

Sexual Health and Family Planning ACT

Safeguarding Policy



Safeguarding Policy



Policy

This book is a policy book.

This is a type of information document.

Policy documents tell you the rules we follow to keep you safe.

You can ask for help if you do not understand this information.

Hard words

This policy has some hard words.

The first time we write a hard word

- the word is in **blue**
- we will write what the hard word means.

About this policy

This policy is written by Sexual Health and Family Planning ACT.

We say SHFPACT for short

If words are **written in green**, it will link you to the document mentioned when you click it.

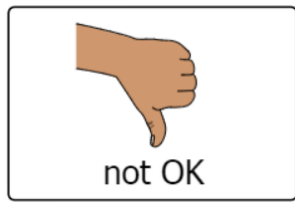
This policy helps you know about **safeguarding**.

- Safeguarding is about protecting you from harm and being hurt. It is the rules SHFPACT have to keep you safe and the way we think about safety.

SHFPACT wants to be a safe place for



- you
- the Community workers that work at SHFPACT
- other participants and people who attend appointments at SHFPACT.



To keep you safe we have rules that we must follow.

You will be talked to about these rules and what is ok and not ok on your first visit.

Our safeguarding rules

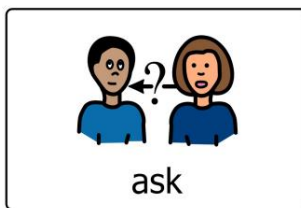
Our safeguarding rules are:

1. All people have the right to be safe.
2. We will protect everyone at SHFPACT.





3. You or someone else can not hurt others.



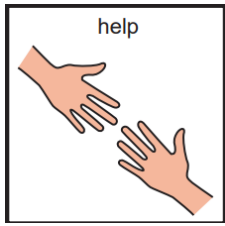
You will be asked if you have any **risks** or need anything to help you.



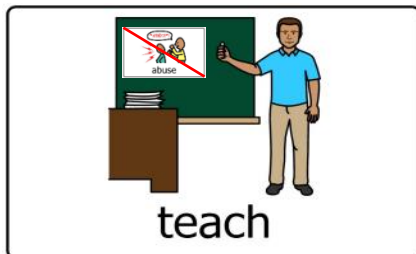
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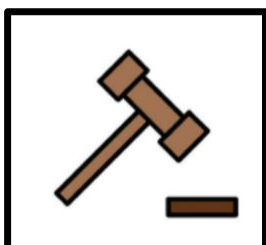
Risks are things that could be not safe or not healthy for you or other people.



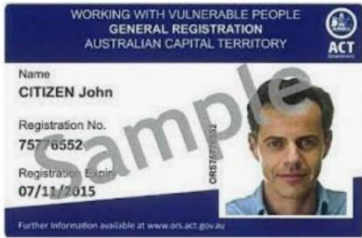
We will help you with risks and make changes for you if we need to.



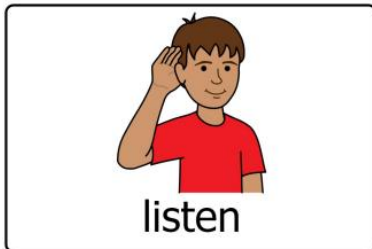
All SHFPACT staff will be taught what abuse is and how to spot it.



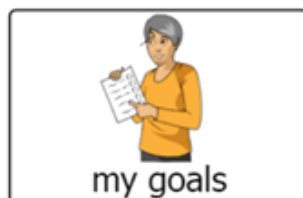
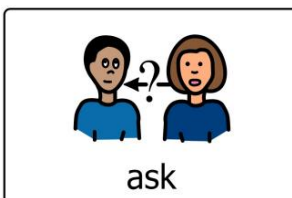
Staff will follow the law and tell other people if someone is hurt or abused.



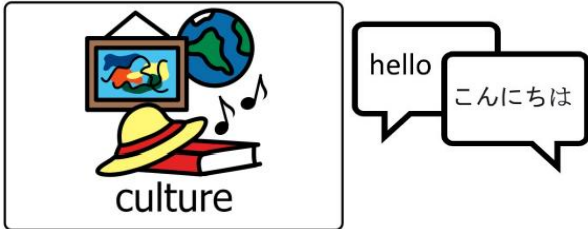
All staff will have a Working with Vulnerable People card.



We will listen to and try to help people who have been abused.



We will ask you about your support needs and goals.



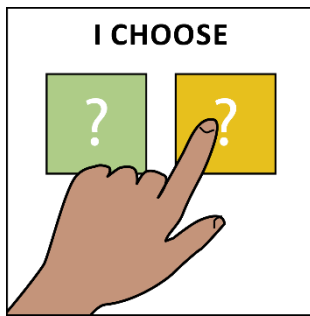
We will keep information about your support needs and goals.

We will make sure you are safe to express your culture with us.



We will ask you for your **permission**.

Permission is when you agree to something.



You can choose if you do or do not give permission.

We will listen to your **choices**.

Choice is personal. It is when you get to decide what you want.

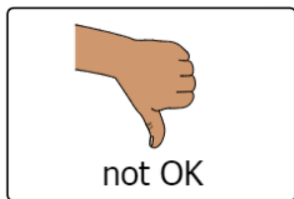
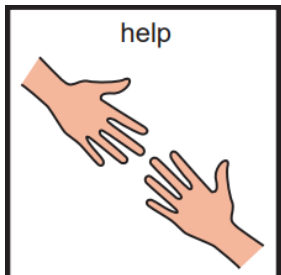
It is about yourself or your body.

Only you need to decide if you want to do something.

Choice is not the same as consent.

What happens if you are hurt

We will quickly help you if you are hurt or an **incident** has happened.



An incident is a Not OK thing or accident that has happened me or another person.

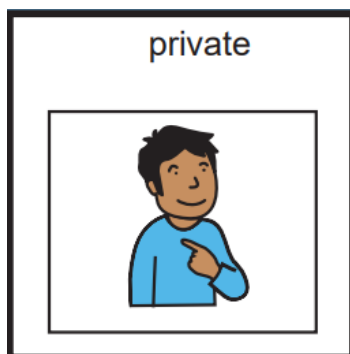


If an incident happens to you, we will write a document.



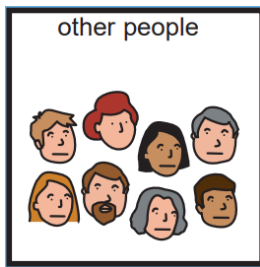
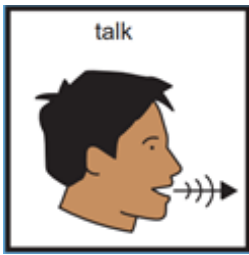
We will also write a document if we think someone might hurt you.

Your **privacy** will be kept for all documents.



Privacy means your information will not be told to other people.

Unless other people must know to keep you or others safe.

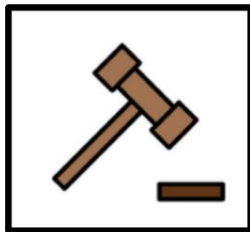
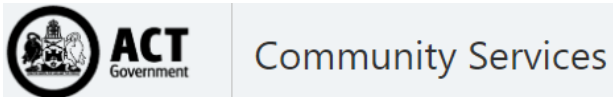
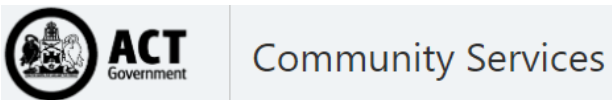
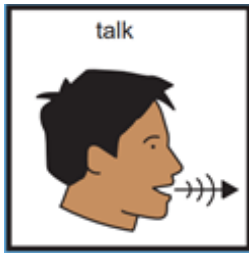


When we will tell someone you are hurt

If you are hurt in an incident, we
must tell some people.



We must tell them what
happened in the incident.



We must tell

- the NDIS
- the ACT Human Services Registrar
- the Director General of the ACT Government Community Services Directorate
- and any other people that the law says we must tell.

What to do if you are not ok

You can tell people if something is Not OK for you.



You can tell us.

You can talk to your community worker at SHFPACT.

Or you can ask to talk to the 'Executive Director'.

You can talk to the Executive Director



- on the phone 02 6247 3077



- by email at

ed@shfpact.org.au



- or you can write to

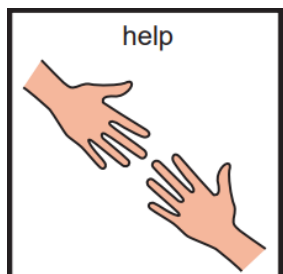
SHFPACT Executive Director

GPO Box 1317

Canberra ACT 2601.

Who can help you say you are not ok

You can ask for help to say that you are not ok.

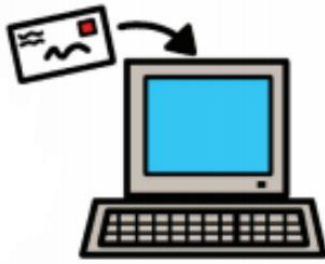


You can ask for help to say that something not ok happened.



The National Disability Advocacy Program can help you.

They work in the government social services.



You can talk to the National Disability Advocacy Program

- by email

disabilityadvocacy@dss.gov.au

- you can write to

Disability, Employment and

Carers Group

Department of Social Services

GPO Box 9820

Canberra ACT 2601

Or you can search the words

“disability advocate Canberra”

online to look for other advocacy

help.

Version Control

Policy name	SHFPACT Safeguarding Policy (EE)		
Policy location	SHFPACT SharePoint		
Policy version	v1.0 2024		
Policy application	All staff, All Council		
Policy approval date	November 21, 2024		
Policy review date	November 2027		
Policy and resource links	Client Safeguarding Policy		
Version	Date	Author	Description
0.1	v2022-1	SHFPACT	
1.0	21/11/24	SHFPACT	ED Approved