

## Child Safety and Wellbeing Policy

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## **1. Introduction**

### **1.1. Scope**

#### **1.1.1. This Policy applies to:**

- a. Clients of Early Autism Services, infants, young children and adolescents with a disability or developmental delays who require specialised support and services, to promote development, well-being and community participation.
- b. support clinicians and therapists who work with those Clients;
- c. anyone involved in the implementation and monitoring of support plans for those Clients, including support Workers, family and carers and may extend to teachers and volunteers;
- d. any other person who interacts with those Clients, including co-residents or other people with whom those Clients and their support networks may be in contact;
- e. other professionals who support those Clients, which may include professionals with backgrounds in medicine, psychiatry, education, allied health or justice.

1.1.2. All permanent, fixed term and casual staff, contractors and volunteers are required to take full responsibility for ensuring a full understanding of the commitments outlined in this Policy.

1.1.3. The relevant persons specified in the column corresponding to a procedure described in this Policy are responsible for implementing the relevant systems, procedures, workflows and other strategies referred to in the relevant procedure.

### **1.2. Purpose**

1.2.1. This Policy and the Policies and Procedures and related documentation set out in section 6.2 below (Related Documentation) supports Early Autism Services to apply the 2022 Child Safe Standards.

## **2. Policy Statement**

### **2.1. General**

2.1.1. Early Autism Services is committed to creating and maintaining an environment in which all children are safe from harm. Early Autism Services has zero tolerance for child abuse.

- 2.1.2. This policy is intended to empower children who are vital and active participants in Early Autism Services. We involve them when making decisions, especially about matters that directly affect them. We listen to their views and respect what they have to say.
- 2.1.3. The child-safe policy sets out the principles and framework governing the behaviours and activities that enact the child-safe standards and which aim to keep all children safe from harm. The policy must be read and understood by all those connected to Early Autism Services.
- 2.1.4. The Child Safety and Wellbeing Policy describes
- a. EAS commitment to equity and inclusion
  - b. how EAS will recognise and respect the diverse needs of all children
  - c. how EAS provides avenues for children or their families to identify their individual needs
  - d. how EAS will provide children with access to information, support and complaints processes in ways that are culturally safe, accessible and easy to understand
  - e. how EAS will support equity and make reasonable changes to support participation by all children and respond to all children's needs
  - f. how EAS upholds equity for all children and prevents child abuse and harm resulting from discrimination based on disability, race, ethnicity, religion, sex, intersex status, gender identity or sexual orientation.

### **3. Policy**

#### **3.1. General**

- 3.1.1. In this regard, Early Autism Services aims to demonstrate the following compliance indicators through the application of this Policy and the relevant systems, procedures, workflows and other strategies referred to in this Policy and the Related Documentation:
- 3.1.2. Each Client accesses support in a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.
- a. A child's ability to express their culture and enjoy their cultural rights is encouraged and actively supported.
  - b. Strategies are embedded within EAS which equip all members to acknowledge and appreciate the strengths of Aboriginal culture and understand its

importance to the well-being and safety of Aboriginal children and young people.

- c. Measures are adopted by EAS to ensure racism within the organisation is identified, confronted and not tolerated. Any instances of racism are addressed with appropriate consequences.
- d. EAS actively supports and facilitates participation and inclusion within it by Aboriginal children, young people and their families.
- e. All of EAS's policies, procedures, systems and processes together create a culturally safe and inclusive environment and meet the needs of Aboriginal children, young people and their families.

3.1.3. Early Autism Services will ensure that child safety and well-being are embedded in its leadership, governance and culture.

- a. EAS makes a public commitment to child safety.
- b. A child-safe culture is championed and modelled at all levels of the organisation from the top down and bottom up.
- c. Governance arrangements facilitate implementation of the Child Safety and Wellbeing Policy at all levels.
- d. A Code of Conduct provides guidelines for staff and volunteers on expected behavioural standards and responsibilities.
- e. Risk management strategies focus on preventing, identifying and mitigating risks to children and young people.
- f. Staff and volunteers understand their obligations to information sharing and record keeping.

3.1.4. Early Autism Services will ensure that children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously

- a. Children and young people are informed about all of their rights, including safety, information and participation.
- b. The importance of friendships is recognised and support from peers is encouraged, to help children and young people feel safe and less isolated.
- c. Where relevant to the setting or context, children and young people are offered access to sexual abuse prevention programs and to relevant related information in an age-appropriate way.
- d. Staff and volunteers are attuned to signs of harm and facilitate child-friendly ways for children and young people to express their views, participate in decision-making and raise their concerns.
- e. Organisations have strategies in place to develop a culture that facilitates participation and is responsive to the input of children and young people.

- f. Organisations provide opportunities for children and young people to participate and are responsive to their contributions, thereby strengthening confidence and engagement.

3.1.5. Each client, family and community are informed and involved in promoting child safety and wellbeing.

- a. Early Autism Services will make sure families participate in child safety and well-being decisions which affect their child
- b. The organisation engages and openly communicates with families and the community about its child-safe approach and makes relevant information accessible
- c. Families and communities have a say in the development and review of the organisation's policies and practices.
- d. Families, carers and the community are informed about the organisation's operations and governance.

3.1.6. Early Autism Services will ensure that equity is upheld and diverse needs are respected in policy and practice

- a. The organisation, including staff and volunteers, understands children and young people's diverse circumstances, and provides support and responds to those who are vulnerable.
- b. Children and young people have access to information, support and complaints processes in ways that are culturally safe, accessible and easy to understand.
- c. The organisation pays particular attention to the needs of children and young people with disability, children and young people from culturally and linguistically diverse backgrounds, those who are unable to live at home, and lesbian, gay, bisexual, transgender and intersex children and young people.
- d. The organisation pays particular attention to the needs of Aboriginal children and young people and provides/promotes a culturally safe environment for them.

3.1.7. Early Autism Services will ensure that people working with children and young people are suitable and supported to reflect child safety and well-being values in practice.

- a. Recruitment, including advertising, referee checks and staff and volunteer pre-employment screening, emphasise child safety and wellbeing.
- b. All staff and volunteers have current working with children checks or equivalent background checks.

- c. All staff and volunteers receive appropriate induction and are aware of their responsibilities to children and young people, including record keeping, information sharing and reporting obligations.
- d. Ongoing supervision and people management are focused on child safety and well-being.

3.1.8. There is a process for complaints and concerns that are child-focused.

- a. The organisation has an accessible, child-focused complaint-handling policy which clearly outlines the roles and responsibilities of leadership, staff and volunteers, approaches to dealing with different types of complaints, breaches of relevant policies or the Code of Conduct and obligations to act and report.
- b. Effective complaint-handling processes are understood by children and young people, families, staff and volunteers, and are culturally safe.
- c. Complaints are taken seriously and responded to promptly and thoroughly.
- d. The organisation has policies and procedures in place that address reporting complaints and concerns to relevant authorities, whether or not the law requires reporting, and co-operates with law enforcement.
- e. Reporting, privacy and employment law obligations are met.

3.1.9. Early Autism Services staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

- a. Staff and volunteers are trained and supported to effectively implement the organisation's Child Safety and Wellbeing Policy.
- b. Staff and volunteers receive training and information to recognise indicators of child harm including harm caused by other children and young people.
- c. Staff and volunteers receive training and information to respond effectively to issues of child safety and well-being and support colleagues who disclose harm.
- d. Staff and volunteers receive training and information on how to build culturally safe environments for children and young people.

3.1.10. Early Autism Services ensures that physical and online environments promote safety and well-being while minimising the opportunity for children and young people to be harmed.

- a. Staff and volunteers identify and mitigate risks in the online and physical environments without compromising a child's right to privacy, access to information, social connections and learning opportunities.

- b. The online environment is used following the organisation's Code of Conduct and Child Safety and Wellbeing Policy and practices.
- c. Risk management plans consider risks posed by organisational settings, activities and the physical environment.
- d. Organisations that contract facilities and services from third parties have procurement policies that ensure the safety of children and young people

3.1.11. Early Autism Services ensures that the implementation of the Child Safe Standards is regularly reviewed and improved.

- a. The organisation regularly reviews, evaluates and improves child-safe practices.
- b. Complaints, concerns and safety incidents are analysed to identify causes and systemic failures to inform continuous improvement.
- c. The organisation reports on the findings of relevant reviews to staff and volunteers, community and families, and children and young people.

3.1.12. Early Autism Services ensures that the Policies and procedures document how the organisation is safe for children and young people.

- a. Policies and procedures address all Child Safe Standards.
- b. Policies and procedures are documented and easy to understand.
- c. Best practice models and stakeholder consultation informs the development of policies and procedures.
- d. Leaders champion and model compliance with policies and procedures.
- e. Staff and volunteers understand and implement policies and procedures.

## **4. Procedures**

### **4.1. Standard 1:**

Each Client accesses support in a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.

4.1.1. Early Autism Services will make a public commitment to the cultural safety of Aboriginal children by displaying this information for public access via the Early Autism Australia Website.

4.1.2. Early Autism Services commits to implementing its Child safe and well-being policy throughout the organisation.

4.1.3. Early Autism Services will enable systems, policies and procedures that relate to child safety and well-being both physically and online by

- a. staff and volunteers are encouraged and supported for children to express their culture and enjoy their cultural rights within a culturally safe environment within the organisation.
  - i. all clients, staff and volunteers receive information from Early Autism Services at onboarding about cultural rights. They are encouraged to express their culture staff and volunteers actively support and facilitate participation and inclusion within the organisation by Aboriginal children and their families.
- b. recognise and celebrate Aboriginal peoples, their achievements, communities and cultures.
- c. racism will not be tolerated within Early Autism Services and will be identified and responded to appropriately as set out in the Code of Conduct.
- d. the Early Autism Services leadership team is responsible for maintaining and developing the organisation's knowledge and appreciating the strengths of Aboriginal culture and understanding its importance to the well-being and safety of Aboriginal children.

- 4.1.4. The Early Autism Services Code of Conduct and position descriptions outline the expectations of staff and volunteer behaviour including
- a. zero tolerance of racism and expectations that staff and volunteers will act on incidents of racism, and
  - b. that will support children to express their culture and enjoy their cultural rights.

## **4.2. Standard 2:**

Each Client accesses supports that engage their natural environments and enable inclusive and meaningful participation in their family, community and the development of new competencies.

- 4.2.1. A public commitment to child safety is available and displayed for public access on the Early Autism Services Australia website
- 4.2.2. Early Autism Services expectations and practices concerning each of the Standards are set out in this Child Safety and Wellbeing Policy.
- a. Leaders set clear expectations around child safety and the implementation of policies by staff and volunteers.
  - b. Leaders promote a culture of reporting about child safety.
  - c. The information-sharing and record-keeping obligations are understood by all staff and contained in the Information Management Policy.

- d. Governance procedures are outlined in the Internal Audit Schedule to ensure that senior leaders and Quality departments regularly review the organisations' performance in delivering child safety and wellbeing.

4.2.3. The expectations regarding the behaviour of staff and volunteers with children and in promoting and maintaining child safety and wellbeing are set out in the Early Autism Services Code of Conduct.

- a. The Code of Conduct is to be communicated to all staff and volunteers at Onboarding.
- b. Leaders hold staff and volunteers accountable during the Personal Development Review Cycle.

4.2.4. The model for a child-safe culture is championed by leaders, staff, volunteers and clients and is incorporated as a part of everyday practice.

### **4.3. Standard 3:**

Early Autism Services will ensure that children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.

4.3.1. Age-appropriate, easy-to-understand and easy-read documents, in print or online, are easily accessible and support children to

- a. understand their rights, including safety, information and participation
- b. know how adults in the organisation should behave
- c. understand the organisation's complaints process and how to raise safety concerns for themselves, their friends or peers
- d. know about support services aimed at children.

4.3.2. Early Autism Services policies and procedures:

- a. promote children's empowerment and participation, and
- b. embed support for the rights of children.

4.3.3. Early Autism Services practices:

- a. identify and take action to change and improve practices that disempower children. These are identified through Early Autism Services Audit Cycles.
- b. utilise onboarding and regular training practices to provide staff and volunteers with information to help them understand, recognise and act on signs of child abuse or harm.
- c. are established so that Early Autism Services refers to staff, volunteers and clients to appropriate sexual abuse prevention programs and other relevant

information if the need is identified. This is provided in an age-appropriate format and accessible format.

- d. create opportunities for children to express their views and participate in decisions that impact them. Through what is heard and learnt from the participating children, Early Autism Services incorporated these learnings and influences into how the organisation operates.
- e. allows staff and volunteers to develop knowledge and skills to help children participate, express their views and raise their concerns.
- f. support children to develop social connections and friendships with their peers, build skills in children to support their peers and challenge bullying or isolating behaviour between children.

**4.4. Standard 4:**

Each client, family and community are informed and involved in promoting child safety and wellbeing.

- 4.4.1. Early Autism Services policies reflect the importance of family and community involvement and describe ways this involvement occurs.
- 4.4.2. Early Autism Services Complaint handling policies include procedures for keeping families informed and provide guidance on how to do this while complying with obligations regarding confidentiality and privacy.
- 4.4.3. Early Autism Services is open and transparent with families and communities by
  - a. providing accessible information about the child safety and wellbeing policies and practices
  - b. providing information about governance and operations, how complaints are handled and how the organisation manages disciplinary actions and child safety risks.
  - c. opportunity for families to participate in decisions that impact the well-being of their child
  - d. opportunity to provide feedback on Early Autism Services policies, procedures and practices including the organisations' approach to child safety and wellbeing.
  - e. Early Autism Services takes feedback and involvement of families and communities seriously and takes their views into account.

**4.5. Standard 5:**

Early Autism Services will ensure that equity is upheld and diverse needs are

respected in policy and practice.

- 4.5.1. Materials for children, including information about complaints processes and supports, are accessible, age-appropriate and available in a range of languages and formats as needed.
  - a. Written documents alone are not relied on, particularly for children who are blind or vision impaired, or children who cannot read.
- 4.5.2. Staff and volunteers:
  - a. are provided with information and guidance about children's diverse circumstances, how to identify factors that can increase a child's vulnerability to harm, and how to promote equity and safety for all children
  - b. take action to support and respond to children who are experiencing vulnerability, including making inquiries and responding where there are signs of increased vulnerability
  - c. take action to uphold equity for all children, promote children's safety and prevent child abuse and harm.
- 4.5.3. Leaders:
  - a. set clear expectations around achieving equity and respect for diversity
  - b. all children are reasonably supported to participate

#### **4.6. Standard 6:**

Early Autism Services will ensure that people working with children and young people are suitable and supported to reflect child safety and well-being values in practice.

- 4.6.1. advertising for employment includes Early Autism Services' commitment to child safety and wellbeing
- 4.6.2. Early Autism Services Position Descriptions set clear expectations about the role's requirements, duties and responsibilities regarding child safety and wellbeing
- 4.6.3. Organisational recruitment, human resources and volunteering policies describe
  - a. recruitment practices that support the organisation to appoint people who are suitable to work with children
  - b. pre-employment screening practices including interviewing, referee checks, Working with Children Check and other registration or background checking
  - c. requirements for an induction about the organisation's child safety practices

- d. how supervision and people management practices will support ongoing assessment of a person's suitability to work with children.

4.6.4. Induction documents for staff and volunteers include:

- a. the Code of Conduct
- b. the Child Safety and Wellbeing Policy
- c. information about the organisation's child safety practices and complaints process as well as reporting, record keeping and information sharing obligations.

4.6.5. The child safety and well-being requirements of each role are assessed before the recruitment of new staff and volunteers. These include

- a. qualifications, experience and attributes required
- b. duties and responsibilities with children
- c. measure required to manage any child abuse or harm risks including screening, training and supervision requirements.
- d. Information and guidance are provided to recruiting the staff on how to prioritise child safety in the recruitment process, including how to identify and manage any child safety concerns raised through the application, interview and screening process.

4.6.6. Recruitment processes include:

- a. a range of values-based interview questions to establish suitability to work with children
- b. pre-employment screening practices including referee checks, Working with Children Check and other registration or background checking
- c. verification that required qualifications, registrations and Working with Children Check are valid and up-to-date
- d. keeping records of the recruitment process.

4.6.7. Supervision and people management include regular reviews to check whether staff are following the Codes of Conduct and other child safety policies.

4.6.8. Guidance is provided for people managers on steps to take when managing staff or volunteers whose behaviour raises child safety concerns.

4.6.9. Qualifications:

- a. Working with Children Check and other registration or ongoing screening checks are regularly reviewed for changes and that they are still valid.

- b. Action is taken to manage the risks to children when a person's qualifications, Working with Children Check or other registration or ongoing screening check are no longer valid.

4.6.10. Staff and volunteers receive an induction adjusted to each role's requirements, duties, risks and responsibilities concerning child safety and wellbeing.

- a. The induction covers the organisation's child safety practices and complaints process as well as reporting, record keeping and information sharing obligations.

#### **4.7. Standard 7:**

There is a process for complaints and concerns that are child-focused.

4.7.1. Documents, in print or online, describe the complaints process for staff, volunteers, children, families and communities.

- a. Early Autism Services make information about how to make a complaint available and accessible to everyone involved in the organisation.
- b. Early Autism Services provides staff and volunteers with support and information on what and how to report, including to authorities outside the organisation.
- c. Policies and procedures include information about when complaints should be reported to authorities, including Victoria Police, Child Protection and the Commission for Children and Young People.

4.7.2. Complaints are taken seriously, meaning the organisation consistently:

- a. identifies and manages any risks to children
- b. responds to complaints promptly and thoroughly
- c. prioritises the safety of children and also meets privacy and employment law obligations
- d. supports everyone involved in the complaints process
- e. reports complaints of alleged abuse or harm of children and concerns about child safety to the authorities and cooperates with law enforcement.
- f. Disciplinary policies support the organisation to take action when a complaint is raised.

4.7.3. The complaint handling policy is easy to understand, culturally safe, accessible and child-focused. The complaint handling policy:

- a. includes information on how adults and children can make a complaint and how the organisation will respond to and investigate complaints promptly and thoroughly.
- b. creates a complaints process that is accessible to the full diversity of children, staff, volunteers, families and communities
- c. covers alleged abuse and harm of children by adults and by other children
- d. covers breaches of the organisation's Code of Conduct
- e. sets out what support and assistance will be provided for those making a complaint
- f. outlines how risks to children will be managed when a complaint is raised and an investigation is underway
- g. covers record-keeping obligations
- h. supports privacy and employment law obligations to be met.

**4.7.4. Record keeping**

- a. Records are kept of complaints made to the organisation, including concerns raised about the safety of children and disclosures about alleged abuse or harm of children, and actions taken to respond.
- b. Internal audit cycles regularly review these complaints and utilities to make adjustments to the organisation's operations.
- c. Early Autism Services reviews complaint-handling policies and procedures at regular intervals.
- d. Children, families and communities are consulted when designing and reviewing complaint-handling policies and procedures.

**4.8. Standard 8:**

Ealy Autism Services staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

**4.8.1. Training:**

- a. action plan is developed and implemented from onboarding to ongoing.
- b. register records of completion of training by staff and volunteers.
- c. leaders in communicating to staff and volunteers that child safety training is mandatory.
- d. that supervision and management of staff and volunteers include identifying child safety training needs.
- e. is provided to staff and volunteers on the Child Safety and Wellbeing Policy on induction and regular intervals.

- f. is provided to staff and volunteers that support their ability to:
  - i. identify signs of child abuse and harm
  - ii. respond to issues of child safety including internal and external reporting requirements, notifying families and carers and managing risks to children
  - iii. support a person disclosing child harm
  - iv. create culturally safe environments in the organisation.
- g. is provided to staff and volunteers that support their ability to:
  - i. identify signs of child abuse and harm
  - ii. respond to issues of child safety including internal and external reporting requirements, notifying families and carers and managing risks to children
  - iii. support a person disclosing child harm
  - iv. create culturally safe environments in the organisation.

- 4.8.2. Guidance materials (such as policies, procedures, guidelines, information sheets and posters) for staff and volunteers guide:
- a. identifying indicators of child abuse and harm, including where caused by other children.
  - b. how to respond to issues of child safety including internal and external reporting requirements, notifying families and carers and managing risks to children
  - c. how to support a person disclosing harm to a child
  - d. how to create culturally safe environments in the organisation.

**4.9. Standard 9:**

Early Autism Services ensures that physical and online environments promote safety and well-being while minimising the opportunity for children and young people to be harmed.

- 4.9.1. The Code of Conduct and Child Safety and Wellbeing Policy identifies how the organisation will keep children safe in physical and online environments, with specific reference to higher-risk activities.
- a. If appropriate, staff, volunteers, parents, carers and children are provided with information about online safety and risks in the online environment, such as online grooming, cyberbullying and sexting. Support is given to reporting negative experiences or concerns.

- 4.9.2. Leadership:

- a. Early Autism Services leadership and governance arrangements ensure risk assessment and management are focused on identifying, preventing and reducing risks of child abuse and harm

4.9.3. Risk assessment and management:

- a. A risk assessment identifies risks of child abuse and harm in both physical and online environments connected with the organisation.
- b. Risk management plans list the actions the organisation will take to prevent or reduce each identified risk of child abuse and harm.
- c. Risk assessment and management plans are informed by and responsive to the views and concerns of staff, volunteers and children. Plans show that the organisation has balanced the need to manage the risk of harm and abuse against children's rights to privacy, access to information, social connections and learning opportunities.
- d. Staff and volunteers are provided with risk management plans so they are aware of the risks of child abuse and harm and know what action they need to take to prevent and reduce them.
- e. Action is taken by staff and volunteers in the organisation to prevent and reduce risks of child abuse and harm when identified.
- f. Risk assessments and management plans are regularly reviewed to keep them up-to-date and include lessons from complaints, concerns and safety incidents.
- g. Risk assessments and management plans take into consideration the Reportable Conduct Scheme, to manage and escalate incidents effectively.
- h. Audit cycles are followed to regularly review Risk assessments and management plans utilised throughout the organisation

4.9.4. Third-party:

- a. Procurement policies about engaging third-party contractors set out processes to protect children from risks of child abuse and harm, such as requiring compliance with the organisation's Code of Conduct and Child Safety and Wellbeing Policy.
- b. When negotiating contracts with third parties, contracts include terms that allow the organisation to take action if the third party does not meet expected child safety and well-being standards.
- c. When third-party contractors are engaged, action is taken by the organisation to assess whether, and the extent to which, the engagement of third-party contractors poses risks of child abuse and harm.

- d. Depending on the level of risk posed by third-party contractors, the organisation should take actions to prevent or reduce risks of child abuse or harm. Appropriate actions may include
- e. requiring third-party contractors to comply with the organisation's policies and procedures
- f. monitoring compliance by third-party contractors with the Child Safe Standards and/or the organisation's policies and procedures
- g. working with third-party contractors to identify, prevent and reduce risks of child abuse and harm
- h. where an organisation is unable to adequately manage risks of child abuse and harm posed by third-party contractors, consider terminating the contract or take other appropriate action to protect children.

**4.10. Standard 10:**

Early Autism Services ensures that the implementation of the Child Safe Standards is regularly reviewed and improved.

- 4.10.1. All policies and procedures have a regular review period indicated in the document.
- 4.10.2. Reports document any child safety and wellbeing reviews and findings.
- 4.10.3. Records are kept of complaints, concerns, allegations and actions taken to respond.
- 4.10.4. Complaints, concerns, safety incidents or significant breaches of policy (such as the Code of Conduct) are examined to understand what caused the problem and whether there are any flaws in the organisation's policies, procedures and practices that contributed to the problem. Where flaws or failings are identified, improvements are made to prevent the problem from happening again.
- 4.10.5. Early Autism Services regularly reviews policies, procedures and child-safe practices, and makes improvements considering:
  - a. analysis of complaints, concerns, safety incidents and significant breaches of policy
  - b. feedback sought from staff, volunteers, children, families and communities
  - c. whether Early Autism Services has fully implemented each of the Child Safe Standards.
    - i. Reports about the findings and actions taken in response to reviews of the Early Autism Services child safe practices are shared with staff, volunteers, children, families and communities

**4.11. Standard 11:**

Early Autism Services ensures that the Policies and procedures document how the organisation is safe for children and young people.

- 4.11.1. A Child Safety and Wellbeing Policy sets out Early Autism Services expectations, practices and approaches concerning each of the Child Safe Standards.
- 4.11.2. A Code of Conduct sets out the expectations for the behaviour and responsibilities of staff and volunteers.
- 4.11.3. Risk assessment and management plans address risks of child abuse and harm.
- 4.11.4. The complaint handling policy and processes address how the organisation will respond and all internal and external reporting obligations.
- 4.11.5. Organisational recruitment, human resources and volunteering policies have a clear child safety focus.
- 4.11.6. When Early Autism Services contracts facilities and/or services from third parties, procurement policies and ensure the safety of children.
- 4.11.7. Regular consultation on child safety with everyone involved in yEarly Autism Services is undertaken.
- 4.11.8. Early Autism Services uses input from consultations and available information about creating child safety and well-being to help develop, review and update policies and procedures related to child safety.
- 4.11.9. Early Autism Services policies and procedures cover all the Child Safe Standards and address the risks to the safety of children that are specific to the organisation and its environment.
- 4.11.10. Policies and procedures are easy to understand and can be accessed easily.

## 5. Definitions

### 5.1. Definitions

Term	Meaning
<b>Early Autism Services</b>	means Early Autism Services (Australia) Pty Ltd ABN 39 632 134 028
<b>Client</b>	means a Client of Early Autism Services (including an NDIS Client) and includes current, future and former Clients.
<b>Key Management Personnel</b>	means key management personnel involved in Early Autism Services as outlined in NDIS registration
<b>The legislation</b>	means the Child Safe Standards (VIC) 2022, the United Nations (2006) Convention on the Rights of Persons with Disabilities and other legislation, policies frameworks, regulations, rules and guidelines referred to in the Legislation Register.
<b>Legislation Register</b>	means the register of legislation, policy frameworks, regulations, rules and guidelines maintained by Early Autism Services.
<b>Policy Register</b>	means the register of policies of Early Autism Services.
<b>Procedures</b>	mean the procedures which are intended to clarify the responsibilities of the board, Principal, Key Management Personnel and other Workers and make explicit the underlying principles of this Policy.
<b>Principal</b>	means Chief Executive Officer.
<b>Related Documentation</b>	has the meaning given to that term in section 5.2
<b>The Reportable Conduct Scheme</b>	means a Scheme that requires organisations to respond to allegations of child abuse (and other child-related misconduct) made against their

	workers and volunteers to the Commission for Children and Young People.
<b>Worker</b>	means a permanent, fixed term or casual member of staff, a contractor or volunteer employed or otherwise engaged by Early Autism Services and includes the Principal.

## 6. Policy Governance

### 6.1. Relevant Legislation, Regulations, Rules and Guidelines

6.1.1. Legislation, Rules, Guidelines and Policies apply to this Policy and Related Documentation as set out in the Legislation Register.

### 6.2. Related Documentation

6.2.1. The application of the above policy by Early Autism Services is supported in part by and should be read alongside the Policies and Procedures and related documentation corresponding to this Policy in the Policy Register.

### 6.3. Inconsistency

6.3.1. If and to the extent that the terms of this Policy are or would be inconsistent with the requirements of any applicable law, this Policy is deemed to be amended but only to the extent required to comply with the applicable law.

### 6.4. Policy Details

<b>Policy Author</b>	Quality, Risk and Accreditation Manager
<b>Executive Owner</b>	Chief Executive Officer
<b>Approved By</b>	The Board of Early Autism Services (Australia) Pty Ltd
<b>Approval Date</b>	August 2022
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