



# KEEPING CHILDREN AND YOUNG PEOPLE SAFE

---

## 1 PURPOSE / BACKGROUND

SYC strives to promote the care and protection of children and young people and to develop mutually respectful relationships between children and young people and SYC employees.

## 2 POLICY STATEMENT

### 2.1 Child Safe Environment

2.1.1 SYC will create an environment in which children and young people feel safe, comfortable and confident in reporting to SYC employees any incident or conduct which may cause or lead to the child or young person, or another child or young person, to be at risk of harm or to suffer harm.

2.1.2 SYC is in accord with the specified outcomes declared by The Parliament of South Australia that recognises that each child and young person should benefit from (at least) the following outcomes:

- a. to be safe from harm;
- b. to do well at all levels of learning and to have skills for life;
- c. to enjoy a healthy lifestyle;
- d. to be active citizens who have a voice and influence,

and accordingly commits to promoting these outcomes.

2.1.3 SYC is further committed to ensuring that the safety, welfare and well-being of children and young people are maintained or enhanced at all times during their involvement with our services.

### 2.2 Code of Conduct

2.2.1 With respect to their commitment to children and young people, SYC Directors, employees and volunteers will:

- a. Ensure that children and young people are treated with sensitivity, fairness and respect.
- b. Ensure that if a child or young person is able to form their own views on the services provided to them or on a matter concerning their care, the child or young person will be given an opportunity to express those views freely and those views will be given due weight in the decisions made about the care and services provided to them in accordance with the developmental capacity of the child or young person and the circumstances.
- c. Ensure that factors such as culture, disability, language and religion of the child or young person will be given due consideration in the decisions made about the care and services provided to them and, if relevant, those in whose care children and young people are placed.
- d. Create an environment in which children and young people feel safe, comfortable and confident.
- e. Behave and communicate with children and young people respectfully at all times.
- f. Act with propriety in dealing with children and young people or their families.
- g. Ensure all allegations or reasonable suspicions of abuse or neglect are recorded and reported.
- h. Raise concerns, issues or problems with a Line Manager as soon as possible.
- i. Attend training in Child Safe Awareness.
- j. Be aware that offensive and violent behaviour is unacceptable in any circumstance. Complaints will incur an appropriate response to the incident.



## KEEPING CHILDREN AND YOUNG PEOPLE SAFE

---

### 2.2.2 SYC employees will not:

- a. Engage in rough physical play with children or young people.
- b. Touch or hold children or young people in a way that is unwarranted or unwanted.
- c. Perpetrate, allow or tolerate bullying or harassment of a child or young person.
- d. Neither take or encourage a child or young person to an employee's home under any circumstances nor go to a child or young person's home without documented approval.
- e. Provide any personal contact details to a child or young person.
- f. Behave or communicate in a way that could be interpreted as being sexually suggestive even as a joke, nor allow a child or young person to communicate or behave in such a way. The child or young person must be immediately told that their behaviour or comment is unacceptable and inappropriate.

### 2.3 Information Sharing

- 2.3.1 SYC participates in Information Sharing with other Government and Non-government agencies under the South Australian Government Information Sharing Guidelines for promoting safety and wellbeing and other State Government Information Sharing principles.

### 2.4 Breach of the Keeping Children Young People Safe Policy

- 2.4.1 Failure to behave in accordance with this Policy for employees may lead to disciplinary action.
- 2.4.2 Employees should report suspected breaches of this Policy in the first instance to their Line Manager.
- 2.4.3 Child Protection legislation requires Mandatory Notification by the person forming the opinion, on reasonable grounds, that harm or risk of harm to a child or young person has occurred or is occurring.

## 3 DEFINITIONS

For purposes of this document, unless otherwise stated, the following definitions shall apply:

A **Child or Young person** is defined as being a person less than 18 years of age.

**Harm** will be taken to be a reference to physical harm or psychological harm (whether caused by an act or omission) and, without limiting the generality of this definition, includes such harm caused by sexual, physical, mental or emotional abuse or neglect

A child or young person will be taken to be at **risk of harm** if—

- (a) the child or young person has suffered harm (being harm of a kind against which a child or young person is ordinarily protected); or
- (b) there is a likelihood that the child or young person will suffer harm (being harm of a kind against which a child or young person is ordinarily protected).



## KEEPING CHILDREN AND YOUNG PEOPLE SAFE

**Prescribed position** is “child-related work” which includes working with or caring for children where the work generally involves regular and direct contact with a child or working in close proximity to children on a regular basis in any of the occupational fields or positions when the usual functions of the employment includes this work. In some jurisdictions this is referred to as “regulated employment”.

### 4 ASSOCIATED DOCUMENTS / REFERENCES

In support of this policy, the following documents apply:

Code of Conduct Policy

Code of Conduct and Behaviour Procedure

Keeping Children and Young People Safe

Child Related Employment Screening

Privacy Policy

Corrective Action and Discipline Procedure

Information Sharing Procedure

Child Protection a Fresh Start; Government of South Australia’s response to the Child Protection Systems Royal Commission report, November 2016.

Children and Young People (Safety) Act, 2017

[National Framework for Protecting Australia’s Children 2009 to 2020](#)

[The Charter of Rights for Children and Young People in Care](#)

### 5 APPLICABILITY, ACCOUNTABILITY, RISK ASSESSMENT AND PROPERTIES

This policy applies to all SYC Directors, permanent, fixed-term and casual employees, volunteers, agents, contractors or subcontractors working in a position prescribed by the relevant legislation.

Organisational compliance with this policy will be determined through management review.

Opportunities for Improvement in relation to this policy or its implementation may be registered in Skytrust.

Document Properties			
<i>Document Type</i>	Policy	<i>Manual Name</i>	N/A
<i>Document Number</i>	SYC0-786892687-430	<i>Owner</i>	Paul Edginton
<i>Version</i>	11.0	<i>Portfolio</i>	Executive
<i>Issue Date</i>	2/08/2020	<i>Program</i>	-
<i>Risk Level</i>	High		
<b><u>Endorsements</u></b>	Executive	24 July 2019	
	Finance, Audit & Risk	29 July 2019	
	Board	31 July 2019	