# Child and Adult Safeguarding

## Easy English guide

Brotherhood of St Laurence
Working for an Australia free of poverty

Let's make change that lasts

# How we keep everyone safe at Brotherhood of St Laurence (BSL)

## We want to tell you how BSL works to Prevent harm from happening, how we Report harm when it happens & how we Respond

### What is inside this guide?

This guide explains BSL's Child and Adult Safeguarding Policy.

A policy is a plan for how we do things.

The word '**we**' in this guide means BSL.

### This guide covers:

- How we stop people from being harmed
- How you can tell us if something is wrong
- What we do if someone tells us about harm

### We promise to:

- Listen and help when you tell us something is wrong
- Treat everyone kindly and fairly
- Keep your information private
- Use your feedback to make things better

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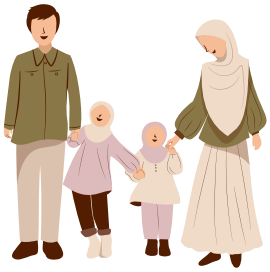
# Who is a BSL client?

Children and young people

Families and carers

Older people

People with disabilities



People new to Australia

Anyone who joins a BSL program

# Who works or helps at BSL?

- Staff or workers (people who are paid to work)
- Volunteers and students (people who help but are not paid)

# BSL is a Child Safe Organisation

**This means BSL will make sure children are not hurt.**

**Everyone has the right to be safe.**

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# What is harm?

Harm means someone is being hurt. It can be:

| Type of Harm | Description |
|---|---|
| Violence | When someone hits, kicks or physically hurts you or someone else |
| Abuse | When someone does or says things that are hurtful |
| Neglect | When someone doesn't take care of you or someone else properly |
| Exploitation | When someone uses you or treats you unfairly |

# How do we keep you safe?

We follow three big ideas to help keep you safe from harm.

| | Description |
|---|---|
| 1 **Safe people** | We train our BSL staff to know how to keep children and adults safe. |
| 2 **Safe places** | • We make sure our spaces (even online) are friendly and safe.<br>• We give you ways to share feedback to help keep people safe. |
| 3 **Safe responses** | • We listen and help if someone says they have been hurt.<br>• We offer supports to help people if they have been hurt. |

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# How must BSL staff and volunteers behave?

| Rules | Description |
|---|---|
| Respectful behavior | We must be respectful and kind to all children and adults |
| Language | We must use good language (no rude or hurtful words) |
| Two-adult Rule | We must try to have 2 adults at activities involving children |
| No exchange for sexual activity | We must never give or take gifts or money for sexual activity |
| Non-violent management | We must not use violence to make children behave |
| Communication | We must not message or talk to children online without parents or carers knowing |
| Reporting | We must report if:<br>• Staff or volunteers are being unsafe towards a child or adult client.<br>• A child or adult tells us they are unsafe or feel unsafe in their home or community. |
| Appropriate touch | We will not touch anyone in a way that feels wrong or uncomfortable for them |

## What should you do if someone breaks the rules?

**If someone is in danger, call 000 right away**

- If someone harms a child or adult client at BSL, tell a BSL worker
- You can call or email the Safeguarding team:
  email **safeguarding@bsl.org.au** or call **0491 156 089**
- They will listen, help and make sure the person is safe

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# What happens after you tell us?

If you tell us you, or someone else has been hurt or feels unsafe at BSL:

| |
|---|
| We will listen and believe what you tell us. |
| We will help you in a way that meets your needs. |
| We will keep your information private. |
| We will look into what happened to find out the truth. |

# What are Safeguarding Risks?

Risks are things that could cause harm.

We look for these risks to help keep everyone safe.

**Examples of risks:**

| Risk | Description |
|---|---|
| Unsafe places | Unsafe physical spaces that could cause harm or injury. |
| Online safety | The way we use and communicate with technology to run online programs and activities. |
| Bad behaviour | Actions or behaviors that could lead to harm caused by BSL staff or volunteers. |
| Cultural respect | Treating everyone's background with kindness. |

## Want to learn more?

**You can read:**

- BSL's Child and Adult Safeguarding Policy
- BSL Staff Commit to Keeping You Safe
- Child and Adult Safeguarding at BSL
- Poster about child safety in Victoria

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