



Yaleela Torrens
SOCIAL WORKER PTY LTD

CHILD SAFETY & WELLBEING POLICY



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Introduction & Purpose

1. Yaleela Torrens Social Worker Pty Ltd is committed to providing a child-safe and child-friendly environment.
2. Yaleela Torrens Social Worker Pty Ltd adopts the ChildSafe Safety Management System (SMS) and is committed to sound implementation of it. This policy is intended to help Yaleela Torrens Social Worker Pty Ltd achieve this.
3. This policy must be followed by every person involved in Yaleela Torrens Social Worker Pty Ltd. Such operations are any activities authorised by Yaleela Torrens Social Worker Pty Ltd.
4. For the purpose of this policy a child is a person under the age of 18 years.

Statement of Commitment

We are committed to child safety and wellbeing and have zero tolerance for child abuse. We actively work to create safe environments where children are respected, heard and protected. This statement affirms the Yaleela Torrens Social Worker Pty Ltd:

- has zero tolerance for child abuse
- actively works to listen to and empower children
- has systems to protect children from abuse, and will take all allegations and concerns very seriously and responds to them consistently in line with the organisation's policies and procedures
- is committed to promoting cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

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People Responsible

5. Yaleela Torrens Social Worker Pty Ltd accepts ultimate responsibility for ensuring Yaleela Torrens Social Worker Pty Ltd is child safe.
6. Yaleela Torrens Social Worker Pty Ltd appoints Yaleela Torrens as Risk Management Officer ('RMO'). The RMO is responsible for overseeing the integration of ChildSafe into Yaleela Torrens Social Worker Pty Ltd as a whole, and reporting monthly to Yaleela Torrens Social Worker Pty Ltd on this.
7. The Coordinators in Yaleela Torrens Social Worker Pty Ltd and their respective operation areas, are set out in Item 1, Schedule 1. Each Coordinator is responsible for ensuring the implementation of ChildSafe SMS into their operations area, and reporting monthly to the RMO on this.
8. Team Leaders are the people in Yaleela Torrens Social Worker Pty Ltd, who hold recognised positions in, or who are responsible for, Team Members and participants in organisation operations.
9. Team Members are typically child-facing leaders of children who are screened and appointed by Team Leaders to assist them in their operations and programs.

Accountability

10. No-one is accountable to themselves. Everyone is accountable to someone-else.
11. A Team Member or Team Leader cannot go ahead with an activity unless 'Permission-to-Proceed' has been granted by the Coordinator using the Permission to Proceed Procedure. This is a critical, foundational principle for all operations at Yaleela Torrens Social Worker Pty Ltd.

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Child Empowerment and Family Engagement

- 12. Yaleela Torrens Social Worker Pty Ltd has processes for children to participate, expect to be safe, and to be informed, including of their rights.
- 13. Yaleela Torrens Social Worker Pty Ltd has processes for children to complain, alert an incident, or disclose harm or abuse, that are available and clear to children.
- 14. Yaleela Torrens Social Worker Pty Ltd has processes for mutually communicating with guardians of participating children in an open and respectful manner.
- 15. Yaleela Torrens Social Worker Pty Ltd is responsive to the diversity of the participating children and those who wish to and seeks to support the distinct vulnerabilities of children within its midst.
- 16. Yaleela Torrens Social Worker Pty Ltd is committed to promoting cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

Screening & Recruitment

- 17. A person must have a valid 'Working with Children Check', and/or Police Check, and be screened (including reference-checked) in accordance with the Appointment Procedure before serving in any operations position listed in Item 2, Schedule 1.
- 18. A person who has been charged with a violent or sexually related offence (whether convicted or not) cannot be involved in child-related programs or work in immediate proximity to child-related programs.

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Incident Reporting Complaint Procedure

19. Allegations of abuse are very serious and require a high degree of care when handling. Children should be believed. Allegations should be triaged using the practical threshold of Reasonable Belief (or Reasonable Suspicion) as defined in State child safety reporting protocols.
20. Incidents must be reported in accordance with the organisation's approved Child Harm & Abuse Complaint Policy, recorded on an Incident Report, and where applicable investigated in accordance with the Investigations Procedure. Steps must be taken to ensure the safety of children while an investigation is underway.

Training

21. The RMO, Coordinators, Team Leaders and Team Members must be trained (face-to-face and/or online) in accordance with the Training Procedure.
22. The RMO and/or Coordinator must maintain a training register of those trained. Refresher training will be held according to the frequency stated in the Training Procedure.

General Rules for Conduct

23. Every person involved in operations at Yaleela Torrens Social Worker Pty Ltd must treat the safety and care of children as paramount.
24. Yaleela Torrens Social Worker Pty Ltd adopts the Code of Practice set out in Chapter 10 of the ChildSafe Team Members Guide (or an enhanced version that is your Church's Code of Conduct). Each person involved in operations in Yaleela Torrens Social Worker Pty Ltd including every Team Member, Team Leader and Coordinator, must comply with the Code of Practice (or Church's Code of Conduct). Failure to do so will result in discipline under the Discipline Procedure.

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25. The only person authorised to speak to the media in relation to any Yaleela Torrens Social Worker Pty Ltd operations is Yaleela Torrens. No other person should speak to the media.

Risk Management

26. A risk assessment process is actively used to reflect identified child safety risks within the organisation, and strategies employed to mitigate these, reflective of a duty of care.

27. Such risk assessments take in both physical and online environments.

Record Keeping

28. Information and documents that contain personal information must be stored confidentially and securely in accordance with Yaleela Torrens Social Worker Pty Ltd Privacy Policy.

29. The policies, procedures and other documents that will be used by Yaleela Torrens Social Worker Pty Ltd to implement this policy are set out in Items 3 and 4 in Schedule 1.

Review

30. This policy must be reviewed and periodically updated by monthly. The person responsible for this is named in Item 5 of Schedule 1.

This policy was adopted by resolution of the Yaleela Torrens Social Worker Pty Ltd on 13/01/2026

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 Signature of Yaleela Torrens – director of Yaleela Torrens Social Worker Pty Ltd

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Schedule 1: Roles & Prime Policies

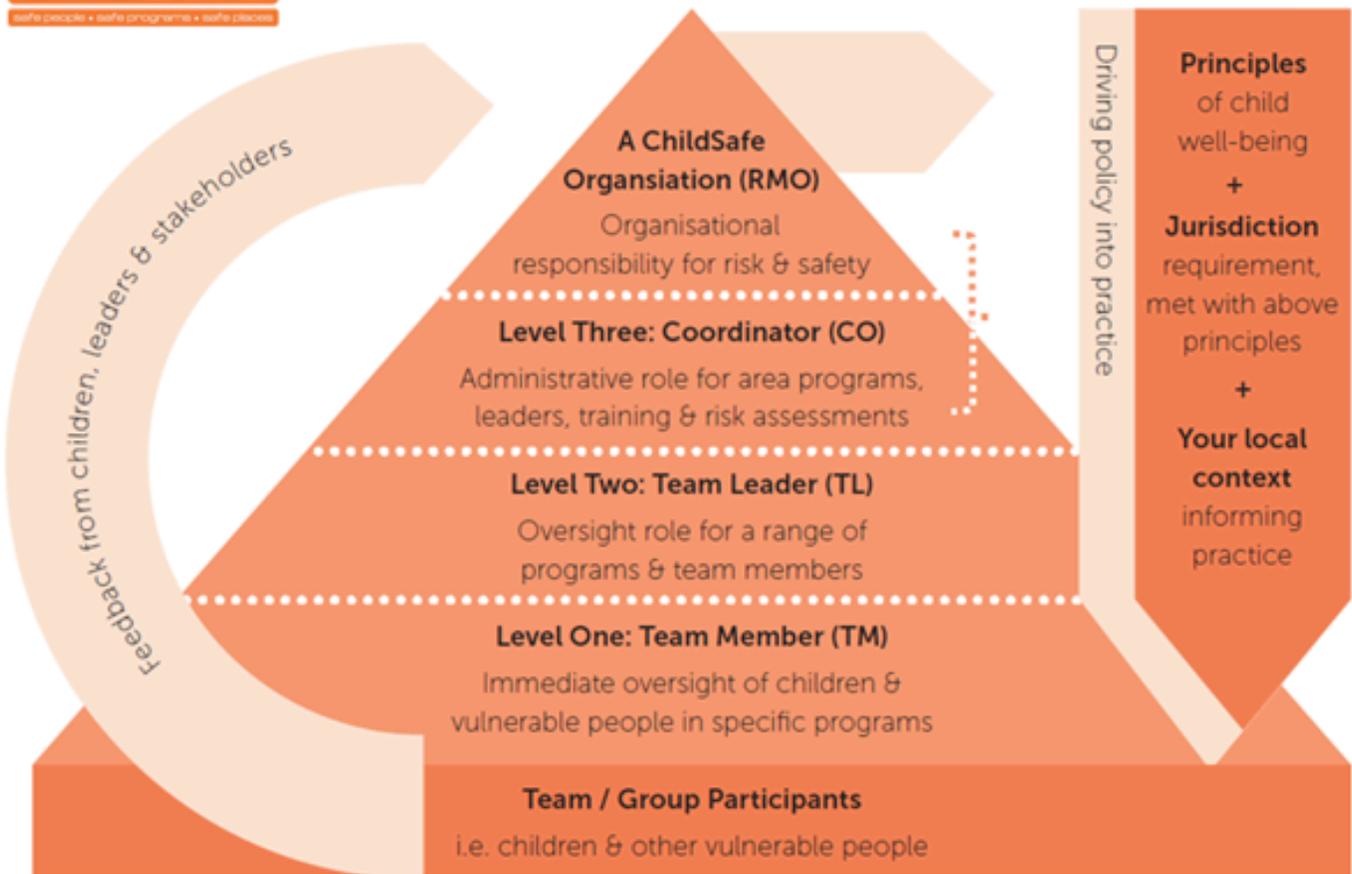
Item #	Description	Names and Positions
1.	The Coordinators in Yaleela Torrens Social Worker Pty Ltd:	Yaleela Torrens – director of Yaleela Torrens Social Worker Pty Ltd
2.	The people that must have valid Working with Children Checks and be screened:	Yaleela Torrens – director of Yaleela Torrens Social Worker Pty Ltd
3.	Primary policies and procedures:	<ul style="list-style-type: none"> • This Child Safe Policy • <u>ChildSafe</u> Code of Practice or Org Code of Conduct (CoC) • Child Harm, Abuse & Complaint Policy • Recruitment procedure and/or Leader appointment procedure • WWCC & mandatory reporting • Permission to proceed • Privacy policy
4.	Other relevant documents: <i>(many other <u>ChildSafe</u> procedure documents exist at a level below these prime documents referenced here to support practice (refer Resources list) to support practice in context and employed by your organisation. Some other procedures may still need to be created by your organisation for context).</i>	
5.	Person responsible for ensuring policy is reviewed and updated:	Yaleela Torrens
<p>1. Investigations may be a simple (internal) process (contained within CSE4-COM), be a broader policy, or subject to an external process like a State Reportable Conduct Scheme. For the latter, authority directives will likely guide the investigations procedure.</p>		

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Safe people, safe places, safe programs



- Your organisation may have differing role names from those above.
- Small/flat organisations e.g. clubs, may combine the RMO & Coordinator role.
- A comprehensive ChildSafe framework guide is available for each level.

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Schedule 4: Government Standards & Agencies (Child Safety)

A National Directory for Reporting Child Abuse and Neglect
(AIFS, as at July 2023)

<https://aifs.gov.au/cfca/publications/reporting-abuse-and-neglect>

Police Contact / Local State Police:

- Queensland non-emergency contact: 131 444
- National Emergency Contact: Phone 000
- Non-urgent Police assistance: Phone 131 444
- Australian Federal Police: Phone 02 5126 0000
- People Trafficking and Child Sex Tourism: Phone 131 AFP (131 237)
- Offensive or illegal content on the internet: see- www.esafety.gov.au

Reportable Conduct Schemes

Notifying and reporting allegations of workplace child abuse (as at July 2023)

· ACT:

<https://www.communityservices.act.gov.au/children-and-families/child-and-youth-protection/reportable-conduct-scheme>

· QLD:

<https://www.qld.gov.au/community/getting-support-health-social-issue/support-victims-abuse/child-abuse/reporting-child-abuse>

· NSW:

<https://ocg.nsw.gov.au/organisations/reportable-conduct-scheme>

· TAS: (2024)

<https://www.justice.tas.gov.au/carcru/child-and-youth-safe-organisations-framework/reportable-conduct-scheme>

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·Victoria:

<https://ccyp.vic.gov.au/reportable-conduct-scheme/>

·WA:

https://www.ombudsman.wa.gov.au/Reportable_Conduct/Reportable_Conduct.htm

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