



Child Safe Environments Policy

Inspired Psychology is committed to the safety and wellbeing of all children and young people accessing our service. We are committed to supporting the rights children and young people and creating an environment that not only prevents harm but also promotes wellbeing at all times.

This policy outlines the requirements of all employees and contractors of Inspired Psychology when working with children and young people to ensure that this is maintained.

Legislation:

The *Children's Protection Act 1993* has been amended to ensure that all children are safe from harm and are cared for in a way that allows them to reach their full potential. The Children and Young People Safety Act 2017 ensures greater safety, wellbeing and stability for children, young people and families within our communities.

Prescribed positions

Prescribed positions are identified in the Act as having particular responsibilities. A prescribed position is one that requires or involves:

- Regular contact with children on a regular basis
- Working in close proximity to (within eyesight of) children on a regular basis.
- Regular contact includes contact that may facilitate deliberate use of positions and status to access and exploit children. This may include multiple instances of contact of limited duration (attendance at a weekly program) or few, extended and intense periods of contact which may be away from the child's usual environment.
- Supervision or management of people with regular direct or proximal contact.
- Access to records relating to children

Further detail regarding legislation relevant to the creation of child safe environments can be found in the following Acts.

- Adoption Act 1988 (SA)
- [Children's Protection Act 1993](#) (as amended in 2006)
- Children and Young People (Safety) Act 2017 (SA)
- Children and Young People (Oversight and Advocacy Bodies) Act 2016 (SA)
- Domestic Violence Act 1994 (SA)

- [Freedom of Information Act 1991 \(SA\)](#)
- [Public Sector Management Act 1995 \(SA\)](#) (relevant for State Government employees)
- [Families and Community Services Act 1972 \(SA\)](#) (relevant to foster carers and foster parents)
- [Child Sex Offenders Registration Act 2006 \(SA\)](#)
- [Privacy Act 1988 \(Cth\)](#)
- [Freedom of Information Act 1991 \(SA\)](#)
- [Human Rights and Equal Opportunity Commission Act 1986 \(Cth\)](#)
- Young offenders Act 1994 (SA)
- [Workplace Relations Act 1996 \(Cth\)](#)

General principles

The principles and philosophy that underpin child protection work within Australia are based on the United Nations Convention on the Rights of the Child.³ The Convention provides the foundations for both the *Children's Protection Act 1993* and these standards and principles of good practice.

The Convention emphasises that:

- All children have equal rights to protection from abuse and neglect.
- All children should be encouraged to fulfil their potential and inequalities should be challenged.
 - All children should be encouraged to participate fully in cultural and artistic life and appropriate and equal opportunities should be provided for cultural, artistic, recreational and leisure activities.
- Everybody has a responsibility to support the care and protection of children.
- Organisations shall take all appropriate legislative, administrative, social and educational measures to protect children from all forms of abuse, neglect or negligent treatment, while in their care.
- Organisations have a duty of care to children with whom they work and with whom their agents, contractors and subcontractors work.
 - If organisations work through partners (e.g. contractors, subcontractors or agents), they have a responsibility to meet minimum standards of protection for the children in their partners' programs.

In 2018 the Council of Australian Governments (COAG) endorsed the *National Principles for Child Safe Organisations*. Drawn from the work of the *2013 Royal Commission in to Institutional Response's to Child Sexual Abuse*, Australian Children's Commissioners and Guardians and the *2005 National Framework for Creating Safe Environments for Children*, the National Principles are underpinned by a child-rights approach to build capacity and to deliver child safety and wellbeing in organisations, families and communities.

The principles emphasise the important of culturally safe environments and practices for Aboriginal and Torres Strait Islander children and young people.

The National Principles collectively show that a child safe organisation is one which creates a culture, adopts strategies and acts to promote child well-being and prevent harm to children and young people.

Requirements of Child Safe Organisations

A child safe organisation consciously and systematically:

- Creates an environment where children's safety and wellbeing are the centre of thought, values and actions
- Places emphasis on genuine engagements with and valuing of children
- Creates conditions that reduce the likelihood of harm to children and young people.
- Creates conditions that increase the likelihood of identifying any harm
- Responds to any concerns, disclosures, allegations or suspicions of harm.

Key Components of Inspired Psychology Child Safe Environments

It is the responsibility of Inspired Psychology to ensure that required systems are in place.

It is the moral and legal responsibility of each Inspired Psychology staff member to develop a clear understanding of these requirements and to uphold them consistently to ensure children and young people that we work with are safe and make positive progress towards their goals.

Principle 1: Child Safety and wellbeing is embedded in organisational leadership, governance and culture.

Governance arrangements are transparent and include a child safety and well-being policy, practice guidance, a Code of Conduct, and a risk management framework.

- See Inspired Psychology Child Safe Policy embedded within this document.
- See Inspired Psychology Code of Conduct
- See Inspired Psychology Risk Management Policy
- Inspired Psychology provides 4 weekly supervision for all contractors and employees by a senior member of staff.
- Inspired Psychology provides peer supervision opportunities.
- Inspired Psychology provides access to senior staff at all times for guidance
- Inspired Psychology provides line management including performance management to all staff and contractors.
- All contracted and employed psychologists are required to meet yearly professional development quota as per AHPRA requirements to maintain registration.
- Inspired Psychology offers in house development opportunities to contractors and employees including around children's rights

- Inspired Psychology has endorsed of the Charter of Rights for children and young people and materials are displayed in public areas.
- Child Safe policy is clear and accessible.

Principle 2: Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.

Children and young people are informed about their rights and responsibilities in an age appropriate way and are informed about the organisation's commitment to child safety and wellbeing. All staff interacting with children and young people do so in a way which values their identity and culture, that understands their developmental needs and builds upon their strengths.

- The practice environments are friendly and welcoming and have a range of appropriate books and toys available.
- See Inspired Psychology Privacy Policy for the Management of Personal Information.
- All children and young people receive an explanation at the commencement of service about their rights and responsibilities, delivered in an age appropriate way.
- Children are at the centre of all services relating to them. This includes that they have a voice and are listened to and believed. They are empowered to make choices regarding their participation in services provided by Inspired Psychology, including whether they wish to participate or not.
- All children and young people receive information that stresses our commitment to keeping them safe and to promoting their wellbeing at the commencement of service. This message is reinforced throughout the period of service provision.
- We work 'with' children and young people and do not impose services on them.
- All children and young people, along with their care teams, are asked to provide feedback during and post service.
- The Charter of Rights is visibly displayed in public areas
- Children and young people's de-identified art works from individual and group therapy are displayed.
- All psychologists work within their areas of competence with regards to working with children and young people and receive both supervision and training directed at the same.

Principle 3: Families and Communities are informed and involved in promoting child safety and wellbeing.

Caregiver/guardians are empowered to speak up and drive conversations relating to child safety and wellbeing. Caregiver/guardians are involved in decision making around their child's needs and capabilities. Children, young people, family and community members feel their culture and identity are respected.

- Caregiver/guardians are provided sufficient information about proposed services, rights and responsibilities to enable them to give informed consent
- Caregiver/guardian feedback is sought throughout service delivery and after it ceases

- Information is delivered in a way that is culturally safe and tailored to the family's specific needs.
- Caregiver/guardian's are provided with information about privacy and record keeping practices- via email when appointment is confirmed and in hardcopy on request.
- See Inspired Psychology Privacy Policy for the Management of Personal Information.
- The Charter of Rights is visibly displayed in public areas
- Inspired Psychology Policies and Procedures are available to our clients.
- A complaints process is available.
- A client satisfaction survey is provided at the end of each service period. Information from this survey is used to inform the further development of services.
- Inspired Psychology has strong and respectful industry and community partnerships

Principle 4: Equity is upheld and diverse needs respected in policy and practice.

Inspired Psychology understands children and young people's diverse circumstances and creates an environment where all children and young people feel comfortable and where services are provided in a culturally safe and inclusive way.

- Children and young people receive information about their rights and responsibilities at the outset of service.
- Psychologists have all engaged in cultural sensitivity training
- Safe and inclusive services are provided to a diverse range of children and young people including Aboriginal and Torres Strait Islander children and young people, children with disability, and children from culturally and linguistically diverse backgrounds and LGBTIQ children and young people. Psychologists ensure that they have the requisite level of knowledge and/or training in providing these services and seek additional support and information as needed.
- Psychologists are trained to respond effectively to children and young people with diverse needs in a way that is culturally safe and promotes equity.
- Discrimination and exclusion are not accepted by any member of staff
- Equity is upheld at all levels of the organisation.

Principle 5: People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

Recruitment emphasises child safety and wellbeing and all staff including employees and contractors have relevant DCSI working with children checks. All staff are inducted appropriately and are aware of their responsibilities to children and young people.

- Inspired Psychology screens all applicants for their suitability to provide services. This includes interviewing, checking qualifications and referees.
- All staff must have current DCSI working with children checks through the duration of their contract. Psychologists must also have up to date insurances and registration.
- All psychologists and any support staff working directly with children (e.g. co-facilitating programs) must have an up to date Child Safe Environments (CSE) certificate or, if they

are working in an education or care setting a Responding to Abuse and Neglect- Education and Care (RAN-EC) certificate Training.

- In the event of any lapse, the contractor or employee will be suspended from duties until such as time as this is rectified.
- All documentation records are kept in a staff database managed by administration. Processes are in place to ensure currency of information.
- Inspired Psychology provides 4 weekly supervision for all contractors and employees by a senior member of staff
- Inspired Psychology provides peer supervision opportunities.
- Inspired Psychology provides access to senior staff at all times for guidance
- Inspired Psychology provides line management including performance management to all staff and contractors.
- All contracted and employed psychologists are required to meet yearly professional development quota as per AHPRA requirements to maintain registration.
- Staff are aware of their responsibilities regarding mandated notification to the Child Abuse Report Line regarding suspected abuse or neglect of a child or young person and AHPRA if a colleague's conduct places a member of the public at risk.

Principle 6: Processes to respond to complaints and concerns are child focused.

There are clear and accessible complaints procedures in place. Clients are supported through this process in a way that is respectful, keeps them informed and maintains child safety and wellbeing.

- See Inspired Psychology Complaints Policy.
- Process of complaint clearly explained at the commencement of service
- Children and young people have clearly identified people accessible to them if they are feeling unsafe.
- All staff understand their roles and have been provided with a job description which delineates this.
- Staff are aware of their responsibilities in responding to disclosures from children or young people.
- Psychologists are aware of their responsibilities regarding mandated notification to the Child Abuse Report Line regarding suspected abuse or neglect of a child or young person and AHPRA if a colleague's conduct places a member of the public at risk.
- All staff have an obligation to act in accordance with the Code of Conduct and to challenge any breaches of the same.
- All staff have an obligation to report concerns about any perceived breaches of the Code of Conduct.
- Complaints are always taken seriously at all levels of the practice.
- Clients are supported through the complaints process and children and young people's safety and wellbeing is upheld in relation to the process.
- All concerns and complaints are recorded and analysed by senior staff.
- See Investigation Process (Principle 7)
- Action required in order to mitigate individual or systemic issues resulting from complaints is undertaken in a timely manner

- Feedback to all relevant parties is provided regarding the outcome of any complaint.

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

All staff are supported to effectively implement the Inspired Psychology Child Safe Policy. Staff are trained to respond effectively to indicators of harm to children and young people including supporting staff.

- All staff providing services to children are trained and appropriately supported to report any suspicion of abuse or neglect on reasonable grounds.
- All registered psychologists are bound by legal and ethical requirements in accord with AHPRA and the Psychology Board of Australia. This includes that:
 - Mandated notification is undertaken when required.
 - That adequate care notes are kept securely.
 - That supervision and support is sought if necessary.
 - That they have a duty of care to their clients in terms of wellbeing which they will uphold.
- If a contractor or employee has any concerns around either their own or another consultant's actions around a child or young person, or the way a young person perceives these actions, this should be raised with an Inspired Psychology Director as soon as possible.
- Psychologists are expected to act within the ethical and legal guidelines outlined by their professional bodies (including Australian Health Practitioner Regulation Agency Psychology Board; Australian Psychological Society). This includes that psychologists are expected to seek supervision around clients where they are concerned about the level of risk, mandate information as required and only provide services within their area of expertise.
- Inspired Psychology is mandated to notify any actions that they believe negligent in lines with the Australian Health Practitioner Regulation Agency guidelines: <http://www.psychologyboard.gov.au/Standards-and-Guidelines/Codes-Guidelines-Policies.aspx>
- See below for investigation process.

Investigation Process.

If any child safe issue between a contractor/employee and a child or young person is brought to the attention of Inspired Psychology, contact between the contractor/employee and the child/young person involved will be discontinued until an assessment of the available evidence has been finalised.

Where allegations of a significant nature (e.g., inappropriate sexual or physical contact) are made, the consultant will be suspended from all Inspired Psychology duties involving children and young people. They will remain on leave until such time as there is a final determination in relation to the allegations.

The results of the investigation will be made available to the staff member involved and appropriate feedback provided to others as appropriate (including the child or young person, caregivers, any relevant agencies and where necessary SAPOL and/or other Government Departments).

All paperwork regarding the investigation will be kept in a safe and secure matter and in accordance with the Inspired Psychology Management of Personal Information Policy.

Principle 8: Physical and online environments promote safety while minimising the opportunity for children and young people to be harmed

Risks are identified and mitigated in relation to physical and online environments.

- See Risk Management Policy
- See Code of Conduct Policy.
- Staff are not to link with children or young people who are clients of the practice on social media for the duration of their involvement with Inspired Psychology and any relevant term following (e.g. for psychologists in accordance with code of ethics)
- Staff provide information about online safety when appropriate in their discussions with children and young people
- Inspired Psychology social media maintained by a senior member of staff and checked and responded to on a daily basis. This platform is used to disseminate information only and is not to be used to provide clinical support.

Principle 9: Implementation of the national child safe principles is regularly reviewed and improved.

Inspired Psychology seeks to continually improve our delivery of child safe services through review, evaluation and improvement.

- Child Safe and other policies are regularly reviewed by senior members of staff
- Client feedback is included and used to inform the ongoing refinement of policy
- Complaints are attended to in a respectful and safe manner and action required in order to mitigate individual or systemic issues resulting from complaints is undertaken in a timely manner

Principle 10: Policies and procedures document how the organisation is safe for children and young people.

A clearly documented child safety and wellbeing policy is available such that all parties are aware of how the organisation meets its obligation to create a safe environment. Partner agencies demonstrate adherence to child safety and wellbeing principles and practices.

- Child Safe Policy is clear and accessible to all relevant parties including children and young people, adults, community members and staff and contractors of Inspired Psychology.
- All Psychologists are supervised by senior staff in order to ensure they are engaging in safe practice.
- All administration staff are supervised by senior staff in order to ensure they are engaging in safe practice.
- All partner agencies are adherent to child safety and wellbeing practices.