

Policy name	Safeguarding Policy
Policy number	QM-POL-022
Scheduled review date	March 2027
Version	1.0
Responsible S-MT	Quality Management

Safeguarding Policy

Statement of Commitment

One Tree is committed to the safety, wellbeing and protection of all *children* and young people. We have zero tolerance for child abuse or harm in any form. The foundation of our work is a commitment to embedding a child safe culture across the *Organisation*.

We recognise that all *children* and young people have the right to feel and be safe. We will uphold their rights, listening to their voices, responding to concerns and take all reasonable steps to prevent abuse and harm.

Purpose and Policy Framework

This policy provides the overarching framework for the *Organisation's* approach to *Safeguarding children*. It outlines our values, principles, governance and responsibilities to ensure child-safe practices are embedded across the *Organisation*.

This policy is supported by related procedures, codes of conduct, risk management processes, reporting mechanisms and continuous improvement activities that together promote a culture of safety and accountability.

Safeguarding Governance Structure

The *Organisation* has established a *Safeguarding Children* and Young People Governance Structure (Structure) to support effective oversight, leadership and implementation of our *Safeguarding* commitment.

This governance structure ensures *Safeguarding* is integrated into organisational decision-making, risk management and operational practices, and that clear lines of accountability are maintained at all levels.

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Roles and Responsibilities

The Structure defines the functions, roles and responsibilities for *Safeguarding*, including but not limited to:

01

The Board of Directors (Board)

endorses and monitors organisational performance in relation to child safety.

02

The Executive

is responsible for ensuring child safety is embedded and promoting continuous improvement across the *Organisation*.

03

The Quality Management Team

is responsible for identifying, monitoring and reporting on organisational risk relating to child safety.

04

The Child Safety Lead

who provides leadership, advice, internal audits and coordination of *Safeguarding* practices, reporting and training across the *Organisation*.

05

All personnel

are responsible for upholding *Safeguarding* principles and acting in the best interests of *children*.

Definitions of Child Abuse and Harm

The *Organisation* recognises that child abuse and harm can take many forms. For this policy, abuse includes:

- Sexual abuse
- Emotional or psychological abuse
- Witnessing family or domestic violence
- Physical abuse
- Neglect

Definitions are informed by relevant legislation and child protection agencies and are detailed further in supporting documents.

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Expectations of *Personnel* Conduct and Practice

All *Personnel* engaged by the *Organisation* including employees, volunteers, contractors and students, are required to adopt child-safe practices and behaviours that promote the safety, dignity and wellbeing of *children*.

All *Personnel* must comply with this policy, associated procedures and codes of conduct, and participate in child safety training and awareness activities.

Reporting Obligations

All *Personnel* are required to identify, respond to and report concerns about the safety or wellbeing of *children*.

This includes reporting suspected or actual *abuse*:

- committed by *Personnel* within the *Organisation*, or
- committed by others in the community or family context.

Reports must be made in accordance with organisational procedures and relevant legislative and regulatory requirements.

Commitment to Equity, Inclusion and Participation

The *Organisation* is committed to equity, diversity and inclusion, and to creating culturally safe and accessible environments where all *children* are respected and valued.

We recognise and respond to the diverse needs and experiences of *children*, including:

- Aboriginal and Torres Strait Islander *children*
- *Children* with disability
- *Children* from culturally and linguistically diverse backgrounds
- Lesbian, Gay, Bisexual, Transgender or Intersex (LGBTI) *children*
- *Children* who are unable to live at home

We are committed to supporting *children* to participate in decisions that affect them, in ways that are appropriate to their age, ability and circumstances.

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Board Endorsement

This commitment to child safety is endorsed by the Board, demonstrating its commitment to *Safeguarding children* as a fundamental organisational priority.

The Board is responsible for ensuring this policy is implemented, monitored and reviewed regularly to maintain its effectiveness and relevance.

Reporting requirements

Refer to **QM-FOR-014 Organisational Chart**.

Legislation compliance

Refer to **QM-SS-001 Regulations and Legislation Register**.

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Related policies, forms and checklists

SECTION	SUPPORTING DOCUMENTS
Child Safety	<p>SER-POL-015 Children and Vulnerable People Safety and Wellbeing NQS Policy</p> <p>QM-FOR-042 One Tree See Something, Say Something Poster</p> <p>QM-POL-002 Feedback and Complaints NQS Policy</p> <p>QM-POL-023 Safeguarding Children and Young People Governance Framework Policy</p> <p>QM-PLA-001 Risk Management Plan</p> <p>QM-PRO-021 Management of Child Safety Matters Procedure</p> <p>QM-REP-006 Child Safety Log</p> <p>QM-GU-011 Child Safety - Service Questionnaire</p> <p>QM-FOR-043 One Tree Zero Tolerance for Child Abuse (DCU)</p> <p>QM-FOR-044 One Tree Zero Tolerance for Child Abuse (LDC & Kindy)</p> <p>SER-POL-009 Respectful and Positive Interactions with Children NQS Policy</p> <p>SER-FOR-173 Child Safe Audit Tool</p> <p>SER-FOR-198 Child Safe Audit Tool [Victoria]</p> <p>SER-POL-032 Mandatory Reporting NQS Policy</p> <p>SER-POL-036 Incident, Injury, Trauma, Illness and Notifiable Matter NQS Policy</p> <p>SER-POL-099 Child Safe Standards [(Victoria)] Policy</p> <p>SER-PRO-021 Child Collection and Drop off Procedure.</p> <p>SER-PRO-023 Western Australian Mandatory Reporting Procedure</p> <p>SER-PRO-034 Australian Capital Territory Mandatory Reporting Procedure</p> <p>SER-PRO-035 New South Wales Mandatory Reporting Procedure</p> <p>SER-PRO-036 Northern Territory Mandatory Reporting Procedure</p> <p>SER-PRO-037 Victorian Mandatory Reporting Procedure</p> <p>SER-PRO-038 Queensland Mandatory Reporting Procedure</p> <p>SER-PRO-074 Child Exhibiting Harmful Sexual Behaviour Investigation Procedure</p> <p>SER-REP-009 Service Monitoring Report [Melbourne]</p> <p>SER-REP-007 Service Monitoring Report [Central]</p> <p>CIT-POL-017 Managing Digital Images of Children Youth and Clients NQS Policy</p>

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SECTION	SUPPORTING DOCUMENTS
Recruitment and Screening	<p>HR-POL-015 Staff Clearances NQS Policy</p> <p>HR-POL-020 Recruitment, Onboarding and Retention Policy</p> <p>HR-POL-029 Conflict of Interest Policy</p> <p>HR-POL-011 Relationships in the Workplace and Relationships at Work Policy</p>
Induction, Training and Supervision	<p>HR-POL-021 Staff Orientation and Induction Policy</p> <p>HR-POL-030 Essential Training Policy (MC-POL-009)</p> <p>SER-POL-001 Service Support Policy</p> <p>HR-POL-018 Conditions of Employment NQS Policy</p>
Diversity and Inclusion	<p>HR-POL-014 Diversity and Inclusion Policy</p> <p>QM-POL-019 Confidentiality and Privacy NQS Policy</p> <p>SER-PLA-047 Individual Learning Plan (ILP)</p> <p>SER-PLA-048 First Nations Individual Learning Cultural Support Plan</p> <p>SER-POL-014 Service Access, Authorisation and Exclusion NQS Policy</p>

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Definitions

Sexual abuse	Child sexual abuse is when a child is pressured, manipulated, or forced into sexual activity. This can involve physical contact or non-contact acts and may happen in person or online. Grooming is when an adult builds trust with a child to prepare or manipulate them into sexual abuse.
Physical abuse	Physical abuse is when a child is deliberately harmed, or put at serious risk of harm, by someone they know, such as a family member, carer, another adult, or another child.
Emotional or psychological abuse	Emotional and psychological abuse is when a child is repeatedly rejected, isolated, threatened, humiliated, or controlled in ways that harm their emotional and mental wellbeing.
Neglect	Neglect is when a child does not receive adequate food, shelter, medical care, supervision, or emotional care, to the extent that their development is harmed or they are placed at risk of injury.
Witnessing family or domestic violence	Witnessing family or domestic violence is when a child sees, hears, or is otherwise exposed to violence, threats, or abuse between family members or caregivers, causing harm to their emotional and psychological wellbeing.

For more information: [Department of Communities: Recognising Child Abuse](#)

Board of Directors: A group of professionals with experience across several sectors, who volunteer to oversee and guide the Organisation’s activities in accordance with the Constitution. Also referred to as “the Board”.

Children: Child, children, or young person: Any person under 18 years of age.

Organisation: One Tree Community Services Incorporated.

Personnel: Any person or group of people involved with the Organisation.

Safeguarding: the process of preventing harm to children by protecting their welfare and promoting their wellbeing through creating safe environments and implementing organisation-wide measures to protect children.

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Version History

Version (ISOC only)	Submitted by (SMT)	Change Date (SMT)	Approver (QMT)	Approval Date (QMT)	Description (SMT/QMT/ISOC)
1.0	Sophie Potter	22/01/2026	Karri Hillier	25/03/26	New policy to meet requirements of Australian Childhood Foundation accreditation.