



1 PURPOSE / BACKGROUND

SYC strives to promote the care and protection of children and young people and to develop mutually respectful relationships between children and young people and SYC employees and volunteers. SYC also strives to ensure a safe environment for all children and young people in all aspects of its operations and service delivery, whether conducted by an SYC Director, employee, agent, volunteer, contractor, or subcontractor.

2 POLICY STATEMENT

2.1 Child Safe Environment

- 2.1.1. SYC will create an environment in which children and young people feel safe, comfortable and confident in reporting to SYC employees or volunteer any incident or conduct which may cause or lead to the child or young person, or another child or young person, to be at risk of harm or to suffer harm.
- 2.1.2. SYC is in accord with the National Principles for Child Safe Organisations to create a culture, adopt strategies and take action to promote child wellbeing and prevent harm to children and young people.
- 2.1.3. SYC will conscientiously and systematically:
 - a. Create an environment where a child or young person's safety and wellbeing is centre of thought, values and actions.
 - b. Place emphasis on genuine engagement with and valuing children and young people.
 - c. Create conditions that reduce likelihood of harm to children and young people.
 - d. Create an environment that increases the likelihood of identifying any harm.
 - e. Respond to any concerns, disclosures, allegations or suspicions of harm or risk of harm to a child or young person.
- 2.1.4. SYC recognises that each child and young person should benefit from (at least) the following outcomes:
 - to be safe from harm;
 - to do well at all levels of learning and to have skills for life;
 - to enjoy a healthy lifestyle;
 - to be active citizens who have a voice and influence,and accordingly commits to promoting the National Principles for Child Safe Organisations and outcomes.
- 2.1.5. SYC is further committed to ensuring that the safety, welfare and well-being of children and young people are maintained or enhanced at all times during their involvement with our services.
- 2.1.6. SYC is in accord with the Aboriginal and Torres Strait Islander Child Placement Principles giving consideration to the five (5) core principles as follows: Prevention, Partnership, Placement, Participation and Connection.
- 2.1.7. SYC makes the Keeping Children and Young People Safe Policy available to all clients and stakeholders via the SYC website.
- 2.1.8. All SYC Directors, employees, volunteers, agents, contractors, or subcontractors are made aware of the Keeping Children and Young People Safe Policy at commencement.



Keeping Children and Young People Safe Policy

- 2.1.9. In accordance with the Children and Young People (Safety) Act 2017, SYC will review this Policy and the Keeping Children and Young People Safe Procedure at least once every 5 years or sooner as directed by the SYC Policy Governance Framework.
- 2.1.10. SYC will lodge a Child Safe Environments Compliance Statement with the South Australian Department of Human Services each time policies and procedures that relate to child safety are reviewed and updated.

2.2 Code of Conduct

With respect to their commitment to children and young people, SYC Directors, employees, volunteers, agents, contractors and subcontractors will:

- Ensure that children and young people are treated with sensitivity, fairness and respect.
- Ensure that if a child or young person is able to form their own views on the services provided to them or on a matter concerning their care, the child or young person will be given an opportunity to express those views freely and those views will be given due weight in the decisions made about the care and services provided to them in accordance with the developmental capacity of the child or young person and the circumstances.
- Ensure that factors such as culture, disability, language and religion of the child or young person will be given due consideration in the decisions made about the care and services provided to them and, if relevant, those in whose care children and young people are placed.
- Create an environment in which children and young people feel safe, comfortable and confident.
- Behave and communicate with children and young people respectfully at all times.
- Act with propriety in dealing with children and young people or their families.
- Ensure all allegations or reasonable suspicions of harm or risk of harm to a child or young person are recorded and reported as per section 2.4.4 of this policy. SYC workers should not seek a determination from any other SYC staff member when assessing if a report should be made.
- In the case of employees, volunteers and contractors, raise any concerns, issues or problems related to the harm or potential harm to a child or young person with a line manager following reporting to the relevant State reporting line..
- In the case of agents and subcontractors, raise any concerns, issues or problems related to the harm or potential harm to a child or young person with their key contact within SYC following reporting to the relevant State reporting line.
- Attend training in Child Safe Awareness.
- Be aware that offensive and violent behaviour is unacceptable in any circumstance.
- SYC Directors, employees, volunteers, agents, contractors and subcontractors will not:
 - Engage in rough physical play with children or young people.
 - Touch or hold children or young people in a way that is unwarranted or unwanted.

- Perpetrate, allow or tolerate bullying or harassment of a child or young person.
- Neither take nor encourage a child or young person to attend the home of an SYC Director, employee, volunteer, agent, contractor, or subcontractor under any circumstances nor go to a child or young person's home without documented approval.
- Provide any personal contact details to a child or young person.
- Behave or communicate in a way that could be interpreted as being sexually suggestive even as a joke, nor allow a child or young person to communicate or behave in such a way. The child or young person must be immediately told that their behaviour or comment is unacceptable and inappropriate.

2.3 Information Sharing

- 2.3.1 SYC participates in Information Sharing with other Government and Non-government agencies under the South Australian Government Information Sharing Guidelines for promoting safety and wellbeing and other State Government Information Sharing principles.

2.4 Breach of the Keeping Children Young People Safe Policy

- 2.4.1. SYC Directors and Employees may be subject to disciplinary action, up to and including termination of employment, where it is established that they have breached the Code of Conduct.
- 2.4.2. Volunteers or agents in breach of this Policy may no longer be engaged in any volunteering capacity with SYC.
- 2.4.3. Failure to behave in accordance with this Policy for contractors and sub-contractors may result in the termination of contracts and may preclude them from being awarded future contracts with SYC.
- 2.4.4. Employees and volunteers should report suspected breaches of this Policy in the first instance to their line manager. If, however, an employee or volunteer has formed the opinion, on reasonable grounds, that harm or risk of harm to a child or young person has occurred, they should first make a report in accordance with section 2.4.4.
- 2.4.5. Child Protection legislation requires Mandatory Notification by the person forming the opinion, on reasonable grounds, that harm or risk of harm to a child or young person has occurred or is occurring. The person is required to notify the relevant State reporting line as soon as possible or if the child or young person is at risk of imminent danger then call Police on Triple Zero (000).

3 DEFINITIONS

For purposes of this document, unless otherwise stated, the following definitions shall apply:

Term	Definition
Child or Young person	A Child or Young person is defined as being a person less than 18 years of age.
Harm	<p>Harm will be taken to be a reference to physical harm or psychological harm (whether caused by an act or omission) and, without limiting the generality of this definition, includes such harm caused by sexual, physical, mental or emotional abuse or neglect. A child or young person will be taken to be at risk of harm if:</p> <ul style="list-style-type: none"> • a. the child or young person has suffered harm (being harm of a kind against which a child or young person is ordinarily protected); or • b. there is a likelihood that the child or young person will suffer harm (being harm of a kind against which a child or young person is ordinarily protected).
Prescribed position	Prescribed position is “child-related work” which includes working with or caring for children where the work generally involves regular and direct contact with a child or working in close proximity to children on a regular basis in any of the occupational fields or positions when the usual functions of the employment include this work. In some jurisdictions this is referred to as “regulated employment”.

4 ASSOCIATED DOCUMENTS / REFERENCES

In support of this policy, the following documents apply:

Code of Conduct Policy

Keeping Children and Young People Safe Procedure

Employment Screening Procedure

Privacy Policy

Corrective Action and Discipline Procedure

Information Sharing Procedure

Child Protection a Fresh Start; Government of South Australia’s response to the Child Protection Systems Royal Commission report, November 2016.

Children and Young People (Safety) Act, 2017

[National Framework for Protecting Australia’s Children 2009 to 2020](#)

[The Charter of Rights for Children and Young People in Care](#)

[National Principles for Child Safe Organisations](#)

[The Aboriginal and Torres Strait Islander Placement Principle](#)



5 APPLICABILITY, ACCOUNTABILITY, RISK ASSESSMENT AND PROPERTIES

This policy applies to all SYC Directors, employees, volunteers, agents, contractors, or subcontractors working in a position prescribed by the relevant legislation.

Organisational compliance with this policy will be determined through management review.

Opportunities for Improvement in relation to this policy or its implementation may be registered in Skytrust.

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