catholiccare
DIOCESE OF WOLLONGONG

Easy Read

Child Safeguarding - Training and Development



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 10.



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 Training and Development policy?



A policy is

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



We have a training and development policy because it is important to train our staff.



We want to support **children** and **young people** and make sure they are safe.



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 be trained on child safety. This includes our:

- staff
- foster carers
- advisors
- contractors



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

- staff
- foster carers
- advisors
- contractors

What does this policy cover?



How we are working to being a child safe organisation.



How all our staff will undertake training so we can meet the **NSW Child Safe Standards.**

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



Being a child safe organisation means we work very hard to keep children and young people safe and happy.



How we will help children and young people and their families be safe.



How we have zero tolerance towards the harm of 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.



How we will follow the Child safe standards to make sure children in our care are safe.



How all our staff will do child safe training regularly.

What our staff will do



All our staff will do an induction when they start working with us on child safety.



This policy applies to all staff.



Our staff will

- be aware on 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.



Our managers will

- Understand the law and what we must do if a child or young person is in danger.
- Make sure employees follow this policy.
- Train employees so they understand the rules.



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.

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



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.



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.



Harm means to cause injury.



A **child** is a person under the age of 18 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.

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.

- 25-27 Auburn Street, Wollongong NSW 2500
- 35A Cordeaux Street, Campbelltown NSW 2560
- 55 Worrigee Street, Nowra NSW 2541