

CARERS SA – CHILD AND YOUNG PERSON SAFETY POLICY

EASY READ

We are Carers SA



When you read the words 'we' or 'our' it means Carers SA.

This is the Carers SA Child and Young Person Safety Policy.



A **policy** is a set of rules that need to be followed.



You may see some hard words. We will explain what they mean.



You can ask someone to help you read this Policy.



You can find other versions of this Policy at:
www.carerssa.com.au/resource_sub_category/policies-plans-strategies-forms-and-other-documents/

Purpose



Carers SA wrote this Policy to help make sure all **children and young people** we work with are kept safe.



Children and young people include anyone under 18 years old.



All children and young people should feel safe and happy with people who work for Carers SA.



The Policy gives information to Carers SA staff so they know how to help keep children and young people safe.



The Policy makes sure Carers SA staff follow all laws in Australia to keep children and young people safe.



This policy should be read with other Child Safety Policies written by Carers SA. These can be found here: www.carerssa.com.au/resource_sub_category/policies-plans-strategies-forms-and-other-documents/



Scope

The Child and Young Person Safety Policy must be followed by all staff who work for Carers SA.

Staff include:



- People who work all the time



- People who work some of the time



- Students doing work experience

- Volunteers who are not paid



- Leaders at Carers SA

Commitment to Child and Young Person Safety



Carers SA has **commitments** to keep children and young people safe.



A **commitment** is a promise that we make.



Carers SA expect all **staff** to follow these commitments.

Our commitments are:



- We will do everything we can to keep the **children and young people** we work with safe.



- We will be kind and caring to everyone including children, young people and staff.



- Our policies help to create a safe place for children and young people.



- If you tell us you or a child or young person is not safe we will take it seriously.



- We will contact authorities when we are worried about a child or young person's safety.

An **authority** is someone who protects children or young people from harm such as the police or government.



- We will work together and support children and young people to do the things they want to do.



- We will give our staff the right information and skills to work with children and young people.



- All our staff must follow our rules to keep children and young people safe.



- We will support the needs of children and young people who are:



Aboriginal or Torres Strait Islander



Children and young people who come from different countries or speak different languages



Children and young people with a disability



Children and young people who are **LGBTQIA+**



This means children and young people of any gender or who don't have a gender. And those who like any gender including male, female, both or neither.



- Carers SA follow the laws in Australia that help keep children and young people safe.

Key Roles and Responsibilities



Staff must follow all policies and **procedures** written by Carers SA.



A procedure is a list of things that must be done to follow the rules.



Carers SA procedures tell people what to do if something bad happens.



If this happens we may call the Police or remove staff if they do not follow the rules.



All Carers SA staff must sign a Code of Conduct which tells staff how to keep children and young people safe.



The leader of Carers SA is called the **Chief Executive Officer**.



This person is the boss of all Carers SA policies.



This person makes sure everyone understands and follows the policies.



There is a group called the **Child and Young Person Safety Advisory Group**.



This group makes sure children and young people's safety is the most important thing we do and we have the best rules to keep them safe.



We have special staff called **Child Safety Officers**.



You can talk to a Child Safety Officer if you are worried about a child or young person's safety.

Definitions



In this section, we will give you some common words that we use when talking about child safety. We will tell you what these words mean.

Abuse: Abuse is an action that causes harm. There are different types of abuse:



Physical abuse: When someone or a group of people hurt a child or young person's body.



Psychological and emotional abuse: When someone or a group of people tease a child or young person, say bad things about them, say things to scare them or make them feel upset.



Domestic abuse: When an adult or adults in your house hurt you or each other or make you feel upset, stressed or scared.



Neglect: When an adult does not give a child or young person food, clothing, shelter or does not look after them properly.



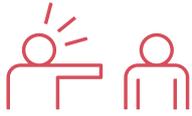
Sexual abuse: When someone a child or young person trusts uses their relationship for sexual activity. This could include touching their sexual body parts such as penis, vagina, anus or breasts.



It may include an adult or older child forcing you to have sexual contact when you do not want to.



It may also include talking about or taking pictures of sexual body parts.



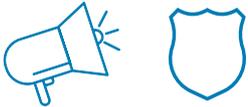
Bullying: Bullying happens when someone or a group of people do bad things that make someone else feel upset, stressed and scared.



Abuse can be by someone you know or someone you do not know.



All abuse is illegal.



When abuse happens Carers SA will tell people who look after children and young people's safety.



If you see or experience abuse you should report it straight away.



You can report abuse by calling the Child Abuse phone line on **13 14 78**.

Participation and Empowerment of Children and Young People



Carers SA wants to make a happy and safe place for all children and young people.



Carers SA does not allow bullying and will stop it if it happens.



If a child or young person feels unsafe we will listen and help them.



Everyone will be treated fairly and equally.



We listen to children and young people and ask what they think about our policies.



Valuing Diversity

Carers SA knows that everyone is different.
We think this is a good thing.



We know that young people come from many
different countries and speak different languages.



Carers SA has policies to make sure everyone
respects each other's differences.



That includes children and young people who are Aboriginal
or Torres Strait Islander, LGBTQIA+ or have a disability.



Complaints Management

Carers SA has policies that help people if there is a problem.



We give people a chance to say what is wrong and listen.



You can contact Carers SA by:

Calling 08 8291 5600



Sending an email to info@carerssa.com.au



Giving online feedback at
www.carerssa.com.au/feedback/



You can also talk to our staff if there is a problem.

Recruitment and ongoing training and support



We make sure the people who work for Carers SA are the best people for the job.



These people must understand our policies and agree to help to keep children and young people safe.



We give our staff training to understand what to do and how to help keep children and young people safe.

Risk Management



A **risk** is a chance that something bad could happen.



At Carers SA we do everything we can so there is little chance of bad things happening.



We do this by:

- Looking for risks and stopping them
- Making risk plans and policies
- Giving staff training



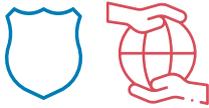
Reporting Requirements



If child abuse happens Carers SA will write a report.



This report will say what happened and why it is against our policies or the law.



This report may be given to the Department of Child Protection or Police.



We will keep information in the report safe and private.