

Safety and wellbeing policy for children, young people and adults with disability



Easy Read

About this policy



This is a policy from **Queensland Advocacy for Inclusion**.

QAI for short.



A **policy** says how we must do things at QAI.



This policy is for

- QAI staff
- The QAI board
- People who get services from QAI
- **Volunteers.**



Volunteers are people who do work that is not paid.

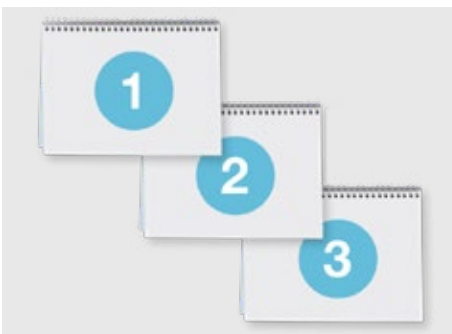


The policy will help us know what we need to do about the **safety and wellbeing** of

- Children
- Young people
- Adults with disability.



Safety and wellbeing means things that keep people safe and well.



We have used 3 guidelines to help us write this policy.



They are called

- National Principles for Child Safe Organisations
- The Convention on the Rights of the Child
- The Convention on the Rights of Persons with Disabilities.



They are important guidelines to make sure everyone gets their rights and stays safe and well.



This policy says what we will do to make sure we follow the guidelines.

How we keep children safe



The managers and bosses at QAI must make sure all staff know that keeping children safe is important.



QAI staff will get information and training about keeping children safe.



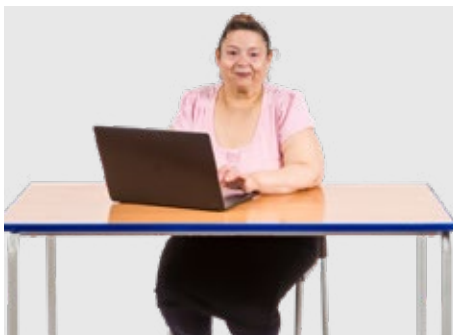
QAI staff must read and follow the policy about keeping children safe.

Children and young people know their rights and are part of making decisions



We will make sure that everyone can read this policy like

- Children and young people
- Their families and carers
- Supporters.



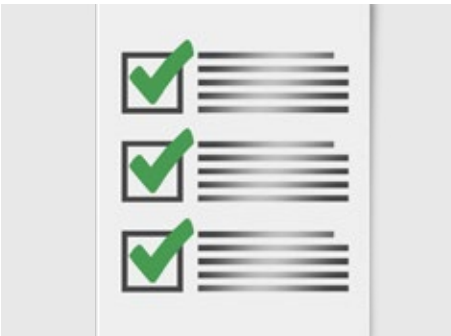
We will have this policy on our website so everyone can see it.



We will give information to children and young people when they start services with QAI.



The information will be in a way they can understand.



It will be information about

- Their rights
- What will happen when they are with QAI
- **Legal options.**



Legal options means the things we can do with the law.



When they meet with us children and young people can tell us about what happened.



They can also

- Ask questions
- Say what they think
- Get information to help make choices.



QAI can support children and young people find other services that can help them.



QAI can only give their information to other services if the children and young people say it is ok.

Families and people in the community and child safety

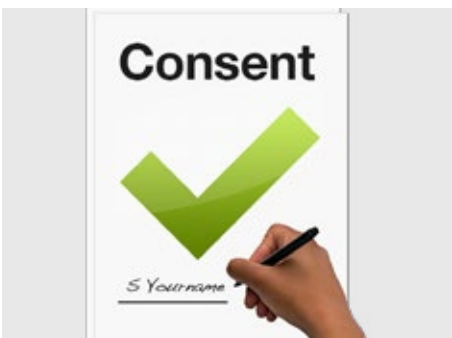


QAI staff will give clear information about what our services do to

- Children and young people
- Their families.



QAI must get **consent** before a child can get services and support from QAI.



Consent means to say yes to something.



The consent must be from the child or young person and their family.

We will treat all people the same way

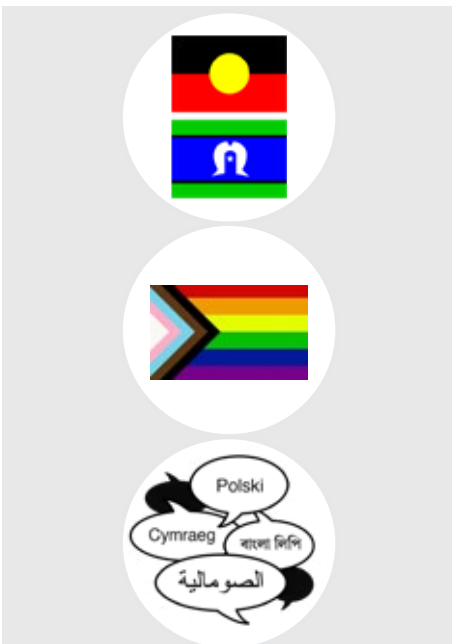


We will treat everyone in the same way.



We will make sure QAI is a safe place for

- People with disability
- People from different communities
- Children and young people.



This might be communities like

- Aboriginal and Torres Strait Islander
- LGBTIQ+
- People from different countries who might speak other languages.



All QAI staff will follow our rules and policies.

People working with children and young people are right for the job



We will hire staff for QAI that have the right skills to work with

- Children and young people
- People with disability.



Everyone that works at QAI will need to have **background checks**.



Background checks are checks to make sure someone is safe to work for QAI.



Managers and bosses will make sure everyone follows the rules for child safety.



All staff will have training so they know about things like

- Keeping records
- Ways they need to share information
- When they need to report things.

Complaints and concerns



QAI has a **complaints** policy in Easy Read.



Complaints are when someone speaks up about something they are not happy with.



To read the policy go to

www.qai.org.au/complaints-reporting-abuse

Staff training



We will make sure our staff always get training.



The training will be about things like

- How to know if someone is being hurt
- What to do to make sure people are safe and well
- How to make all different people feel safe at QAI.



We will have a training every year about this policy.



Will will also talk about the safety and wellbeing of people who come to QAI at all of our team meetings.

QAI is a safe place for everyone



We will do a **risk assessment** every year to see if we can make QAI even safer.



A **risk assessment** is a big check to make sure our services stay safe for everyone.



All staff need to always report things at QAI that might not be safe.

Checking our policy



We will check this policy every 2 years to make sure we still follow all the rules.



We also want to see if there is anything we can do better.



2 times a year we ask people who come to QAI how they think we are doing.

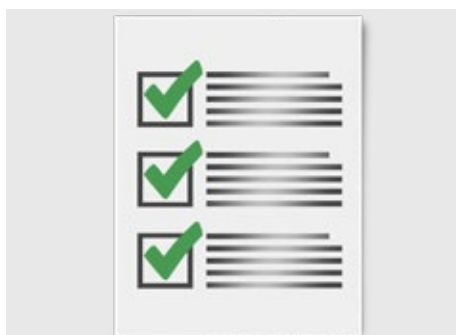


1 time a year QAI looks into how we are doing in following the rules in this policy.

Rights of people with disability



QAls work is guided by the **CRPD**.



The **CRPD** is a list of human rights that all people should have.



We will do a lot of **advocacy** for the rights of people with disability.



Advocacy is when we support someone to speak up for their rights.



We will make sure everyone knows about the rights of people with disability.



We also want them to know more about the rights of women and children with disability.



We want everyone to be treated fair and in the same way.



We want everyone to be able to be part of the community.

We want everyone to be able to



- Use things like transport and buildings



- Go to school or uni



- Get a job.



We want everyone to be safe from being hurt.

Disability Standards

Standard 1



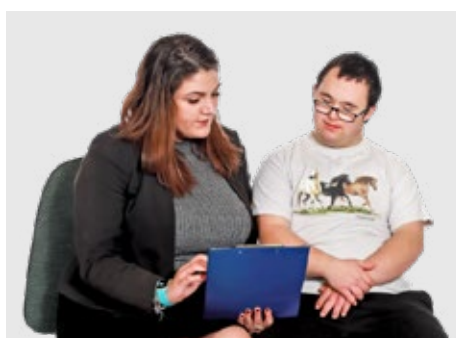
QAI makes sure it follows the National Standards for Disability Services.



We will make sure people with disability get their rights.



We will make sure people have this policy.



We will help people find other services to help them.

Standard 2



We will give people legal advice to help them access services in the community.



We will advocate for people.



We will talk to families and supporters of people with disability to tell them about how QAI is working with a person.



We will only do this if the person says yes.

Standard 3



We will give people legal advice that is individual to the person.



We will listen and do what our clients say.



We will work to get the best for each client.

Standard 4



We have an easy read complaints policy.

Standard 5



We will put things in place to make sure QAI does the right thing.

Standard 6



We will make sure everyone at QAI gets training in this policy.



We will make sure everyone at QAI follows this policy.

Council for Intellectual Disability made this document Easy Read. **CID** for short. You need to ask CID if you want to use any pictures in this document.

You can contact CID at business@cid.org.au.