



POLICY

Child Safety & Wellbeing

Approved by:	Board of Directors:	<input checked="" type="checkbox"/>
	CEO:	<input checked="" type="checkbox"/>
	Director of Services:	<input checked="" type="checkbox"/>
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1. Background and context

Child safety and well-being is the concern of everybody. This is especially true for individuals, community groups, and community service organisations that routinely work with children and young people as part of their core business and where a recognised duty of care exists. These organisations possess a legal and moral duty to ensure safety, health, education and well-being of all who come within the ambit of their responsibilities. This includes taking all reasonable and practical steps to prevent emotional, physical and sexual abuse as well as neglect. For these providers, there is a particular need to ensure that their organisational structures, procedures, and processes are amenable to child-safety and well-being.

Berry Street has a long standing history of promoting children's rights to safety, health, education and well-being. The consolidation of Berry Street as a child-safe organisation does not rest solely with one individual, or program area, but with *all* stakeholders. Child safety in Berry Street's context is the collective product of a range of stakeholders including our Board of Directors, executive and senior staff, program workers, volunteers, carers, and children and young people themselves. While there are no fail-safe guarantees, as an organisation Berry Street takes responsible steps towards minimising the chances of an incident that could jeopardise the safety and well-being of a child. Prevention is clearly the best protection; a child-safe organisation takes responsibility to protect children and young people from physical, sexual, emotional, psychological and cultural harm as well as from neglect. In a child-safe organisation, this collective responsibility is embedded and integrated within the organisational culture including service delivery policies, principles, procedures, and day-to-day practices - this is what Berry Street is striving for.

Fundamental to child-safety is the building of an *Open, Aware, Transparent, and Listening* organisation; an organisation that *openly* discusses child abuse and harm, child safety and

well-being, potential risks and preventative measures, and is proactive in implementing sound policies and procedures that provide the basic building blocks for safety. *Awareness* is another key foundation for a child-safe organisation: awareness of the problems, risks, attitudes, and behaviours that potentially put children and young people in danger and which jeopardise their well-being. An organisation should also be proactive, rather than reactive, in developing, implementing and reviewing policies and procedures that address child safety in a deliberate and considered manner. *Transparency* refers to the reasons underlying decisions and the willingness of an organisation to be scrutinised against those decisions. A *Listening* organisation is one which actively consults with and seeks input from a range of stakeholders to ensure that the programs and services it provides are appropriate to the needs of users; are effective and efficient; are safe; and provides the opportunity to critically review the quality of service delivery.

2. Purpose and scope

This is an organisation-wide policy. It applies to all aspects of Berry Street's business and all persons involved in the governance, administration, development and service delivery of Berry Street. Adherence is mandatory for all personnel including paid staff and volunteers. It specifies the elements necessary to enable Berry Street to maintain vigilance for the protection of children and young people in our care.

Berry Street has a firm and unswerving commitment to child safety and well-being. We are dedicated to meeting our moral, ethical, professional and legal duty to protect children and young people from the risk of abuse and to promote child safety and well-being. This includes all children and young people who are currently receiving services and those who will receive services into the future. Berry Street supports the rights of the child and will act uncompromisingly to ensure that a child-safe environment is maintained at all times. Berry Street is also committed to the rights and well-being of paid staff and volunteers and encourages their active participation in the development and maintenance of a child-safe organisation. At Berry Street we expect our staff to enact the values of the organisation on a day-to-day basis whilst carrying out their work. These are *Integrity, Courage, Respect, Accountability* and *Working Together*.

The objectives of this Child Safety and Well-being Policy are:

- 2.1 To ensure the safety and well-being of all children and young people who receive services through Berry Street.
- 2.2 To demonstrate Berry Street's organisational commitment to child safety and well-being.
- 2.3 To describe the provisions of this policy in clear terms which are understandable by all stakeholders including personnel and service users.
- 2.4 To reinforce Berry Street's commitment to sound personnel recruitment, selection, and screening processes in order to ensure that paid and volunteer staff pose no danger to children and young people in their care.
- 2.5 To reinforce Berry Street's Code of Conduct in relation to establishing and maintaining guidelines on appropriate behaviours and clear boundaries between staff and service users regarding acceptable and unacceptable actions.
- 2.6 To provide a working environment that provides structures which support and encourage personnel to perform their jobs at an optimal level.

The objectives are further articulated and met through implementation of other specific Berry Street policies and procedures as referenced throughout this Policy.

3. Definitions

<i>Carer/s</i>	Any individual or family providing any element of home based care for Berry Street clients (Foster Care, Kinship Care, One to One, Lead Tenant, etc). Carers may be paid or unpaid.
<i>Children & Young People</i>	Refers to people under the age of 18 years.
<i>Duty of Care</i>	A legally enforceable expectation that one’s behaviour will meet expected standards that are appropriate to the situation and the professional setting. All Berry Street staff members (paid or volunteer), in any given set of circumstances, are required to fulfil a standard of conduct that ensures no harm is caused to others.
<i>LAC</i>	‘Looking After Children’ practice framework for children and young people in out-of-home care.
<i>Negligence</i>	In law relating to torts (civil wrongs), negligence is comprised of three parts (elements). Firstly, there must exist a recognised duty of care between the parties. Secondly, that the duty of care was breached. Thirdly, that harm was caused as a direct result of that breach. It must also be established that the harm caused was reasonably foreseeable (a foreseeable risk).
<i>Participants</i>	Anyone who takes part in an organisation or activity.
<i>Risk Foreseeable</i>	In the law of negligence, where harm to another could have been foreseen by a “reasonable person” as a result of one’s actions and failure to exercise due care.
<i>Safety</i>	Refers to the protection of all aspects of a child and young person including physical, emotional, mental, and sexual safety.
<i>Service Users</i>	Children, young people and families accessing services and programs.
<i>Staff</i>	All people who are provide services including paid staff and volunteers.
<i>Well-being</i>	Includes all aspects of a child and young person’s health status, not simply an absence of sickness. Refers to an individual’s physical, psychological, emotional, spiritual, mental, and cultural health. Well-being is the embodiment of all these aspects and provides individuals with the vitality necessary for active living, to achieve goals, and to interact with others in positive and mutually supportive ways.

4. Policy provisions

This Child Safety and Well-being Policy provides Berry Street with a strong foundation for a consistent, organisation-wide approach across various service areas and types of engagement.

4.1 Transparency

4.1.1 Decision making

The specific reasons behind decisions should be clear to all involved stakeholders including service users and carers and should reflect Berry Street's vision, values, principles of service delivery and duty of care obligations. Berry Street is committed to providing reasonable opportunity for service users, carers and staff to be consulted and have input into major decisions in relation to policy, service delivery processes and outcomes. An inclusive approach will be adopted by Berry Street to ensure all parties' views are canvassed prior to taking major decisions.

4.1.2 Feedback

Berry Street recognises that the children and young people who use our services are the experts of their own experience and is committed to hearing the voices of the children and young people with whom we work. The Youth Empowerment & Participation Project (YE&PP) is part of this commitment and is intended to improve Berry Street's capacity to provide opportunities for young people to be heard on issues that affect their lives and to play an integral role in solution-building where gaps and issues are identified.

To fully embed a robust and responsive feedback system requires broad commitment from all levels of the organisation. It also requires the development of child and youth-friendly mechanisms for the solicitation, interpretation and implementation of feedback. While the initiatives developed through the YE&PP are expected to support and build on the good practice already happening on the ground throughout Berry Street programs and services, this level of culture change will also require innovation and creativity.

The YE&PP is and will continue to consult with young people to develop an embedded approach to youth participation and consultation. It also seeks to involve them in the implementation of such a framework, because their feedback on our services is key to maintaining effective and relevant services to support their needs.

4.1.3 Complaints

All crises and/or complaints about service delivery are handled in accordance with established reporting and investigation processes. Berry Street refers to the various programmatic requirements enforced by funders, including the Department of Human Services, for complaint resolution which includes ensuring a balance between:

- The rights of the child to be heard, to be protected and to be supported;
- The right of the child and their family to have their concerns acted upon and resolved;
- The legal requirements for the organisation to report suspects crimes to the Police for investigation;
- The legal requirements of mandated professionals to notify DHS of protective concerns regarding children under 17 years of age; and
- The moral duty of all people to notify DHS of protective concerns regarding children under 17 years of age.

Complaints mechanisms are outlined for all clients and families in the Berry Street Service Charter and the Berry Street Client Complaints and Feedback Procedure.

4.1.4 Privacy and confidentiality

Berry Street is committed to protecting client privacy and confidentiality at all times and to ensuring that all health and personal information collected, stored, used, disclosed and destroyed by Berry Street complies with all relevant legislation including the Information Privacy Act 2000 (Vic), the Health Records Act 2001 (Vic) and the Privacy Act 1988 (Cwth). Berry Street has detailed policy and procedures to ensure that only authorised staff have access to personal information and that it remains confidential and only used for appropriate purposes and in accordance with the policy.

Privacy and confidentiality apply to all personal information held by Berry Street, whether it is information or an opinion about any individual whose identity is apparent or can be reasonably ascertained from that information or opinion. This includes information collected from people over the telephone, through mail, personal contact or over the internet. Berry Street and the people working within the organisation are obliged to comply with all relevant privacy legislation. Berry Street may disclose personal information to other service providers if necessary to provide client services.

4.2 Rights & Responsibilities

All those involved in Berry Street's endeavours have a responsibility to observe the human rights of all parties involved, with reference to the *United Nations Convention on the Rights of the Child (1989)*, the *Victorian Charter of Human Rights and Responsibilities*, which applies to all Victorians, and the *Charter for Children in Out of Home Care* which provides a framework for the specific needs and rights of children and young people residing in a placement outside of their family.

In order to uphold the rights and responsibilities of the children and young people who come into contact with Berry Street, as an organisation we endeavour to:

- 4.2.1 Welcome children, young people, their families and/or carers
- 4.2.2 Recognise that children and young people are vulnerable
- 4.2.3 Recognise and respond to children and young people with special needs including those with a disability
- 4.2.4 Actively encourage the participation of Aboriginal children and young people
- 4.2.5 Recognise and respond to the particular needs of children and young people from diverse cultural, linguistic and religious background
- 4.2.6 Encourage children and young people to participate in decision making
- 4.2.7 Encourage children and young people to give feedback to Berry Street about their experiences when involved with our services
- 4.2.8 Carefully recruit, train and manage our staff and volunteers
- 4.2.9 Ensure our commitment to child safety is clear and shared by all
- 4.2.10 Educate our staff, carers and volunteers about child safety

4.3 Aboriginal Cultural Competence¹

Berry Street makes a clear and strong commitment to striving for Aboriginal cultural competence as an organisation and as individuals operating within all aspects of the organisation. We acknowledge that there is much which underpins the concept of culture and its impact on everyone living in Australia; but it has particular relevance for Indigenous people who live in the dominant culture that is different to their culture, and their experience is one of managing a life in two cultures.

Berry Street sees itself on a journey towards cultural competence, a journey embarked on in partnership with our Indigenous clients, families, staff and colleagues in Aboriginal Community Controlled Organisations (ACCOs). Berry Street is extremely grateful for our ongoing partnership with the Victorian Aboriginal Child Care Agency particularly, and the work they have done to help us understand and implement a framework of cultural competence through the Aboriginal Cultural Competence Framework (DHS & VACCA, 2008) and the Respectful Partnerships Project (MacKillop Family Services, Berry Street and VACCA, 2009 - in print).

4.3.1 Aboriginal self-determination and respectful partnerships

Berry Street endeavours to support and complement ACCOs' service provision as the sector moves towards Aboriginal self-determination in relation to decision made regarding Aboriginal children. Organisationally, this will be reinforced through our Berry Street Aboriginal Plan. In practice, this means we will always seek to work in partnership with ACCOs when delivering services to Aboriginal children, young people, families and communities.

4.3.2 Cultural respect

Cultural respect means the attitudes and values of individuals, which collectively may be interpreted as the organisational culture of an organisation. As such:

- Berry Street strives to value and promote the uniqueness and strengths of Aboriginal culture
- Berry Street recognises the diversity of Aboriginal communities and respects and seeks to understand the local Aboriginal communities where we work and with whom we engage, particularly the communities and cultures of the Aboriginal children and families with whom we work directly.
- All those involved in Berry Street's endeavours (board members, executive, managers, staff, carers and volunteers) are educated and supported to be positive and respectful towards Aboriginal people.

4.3.3 Cultural responsiveness

Cultural responsiveness means the ability and skills of individuals (staff, carers and volunteers) to work effectively across-cultures and provide services that meet the needs of Aboriginal people. As such:

- Berry Street provides all staff and carers with Cultural Knowledge and Awareness Training
- Berry Street is developing Aboriginal practice training for direct service staff

¹ This section draws heavily on the conceptual framework outlined in the Aboriginal Cultural Competence Framework (DHS & VACCA, 2008)

4.3.4 Cultural safety

Cultural safety refers to the service/organisational environment and client experience. In consideration of this Berry Street:

- Publicly acknowledges traditional ownership of land on all office buildings
- Displays Aboriginal and Torres Strait Islander flags in all office buildings
- Seeks locally appropriate Welcome to Country/Acknowledgement of Country at organisational events
- Seeks to establish a specific Indigenous Youth Advisory mechanism to inform and hear the experience of Indigenous young people in our services

4.3.5 Cross-cultural practice and care

The aim of promoting cultural awareness, commitment to Aboriginal self-determination, cultural respect, cultural responsiveness and cultural safety is to provide services for Aboriginal children that promote their best interests, using the lens of culture in all assessments and planning concerning the needs of children.

4.4 Human Resource Management

4.4.1 Recruitment

The recruitment, selection and screening of all people engaged in child-related activities are a critical dimension in the development and maintenance of a child-safe organisation. Berry Street has a comprehensive approach to screening staff, carers, mentors and volunteers which includes motivational interviewing, Criminal Records Checking, Working with Children Checks, professional and/or personal reference checks, proof of identity and qualifications and pre-employment injury/disease declarations. For paid staff, this pre-employment checking is accompanied by an intensive first 3 months' orientation and supervision, including a formal probationary review.

It is mandatory for all new staff, carers, mentors and volunteers to undergo these selection and screening processes, which are further detailed in the following policies and procedures:

- Staff Recruitment Policy
 - Flowchart Recruitment Process
- Recruitment Checks Policy
 - Criminal Records Checks - Carers
 - Criminal Records Checks - Staff
 - Criminal Records Checks - Volunteers
 - Working with Children Checks - Carers
 - Working with Children Checks - Staff
 - Working with Children Checks - Volunteers

4.4.2 Code of Conduct

Berry Street's Code of Conduct provides a guide for appropriate behaviours for all employees and contractors. It establishes clear boundaries to direct the professional behaviour of staff and describes acceptable and unacceptable behaviours in the context of work settings. It is mandatory that all staff read and fully comply with the Berry Street Code of Conduct.

4.4.3 Foster Carers Charter

The Berry Street Foster Carers' Charter identifies the expectations of, and obligations Berry Street has to, our volunteer foster carers. The Foster Carers' Charter that acknowledges:

- The unique and critical role volunteer foster carers have in the lives of the vulnerable children and young people for whom they provide care.
- Volunteer foster carers are valued partners in the planning and provision of care and have a right to be treated accordingly.
- The care experience, and outcomes for children and young people, can be enhanced by clearly articulating what Berry Street members of a care team can expect of each other.

This Charter compliments the Berry Street Staff Code of Conduct. It is designed to help carers understand their rights, responsibilities and obligations in ensuring that standards of care are met. The Charter also provides guidance if carers are faced with an ethical dilemma or conflict of interest in their role as a carer.

The Berry Street Foster Carers' Charter supports the organisation's commitment to the Charter for Children in Out of Home Care (DHS & Child Safety Commissioner 2007) and our legal requirements such as Privacy and Equal Opportunity. It complies with the Registration Standards for Community Service Organisations (DHS 2007) and takes into account Berry Street's own policies, procedures and practice frameworks.

4.4.4 Supervision and support

Experience shows that inappropriate behaviours are more likely to emerge in organisations that do not have regular, formal staff supervision practices and performance monitoring. Quality staff supervision is a hallmark of good human service management practice and indicative of a mature and child-safe organisation. Solid staff support and supervision structures/processes are a central feature of Berry Street's commitment to child-safety. It is a mandatory part of a staff member's work with Berry Street. Staff support and supervision are closely linked with initial orientation and induction processes undertaken when a new staff member commences with Berry Street.

Support for home based carers as defined and committed to in the Berry Street Foster Carers' Charter (2009) is:

“The variety of ways in which Berry Street provides support and development to each carer. This process is designed to ensure accountability of both worker and carer, and provide carers with education appropriate to their role, personal support and mediation. These elements may be demonstrated through a variety of activities including:

- *Regular telephone contact*
- *Visits to carers' homes*
- *Caregiver Reviews*
- *Placement reviews*
- *Quality of Care reviews*
- *Group training*
- *Care teams*
- *After hours telephone support*

Carers can expect that workers will support them with children and young people's behaviour management, crisis management, care planning, access visits, etc."

4.5 Client Interaction

4.5.1 Client Contact

A specific Procedure in relation to appropriate physical contact between clients and staff/carers is currently under development and due for completion at the end of 2009. 'Physical contact' includes, but is not limited to: physical contact intended to restrain a young person (which is also viewed on a continuum from diffusion to restraint); physical contact involved in an activity (such as sport); physical contact as a display of affection or comfort; and physical contact that may be construed as 'therapeutic'. Details of this Procedure will be included in this Policy when this work is completed.

4.5.2 Behaviour Management

Berry Street endeavours at all times to provide carers and staff with the information and support necessary to develop an understanding of a client's history so as to be in a position to provide adequate and appropriate behavioural management. Clients who have identified behavioural difficulties and demonstrate significant risk taking behaviour will be supported by the development of a Crisis Management Plan, supported by the care team for each individual young person.

4.6 Service Environments

4.6.1 Education

Berry Street believes that our children and young people have the right to the highest quality education & training and that this will restore hope and trust to their lives. Our education staff strive to ensure that children and young people have the most appropriate education to meet their needs at any particular time in their lives. We will ensure that this is provided in a safe, non-violent, supportive environment where they are respected and encouraged to learn at their own pace.

4.6.2 Mentoring

Berry Street believes that our children and young people should have opportunities to form strong supportive relationships with members of their local community. We do this through providing mentoring opportunities both from within Berry Street and in partnership with other specialist organisations. Berry Street's mentors are screened, trained and supported to ensure the safety and well-being of children and young people and matched appropriately with children and young people to provide the best possible opportunity for forming healthy, active, pro-social and normative relationships.

4.6.3 Case management

Berry Street's practice approach to case management is outlined in the *Foundations for Practice Intervention - Case Management*. At Berry Street, case management is underpinned by principles of individualised service delivery, involving collaborative processes of assessment, planning, facilitation and advocacy for options and services to meet an individual client's needs. Berry Street case managers work with, and on behalf of, children and young people to achieve resolution and life improving change which is lasting and meaningful for children and young people.

At Berry Street, we believe our case management impacts at both systems and client levels:

- At a systems level, case management is a strategy for coordinating the provision of services to children and young people and ensuring that there are adequate and appropriate services available.
- At a client level, case management is a child-centred, goal oriented and responsive process for assessing the need of an individual, developing realistic plans from this assessment, and partnering the child or young person in achieving their goals for these plans.

4.6.4 Outreach

Outreach is the practice of working within the community and the child or young person's environment. It is a conscious effort by Berry Street staff to take their work into the physical and service environment in which the child or young person operates. For Berry Street staff, outreach work is proactive, assertive and planned; a deliberate intervention to assist in ensuring children and young people are safe (which may include a reactive response to crisis or critical incidents) and we understand their broader environment.

4.6.5 Family violence

The Family Violence Service prioritises assessing the level of risk of violence to women and children and provides safety planning for when there is a possibility of ongoing risk. The Service promotes children and adolescents accessing direct support to address their experiences of violence; facilitates parents to gain the support they require in understanding and dealing appropriately and effectively with the impact of violence on their children; and supports other organisations to increase their capacity to work with children affected by violence.

4.6.7 Community development initiatives

Berry Street works within communities to facilitate activities which foster community connection. These activities may involve the general public in largely 'uncontrolled' environments. Berry Street remains aware during these events of our duty of care to keep children who are participating safe. Key adults recruited by Berry Street for these events have clear criminal records checks (eg: a volunteer supervising a community arts project) or otherwise approved to be supervising children (eg: school teachers supervising children at a Community Reading Day).

4.6.8 Client recreational activities & overnight stays

In working with children and young people across our services, Berry Street seeks to maximise social and recreational opportunities through attendance at overnight camps, excursions and trips that involve activities. These experiences provide children and young people with meaningful learning opportunities and create lasting memories, as well as increasing skill development and a sense of adventure.

Berry Street's Client Recreational Activities and Overnight Stays Procedure articulates Berry Street's commitment to children safety and well-being in all aspects of the preparation, planning and delivery of camps, overnight stays and trips that involve activities. This procedure aims to provide a concise and consistent framework to ensure

legal and moral responsibilities are met where Berry Street clients are attending camps or activities organised by our staff.

4.7 Care Environments

Every child and young person needing care outside of their family has the right to feel safe, to experience a stable placement and be provided with opportunities and environments which promote their healthy development.

4.7.1 Pre-placement information

No placements will take place until Managers are satisfied that all reasonable information has been received and assessed in order to ensure the safety of the child or young person prior to placement ². This includes referral information, appropriate LAC documentation, an assessment of appropriate placement requirements (matching, specific training, staffing, resourcing, etc).

4.7.2 Placement matching

Berry Street recognises the seriousness of placing children and young people in out of home care and the significant responsibilities Berry Street assumes by providing such placements. We believe that the process of finding the carer whose skills, qualities, experience and circumstances are most compatible with the needs of the child or young people is critical to determining the quality of care and success of the placement. The Procedure - Home Based Care Matching Process (revised 2009) sets out the framework and process for matching children and young people with home based carer.

4.7.3 Children in engaging in community activities

Workers will also take all reasonable steps to ensure that community activities that children in residing in Berry Street placements take part in are appropriately supervised and managed (eg: Scouts, sporting clubs, weekend camps, etc).

4.7.4 Placement of Indigenous children and young people

Berry Street endorses, supports, and endeavours to enact the Aboriginal Child Placement Principle (ACPP) (DHS, 2002) which governs the practice of Child Protection workers when placing Aboriginal children and young people in out of home care. The ACPP states:

- *Removal of any Aboriginal child from their community and family environment by any welfare or government authority or other persons must be a last resort.*
- *In the event, after consultation with a community controlled Aboriginal welfare organisation, of separation or removal of a child from its family being unavoidable, then the courts or authorities will have regard to the direction of the Aboriginal Child Care Agencies and the following criteria:*
 - a) *The child must be placed within the extended family or relatives*
 - b) *If the above is not feasible or possible after consultation with the community's child/welfare organisation, the child may be placed with:*

² This applies to all placements with the exception of emergency placements. Critical information for an emergency placement may be obtained over the phone from the referral source, however in this circumstance written information should be provided as soon as practical.

- i. *an Aboriginal family from the local community and within close geographical proximity to the child's natural family;*
 - ii. *as a last resort the child may be placed, after consultation with the local ACCA, with a non-Aboriginal family living in close proximity to the child's natural family*
 - iii. *any non-Aboriginal placement must ensure the maintenance of the child's culture and identity through contact with the child's community.*
- *When a child is to be placed outside his/her natural family then the order of priority of placement should be:*
 - a) *A member of the child's extended family*
 - b) *Other members of the child's Aboriginal community who have the correct relationship with the child in accordance with Aboriginal customary law*
 - c) *Other Aboriginal families living in close proximity*

This order of priority of placement is to be followed in the absence of good cause to the contrary at all times.

4.7.5 Placement of children and young people from a CALD background

Berry Street staff will respect and be responsive to the cultural needs of children and young people when placing them in Out of Home Care. The cultural needs of the child/young people will be discussed by the Care Team and plans will be made to ensure these needs are met. Cultural needs include:

- Dietary requirements
- Traditions and customs
- Language
- Community connection and involvement
- Festivals and celebrations
- Gender roles

Berry Street will work with cultural community groups to assist in providing appropriate supports for clients. Berry Street will also actively promote respect of cultural diversity and will not accept discrimination of any kind.

The Cultural Diversity Guide (DHS 2004) is used as a guide by Berry Street to prompt practice development and service planning.

4.8 Community Development

4.8.1 Community education & advocacy

Berry Street takes a leadership role in advocating to Government and the community to ensure policy and program development promotes children's safety and well-being. Berry Street actively makes public comment through the media, submissions to public enquiries, participates in key governmental committees at local, State and Federal levels and partners in research which actively focus on and enhance child safety and well-being.

4.8.2 Working with communities to promote child safety & well-being

Berry Street takes opportunities to actively work with local communities to promote child safety and well-being (eg: Murrindindi Safe & Caring Communities Project; Early Learning is Fun - ELF™; Latrobe City Happening Families).

4.9 Information Technology

4.9.1 Internet access

All children and young people in Berry Street's programs have the right to safe and secure access to the internet. Berry Street recognises the importance of the internet for our children and young people to be able to learn, connect socially, and have access to information and facilities that their peers have.

4.9.2 Security

Berry Street staff in out of home and education settings will provide appropriate supervision and monitoring of children and young people's internet access and use. This may include: using the internet with a young person (eg. outreach tutors working with the young person on the internet at all times); remaining close by while young people use the internet (eg. in residential units having the computer in the lounge room where staff can monitor use).

4.9.3 Learning platform

Berry Street will work towards the development and roll out of a Berry Street learning platform which provides secure access to a limited range of internet sites.

5. Authorities and accountabilities

All staff will be introduced and educated about this Policy through Berry Street's in-house education processes and staff supervision. There will also be robust checks and balances to ensure it is being implemented as intended.

6. Specification of related Berry Street and other relevant documentation

6.1 Berry Street Policies, Procedures, Guides/Tools and other Berry Street Documents

- 6.1.1 Privacy Policy
- 6.1.2 Risk Management Policy
- 6.1.3 Recruitment Policy
- 6.1.4 Recruitment Checks Policy
- 6.1.5 Staff Supervision Policy
- 6.1.6 Information Technology Policy
- 6.1.7 Client Behaviour Management Procedures
- 6.1.8 Camps & Overnight Activities Procedures
- 6.1.9 Client Contact Procedures (under development)
- 6.1.10 Staff Code of Conduct
- 6.1.11 Foster Carers' Charter

- 6.1.12 Criminal Record Check Procedure
- 6.1.13 Working with Children Check Procedure
- 6.1.14 Home Based Care Matching Procedure
- 6.1.15 Sexual Health & Education Practice Guide for Residential Care

6.2 Federal legislation and frameworks

- 6.2.1 Family Law Act
- 6.2.2 Privacy Act (2000)

6.3 Victorian legislation and frameworks

- 6.3.1 Information Privacy Act (2000)
- 6.3.2 Aboriginal Child Placement Principle
- 6.3.3 Charter for Children in Out of Home Care
- 6.3.4 Child Safety & Wellbeing Act (2005)
- 6.3.5 Child, Youth & Families Act (2005)
- 6.3.6 Disability Act (2006)
- 6.3.7 Education Act (2007)
- 6.3.8 Looking After Children
- 6.3.9 Registration Standards for Community Service Organisations
- 6.3.10 Victorian Charter of Human Rights and Responsibilities (2007)
- 6.3.11 Working with Children Act (2005)

6.4 Other key documents

Creating Safe Environments for Children, Organizations, Employees and Volunteers
National Framework.

Office of the Child Safety Commissioner (Victoria)

United Nations Convention on the Rights of the Child