catholiccare
DIOCESE OF WOLLONGONG

Easy Read

Child Safeguarding - The Child Safe Standards



Please be aware that this easy read and supporting documents include content that may be upsetting, particularly for victims and survivors of child abuse. Support is available for anyone who needs it, including through:

- CatholicCare Diocese of Wollongong (02) 4227 1122
- Lifeline:131 114
- Kids Helpline: 1800 55 1800.

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How to use this guide

CatholicCare Wollongong wrote this guide.

When you see 'we' or 'us' it means

CatholicCare Wollongong.

We wrote this guide in an easy to read way.

We use pictures to explain some ideas.

Bold

Not Bold

We wrote some important words in **bold.**

This means the letters are thicker and darker.



We explain what these bold words mean.

There is a list of these word on page 17



This Easy Read is a summary of another document.

This means it only has the most important ideas.



You can find the other document on our website.

Child Safety | CatholicCare (dow.org.au)



You can ask us for a copy of the other document.



You can ask for help to read this guide.

A friend, family member or support person may be able to help you.

Why do we have a Child Safeguarding policy?



A policy is

- a plan for how we should do things
- where rules come from



We have a child safeguarding policy to help keep **children** and **young people** safe.



This is our promise on what we will do to keep children and young people safe.



How we have zero tolerance towards the harm of children or young people



We will follow the Child safe standards to make sure children and young people in our care are safe.



Everyone will know how to behave with children and young people. This includes our

- staff
- foster carers
- advisors
- contractors

What is the child safe standards?



The **NSW Child Safe Standards** are rules that everyone must follow to keep all children and young people safe.

These standards were made by the NSW Government and the **Office of the Children's Guardian.**



We will follow the **NSW Child Safe Standards** to make our services better for everyone.



This includes services for

- children and young people
- children and young people with a disability.



We promise to keep children and young people safe.



We will not allow any **harm** to children or young people.



Harm may include

- **abuse**
- **neglect**
- **violence**
- **discrimination**



We keep children safe in their physical environment and when they are online so there no **grooming** happens.



We will treat everyone the same.



We make sure that children and young people

- feel important
- are listened to
- make safe choices for themselves



You have a **right** to be

- treated with respect
- kept safe from harm
- asked for your thoughts about things in your life
- listened to
- safe when you work with adults and other people



To feel and be safe we want children and young people to know

- their rights
- how to say no to people they feel unsafe with
- when they are being abused
- how to tell someone they trust that they are being hurt or abused
- abuse is not their fault

What are the Standards we must follow?



There are 10 standards that we must follow.

Standard 1



We are all responsible for Child safety and wellbeing.

This includes

- leaders
- staff
- subcontractors

Standard 2



We will support children and young people to understand:

- their rights,
- how to join in decisions that affect them,
- they are taken seriously.

Children and young people will be able to get information

- to keep them safe
- on how to talk to a person they trust about being hurt or abused

Standard 3



Families and communities must have support to

- get information they need
- speak up about a child or young person's safety and wellbeing

Standard 4



Everyone will be treated the same so they

- can take part
- feel like they belong

Standard 4



Attention must be given to the needs of children and young people that

- have different needs
- have different culture and language
- are first nations people
- have a disability

Standard 5



People who work with children and young people must

- be the right person for the job
- get the support they need
- follow the rules

Standard 6



A complaint is when you need to tell someone that something went wrong.

Supports will be given to children and young people who are at the risk of harm.

Children and young people are supported to speak up. This includes

- family members
- staff

Standard 6



Children and young people will know

- who to talk with if they feel unsafe.
- they will be believed
- they will not be in trouble for telling us
- Something will be done about it

Standard 7



All staff are trained on our child safe policies and know how to work with Children and young people.

Standard 8



Physical and online environments are safe for children and young people.

Standard 9



We make sure everyone knows about the child safe standards and are always trying to improve how we do things.

Standard 10

We review our Policies and procedures regularly and document how we are safe for children and young people.



We must also follow the **UN Convention on the Rights of the Child**



In the **Universal Declaration of Human Rights**, the **United Nations** has said that children must have special care taken of them.



Basic principles of the Convention

- All children are equal and have the same rights
- Every child has the right to have his or her basic needs met
- Every child has the right to protection from abuse and exploitation
- Every child has the right to express his or her opinion and to be respected

What our staff will do



All our staff support this policy



This policy applies to all staff.



Our staff will

- be trained how to work with children
- make sure they can spot if children or young people are being abused
- tell their manager if they think a child or young person is not safe
- have additional checks like working with children check to make sure they are allowed to work with children
- tell the right people so the child can get help if a child tells us they are safe
- follow the rules and report correctly



Our managers will

- understand the law and what we must do if a child or young person is in danger
- make sure staff follow this policy
- train staff so they understand the rules
- if a staff member is accused of hurting a child, they will tell the right people
- act appropriately to cases of children not being safe





Our Executive Leadership Team will

- make sure we review our policy regularly
- make sure our staff understand the policy
- support staff to safely look after children
- understand legal obligations and make sure we are keeping children safe





All staff will do training on safeguarding

What our staff will not do



We will not hit anyone



We will not kick anyone



We will not punch anyone



We will not push anyone



We will not kiss anyone.



We will not be touch anyone in a sexual nature



We will not show a child or young person rude things - such as pornography.



We will not watch anyone undress or use the bathroom unless they require support to do so.



We will not leave children or young people alone or exclude children and young people



We will not hurt a child or young person on purpose.

Definitions



A **right** is a rule about how everyone should be treated

- fairly
- the same



Violence means to use physical force to hurt someone



Abuse means to treat someone bad or with cruelty.



Sexual Abuse can be physical, verbal, or emotional. It is forced unwanted sexual contact



Physical Abuse is when you hurt someone on purpose. Such as pinching, choking or kicking.



Emotional Abuse or **Psychological harm** is when someone regularly tries to make another person feel bad.



Neglect means to fail to care for someone.



Harm means to cause injury.



Discrimination is when someone is treated poorly because of their background.



Grooming is when someone befriends a child for the reason to harm them.



Online Grooming is when someone befriends a child online with the plan to bring harm to the child.



A **child** is a person under the age of 16 years of age



A **young person** is aged 16 years or above but under 18 years old.

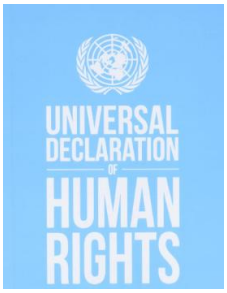
Office of the Children's Guardian is a government department that makes sure other organisations uphold children and young people's rights to be safe.



NSW Child Safe Standards are the rules we follow to make sure children are safe.



UN Convention on the Rights of the Child is an international agreement made that gives rights to children and young people



Universal Declaration of Human Rights is a declaration that human rights are for everyone no matter who or where they live

United Nations is an organisation that works towards peace and security.

Need more help?



You can get support to read this document.



You can ask for support from a

- Family member
- Friend
- Support worker



If you need help straight away, you should

- Call 000



You can call us from 9am to 5pm, Monday to Friday



You can call us on (02) 4227 1122.



You can send us an email.

info@catholiccare.dow.org.au

You can write to us.



- PO Box 1174 Wollongong NSW 2500
- 35A Cordeaux Street, Campbelltown NSW 2560
- PO Box 1255 Nowra NSW 2541



You can go to our website.

www.catholiccare.dow.org.au

You can visit one of our offices.



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