



YOUTH LIVE4LIFE LTD

Child Safeguarding Policy

Document Administration

Classification	Internal Policy
Policy owner	CEO
Related documents	<ul style="list-style-type: none">● YL4L Risk Management Policy● YL4L Core Values and Principles Document● YL4L Code of Conduct● YL4L Child Safety Code of Conduct● Victorian Government's Child Safe Standards
Review and approval body	Management

Note: This is a controlled document and will not be changed without the consent of YouthLive4Life. The master copy of this document is held electronically. Printed documents are uncontrolled copies and may be obsolete.

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SECTION 1: INTRODUCTION

1.1 PURPOSE OF THIS DOCUMENT

Youth Live4Life (YL4L) is committed to living our values and principles daily and want to ensure the safety of children and young people.

This policy seeks to ensure:

- Children, young people and families understand the protective practices put in place by YL4L representatives to keep them safe from deliberate or inadvertent harm.
- Everyone recognises and embraces their critical role in keeping children safe and fostering a culture of openness and the participation of children and young people.
- Diverse cultural perspectives are respected, while recognising that such differences do not diminish a child's right to be safe or the organisation's responsibility to protect the child from harm. This applies to all children regardless of age, culture, religion, gender or disability.

1.2 SCOPE

This Policy applies to all YL4L representatives, including directors, staff, contractors and partners across all workplaces we operate in and all activities we undertake.

1.3 ROLES AND RESPONSIBILITIES

It is the responsibility of all employees and contractors to be familiar with the content of this Policy and report any concerns or breaches as appropriate.

1.4 BREACHES

Breaches of this Policy and Procedure must be escalated to the CEO within 24 hours of becoming aware of the breach.

In instances of non-compliance with this Policy, YL4L's actions would be determined in accordance with the circumstances in question and may include counselling, use of disciplinary procedures including termination of employment, civil action, or reporting of actions to police that may result in the laying of criminal charges.

SECTION 2: CHILD SAFEGUARDING POLICY

2.1 STATEMENTS

1. Representatives and partner staff must demonstrate the highest standards of behaviour in their private and professional lives and never abuse the trust that comes with being a member of the YL4L community.
2. Representatives and partners must report any actual or suspected harm to a child or young person and ensure every decision is made in the best interests of the child.
3. Representatives and partners must understand and acknowledge this policy and adhere to the child safeguarding training curricula relevant to their role.
4. Leaders must drive an honest, safe, two-way communication process between themselves and children, representatives, partners, parents and communities – welcoming scrutiny, making time to listen to them, and encouraging the expression of different views.

5. Local Community staff must ensure all children, young people, families and carers are informed about program activities, the rights and responsibilities of the people involved and have access to a support and feedback mechanism.
6. Community Engagement Coordinators must ensure the voice of the child is systematically embedded in program design, implementation, monitoring and evaluation. Specific consideration must be given to the needs of vulnerable groups including Aboriginal and Torres Strait Islander and Pacific children, children with disability, children from culturally and linguistically diverse backgrounds and who are same-sex attracted or gender diverse.
7. Local Coordinators must ensure that every program and activity has a risk assessment that identifies and mitigates risks to child safety, including in physical, emotional and online spaces.
8. Program managers must ensure all program partnership arrangements have appropriate agreements in place, partners have adequate child safety capabilities and representatives of partner agencies are assessed as suitable.
9. People managers must ensure that appropriate checks and monitoring are used to identify suitable representatives and deter unsuitable candidates and provide adequate professional supervision and development for all staff and volunteers.

2.2 DEFINITIONS

Term	Definition
Child	Anyone under the age of 18 years.
Harm	<p>Refers to anything which individuals, institutions or processes do or fail to do which directly or indirectly causes intentional or unintentional abuse including;</p> <p>Physical: involves the use of violent physical force so as to cause actual or likely physical injury or suffering, (e.g. hitting, shaking, burning, female genital mutilation, torture).</p> <p>Sexual: includes all forms of sexual violence including incest, early and forced marriage, rape, involvement in pornography, and sexual slavery. Child sexual abuse may also include indecent touching or exposure, grooming, using sexually explicit language towards a child and showing children pornographic material. This may also include harmful behaviour between children.</p> <p>Emotional: includes humiliating and degrading treatment such as bad name calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation.</p> <p>Neglect: Neglect describes the failure to provide the child with the basic necessities of life such as food, clothing, shelter, medical attention or supervision, to the extent that the child's health and development is, or is likely to be, significantly harmed.</p> <p>Exploitation: means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual or other purposes, including, but not limited to, profiting monetarily, socially or politically.</p>
Representatives	<p>YL4L Ltd permanent, maximum term and casual staff, contractors and board members, volunteers, interns, work experience/placement students and individual contractors and consultants (referred to as representatives).</p> <p>Donors, journalists, celebrities, politicians and other people who visit YL4L programmes or offices in order to make contact with children must be made aware that this Policy applies to them while visiting our programmes or offices (during this time they are referred to as representatives).</p>
Partners	<p>Individuals, groups or organisations (including consortiums) who have a formal/contractual/MOU relationship with YL4L that involves any contact with children (referred to as partners or staff of partner agencies).</p>
Leaders	Board, CEO, Senior Management Team, Business Unit and Team Leaders etc.

SECTION 3: DOCUMENT REVIEW

The Child Safeguarding Policy will be thoroughly reviewed biennially by the Risk Management Officer (RMO). At this review any changes will be made that will improve the policy and process.