

1.0 Safeguarding Children and Young People

Parkerville Children and Youth Care Inc. (Parkerville CYC) is a not for profit organisation providing services to children and young people between the ages of 0 and 25 years and their families. Parkerville CYC is committed to the health, safety and general wellbeing of all children and young people and families. Parkerville CYC strives to:

1. provide a safe environment for all children and young people
2. take an inclusive approach in all activities
3. ensure the safety and wellbeing of children and young people, in particular, through its Safeguarding Children and Young People Process
4. provide support to families and to work with the community to prevent child abuse

Parkerville CYC respects the rights of children and young people. Our organisation is committed to prioritising their safety and taking every action necessary to provide a safe healthy environment for children and young people to thrive.

In delivering on our commitment to the health, safety and wellbeing of all children and young people, Parkerville CYC takes seriously its positive obligation to educate and inform each member of staff their responsibilities in:

- protecting children and young people from all forms of abuse, bullying and exploitation by our staff (for further information on definitions of abuse please refer to the process “Managing Disclosures and Allegations of Abuse” outlined in PQS 2.3 Client Services process manual)
- being alert to incidents of child abuse and neglect occurring outside the scope of our operations and services that may have an impact on the children and young people to whom we provide a service and
- creating and maintaining a child safe culture that is understood, endorsed and implemented by all the individuals who work for, volunteer or access our programmes and services

The term 'staff' is used throughout this document and should be taken to refer to staff, volunteers, students and contractors.

1.1 Our Commitment

Parkerville CYC endorses and supports the principles of the United Nations Convention on the Rights of the Child 1989 (ratified in Australia in 1990). The Convention recognises that children under the age of 18 years need special care and protection.

In recognition of our support for the Convention on the Rights of the Child and with the purpose to protect the children, young people and families who access our activities, programmes, services and facilities, we make the following commitments:

Our commitment to children and young people

- We are committed to the safety and wellbeing of all children and young people who access any of our activities, programmes, services or facilities.

Our Safeguarding Responsibilities

Process Manual



Controlled Document

- We are committed to providing children and young people with positive and nurturing experiences.
- We will support families and communities to promote children and young people's healthy development and wellbeing.
- We will take action to ensure that children and young people are protected from abuse, family violence and neglect.
- We will take action to ensure that children and young people are not exploited, abused or harmed during the time that they are involved with any of our activities, programmes, services or facilities.
- We will listen to children and young people and respect their right to participate in decision making and address any concerns that they raise with us.
- We are committed to equity and diversity; in particular the needs of Aboriginal and Torres Strait Islander children, children with a disability and children from culturally and linguistically diverse backgrounds

Our commitment to parents and carers

- We are committed to supporting parents and carers to protect their children.
- We will offer assistance that builds on a family's strengths, is sensitive to their cultural and religious beliefs and empowers them to meet the changing needs of their children.
- We are committed to communicating honestly and openly with parents and carers about the wellbeing and safety of their children.
- We aim to be transparent in our decision-making with parents and carers as long as doing so does not compromise the safety of children or young people or breaches any confidentiality obligations.

Our commitment to the employees and volunteers

- We are committed to providing our employees and volunteers with the necessary support to enable them to fulfill their roles.
- We will put in place a management structure that supports and develops employees and volunteers in their roles.
- We are committed to providing employees and volunteers with appropriate guidance and development.
- We will work to ensure that employees and volunteers have access to a line manager or director to make decisions in relation to any action required to protect children and young people from abuse, bullying and exploitation.
- We will work to ensure that there are safeguards in place to protect our employees and volunteers from violence or any kind of harassment in their work place.

Our commitment to ensuring a child safe organisation

- We are committed to using best practice and appropriate standards and processes in the recruitment, screening and appointment of any staff.

Our Safeguarding Responsibilities

Process Manual



Controlled Document

- We will work to create an environment in which children and young people are safe and feel safe in any of our programme, activities, events or facilities.
- We will work to ensure that staff do not harm, abuse or exploit children and young people who are involved with our programmes, services or facilities.

Our commitment to maintaining a child safe culture

We are committed to maintaining a child safe culture in our organisation. In support of this commitment, Parkerville CYC has adopted the Safeguarding Children and Young People policy as a minimum standard and will become and remain compliant, at all times with, the Seven Standards of the Safeguarding Children Accreditation Program of the Australian Childhood Foundation. The Standards, as set out below, when implemented in their totality, support our organisation to develop and maintain an effective child safe culture across all of its activities, programmes and services.

Standard One	Commitment to Safeguarding Children
Standard Two	Personnel roles and conduct
Standard Three	Recruitment and screening
Standard Four	Personnel induction and training
Standard Five	Involving children and parents
Standard Six	Child abuse reports and allegations
Standard Seven	Supporting a child-safe culture

1.2 Responsibility

The Safeguarding Children and Young People Policy is endorsed by the Board of Parkerville CYC. The Board has delegated the implementation of the policy to the Chief Executive.

The role of each relevant entity in relation to the development of and compliance with the Parkerville CYC Safeguarding Children and Young People Policy is detailed below.

Senior Management Group is responsible for:

- Promoting the commitment to this policy and its expectations.
- Supporting policy review on an annual cycle as a minimum or at a time governed by legislation, regulations, or organisational learning that promote a change to the Policy and all relevant process or procedural guidelines.
- Ensuring compliance to the policy via an inbuilt review mechanism.
- Ensuring adequate resources are allocated to allow for the development and effective implementation of this policy.
- Developing opportunities for regular discussion at all levels to support a culture of openness and continued improvement and accountability to child protection and member welfare.
- Advocating and promoting children's rights, empowering and engaging children and young people in support of this Policy and its expectations.

The Child Safe Coordinator is responsible for:

- Establishing and chairing a child safe organisation reference group.

Our Safeguarding Responsibilities

Process Manual



Controlled Document

- Ensuring the Parkerville CYC website contains up to date child safe information.
- attending directorate, programme and all staff meetings to promote child safe processes and practices.
- Undertaking the annual (excluding the year that reaccreditation occurs) Parkerville CYC child safe survey and reporting to Senior Management Group (SMG).
- Reporting to SMG on the safeguarding children program when requested.
- Providing guidance to staff in relation to identifying and reporting child safe concerns (as outlined in the Type B incident reporting process).
- Monitoring and driving identified improvement opportunities for the safeguarding children program.

Parkerville CYC Quality Team is responsible for:

- Communicating with the ACF representative for all matters regarding the safeguarding children program.
- Overseeing the implementation of the child safe program.
- Ensuring the Parkerville CYC website contains up to date child safe information.
- Attending directorate and or programme meetings to promote child safe processes and practices.
- Reporting to SMG when requested.
- Following accreditation complete an annual report (and/ or relevant documentation) as requested for ACF.
- Maintaining a register of Type B incident reports.

The Directors and Programme Managers are responsible for:

- Ensuring that all staff understand their obligations under the Safeguarding Children and Young People Policy and any relevant process and procedural documentation. This includes induction, a minimum of completing Safeguarding Children online course, and regular discussion and guidance at supervision and team meetings.
- Ensuring the Safeguarding Children and Young People Policy is implemented and adhered to amongst relevant member stakeholders.
- Ensuring the development and implementation of required internal processes/work procedures and guidelines to support child protection practice in accordance with the expectations of the Safeguarding Children and Young People Policy.
- Ensuring adequate resources are allocated to allow effective implementation of the Safeguarding Children and Young People policy.
- Ensuring that support is provided to staff, students or volunteers that initiate any form of action to protect a child or young person from abuse, neglect, grooming or exploitation.
- Ensuring appropriate supports, such as counselling and formal debriefing, are provided for any staff involved in a matter relating to responding to a concern for the safety and wellbeing of a child or young person.
- Advocating and promoting children and young people's rights and empowering and engaging children and young people in support of this policy.
- Sharing resources and experience in the development of child safe initiatives as they are identified.
- Developing opportunities for regular discussion at all levels to support a culture of continuous improvement and accountability of child protection and member welfare.

Our Safeguarding Responsibilities

Process Manual



Controlled Document

- Ensuring that staff are aware of the appropriate recruitment, screening and employment practices in relation to individuals with specific roles in working, coaching or volunteering with children and families.

The employees and volunteers are responsible for:

- Maintaining an understanding of the commitments and expectations of this policy, as well as all other processes relevant to safeguarding children and young people.
- Ensuring adherence with the practices outlined in the Safeguarding Practices and Behaviour Requirements of Staff /Foster Carers policies.
- Participating in any induction and training anticipated in this process.
- Seeking guidance from a line manager or director if there is ever any lack of understanding about the commitments and expectations as set out in this policy.
- Acting to protect children and young people from all forms of abuse, bullying and exploitation including where there are concerns about practices and behaviours of Parkerville CYC staff (for further information on definitions of abuse and reporting concerns related to staff please refer to the processes “Managing Disclosures and Allegations of Abuse” and Type B Incident Reporting outlined in [PQS 2.3 Client Services process manual](#)).
- Reporting all safeguarding concerns (involving staff and other personnel) via Parkerville CYC’s Incident Reporting Type A and Type B processes (please refer to [PQS 2.3 Client Services process manual](#) for further information).
- Assisting in creating and maintaining a child safe culture and a culture of inclusion and safety.

1.3 Communication

Parkerville CYC commits to ensuring our Safeguarding Children and Young People Policy is communicated to:

Service users

- on our website
- in age-accessible formats for children and young people
- as part of promotional and programme information provided to parents and families

All Employees and volunteers

- during recruitment and induction processes
- in minimum compulsory training on safeguarding children and young people policies and processes
- on agendas for team meetings
- in the Our Safeguarding Responsibilities and Client Services process manuals
- when there are any updates or changes to this document

1.4 Documentation

[PQS 1.3](#) Human Resources process manual

- Vision Mission Values
- Staff Code of Conduct
- Safeguarding Practice & Behaviour Requirements of Staff

Our Safeguarding Responsibilities

Process Manual



Controlled Document

- Recruitment Selection and Appointment

[PQS 2.3](#) Client Services Process Manual

- Managing Disclosures and Allegations of Abuse/ Definitions of Child Abuse
- Type A Incident Reporting
- Type B Incident Reporting

[PQS 6.4](#) Learning & Development Process Manual

[PQS 6.3](#) Quality Process Manual

[PQS 1212](#) Safeguarding Practice & Behaviour Requirements of Foster Carers

1.5 References

Parkerville Children and Youth Care (2016). What is Child Abuse? Definitions of Child Abuse. Retrieved from the internet: www.parkerville.org.au/child-abuse/
United Nations Convention on the Rights of the Child 1989 (ratified in Australia in 1990)
Safeguarding Children Accreditation Program (Australian Childhood Foundation)

1.6 System Records

System Record	Location	Retention Time
Processes and corresponding forms	Parkerville Quality System	Indefinitely