



We support being
CHILD SAFE

We do what is best for children

Children are respected and treated fairly

Services are from skilled and caring adults

Families and communities participate with us

Turning CHILD SAFE
Principles into practice



www.kidsguardian.nsw.gov.au/childsafepinciples

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Soul Café 2018 Child Safe Organisation In-Service Staff and Volunteers

Soul Café does not provide direct child services but supports putting Child Safe principles into practice.

We support being CHILD SAFE
We do what is best for children.
Children are respected and treated fairly
Turning CHILD SAFE principles into practice.

Find out more about 'Child Safe Principles' at

<http://www.kidsguardian.nsw.gov.au/child-safe-organisations/child-safe-principles>

LINKS TO OTHER CHILD SAFE RESOURCES

NSW Family & Community Services

<http://www.community.nsw.gov.au/preventing-child-abuse-and-neglect>

Office of the Children's Guardian

<http://www.kidsguardian.nsw.gov.au/>

Childwise (Not-for-Profit child abuse prevention organisation)

www.childwise.org.au

NSW Government Mandatory Reporter Guide

<https://reporter.childstory.nsw.gov.au/s/>

<https://reporter.childstory.nsw.gov.au/s/mrg>

CHILD PROTECTION IS LAW

Numerous Acts (laws) help to govern and guide the process of child protection in the NSW. As members of the community, volunteers, staff and as an organisation we operate within these laws, just as you would for road or taxation laws. Community Services (formerly Department of Community Services) is responsible for overseeing and upholding child protection in NSW. The acts include:

Principal Acts:

- Children and Young Persons (Care and Protection) Act 1998

Other relevant Acts:

- Children and Young Persons (Care and Protection) Amendment (Parental Responsibility Contracts) Act 2006
- Child Protection (Offenders Registration) Act 2000
- Crimes Act 1900
- Commission for Children and Young People Act 1998
- The Ombudsman Act 1974
- Family Law Act 1975 (Cth)
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KEEP THEM SAFE LEGISLATION FACTSHEET

http://www.community.nsw.gov.au/__data/assets/pdf_file/0005/336191/legislation_factsheet.pdf

At Soul Café we want children and young people who may come with their families for meals or services to have a safe and happy experience.

If you have any question or are unsure about how to do this speak to your team leader. There is also a designated 'Child Safe Officer' who will be able to assist you.

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WHAT IS CHILD ABUSE

www.community.nsw.gov.au/__data/assets/pdf_file/0009/319068/spot_stop_english.pdf

Neglect is the continued failure by a parent or caregiver to provide a child with the basic things needed for his or her proper growth and development, such as food, clothing, shelter, medical and dental care and adequate supervision. There are different forms of child abuse. These include neglect and physical, emotional and sexual abuse.

SAFE ENVIRONMENT

Soul Café provides meals open to the public including services that can attract high risk populations such as those who have committed child related offences or those who have behaviours that potentially put children at risk. For this reason, heightened awareness is important.

‘Keep an eye on kids / Be Aware’

Incidents of abuse are unlikely to take place in front of another person and the presence of a witness can assist in clarifying questionable allegations.

‘Two Adults (18 years +) Present Rule’

‘Keeps children, yourself and the organisation safe’. Staff and volunteer teams are actively encouraged to report all concerns, behaviours or suspicious behaviour.

All staff and volunteers at Soul Café are expected to abide by the [Soul Café Child Safe Organisation Code of Conduct](#).

CHILD SAFE ORGANISATION - CODE OF CONDUCT

Statement of Commitment

Soul Café volunteers and staff are committed to the wellbeing of all persons who belong to or participate in its programs. We want children and young people who participate to have a safe and happy experience. We support and respect our children, young people, staff, volunteers and students.

Code

Everyone participating in the programs of Soul Café including staff, volunteers, children, parents and visitors must keep to the following codes of behaviour:

- DO** Treat everyone with respect and honesty
- DO** Remember to be a positive role model
- DO** Set clear boundaries about appropriate behaviour between yourself and children.
- DO** Follow organisational policy and guidelines for the safety of children.
- DO** Always have another adult present or in sight when minors are present.
- DO** Keep an eye on kids / be aware.
- DO** Report concerns related to a child's welfare that you believe are at risk of abuse.

- DON'T** Develop any 'special' relationships with children.
- DON'T** Do things of a personal nature that a child can do for themselves.

REPORTING CHILD ABUSE

Soul Café actively encourages the reporting of all abuse including Sexual Abuse. Employees and/or volunteers must report reasonable suspicions of abuse.

Reasonable Suspicion means fair and practical reason to believe an incident involving abuse has occurred based on verbal communication, hearsay, rumour or observation of behaviour.

If there is reasonable suspicion that a child has been or is suffering abuse, report your concern to your team leader or the Soul Child Safe Officer who will assist you in making a report. The Department of Family and community services / police will be called.

[Child Protection Report General Public: 132 111](#)

[Mandatory Reporting Line 133 627](#)

[National Child Abuse Helpline: 1800 99 10 99.](#)

Mandatory reporters are people who deliver the following services, wholly or partly, to children as part of their paid or professional work:

- Health care (e.g. registered medical practitioners, specialists, general practice nurses, midwives, occupational therapists, speech therapists, psychologists, dentists and other allied health professionals working in sole practice or in public or private health practices)
- Welfare (e.g. psychologists, social workers, caseworkers and youth workers)
- Education (e.g. teachers, counsellors, principals)
- Children's services (e.g. child care workers, family day carers and home-based carers)
- Residential services (e.g. refuge workers)
- Law enforcement (e.g. police)

SUPPORT THE CHILD

If a disclosure of abuse is made, the person who receives the disclosure will maintain appropriate support to the child. This will include:

- Treating each allegation seriously and not attempting to deny the allegation or minimise its impact on the alleged victim.
- Not pushing the child / person to disclose details of the alleged assault or attempting to investigate the allegation.
- Assuring the child / person that they are understood: that their disclosure is being taken seriously; that what has happened is not their fault, and that they are correct in disclosing the incident.
- Reporting the abuse
- Maintaining confidentiality.

WORKING WITH CHILDRENS CHECKS

Soul Café asks volunteers to provide their working with children check number.

You apply for your WWCC at

<http://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>



IN SUMMARY

1. Child Protection Is Law
2. Two Adults (18 Years +) Present Rule
3. Keep an Eye On Kids / Be Aware
4. Abide by the Child Safe Organisation Code Of Conduct

SOUL CAFÉ CHILD SAFE INCIDENT REPORT FORM

This form should be used to record a suspicion, allegation or disclosure of child abuse.

Your name:

Your Mobile:

Your Email:

Name of child or young person involved:

Name and contact details of parent / guardian (if available):

Describe the incident: - include time, date, location and what happened (this can include observations of the child's behaviour).

Details of any injuries and if the child received medical attention.

Details of anyone else involved:

Accurately record what the child said when describing what happened.

Did you or any other person that you are aware of make a report to the *Department of Family and Community Services (please record who made the report, date, time and report number from the department)*

Signed:

Print name:

Date: