

TassieCare Services Safeguarding Children and Young People Governance Framework

1. Purpose

At TassieCare Services Safeguarding Children and Young People is our highest priority, we are committed to the rights of all children and young people to feel safe and be safe when participating in our organisation's activities, services, and programs.

This policy forms part of our zero-tolerance towards abuse and neglect of children and young people. TassieCare Services is dedicated to ensuring that a culture of safeguarding children and young people is embedded in every aspect of TassieCare Services governance, strategy, and operations. Accordingly, we have developed this Safeguarding Children and Young People Governance Framework to provide clear guidelines for how we will govern a strong and consistent Safeguarding culture within our organisation.

This Safeguarding Children and Young People Governance Framework is endorsed and approved by TassieCare Services Executive Committee.

2. Scope

The Safeguarding Children and Young People Governance Framework applies to all TassieCare Services personnel including the Executive Committee, Permanent and Casual Staff, Volunteers, Students, and Patrons as well as contractors and visitors to our organisation and/or events hosted by our organisation.

The TassieCare Services *Safeguarding Children and Young People Governance Framework applies to both physical and online environments.*

3. Responsibilities

The TassieCare Services Safeguarding Children and Young People Governance Framework outlines the governance mechanisms that oversee the implementation and monitoring of TassieCare Services Child Safeguarding policies and procedures.

TassieCare Services acknowledges that Safeguarding children and young people is everyone's responsibility and requires all personnel to adopt appropriate safeguarding practice and behaviour. Safeguarding children and young people policies and procedures are embedded across all TassieCare Services operational activities and services.

It is recognised that not all personnel as part of their role will have contact with children and adults who may be at risk of harm, abuse, or neglect, but our responsibilities both corporately and individually means that all personnel (including staff, volunteers, ,

contractors and partner agencies) must understand and be clear on their responsibilities and how to act if required to do so.

Executive Committee	<p>Drive a positive Safeguarding culture and ensure that all safeguarding legislative and compliance requirements are met.</p> <p>Provide strategic support and guidance of Safeguarding initiatives to ensure that all members of the organisation empower Children and Young People to feel safe and be safe.</p> <p>Review and endorse key Safeguarding Policies</p> <p>Ensure Safeguarding is embedded in business and strategic planning processes.</p> <p>Ensure that Safeguarding forms a critical function of the Executive Committee’s risk management process and that reasonable steps are taken to manage the risk of causing harm to children and young people.</p> <p>Conduct regular reviews of Safeguarding data analysis to inform continuous improvement strategies.</p>
Executive Committee Safeguarding Children Program Coordinator	<p>Act as a Safeguarding advocate within the Executive Committee/Council.</p> <p>Act as the Executive Committee’s representative on the Safeguarding Committee and perform the role of conduit between the Safeguarding Children and Young People Committee and the Executive Committee</p>
Director	<p>Promote a positive culture towards Safeguarding Children and Young People</p> <p>Ensure adequate resources and support as determined by the Executive Committee is made available to enable to effectively deliver upon the Safeguarding Strategy.</p> <p>Ensure that reports of child abuse and/or neglect are investigated fairly, following due process in a timely manner.</p> <p>Ensure that appropriate communication and engagement strategies are implemented to engage children, young people and families in decisions that affect them.</p>
Safeguarding Children and Young People Committee (See Appendix I Terms of Reference)	<p>Oversee and monitor the Safeguarding Children and Young People policies, procedures, and practices.</p> <p>Coordinate best practice opportunities, data, and learnings to continuously improve our organisations approach to Safeguarding Children and Young People</p> <p>Regularly review all Safeguarding policies, procedures and practices.</p>

Safeguarding Children Program Coordinator	<p>Provide operational Safeguarding children and Young People leadership to embed Safeguarding Policy and relevant Safeguarding Law.</p> <p>Act as the organisations 'go-to person' for Safeguarding Children and Young People information and resources.</p>
Direct Service Manager Case Managers	<p>Implement Safeguarding Children and Young People policies and practices in their area of responsibility.</p> <p>Ensure that there are appropriate controls in place to prevent, detect and respond to incidents.</p>
Direct Service Manager Case Managers	<p>Ensure that the basic principles of safeguarding remain a regular feature within their service area's agenda.</p> <p>Guide staff to know who to talk to and what to do should they have a concern regarding the safety of children and young people.</p>
All Personnel	<p>Commit to creating safe cultures, operations and environments for all Children and Young People.</p> <p>Adhere faithfully to all Safeguarding Children and Young People policies and procedures.</p> <p>Speak up when they see something, hear something, or feel something that worries or concerns them.</p>
Contractors/Partner Agencies/ Visitors/ Community Volunteers	<p>Commit to adhering to the Safeguarding Children and Young People Policies and Procedures.</p> <p>Report any suspicion that an incident may have taken place, is taking place, or could take place.</p>

See (Appendix 2) Safeguarding Children and Young People Key Role Tasks

4. Communication and Training

The *TassieCare Services* Safeguarding Children and Young People Governance Framework forms an integral part of the *TassieCare Services* Safeguarding Children and Young People Strategy. The Framework will be included in the safeguarding children and young people induction materials for all new staff and made available via the *TassieCare Services* intranet to existing staff. Existing staff will also be provided with Safeguarding 'refresher' training annually. Changes to Safeguarding Children and Young People Governance Framework will be communicated as soon as practicably possible to all staff and volunteers via electronic means.

All staff will receive safeguarding children and young people training on an annual basis. Designated safeguarding children and young people roles such as the Safeguarding Lead and/or Safeguarding Champions *TassieCare Services* will be required to attend additional training relevant to their position on an 'as required' basis.

5. Breaches of the Safeguarding Children and Young People Governance Framework

If any personnel of TassieCare Services is found to be in breach of the Safeguarding Children and Young People Governance Framework appropriate action will be taken up to, and if appropriate, including summary dismissal. Any breaches of law either by TassieCare Services personnel or anyone other than TassieCare Services personnel will be reported to Australian Police and all partnership compliance regulations will be met.

6. Monitoring and Review

The *TassieCare Services* Executive Committee delegates the authority to monitor the Safeguarding Children and Young People Governance Framework to the Directors in consultation with the Safeguarding Children and Young People Committee Chair (Safeguarding Children Program Coordinator). The Directors must provide quarterly reports to the Governance Board regarding the performance of the Safeguarding Children and Young People Governance Framework. The Safeguarding Children and Young People Framework will be reviewed by the Directors annually in consultation with the Safeguarding Children and Young People Committee Chair, the Safeguarding Lead, and members of the Executive Team.

TassieCare Services acknowledges the importance of children and young people and their families' voices and will make reasonable and appropriate efforts to provide opportunities for their voices to be included in the Safeguarding Children and Young People Governance review process.

7. Definitions

Safeguarding Children and Young People Governance Framework	The TassieCare Services Safeguarding Children and Young People Governance Framework has been developed so that all TassieCare Services Personnel share the responsibility for keeping Children and Young People safe.
National Child Safe Principles	The National Principles, based on the Royal Commission's Child Safe Standards, are endorsed by the Council of Australian Governments (COAG). They drive the implementation of a Child safe culture across multiple sectors providing services to Children and Young People.
Child Abuse	All forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the Child's or Young Person's health, survival, development or

	dignity in the context of a relationship with a person of responsibility, trust or power.
Volunteer	A person who is neither employed by TassieCare Services nor legally obliged to work for WV, but who on free will and without expectation of payment or other remuneration, contributes their time, skill, knowledge, efforts and expertise to TassieCare Services work.
Contractor	TassieCare Services regularly contracts with non-employee individuals and organisations to perform services for TassieCare Services. These non-employee individuals and organisations may also be referred to as 'independent contractors', 'consultants,' or 'vendors', and are referred to in this document as 'Contractors'.
Partner Organisation	A partner organisation, for safeguarding children and young people purposes, is a Non-Governmental Organisation, Community-Based Organisation, for-profit enterprise, or other entity implementing a programme or activity on behalf or in collaboration with TassieCare Services and which has a written agreement with TassieCare Services. The partner organisation may or may not receive funding from TassieCare Services.

8. Related Policies and Documents

- TassieCare Services Children and Young People Safeguarding Policy and associated procedures.
- TassieCare Services Code of Conduct
- TassieCare Services Commitment to Safeguarding Children Memorandum
- TassieCare Services Risk Management Process
- TassieCare Violence, Abuse, Neglect, Exploitation and Discrimination Policy and Procedure
- Working with Children Policy and Procedure

9. Frameworks and Legislation

- The TassieCare Services guidelines comply with relevant legislation including.
- Australian Child Safe Organisations National Principles

- Article 3 of the United Nations Convention on the Rights of the Child
- Tasmania is in the process of establishing a legally mandated framework due to be released in 2024. Until then our Organisation is following the Child-Safe-Standards Victoria.

Appendix 1 – Safeguarding Children and Young People Committee Terms of Reference (TOR)

The role of the Safeguarding Committee is to:

- Advise the Directors and Executive Team on the most appropriate policy and operational framework for Safeguarding Children and Young People within TassieCare Services.
- Promote a consistent approach to Safeguarding children and young people across all TassieCare Services activities and services.
- Provide assurance to the Executive Team and Directors that TassieCare Services is adhering to the agreed policies, procedures and standards and provide evidence that all compliance measures are being met;
- Ensure that Safeguarding children, young people, and vulnerable adults is embedded in TassieCare Services risk management processes;
- Identify, respond, and escalate, as appropriate, organisational risk within TassieCare Services related to safeguarding;
- Raise the profile of TassieCare Services Safeguarding obligations and activities both internally and externally;
- Foster a culture of Safeguarding continuous improvement and initiate improvements in TassieCare Services work practices, systems, and procedures to support effective safeguarding practice; and
- Monitor and evaluate TassieCare Services Safeguarding performance and provide robust analysis of performance data.

The responsibilities of the Safeguarding Committee are to:

- Use the TassieCare Services governance structures to ensure that Safeguarding issues are considered and addressed at the appropriate level;
- Ensure that Safeguarding risk management policy and procedures are adhered to and that incidents that contravene the Safeguarding policies and procedures are responded to appropriately;
- Monitor the progress of the Safeguarding Children and Young People Implementation Plan and provide a quarterly progress report to the Directors;
- Support and review the performance of the work of the Safeguarding Children and Young People Lead, Safeguarding Children Program Coordinator in consultation with the Directors;
- Review internal risk assessments and participate in the development and monitoring of the TassieCare Services risk management processes including the risk register;

- Monitor, track progress and regularly review the Safeguarding Children and Young People Risk Management Process;
- Ensure that children and young people are given opportunities to understand and contribute appropriately to TassieCare Services safeguarding practices;
- Ensure that appropriate data is collected about Safeguarding children and young people in a way that supports TassieCare Services statutory and regulatory requirements;
- Ensure that appropriate training programs are in place to enable TassieCare Services team members, volunteers, students, contractors, and members to fulfil their duties and responsibilities in relation to Safeguarding;
- Ensure that TassieCare Services regulatory role within multi-agency Safeguarding children and young people procedures is clearly understood internally and externally;
- Support TassieCare Services to engage and openly communicate with families, carers and communities about TassieCare Services Safeguarding approach, including receiving feedback on the effectiveness of the approach;
- Ensure that TassieCare Services responds appropriately, and in a timely manner to changes in relevant Safeguarding legislation; and
- Ensure that constructive links have been maintained with relevant stakeholders and external agencies.

Evaluation of the Safeguarding Committees performance will be:

- Quality assurance and monitoring confirms a consistent approach within TassieCare Services to the identification, decision-making, recording and management of safeguarding cases;
- Quality assurance and monitoring confirms that the Safeguarding Policy, and associated processes is being implemented consistently internally and externally;
- There is evidence that TassieCare Services Safeguarding Children and Young people protocols are embedded across all TassieCare Services activities and services through improved child safe practice; and
- Positive feedback from stakeholders regarding TassieCare Services Safeguarding practice, particularly those that are, or represent, the voices of children and young people.

Review of the Safeguarding Committee

A review of the Safeguarding Children and Young People Committee's function and performance shall be conducted by the Directors no less than once per annum. An annual report regarding the activities and performance of the Safeguarding Children and Young people Committee shall be provided to the TassieCare Services Executive Committee.

Accountability

The Safeguarding Children and Young People Committee is accountable to the TassieCare Services Directors.

Following each Committee meeting the Committee Chair will provide a written report to the Directors (within 5 working days) that outlines the Committee's actions and details any recommendations the Committee has provided.

The Chair of the Safeguarding Committee is accountable for ensuring the recommendations to the Director reflecting appropriate consideration of:

- Human rights (including the Rights of the Child)
- Equality, diversity, and inclusion
- The voice of children and young people, and their families
- Safe practices
- Staff development
- Policies and Procedures
- Risk Management
- Resource Allocation
- Legal and quality standards compliance
- Evaluation and reporting
- Continuous improvement strategies
- Communication (internal and external)
- Stakeholder expectations and engagement

Membership

Members of the Safeguarding Committee are expected to be a Safeguarding 'Champion' within their area of operations or service delivery and shall work to ensure that Safeguarding Children and Young People is embedded throughout all TassieCare Services operational activities and/or service programs.

Members of the Safeguarding Children and Young People Committee are expected to undertake annual professional development related to the Safeguarding Standards and /or Legislation.

The membership of the Safeguarding Committee shall be a total number of eight (8) TassieCare Services Members will comprise of the following positions:

Committee Chair

Children and Young People Safeguarding Program Coordinator and Compliance Officer.

Meeting Attendance

Regular attendance is required by all members, with a minimum 66% of meeting attendance required. On the occasions when nominated members cannot attend, they will submit a brief report on all actions.

Members will nominate a deputy to attend should they be unable to attend the meeting. The Committee may invite additional attendees to the meeting for items of discussion relevant to the Committees' mandate.

Child and Young People Safeguarding Committee Chair

The Committee Chair will be appointed by the TassieCare Services Directors.

The Chair of the Safeguarding Children and Young People Committee is responsible for the following activities:

- Chairing meetings;
- Establishing the agenda for meetings;
- Follow up on business arising;
- Ensuring that accurate and agreed minutes of each;

- Committee meeting are maintained;
- Preparation of reports for tabling; and
- Maintaining contact between the Children and Young People Safeguarding Committee, the Executive Committee.

Recording of Meetings

A record of all meetings of the Safeguarding Children and Young People Committee will be maintained (including those conducted in both physical and on-line environments).

The minutes of the meeting shall reflect:

- Date and time of the meeting (including start and finish times)
- Attendance and apologies register.
- Agenda items
- Outstanding items
- Discussion summary
- Recommendations
- Actions, responsibilities, and timeframes
- Forward meeting calendar

Secretariat support shall be provided by another member of the Committee appointed at the commencement of each meeting.

Frequency of Meetings

The Safeguarding Children and Young People Committee will meet quarterly. Additional meetings may be called by the Chair as and when deemed necessary.

Quorum

The quorum for a meeting shall be one more than half the total number of committee members, one of which shall be the Chair. The Chair will nominate a deputy to act as chair should they be unable to attend a meeting.

Appendix 2 – Safeguarding Children and Young People Key Role Tasks

Executive Committee

Safeguarding Children and Young People Key Tasks:

- Drive a culture of positive Safeguarding Children and Young People practice;
- Hold the Directors accountable for implementing all TassieCare Services policies relating to safeguarding children and young people;
- Receive high-level reports regarding the TassieCare Services safeguarding performance and embed recommendations appropriately into policy review mechanisms;
- Provide oversight of risk and compliance management and allocate resources to ensure effective safeguarding audit and risk compliance measures are met;

- Appoint a TassieCare Services Governance Board Safeguarding Children and Young People Champion who will:
 1. Support TassieCare Services to maintain the safeguarding standards and embed good practice.
 2. Drive the development and implementation of the safeguarding action plan;
 3. Ensure safeguarding is embedded within the work, discussions, and decisions of the Executive Committee;
 4. Promote the importance of developing a culture of listening to children and young people within and through TassieCare Services policies, procedures and services;
 5. Provide support, check, and challenge to the TassieCare Services Safeguarding Committee Chair through regular meetings and discussions;
 6. Promote safeguarding at a strategic level to the wider network;
 7. Ensure confidentiality is maintained; and
 8. Promote and demonstrate a culture of diversity and inclusion.

Directors

Safeguarding Children and Young People Key tasks:

- Actively promote a positive Safeguarding culture by implementing Safeguarding Policies and Procedures across all TassieCare Services activities and services;
- Hold members Executive Committee to adhere to the TassieCare Services safeguarding principles, policies, and procedures;
- Appoint a Safeguarding Children and Young People Coordinator Safeguarding Children Program Coordinator to be the central contact for all safeguarding matters within TassieCare Services;
- Authorise the Safeguarding Children and Young People Implementation Plan and review the plan annually in consultation with the Chair of the Safeguarding Committee and Executive Committee;
- Monitor the performance of the Safeguarding Children and Young People Program Coordinator to ensure TassieCare Services is meeting its strategic commitment and compliance obligations to be a child safe organisation.
- Authorise the Terms of Reference for the TassieCare Services Safeguarding Children and Young People Committee and appoint the Committee Chair.
- Authorise and implement the Executive reporting cycle in regard to Children and Young People Safeguarding performance;
- Monitor the risk management and incident reporting mechanisms and implement recommendations to improve safeguarding procedures in TassieCare Services.
- Receive and analysis quarterly reports regarding the TassieCare Services safeguarding children and young people performance and make those reports available to the TassieCare Services Audit and Risk Committee and Governance Board.

Safeguarding Children Program Coordinator

The Safeguarding Children and Young Person Lead will oversee and monitor the fundamental obligation of TassieCare Services to ensure the proper safeguarding of children and young people by focusing on practical steps to further embed the TassieCare Services safeguarding culture by liaising with stakeholders and a range of internal functions to drive compliance and risk mitigation.

Key Tasks:

- Maintain current knowledge and skill in relation to all relevant Child Safe Standards and related compliance instruments and disseminate that knowledge to the appropriate person/s within TassieCare Services in a timely manner;
- Work with the TassieCare Services Directors and Executive Committee to support and promote a culture of safeguarding children and young people and drive continuous improvement strategies throughout all TassieCare Services activity areas;
- Lead the promotion of child and young person safety and wellbeing initiatives including by engaging children, young people and families in decision-making processes;
- Responsible for working with the People and Culture department to ensure TassieCare Services personnel have access to and participate in safeguarding children and young people training, including role specific training, to effectively implement safeguarding children and young people policies and procedures, and embed safeguarding children and young people at the activity level into their everyday practice;
- Provide regular reports to, and support the work of, the Safeguarding Children and Young People Committee including attending meetings as required;
- Perform the role of key contact for complaints regarding child safe practice and follow the child safe complaints process to respond to those complaints;
- Perform the role of key contact for reports regarding potential or actual harm to children and young people and follow the TassieCare Services risk management process and all relevant compliance requirements to respond to such reports;
- Make recommendations to the Directors and Safeguarding Children and Young People Committee Chair regarding gaps and opportunities in organisational safeguarding performance;
- Provide a safeguarding advisory function to all areas of TassieCare Services business units including people and culture, marketing and communications, service delivery;
- Support all directors, staff, volunteers, students, contractors, and members of TassieCare Services to have the necessary knowledge and skill to confidently practice safeguarding children and young people standards;
- Collaborate with local child focused organisations to partner in safeguarding children and young people training and child safe advocacy initiatives; and
- Support the work and monitor the performance of the Safeguarding Children and Young People Champions.

Safeguarding Children and Young People Champion/s

Key tasks:

- Act as a resource and a point of contact for colleagues who require support and guidance with safeguarding issues;
- Cascade/disseminate safeguarding information received to colleagues within their Teams;
- Maintain safeguarding as a standing agenda item at team meetings;
- Support staff in identifying those in need of protection and assist in their understanding of the action they need to take;
- Maintain an awareness of the policy and procedures in relation to Safeguarding children and young people including the referral processes to be followed internally.
- Encourage colleagues to recognise and be aware of trends and themes within their area and communicate these as appropriate to their line manager and safeguarding lead/s;
- Understand the limitations of the role and seek further clarification/ support from the TassieCare Services Safeguarding Children Program Coordinator should they need advice, guidance, or assistance themselves; and
- Commit to attending Safeguarding Children and Young People Champions meetings as required.
- organisations to partner in safeguarding children and young people training and child safe advocacy initiatives; and
- Support the work and monitor the performance of the Safeguarding Children and Young People Champions.

For clarification regarding this policy, please contact:

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Written & Authorised by: Jonathan Bishton People & Culture Manager

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