



# Appendix I

## The National Principles for Child Safe Organisations: How do I contribute to child safety and wellbeing?

All workers have a responsibility to protect the health, safety, welfare, and wellbeing of children and young people with whom they have contact. The following outlines how workers can contribute to upholding the National Principles and is based on the training resources developed by the Australian Human Rights Commission.

### National Principle 1

*Child safety and wellbeing is embedded in organisational leadership, governance and culture.*

- Prioritise the best interests of children and young people in your daily work.
- Understand your duty of care to protecting the safety and wellbeing of all children and young people.
- Know the rights of every child and young person.
- Create a welcoming, inclusive and supportive environment for children and young people.
- Understand and comply with the Department's child safe policies and procedures to make sure you know how you can keep them safe.
- Be aware of and understand the governance structures and reporting lines that exist for child safety and wellbeing.
- Understand your responsibilities and legal obligations around recordkeeping and information sharing.
- Be open, transparent, and willing to listen.
- Stay informed and openly discuss issues regarding the safety and wellbeing of children and young people.
- Help identify and mitigate risks to children and young people.

## National Principle 2

*Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.*

- Support children and young people to understand their rights and the Department's commitment to their safety and wellbeing.
- Help children and young people to find information about their rights, and the different ways they can raise concerns.
- Check-in regularly with children and young people.
- Let children and young people know who they can go to if they need to talk to someone.
- Encourage and empower children and young people to ask questions and participate in decision-making about the things that affect them.
- Support children and young people to know of what they can expect from you and the people around you, and what is safe and unsafe behaviour both in-person and online.
- Teach children and young people about the signs of harm and the role that they can take in protecting themselves and their peers.
- Do what you say you will do.
- Use inclusive and empowering, child-friendly language in everyday activities.
- Develop your skills to engage effectively and appropriately with children and young people.

## National Principle 3

*Families and communities are informed and involved in promoting child safety and wellbeing.*

- Respect that families and caregivers have primary responsibility for keeping their child or young person safe.
- Involve families and caregivers in the care of their child or young person.
- Support families and caregivers to understand the rights of their child or young person.

- Help families and caregivers to find information about rights, and the different ways they can raise concerns.
- Provide families and caregivers with information that is accessible and tailored to their needs.
- Encourage and support families and caregivers to talk to their child or young person about safety and wellbeing.
- Help families and caregivers to know of what they can expect from you and the people around you, and what is safe and unsafe behaviour.
- Encourage and empower families and caregivers to provide feedback.

## National Principle 4

*Equity is upheld and diverse needs respected in policy and practice.*

- Recognise the diverse backgrounds needs and circumstances of children and young people and be alert to the challenges they may face due to their diversity.
- Tailor your communication to suit the different cultural backgrounds, needs and abilities of children and young people, and their families and caregivers.
- Make sure information and communication is age-appropriate and is provided in an appropriate language and format.
- Stay up to date with training, education, strategies and resources available to help you meet the diverse needs of children and young people, and their families and caregivers.
- Understand and comply with the Department's policy directives on diversity and inclusion, and respectful behaviour.

## National Principle 5

*People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.*

- Take up training and development opportunities to better understand how you can keep children and young people safe and well.
- Undergo appropriate background checks and communicate relevant information if anything changes.
- Understand and practice safe behaviours when providing care to children and young people.
- Understand your reporting obligations and know where to report concerns.
- Normalise and encourage appropriate behaviour between children and young people and the people around them.
- Maintain a current knowledge and understanding of child development where relevant to your role.
- Maintain relevant experience with working with children and young people where relevant to your role.
- Understand and follow policies and procedures and know your responsibilities.

## National Principle 6

*Processes to respond to complaints and concerns are child focused.*

- Take children and young people seriously when they raise concerns and provide feedback and take action to keep them safe.
- Remain alert to the signs of harm and risks to children and young people and the ways different children and young people may disclose.
- Always raise and address concerns as soon as you recognise them.
- Normalise and encourage a safety culture of reporting and learning from all concerns.

- Understand and comply with the Department's policies and procedures about safeguarding children and young people.
- Understand and comply with your legal obligations to report harm to children and young people.
- Raise awareness about safety and wellbeing, and how to raise concerns.
- Let children and young people, and their families and caregivers know how to raise concerns, and what will happen when a concern is reported.
- Be transparent about your information sharing responsibilities and situations where you may have to tell someone else about a concern.

## National Principle 7

*Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.*

- Take up training and development opportunities to better understand how you can keep children and young people safe and well.
- Be aware of local support services and resources to help support children and young people, and their families and caregivers.
- Stay up to date with the latest evidence and best practice relevant to your role.
- Talk with your manager about professional and performance development and supervision strategies that can help you better keep children and young people safe and well.
- Talk with your colleagues about how to best uphold child safety and wellbeing in practice.
- Join a professional association or peak body and encourage your peers to do the same where relevant to your practice.

## National Principle 8

*Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.*

- Review if there are any risks in your work environment or if there's anything you think we can do to improve the wellbeing and safety of children and young people.
- Help children and young people to understand what a safe environment looks like and encourage them to seek help if they come across something that makes them feel unsafe.
- Let children and young people know about spaces that are off limits or out of bounds, such as storerooms, dark areas, or staff rooms.
- Comply with the Department's policy directives regarding online environments, images and media.
- Support children and young people to engage safely online.
- Understand what information and facilities you are allowed to access and what is restricted.

## National Principle 9

*Implementation of the national child safe principles is regularly reviewed and improved.*

- Stay up to date with any new or changed child safe policies and procedures or legal requirements that may affect your obligations.
- Stay open to suggestions for improvement and seek advice from relevant experts if you are unsure about the best approach.
- Make suggestions if you feel something could be improved.

## National Principle 10

*Policies and procedures document how the organisation is safe for children and young people.*

- Understand and comply with the Department's child safe policies and procedures to make sure you know how you can keep them safe.
- Make sure the Department's child safe policies and procedures can effectively help you to uphold the safety and wellbeing of children and young people and make suggestions if you feel something could be improved.