



Child Safe, and Young Person Wellbeing Policy and Procedure

Purpose

This policy outlines Sammy's Driving School's (SDS) commitment to creating a safe and supportive environment for children and young people. SDS ensures that all services are child safe, inclusive, and aligned with the South Australian Department of Human Services (DHS) Child Safe Environments (CSEC) Framework and the Children and Young People (Safety) Act 2017 (SA).

Commitment to Child Safety

SDS is committed to ensuring that every child and young person who participates in driver education feels safe, valued, and respected. The welfare of children and young people is our first priority. All staff share a duty of care to protect children from foreseeable harm and must act immediately when concerns arise.

Participation and Inclusion

SDS encourages participation and values the voices of children, young people, and families. Learners are supported to choose their instructor and can raise concerns or provide feedback through the SDS website, the Learner Driver's Companion (Log Book), or directly with management. SDS values diversity and will not tolerate discriminatory practices.

Suitability to Work with Children

All SDS staff must hold a current Motor Driving Instructor Licence and a valid Working with Children Check (WWCC) issued by the Department of Human Services (DHS) Screening Unit under the Child Safety (Prohibited Persons) Act 2016. SDS may request additional background checks at any time to ensure ongoing suitability to work with children.

Key Terms (Simplified)

- ****Child**** – A person under 18 years of age.
- ****Harm**** – Physical, emotional, or sexual injury or neglect that affects a child's wellbeing.
- ****Grooming**** – Behaviour aimed at gaining a child's trust for the purpose of exploitation or abuse.
- ****Mandatory Reporting**** – The legal obligation of all SDS staff to report suspected harm or risk of harm to the Child Abuse Report Line (13 14 78).
- ****Reasonable Grounds**** – A belief based on facts or observations that a child may be at risk of harm.

Responsibilities

All SDS staff must comply with the SDS Code of Conduct, this policy, and relevant child safety legislation. Staff are responsible for maintaining safe boundaries, protecting confidentiality, and following reporting procedures when concerns arise.

Recruitment, Training, and Supervision

SDS follows safe recruitment practices, including Working with Children Checks, National Police Checks, and reference checks. All job advertisements include our Statement of Commitment to Child Safety. Staff receive induction and ongoing training in child protection, mandatory reporting, and identifying signs of harm. Training includes the DHS-approved 'Through Their Eyes' program and refresher training every three years.

Identifying and Managing Risks

Child safety risks are managed under the SDS Risk Management Policy. This includes assessing risks in physical and online environments, and for children with disabilities or diverse backgrounds. SDS staff are trained to recognise and mitigate risks and promote a culture of safety and respect.

Reporting and Responding to Concerns

All staff are mandated notifiers under South Australian law. If there is a reasonable belief that a child is at risk of harm, a report must be made immediately to the Child Abuse Report Line (13 14 78) or SA Police (000 in emergencies). SDS will support any child or young person involved and cooperate fully with external investigations.

Complaints and Feedback

SDS encourages children, young people, and families to raise concerns or complaints without fear of retaliation. Complaints can be made directly to the SDS Child Safe Officer or via the confidential web form on the SDS website. All complaints are handled sensitively, confidentially, and promptly.

Investigations

Where allegations involve harm or risk of harm, SDS will cooperate fully with external agencies. Internal investigations will follow the principles of natural justice, ensuring fairness, confidentiality, and procedural integrity. Staff may be stood down while investigations are underway if there is potential risk to children or young people.

Policy Review and Communication

This policy will be reviewed every five years, or earlier if legislative changes or incidents occur. A new compliance statement will be lodged with the Department of Human Services after each review. Updates will be communicated during staff inductions and meetings.

Contact Information

SDS Child Safe Officer: Sam Shepherd, Director, Sammy's Driving School
Phone: 0418 810 005 | Email: sammysdriving@gmail.com

Child Abuse Report Line (CARL): 13 14 78

Emergency: 000

Kids Helpline: 1800 55 1800 | Youth Helpline: 1300 13 17 19

Endorsed	January 2022 V1
Next Review Date	Reviewed October 2025 due October 2030
Standards	Legal Services Commission Unions Australia Human Rights Commission Equal Opportunity Commission Children and Young People (Safety) Regulations 2017 (SA) National Principles for Child Safe Organisations Rights of every child Overview of child protection legislation across state and territory jurisdictions Australian Institute of Family Studies Information Sharing Guidelines DHS Incident Management and Reporting Policy 2023 Unicef – know your rights and responsibilities Children’s rights and responsibilities flyer Gender diverse, intersex and sexually diverse children and young people
Legislation	Work Health and Safety Act Work Health and Safety Regulations 2012 Codes of Practice Safework SA Return to Work SA Sex and Age Discrimination Legislation Amendment Act 2011 Australian Human Rights Commission Act 1986 Family Law Act 1975 Equal Opportunity Act 1984 Children and Young People (Safety) Act 2017 Commonwealth Privacy Act 1988 State Records Act 1997 Guardianship and Administration Act 1993 Australian Human Rights Commission Act 1986 (Federal) Crimes Act 1914 (Federal) Fairwork Act 2009
Organisation policies	Risk Management Policy (Child Safe) Statement of Commitment to the Safety and Wellbeing of Children Code of Conduct Feedback and Complaints Policy