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<NUMBER> CHILD SAFETY PROCEDURE

Related Policies

Child Safety Policy WMV

Attachments:

Recognising signs of Abuse and Neglect

Appropriate Physical contact with Children Guidelines

Scope

These procedures apply to the following persons: individuals elected to Wesley Mission Victoria boards, committees and sub committees, permanent and casual employees, volunteer carers, mentors or other volunteers, contractors, sub contractors, agency staff providing care in WMV facilities or on behalf of WMV, persons working as “lead tenants”, students completing practical work or other placements and any other person involved with Wesley Mission Victoria.

Hereafter in this policy the individuals listed above are referred to as “stakeholders”

Definitions and Abbreviations

Abuse includes sexual abuse, physical abuse, emotional abuse and neglect. It includes harassment, bullying and humiliation.

Bullying is a systematic and repeated abuse of power (by a child or adult) such as dominating or hurting a person, unfair actions by the perpetrator and a lack of adequate defence by the individual being bullied. It includes:

Physical bullying (for example hitting, poking, tripping, pushing) or repeatedly and intentionally damaging a person’s belongings.

Verbal bullying including repeated insults, mimicking, racist, sexist or homophobic remarks.

Social bullying including deliberately spreading rumours, lying about a person or deliberate exclusion of a person.

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Psychological bullying includes threatening, manipulating or stalking a person.

Cyber bullying including use of email, phone, text messaging and social media to bully or intimidate a person.

Child or Young Person includes all children and young people under the age of 18 years receiving services from WMV.

Child abuse is an act by parents or caregivers (or others) which endangers a child or young person's physical or emotional health or development. Child abuse can be a single incident or may take place over time. (Physical and behavioral indicators of abuse and neglect are listed as an attachment to this policy to assist individuals to identify children who may be at risk.)

The Department of Human Services practice definitions for child abuse are listed below:

Physical abuse consists of any non-accidental form of injury or serious physical harm inflicted on a child by any person. Physical abuse does not mean reasonable discipline though it may result from excessive or inappropriate discipline. Physical abuse can include beating, shaking, burning and assault with weapons. Physical injury and significant harm to a child may also result from neglect by a parent or caregiver or within the context of family violence. The failure of a parent or caregiver to adequately ensure the safety of a child may expose the child to extremely dangerous or life threatening situations, which result in physical injury and significant harm to the child. Physical abuse also includes Fabricated Illness Syndrome (previously Munchausen's Syndrome by Proxy)

Sexual abuse involves the use of an individual's power or authority over the child to involve the child in sexual activity. Child sexual abuse involves a wide range of sexual activity including fondling genitals, masturbation, vaginal or anal penetration by a finger, penis or any other object, voyeurism and exhibitionism. It can also include exposure to or exploitation through pornography or prostitution. Failure to protect a child from sexual abuse may in part relate to parental impairment or lack of parental competence to protect the child from such abuse.

Emotional Abuse occurs when a child is repeatedly rejected, isolated, frightened by threats or is experiencing family violence. It also includes hostility, derogatory name-calling and put-downs, or persistent coldness from a person, to the extent where the behaviour of the child is disturbed or their emotional development is at serious risk of being impaired.

Neglect includes failure to provide the child with an adequate standard of nutrition, medical care, clothing, shelter or supervision to the extent where the health or development of the child is significantly impaired or placed at risk. A child is neglected if they are

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abandoned or left uncared for over unreasonable periods of time that is inconsistent with their age, stage and development.

Serious neglect potentially constitutes a criminal offence on the part of a parent and includes situations where a parent fails to meet the child's basic needs for food, shelter, hygiene or adequate supervision to the extent that the child's health and physical safety is jeopardised.

For example: The child's home environment is filthy or hazardous in the extreme and poses a threat to the child's immediate safety or development and is characterised by the presence of animal or human faeces or urine, decomposing food, syringes or other dangerous drug paraphernalia; or where the child is provided with consistently insufficient or inadequate food or nourishment for the child's healthy development; or where a child has a serious medical condition for which the parent has consistently failed to obtain treatment or dispense prescribed medication; or where a parent consistently leaves a child unattended, exposed to or in the care of strangers who may harm the child.

Medical neglect refers to a situation where a parent's refusal of, or failure to seek treatment or agree to a certain medical procedure leads to an unacceptable deprivation of the child's basic rights to life or health.

Grooming is the development of an emotional connection with a child over time by a perpetrator to lower the child's inhibitions regarding sexual activity.

Harm includes the effects to the child of any and all types of intentional and unintentional abuse, neglect or mistreatment of children.

Harassment is any type of behaviour not welcomed by another person which makes them feel intimidated, insulted or humiliated. Unlawful harassment can target a person's race, gender, sexual orientation, disability or other personal characteristic protected by law.

Natural justice (procedural fairness) requires that both the complainant and respondent must have full details of what is being alleged and an opportunity to respond; that all relevant submissions must be considered; that no person may judge their own case; that the decision maker must be fair and unbiased; and that the penalties imposed must be fair.

Risk includes anything that can threaten the safety and wellbeing of children.

Volunteer includes a range of voluntary roles including but not limited to foster parents, individuals

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providing direct care of children on camps and overnight (including on a temporary or extended basis) and persons acting as mentors.

These procedures describe the responsibilities and required behaviours for individual stakeholders and the practical steps Wesley Mission Victoria will take to eliminate child abuse and neglect, harassment and bullying in all programs and activities conducted by Wesley Mission Victoria.

Procedures

1. Protection from Sexual Abuse

1.1 Professional behaviour and boundaries:

WMV recognises it can be difficult to achieve an appropriate balance between work and personal life when working with children who have complex needs, are homeless or without sufficient supports. WMV emphasises the importance of regular supervision and support to assist stakeholders to maintain appropriate boundaries in their work and is committed to addressing service gaps and resource deficits with an organisational response.

WMV requires stakeholders to develop and maintain appropriate professional behaviour and work related boundaries in all contact with children.

- Stakeholders must not under any circumstances engage in intimate or sexual behaviour of any kind with a child.
- Stakeholders must not under any circumstances physically or verbally abuse, harass or intimidate a child.
- Stakeholders must comply with the WMV Code of Conduct.
- Stakeholders (not providing home based care or lead tenant placements) must not provide their personal contact details or significant personal information to children.
- Stakeholders must not take or invite children to visit their private home or the homes of friends or associates, unless such arrangements are authorised by their supervisor or program manager.
- Stakeholders must not allow the development of a relationship with a child which exists outside their work responsibilities or beyond a child or stakeholder's involvement with WMV unless such an arrangement is authorised by WMV.
- Stakeholders must not routinely give individual children gifts or special favours not provided to others.

1.2 Out of hours contact with children

WMV requires that contact between stakeholders and children must take place only in the performance of duties directly associated with their work role.

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- Stakeholders must not have contact with children outside their professional role or work time unless authorised by their supervisor or program manager before any such contact occurs.

1.3 Physical contact between stakeholders and children

- WMV requires that physical contact between stakeholders and children must only occur when it is essential to the work role of the individual and appropriate to the activity and the needs of the child. Physical contact should take place in view of others wherever possible, undertaken only with the permission of the child and be appropriate to the child's age, developmental stage, disability, gender and cultural background.
- In all instances contact must comply with the child's management plan (as appropriate), be limited to completion of a specific task and undertaken for the minimum time necessary. Issues which arise with regard to physical contact with children must be discussed with the stakeholder's direct supervisor or program manager.
- Detailed information regarding appropriate physical contact with children can be found in the attachment to this policy.

1.4 Visible spaces within work places

WMV requires that stakeholders maximise the possibility of remaining visible to others when alone with children.

- Stakeholders should avoid closing doors to offices, interview rooms, bedrooms, bathrooms etc when speaking with or supervising children.

Interviews or private conversations with children should preferably take place in an area which can be seen by others.

- Where possible access with family members, private tutoring or other arrangements where children are alone with an adult should take place in a space which is visible to stakeholders or regularly monitored.

1.5 Monitoring of vulnerable children

- Stakeholders must ensure appropriate measures are put in place for the monitoring of children vulnerable to self harm or abuse by other children.
- Stakeholders must ensure appropriate safety and monitoring arrangements are put in place for vulnerable infants and children with disabilities.

1.6 Privacy for children

WMV requires that stakeholders must demonstrate respect for a child's right to privacy in personal activities and the opportunity for private time.

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- Stakeholders must make themselves aware of situations where children may be bathing, changing or using the toilet and not enter bedrooms, bathrooms or change rooms where supervision or assistance is not required.
- Supervision of children's bathing arrangements on camps and other activities should preferably be undertaken by two staff of the same gender as the children.
- Stakeholders must not use bathrooms or toilets allocated for children or undress in front of children.
- Stakeholders must have separate sleeping arrangements to children and (if required) must not sleep in the same area as children unless accompanied by another stakeholder.

1.7 Cyber safety

WMV requires that stakeholders must act to protect children in all telecommunications.

- Stakeholders must not knowingly engage in personal communication with a child or young person outside their work role via any medium including phone, text message, social media, internet postings, email.
- Stakeholders must not provide any information regarding children to others (unless directly connected with their work role) via any medium.
- Stakeholders must not provide details of their personal email or internet details to children.
- Stakeholders must not permit access by children to their personal computer, mobile phone or other personal equipment.
- Stakeholders must not facilitate, permit access or allow a child to view pornographic material via any medium (including non electronic formats).

1.8 Images of children

WMV recognises that photographs of activities, events and celebrations are important for the healthy development of children but also that they can be used inappropriately and illegally.

WMV requires that photographs and digital images of children may be taken of a child only with permission and must be utilised, displayed or stored only in accordance with the following:

- Stakeholders must not take photographs, videos or audio recordings of children without the permission of the child, their parents or guardians and WMV.
- Authorised photographs, audio recordings and digital images of children must only be taken using WMV equipment and must not be used in any other context or for any other purpose without the permission of WMV.
- Photographs, audio files or digital images must not be taken or recorded on the personal equipment of stakeholders (including personal mobile phones) or kept in any location not directly

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connected with the stakeholder's work role.

- Stakeholders must not publicly display, transmit or show to others images of children taken as part of their work role without the permission of WMV.

1.9 Sexualised behaviour of children toward adults.

Some children and young people may actively seek affection, physical contact or a close relationship with an adult caregiver or other adult person that is inappropriate.

WMV requires that stakeholders who are subject to sexualised behaviour or sexual advances from a child must respond in accordance with the child's management plan and report the instance to a direct supervisor or program manager as soon as possible.

- Stakeholders must sensitively deter a child or young person if they attempt to engage the stakeholder in behaviour of a sexual nature. Stakeholders must indicate to the child that the behaviour is not appropriate and help the child understand the importance of personal boundaries.

The stakeholder must report the incident to their direct supervisor or program manager. The incident must be documented and a plan developed to address the behaviour taking into account the child age/ developmental stage, disability (if appropriate) and history.

- Responses from stakeholders to children with a disability or other children with identified sexualised behaviours must be in accordance with the child's management plan.
- Stakeholders must not under any circumstances engage in intimate or sexual behaviour of any kind with a child or allow such behaviour to continue without acting.
- Stakeholders must consult with their direct supervisor and other relevant individuals where children are known to display sexualised behaviours and a management plan developed which enables consistent management of the behaviour and addresses the risks to other children and stakeholders.

Stakeholders who observe behaviours in other stakeholders (or other adults) they view as inappropriate or who receive disclosures from children regarding inappropriate behaviour must advise their direct supervisor or program manager of this information as soon as possible.

2. Protection of Emotional Safety

2.1 Language

WMV requires that stakeholders use language that is appropriate to their work role and affirms the worth of children and their value as individuals.

- Stakeholders must not use language or humour which incorporates derogatory or other negative comments, put downs, threats or remarks regarding a child's culture, religion, disability, sexuality, sexual orientation or appearance.

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- Stakeholders must not use obscene or suggestive language, gestures, jokes or innuendos of a sexual nature with or around children.
 - Stakeholders must not engage in discussion regarding a child's sexual behaviour which is not directly connected to their work role with the child.

2.2 Bullying and harassment

Children who are bullied, suffer repeated intimidation or harassment frequently perform poorly academically, develop low self esteem and have an increased risk of depression and substance abuse. Harassment and abuse by siblings, friends and other children can be significantly damaging to children.

WMV requires that stakeholders act to prevent harassment or bullying of children by other children or stakeholders.

- Stakeholders must act to stop and prevent instances of bullying, intimidation or harassment (including sexual harassment) between children quickly, calmly and firmly and develop plans to manage future instances in accordance with relevant program procedures.
- Stakeholders must not use corporal punishment or threat of physical violence as a behaviour management strategy.
- Stakeholders who observe instances of threatening behaviour, bullying or harassment of children by other stakeholders must report this to their supervisor or program manager as soon as possible.

2.3 Cultural safety

- Stakeholders must promote an environment where Aboriginal and Torres Strait Islander children feel safe, nurtured and comfortable to express their culture and spiritual beliefs.
- All interactions with children must be respectful of their cultural background, language and customs.
- Stakeholders must promote opportunities to a child's connections to their culture and communities.

3. Protection of physical safety

- Stakeholders must ensure the risk to children's physical wellbeing is considered in relation to all activities and appropriate measures are put in place to safeguard their safety.
- Stakeholders must ensure a safe sleeping and living environment for children with a history or likelihood of self harm.

3.1 Transporting children and young people

WMV require children are transported in a manner which is safe and consistent with the law.

- Stakeholders must ensure all children under the age of 7 are seated in the back seat of the vehicle

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- Stakeholders transporting children must utilise approved child restraints for all children less than 7 years of age and must ensure all children are safely restrained by a seatbelt before commencing their journey.
 - Stakeholders must ensure appropriate plans (including the availability of an additional adult) are in place for the transport of children with behavioural difficulties which may place the child, other children or the stakeholder at risk.

4. Protection from Neglect

The cumulative effects of neglect over time can be significant and detrimental a child's long term health and wellbeing.

- Stakeholders must ensure children are provided with sufficient, food, shelter, medical attention, care, nurture and supervision.
- Stakeholders must not withhold meals as a behaviour management strategy.
- Stakeholders must ensure effective, therapeutic and remedial treatment is provided to children appropriate to their developmental needs and the relevant care/ support plan.

5. Reporting disclosures, observations and concerns

WMV treats all allegations of abuse and neglect of children seriously and promptly. In all instances, the safety and protection of children is paramount and must guide the actions of stakeholders to disclose their concerns. The definitions and indicators of abuse in this policy provide guidance in determining abuse but are not exhaustive and any concerns or allegations must be discussed with a direct supervisor.

Allegations or concerns regarding physical or sexual assault of a child

- All disclosures, concerns or allegations of physical or sexual assault of a child by another child, stakeholder or other adult, or the physical or sexual assault of a stakeholder by a child must be reported immediately to a direct supervisor or program manager and must be managed in accordance with the procedures for "Responding to Physical or Sexual Assault WMV".

The General Manager - Youth and Community Services must immediately report any allegations of sexual or physical assault of children by a stakeholder in CYFS out of home care services to the regional Child Protection Manager in accordance with the DHS Quality of Care Guidelines, DHS 2009.

Abuse of a child by another child (not involving physical or sexual assault)

- Abuse, bullying or harassment of a child by another child which does not include physical or sexual assault must be reported to the direct supervisor or program manager as soon as possible and any immediate or ongoing safety or wellbeing concerns addressed.

The child's case manager must be informed and a plan must be developed with sufficient monitoring put in place to address the abusive behaviour and protect the victim and any other children in accordance with procedures or standards relevant to the program delivering services to

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the child.

Abuse of a child by a stakeholder or other adult (not involving physical or sexual assault)

- Stakeholders must immediately report any allegations of abuse or neglect of a child (not involving sexual or physical assault) by another stakeholder or other adult to a direct supervisor or relevant program manager or Wesley After Hours (if the incident or disclosure occurs after business hours).

The program manager must act to ensure the immediate safety and support needs of the child are addressed. If the report involves alleged abuse by a stakeholder, the Program Manager must immediately inform the relevant WMV senior manager.

If the child is not subject to a current Child Protection Order and the Program Manager has a reasonable belief the child has suffered abuse or neglect, a Child Protection Report must be made to the regional Child Protection Program or the After Hours Child Protection Emergency Service (if the incident or disclosure occurs out of business hours).

If the child is subject to a current protection order, the child's case manager must be informed as soon as possible and a plan developed to investigate the alleged abuse and address the child's immediate and ongoing safety and other needs.

If the report involves alleged abuse by a stakeholder in a CYFS out of home care program, the General Manager Youth and Community Services must inform the Regional Child Protection Manager of the allegation (in accordance with the Guidelines for responding to quality of care concerns. DHS. 2009).

NB: Stakeholders must follow the requirements of the Department of Human Services or Department of Immigration and Border Protection incident reporting requirements with respect to allegations of abuse.

Support for all parties

The following principles provide direction for supporting all parties in instances of alleged abuse of children.

Children

- will be listened to and heard;
- supported in a child friendly way to tell their story and express any concerns;
- provided with ongoing support during and after any investigation;
- provided with information in an appropriate manner about their rights, available supports, the processes of investigating the abuse and the outcome of any investigation;

Stakeholders (against whom allegations of assault, abuse or neglect have been made)

- will be treated fairly, honestly and respectfully in accordance with the principles of natural justice, the WMV Code of Conduct and Discipline Procedure. The continuing reputation of the stakeholder will be respected in all actions.

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-
- listened to and heard;
 - supported through any investigation including counselling as appropriate via the Employee Assistance Program and provided with information (which will not interfere with the investigation)
 - informed of the outcomes of any investigation, complaints and appeal processes.

Parents

- will be listened to and their concerns taken seriously;
- given information about any concerns;
- advised of any investigation processes and outcomes;
- informed of complaints and appeal processes.

Variations to Procedure

Service Specific Variations

Related Documents

Related Forms, Guidelines, other documents

<add text; using hyperlinks where possible>

Related Local Procedures

Responding to Allegations of Physical and Sexual Assault (WMV)

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External Context

Relevant Standards

Department of Human Services Standards (DHS)

Program requirements for residential care services in Victoria 2014 (DHS)

Guidelines for responding to quality of care concerns (DHS)

Quality of Support Review (DHS)

Relevant Legislations / Regulations

Children Youth and Families Act 2005

Working with Children Act 2005

Commission for Children and Young People Act 2012

Charter of Human Rights and Responsibilities Act 2006

UN Convention on the Rights of the Child (ratified by Australia 1990)

Disability Act 2006

Disability Regulations 2007

Migration Act 1958

Housing Act 1983

Revision Record

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.Attachment 1

Recognising signs of abuse and neglect

Behavioural or physical signs which assist in recognising child abuse are known as indicators. A single indicator can be as important as the presence of several indicators. A child's behaviour is likely to be affected if he/she is under stress. There can be many causes of stress, including child abuse, and it is important to find out specifically what is causing the stress.

Physical Abuse

Signs which indicate possible physical abuse include:

- Bruises, burns, sprains, dislocations, bites, cuts
- Fractured bones, especially in an infant where a fracture is unlikely to occur accidentally
- Poisoning
- Internal injuries

Possible behavioural indicators include:

- Showing wariness or distrust of adults
- Wearing long sleeved clothes on hot days (to hide bruising or other injury)
- Demonstrating fear of parents and of going home
- Becoming fearful when other children cry or shout
- Being excessively friendly to strangers
- Being very passive and compliant

Sexual Abuse

Sexual abuse is not usually identified through physical indicators. Often the first sign is when a child tells someone they trust that they have been sexually abused. However the presence of sexually transmitted diseases, pregnancy, or vaginal or anal bleeding or discharge may indicate sexual abuse.

One or more of these behavioural indicators may be present:

- Child telling someone that sexual abuse has occurred
- Acting out sexual behaviour with dolls, toys, siblings or other children
- Drawing or writing that directly or indirectly describes abuse
- Changes in behaviour when personal needs are attended to e.g. bathing, nappy changing, toileting.
- Complaining of headaches or stomach pains
- Experiencing problems with schoolwork
- Abnormal wetting or soiling problems
- Loss of appetite

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- Displaying sexual behaviour or knowledge which is unusual for the child's age
- Behaviours such as frequent rocking, sucking and biting
- Experiencing difficulties in sleeping or night terrors
- Having difficulties in relating to adults and peers
- Obsessive and compulsive washing
- Behaviours which are out of character
- Self harming behaviours
- Sudden unexplained fears, or the fear of being alone with a particular person
- Bed wetting or soiling
- Implication that they must keep secrets

Emotional Abuse

There are few physical indicators, although emotional abuse may cause delays in emotional, mental, or even physical development.

Possible behavioural indicators include:

- Displaying low self esteem
- Tending to be withdrawn, passive, tearful
- Displaying aggressive or demanding behaviour
- Being highly anxious
- Showing delayed speech
- Acting like a much younger child, e.g. soiling, wetting pants
- Displaying difficulties in relating to adults and peers

Neglect

Physical indicators include:

- Frequent hunger
- Malnutrition
- Poor hygiene
- Inappropriate clothing, e.g. Summer clothes in winter
- Left unsupervised for long periods
- Medical needs not attended to
- Abandoned by parents

Possible behavioural indicators include:

- Stealing food
- Staying at school outside school hours
- Often being tired, falling asleep in class
- Abusing alcohol or drugs
- Displaying aggressive behaviour
- Not getting on well with peers

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Attachment 2

Appropriate physical contact with children

Cultural considerations

Different cultures have varying attitudes to appropriate physical contact. Some also have strong views regarding physical contact between genders which has important implications for the care of children from these backgrounds. There are a range of culturally specific agencies which will provide guidance regarding appropriate care for children.

A significant number of children receiving services from WMV come from communities which have experienced significant violence and trauma in their countries of origin. The needs of these children are complex and significant and it is essential that program managers and stakeholders access relevant cultural information regarding appropriate physical contact and implement this approach consistently. Approaches utilised must comply with the provisions of this policy.

Children with disabilities

Children with disabilities have a range of needs and it is likely stakeholders may be required to engage in a greater degree of physical contact than with other children. This may involve providing assistance with dressing and undressing, bathing or showering, toileting and other personal care needs. Children with disabilities may also engage in a range of sexualised behaviours toward stakeholders and others due to their disability.

Supervisors or program managers must provide comprehensive pre briefing information and direction to volunteer carers or others providing care to children regarding communication strategies where required, the management of sexualised behaviours including the need for additional staff to monitor or assist, recording or reporting arrangements and appropriate practice for bathing, toileting or personal care requirements. The behaviour of stakeholders must comply with the information, direction or management plans provided by supervisors at all times.

The vulnerability of children with disabilities means they have an increased reliance on adults to protect them from harm. Stakeholders must remain continually alert to verbal and non verbal cues from children and the behaviour of other stakeholders.

Appropriate physical contact

Physical contact between stakeholders and children must only occur when it is essential to the work role of the individual and appropriate to the activity and the needs of the child. Physical contact should take place in view of others wherever possible, undertaken only with the permission of the child and be appropriate to the child's age, developmental stage, disability, gender and cultural background. In all instances contact must be limited to completion of a specific task and for

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the minimum time necessary.

Physical contact between adults and children has the capacity to be misconstrued. Stakeholders must consider what is an appropriate response to a child or situation before acting.

The following considerations are a guide only. Their relevance to particular stakeholders will vary depending on the age, behaviour, disability and needs of children and the specific work environment.

- Touching a child between the neck and knees is generally inappropriate unless required to provide particular assistance. Contact with the bony areas of the body including the child's hand, arm, shoulder, upper back, elbow or head is preferable.
- Stakeholders must always ask a child's permission to touch and signs from the child that contact is unwelcome (such as stiffening or pulling away) must be respected.
- Where ever possible stakeholders should avoid physical contact with a child out of view of others.
- Physical gestures to provide comfort or congratulations should be non intrusive and accompanied with comforting or positive words. A sideways hug around the shoulder from a stakeholder to a child is more acceptable than around the waist. Care should be exercised to ensure these situations do not occur in private.
- The use verbal directions or gestures are preferable for activities rather than physically moving the child to a particular location. Where touch is necessary always ask the child's permission and conform to the guidelines listed above.
- Stakeholder involvement with toileting, bathing or personal needs must reflect the child's individual management plan and where possible and appropriate, should be undertaken in view of another stakeholder.
- In some situations it may be necessary for stakeholders to discourage a child from unnecessary or inappropriate displays of affection including holding hands, hugs and cuddles. This should be done gently and in a manner which does not embarrass or offend the child.
- Stakeholders must not engage in any physical activity with a child which could be construed as sexually stimulating.
- Stakeholders must not initiate or respond to inappropriate or unnecessary physical contact with children, e.g.: tickling, massages.
- Stakeholders must not use physical punishment of children under any circumstances.
- Stakeholders must not use physical restraint of a child unless this is in accordance with an endorsed behaviour or crisis management plan. Methods of restraint should avoid contact with the areas of the groin or breasts.

Reference:

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Policy Area: *<add policy area>*

Procedure Name: *<add Procedure number and Procedure name>*

Document Owner: *<enter document owner name and position>*

Safe People, Safe Programs, Safe Places. Team members guide. Child Safe

Protective Practices for staff in their interactions with children and young people. Guidelines for staff working or volunteering in education and care settings. Department of Education and Children's Services. South Australia. 2011

A guide to protecting children and young people with disability and preventing abuse. Department of Education and Child Development. South Australia

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