

Edmund Rice Services

Framework for Child Care, Safety & Protection

*Commitment to the Care,
Safety & Protection of Children*

Who we are concerned about

The Oceania Province of the Christian Brothers engages with two groups of children across a range of Ministries throughout Australia, New Zealand, PNG, Timor Leste and the Philippines. These two groups of children are:

- Children as recipients of Edmund Rice services
- Children who volunteer in Edmund Rice services.

It is recognised children are the most vulnerable group within a society due to their developmental limitations. It is also recognised children with a disability are a specifically heightened vulnerability group.

All Edmund Rice services are committed to the care, safety and protection of all children who participate in their services. Edmund Rice services recognize and are responsive to a whole system organizational Duty of Care to ensure all children who attend Edmund Rice services have a service experience, which provides:

- *A positive developmental environment* which is reflective of and responsive to each child's unique *care needs*
- *A protective care environment* which is attentive and responsive to children's developmental vulnerabilities
- *A vigilant care environment* which manages risks to children to prevent harm
- *A responsive care environment*, which acts in a professional and timely manner to harm or risk of harm to a child.

Edmund Rice Services seek at all times to provide children with a positive service environment, which enables a child to engage in developmentally appropriate, educational and service activities.

Edmund Rice Services work to ensure the behaviour of all children who participate in service occurs in a manner where the child does not act inappropriately or disrespectfully towards another child or to a volunteer or staff member or represent a threat to themselves or others.

Edmund Rice Services are committed to managing child protection risks whereby adults in a staff or volunteer role or other children do not represent potential risk to a child's care, safety and protection.

Ensuring children's care, safety and protection

Edmund Rice Services is committed to providing all children who attend a service programme a fun environment, which provides opportunities for learning and enhances children's sense of self-identity, self-worth and self-capacity and strengthens social relationships and social skills.

To facilitate these opportunities Edmund Rice Services recognizes 'services' must provide a service environment/experience, which provides new learning opportunities and challenges to the child. It is recognized however, these learning opportunities and challenges must be provided in a manner in which potential risks to the child are recognized and managed and harm avoided.

The Risk Management approach of Edmund Rice Services is based upon a Risk Management Framework, which seeks to provide children with age appropriate activities, which encourage self-learning and group cooperation. The Risk Management approach also recognises harm towards children can occur within environments external to the service location. Where Edmund Rice service staff and volunteers become aware of the needs of such children, they are also responsible to follow the risk management protocol.

Older Adolescent Volunteers – [16-17 years old]

Edmund Rice Services recognizes the well-being of older adolescent volunteers during their participation in the service is an important component of its service Duty of Care. It is recognized supporting and enhancing the well-being of older adolescent volunteers is important, not only to achieve the developmental and maturational goals and objectives for young adult children of the service, but also to ensure the older adolescent volunteers themselves interact with younger children in a positive manner.

Edmund Rice Services works to ensure all older adolescent volunteers who interact with children during the service provision also come under the child protection policy and framework to ensure their care, safety and protection. This responsibility is undertaken through:

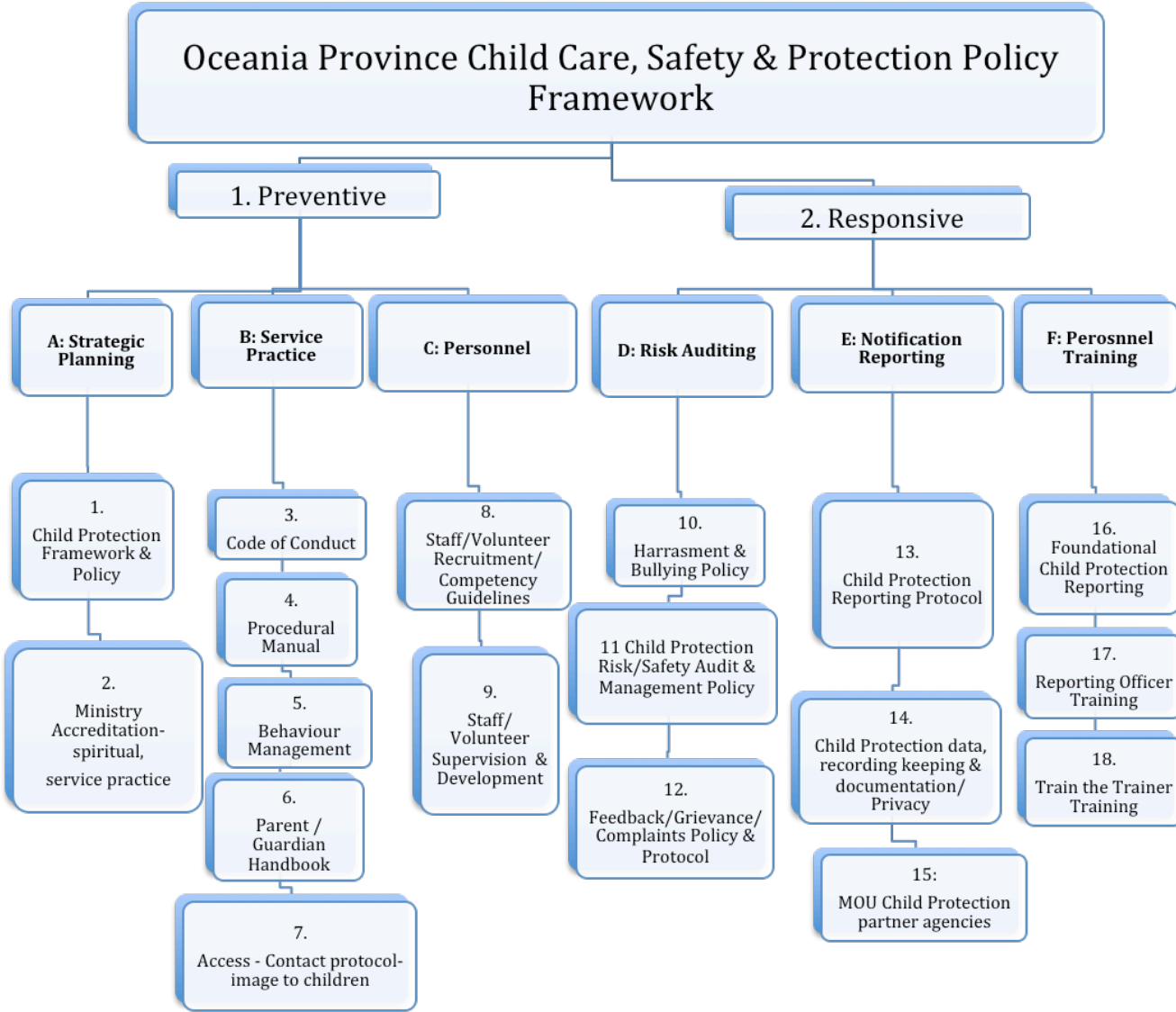
- Appropriate Recruitment – older adolescents have sufficient maturity/social skills to undertake the role of volunteer
- Appropriate supervision & mentoring – older adolescents are supported and protected in their role
- Appropriate training – to ensure older adolescents have the necessary skills and knowledge competencies to undertake their allocated roles.

Child Protection Framework for Oceania Province

Edmund Rice Service enacts its care, safety and protection responsibilities towards children who participate in its service through benchmarking against six Child Protection Risk Management Standards. The Standards are outlined in Table 1 with the corresponding:

- Standard Area – six standards
- Child Protection Rationale for the Standard

- Indicators the standard is being met – 23 indicators
- Compliance evidence in a service – 33 compliance outcomes.



Area	Rationale	Indicator	Compliance
1. Child Protection Strategic Approach	Child protection risk management is located within the overall strategic planning approach to service provision, incorporating both preventive and responsive child protection service needs	<p>Indicator 1 Child protection strategic framework is available which provides the guiding framework for the Child Protection response within the Province.</p> <p>Indicator 2 Each service has a Child Protection Framework based upon the Province framework.</p> <p>Indicator 3 Oceania Province Child Protection Policy is available which indicates the expected approach to child protection.</p> <p>Indicator 4 Oceania Province Child Protection Service Accreditation Framework is available covering values & principles and service provision best practice.</p> <p>Indicator 5 Each service undertakes a Child Protection Audit review based upon the Oceania Province Child Protection Risk Audit framework</p>	<p>Compliance 1 Youth Group Child Protection Strategic Framework</p> <p>Compliance 2 Individual service has a Child Protection Framework</p> <p>Compliance 3 Oceania Province Child Protection Policy</p> <p>Compliance 4 Oceania Province Child Protection Service Accreditation framework</p> <p>Compliance 5 Individual service is accredited every two years</p>
2. Best Practice Standards	How service is operational provided is the foundation of all child protection risk management ensuring staff and volunteers are aware of and clear about the standard of operational service provision and enact this provision is a significant component of child protection risk management.	<p>Indicator 6 Oceania Province Code of Conduct is developed and signed by all staff and volunteers prior to any contact with children within a service</p> <p>Indicator 7 Individual Ministries have a policy of cultural, gender and age inclusiveness, which is respectful of both diversity & commonality.</p> <p>Indicator 8 Individual Ministries develop a procedural Manual to indicate how practice is conducted in the Ministry.</p> <p>Indicator 9 Staff and volunteers are trained in the Procedural Manual.</p> <p>Indicator 10 Oceania Province Children's Behaviour Management Policy & protocol is developed to facilitate appropriate behaviour management of children and reduce the risk of child harm behaviour management.</p>	<p>Compliance 6 Oceania Province Code of Conduct</p> <p>Compliance 7a Individual service has a Code of Conduct which reflects the specific child protection code needs of the service</p> <p>Compliance 7b Individual service has a Code of Conduct, which acknowledges and is respectful of and engaging with cultural, gender and age diversity/sameness.</p> <p>Compliance 7c Individual service conduct training in the Code of Conduct</p> <p>Compliance 7d All volunteers and staff within a Ministry sign the Code of Conduct prior to contact with children in Ministry service.</p> <p>Compliance 8 Individual services have a Procedural Manual relevant to the service function and roles and responsibilities.</p> <p>Compliance 9 Volunteers and staff within a Ministry undertake training in the Ministry Procedural Manual relevant to their role.</p> <p>Compliance 10 Individual service has a Behaviour Management Policy and Protocol.</p>

		<p>Indicator 11 Staff and volunteers are trained in the Behaviour Management policy and protocol.</p> <p>Indicator 12 Oceania Province Parents’ Handbook is developed to provide Parents/Guardians to have knowledge of the Oceania Province’s child protection protocols.</p> <p>Indicator 13 Oceania Province develops a policy on access to and usage of children’s images policy</p>	<p>Compliance 11 Volunteers and staff within a Ministry undertake training in Children’s Behaviour Management Policy & Protocol relevant to their role in the service.</p> <p>Compliance 12 Individual service develop a Parents’ Handbook compatible with the Province handbook requirements.</p> <p>Compliance 13a An individual service has a children’s image taking and utilization policy.</p> <p>Compliance 13b Individual service conduct training in the Images Policy.</p>
<p>3. Appropriate Personnel Appointment</p>	<p>The recruitment, assessment and selection of staff and volunteers in relation to awareness of child protection risk factors, supervision and monitoring of personnel practices and training for appropriate practice is a critical component of child protection risk management as the majority of staff and volunteers due to their positions have access to and contact with children.</p>	<p>Indicator 14 Oceania Province Staff & Volunteer Recruitment Policy and Protocols is developed to ensure staff or volunteers who have access to children through a service have:</p> <ul style="list-style-type: none"> • Police Clearance [where service are located in countries where civil institutions enable such a clearance to be obtained] • Working With Children Clearance, Blue Card [where service are located in countries where civil institutions enable such a clearance to be obtained] • Referee reports. 	<p>Compliance 14a Individual Ministries require all staff and volunteers to meet the Oceania Province Staff & Volunteer Recruitment Policy and Protocols where the country a Ministry is in has the compliance checks civil institution capacity.</p> <p>Compliance 14b A record is kept of all staff and volunteer recruitment compliance</p> <p>Compliance 14c Where a Ministry does not have access to all recruitment compliance civil institutions a minimum level of recruitment compliance is to obtain referee checks.</p> <p>Indicator 14d Where a service has a competency framework for identifying the competencies required for role positions, which acts as a selection process matrix.</p>
<p>4. Child Protection Risk Monitoring</p>	<p>It is impossible to eliminate all risks to children, however awareness through audit and monitoring processes of potential risks within any service setting facilitate child protection strategic risk planning.</p>	<p>Indicator 15 Oceania Province Child Protection Risk Audit framework is developed.</p> <p>Indicator 16 Each service undertakes a Child Protection Audit review based upon the Oceania Province Child Protection Risk Audit framework.</p>	<p>Compliance 15 Individual Service Risk Audit Framework</p> <p>Compliance 16 Individual service is audited every two years</p>
<p>5. Child Protection Reporting & Management Protocol</p>		<p>Indicator 17 Oceania Province Child Care, Safety & Protection Protocol is developed to indicate the protocol for responding to a child protection Notification.</p>	<p>Compliance 17 Individual ministries follow the Oceania Province Child Care Safety & Protection Protocol where the setting of the Ministries has appropriate civil institutions.</p>

		<p>Indicator 18 Each service has training for the reporting protocol/</p> <p>Indicator 19 Oceania Province Child Protection Reporting Recording & Documentation Framework is followed for recording information.</p> <p>Indicator 20 The documentation requirements of the Oceania Province Reporting Recording Policy & Protocol compliant with the requirements of the Privacy Act [Amend 2012.</p>	<p>Compliance 18 Individual Ministries have a training programme to train volunteers and staff in the Child Protection Reporting Protocol</p> <p>Compliance 19 Child Protection information is documented and recorded to the format outlined in the Oceania Province Child Protection Reporting Recording & Documentation Framework.</p> <p>Compliance 20 Documented and recorded information is stored according to the Records Policy and Protocol</p>
<p>6. Child Protection Knowledge & Skills Competency</p>	<p>Effective child protection requires all staff and volunteers who have access to and contact with children undergo training on child protection roles and responsibilities. It is also important put in place demonstrated-learning assessments to indicate each volunteer and staff member has acquired knowledge and understanding of their roles</p>	<p>Indicator 21 Oceania Province Child Protection Reporting Training programme is developed</p>	<p>Compliance 21 All staff and volunteers undertake Foundational Reporting Training.</p> <p>Compliance 21b All staff and volunteers are assessed on the Foundational Reporting Training.</p> <p>Compliance 21c All staff and volunteers who have passed the Foundational assessment are logged on a Province data base as approved to work with children within the Province for 2 years.</p> <p>Compliance 21d Staff or volunteers who undertake the role of Reporting officer/Advisory officer must undertake the Reporting Officer training.</p> <p>Compliance 21e Staff and volunteers are assessed on the Reporting Officer/ Advisory Officer Training</p> <p>Compliance 21f Staff and volunteers who have passed the Reporting Officer assessment are logged on a Province data base as approved to undertake the role responsibility of Reporting Officer within the Province for 2 years.</p> <p>Compliance 21g Staff and volunteers are assessed on the Train the Trainer to conduct Foundational Training</p> <p>Compliance 21f Staff and volunteers who have undertaken TTT are recorded on a Province data base and can undertake the role for 2 years.</p>

Index of Policies & Protocols

1		Ministry Accreditation 1. Spiritual Accreditation 2. Service Practice Accreditation
2	Practice	Code of Practice Procedural Manual Behaviour Management Policy
3	Personnel	Parent/Guardian Handbook Child Access Contact Policy Staff/Volunteer Recruitment Guidelines Staff/Volunteers Supervision- Monitoring Policy & Framework
4	Risk Audit	Harassment & Bullying Policy Child Protection Risk Audit Grievance & Complaints Policy & Protocol
5	Reporting	Child Protection Reporting protocol Child Protection Data Reporting Policy & Framework MOU Child Protection partner agencies
6	Training	Foundational Child Protection Reporting Child Protection Reporting Officer Training Train the Trainer

