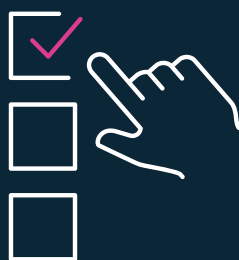




# KEEPING CHILDREN AND YOUNG PEOPLE SAFE



## ***SAFE. SECURE. SUPPORTED.***

The Department for Education, Children and Young People is committed to upholding the rights of children and young people while keeping them safe from harm.

This resource provides practical guidance for workers on what implementation of our Safeguarding Framework means in practice.

This information was substantively developed by the Department of Health (Tasmania) and is reproduced here with permission.

Feedback or comments on this document may be emailed to [safeguarding@decyp.tas.gov.au](mailto:safeguarding@decyp.tas.gov.au).

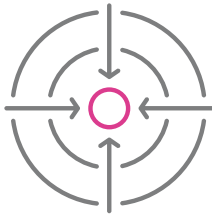
## DOCUMENT CONTROL

This is a managed document that is subject to regular review and update. Changes will only be issued as a complete replacement. Recipients should remove superseded versions from circulation. This and subsequent versions will be authorised for release once all approvals have been obtained.

Version	Release date	Primary author	Support editor
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# KEEPING CHILDREN AND YOUNG PEOPLE SAFE



## 1 Child safety and wellbeing is embedded in leadership, governance and culture

- ☐ Prioritise the best interests of children and young people in your daily work
- ☐ Understand your duty of care for protecting the safety and wellbeing of children and young people
- ☐ Know the rights of children and young people
- ☐ Create a welcoming, inclusive and supportive environment for children and young people
- ☐ Understand and comply with the department's child safe policies and procedures to make sure you know how you can keep them safe
- ☐ Be open, transparent and willing to listen
- ☐ Be aware of and understand the governance structures and reporting lines that exist for child safety and wellbeing
- ☐ Understand your responsibilities and legal obligations for recordkeeping and information sharing
- ☐ Stay informed and openly discuss issues involving the safety and wellbeing of children and young people
- ☐ Help identify and mitigate risks to children and young people



## 2 Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously

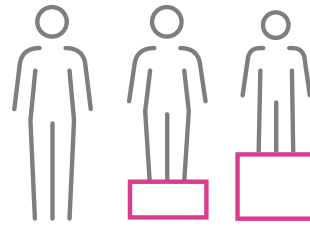
- ☐ Support children and young people to understand their rights and the department's commitment to their safety and wellbeing
- ☐ Help children and young people to find information about their rights and the different ways they can raise concerns
- ☐ Check in regularly with children and young people
- ☐ Let children and young people know who they can go to if they need to talk to someone
- ☐ Encourage and empower children and young people to ask questions and participate in decision-making about the things that affect them
- ☐ Support children and young people to know what they can expect from you and the people around you, and what is safe and unsafe behaviour both in-person and online
- ☐ Teach children and young people about the signs of harm and the role that they can take in protecting themselves and their peers
- ☐ Do what you say you will do
- ☐ Use inclusive and empowering child-friendly language in everyday activities
- ☐ Develop your skills to engage effectively and appropriately with children and young people

## KEEPING CHILDREN AND YOUNG PEOPLE SAFE



### 3 Families and communities are informed and involved in promoting child safety and wellbeing

- ☐ Respect that families and caregivers have primary responsibility for keeping their child or young person safe
- ☐ Encourage and support families and caregivers to talk to their child or young person about safety and wellbeing
- ☐ Help families and caregivers find information about rights and the different ways they can raise concerns
- ☐ Help families and caregivers know what they can expect from you and the people around you, and about what is safe and unsafe behaviour
- ☐ Support families and caregivers to understand the rights of their child or young person
- ☐ Involve families and caregivers in the care of their child or young person
- ☐ Provide families and caregivers with information that is accessible and tailored to their needs
- ☐ Encourage and empower families and caregivers to provide feedback
- ☐ Consider that a child or young person's competence to make decisions increases as they get older when making decisions that affect them



### 4 Equity is upheld and diverse needs respected in policy and practice

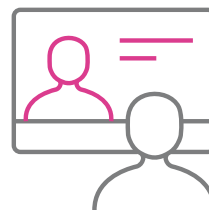
- ☐ Recognise the diverse backgrounds, circumstances and needs of children and young people and be alert to challenges they may face due to their diversity
- ☐ Tailor your communication to suit the different cultural backgrounds, needs and abilities of children and young people, and their families and caregivers
- ☐ Make sure information and communication is age-appropriate and provided in an appropriate language and format
- ☐ Stay up to date with training, education, strategies and resources to help you meet the diverse needs of children and young people, their families and caregivers
- ☐ Understand and comply with the department's policy directives on Aboriginal cultural respect, diversity, inclusion and respectful behaviour

## KEEPING CHILDREN AND YOUNG PEOPLE SAFE



### 5 People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice

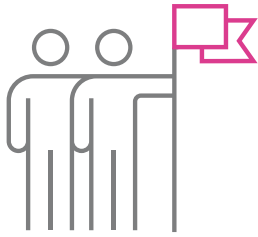
- ☐ Undertake obligatory and voluntary training to better understand how you can keep children and young people safe and well
- ☐ Undergo appropriate background checks and communicate relevant information if anything changes
- ☐ Understand and practise safe behaviours when providing care to children and young people
- ☐ Understand your reporting obligations and know where and when to report concerns
- ☐ Normalise and encourage appropriate behaviour between children and young people and the people around them
- ☐ Maintain current knowledge and understanding of child development where relevant to your role
- ☐ Maintain experience in working with children and young people where relevant to your role
- ☐ Understand and follow policies and procedures and know your responsibilities



### 6 Processes to respond to complaints and concerns are child focused

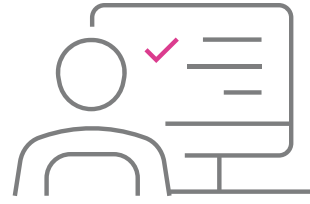
- ☐ Take children and young people seriously when they raise concerns, provide feedback and take action to keep them safe
- ☐ Remain alert to the signs of harm and risks to children and young people and the ways different children and young people may disclose
- ☐ Always raise and address concerns as soon as you recognise them
- ☐ Normalise and encourage a culture of reporting and learning from all safety concerns
- ☐ Understand and comply with the department's safeguarding policies and procedures
- ☐ Understand and comply with your legal obligations to report harm to children and young people
- ☐ Raise awareness about safety and wellbeing and how to raise concerns
- ☐ Let children and young people, their families and caregivers know how to raise concerns, and what will happen when a concern is reported
- ☐ Be transparent about your information sharing responsibilities and situations where you may have to tell someone else about a concern

## KEEPING CHILDREN AND YOUNG PEOPLE SAFE



### 7 **Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training**

- ☐ Complete annual refresher training and new learning and development opportunities to enhance your knowledge, skills and awareness of ways to keep children and young people safe and well
- ☐ Be aware of local support services and resources to help support children and young people, their families and caregivers
- ☐ Stay up to date with the latest evidence and best practice relevant to your role
- ☐ Speak with your manager about professional and performance development and supervision strategies that can help you better keep children and young people safe and well
- ☐ Speak with your colleagues about how to best uphold child safety and wellbeing in practice
- ☐ Join a professional association or peak body and encourage your peers to do the same where relevant to your practice



### 8 **Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed**

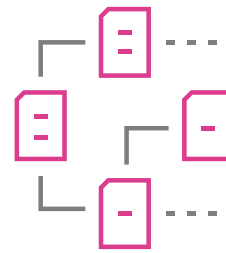
- ☐ Consider risks in your work environment and if there's anything more we can do to improve the wellbeing and safety of children and young people
- ☐ Help children and young people to understand what a safe environment looks like and encourage them to seek help if they come across something that makes them feel unsafe
- ☐ Support children and young people to engage safely online
- ☐ Let children and young people know about spaces that are off-limits or out of bounds, such as storerooms, dark areas or staff room
- ☐ Comply with the department's policy directives regarding online environments, images and media
- ☐ Understand what information and facilities you are allowed to access and what is restricted

## KEEPING CHILDREN AND YOUNG PEOPLE SAFE



### 9 *Implementation of the Child and Youth Safe Standards is regularly reviewed and improved*

- ☐ Stay up to date with any new or changed child safe policies and procedures or legal requirements that may affect your obligations
- ☐ Make suggestions if you feel something could be improved
- ☐ Stay open to suggestions for improvement and seek advice from relevant experts if you are unsure about the best approach



### 10 *Policies and procedures document how the organisation is safe for children and young people*

- ☐ Understand and comply with the department's child safe policies and procedures to make sure you know how you can keep them safe
- ☐ Make sure the department's child safe policies and procedures can help you uphold the safety and wellbeing of children and young people and make suggestions if something could be improved



**SAFEGUARDING  
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