

# ENABLE MOVEMENT

## Child Safe Environments Policy

Authorised staff member completing policy: Benjamin Turner

Date of completion: 20/05/2022

Date of review: 20/05/2027

### 1. **Child Safe Policy Statement**

Enable Movement and its staff, students and volunteers recognise that they often work with young people under the age of 18 years. All Enable Movement staff, students and volunteers are committed to the safety and wellbeing of all children and young people accessing their service, and support the rights of the child, and will act without hesitation to ensure a child safe environment is always maintained.

### 2. **Context**

This policy reflects our commitment to provide a safe environment, where every person has the right to be treated with respect and is safe and protected from harm or risk of harm. This policy complies with our obligations under the Children and Young People (Safety) Act, 2017.

### 3. **Scope**

This policy, from the date of completion, applies to all Enable Movement staff, students, and volunteers.

### 4. **Commitment to Child Safety**

All people who access the services of Enable Movement have the right to be safe and to feel safe. We are committed to the safety and well-being of all young people accessing our services and the welfare of young people in our care will always be our priority. We aim to create a child safe and child friendly environment where all young people are valued and feel safe.

### 5. **Children's Participation**

Enable Movement encourages and respects the views of young people who access our services. We listen to and act upon any concerns that children or young people, and their families, raise with us. We ensure that children and young people, and their families, know their rights and how to access the complaints procedures available to them. An electronic welcome pack containing links to our feedback form, complaint form/process, and Child Safe Environment Policy will be supplied to the child or young person and their families upon registration with Enable Movement. During initial meetings, Enable Movement staff must clearly communicate (with age-appropriate language) how children and young people can report any concerns or provide feedback. Online feedback forms are also available on our website at [www.enablemovement.com.au](http://www.enablemovement.com.au) or via email, by request to [info@enablemovement.com.au](mailto:info@enablemovement.com.au) - we encourage their use to help us to continue to deliver a more client centred service.

### 6. **Suitability to Work with Children**

All staff recruited by Enable Movement will undergo a standardised application process, including, application by submission of cover letter and CV addressing job advertisement criteria, completion of a job interview with clinical and behaviours questions on child protection, and reference checks of at least two referees (who are previous employers, teachers, lecturers, or colleagues).

All staff, students and volunteers at Enable Movement are required to hold a valid, not prohibited Working with Children Check as administered by The Department of Human Services Screening Unit in compliance with the Child Safety (Prohibited Persons) Act 2016.

All Staff, students, and volunteers at Enable movement are also required to have completed a certified Child Safe Environments – Through Their Eyes course or refresher course every 3 years to maintain accreditation. These certifications are to be sighted, and copies will be recorded in company files. Reminders will be sent to staff 3 months prior to their expiry, for staff to apply for updated checks or book into a refresher course, as required, to ensure there is no lapse in accreditation.

Enable Movement will immediately contact the Department of Human Services Screening Unit when we become aware of certain information regarding any person involved with our organisation, including any serious criminal offence, child protection information, or disciplinary or misconduct information.

#### **7. Ongoing training, development and supervision for staff, students, and volunteers**

To ensure that all staff, students, and volunteers are adequately trained and supervised in their roll, they will:

- Receive an induction that includes this policy and the Enable Movement Code of Conduct for a Child Safe Organisation
- Complete Child Safe Environments – Through Their Eyes Course and refreshers every 3 years
- Complete a 6-month probation period, with progress meetings at 2 and 4-month intervals
- Receive regular performance appraisals (at least once per calendar year)
- Receive regular clinical and operational supervision (at least 4 times per calendar year)
- Have access to professional development and web-based resources concerning child safe environments

#### **8. Code of Conduct**

All Enable Movement staff, students and volunteers have a copy of and must abide by the Enable Movement Code of Conduct for a Child Safe Organisation. Where a staff, students or volunteers are aware of or are made aware of a general breach of the Code, they must report the matter to their line manager/supervisor. If the matter concerns harm or risk of harm to a child or young person, the employee must notify the Child Abuse Report Line on 13 14 78 or SA Police on 000 if the child is in immediate danger as per section 9 Reporting and Responding to Suspected Harm or Risk of Harm.

#### **9. Reporting and Responding to Suspected Harm or Risk of Harm**

All Enable Movement staff, students and volunteers are considered Mandated Notifiers and have a legal obligation to notify the Child Abuse Report Line (CARL) on 13 14 78 or SA Police (SAPOL) on 000 as soon as practicable if they have a reasonable suspicion or have been advised that a child or young person has been harmed or is at immediate risk of being harmed.

Enable Movement staff, students and volunteers also understand how to access relevant information resources such as:

- Child safe environment: Guidelines for mandated notifiers and information for organisations (available to view or download from: <https://www.childprotection.sa.gov.au/reporting-child-abuse>)
- <https://www.childprotection.sa.gov.au/reporting-child-abuse/mandated-notifiers-and-their-role>
- Department for Child Protection Website: <https://www.childprotection.sa.gov.au/reporting-child-abuse/reportchild-abuse-or-neglect>

In addition to making a report to the Child Abuse Report Line on 131478 or SAPOL on 000, Enable Movement staff, students and volunteers must also report to their line manager/supervisor if reasonable suspicion is formed that a child has been harmed, or is at risk of being harmed by another Enable Movement staff member, student, or volunteer. Information received must be documented, whilst maintaining confidentiality, and must be dealt with promptly, sensitively, and fairly, bearing in mind that the safety of the child or young person is of utmost importance.

Enable Movement Staff, Students, or Volunteers being reported to have caused harm to a child or young person will be removed from any role that has contact with children and young people until authorities have concluded their investigation.

The person who identifies harm is the person who must make the report to authorities; however, Enable Movement staff, students and volunteers understand that Enable Movement management will be available for support if they need to make a report, particularly where an ongoing service is provided to the child, young person, and their family.

#### **10. Supporting Children, Young People and Their Families**

The protection of children and young people is everyone's responsibility. Enable Movement staff, students and volunteers recognise that even where a report is made, they may still have a role in supporting the child or young person. This may be done by referring the child, young person, or their family, to other appropriate services.

## 11. Strategies to Minimise Risk

- All new Enable Movement staff, students and volunteers undergo an induction program ensuring they receive copies of and understand our Child Safe Environment Policy, and the Enable Movement Code of Conduct for a Child Safe Organisation.
- All Enable Movement staff, students and volunteers are encouraged to attend regular meetings and workshops that include ongoing learning about child protection and other matters that affect children and young people.
- All Enable Movement staff, students and volunteers sign written statements indicating that they have read, understand, and will abide by the Enable Movement Child Safe Environment Policy, and Enable Movement Code of Conduct for a Child Safe Organisation.

### Physical contact

It is acknowledged that due to the nature of Allied Health Professional and Disability Support Worker services, in some situations the staff member, student or volunteer may have to make physical contact with the child or young person for clinical or support outcomes. Every effort must be taken to avoid contact with the child or young person although it is understood that this is not always possible or appropriate.

### Harassment/Bullying

Enable Movement staff, students and volunteers oppose all forms of harassment, discrimination, and bullying. We take this issue seriously and encourage anyone who believes that they, or another person, has been subjected to harassment, bullying, or discrimination, notify Enable Movement management.

### Social media

Staff, students, and volunteers must avoid any contact with children and young persons via social media beside what would be considered appropriate and professional when arranging or altering supports or services.

### Taking images of children & young people

Staff may want to take a photograph of a child or young person to support therapeutic outcomes, or for advertising or promotional reasons. Written consent of the parent must be obtained where the client is under the age of 18. Consent from the child or young person will be requested verbally if a photograph would be required, and only after consent is given by the child or young person may the staff member proceed with taking a photograph. The photograph must be taken in such a way that is obviously suitable for the intended purpose.

Evaluation of these strategies and the development of additional strategies to minimise and control risks to children and young people occur as part of our ongoing risk management process.

## 12. Communication

Enable Movement staff, students and volunteers will ensure that everyone to whom this policy applies is aware of and has had an opportunity to read the policy. An electronic welcome pack containing links to our feedback form, complaint form/process, and Child Safe Environment Policy will be supplied to the child or young person and their families.

## 13. Responding to general complaints and feedback

Enable Movement welcome all complaints and feedback so that we can continue to improve the service we provide to children and young people. An electronic welcome pack containing links to our feedback form, complaint form/process will be supplied to the child or young person and their families upon registration with Enable Movement. Online feedback forms are also available on our website at [www.enablemovement.com.au](http://www.enablemovement.com.au) or via email, by request to [info@enablemovement.com.au](mailto:info@enablemovement.com.au).

When receiving a complaint, we will:

- listen to the complaint/feedback and make a record of it
- advise the time expected for an outcome
- respond to the complainant with an outcome
- clearly document and securely store decisions and actions taken in response to complaints and feedback
- make sure that procedural fairness is followed at all times.

#### **14. Policy review**

Enable Movement will review this policy and all Child Safe policies and procedures at least once in every 5-year period, as required by the Children and Young People (Safety) Act 2017. A new Child Safe Environments Compliance Statement will be relodged with Department of Human Service each time the policy is reviewed.

**A copy of the Child Safe Environment Policy, and the Code of Conduct for a Child Safe Environment will be made available on our website at [www.enablemovement.com.au](http://www.enablemovement.com.au) or via email, by request to [info@enablemovement.com.au](mailto:info@enablemovement.com.au).**