

CCW Policy 3

Child Safeguarding - Equity & Inclusion for Children & Young People

Controlled Document

Version:	1.0	Date of approval:	13 Mar 2023		Date of next review:	13 Mar 2024	
Document Owner:		Executive Manager, Quality & Risk		Approved by:		Chief Operating Officer	
Reviewed by:		Quality & Risk Child Safeguarding Committee					
		CELT					

Statement

CatholicCare Wollongong is committed to being a Child Safe Organisation and commits to creating an inclusive, welcoming and culturally safe environment for all children and young people in its care and those that access our services.

Inclusion means that every child and young person has access to, can participate meaningfully in, and can experience positive outcomes whilst under the care and service provision of CatholicCare Wollongong.

CatholicCare Wollongong believes that all children and young people are entitled to fair and equal treatment, regardless of their background, and that diversity of experience enriches our agency environment. CatholicCare Wollongong recognises that all families are unique, and that children and young people learn in different ways and at different rates.

CatholicCare Wollongong commits to:

- Ensuring all children and young people are treated equitably and with respect, regardless of their background, ethnicity, culture, language, beliefs, sexuality, gender, age, socioeconomic status, ability, additional needs, family structure or lifestyle
- Creating a sense of belonging for all children and young people, where diverse identities, experiences, skills and interests are respected, valued and given opportunity to be expressed
- Complying with all relevant anti-discrimination legislation
- Ensuring children and young people are free from any forms of discrimination or harassment

Scope

The purpose of this policy is set the expectations of CatholicCare Wollongong employees when working with children and/or young people that have diverse backgrounds. This policy applies to all employees, foster carers, advisors, and consultants at CatholicCare Wollongong.

CatholicCare Wollongong is committed to being a Child Safe Organisation and takes responsibility for the safeguarding of children and young people attending CatholicCare Wollongong services.

Principles

CatholicCare Wollongong will:

- Ensure that all children and young people feel respected at all times
- Treat all children and young people with respect, without judgement or bias
- Provide support to children and young people who have diverse needs
- Ensure that all children and young people are aware of and understand how to escalate any concerns that they may have, and
- Never prioritise an adult's beliefs over that of a child or young person where their beliefs may differ.

Definitions

Term	Definition
CatholicCare Executive Leadership Team (CELT)	CELT considers and provides advice to the Chief Executive Officer on high level strategic issues and significant policy and operational matters impacting on CatholicCare Wollongong. It comprises of Executive Managers of CatholicCare Wollongong.
Quality Systems Committee (QSC)	A diverse team that oversees & contributes to the promotion, development, and implementation of systems to ensure continuous improvement in the provision of high-quality client-centric services that achieve positive outcomes for clients
Child Safeguarding Committee	A diverse team that has membership of all service programs that work with Children and Young People. Membership also includes People & Culture Representative and Quality & Risk. There is also representation from Professional Standards at Office of the Bishop and Catholic Education Office Child Protection.
Employees	A person employed by CatholicCare Wollongong, or a person who volunteers for CatholicCare Wollongong, but excludes authorised carer
Contractors	Contractors are individuals or companies who are engaged to perform a specific service or task for a client or CatholicCare Wollongong, usually for a fee or other agreed compensation.
Authorised carer	A person authorised by CatholicCare as a foster or relative kinship carer who, for a period of time, takes on the responsibilities of parents to provide a safe, nurturing and secure family environment for children and young people needing care.
Department of Community & Justice	The Department of Communities and Justice works with children, adults, families and communities to improve lives and help people realise their potential.

THIS DOCUMENT IS UNCONTROLLED WHEN PRINTED

The electronic version of this document is the approved and most current.

[https://catholiccaredow.sharepoint.com/sites/DocumentControlSystem/Policies Procedures Forms/CCW 3 Child Safeguarding Equity & Inclusion for Children & Young People.docx](https://catholiccaredow.sharepoint.com/sites/DocumentControlSystem/Policies%20Procedures%20Forms/CCW%203%20Child%20Safeguarding%20Equity%20&%20Inclusion%20for%20Children%20&%20Young%20People.docx)

Document ID: CCWDCS-218850103-870

Any feedback please email QR@CatholicCare.dow.org.au

Office of the Children's Guardian (OCG)	An independent statutory authority in NSW Government, promoting, regulating, and overseeing the quality of child safe organisations in NSW to uphold children and young people's right to be safe
Consultants	A person or agency engaged or on a temporary basis to provide advice and recommendations to a service program.
Advisors	A person who gives others advice or guidance.
Inclusion	Every child and young person have access to, can participate meaningfully in, and can experience positive outcomes
Additional Needs	A broad term which includes families and children or young person experiencing disability, a medical condition, a developmental concern, an emotional need, family displacement, domestic violence and family separation.
Aboriginal and Torres Strait Islander	A person of Aboriginal or Torres Strait Islander descent who identifies as an Aboriginal or Torres Strait Islander and is accepted as such by the community in which he [or she] lives. Membership of the Indigenous people depends on biological descent from the Indigenous people and on mutual recognition of a particular person's membership by that person and by the elders or other persons enjoying traditional authority among those people.
Culturally and linguistically diverse (CALD)	Refers to individuals and groups who are from diverse racial, religious, linguistic and/or ethnic backgrounds.
Disability	in relation to a person, refers to: a) a sensory, physical or neurological impairment or acquired brain injury, or any combination thereof, that: i. is, or is likely to be, permanent, and ii. causes a substantially reduced capacity in at least one of the areas of self-care, self-management, mobility or communication, and iii. requires significant ongoing or long-term episodic support, and iv. is not related to ageing, or b) an intellectual disability, or c) a developmental delay
LGBTIQA+	A broad term to inclusively refer to all people who are lesbian, gay, bisexual, transgender or have an intersex variation, as well as to represent other members of the communities who use different terms to describe their diverse sexuality and/or gender.
Unconscious bias	Implicit assumptions and beliefs about particular groups of people that affect the way individuals in that group are perceived and judged, often in a negative way. It is difficult to

THIS DOCUMENT IS UNCONTROLLED WHEN PRINTED

The electronic version of this document is the approved and most current.

[https://catholiccaredow.sharepoint.com/sites/DocumentControlSystem/Policies Procedures Forms/CCW 3 Child Safeguarding Equity & Inclusion for Children & Young People.docx](https://catholiccaredow.sharepoint.com/sites/DocumentControlSystem/Policies%20Procedures%20Forms/CCW%203%20Child%20Safeguarding%20Equity%20&%20Inclusion%20for%20Children%20&%20Young%20People.docx)

Document ID: CCWDCS-218850103-870

Any feedback please email QR@CatholicCare.dow.org.au

	change, because people are not often aware of bias, which is why unconscious bias training is valuable to help individuals learn how to decrease the impact of unconscious bias on their decision-making.
--	---

Roles and Responsibilities

Role	Responsibility
Chief Executive Officer	<ul style="list-style-type: none"> Legally responsible and must ensure the agency implements the Child Safe Standards through systems, policies and procedures Assess, review and approve agency policies to be distributed Ensure risks and management of those risks is an agenda item at employee, CELT and CatholicCare Advisory Council meetings
CELT	<ul style="list-style-type: none"> Publicise and promote this policy to all relevant stakeholders Formally induct this policy as part of agency procedures Support the assessment, review, socialisation, and training of employees in policies and associated procedures.
Executive Manager Quality & Risk	<ul style="list-style-type: none"> Report any non-compliance to Child Safe policies & procedures to CELT.
Executive Manager or delegate	<ul style="list-style-type: none"> Ensure children and young people are given avenues to contribute to this policy by having a say about what makes them feel included in the agency and how things could be better. Assess, review, socialise and train employees in policies and associated procedures; and Ensure employees are competent in working with children and young people that have diverse needs. Monitor employees in compliance to the policies and associated procedures.
Child Safeguarding Committee	<ul style="list-style-type: none"> Assess and review child safeguarding documentation and procedures and report non-conformance or improvement opportunities to CELT
Managers overseeing child related services	<ul style="list-style-type: none"> Understand the legal and regulatory obligations to lead and report children and young people care Hold employees accountable for adhering to the Child Safeguarding policies and procedures Monitor employees in compliance to the policies and associated procedures

THIS DOCUMENT IS UNCONTROLLED WHEN PRINTED

The electronic version of this document is the approved and most current.

[https://catholiccaredow.sharepoint.com/sites/DocumentControlSystem/Policies Procedures Forms/CCW 3 Child Safeguarding Equity & Inclusion for Children & Young People.docx](https://catholiccaredow.sharepoint.com/sites/DocumentControlSystem/Policies%20Procedures%20Forms/CCW%203%20Child%20Safeguarding%20Equity%20&%20Inclusion%20for%20Children%20&%20Young%20People.docx)

Document ID: CCWDSCS-218850103-870

Any feedback please email QR@CatholicCare.dow.org.au

	<ul style="list-style-type: none"> • See assess, review, socialise and train employees in policies and associated procedures • Timely escalation of concerns or issues that are unable to be resolved at this level
Line Managers	<ul style="list-style-type: none"> • Hold employees accountable for adhering to the Child Safeguarding policies and procedures • Monitor employees in compliance to the policies and associated procedures • See assess, review, socialise and train employees in policies and associated procedures
QSC	<ul style="list-style-type: none"> • Provide support in assessing, reviewing, and collaborating policies to have ready for the CELT
Employees	<ul style="list-style-type: none"> • Be competent in working with children and young people with diverse needs • Inform Line Manager and/or the Child Safeguarding Committee if they have concerns regarding the contents of this policy, and • Follow this policy
Children, Young People and other Stakeholders	<ul style="list-style-type: none"> • Participate in the evaluation, input and feedback of policies and procedures that impact on the care provided to them from CatholicCare Wollongong.

Induction and ongoing training

- Induction and ongoing training will be implemented, within a month of commencement and during employee's meetings as required, focusing on this policy and related procedures.
- Communications through internal channels as required.
- Training occurs through socialisation as part of policy review and annual training.

Monitoring, Evaluation and Review

This policy will be monitored to ensure compliance with legislative and standard requirements and unless deemed necessary through the identification of practice gaps, or incident or feedback, the agency will review this Policy annually.

References

Legislation

- Anti-Discrimination Act 1977
- Care and Protection Act 1998
- Children and Young Persons (Care and Protection) Act 1998 (NSW)
- Children and Young Persons (Care and Protection) Regulation 2012
- Children and Young Persons (Care and Protection) (Child Employment) Regulation 2015
- Child Protection (Working with Children) Act 2012
- Child Protection (Working with Children) Regulation 2013
- Children's Guardian Act 2019

THIS DOCUMENT IS UNCONTROLLED WHEN PRINTED

The electronic version of this document is the approved and most current.

[https://catholiccaredow.sharepoint.com/sites/DocumentControlSystem/Policies Procedures Forms/CCW 3 Child Safeguarding Equity & Inclusion for Children & Young People.docx](https://catholiccaredow.sharepoint.com/sites/DocumentControlSystem/Policies%20Procedures%20Forms/CCW%203%20Child%20Safeguarding%20Equity%20&%20Inclusion%20for%20Children%20&%20Young%20People.docx)

Document ID: CCWDCS-218850103-870

Any feedback please email QR@CatholicCare.dow.org.au

- Crimes Act 1900
- Disability Inclusion Act 2014 (NSW)
- Education and Care Services National Regulations (2011 SI 653)
- Family Law Act 1975 (Commonwealth)
- National Disability Insurance Scheme Act 2013
- NDIS (Quality & Safeguards Commission and Other Measures) Act 2018

Standards

- Council of Australian Governments – National Principles for Child Safe Organisations
- Early Childhood Australia's Code of Ethics
- Office of the Children's Guardian – NSW Child Safe Standards
- Office of the Children's Guardian – NSW Child Safe Standards for Permanent Care
- United Nations Convention on the Rights of the Child
- National Catholic Safeguarding Standards
- NSW Charter of Rights for Children and Young People in Out of Home Care
- NQF – My Time, My Place: Framework for School Aged Children for Australia
- NQF – Being, Belonging and Becoming: The Early Learning Years Framework for Australia
- NQF – Education and Care Services National Laws and National Regulations
- Australian Children's Education & Care Quality Authority (ACECQA)
- Department of Social Services - Families and Children Activity Administrative Approval Requirements
- NDIS Quality and Safeguards Commission – NDIS Practice Standards

Organisation Policies

- Code of Ethics and Conduct
- Child Safe Code of Conduct
- CCW Policy 1 Child Safeguarding
- CCW Policy 2 Child Safeguarding – Risk Management
- CCW Policy 4 Child Safeguarding – Complaint Management
- CCW Policy 5 Child Safeguarding – Disciplinary and Misconduct
- CS Policy 9 - Preventing and Responding to Harm and Abuse of Vulnerable People
- WS Policy 2.1 - Recruitment and Selection
- WS Policy 2.5 - Employment Screening
- WS Policy 2.7 - Employee Files
- WS Policy 2.8 - Position Descriptions
- WS Policy 4.1 - Performance Planning and Review
- WS Policy 5.1 - Training & Development
- WS Policy 4.3 - Management of Reportable Conduct Allegations against an Employee

Forms, record keeping, other documents

- CSFO 4.1 Client & Stakeholder Feedback
- Child Safe Risk Register
- Child Safe Risk Assessment Template
- Child Safe Risk Management Plan

THIS DOCUMENT IS UNCONTROLLED WHEN PRINTED

The electronic version of this document is the approved and most current.

[https://catholiccaredow.sharepoint.com/sites/DocumentControlSystem/Policies Procedures Forms/CCW 3 Child Safeguarding Equity & Inclusion for Children & Young People.docx](https://catholiccaredow.sharepoint.com/sites/DocumentControlSystem/Policies%20Procedures%20Forms/CCW%203%20Child%20Safeguarding%20Equity%20&%20Inclusion%20for%20Children%20&%20Young%20People.docx)

Document ID: CCWDCS-218850103-870

Any feedback please email QR@CatholicCare.dow.org.au