times

## **10. Related Policies and Procedures**

The Child Safe Policy should be read in conjunction with the following policies and procedures:

- Code of Conduct
- Recruitment, Screening and Selection Policy
- Incident Management, Risk Escalation & Mandatory Reporting Policy
- Feedback and Complaints Policy
- Risk Management Policy
- Mandatory Reporting Procedures
- NDIS Incident Management System

These documents collectively support Raven Community Care's child safe framework and provide detailed guidance regarding safeguarding responsibilities, recruitment practices, incident management, complaints handling, and child protection obligations.

---

## **11. GOVERNANCE AND REVIEW**

- Regular audits of safeguarding practices
  - Review following incidents
  - Continuous improvement framework
- 

## **12. BREACHES OF POLICY**

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

---

## **13. APPROVAL**

# Code of Conduct

## Raven Community Care



Staff Name	Staff Signature	Date

Company representative's Signature	Representative's Signature	Date