

## Purpose

The purpose of this policy is to guide Achieve Australia in creating a safe environment for children and young people who use our services and comply with State legislation requirements, including mandatory reporting obligations.

Achieve Australia is committed to protecting children from abuse, neglect and exploitation which is the shared responsibility of all people who work within our organisation including employees, volunteers, contractors, managers, and Board members. Legislation mandates that any person working directly with children and young people (regardless of their position i.e. paid or voluntary) must have a Working with Children Check (WWCC).

Achieve Australia has a strict screening and selection procedure for all staff to ensure that people working with children and young people are cleared to do so via a WWCC, do not have current barriers via criminal records and are competent to report suspicions of abuse and neglect.

Our policies and procedures promote the rights of children during service delivery as well as within the communities that support them, to

- safeguard the health and wellbeing of children supported by Achieve Australia, with a focus on services that support children, young people, and families to thrive using evidence based, developmental approaches
- demonstrate a commitment to providing a safe environment for all children including providing cultural safety for Aboriginal and Torres Strait Islander (ATSI) people and people from culturally and/or linguistically diverse (CALD) backgrounds
- meet mandatory reporting requirements to external bodies including (but not limited to) the NDIS Quality and Safeguards Commission, Office of the Children's Guardian, Department of Communities and Justice (DCJ) and Police.
- outline the general roles and responsibilities employees have in relation to the safety and wellbeing of children who receive services from Achieve Australia and specific responses to concerns of child abuse
- support the delivery of high quality services through appropriate documentation of individual service planning, delivery, and monitoring and evaluation as well as full and transparent reporting of adverse events, incident investigation and review.

## Scope

This policy relates to all employees, agency staff members, contractors, volunteers, and students on placement who deliver services to clients on behalf of Achieve Australia.

## Legislative Context

Refer to Achieve Australia Legislation Register

## Reference Documents

- [NDIS Practice Standards and Quality Indicators](#)
- Office of Children's Guardian Fact Sheet 10 Information for employers
- Achieve Australia Human Resources Policy
- Achieve Australia Employment Related Child Protection Procedure
- Achieve Australia Freedom from Violence, Abuse and Neglect Policy and Procedure
- Achieve Australia VOOHC Principles of Care
- Achieve Australia Client Incident Management and Reporting Policy and Procedure
- Achieve Australia Complaints and Feedback Policy and Procedure
- Achieve Australia Responding to Suspicion or Report of Sexual Assault Policy and Procedure
- Achieve Australia Code of Conduct Policy
- Achieve Australia Whistleblower Policy
- Achieve Australia Child Safety Statement
- Achieve Australia Human Rights Policy

Policy Owner	Chief Operations Officer
Approved By	Chief Executive Officer
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