

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

Who is a BSL client?



Children and young people



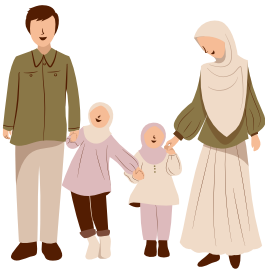
Families and carers



Older people



People with disabilities

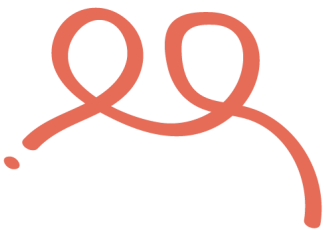


People new to Australia



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.

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. • 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. • We offer supports to help people if they have been hurt.

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: • Staff or volunteers are being unsafe towards a child or adult client. • 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

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](#)

