



# SAFEGUARDING CHILDREN & YOUNG PEOPLE POLICY & PROCEDURE

## PURPOSE

The aim of this policy is to:

- Protect children and young people from all forms of abuse, bullying and exploitation
- Ensure members of staff and volunteers are adequately trained to respond appropriately and competently.
- Create and maintain a child safe culture that is understood, endorsed and put into action by all the individuals who work for, volunteer or access a Heads Together program
- Acknowledge that protecting children is everyone's business

## POLICY

All Staff and Volunteers during their recruitment and their involvement with Heads Together will be subject to clearance under the relevant State/Territory Working with Children Check system and National Criminal Records Check requirements.

It is a serious breach of this policy if an individual, who has convictions that would make him/her ineligible to be granted a Working with Children Check (or equivalent) clearance, gains employment or is allowed to volunteer with children or young people who access our services. It is also a serious breach of this policy, if an individual continues in his/her employment or volunteer role with us if he/she has been charged or convicted of a crime that would make him/her ineligible to be granted a Working with Children Check (or equivalent) clearance. Therefore, we expect that our Staff and Volunteers understand that their continued participation in our organisation is based on the outcomes of these employment practices.

It is the Policy of Heads Together for ABI that during any overnight camps all participants are to sleep in their designated room. It is not permitted for anyone to 'sleep-over' in another participant's or family's room.

## PROCEDURE

No volunteer's or staff are to be put in a position, or put themselves in a position, where they are alone with a participant in a private space.

If at any stage a volunteer or staff member feels unsure, uncomfortable or finds themselves in a compromising situation then they must speak to the Program Coordinator as soon as possible. The Program Coordinator will determine the most appropriate course of action in line with incident reporting policy and procedure.

- If possible, stay in communal/outdoor areas for break away
- If away from group ie. bathroom/accommodation room wait outside and take another child and or volunteer. Always travel in a group of more than 2.
- Don't exchange personal contact details with any participants. Social media contact is only via Heads Together Facebook groups
- Physical contact is ok as long as it is not prolonged. Redirect not encourage for example suggest child sits next to you not on your lap.



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### **Personal Care**

It is a Heads Together policy to maintain the dignity of participants at all times.

Personal care needs will be discussed and a plan created in conjunction with Parents/Guardians on an individual basis. Any specific requirements will have been discussed and agreed with Heads Together Staff and 1:1 volunteer.

Where possible personal care will be carried out by parents/guardian or family member.

If this is not possible then the Duty of Care Coordinator together with 1:1 volunteer will assist.

If Duty of Care Coordinator is not available the 1:1 volunteer together with another volunteer will assist.

### **Activities**

Children are the responsibility of parents/guardians at all times during camp with the exception of Saturday Small Groups.

Children's information will be communicated to volunteers and any specific needs will have been discussed with the Duty of Care Coordinator and Volunteers.