

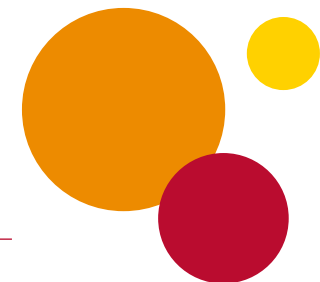
Safeguarding Children Standards

Standard	New Criteria
<p>1 - Through its 'safeguarding children' statement our organisation documents its clear commitment to safeguarding children and young people from abuse and neglect</p>	<p>1.1. Our organisation's publicly accessible 'Safeguarding Children and Young People Policy':</p> <ul style="list-style-type: none"> – states our organisations zero tolerance to child abuse and neglect and our commitment to the rights of children and young people to feel safe and be safe when participating in our organisation’s activities. – outlines a policy framework for our approach to safeguarding children and young people. – identifies our safeguarding children and young people governance structure that supports our organisations commitment to safeguarding children and young people. – refers to definitions of sexual abuse, physical abuse, emotional or psychological abuse, neglect and witnessing family violence. – indicates that all our personnel are required to adopt appropriate safeguarding practice and behaviour. – indicates that all our personnel are required to report any abuse committed by personnel within our organisation or by others. – states our commitment to equity and diversity and respecting the rights of children to participate in decision making (appropriate attention is paid to the needs of Aboriginal and Torres Strait Islander children, children with disability, children from culturally and linguistically diverse backgrounds, Lesbian, Gay, Bisexual, Transgender, or Intersex (LGBTI) children and those unable to live at home). – explicitly expresses the approval and endorsement of our Board (or equivalent management body). <p>1.2. Our organisation's 'Commitment to Safeguarding Children and Young People form' for all our personnel, includes that they have read, signed and are committed to:</p> <ul style="list-style-type: none"> – adhering the organisations safeguarding children and young people policies, procedures and practices – reporting any criminal conviction or charge subsequent to their employment that may present a potential risk to children and young people. <p>1.3. Our organisation's Risk Management Policy that provides the framework for the management of risks identified across our organisation, including risks associated with children and young people.</p>

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	<p>1.4. Our organisation's Risk Management process that identifies, documents and mitigates potential risks to children or young people.</p> <ul style="list-style-type: none"> – This includes consideration of any online, physical or psychological risks, and any vulnerable or diverse circumstances of children utilising the services. <p>1.5. Our organisations Safeguarding Children and Young People Governance Structure, that defines the functions, roles and responsibilities for providing oversight, management and implementation of our Safeguarding children and young people commitment. This includes the Safeguarding Children and Young People Coordinator and Safeguarding Children and Young People Committee (or equivalent).</p>
<p>2 - Our organisation ensures that each person involved in our delivery of services to children and young people understands their role, and the behaviour we expect in safeguarding children and young people from abuse and neglect.</p>	<p>2.1. Our organisation's Code of Conduct:</p> <ul style="list-style-type: none"> – indicates that all our personnel are required to meet the guidelines and any breaches will incur disciplinary action, which, depending on the seriousness of the misconduct, may include dismissal. – explicitly expresses the approval and endorsement of our Board (or equivalent management body). – addresses behavioural expectations in relation to: <ul style="list-style-type: none"> – sexual misconduct – physical contact with children and young people – adherence to professional role boundaries – supervision – transporting children and young people – positive guidance – promoting equity and diversity – discrimination – language and tone of voice – electronic and online communication

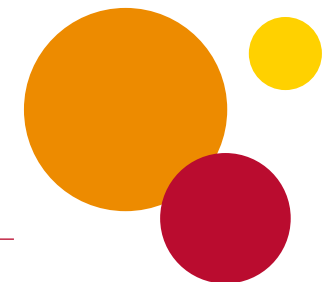
Standard	New Criteria
	<ul style="list-style-type: none"> – photography and images of children – overnight stays and sleeping arrangements – bathroom / change room arrangements – gift giving – use, possession or supply of alcohol and drugs – reporting obligations
<p>3 - Our organisation has appropriate measures in place to minimise the likelihood that we will recruit a person who is unsuitable to work with children or young people.</p>	<p>3.1. Our organisation's Recruitment Policy includes:</p> <ul style="list-style-type: none"> – that our organisation follows recruitment procedures that support the appointment of individuals who are suitably qualified and committed to safeguarding children and young people – that our organisation where possible hires appropriate personnel that represents the diverse range of children and young people and their families. – that there will be no discrimination as part of the recruitment process, with respect to inclusion and equal opportunity. – the incorporation of information from all stages of the recruitment process will be considered in an applicant's suitability assessment and excludes any applicant who appears to pose an unacceptable risk to children. – when and how the organisation communicates its commitment to safeguarding children and young people, to all applicant's at least once during the recruitment process, including that it takes its responsibility for keeping children safe seriously, and that it requires applicants to undergo an extensive screening process prior to appointment. – where required by legislation, the preferred candidates must hold a Working With Children Check (WWCC) (or equivalent). – where WWCCs are not required by legislation but the role is categorised high risk (according to ACF recruitment matrix), a National criminal history record check (Police Check) is required.

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	<ul style="list-style-type: none"> - where the preferred candidate has resided in an overseas country for 12 months or more in the last ten years, an International criminal history recorded check is required. - the requirement for a proof of identity check if a WWCC or National criminal history record check is not able to be undertaken. - guidelines for recruiting and screening minors (u18's). - guidelines for the engagement of third-party contractors. - the undertaking of a face-to-face interview (whether in person or via video call) with all applicants. - the inclusion of mandatory safeguarding children and young people topics/questions for use during face-to-face interviews. - that all applicants provide at least two professional references. - guidelines for the engagement of recruitment agencies, where they support part or all of the recruitment process for our organisation.



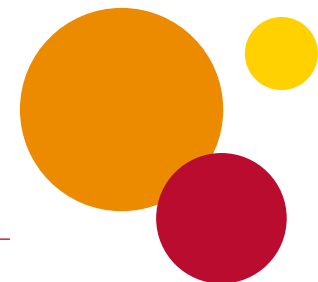
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	<p>3.2. All Position Descriptions include:</p> <ul style="list-style-type: none"> – core functions, duties and responsibilities associated with each role in relation to safeguarding children and young people from abuse and neglect. – the accountability and reporting structure associated with each role. – what our organisation requires from all our personnel in terms of general behaviour toward children and young people and the requirement to report any concerns of abuse and neglect. <p>3.3. Our organisations system / process used to keep a record of the status of WWCCs (or equivalent) and / or National and International criminal history record checks for all personnel, which ensures all checks remain current.</p> <p>3.4. Our organisation’s template used to conduct and record recruitment interviews covers the following:</p> <ul style="list-style-type: none"> – the applicant's beliefs and values in relation to the treatment of children and young people. – the applicant's general awareness and understanding of safeguarding children and young people. – the applicant's professional experience, qualifications and competence in relation to working with children and young people (where applicable to the role). – the applicant’s reasons for leaving their previous positions. <p>3.5. The template / system our organisation uses to conduct and record reference checks covers the following:</p> <ul style="list-style-type: none"> – the referee's details (name, organisation, role). – the referee's professional relationship with the applicant. – the referee's comments on the applicant's professional experience and competence to work with children or young people. – the referee's knowledge of any disciplinary action taken in response to any misconduct by the applicant in relation to children and young people. <p>3.6. Our organisation's system / checklist which demonstrates / assesses compliance with the Recruitment Policy.</p>

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<p>4 - Our organisation's induction, education and training programs are a vital part of our commitment to safeguarding children and young people from abuse and neglect.</p>	<p>4.1. Our organisation's Induction system / checklist, that ensures all new personnel are provided with copies of, and supported to understand the organisations safeguarding children and young people policies, procedures and practices, including but not limited to:</p> <ul style="list-style-type: none"> – its guidance that relates to their role and responsibilities (position description) – the Safeguarding Children and Young People Policy – the Code of Conduct – the Reporting Policy – the Recruitment Policy (where applicable for those with recruitment responsibilities) – the Australian Childhood Foundation, Safeguarding Children Accreditation Program (for Accreditation organisations ONLY). <p>4.2. Our organisation provides training* to all personnel as part of their induction process in relation to safeguarding children and young people from abuse and neglect.</p> <p>* Accreditation organisations ONLY</p> <p>Our organisation's procedures outlining the completion of the ACF Online Safeguarding Children training every three years.</p> <p><i>Where the exclusion of some personnel from undergoing ACF Online Safeguarding Children training is proposed, documentation outlining how we will provide equivalent training / support is maintained in the individuals personnel file.</i></p> <p>4.3. Our organisation's Training Plan details how ongoing education and training of our personnel in relation to keeping children safe will be fulfilled. This includes any training regarding the voice of the child and cultural safety and humility.</p>



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<p>5 - In developing a safe, inclusive and supportive environment our organisation involves, and communicates with, children and young people, and their parents. We encourage parental involvement and behaviour that helps to protect children and young people.</p>	<p>5.1. Our organisation provides information to parents / care givers about our commitment and approach to safeguarding children and young people. This includes as a minimum, reference to our:</p> <ul style="list-style-type: none"> – Safeguarding Children and Young People Policy – Code of Conduct (for Personnel) – Reporting Policy <p>5.2. Our Parents / Care Givers Code of Conduct outlines the expected behaviours of them whilst engaged with our organisation.</p> <p>5.3. Our organisation provides child-friendly versions of our Safeguarding Children and Young People Policy that reflects the age, developmental stage, diversity and abilities of the children and young people to whom we deliver services. These include information to ensure children and young people are aware that they have a right to:</p> <ul style="list-style-type: none"> – feel safe at all times, when they are participating in our services. – tell a particular person within our organisation about any situation in which they do not feel safe. – be taken seriously if they disclose a situation in which they do or did not feel safe. <p>5.4. Our organisation provides information to children about their rights and:</p> <ul style="list-style-type: none"> – the behaviours they can expect of personnel, and – the behaviours our organisation expects of them. <p>The information reflects the age, developmental stage, diversity and abilities of the children and young people to whom we deliver services.</p> <p>5.5. Our organisation provides resources to support the equity and diversity of the children and young people to whom we deliver services. These include but are not limited to supporting the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with a disability, LGBTI, and those unable to live at home.</p>

Standard	New Criteria
	5.6. Our organisations processes developed to involve children and young people and parents / carer givers, in decision making and service development. This includes processes for seeking and incorporating input and feedback to continuously review and improve our safeguarding policies, procedures and practices.



6 - Our organisation has measures in place to ensure that our personnel understand their responsibility to report possible abuse or neglect of children and young people and understand our reporting procedures.

6.1. Our organisations **Reporting Policy**, which includes an **Incident Report Form**:

- states that all our personnel are required to follow out organisations reporting procedures and immediately report any instances, allegations, disclosures or reasonable concerns of abuse or neglect by personnel within our organisation or by others.
- outlines the organisation and legal reporting requirements. This includes reporting to the Police and / or relevant authorities to meet legislative requirements (including mandatory reporting, reportable conduct and WWCC reporting requirements where applicable).
- outlines our personnel's responsibility to report any concerns with breaches of policies or of the behaviour or practices of personnel.
- states that failure by personnel to report is viewed by our organisation as serious misconduct and grounds for disciplinary action which may include dismissal. Further legal implications may also apply.
- specifies our personnel's responsibility to document their observations or concerns. This can be done using a designated '**Incident Report Form**' (or equivalent).
- specifies a child's right to be heard, protected and supported; equity is promoted, and diversity respected; and for the child and their family's right to have their concern resolved.
- specifies an alleged perpetrator's right to a fair process
- requires our organisation to provide support and / or counselling to those involved following an allegation or report.
- meets reporting, privacy and employment law obligations for all parties, in the process of handling reports.
- refers to definitions of sexual abuse, physical abuse, emotional or psychological abuse, neglect and witnessing family violence.
- explicitly expresses the approval and endorsement of our Board (or equivalent management body).

For Accredited Organisations ONLY

specifies our nominated contact and process to make a report to the ACF of:

1. All critical incidents verbally to ACF within 24 hours; and
2. Any allegations of child abuse or neglect to ACF, that involve our personnel within 28 days of the incident.

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	<p>6.2. Our organisation's Incident Management Policy includes:</p> <ul style="list-style-type: none"> – the relevant Board structure, and defines their functions, roles and responsibilities for providing oversight, management and implementation of Incident Management. – an approach for dealing with different types / categories of incidents. – a process to analyse incidents to identify causes and systematic failures which informs continuous improvement in policies that safeguard children and young people. – an escalation process depending on the severity of the incident. – outlines our organisation’s process for investigation of allegations of abuse. <p>For Accredited Organisations ONLY</p> <p>6.3. <i>The form our organisation uses for informing the Australian Childhood Foundation of:</i></p> <ol style="list-style-type: none"> 1. <i>All critical incidents after verbally reporting to ACF within 24 hours; and</i> 2. <i>Any allegations of child abuse or neglect to ACF, that involve our personnel within 28 days of the incident.</i>
<p>7 - Our organisation is committed to maintaining and improving its policies, procedures and practices to safeguard children and young people from neglect and abuse.</p>	<p>7.1. Our organisations procedures for reviewing its policies, procedures and practices, with the purpose to continuously improve its approach to safeguarding children and young people. Our procedures include:</p> <ul style="list-style-type: none"> – the roles and responsibilities of the governance structure as it relates to the continuous improvement to safeguarding children and young people in our organisation. – the undertaking of internal audits/reviews to assess ongoing compliance with the organisations safeguarding children and young people requirements*. – incorporating input and feedback from children and young people and their families. – incorporating input and feedback gained from ongoing communication practices with our personnel. – incorporating feedback gained from ‘complaints and compliments’ received.

Standard	New Criteria
	<ul style="list-style-type: none"> - an endorsement process of any changes made to policy; and - a clear process for advising all personnel of any significant changes made to policies, procedures and practices. <p><i>* For Accredited organisations ONLY - this is implemented through the ACF Annual Review Accreditation process</i></p> <p>7.2. Our organisations procedures for monitoring/supervising personnel, include:</p> <ul style="list-style-type: none"> - active supervision processes while personnel are undertaking activities with children and young people; and - periodic supervision and appraisal processes for personnel. <p>7.3. The procedures our organisation has in place for working with third-party contractors or partner organisations in the provision of our services. This includes any partnership agreements or memorandums of understanding (or equivalent) our organisation is party to, and that they include the relevant safeguarding children and young people requirements of the agreement.</p> <p>These agreements include mechanisms to monitor and supervise all external personnel involved in the delivery of our service to children and young people.</p>

