



Communities
& Justice

Child Safe Policy

*Founding our unwavering commitment to child safety within the
Department of Communities and Justice.*

Together, we aim to create and maintain a child safe environment



Document approval

The DCJ Child Safe Policy has been endorsed and approved by:

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Approved: <insert date here>

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Approved:<insert date here>

Document version control

Distribution: All staff

Document name: DCJ Child Safe Policy

Trim Reference

Version: Version 1.0

This document
replaces N/A

Document status: Draft

File name: Child Safe Scheme

Authoring unit: Child and Family Directorate, Policy and Strategy team

Date:

Next Review Date:

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Our Commitment to Child Safety

The Department of Communities and Justice (DCJ), including our Secretary, Michael Tidball, and our Executive Leadership Team (ELT), is committed to the adoption and implementation of the Child Safe Scheme (CSS) and to meeting our organisational obligations as a child safe organisation under that Scheme.

The Secretary's 2023 [statement](#) of commitment to the CSS speaks to DCJ's unwavering duty to value children, facilitate their participating in decisions affecting their lives, uphold their rights to a safe, build and maintain a nurturing environment, and align actions with our core values and aims.

The CSS was introduced in February 2022 by amendments to the *Children's Guardian Act 2019*. These amendments embed the 10 Child Safe Standards, as recommended by the Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission) as the primary framework that guides child safe practice in organisations in NSW. Under the new Part 3A of the *Children's Guardian Act 2019*, child safe organisations, as defined by the Act and including DCJ, are required to take action to adopt and comply with the Child Safe Standards, including by way of implementation of appropriate systems, policies and processes.

DCJ, as the lead Government agency in NSW for protection and promotion of child safety and wellbeing, is steadfast in its commitment to be responsive to the needs of all children and young people, including those from diverse backgrounds and those with specific needs. We will:

- maintain an effective recruitment, screening and selection process for those seeking to work in DCJ, ensuring that our employees who work in child-related roles have been screened and found suitable for child-related work
- report conduct or any other issue that is inconsistent with maintaining a child safe environment to the appropriate bodies, and work with those bodies to identify areas where we might improve our practices to address risks to children
- have processes in place to ensure that allegations of reportable conduct and/or risks of abusive conduct towards children can be identified, and reported easily, confidentially and without fear of retribution
- educate our workforce about our child safe obligations, especially those directly engaged in child-related work. This includes training on the nature and indicators of child maltreatment (particularly organisational child abuse), provision of information resources and direct support from managers and supervisors
- provide a range of ways to allow children and their parents or other carers to provide feedback or raise concerns
- maintain physical and online environments that minimise the opportunity for child abuse to occur
- ensure that our child-related programs, standards and practices are inclusive and meet the needs of diverse groups, including those who identify as Aboriginal and Torres Strait Islanders, with disability, or from culturally and linguistically diverse backgrounds
- involve children and young people in decision making that affects them by listening to and respecting their views.

Diversity, Inclusion and Belonging

DCJ recognises and celebrates the diversity of our children and young people, including their age, gender, cultural and linguistic backgrounds, lived experiences, perspectives and beliefs, and abilities.

DCJ is committed to providing inclusive and culturally safe services and programs that are free from discrimination. Children and young people's diverse characters, experiences and circumstances are considered when designing and delivering services and programs.

We acknowledge the over-representation of Aboriginal people in the children and young people in the child protection and youth justice systems. We also acknowledge the harmful impact of past government policies on Aboriginal people, which has contributed to shaping current adverse outcomes for Aboriginal people. We are committed to improving outcomes for Aboriginal children, young people and their families, including in the implementation of this Policy.

DCJ is committed to providing culturally safe services, that focus on listening, strengthening relationships, and building trust with Aboriginal and Torres Strait Islander children, families, and communities so that, together, we can keep children safe and connected to culture.

DCJ will make sure that:

- Children's diversity is celebrated and considered in the delivery of all services used by children
- Services offered aim to provide all children with equal opportunities to engage in activities, programs and services, and to feel welcome, seen and valued.

Involving Children in Decision-Making

DCJ supports the active participation of children and young people in our services, programs and events. DCJ will provide accessible opportunities and encourage and take steps to allow children to participate in decisions that affect them now and in the future. This is to:

- help us better meet their needs and interests
- recognise and value their agency
- involve them in their community
- encourage them to share their ideas and opinions
- teach them confidence in speaking up and asserting their rights and opinions.

DCJ will strive to provide accessible ways for children and young people to: seek information about supports and services available to them, as well as ways to promote their safety; share their views and experiences; raise concerns or report situations that have made them feel unsafe; and participate in decision making that affects their lives.

Purpose of this Policy

DCJ is committed to building and maintaining an organisational culture that upholds and ensures the safety, welfare and wellbeing of children. In the design and delivery of programs and services - whether delivered by DCJ directly or by our contracted

service providers – we are committed to prioritising the safety and wellbeing of children and young people, and will be guided by the principles outlined in this Policy. It should, however, be read and applied with consideration to other circumstance-specific policies that may apply to particular situations. These are further discussed and set out below.

The purpose of this Policy is to:

- Assist employees and others in our workplaces to understand their obligations under the:
 - *Child Protection (Working with Children) Act 2012*
 - *Children and Young Person's (Care and Protection) Act 1998*
 - *Children's Guardian Act 2019*
 - DCJ [Code of Ethics and Conduct](#).
- Embed the 10 [Child Safe Standards](#) in our practices, behaviours and workplace culture.
- Model the behaviours and standards we expect of our contracted service providers and the wider sector.

Scope

This Policy applies to all employees, volunteers and contractors who undertake work, paid or unpaid, for DCJ.

Service providers that deliver services to children as funded by DCJ (for example, contracted service providers and subcontractors, referred to as 'third party providers') must comply with the terms and conditions of their contracts with DCJ, and applicable agreements on child safety. For the most part, third party providers we engage will themselves be child-safe organisations for the purposes of the *Children's Guardian Act 2019*, and will also be required to comply with the Child Safe Standards. This Policy, and DCJ's contracts with third party providers, do not replace or act as a substitute for those statutory obligations.

This Policy will be communicated to every person to whom it applies and will be made accessible to all interested stakeholders through public release. Any procedure or other attachment referenced within the Policy should be considered part of the Policy itself, and must be complied with to ensure correct and consistent application of the Policy.

Roles and Responsibilities

Ensuring the safety, welfare and wellbeing of children is the responsibility of all members of our community. However, as the lead Government agency in NSW responsible for the protection and promotion of child safety, welfare and wellbeing, DCJ and its staff and volunteers, including contractors, have a special role to play in building and maintaining a culture across our organisation, sector and wider community that respects and protects children and young people.

All DCJ staff, contractors and volunteers are to be made aware of and comply with their legislative obligations with respect to child safety, including with respect to maintaining working with children checks (WWCC) and compliance with the requirements of the NSW reportable conduct scheme, as well as with this Policy.

Responsibilities

Everyone in our workplace has a responsibility for maintaining an environment that is respectful, professional and safe for children. A high-level summary of key responsibilities of key members of our organisation are outlined in the table below:

Roles	Responsibilities
Secretary	<ul style="list-style-type: none"> • Provide leadership and accountability for an effective child safe workplace environment and culture • Is a champion for this Policy and demonstrates the standards for acceptable behaviours and practice.
People leaders	<ul style="list-style-type: none"> • Provide leadership in building, maintaining and promoting a child safe culture within DCJ. • Demonstrate understanding and commitment to children’s rights and child safe practices within DCJ • Provide support, guidance and training (including in induction) to employees in child-related roles • Ensure risk assessment processes identify and manage risks to children, and that risk assessments are repeated when business area functions change or new functions are obtained that relate to children.
People Branch	<ul style="list-style-type: none"> • Assists hiring managers to prepare job descriptions and overseeing recruitment processes to ensure that requirements around child safety are documented and that potential employees for roles that involve working with children are screened for this purpose • Provide advice and support for staff training.
Talent acquisition	<ul style="list-style-type: none"> • Ensure WWCCs are current and numbers are verified online prior to issuing employment letters or initiating onboarding processes
All employees, volunteers and contractors	<ul style="list-style-type: none"> • Understand the requirements of this Policy, and apply it in all aspects of their role • Raise and/or escalate risk concerns and/or behaviours that are contrary to this Policy as soon as practicable.

Risk Management

DCJ recognises the importance of a robust risk management approach to identifying, and addressing or mitigating risks of child safety and wellbeing, including, most seriously, risks that create a potential for child abuse or harm to children to occur. Child safety risk assessments must be integrated into all our work for and with children, and should inform the development of all our associated policies, programs and projects. To ensure DCJ maintains a child safe culture, all employees, contractors and volunteers will be informed, resourced and supported to understand

their role in providing a child safe environment, and empowered to raise concerns where they identify areas of potential risk.

Recruitment and Selection

DCJ maintains a rigorous and consistent recruitment and selection process for all direct contact work with a child or young person, where contact is a usual part of and more than incidental to the work, as defined by the *Child Protection (Working with Children) Act 2012*. A current WWCC is required for all child related work.

Systems must be adopted and maintained that ensure that all relevant staff have and keep current WWCCs.

Training and Induction

DCJ will meet its training and onboarding obligations by ensuring that all employees, volunteers and contractors are informed of our child safety obligations upon induction, and understand that child safety is everyone's responsibility. Employees, volunteers and contractors will be provided with training to support their understanding of DCJ's commitment to child safety and that everyone has a role to play in safeguarding children.

Measuring compliance

DCJ will ensure that child safety is a part of its overall risk management approach. DCJ has developed a risk assessment tool and the Child Safe Standards Compliance Checklist (Checklist) that will assist us to identify and take steps to eliminate or minimise risks across DCJ.

The Checklist should be used by all DCJ services, programs, and divisions to identify risks and inform development of mitigation action plans suited to their particular functions and responsibilities. The Checklist will also assist areas within DCJ to audit their compliance with the Child Safe Standards and identify areas where there is an uplift in compliance to increase safety of children and young people may be needed.

The [Child Safe Standards](#) and their corresponding core components¹ must be implemented at all levels across DCJ, including services, programs, and divisions. Each Division has a responsibility to establish, maintain and monitor their child related risks and put in place effective management strategies to minimise the risks. What is needed will inevitably vary across Divisions, depending on the nature of their work, however, the below provides guidance on common steps and expectations.

#	Standard	Core components
1.	Child safety is embedded in leadership, governance, and culture.	<ul style="list-style-type: none">• The organisation publicly commits to child safety and leaders champion a child safe culture• Child safety is a shared responsibility at all levels of the organisation• Risk management strategies focus on preventing, identifying and mitigating risks to children• Staff and volunteers comply with a code of conduct that sets clear behavioural standards towards children

¹ See: https://ocg.nsw.gov.au/sites/default/files/2022-01/B_CSS_ChildSafeStandardsBrochure.pdf

		<ul style="list-style-type: none"> • Staff and volunteers understand their obligations on information sharing and record keeping
2.	Children participate in decisions affecting them and are taken seriously.	<ul style="list-style-type: none"> • Children are able to express their views and are provided opportunities to participate in decisions that affect their lives • The importance of friendships is recognised and support from peers is encouraged, helping children feel safe and be less isolated • Children can access abuse prevention programs and information • Staff and volunteers are attuned to signs of harm and facilitate child-friendly ways for children to communicate and raise their concerns
3.	Families and communities are informed and involved.	<ul style="list-style-type: none"> • Families have the primary responsibility for the upbringing and development of their child and participate in decisions affecting their child • The organisation engages in open, two-way communication with families and communities about its child safety approach and relevant information is accessible • Families and communities have a say in the organisation's policies and practices • Families and communities are informed about the organisation's operations and governance
4.	Equity is upheld, and diverse needs are taken into account.	<ul style="list-style-type: none"> • The organisation actively anticipates children's diverse circumstances and responds effectively to those with additional vulnerabilities • All children have access to information, support and complaints processes • The organisation pays particular attention to the needs of Aboriginal and Torres Strait Islander children, children with disability, and children from culturally and linguistically diverse backgrounds
5.	People working with children are suitable and supported.	<ul style="list-style-type: none"> • Recruitment, including advertising and screening, emphasises child safety • Relevant staff and volunteers have Working With Children Checks • All staff and volunteers receive an appropriate induction and are aware of their child safety responsibilities, including reporting obligations • Supervision and people management have a child safety focus
6.	Processes to respond to complaints of child abuse are child focused.	<ul style="list-style-type: none"> • The organisation has a child-focused complaint-handling system that is understood by children, staff, volunteers and families • The organisation has an effective complaint-handling policy and procedure which clearly outline roles and responsibilities, approaches to dealing with different types of complaints and obligations to act and report • Complaints are taken seriously, responded to promptly and thoroughly, and reporting, privacy and employment law obligations are met

7.	Staff are equipped with the knowledge, skills, and awareness to keep children safe through continual education and training.	<ul style="list-style-type: none"> • Relevant staff and volunteers receive training on the nature and indicators of child maltreatment, particularly organisational child abuse • Staff and volunteers receive training on the organisation's child safe practices and child protection • Relevant staff and volunteers are supported to develop practical skills in protecting children and responding to disclosures
8.	Physical and online environments minimise the opportunity for abuse to occur.	<ul style="list-style-type: none"> • Risks in the online and physical environments are identified and mitigated without compromising a child's right to privacy and healthy development • The online environment is used in accordance with the organisation's code of conduct and relevant policies
9.	Implementation of the Child Safe Standards is continuously reviewed and improved.	<ul style="list-style-type: none"> • The organisation regularly reviews and improves child safe practices • The organisation analyses complaints to identify causes and systemic failures to inform continuous improvement
10.	Policies and procedures document how the organisation is child safe.	<ul style="list-style-type: none"> • Policies and procedures address all Child Safe Standards • Policies and procedures are accessible and easy to understand • Best practice models and stakeholder consultation inform the development of policies and procedures • Leaders champion and model compliance with policies and procedures • Staff understand and implement the policies and procedures

Additional Child Safe Resources

DCJ has a range of existing policies, procedures, and practices to strengthen the culture of child safety and protection in DCJ to protect children and young people against harm, abuse, neglect, and exploitation. As these are periodically reviewed, this Policy and the Child Safe Standards should be considered and necessary updates made.

Internal resources

Areas	Policy, procedure or practice
Organisational leadership, governance, and culture	<ul style="list-style-type: none"> • DCJ Statement of Commitment to the Child Safe Scheme • DCJ Code of Ethical Conduct
Human resources management	<ul style="list-style-type: none"> • DCJ Employment Screening Policy • National Criminal Record Check Procedure • Working With Children Check Procedure • Employment Screening Matrix • DCJ Volunteer and Work Experience Students Policy and Procedure
Child safe policies and procedures	<ul style="list-style-type: none"> • Aboriginal Consultation Guide • Structured Decision-Making (SDM) Safety, Risk and Risk Reassessment manual

	<ul style="list-style-type: none"> • Interstate Child Protection Protocol • Sibling Safety Policy 2010 • Transporting a child or client policy • Youth Justice Child Safe Policy Framework
Risk management	<ul style="list-style-type: none"> • DCJ Work Health and Safety Risk Management Policy • DCJ Child Safe Standards Compliance Checklist (to be added)
Staff education and training	<ul style="list-style-type: none"> • THRIVE eLearning <ul style="list-style-type: none"> ○ Everyone's Business – Cultural Awareness Journey ○ Aboriginal Case Management Policy ○ DCJ Multicultural Casework – using culture to keep children safe ○ Culturally responsive practice - Change Together - ○ DCJ Mandatory Reporting ○ Engaging Families ○ Complaint Handling for Public Sector Staff ○ Complaint Handling for Senior Staff ○ LGBTQI+ Inclusion ○ Trauma responsive practice - Change Together ○ Working with children and young people - Change Together ○ Code of Ethical Conduct ○ Talking with Families • DCJ Case Work practice resources • Caseworker Development Program
Children's participation and empowerment	<ul style="list-style-type: none"> • Youth Justice Young Peoples-SafetyEmpowerment-Questionnaire.PDF • NSW Practice Framework
Reporting response	<ul style="list-style-type: none"> • Managing Misconduct Procedure • Critical Incident Management Framework • Bullying & Harassment Policy and Managing Workplace Issues Procedure • Critical Incident Management Framework (MS Word Document) • Critical Incident Management Escalation Pathway • Fraud and Corruption Prevention framework (PDF File) • Managing Workplace Issues Procedure • Complaints Policy • Public Interest Disclosure Policy and Procedure • Work Health and Safety Risk Management Policy

External resources

Areas	Policy, procedure or practice
Organisational leadership, governance, and culture	<ul style="list-style-type: none"> • DCJ Statement of Commitment to the Child Safe Scheme • OCG Safe Series eLearning
Child safe policies and procedures	<ul style="list-style-type: none"> • OCG Guide to the Child Safe Standards • DCJ Aboriginal Case Management Policy • DCJ NSW Interagency Guidelines for Practitioners

Risk management	<ul style="list-style-type: none"> • OCG Child Safe Self-Assessment
Staff education and training	<ul style="list-style-type: none"> • OCG Resources
Children's participation and empowerment	<ul style="list-style-type: none"> • NSW Advocate for Children and Young People • NSW Practice Framework • NSW Ombudsman Making a complaint
Reporting response	<ul style="list-style-type: none"> • OCG Mandatory Reporting Scheme • DCJ Fraud and Corruption prevention

Child Safe Action Plan

The [DCJ Child Safe Action Plan 2023-2027](#) (CSAP) guides cultural change, addresses risks, and implements a benchmark for child safety for DCJ. As a prescribed agency under the *Children's Guardian Act 2019*, DCJ is required to develop a CSAP every four years. The objective of the first cycle of the CSAP is to embed the Child Safe Standards into organisational policies, functions, and processes.

The CSAP acts as a lever of change in creating a culture of safety and sits within the child safe framework, as does this Policy. The CSAP process is intended to drive continual improvement over time.

DCJ's first CSAP contains three pillars of implementation: building awareness; capacity building; and implementing the Child Safe Standards. This Policy will assist with realisation of each of these pillars.

Legislation

The following legislation include provisions that impose obligations on organisations that provide services to children and young people at the time of writing. Please note, this is not an exhaustive list.

- *Aboriginal Housing Act 1998*
- *Adoption Act 2000*
- *Advocate for Children and Young People Act 2014*
- *Ageing and Disability Commissioner Act 2019*
- *Anti-Discrimination Act 1977*
- *Carers (Recognition) Act 2010*
- *Child Protection (International Measures) Act 2006*
- *Child Protection (Working with Children) Act 2012*
- *Child Welfare (Commonwealth Agreement Ratification) Act 1941*
- *Child Welfare (Commonwealth Agreement Ratification) Act 1962*
- *Children and Young Persons (Care and Protection) Act 1998*
- *Children (Community Service Orders) Act 1987*
- *Children (Detention Centres) Act 1987*
- *Children (Interstate Transfer of Offenders) Act 1988*
- *Children's Guardian Act 2019*
- *Commission for Child and Young People Act 1998*
- *Community Housing Providers (Adoption of National Law) Act 2012*
- *Community Services (Complaints, Reviews, and Monitoring) Act 1993*

- *Community Welfare Act 1987*
- *Disability Inclusion Act 2014*
- *National Disability Insurance Scheme (NSW Enabling) Act 2013*
- *National Disability Insurance Scheme (Worker Checks) Act 2018*
- *Ombudsman Act 1974*
- *Young Offenders Act 1997*, sections 49, 60, and 61, and Schedule 1

Sector Standards

In addition to the Child Safe Standards, the following standards and instruments also play an important role in articulating the rights of children and young people, and guiding practices and processes to ensure these are respected and upheld:

- NSW Child Safe Standards for Permanent Care
- NSW Charter of Rights for Children in Care
- NSW Charter of Rights for Children Leaving Care
- Convention on the Rights of the Child
- Declaration on the Rights of Indigenous Peoples
- Convention on the Rights of Persons with Disabilities.

Reporting and responding to complaints or disclosures

Leaders, staff, and volunteers all have a responsibility to report if we have formed a reasonable belief that abuse has occurred. If an adult witnesses an incident or has a reasonable belief that an incident has occurred, they must take immediate action and report the incident.

- If a child or young person is at risk of imminent harm, contact the [Police Assistance Line – 131 444 – NSW Police Public Site](#)
- If reporting child abuse and neglect, contact the [Child Protection Helpline 13 21 11](#)
- If further information is required, see [Reporting a child at risk | Family & Community Services \(nsw.gov.au\)](#).

The DCJ Feedback and Complaints Management Policy is available at <https://dcj.nsw.gov.au/contact-us/feedback-complaints.html>. The page also provides information on the appropriate avenues for feedback and complaints about DCJ services or service providers contracted by DCJ.

For further information about how the Department manages complaints, please refer to the Community Services Enquiry, Feedback and Complaints Unit (EFCU):

- Phone: [1800 000 164- external](tel:1800000164) (9am to 4.30 pm, Monday to Friday)
- Email: complaints@facs.nsw.gov.au
- If you need an interpreter, please contact the Translating and Interpreting Service on 131 450 and ask to be connected to our number.

Failure to comply with this Policy

Behaviour that is contrary to this Policy will be dealt with in a manner that is proportionate to the seriousness of the matter.

For employees, more serious breaches may constitute misconduct, which may result in disciplinary action ranging from a caution up to, and including, termination of employment.

Volunteers, people engaged in work experience or people who provide services under contract to the department who do not comply with this Policy may have their services or contract terminated.

DCJ has a legal obligation to report certain matters to external bodies, such as the Office of the Children's Guardian under the NSW Reportable Conduct Scheme, as or to enforcement agencies in the case of suspected criminal offending.

Review and publication

This Policy will be reviewed every four years, or more frequently as required, in consultation with children, their families, carers and communities.

The Policy will be available with the CSAP from the DCJ child safety landing page at <https://dcj.nsw.gov.au/children-and-families/children-and-young-people/our-commitment-to-child-safety.html>.

DCJ will publicise the Policy on social media, in internal communications and embed it in induction and training resources.

More information

You can get advice and support about this Policy at: childsafescheme@facs.nsw.gov.au.

The OCG website provides information on the Child Safe Scheme, the Child Safe Standards and the development of child safe organisations: <https://ocg.nsw.gov.au/child-safe-scheme>.

More information on the National Principles for Child Safe Organisations is available on the Australian Human Rights Commission website at <https://childsafe.humanrights.gov.au/national-principles>.

Appendix 1 – Child Safe Code of Conduct

The DCJ Child Safe Code of Conduct (Code) establishes clear expectations for behaviour towards children and young people in promoting and maintaining child safety and wellbeing.

Workers must not:

- subject a child to any form of corporal punishment, social isolation, immobilisation, sexual suggestion, offence or misconduct.
- communicate with a child in ways that could humiliate, frighten or distress the child.
- develop any 'special' relationships with children that could be seen as grooming/favouritism such as the offering of gifts or special treatment.
- put children at risk of abuse or ignore or disregard any suspected or disclosed child abuse.
- engage in unnecessarily physical contact with children, including tasks that a child can do independently, like toileting or changing clothes
- have discussions of a mature or adult nature when children are present
- discriminate against children or express personal views on cultures, race or sexuality
- use language or behaviour towards children that are inappropriate, harassing, physically or emotionally abusive, sexually provocative, demeaning, or culturally inappropriate.
- use any computers, mobile phones, video cameras, cameras, or social media to exploit or harass children, or access child exploitation material through any medium.

Workers must:

- comply with relevant legislation including WWCC and mandatory reporting requirements
- professionally introduce themselves and show ID to children and their parent/guardian
- ensure the department's communications present children in a dignified and respectful manner and do not reveal identifying information about a child
- treat children with respect and be a positive role model in their interactions
- communicate with the children in an age appropriate and realistic manner and listen and respond appropriately to a child's views and concerns
- establish clear boundaries about appropriate behaviour between themselves and a child
- respond quickly, fairly and transparently to any serious complaints made by a child or related to a child
- abide by their reporting obligations
- educate children about their rights
- Before photographing or filming a child or using children's image for work related purposes, obtain informed consent from the child and the child's parent or guardian.

Appendix 2 - Definitions

Term	Definition
Abuse	<p>Any action, or lack of action, that significantly harms the child's physical, psychological or emotional health and development.</p> <p>Child abuse is generally categorised as:</p> <p><u>Physical abuse</u>: the intentional or reckless use of physical force against a child that results in harm to the child's health, development, or dignity, or which has a high likelihood of resulting in such harm. It may also include the threat of abuse where the child reasonably fears it may occur.</p> <p><u>Sexual abuse</u>: any act that exposes a child to, or involves a child in, sexual processes beyond his or her understanding or contrary to accepted community standards. This can include both sexual offences (a child-related criminal offence of a sexual nature) as well as sexual misconduct (conduct with, towards, or in the presence of a child that is sexual in nature but is not a sexual offence).</p> <p><u>Emotional abuse</u>: behaviour towards a child that is likely to damage a child's self-esteem or social competence.</p>
Child or children	Includes both children and young people, being individuals under the age of 18 years
Child-related work	<p>Work which involves engagement with a child, including:</p> <ul style="list-style-type: none"> • physical contact • face-to-face contact • oral communication • written communication, and electronic communication (for example, email, instant messaging, social media and video chats).
Grooming	<p>Grooming is the manipulation of a child or young person and the people caring for the child to enable the perpetrator to be alone with the child with the intent of abusing them.</p> <p>Grooming may appear innocent which makes it difficult to identify and explicitly define. It includes a range of techniques, many of which are not overtly sexual or directly abusive in themselves.</p> <p>A perpetrators motivation to sexually abuse or conceal sexual abuse may be the only distinguishable factors.</p>
Prescribed agency	A prescribed agency is an identified NSW government agency that is required to develop a CSAP, including DCJ, the Office of Sport, the Department of Education, the NSW Education Standards Authority, the Ministry of Health, the Department of Planning, Industry and Environment (limited to functions undertaken by the Office of Local Government), the Inspector of Custodial Services, and any other agency prescribed by regulation.
Related bodies	Are child-safe organisations that a prescribed agency funds or contracts also known as a funded service provider.
Reportable conduct	<ul style="list-style-type: none"> • a sexual offence committed against, with or in the presence of a child • sexual misconduct with, towards or in the presence of a child • ill-treatment of a child • neglect of a child • an assault against a child • behaviour that causes significant emotional or psychological harm to a child and • any offence under s43B or 316A of the <i>Crimes Act 1900</i>, whether or not, with the consent of the child.
Working With Children Check (WWCC)	A screening process for assessing or re-assessing people who work with or care for children in NSW. The WWCC involves a national criminal history check and a review of findings of workplace misconduct.

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