



Bravehearts Inc

PO Box 575

Arundel BC

Qld 4214

Ph: 07 5552 3000

Fax: 07 5552 3088

www.bravehearts.org.au

admin@bravehearts.org.au

Child Protection Policies

Organisations working with children need policies to guide the actions of everyone involved in the service's operations. Policies ensure that the wellbeing of children and young people is planned for and that these plans are consistently implemented.

Effective policies can provide security and peace of mind by creating common understandings and expectations about how things are done in the organisation. Policy development should include collaboration among stakeholders, the collection of relevant information and processes for addressing concerns.

Policies are 'living' documents that should be regularly reviewed to respond to the individual needs of those working with them, to reflect new knowledge, to meet legal requirements and obligations and to meet changing trends in the organisation and wider community.

It is important that everyone knows the policy exists. Ensure new staff read and sign an acknowledgement that they have read the policy before commencing work. Individuals and families accessing the service, should be informed that a copy of the policy is available to them.



By implementing a Child Protection Policy, each organisation adds to the overall safety and protection of children. Its your organisation's actions that will make a difference

Generally, a Code of Conduct should create clear boundaries for the organisation. Some of the things that you should include are:

- ⇒ Defining boundaries
- ⇒ Privacy and confidentiality
- ⇒ Language
- ⇒ Cultural sensitivity
- ⇒ Personal relationships/friendships
- ⇒ Appearance and presentation
- ⇒ Contact outside the organisation
- ⇒ Discipline
- ⇒ Dealing with breaches

Your Child Protection Policy should include:

- ♥ **Statement on child abuse & sexual assault**
The Statement should clearly state the organisation's mission to ensure child safety & well-being.
- ♥ **Definitions**
Outline what is meant by child abuse & sexual assault. The *Child Protection Act 1999* provides useful definitions.
- ♥ **Responsible recruitment practices**
Ensure you have formalised recruitment processes & clear selection criteria. (Also see Bravehearts' 'Managing Risk: Selecting Staff').
- ♥ **Code of Conduct**
Create clear boundaries in your organisation, outlining do's and don'ts in simple terms.
- ♥ **Legislated & mandatory reporting obligations**
Outline reporting obligations for both disclosures and concerns.
- ♥ **Management**
Provide clear processes for reporting and outline steps that will be taken (flow charts can be useful).
- ♥ **Support**
Identify how the organisation will support those involved (including the child, their family & staff).