

	ONE2ONE POLICY			
	Title	Working with Children and Young People	Policy No	13
	Indicator	CM1 – Rights and Responsibilities	Review Date	

1. PURPOSE AND SCOPE

The purpose of this policy is to ensure the wellbeing and safety of children or young people whom One2One staff and volunteers have contact with.

This policy has been framed around the NDIS Practice Standards and applies to all of One2One’s supports and services.

2. POLICY STATEMENT

While providing supports and services under the NDIS, One2One staff and volunteers are uniquely placed to identify and respond to the needs and vulnerabilities of children or young people with disability; One2One will report any case a child or young person is suspected to be at risk of significant harm.

3. POLICY CONTENT

When working with children or young people One2One will:

- maintain professional and courteous relationships with children and their families
- provide services in a way that does not exploit or abuse our position
- listen to the views of children or young people and respect what they say and involve them when we make decisions, especially about matters that will directly affect them
- respect children and young people’s rights, background, culture and beliefs as set out in the UN Convention on the Rights of the Child
- comply with all relevant commonwealth, state or territory laws protecting children and young people
- follow mandatory reporting requirements for children or young people suspected to be at risk of significant harm
- investigate any One2One Incident Report concerning inappropriate staff or volunteer conduct towards children or young people, including any suspected risk of significant harm to a child
- report all serious incidents to WA Police and NDIS Commission within 24 hours of event
- safeguard children or young people at all times and not place them at risk of abuse, or condone behaviour which is unsafe
- use appropriate language for the age and understanding of the child or young person, and avoid confusing or age-inappropriate discussions with sexual, discriminatory or violent references
- avoid any actions or words intended to threaten, intimidate, shame, humiliate, belittle, embarrass or degrade children or young people
- ensure our staff and volunteers follow policy that prohibits them from attending work affected by illegal drugs or alcohol, consume them whilst on duty or supply them to children or young people in our care and not smoke whilst on duty
- maintain thorough and consistent recruitment practices with staff screening and selection processes including mandatory Working with Children Checks for all staff working unsupervised with children under 18 years of age

- discuss this policy with all new consumers under 18 years of age and their families

Breach of Working with Children and Young People Policy includes:

- any failure to disclose – all adults in Australia, with a reasonable belief that an adult has committed a sexual offence against a child, have an obligation to report that information to the police
- failure to protect – it is an offence if anyone knows of a substantial risk of child sexual abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so

Breach of this policy may result in disciplinary action; however, a serious breach may be deemed a criminal offence under relevant legislation. One2One will report all serious breaches to the relevant authorities.

4. POLICY REVIEW

This policy will be reviewed on a two-yearly basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy will be reviewed immediately and amended accordingly.

Authorised: Director – One2One