

CCW Policy 6

Child Safeguarding Training and Development

Controlled Document



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Document Owner:	Executive Manager, Quality & Risk		Approved by:	Chief Executive Officer	
Reviewed by:	Quality & Risk Child Safeguarding Committee			CELT QSC	

Statement

This policy outlines CatholicCare Wollongong's commitment to equip their employees and other parties that work with children or young people on behalf of CatholicCare Wollongong, with the knowledge, skills and awareness through continual education and training to keep children and young people safe.

Induction processes for all employees and authorised carers ensures they are aware of the kinds of issues that may present themselves when with working with children and young people. It makes sure that all employees have a baseline grounding, and a shared knowledge around things to do with child safety and child protection. Ongoing training strives to build the skills, abilities and confidence of their employees to recognise and respond to both unsafe people and unsafe environments.

Scope

The training delivered is regularly reviewed in response to emerging best practice, stakeholder feedback and is supported by resources which are available to internal and external stakeholders as required.

This policy does not include any identified additional training required for specific programs that are child or young person facing, as these will be dealt with in the standards and guidelines of the specific service delivery.

Principles

- Training and resources are offered on a continuous basis
- Employees can identify and respond to all forms of child abuse
- CatholicCare Wollongong will champion a culture of continual learning

Child safe training is accessible to all employees, authorised carers and individuals that have contact with children or young people at CatholicCare Wollongong

- The training delivered is regularly reviewed in response to emerging best practice and is supported by resources which are available to all employees, as well as authorised carers and individuals that have contact with children or young people at CatholicCare Wollongong.
- Child safe training is designed to ensure all necessary individuals are child safe aware, that they understand CatholicCare Wollongong child safe policies and procedures. This includes the Code of Conduct, which articulates CatholicCare Wollongong

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expectations about behaviour towards children and young people and interactions with children and young people.

- Child safe training is designed to ensure employees have the skills, ability, and confidence to keep children and young people safe, by imparting the know-how on how to respond to children and young people at risk.
- Training is provided so employees can identify inappropriate conduct and respond effectively to all forms of child abuse.
- A culture of continuous improvement can help employee's knowledge and practice stay up to date.
- The training promotes two components:
 1. Online, so they have a space for self-learning such as child safe e-Learning packages; and
 2. Face-to-face, using case studies and group discussions to reinforce what they need to learn and understand and then discuss in a safe group setting.

Leaders will provide ongoing support through:

- Being across the latest information and practices in regard to child safety
- Leading by example and encouraging reporting
- Confirming employees are aware of the indicators of abuse and neglect
- Providing employee training in child safe practices, including children and young people with additional vulnerabilities
- Building employee confidence so they are able to ask for help with reporting abuse and inappropriate conduct
- Ensuring short term, casual, and contract employees are properly inducted and know the expectations of CatholicCare Wollongong

Definitions

Term	Definition
CatholicCare Executive Leadership Team (CELT)	The 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
Employees	A person employed by CatholicCare Wollongong, or a person who volunteers for CatholicCare Wollongong, but excludes authorised carers
Contractors	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.

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Authorised carer	A person authorised by CatholicCare Wollongong 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.
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Roles and Responsibilities

Role	Responsibility
Chief Executive Officer	<ul style="list-style-type: none"> Assess, review and approve agency policies to be distributed
Executive Manager	<ul style="list-style-type: none"> Assess, review, collaborate and update the policy and associated procedures and forms to have ready for the CELT prior to the policy expiring Obtain input from relevant stakeholders for develop, maintain, promote and monitor processes and procedures Ensure that training and development opportunities are provided for each employee consistent with the needs of child safety and child protection Assess feedback from employees about the training and development they have undertaken and use this to inform future training inclusions Maintain records of the training undertaken and the employees' feedback on the usefulness of the training
Line Managers	<ul style="list-style-type: none"> Train employees in policies and associated procedures Monitor employees for compliance with the policies and associated procedures
QSC	<ul style="list-style-type: none"> Provide support in assessing, reviewing, and collaborating policies and associated procedures and forms to have ready for the CELT
Employees	<ul style="list-style-type: none"> Ensure policies and associated procedures are read and understood Comply to policies and associated procedures Provide feedback on policies and associated procedures when necessary
Clients	<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

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Induction and ongoing training

- Induction and ongoing training will be implemented, on an employee's commencement with CatholicCare Wollongong and during employee 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.

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 every three years.

References

Legislation

- Child and young persons (Care and Protection) Act 1998
- Child and young persons (Care and Protection) Regulation 2012
- Privacy and Personal Information Protection Act 1998

Standards

- Child Wellbeing and Child Protection – NSW Interagency Guidelines
- Child Safe Standards NSW
- National Principles for Child Safe Organisation
- NSW Child Safe Standards for Permanent Care

Agency Policies

- CCW 1 Child Safeguarding
- CCW 2 Child Safeguarding Risk Management
- CCW 3 Child Safeguarding Equity & Inclusion
- CCW 4 Child Safeguarding Complaints Management
- CCW 5 Child Safeguarding Disciplinary and Misconduct (Reportable Conduct)

Forms, Record Keeping and Other Documents