



Child Safe Policies and Procedures

Child Safe Standard 10



Introduction

A strong policy framework is a foundation for keeping children and young people safe. Policies and procedures that are clear, inclusive, and well-communicated help everyone understand what is expected and what to do when things do not go as planned.

This Standard is about ensuring that child safety is written into the everyday operations of your organisation and documented in a way that is practical, consistent, and anyone can understand it.

Policies as foundations for safety

Policies and procedures are there to guide practice, support decision-making, and reduce uncertainty. Risk increases and accountability diminishes when expectations are not well communicated and understood, or where they are inconsistently applied.

Clear expectations and accountability

Good policies set a clear expectation for behaviour, outline steps for raising and responding to concerns, and describe how the organisation supports the rights, safety, and wellbeing of children and young people. They also provide important reassurance to families, carers, and community members.

Strong policies do not just sit on a shelf; they guide actions. This only happens when people know them, understand them, and feel supported to use them.

Policies should reflect the diversity of all children and young people. These commitments need to be visible in what is written, and how it is put into action.

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Reflecting the preamble

This Standard reflects the preamble statement to the Standards by ensuring that child safety policies are grounded in rights, inclusion, and cultural safety. This includes:

- Using accessible language and formats.
- Offering translations or visual versions where needed.
- Making cultural safety and equity central to how policies are developed, not added on afterward.

Actions to make policies practical

When staff and volunteers can see themselves reflected in how they should operationalise policies and see how this supports them to keep children and young people safe, they are more likely to follow it, share it, and uphold it.

It is important to remember that being child safe is not about following a single set of prescriptive actions. Every organisation is different, and staff and volunteers have varied roles and responsibilities. It is therefore important for you to consider actions you can take within your organisation that contribute to the *embedding of policies and procedures that help keep children and young people safe*.



What staff and volunteers can do

- Know where to find your organisation's child safety policies and read them.
- Refer to policies in your day-to-day work, not just in emergencies.
- Ask your manager or supervisor if you are ever unsure how a policy applies to your situation.
- Talk about policies during team meetings or supervision to help make them part of everyday practice.
- Help identify when a policy needs updating or clarification.

