



Child Safe Policy

Scope

This policy applies to Brook RED NDIS Support Coordinators providing supports directly to children and young people. This policy does not apply to other Brook RED services and supports as they relate to adults only.

Purpose

To ensure that when we provide NDIS Support Coordination services to children and young people that we understand our responsibilities to protect their wellbeing and safety.

Principles

The protection of children and young people is a cornerstone in safeguarding and improving the lives of children and young people with a mental health concern/disability. While providing Support Coordination services under the NDIS, Brook RED workers are uniquely placed to identify and respond to the needs and vulnerabilities of children and young people with a disability.

Policy

Brook RED will:

- Maintain professional and courteous relationships with children and their families
- Provide services in a way that does not exploit or abuse our position
- Listen to the views of children and young people and respect what they say and involve them when we make decisions, especially about matters that will directly affect them
- Respect children and young people's rights, background, culture and beliefs as set out in the UN Convention on the Rights of the Child
- Comply with all relevant commonwealth, state or territory laws protecting children and young people
- Follow reporting requirements for children and young people (see responsibilities for all staff below)
- Safeguard children or young people at all times and not place them at risk of abuse, or condone behaviour which is unsafe
- Use appropriate language for the age and understanding of the child or young person, and avoid confusing or age-inappropriate discussions with sexual, discriminatory or violent references
- Avoid any actions or words intended to threaten, intimidate, shame, humiliate, belittle, embarrass or degrade children or young people
- Follow other safety procedures set out in the Brook RED WH&S Policy around smoking, drugs and alcohol
- Maintain rigorous and consistent recruitment processes with worker screening and selection processes for those staff working directly with children and young people
- Discuss this policy with all new NDIS Participants under 18 years of age and their families accessing our Support Coordination services

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Responsibilities of all staff:

- Report to the police where they are aware that a child is the victim of a sexual offence (please refer to the Brook RED Responding to Incidents Policy and Procedure)
- Inform management where they are aware of a substantial risk to a child

Responsibilities of management:

- Respond to reduce or remove substantial harm to a child we provide support to
- Report to authorities if appropriate

Definitions of Terms Used

Adult

A person over the age of 18.

Child

A person under the age of 16 or someone under 18 if that person has a reduced capacity for communication, social interaction, or learning.

Substantial Harm

Any case where there is reasonable grounds to suspect a child or young person is experiencing, or has experienced:

- Physical abuse
- Sexual abuse
- Neglect, including:
 - Supervision
 - Physical shelter/environment
 - Food
 - Medical care
 - Mental health care
 - Education
- Problematic sexual behaviour
- Psychological harm
- Relinquishing care
- Carer concerns, such as:
 - Parent/carer substance abuse
 - Parent/carer mental health
 - Parent/carer domestic violence
- Concerns for an unborn child

Young Person

A person over 16 years but under 18 years.

References

Brook RED Responding to Incidents Policy and Procedure
 Brook RED Work Health and Safety Policy and Procedure
 NDIS Act 2013
 NDIS (Quality Indicators) Guidelines 2018

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Document Control and Record of Changes

Version	Effective Date	Approved by	Summary of Change	Date of Next Review
Version 01	November 2021	Eschleigh Balzamo	Introduction of new policy	June 2023

The General Manager has overall responsibility for this policy. If there are any questions regarding this policy, please direct these to the Business Services Manager or General Manager.