



How to use this policy summary



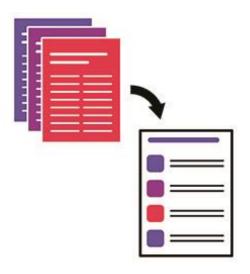
Endeavour Foundation wrote this policy summary. When you see the word 'we', it means Endeavour Foundation.

BoldNot bold

We have written some words in **bold**. This means the letters are thicker and darker.







This Easy Read document is a summary of another **policy**. This means it only includes the most important ideas.



We explain what these words mean. There is a list of these words on page 15.







You can ask your support worker, employment coach, or a family friend to read through this together.



Endeavour Foundation recognise
Aboriginal and Torres Strait
Islander – as the traditional
owners of our land – Australia.



What is this policy summary about?



This policy summary is about keeping children safe from:

• abuse.



neglect







• exploitation.



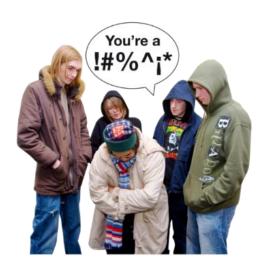
There are different types of abuse.



Violence is when someone hurts you physically.







Emotional abuse is when someone:

- says mean things about you
- calls you mean names in person or over the internet



- puts you down by telling you all the things they think you can't do
- ignores you
- stops you from seeing your friends or family.





This policy summary includes:



 all children including with disability



Aboriginal and Torres Strait
 Islander children





 children who speak languages other than English



 children that come from different cultures





Why do we need this policy?



We need to make sure that everyone that works with us know how to keep children safe. These people are:



 people who work for us, including people who visit us







• volunteers.

What is the child safe principles?



 Child safety will always be thought of in everything we do.





 Let us know what we are doing right and what we can do better by giving us feedback.



 Families and people in the community will be told about child safety and will talk to others about it too.



 What makes everyone different will be valued in the policy as well as each persons needs.







 We will make sure that everyone that works with us knows how to work with children.



We will make sure
 everyone that works with us
 including volunteers and
 people that visit us knows
 how to keep children safe.



 We will make sure that everyone that works with us have training on how to keep children safe.







We will make sure that
 everyone that works with us
 including Employees who
 receive support have a
 Working with Children
 Check.

We have a team who makes sure that we:



act in the right way



 know the rules to follow when someone is worried about a child.





Word List



A policy is:

- a plan for how we should do things
- where rules come from.



Abuse is when someone treats you badly.







Neglect is when someone is not helping you the way they are supposed to help you.



Exploitation happens when someone is taking advantage of you.



Violence is when someone hurts you physically.







Your **culture** is how you think or behave because of the way you have grown up with your family or guardian.



A **volunteer** is a person that works for us that are not getting paid.



Feedback is when you tell someone about:

- something they have done well
- how they could do something better
- a problem.







A Working with Children Check tells us if someone can work safely with children.