



**Title: Child Safe Policy**

**Purpose**

The purpose of the Child Safe Policy is to ensure that all children and young people, employees, consultants, contractors, or volunteers engaged by CREATE are aware of CREATE’s commitment and obligation to creating and maintaining a child safe organisation.

The policy aims to communicate CREATE’s commitment to child safety, in a way that can be understood by all, including children and young people, and it explains key features of CREATE’s approach to meeting the Child Safe Standards.

**Policy Statement**

CREATE Foundation is committed to the National Child Safe Principles. CREATE is committed to ensuring the safety and well-being of children and young people it serves. This commitment is expressed on CREATE’s website along with other information supporting CREATE’s Commitment to children and young people’s safety and well-being. <https://create.org.au/creates-commitment-to-children-and-young-peoples-safety/>

As an organisation set up to promote the voices of children and young people who have experienced abuse and neglect, CREATE is passionate about promoting children’s safety and well-being.

All children and young people have an equal right to be protected from abuse regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background. Children and young people should be able to seek support from services and feel safe in the company of service providers.

This policy is designed to inform children and young people, employees, volunteers, or contractors of CREATE’s commitment to being a Child Safe organisation.

**Definition/s**

For the purposes of this policy:

**Child** refers to an individual under the age of 18.

**Young person/people** refers to individuals from 18 years up to and including the age of 25.

**Principles**

CREATE makes the following promise to all children and young people who are members of clubCREATE and/or attend a CREATE activity or program:

- a) CREATE will show all children and young people care and respect; this means doing everything we can to ensure they are not harmed while participating in CREATE activities, and that their rights and opinions are respected.
- b) If CREATE staff learn something that worries them about the safety or well-being of a child or young person, they will do something about it. This might involve talking to carers, caseworkers, or making a report to child protection authorities or to relevant state or territory police services. CREATE will discuss the proposed course of action with the child or

Policy Approved by the Board of Directors:	March 2020
Dates Reviewed:	Mar-21, Jun-22

young person (i.e., how concerns will be handled) and what will happen next.

- c) Feedback from children and young people is encouraged and welcomed. CREATE values the opinions of children and young people, and encourages them to have a voice.
- d) When providing feedback, or making a complaint, children and young people will receive the necessary support to be able to help them do so. All complaints will be dealt with in a confidential and timely way, in line with CREATE policy. A copy of CREATE's *Complaints and Feedback Policy* can be obtained by phoning 1800 655 105, emailing [create@create.org.au](mailto:create@create.org.au), or visiting <https://create.org.au/feedback-complaints/>
- e) CREATE keeps some personal information about children and young people with a care experience and their caregivers to keep them safe, and so that we can let children and young people know about opportunities to participate in our programs. CREATE will make sure that:
  - We will only collect information about children and young people that helps us to:
    - contact them about opportunities at CREATE;
    - support them by keeping them and others safe while doing activities and other work with CREATE.
  - All records containing children and young people's personal information are in password protected locations on CREATE's computers and databases. Only CREATE staff who need to can look at and use personal information. All CREATE staff must sign a "confidentiality agreement", that means they promise to keep information private unless there are concerns about an individual's safety or the safety of others (see the point below).
  - If children and young people are not comfortable in providing their information to CREATE, they can negotiate with CREATE staff about which activities they can do safely.
  - For further information about how CREATE collects, uses, disposes of, and discloses individuals' personal information please refer to the Privacy Policy, available on CREATE's website at <https://create.org.au/privacy-policy>. The Privacy Policy also explains how the personal information can be accessed, and how it can be updated if necessary.
- f) CREATE staff will do their best to make children and young people feel comfortable and welcome. CREATE works hard to make sure its programs are accessible for all young people.
- g) CREATE is committed to the cultural safety of Aboriginal and Torres Strait Islander children and young people, and those from culturally and/or linguistically diverse backgrounds.
- h) CREATE is committed to providing a safe environment for children with a disability to participate and have a say in meaningful ways.
- i) CREATE staff are trained in how to create and maintain a child-safe environment. This includes not only the physical safety of our offices, but also encompasses how staff behave around and towards children and young people. CREATE has strict recruitment, screening, and induction processes for staff and volunteers to make sure those who work with children and young people on its behalf are compliant with the organisation's commitment to offering a "child safe" environment, and that they have the ability to identify and respond to safety concerns for children and young people.

**Links**

- Code of Conduct
- Code of Ethics
- Child Protection Policy
- Feedback and Complaints Policy
- Professional Boundaries Training
- Disclosure Training
- Child Safe Standards

Policy Approved by the Board of Directors:	March 2020
Dates Reviewed:	Mar-21, Jun-22

- Privacy Management Policy
- National Child Safe Principles - [https://childdsafe.humanrights.gov.au/sites/default/files/2019-02/National\\_Principles\\_for\\_Child\\_Safe\\_Organisations2019.pdf](https://childdsafe.humanrights.gov.au/sites/default/files/2019-02/National_Principles_for_Child_Safe_Organisations2019.pdf)
- CREATE's Commitment to children and young people's safety and well-being - <https://create.org.au/creates-commitment-to-children-and-young-peoples-safety/>

Policy Approved by the Board of Directors:	March 2020
Dates Reviewed:	Mar-21, Jun-22