

## Rationale

SDN is committed to keeping children safe. This means protecting children from all forms of abuse, bullying and exploitation and being a child-safe organisation as described in the National Principles for Child-safe Organisations.

SDN and all SDN, Board Directors, staff and volunteers have a legal, moral, and purpose-driven responsibility to protect children and young people; create and maintain a child safe culture and to acknowledge that protecting children is everyone's business.

## Scope

This policy covers all SDN Board members, staff members, volunteers, students, and contractors and relates to children and young people under the age of 18.

## Policy

We will:

- Act to protect from abuse, all children and young people who access any of our programs, services, or facilities, including online activities.
- Have policies and procedures that help us to keep children safe.
- Include child protection measures in screening, recruitment, probation, and performance review processes.
- Train staff on how to keep children safe from abuse and to know about, see and respond to child abuse.
- Report all child safety concerns or complaints to relevant internal and/or external authorities.
- Help children to do what they want to do safely and to feel safe.
- Help children to be able to know what unsafe situations might be and what they can do to be safe in a way that is practical for their abilities.
- Help children know how to tell us if they feel unsafe in a way that is practical for their abilities.
- Listen to children, take their safety concerns seriously and address any concerns they raise with us.

<b>Minor/ legislative amendment or modification history</b> 20 August 2021	<b>Details:</b> References to Ombudsman Act replaced with NSW Children's Guardian Act. Links to related documents updated
12 June 2024	Updated link to NSW Mandatory Reporter Guide on pg 3

<b>Approved by</b> SDN Board of Directors	<b>Approval Date</b> February 2021	<b>Review Date</b> February 2025	<b>Page</b> 1 of 4
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- Help families and members of the public know how to raise concerns about child abuse with us.
- Listen and respond to concerns raised about the abuse of children.
- Support families to protect their children.
- Communicate honestly and openly with families about abuse of children.
- Comply with all relevant legislation.
- Report on how well we are keeping children safe from abuse and continuously improve.

## Related SDN Documents

### Policies

- GI-HLP-1.07: Providing a Child Safe Environment
- GI-HLP-1.09: Privacy and Protection of Information
- GI-HLP-1.29: Code of Conduct and Disclosure of Interests Policy
- GI-OP-1.13: Complaints Management
- SD-OP-2.04: Guiding Children’s Behaviour and Developing Social Competency
- SD-OP-2.05: Supervision of Children
- SD-OP-2.18: Excursions, Incursions and Regular Outings
- SD-OP-2.19: Death of a Child in Care
- SD-OP-2.22: Babysitting
- SD-OP-2.24: Interactions with Children
- HR-OP-3.06: Onboarding and Probation
- WHS-HLP-4.01: Work Health and Safety

### Procedures

- GI-PRO-1.33-01: Reporting an Allegation of Possible Reportable Conduct or Reportable Incident
- GI-PRO-1.33-02: Responding to Concerns of Risk of Harm
- HR-PRO-2.02-03: Working with Children and Vulnerable People and Police Checks

### Other SDN Document

- SDN’s Strategic Plan

## Relevant Legislation/Regulations

- Children and Young Persons (Care and Protection) Act 1998

CHILD PROTECTION POLICY		GI-HLP-1.33	
Approved by SDN Board of Directors	Approval Date February 2021	Review Date February 2025	Page 2 of 4

- Children and Young People Act 2008
- Children Legislation Amendment (Wood Enquiry Recommendations) Act 2009
- Children’s Court Act 1987
- Child Protection (Working with Children) Act 2012
- Child Protection (Working with Children) Regulation 2013
- Commission for Children and Young People Act 1988
- Community Services (Complaints, Reviews and Monitoring) Act 1993
- NSW Children’s Guardian Act 2019
- Ombudsman Act 1989 (ACT)
- Working with Vulnerable People (Background Checking) Act 2011
- Royal Commission Criminal Justice Legislation Amendment Act 2019
- Education and Care Services National Law Act 2010, sections 166 to 167
- Education and Care Services National Regulations, regulations 84, 168 (h)
- Schedule 1: National Quality Standard, Quality Area 2, standard 2.3, elements 2.3.2, 2.3.4, 5.2.3, 7.1.5
- National Standards for Disability Services
- NDIS Practice Standards and Quality Indicators
- NDIS Incident Management and Reportable Incident Rules 2018

## Other References/Related Documents

- *NSW Reportable Conduct Scheme - NSW Office of the Children's Guardian*  
<https://www.ocg.nsw.gov.au/child-safe-organisations/reportable-conduct-scheme>
- NSW Children’s Guardian Reportable Conduct Fact Sheets <https://www.ocg.nsw.gov.au/child-safe-organisations/reportable-conduct-scheme/fact-sheets>
- ACT Ombudsman Reportable conduct webpage:  
<https://www.ombudsman.act.gov.au/improving-the-act/reportable-conduct>
- ACT Ombudsman Practice Guide No. 2: Identifying Reportable Conduct  
[http://www.ombudsman.act.gov.au/\\_data/assets/pdf\\_file/0009/81000/No.-2-Identifying-Reportable-Conduct.pdf](http://www.ombudsman.act.gov.au/_data/assets/pdf_file/0009/81000/No.-2-Identifying-Reportable-Conduct.pdf)
- The NSW Mandatory Reporter Guide. <https://reporter.childstory.nsw.gov.au/s/mrg>
- The ACT Child Concern Report <https://form.act.gov.au/smartforms/csd/child-concern-report/>
- Child Wellbeing and Child Protection - NSW Interagency Guidelines (Interagency Collaboration)

<b>CHILD PROTECTION POLICY</b>		<b>GI-HLP-1.33</b>	
Approved by SDN Board of Directors	Approval Date February 2021	Review Date February 2025	Page 3 of 4

- National Framework for Protecting Australia’s Children
- A Guide to Working with Vulnerable People in the ACT 2012
- Australian Research and Alliance for Children and Youth (ARACY)
- NSW Working with Children Check
- WWCC Employment Screening Consent
- Child Protection in the Workplace NSW Ombudsman 2004
- Keeping Children and Young People Safe 2009
- Keep Them Safe: A Shared Approach to Child Wellbeing: 2009, Justice Wood.
- International Convention on the Rights of the Child
- National Framework for Protecting Australia’s Children

<b>CHILD PROTECTION POLICY</b>		<b>GI-HLP-1.33</b>	
Approved by SDN Board of Directors	Approval Date February 2021	Review Date February 2025	Page 4 of 4