



St Vincent de Paul Society
good works

Safeguarding Children and Young People Policy



Easy read

April 2021



About this Easy Read



Vinnies wrote this fact sheet.

When you see **we** or **us**, it means Vinnies.

This easy read is a summary of the
Safeguarding Children and Young People
Policy.



We use pictures to explain some ideas.

We have written some words in **bold**. We
explain what these words mean.



You can ask for a copy of the Vinnies
Safeguarding Children and Young People
Policy.



Safeguarding Children and Young People Policy

This factsheet will tell you about



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What does Safeguarding mean?



Safeguarding is the steps an organisation takes to protect children and young people from harm in



- our services and programs
- the community.



How Vinnies keeps children safe

Vinnies will



- manage the risks in our programs and services

- do background checks on **Vinnies workers**



- give Vinnies workers Vinnies Child Safe training.

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Vinnies workers means members, volunteers and employees.



How Vinnies keeps children safe

Vinnies will



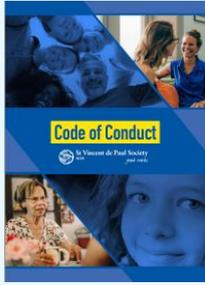
- ask parents for consent for things to do

with their child like

- take their photo
- allow them to be involved in a program.



- require workers to follow the acceptable behaviours in Vinnies code of conduct when working with children.



Acceptable behaviours for Vinnies workers



When working with children, Vinnies workers

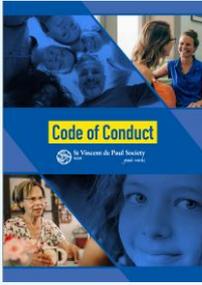
- **Must** treat children with respect
- **Must** be clear about the rules of acceptable



behaviour

- **Must** listen to their ideas
- **Must** treat all children the same
- **Must** take steps to keep children safe.





Unacceptable behaviours for Vinnies workers

Vinnies workers



- **Must not** kiss or cuddle children at work



- **Must not** be alone with a child while at work



- **Must not** hurt children



Unacceptable behaviours for Vinnies workers



- **Must not** say mean things to children



- **Must not** contact children they work with,
when they are not at work.



Who should you tell if you think a child is not safe?

Anyone can tell Vinnies if they think a child is not safe



- the child themselves
- the child's family
- people we assist
- Vinnies workers.



Vinnies workers **must tell** their supervisor or the Vinnies Safeguarding team.



Who should you tell if you think a child is not safe?

If you think a child is not safe.



The people we assist can talk to

- Vinnies workers
- service manager
- Vinnies Safeguarding team on
- Phone: 1800 478 776



Vinnies workers can talk to

- their supervisor
- Vinnies Safeguarding team on
- Phone: 1800 478 776.





Record keeping



Vinnies keeps information about the safety of children forever.



Vinnies keeps records about children private.



Vinnies reports all concerns about children to the Child Protection Helpline.

- Phone: 132 111



The law says we must report all concerns to help keep children safe.



For more information



You can ask for a copy of the Safeguarding Children and Young People Policy.

For help with this document talk to

- your support worker or service manager
- a family member or friend
- an advocate.

