

Child Safety Policy

Last updated: 2 September 2020

1. Policy Statement

- 1.1 Access Your Supports is committed to child safety. In accordance with the UN Convention on the Rights of the Child, AYS is committed to protecting and fulfilling the rights of children. We insist that children in our care be safe, happy and empowered.
- 1.2 Access Your Supports has a zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with mandatory reporting requirements and our policies and procedures.
- 1.3 We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.
- 1.4 This policy is intended to empower children who are vital and active participants in our organisation. 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. Mandatory Reporting Requirements

As a registered disability service provider providing services to children and young people under the age of 18, Access Your Supports comes into scope for the Reportable Conduct Scheme of the Victorian Commission for Children and Young People. This scheme and applicable mandatory reporting requirements is separate and in addition to requirements regarding reportable incidents under the NDIS Commission. For incident management and reporting requirements under the NDIS, please refer to the AYS Incident Management and Reporting policy and procedure.

The Reportable Conduct Scheme requires AYS to report any incidence or allegation of violence, any form of abuse or neglect of a child or young person under 18.

3. Responsibilities and Delegations

All AYS staff are responsible for maintaining a service delivery environment that actively upholds, promotes and supports the rights of children and young people.

3.1 Director

Under the Reportable Conduct Scheme the Director is the nominated 'head' of the organisation. As such it is incumbent upon them to:

- respond to a reportable allegation made against a worker or volunteer from their organisation, by ensuring that allegations are appropriately investigated
- report allegations which may involve criminal conduct to the police
- notify the Victorian Commission for Children and Young People (CCYP) of allegations within three business days after becoming aware of the allegation
- give the CCYP certain detailed information about the allegation within 30 days after becoming aware of the allegation

- after the investigation has concluded, give CCYP certain information including a copy of the findings of the investigation
- ensure that their organisation has systems in place to:
 - o prevent reportable conduct from being committed by a worker or volunteer within the course of their employment
 - o enable any person to notify the head of a reportable allegation
 - o enable any person to notify CCYP of a reportable allegation involving the head
 - o investigate and respond to a reportable allegation against a worker of volunteer from that organisation.

3.2 Human Resources

- implement and follow robust recruitment procedures that include the requirement for conducting mandatory screening checks for all staff and volunteers.
- Provide new staff with a comprehensive induction program including (but not limited to): the mandatory NDIS Worker Orientation Module and Code of Conduct;
- Delegate specific role training to Team Leaders of various AYS departments
- Retain register of mandatory staff training which includes any training delivered by Team Leaders (e.g complaints management and reporting; incident management and reporting; mandatory reporting requirements of the Reportable Conduct Scheme).

3.3 Team Leaders

- deliver training to staff regarding: mandatory reporting requirements of the Reportable Conduct Scheme, complaints management and reporting; incident management and reporting.
- guide and oversee management and reporting of incidents and complaints in accordance with AYS policies and procedures.

Relevant Legislation

Reportable Conduct Scheme (Victorian Commissioner for Children and Young People)

NDIS (Quality Indicators) Guidelines 2018

NDIS (Incident Management and Reportable Incidents) Rules 2018

United Nations Convention on the Rights of the Child (1990)