

Parliament of Victoria

Child Safety

Child friendly guide

How to use this policy

The parliamentary departments wrote this policy.

When you see the word ‘we’, ‘our’ or ‘us’, it means the parliamentary departments at the Parliament of Victoria.



A **policy** is a plan that says how we should do things.

Our policies list our rules.

EASY
ENGLISH

This policy is written in an easy-to-read way. This means it only includes the most important ideas.



We use pictures to explain some ideas.

How to use this policy

Bold

In this policy, some words are in **bold**.

This means the word is shown thicker and darker.

Not bold

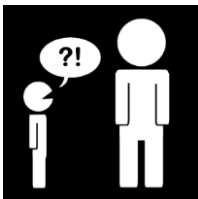
We explain the meaning of these words.



This child friendly, easy to read policy, is a summary of another policy called the Child Safeguarding Policy.



You can find the other policy on our website at [Child Safeguarding Policy \(parliament.vic.gov.au\)](http://www.parliament.vic.gov.au/ChildSafeguardingPolicy).



You can ask for help to read this policy. A friend, family member or one of our employees may be able to help you.

What this policy about?



This policy is about keeping children safe from **abuse**.



Abuse is when someone treats you badly.



There are different types of abuse. These are:

- Violence
- Emotional
- Sexual

What is abuse?



Violence is when someone hurts you physically.



Emotional abuse is when someone:

- Says mean things to you
- Calls you mean names in person or over the internet
- Puts you down by telling you all the things they think you cannot do
- Ignores you
- Stops you from seeing your friends or family



Sexual Abuse is when someone makes you do sexual things that you do not want to do or are too young to do.

Who does this policy help protect?

This Policy helps protect all children and young people. It includes:



Children with a disability



First Nations Children



Children who speak languages other than English



LGBTQIA+ Children



Children who come from different cultures. Your **culture** is:

- Your way of life
- How you think or act now because of how you grew up

Why do we need this policy?



This Policy is about how we keep Children safe when they:

- Visit the Parliament of Victoria
- Participate in programs and events

We need to make sure that everyone who works with us knows how to keep children safe.



This includes people who:

- Work for us, including people who visit us
- Volunteers and students

Volunteers are people who work without getting paid. They usually do work that helps other people.

Childrens' Rights



All children have the right to be safe when they are visiting, attending or participating in events at the Parliament of Victoria



Rights are rules about how everyone should be treated **fairly** and **equally**.

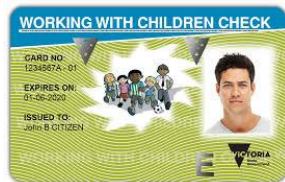
Fairly means to be treated the same as others and equally means that everyone is treated the same regardless of their race, sex, social status, disability, religion, or anything else.

Working with Children



We will make sure that everyone who works for us knows how to:

- Work with children
- Keep children safe



We will make sure that people who need to work with children have a **Working with Children Check** before they work with us.

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

What we do



Everyone who works for us knows what to do when child abuse is reported by:

- You
- Someone who works for us



We have a Child Safety Officer who makes sure we:

- Follow the rules when someone makes a report
- Act in the right way

Reporting Child Abuse



Anyone can make a report



When you make a report, we will make sure:

- That you are safe
- We will report it to the police



We will support you.

How you can make a report

You can:



- Send an email to childsafetyofficer@parliament.vic.gov.au



- You can ring and speak to the Child Safety Officer on 03 9651 8911



- You can ring Victoria Police on 000 (Triple Zero)

Keeping your information private



When you make a report, we might have to get **sensitive information** from you.

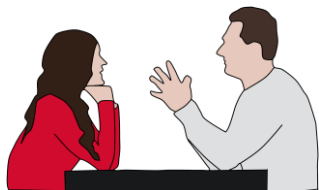


Sensitive information is information that might be very personal or private.



We will keep this information about you:

- Private
- Safe



We will only tell the necessary people about your report in order to keep you safe.

Please note that this document has been created as a Child Friendly version of the Child Safeguarding Policy. The Child Safeguarding Policy can be seen in its entirety at [Child Safeguarding Policy \(parliament.vic.gov.au\)](http://www.parliament.vic.gov.au/ChildSafeguardingPolicy)



