



Dear Wyndham CEC Community

Well it's almost time for the new Child Safe Standards to come into effect. We will be focussing our newsletters on the new standards over the next few newsletters. This time we are going to go into a bit more detail on **Child Safe Standard 11 – Policies and procedures document how the organisation is safe for children and young people**

Remember child safety is everyone's responsibility. Lesley Nallawalla. Child Safety Officer Child Safety Officer

What is a Policy and a Procedure?

Together, policies and procedures **provide a roadmap for day-to-day operations**. They ensure compliance with laws and regulations, give guidance for decision-making, and streamline internal processes.

A **policy** is a **predetermined course of action**, it is the link between an organisation's vision, values and day-to-day operations. Policies identify key activities and guide employees/volunteers/students on how to handle issues as they arise.

A **procedure** explains a **specific action plan for carrying out a policy**. They eliminate common misunderstandings by identifying job responsibilities and establish boundaries for those jobs.

Wyndham CEC's Policies and Procedures are available on the website:
<https://wyndhamcec.org.au/policies-procedures/>

Wyndham CEC's Commitment to Child Safety

**Wyndham CEC
has specific
policies,
procedures and
training in place
that support the
management
team, staff and
volunteers to
achieve these
commitments**

Child Safe Standard 11 – Policies and procedures document how the organisation is safe for children and young people.

Wyndham CEC has always had robust policies, procedures and codes and has been working to hard to ensure they all reflect the new Child Safe Standards. Some of these policies and procedures relating to child safety include:

- Child Safety and Wellbeing Policy & Procedure,
- Cyberbullying Policy & Procedure,
- Harassment, Discrimination, Victimisation, and Bullying Policy & Procedure,
- Social media, Computer and the Internet,
- Complaints and Appeals Policy & Procedure
- Access and Equity Policy & Procedure
- Student Safety and Welfare in Accredited Training Policy & Procedure
- VCAL policies

as well as our codes of conduct.

“Children are one third of our population and all of our future.”

Why do we have Policies and Procedures?

Every company has its own set of laws, regulations, standards and best practices that they need to abide by. In addition policies & procedures help us to comply with international, federal, state as well as local laws and regulations.

It is up to every staff member to comply with our policies and procedures. Where to find our policies, procedures and codes is on page 2.

Wyndham CEC's Statement of Commitment

Wyndham CEC is committed to Child Safety

Has zero tolerance of child abuse

And actively works to protect and empower children

Where to find policies at Wyndham CEC

Policies and Procedures can be accessed via SharePoint.

They are divided into 6 categories

- Access and Equity
- Delivery
- Financial management
- Management
- Record management
- VCAL



You can also access many of our policies and procedures via the Wyndham CEC website.

These policies specifically relate to students and can be found under Student Information and VCAL has it's own policies in a separate folder. <https://wyndhamcec.org.au/policies-procedures/>

Where to find codes at Wyndham CEC

Again Codes of Conduct can be accessed via SharePoint.

- Board Code of Conduct
- Child Safety and Wellbeing Code of Conduct
- Code of Conduct for Staff
- Code of Ethics
- Student Code of Conduct

I know many staff have problems finding the correct policy as did I when I first started here. I first went to the folder I thought it would be in and if it wasn't there I looked in another folder. By doing this I eventually found the policy and familiarised myself with what was in each folder.



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Useful Support Services

- **CHILD FIRST** <https://services.dhhs.vic.gov.au/referral-and-support-teams>
- **ORANGE DOOR** <https://www.vic.gov.au/familyviolence/the-orange-door.html>

24-hour telephone assistance is available through:

- **Kids Helpline (5 to 25 year olds)- 1800 55 1800**
- **Beyond Blue- 1300 22 4636**
- **Lifeline - 13 11 14**
- **1800 Respect - 1800 737 732**
- **MensLine Australia - 1300 789 978**

Helping children and young people to... Speak up and make a complaint

Advice for parents Parentline Victoria > [13 22 89 parentline.com.au](http://132289parentline.com.au)

Online and phone counselling for children and young people
Kids Helpline – 1800 55 1800 or counselor@kidshelpline.com.au > kidshelpline.com.au

Mental health support for children and young people [headspace and eheadspace > headspace \(Werribee- 8001 2366 headspace.org.au\)](http://headspace.org.au)

Information about children's rights [Australian Human Rights Commission > childsafe.humanrights.gov.au](http://childsafe.humanrights.gov.au)

Complaints about a government organisation Search online for Children's Commissioner / Guardian or Ombudsman in your State or Territory Help for non-English speaking people [Translating and Interpreting Service \(TIS\) National > tisnational.gov.au](http://Translating and Interpreting Service (TIS) National > tisnational.gov.au)



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Parents Information Page

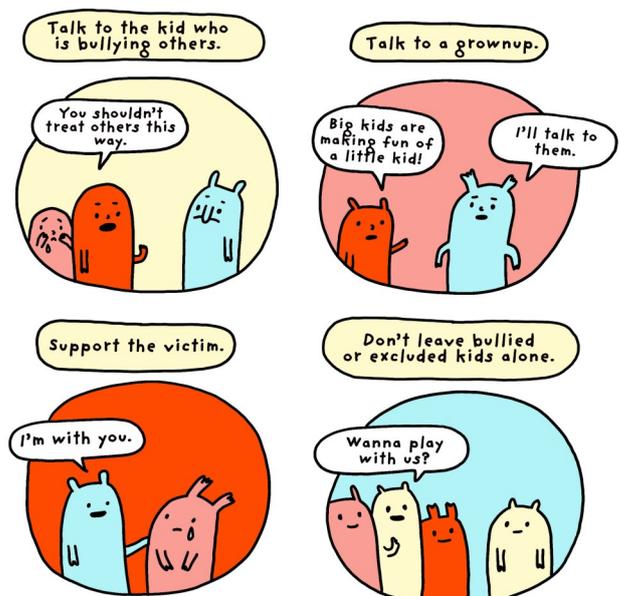
Wyndham CEC has a strong commitment to Child Safety in the VCAL Program as can be seen by the following:

- Wyndham CEC has a designated Child Safety Officer—Lesley Nallawalla.
- If you have any questions she can be contacted on :0409 218 071 or at 20 Synnot St, Head Office
- Wyndham CEC makes it's Child Safety and Wellbeing Policy and Procedure readily available on its Website for everyone to see
- Wyndham CEC has a student Reference Group which meets regularly to talk about child safety and all aspects of the Child Safe Standards
- We welcome any feed back from families and young people including ideas for the newsletter. If you have any ideas or suggestions please don't hesitate to contact Teresa at VCAL or Lesley on the number above.



What can you do against **BULLYING?**

If you see kids bullying or excluding other kids, you can help. You'll need courage and strength but you'll make a difference in other kids' lives (and in yours.)



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