



Young Life Safe Framework

POLICY, PROCEDURES AND PRACTICES FOR KEEPING PEOPLE SAFE

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YOUNG LIFE AUSTRALIA'S VISION STATEMENT

Young Life seeks to build confidence, values, and resilience in Australia's young people, through significant relationships with adults who model the love of Jesus Christ

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ACKNOWLEDGEMENT

This Child Safe Framework is an adaptation of the Creating Safer Communities – Safe Church Framework © 2023 Peter Barnett and CMI Vocational Training and is used by permission and for the purpose of people protection, safety, and wellbeing within Young Life Australia

DISCLAIMER

This publication is not legal advice. The ideas and procedures herein are based on nationally recognised best practice advice for child protection and have been written with due regard to Australian State legislation.

Framework Overview

Young Life Australia's **Young Life Safe Framework** is our commitment to welcoming people and providing a safe environment, culture, and programs, including safe and secure physical, emotional, and spiritual environments.

This commitment is part of our vision and mission to operate according to biblical, Christian principles for living and for recognising the unique value and potential of every person.

The Framework is designed to ensure that all persons associated with **Young Life** fulfil their pastoral, legal, organisational and duty of care obligations towards young people, with the aim of providing God-honouring, life-giving, harm-free programs.

The Framework forms part of Young Life's operational documentation which includes our: constitution; operations manual; employment/human resource management; privacy; work, health and safety; emergency management and critical incident documents.

The Framework will be implemented by all levels of **Young Life** according to the policy and associated procedures, practices, and implementation forms (available on our website).

Acknowledging that keeping people safe is a shared responsibility, we are committed to clearly communicating relevant aspects of the Framework to all those associated with Young Life.

Framework Definitions and Terminology

This set of definitions and terminology used in the context of our Framework for people safety.

Abuse	All forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment, or commercial or other exploitation resulting in harm to health, survival, development or dignity, often in the context of a relationship of responsibility, trust or power (<i>adapted from the world health organisation definition</i>).
Adult	All persons aged 18 years or older.
Associate Regional Director	Acts as liaison between the Country Director and Area Directors of YLA.
Board	The group appointed or elected by the organisation to carry out oversight of the organisation, including primary duty of care, the delegation of roles, oversight of good governance and adoption and review of company documentation. Where work health and safety legislation applies, this group is also known as the persons conducting the business or undertaking.
Boundaries	Socially, culturally and morally determined expectations of acceptable behaviour in human relationships. Boundaries can be spiritual, financial, physical, emotional, language, sexual and other inter-relational matters.
Bullying	<i>“The Fair Work Amendment Act 2013 defines workplace bullying as repeated unreasonable behaviour by an individual towards a worker which creates a risk to health and safety.</i> <u><i>Bullying behaviour can range from obvious verbal or physical assault to subtle psychological abuse.</i></u> <i>It can include physical or verbal abuse, yelling, screaming or offensive language, excluding or isolating employees, psychological harassment, intimidation, assigning meaningless tasks unrelated to the job giving employees impossible jobs, deliberately changed work rosters to inconvenience particular employees, undermining work performance by deliberately withholding information vital for effective work performance.</i> <u><i>What is unlikely to constitute bullying, harassment or discrimination</i></u> <i>Many people refer to bullying as harassment or discrimination. However, bullying may not be unlawful under federal or state anti-discrimination laws unless it is linked to, or based on, one of the characteristics covered by these laws, such as the person’s age, sex, race or disability.</i> <i>Legitimate comment and advice, including relevant negative feedback, from managers and supervisors on the work performance or work-related behaviour of an individual or group should not be confused with bullying, harassment or discrimination.</i> <i>Providing negative feedback to staff during a formal performance appraisal, or counselling staff regarding their work performance, can be challenging. Managers should handle these conversations with sensitivity, but they should not avoid their responsibility to provide full and frank feedback to staff.”</i> <i>(Source: https://humanrights.gov.au/our-work/employers/workplace-discrimination-harassment-and-bullying accessed 22/09/23)</i>

Case Manager	The person responsible for the implementation of the organisation's workplace investigation procedure. The case manager will present a report to the case response group (see definition below) with findings of the case and include recommendations in relation to possible outcomes for all parties, i.e., Person(s) making the allegation(s), and the person(s) subject of the allegation(s).
Child (Children)	A child is a person under the age of 18 years. In some jurisdictions a person who is 16 or 17 years of age is referred to as a young person for certain purposes. The terms "child", "children", "young person" and "young people" are interchangeable in the context of this document.
Child Abuse	Conduct in relation to a child as defined in the definition of abuse, above.
Child Exploitation Material/Child Abuse Material	(Previously often referred to as child pornography). Material that describes or depicts a person who is or who appears to be a child – (a) engaged in sexual activity; or (b) in a sexual context; or (c) as the subject of torture, cruelty or abuse (whether or not in a sexual context) in a way that a reasonable person would regard as being, in all the circumstances, offensive. Child exploitation material can include any film, printed matter, electronic data, computer image and any other depiction.
Child-Safe	A commitment to protect young people from physical, sexual, emotional and psychological harm and from neglect. This is more than simply minimising the risk or danger to young people. The term child-safe refers to building an environment that is both child-safe and child-friendly (www.ors.sa.gov.au).
Child Wellbeing	<i>The list below provides guidance on factors that can impact a child's wellbeing. This is not an exhaustive list but may be useful to consider.</i> • <i>Physical, psychological and emotional health.</i> • <i>Access to and engagement with supportive services.</i> • <i>Engagement in supportive relationships and connection to culture.</i> • <i>Involvement in activities that will foster development.</i> • <i>Access to resources for learning and development.</i> • <i>Access to safe accommodation and nourishment.</i> • <i>A safe and stable environment in which to live, learn and grow.</i> (Source: https://www.vic.gov.au/child-wellbeing)
Child-Safe Venue	A place where the standards for child safe institution have been adopted, are actively implemented. In a Christian venue, this is also a god-honouring, a life-giving, and a harm-free venue for all people. A Child Safe Venue requires having prevention and response policies, procedures and implementation support in regard to duty of care, caring for vulnerable people, positions of power, Codes of Conduct, response to allegations of ministry misconduct or abuse, incident reporting, monitoring of practices; safe recruitment and the supervision of leaders.
Civil Authorities	The police and the relevant state or territory government child protection authority.
Code of Conduct	A set of clearly defined behavioural boundaries or behavioural expectations of the organisation.
Country Director	The head of Agency/Organisation of Young Life Australia.
Criminal matters	As defined in the criminal codes, including but not limited to child abuse and/or neglect, acts of indecency, sexual assault, fraud, or drug dealing.
Due Diligence	Taking all reasonable steps to protect those for whom the organisation has responsibility. For example, in relation to workers this includes proper screening,

	interviewing, checking a potential worker's background, checking referees. In terms of supervision this includes adequate supervision, i.e. Conduct code, training, feedback and support.
Discrimination	<i>Discrimination occurs when a person, or a group of people, is treated less favourably than another person or group because of their background or certain personal characteristics.</i> <i>Federal discrimination laws protect people from discrimination on the basis of their: race, including colour, national or ethnic origin or immigrant status sex, pregnancy or marital status and breastfeeding, age, disability, or sexual orientation, gender identity and intersex status.</i> <i>The Australian Human Rights Commission Act 1986 (Cth) protects people from discrimination in employment because of their religion, political opinion, national extraction, nationality, social origin, medical record, criminal record or trade union activity. A number of these characteristics are also covered by the Fair Work Act 2009 (Cth). Some state and territory laws protect people from discrimination on the basis of additional personal characteristics.</i> <i>Discrimination can happen at different points in the employment relationship, including:</i> - <i>when recruiting and selecting staff</i> - <i>in the terms, conditions and benefits offered as part of employment</i> - <i>who is considered or selected for training and the sort of training offered</i> - <i>who is considered or selected for transfer or promotion</i> - <i>who is considered and selected for retrenchment or dismissal.</i> <i>(Source: https://humanrights.gov.au/our-work/employers/workplace-discrimination-harassment-and-bullying accessed 22/09/23)</i>
Duty of Care	To do no intentional harm, to do all that is reasonably practicable to protect from harm, and to prevent harm. Duty of care is a legal responsibility to ensure the safety and wellbeing of all who participate in programs or activities of the organisation.
Emotional Abuse	Acts or omissions that have caused, or could cause, emotional harm or lead to serious behavioural or cognitive disorders. Includes: • subjecting a person to excessive and repeated personal criticism. • ridiculing a person, including the use of insulting or derogatory terms to refer to them. • threatening or intimidating a person. • ignoring a person openly and pointedly; and • behaving in a hostile manner or in any way that could reasonably result in another person feeling isolated or rejected.
eSafety Commission	eSafety Commission is a federal commission of the government with powers relating to cyberbullying, image-based abuse, and illegal and harmful online content. See https://www.esafety.gov.au
Harassment	<i>Under discrimination law, it is unlawful to treat a person less favourably on the basis of particular protected attributes such as a person's sex, race, disability or age. Treating a person less favourably can include harassing or bullying a person. The</i>

	law also has specific provisions relating to sexual harassment, racial hatred and disability harassment. Harassment can include behaviour such as: - telling insulting jokes about particular racial groups - sending explicit or sexually suggestive emails or text messages - displaying racially offensive or pornographic posters or screen savers - making derogatory comments or taunts about a person's disability, or - asking intrusive questions about someone's personal life, including his or her sex life. It is important to understand that a one-off incident can constitute harassment. The Sex Discrimination Act 1984 prohibits harassment in the workplace by employers, co-workers and other "workplace participants", such as partners, commission agents and contract workers. Sexual harassment is broadly defined as unwelcome sexual conduct that a reasonable person would anticipate would offend, humiliate or intimidate the person harassed. The Disability Discrimination Act 1992 prohibits harassment in the workplace based on or linked to a person's disability or the disability of an associate. The Racial Discrimination Act 1975 prohibits offensive behaviour based on racial hatred. Racial hatred is defined as something done in public that offends, insults or humiliates a person or group of people because of their race, colour or national or ethnic origin. All incidents of harassment – no matter how large or small or who is involved – require employers or managers to respond quickly and appropriately. If issues are left unaddressed, a hostile working environment can develop which can expose employers to further complaints. (Source: https://humanrights.gov.au/our-work/employers/workplace-discrimination-harassment-and-bullying accessed 22/09/23)
Hazards	A source of danger that could result in harm if due care is not exercised.
Mandatory Reporting	The legal requirement to report allegations of child abuse and neglect. The people mandated to report, and the criteria for when it is mandatory to report, differs in each Australian state and territory.
Negligence	Failure to act prudently by not applying the standard of care, that a "reasonable person" would exercise in the situation, or under the same circumstances.
Neglect	Failure to provide the basic necessities of life where a young person's health and development are placed at risk of harm. It includes being deprived of food, clothing, shelter, hygiene, education, supervision and safety, attachment to and affection from adults; and medical care.
Person Associated with the Organisation	A person who is involved with the governance, the management, the provision of, is employed by, is a volunteer, is a member, uses the programs or attends the events of Young Life Australia
Person Making an Allegation	A person who makes an allegation of misconduct, reportable employee conduct, or abuse.
Person Subject of Allegation (PSOA)	A person or group of people against whom allegation(s) of misconduct, reportable employee conduct, or abuse have been made.
Prohibited Material	• publications, films and computer games that have been classified by the office of film and literature classification as being unsuitable for a young person to

	read, see or play; - any other images or sounds not subject to classification by the office of film and literature classification that are considered with good reason within the church to be unsuitable for a young person to see or hear; and - any substance or product whose supply to, or use by, young people is prohibited by law, such as alcohol, tobacco products, illegal drugs and gambling products. - prohibited substance means any substance banned or prohibited by law for use or consumption by adults.
Reasonable Standard of Care	Level of care that a user may reasonably expect that office holders will take in providing any program, activity, service, or facility.
Reasonable Foresight	A responsibility that office holders need to take when planning activities for children and young people, to identify any reasonably foreseen danger/risk and take reasonable steps to prevent or avert such risk.
Reportable Incident	A single event or set of events where injury, harm, abuse or loss occurs. A <i>critical incident</i> is an event or set of circumstances resulting in <i>significant</i> physical or psychological outcomes or fatality for one or more people.
Reportable Employee Conduct	In jurisdictions where Reportable Employee Conduct schemes exist (NSW, ACT, Vic, WA & TAS) this term refers to allegations or reports of behaviours by workers deemed as being harmful to children and therefore reportable to the relevant government agency. Broadly the types can include: sexual offences, sexual misconduct, physical assault, neglect and significant emotional harm (see legislation section of the framework for weblinks to relevant state and territory definitions). The designated government agency has powers to ensure that organisations have systems in place for preventing Reportable Employee Conduct and to ensure organisations appropriately investigating allegations (oversight).
Risk	Exposure to the possibility of such things as economic or financial loss or gain, physical damage, injury or delay, as a consequence of pursuing or not pursuing a particular course of action. The concept of risk includes perception that something could happen, likelihood of it occurring, and consequences if it does occur.
Risk Committee	The Sub-Committee of the Young Life Australia Board that deals with all matters of risk in the organisation.
Risk Management	The process of managing your organisation's exposure to potential hazards. It does this by identifying risks in order to prevent them or reduce them, and by providing funds to meet any liability if it occurs. <i>Risk assessment</i> looks at what <i>might</i> happen, whereas <i>hazard identification</i> looks at <i>what is present</i> at the venue at a specific time.
Safe Environment	<i>Safe</i> refers to an abuse-free and harm-free environment. Such an environment is also a friendly environment, i.e. values and respects the rights of individuals. This includes the physical, emotional and spiritual environments. It assumes that foreseeable risks have been managed so as to ensure the safety of all people.
Serious Misconduct	Conduct which, if proven to be more likely to have occurred than not (on the balance of probabilities), or admitted to, would lead to: restrictions being placed on a worker's role, or dismissal from a role or removal from a position (volunteer or paid). Includes: allegations of child abuse and neglect, sexual abuse, sexual misconduct, sexually inappropriate behaviour, financial impropriety, bullying behaviours, allegations of domestic and family violence and criminal activity.
Sexual Abuse of a child	The use of a young person by another person for his or her own sexual stimulation or gratification or for that of others. Includes:

	• exposing oneself indecently to a young person; • having vaginal or anal intercourse with a young person; • penetrating a young person's vagina or anus with an object or any bodily part; • sexually touching or fondling a young person; • kissing, touching, holding or fondling a young person in a sexual manner; • staring at or secretly watching a young person for the purpose of sexual stimulation or gratification; • making any gesture or action of a sexual nature in a young person's presence; • making sexual references or innuendo in a young person's presence using any form of communication; • discussing or inquiring about personal matters of a sexual nature with a young person; • exposing a young person to any form of sexually explicit or suggestive material; • forcing [or manipulating] a young person to sexually touch or fondle another person; • forcing [or manipulating] a young person to perform oral sex; • forcing [or manipulating] a young person either to masturbate self or others, or to watch others masturbate; • forcing [or manipulating] a young person to engage in or watch any other sexual activity. <i>Sexual Abuse of a young person does not Include:</i> • sex education with the prior consent of a parent or guardian; • age-appropriate consensual sexual behaviour between peers (i.e. The same or a similar age); • inquiries by clergy and church workers with pastoral responsibility for a young person or investigation responsibility into complaints that may involve sexual abuse.
Sexual Exploitation	Refers to any form of sexual contact by an adult with a young person, or invitation to sexual contact with an adult, with whom there is a pastoral or supervisory relationship, whether or not there is consent and regardless of who initiated the contact or invitation. It does not include such contact or invitation within a marriage.
Sexual Grooming	Manipulative cultivation of a relationship in order to initiate or hide sexual abuse of an adult or a young person. In the case of child sexual abuse, an offender may groom not only the young person, but also the young person's parents or guardians, and Young Life staff and workers. The term may also be referred to as <i>conditioning</i> and is considered as part of the tactics a person uses in their choice to abuse.
Sexual Harassment	Unwanted sexual behaviour, including suggestive behaviour, staring and leering, sexual jokes, sexual propositions such as requests for sexual favours, sexual or physical contact such as touching, slapping or kissing, sexual insults or taunts, sexually offensive gestures, sexually explicit or offensive material that is displayed in a public place or placed in a person's work place or belongings.
Sexual Misconduct	Refers to the crossing of professional boundaries: relevant in jurisdictions with reportable employee conduct schemes (New South Wales, Australian Capital Territory and Victoria); – the New South Wales definition includes <i>behaviour that can reasonably be construed as involving an inappropriate and overly personal or</i>

	<i>intimate: relationship with, conduct towards or focus on; a child or young person, or a group of children or young persons (New South Wales Ombudsman).</i>
Spiritual Abuse	Mistreatment of a person by actions or threats when justified by appeal to god, faith or religion. Includes: using a position of spiritual authority to dominate or manipulate another person or group, using a position of spiritual authority to seek inappropriate deference from others, isolating a person from friends and family members; and using biblical or religious terminology to justify abuse.
The Association	Refers to Young Life Australia Inc. The terms Young Life Australia, Young Life, the organisation and the Association are interchangeable.
Vulnerable Person	The susceptibility to harm which results from an interaction between the resources available to individuals and communities and the life challenges they face. Vulnerability can result from age, gender, prior abuse experience, developmental problems, personal incapacities, disadvantaged social status, inadequacy of interpersonal networks and supports, degraded neighbourhoods and environments, and the complex interactions of these factors over the life course. (<i>health affairs 2007</i>).
Vicarious Liability	Liability that an organisation or person may be determined to have for the conduct of those who act on its behalf, whether the conduct is authorised or not e.g. Workers.
Work, Health and Safety (WHS)	Refers to the framework enshrined in commonwealth and state legislation by which employers and employees are to ensure safe work environments (including paid and volunteer workers). This legislation applies in all Australian jurisdictions apart from Victoria and Western Australia, who have specific occupational health and safety requirements.
Workers	All paid and unpaid persons in Young Life Australia. Includes Board members, staff, management roles, leaders, team members, volunteers, and casual helpers. Note these are <i>all considered “workers”</i> under the Work Health and Safety Legislation (which applies in all jurisdictions apart from Victoria and Western Australia).
Young Life	Refers to Young Life Australia. The terms Young Life Australia, Young Life, YLA, YL, the organisation and the company or Foundation are interchangeable.

Young Life Safe Policy

1. PURPOSE

This Policy:

- guides our work in establishing and maintaining safe and friendly environments for all people associated with Young Life;
- underpins our biblical mandate to: Love the Lord your God with your all heart, soul, mind, and strength ... and to love your neighbour as yourself (Matthew 22:37-40);
- promotes and provides for the provision of services that foster the health and safety of the people who access our venue and/or programs;
- ensures that all people associated with Young Life fulfil their pastoral, organisational and duty of care obligations to young people; and
- assists with legal compliance including, but not limited to, the National Child Safe Principles, Child Safe Legislation (NSW, VIC & Tasmanian Child Safe Standards), Reportable Conduct Scheme (NSW, WA, VIC, TAS & ACT), mandatory child protection reporting, work health and safety, and the governance standards of the ACNC;
- ensures that the best interests of the child are the centre of our procedures and practices; and
- serves as our Child Safety & Well-being Policy.

2. SCOPE

This Policy applies to all those associated with Young Life including:

- all workers, including paid employees, volunteers, and members of boards;
- as specified herein, guests or hirers of any Young Life venue and its facilities, including school, church, service providers or other groups;
- as specified herein, contractors, subcontractors, delivery persons or others engaged to provide services; and
- as specified herein, those who access Young Life's programs (including young people and their caregivers).

3 POLICY STATEMENTS

- We have zero tolerance for all forms of abuse (including child abuse and maltreatment, racism, discrimination, domestic and family violence).
- we acknowledge that all people have a right to feel and be safe, and to experience life-giving, harm-free interactions in our programs.
- We commit to the welfare of all people associated with our ministries through the implementation and ongoing improvement of our Young Life Safe Framework which includes:
 - safe physical and online environments where people are listened to, feel safe, have fun, accept challenges, learn, and grow;
 - safe and adequate recruitment, training, supervision, support, and resourcing of our workers; and
 - appropriate, and expedient responses to all incidents, accidents and/or concerns about misconduct and abuse issues.
- In relation to our ministry with children we acknowledge:
 - the need for sensitivity and consideration of those young people of Aboriginal, culturally and/or linguistically diverse backgrounds, as well as any child with a disability.
 - the primary role of parents and caregivers as well as the role of young people in child protection and will actively engage with young people and caregivers, inviting open communication and feedback as part of our procedures and interactions.
 - the shared responsibility of the whole community for the safety and welfare of young people, including caregivers, guest organisations and our workers and as such we will actively promote the role of parents and caregivers and the wider community in the shared responsibility of child safety.

It is a serious breach of this Policy for any person associated with Young Life to contravene any related procedure, or any regulation in law, in relation to the safety and protection of young people.

4 RESPONSIBILITIES

General responsibilities of all those associated with Young Life are to:

- be respectful of the boundaries of young people, respecting the rights of the young person to a child-safe and child-friendly venue and/or program;
- foster and encourage the participation and safety of young people;
- take all reasonable care for their own health and safety;
- take responsible care that their actions do not adversely affect the health and safety of young people;
- comply with all reasonable instructions from leaders;
- comply with relevant employment, usage, and guest conditions as communicated, including the Code of Conduct;
- report all Young Life safety concerns for people, allegations or incidents immediately to the Young Life Child Safety Officer; and
- report all incidents or hazards to the Health and Safety Officer (or to a Team Leader) as soon as practicable.

Specific Responsibilities

In addition to the general responsibilities under this policy the following office holders and those associated with Young Life have the following specific responsibilities:

Associate Regional Director	• Act as liaison between the Country Director and the Area Directors • Implementation of Child Safe Policy and Procedures • Monitor workers they oversee to ensure workers are acting safely and according to policy and procedure • Provide reasonable instruction to workers regarding the provision of child-safe and child-friendly environments for young people • Report to Child Safety Officer any suspicions of, allegations, incidents, or potential breaches of the relevant Code of Conduct. • Identify and report all risks and hazards to relevant officer holder for treatment
Board	• Primary duty of care to ensure so far as is practicable the health and safety of all persons involved in the organisation • Endorse the Child Safe Framework • Assign responsibilities for the management of the Framework • Monitor and review the implementation of the Framework
Country Director	• Ensure disclosures of harm are reported to all relevant regulatory bodies • Fulfil relevant legislative 'head of agency roles' in child protection related investigations • Overall responsibility for implementation of the Framework • Regular reporting, as needed, to the Board in relation to implementation of the Framework
Risk Committee	• Maintain a positive, safe, and child-friendly culture for young people • Overview of the Framework, including review
Area Directors	• Implementation of Child Safe Procedures as directed by the Board

	• Liaise or be a part of the Child Safety and Health and Safety Team • Monitor workers who they oversee to ensure workers are acting safely and according to policy and procedure • Provide reasonable instruction to workers regarding the provision of child-safe and child-friendly environments for young people • Report to the Child Safety Officer any suspicions of, allegations, incidents, or potential breaches of the relevant Code of Conduct • Identify and report all risks and hazards to Health and Safety Officer/Team for action • Undertake a programs safety environment audit of the venue at least twice a year and report to the Child Safety and Health and Safety Team
Child Safety and Health and Safety Officer	• Implementation of Child Safe Procedures as directed by the Board • Receive reports of incidents and/or concerns of risk of harm in relation to young people or workers • Maintain secure records in relation to the Framework • Regular reporting to the Board • Write and implement WHS policies, including privacy policy and evacuations procedures • Keep WHS on the agenda at meetings of the Management Group and Board • Receive notifications of hazards / incidents such as serious events and dangerous incidents from workers and visitors • Notify incidents such as serious events and dangerous incidents within a prescribed period to the Board, through the Country Director • Address health and safety concerns within reasonable time frame
Workers (paid and volunteer)	• Implementation of Child Safe Policy and Procedures • Report to Child Safety Officer any suspicions, allegations, incidents, or potential breaches of the relevant Code of Conduct • Identify and report all risks and hazards to relevant officer holder for treatment
Parents and caregivers of young people	• Provide all information as necessary to ensure the safety of their young people • Provide feedback to Young Life if and when they have concerns about the safety of young people, including their own
Participants in our programs and ministries	• Participate in safe and respectful ways • Have a say (e.g., talk to any of their leaders when feeling unsafe) • Report any unsafe behaviour of others including other young people and leaders • Abide by all venue rules and Code of Conduct for the program/camp/event

5. IMPLEMENTATION PROCEDURES, FORMS, RELATED POLICIES AND PRACTICES

Our Policy is implemented using below listed procedures, codes of conduct and implementation forms:

Organisational wide	Ministry specific
Relevant Legislation Overview 2023	
Young Life Safe Implementation procedure	
Young Life Worker selection, screening, training, supervision, and support procedure	
Reporting Procedure	Safe environments
Record Keeping Procedure	Participant Information Form Parent/Carer's Feedback Form Young People's Feedback Form
Code of Conduct	
Addressing misunderstandings and conflict	
Workplace investigation	
Social Media guidelines	

All the above documentation can be found on the [Young Life Australia website](#).

6. POLICY APPROVAL AND REVIEW

- This Policy was revised and updated to reflect current legislative requirements in 2023.
- The Framework documentation will be reviewed at least every 2 years, or as often as necessary in order to remain compliant with new legislation.
- Any proposed changes will be submitted to the Board of Young Life Australia for approval at a properly convened meeting for approval before being adopted and implemented.

Young Life Safe Framework Approval Process		
Process	Date	Persons Responsible
Draft finalised	22/11/2023	Kelly Winiata
Draft submitted to Risk Committee	20/08/2024	Claire Wood
Final draft submitted to Board		
Version 2.0 approved by Board		Board