

Kameleon Group

Easy Read

CHILD SAFETY AND WELLBEING POLICY AND PROCEDURE

How to use this document

This is an Easy Read version of Kameleon Group's Child Safety and Wellbeing Policy.

It uses short sentences and simple words.

Some hard words are explained.

You can ask a staff member to help you read this document.

What is this policy about?

This policy is about keeping children and young people safe at Kameleon Group.

A child is someone under 16 years old.

A young person is someone who is 16 or 17 years old.

Who is this policy for?

- Children and young people who use Kameleon Group services
- Families, carers and supporters
- All Kameleon Group staff

Our promise to you

- ★ **We care about you.** Kameleon Group wants you to be safe, well, happy and strong.
- ★ **Zero tolerance.** We will not accept anyone putting a child at risk of harm.
- ★ **We listen.** We listen to children and young people. Your voice matters.
- ★ **Everyone is welcome.** We welcome people from all cultures and backgrounds.

★ **We respect culture.** We take extra care to keep Aboriginal and Torres Strait Islander children, children from different cultures, and children with disability, safe.

What is child abuse or neglect?

Child harm or abuse

This means someone hurts a child on purpose. This can be physical, sexual, emotional, or make a child feel unsafe.

Neglect

This means a child does not get things they need, like food, a safe home, clothes, or medical care.

Important

If a staff member thinks a child is in danger right now, they must call 000.

Keeping staff safe to work with

Kameleon Group makes sure the people who work with children are safe people.

- All staff must have a Working with Children Check and NDIS Worker Check
- All staff wear an ID badge so you know who they are
- All staff get training on keeping children safe
- Staff learn how to notice and respond to signs of harm

If you feel unsafe or worried

You can tell someone

You can talk to a staff member, your family, or someone you trust.

You will not get in trouble for telling the truth.

What staff will do

- Listen to you carefully
- Take your concerns seriously
- Tell the Clinical Director
- Follow Kameleon Group's Incident Management steps

- Keep you updated, as much as they safely can

Mandatory reporting

Some workers must tell the authorities if they think a child needs protection.

This is called Mandatory Reporting.

Staff do not need to be 100% sure before they report a worry.

Your privacy

Kameleon Group keeps your personal information private and safe.

We only share information when we need to, to keep someone safe.

You can ask what information we have about you, and how we use it.

Being fair

Kameleon Group is fair to children, families, and staff.

If a staff member is accused of doing something wrong, Kameleon Group will look into it carefully and fairly.

We will keep children and families updated about what is happening, while also being fair to staff.

Checking this policy works

Kameleon Group checks this policy at least every 3 years.

We ask children, young people, families and staff what they think, and use their feedback to improve.

Who can you talk to?

 **Emergency — Call 000.** If a child is in danger right now.

 **Kameleon Group staff.** Talk to your support worker or key contact at Kameleon Group.

 **Family or carer.** Talk to a parent, carer, or someone you trust.

Document Control	
Document Title	Child Safety and Wellbeing Policy and Procedure — Easy Read
Based On	Kameleon Group Child Safety and Wellbeing Policy and Procedure
Version	1
Date	July 2026
Owner	Executive Team