



Safeguarding Policy

1. Purpose & Rationale

- 1.1. This policy demonstrates DVAC's commitment to the safeguarding of children, young people, and vulnerable adults from harm, abuse, neglect, and exploitation and describes our framework for addressing safeguarding risks and obligations.
- 1.2. It provides clear references to demonstrate where safeguarding is embedded within our governance and practice and supports compliance with all Child Safe Standards and all other relevant Queensland and Commonwealth legislation.

2. Position Statement/Scope

- 2.1. This policy applies to and provides clear expectations for all employees, volunteers, contractors and board members regarding their responsibilities to safeguard children and young people and other vulnerable persons accessing DVAC service, regardless of their role or level of contact.
- 2.2. The policy covers all activities, programs and services delivered by DVAC including:
 - Direct service provision to children and young people
 - Services where children accompany adults
 - Online and digital interactions
 - Outreach and community programs
 - Events and activities
- 2.3. This policy does not cover employee wellbeing which is included in DVAC's HR Policy.
- 2.4. This policy operates in conjunction with DVAC's full suite of policies and procedures.

3. Expected Outcomes

- 3.1. Children, young people, and vulnerable adults experience services and programs that are safe, respectful, inclusive, and free from harm, abuse, neglect, and exploitation.
- 3.2. Safeguarding practices are embedded across all DVAC activities, ensuring equity and tailored protections for those facing intersecting vulnerabilities.
- 3.3. All employees, volunteers, contractors, and board members understand and fulfil their safeguarding responsibilities. DVAC demonstrates compliance with Child Safe Standards, relevant Queensland and Commonwealth legislation, and sector frameworks through transparent governance, monitoring, and reporting.



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4. Definitions

Term	Definition
Advocate	A person who supports a person to protect and promote their rights and interests.
Abuse	Intentional mistreatment, including physical, sexual, emotional, or financial abuse.
Child or young person	Any person under 18 years of age.
Child abuse	All forms of physical abuse, emotional ill-treatment, sexual abuse and exploitation, neglect or negligent treatment, commercial or other exploitation of a child.
Child safety	Encompasses matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to incidents or allegations of child abuse.
Child safe organisation	<p>A child-safe organisation takes action to protect children from physical, sexual, emotional, psychological, and cultural abuse and from neglect. In a child-safe organisation, this commitment to protecting children is embedded in the organisation's culture, and responsibility for acting is understood and accepted at all levels of the organisation as per the National Principles for Child Safe Rights & Obligations Policy</p> <p>For more information see DVAC's Governance Policy and Safeguarding Policy.</p>
Cultural safety	An environment that is spiritually, socially, emotionally and physically safe for people; where there is no assault, challenge or denial of their identity, of who they are and what they need.
Duty of care	'Duty of care' is a legal concept that was developed by the courts through their decisions. It refers to an obligation to take reasonable care to protect another from all reasonably foreseeable risk of harm.
Employees	Any paid and unpaid employees, board members, relevant sub-contractors and/or students.
Exploitation	Taking advantage of a vulnerable adult for personal gain.



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Term	Definition
Harm	Any act or omission that results in physical, emotional, psychological, or financial injury.
Neglect	Failure to provide necessary care, resulting in harm or risk of harm.
Reportable Conduct	Reportable conduct refers to behaviour that can cause harm to vulnerable clients. DVAC reports conduct, or other issues, in accordance with regulatory compliance obligations and contractual obligations. This may include but is not limited to the QLD Victims' of Crime Charter, Child Safe Organisation and Reportable Conduct Scheme (incoming) and privacy breach obligations under the Notifiable Data Breaches (NDB) scheme.
Vulnerable adult	An individual aged 18+ who may be at risk due to disability, age, illness, or social circumstances.

5. Roles & Responsibilities

Roles	Responsibilities
Board	<ul style="list-style-type: none">• Overall accountability for safeguarding risks.• Provide governance oversight.• Review organisational performance and trends against risk appetite.
CEO & ELT	<ul style="list-style-type: none">• Key risk owners.• Make final decisions on complex or high-risk reports.• Ensure organisational compliance with legal obligations.• Report to Board as required.• Approve updates to policy and procedure.
People Leaders	<ul style="list-style-type: none">• Consult with employees on reporting decisions.• Approve and oversee escalation to external authorities.• Ensure documentation is complete and compliant.• Provide supervision and debriefing.
Designated Officers	<p>Designated Officers provide organisational leadership and oversight in specialist areas such as child safety and privacy. Their high-level responsibilities include:</p> <ul style="list-style-type: none">• Promote awareness and foster a culture of safety, privacy and ethical practice.• Act as an independent and accessible point of contact for employees, clients, families and external stakeholders.



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Roles	Responsibilities
	<ul style="list-style-type: none">• Provide guidance and support in managing incidents, concerns, and complaints within their area of responsibility.• Report outcomes, risks, and improvement initiatives to the Executive Leadership Team (ELT).
Employees	<ul style="list-style-type: none">• Identify and assess reasonable grounds for concern.• Support clients in decision-making.• Escalate concerns to Supervisor/Manager/Team Leader.• Document all actions in case notes.• Participate in training and development, including regular supervision.• Comply with DVAC's Code of Conduct and other policies and procedures.

6. Safeguarding Commitment

- 6.1. DVAC is committed to providing environments where all people feel safe, valued, and empowered to participate in decisions affecting them. We embed safeguarding considerations into all aspects of organisational leadership, governance and culture, and operational practice, ensuring safeguarding is everyone's responsibility.

7. Safeguarding Accountability & Oversight

- 7.1. Our Board approved Governance Policy articulates our unwavering commitment to the safeguarding of children, young people and vulnerable adults.
- 7.2. Our Board maintains ultimate accountability for safeguarding and maintain oversight of DVAC policy implementation, incidents, feedback and complaints and continuous improvement.
- 7.3. The CEO ensures operational implementation including resource allocation, employee's compliance and stakeholder engagement and all DVAC employees are aware of their responsibilities and the policies and procedures that support the effective management of safeguarding risk.
- 7.4. Implementation monitoring includes bi-annual review of incidents and complaints, biennial annual policy review, and regular consultation with children, families and employees.

For more information see DVAC's Governance Policy, Code of Conduct and related policies and procedures.



8. Safeguarding in Service Delivery

- 8.1. Our Rights & Obligations Policy articulates our commitment to the delivery of accessible, respectful, and supportive services, which facilitate safety, wellbeing, and self determination, and actively work to eliminate discrimination, with a particular focus on the safety of children and young people and vulnerable adults.
- 8.2. It acknowledges intersectionality by recognising that children, young people, and adults may experience overlapping forms of disadvantage. Those living with disability, from culturally and linguistically diverse backgrounds, identifying as LGBTIQ+, or unable to live at home can face compounded vulnerabilities. These intersecting identities require tailored protections and supports to ensure equity, safety, and inclusion.
- 8.3. Our Rights & Obligations Policy articulates our commitment to compliance with all statutory reporting, investigation, and oversight requirements which is supported by training and guidance on identifying harm and abuse and clear protocols for reporting on and responding to incidents of harm and abuse.
- 8.4. Furthermore, our Rights & Obligations Policy outlines our commitment and approach to providing accessible and safe feedback and complaints processes to support safeguarding and continual improvement at DVAC.

For more information see DVAC's Rights & Obligations Policy and related procedures.

9. Safeguarding Privacy & Information Sharing

- 9.1. Our Data Governance framework demonstrates our commitment to privacy protections. The framework and related policies and procedures prioritise appropriate safeguarding and the protection of privacy through clear protocols for information collection, management and sharing.
- 9.2. Children, young people and vulnerable adults, are informed about privacy rights and information sharing.
- 9.3. Information sharing prioritises child safety while respecting privacy through clear protocols about what information is shared, with whom and for what purpose. Information is shared with responsible adults, except where this would increase risk or compromise safety or investigations.
- 9.4. Records management ensures secure storage, restricted access and appropriate retention periods in compliance with legislative requirements.

For more information see DVAC's Data Governance Framework, Privacy Notice and related policies and procedures.



10. Safeguarding Risk Management

- 10.1. DVAC's systematic approach to identifying, assessing, treating and monitoring safeguarding related risks across all aspects of our operations is governed by our Risk Management Framework (RMF) and related policies and procedures.
- 10.2. Our RMF is both policy and strategy and defines DVAC's approach to risk management, roles and responsibilities, risk strategy, and key risk profile and appetite. The latter is endorsed by the DVAC Board and includes a low tolerance for Service Delivery Risk, which includes the safeguarding of children, young people and vulnerable adults, for example child safety. This provides clear direction to Management for the prevention of abuse, harm and exploitation while maintaining appropriate response capabilities when incidents occur and supports our approach to embedding safeguarding risk management within all relevant DVAC governance and operational systems.
- 10.3. Safeguarding related risks are identified, assessed, treated, recorded, monitored and reported (internally and externally) in accordance with our RMF operating model and supporting procedures.
- 10.4. DVAC's approach to safeguarding risk management supports compliance with Child Safe Standard 9 and 10 of the Child Safe Organisations Act 2024 (Qld) and integrates with the Human Services Quality Framework Standard 2.

For more information see DVAC's Risk Management Framework and related procedures.



11. Child Safety Standards Implementation

Standard	Description	How we implement this at DVAC
Standard 1: Leadership, and Culture	<p>Child safety and wellbeing is embedded in the entity's organisational leadership, governance and culture.</p> <p>Every organisation should be a model of children's safety and wellbeing. Leaders set the tone and example by embedding children's safety and wellbeing into policies, procedures and culture and ensuring these are followed and reviewed. Leaders also ensure there is a healthy reporting culture and they support people to report concerns, take reports seriously and act to investigate and make improvements to ensure children's safety and wellbeing is protected. The aim is to create an environment where everyone in the organisation understands their role and responsibilities to protect children, and that they act accordingly. All members of an organisation are accountable for providing a safe environment for every child.</p>	<ul style="list-style-type: none"> DVAC publishes its child safety and wellbeing statement on its website and displays it in workplaces. The DVAC Board, Executive Leadership Team provide clear leadership on child safety through policy, resource allocation and oversight. Child safety is embedded in DVAC's values, strategic planning, risk management framework and operational procedures. Leaders model and enforce policies, with Team Leaders and Managers receiving additional training and support as required. Behavioural guidelines for employees, volunteers, students, and contractors are documented in the Code of Conduct and embedded across policies and procedures, including performance management. Child safety awareness training is delivered to all personnel, with emphasis on information sharing and recordkeeping, supported by Privacy & Confidentiality Training and data policies.
Standard 2: Voice of Children	<p>Children are informed about their rights, participate in decisions affecting them and are taken seriously.</p> <p>Creating spaces where children are knowledgeable about their rights and confident in their ability to express concerns, provide input, and participate in meaningful ways is an important aspect of being child safe.</p> <p>The adults who support children in our organisation understand and respect children's agency and take steps to ensure they are treated as competent and capable. This means adults tailor their approach based on the age, developmental stage, culture and any other specific needs of the child. Decision-making processes should centre on the perspectives of children and demonstrate genuine respect for their views.</p>	<ul style="list-style-type: none"> Child-appropriate and accessible information is provided to families, employees, and volunteers, about their rights and preventing abuse, including the child-friendly Welcome Pamphlet and Rights of the Child poster which was developed in consultation with young people, published online and displayed in our offices. Feedback from children about safety and wellbeing is sought in ways that make them comfortable. A culture of participation responsive to children's input is embedded across DVAC's values, philosophy, and organisational practices, and championed by leaders. Child-centred engagement activities are incorporated into service and program improvements and documented in Operating Manuals. DVAC's Client Feedback and Complaints process includes specific mechanisms for receiving feedback and complaints from children and young people, with clear steps for how feedback is used and acted on.
Standard 3: Family and Community	<p>Families and communities are informed and involved in promoting child safety and wellbeing.</p> <p>Child safety and wellbeing are strengthened when families and communities are informed, engaged and are active partners in promoting safe environments. Organisations should foster strong, transparent relationships with families and communities as valued contributors to the shared responsibility of protecting children. Open communication, trust and mutual respect are the foundation for collaborative and inclusive child-safe practices.</p>	<ul style="list-style-type: none"> Families have opportunities to participate in decisions affecting their child where it is safe to do so. DVAC communicates regularly with families and communities about child safety, our policies and procedures, and how to raise concerns. Families and communities are engaged to ensure DVAC's approach to safeguarding and services reflect community needs and support early intervention opportunities



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Standard	Description	How we implement this at DVAC
Standard 4: Equity and Diverse	<p>Equity is upheld and diverse needs respected in policy and practice.</p> <p>Upholding equity and diversity helps build environments where every child feels valued, respected, supported and culturally safe. Equity should be reflected in every policy, decision and action, to ensure that all children have fair access to a safe, nurturing environment and healthy future. Equity requires that the unique needs of every child are met. This includes children from culturally and linguistically diverse communities, children who are refugees or asylum seekers, children with disability and children who identify as LGBTIQ+.</p> <p>Go beyond compliance and actively ensure that the unique needs of children from diverse cultures, backgrounds, abilities and identities are recognised, respected and met.</p>	<ul style="list-style-type: none"> DVAC services consider the diverse circumstances and needs of each child by providing accessible, culturally safe and trauma-informed support, with specialised responses where required, as outlined in the Rights & Obligations Policy and Procedures. Employees and Board members receive information and training on inclusive, trauma-informed, and culturally safe supports, and on developing proactive strategies to deliver these. Children and young people have access to information, support, and complaints processes in formats that are accessible and easy to understand. The specific needs of Aboriginal and Torres Strait Islander children, children with disability, children from culturally diverse backgrounds, children who are refugees or asylum seekers, those unable to live at home, and LGBTIQ+ children are supported through the Code of Conduct and embedded in strategic planning, risk management, and quality improvement. Recruitment policies and practices are equitable and promote diversity, ensuring DVAC's workforce reflects the communities served, as set out in the HR Policy and Recruitment & Selection Procedure.
Standard 5: People	<p>People working with children are suitable and supported to reflect child safety and wellbeing values in practice.</p> <p>The suitability and capability of employees and volunteers is pivotal to creating safe environments for children. Organisations must recruit and maintain a workforce of individuals who are not only qualified but are deeply committed to upholding children's safety and wellbeing. Employees and volunteers should be supported with ongoing professional development and clear guidance, empowering them to model safe and respectful practices in every interaction.</p>	<ul style="list-style-type: none"> Recruitment processes prioritise child safety and wellbeing as prerequisites for employment beyond minimum Blue Card requirements, including advertising, referee checks, and pre-employment screening for employees, volunteers, and student placements. Position descriptions include child safety and wellbeing responsibilities and expectations, linked to performance objectives and reviews, as outlined in the HR Policy and related procedures. Child safety checks are conducted and continuously monitored, including maintenance of the Blue Card register in line with the HR Policy and Blue Card procedure. Child safety training is provided at induction, and delivered annually as refresher training. Leaders receive additional support and identify specific training needs for employees through supervision. Safe and responsive mechanisms are in place for reporting concerns about practices or employee suitability in relation to child safety, as detailed in DVAC policies and procedures.
Standard 6: Complaints management	<p>Processes to respond to complaints and concerns are child focused.</p> <p>Effective, child-focused complaint and concern processes are essential for protecting children. Children, families, carers, employees and volunteers involved with the organisation should feel safe and supported to speak up about concerns. Complaints must be managed in a timely, transparent, trauma-informed and respectful way, with the child's wellbeing and safety at the centre of every response.</p>	<ul style="list-style-type: none"> DVAC has an accessible, child-focused Client Feedback & Complaints procedure that is easily understood by children, families, and employees. Investigations are conducted sensitively to avoid re-traumatisation, with children and families informed about risks such as information sharing unless this increases risk. Policies and procedures address the reporting of complaints and child safety concerns to relevant authorities, ensuring cooperation with agencies responsible for investigation. Employees are trained to respond sensitively to disclosures, prioritising children's safety and wellbeing, with guidance provided in the Safeguarding Policy and related procedures. Complaint trends are monitored and reviewed to identify systemic issues and drive continuous improvement. The complaints register is regularly reviewed and reported to management and the Board, including analysis of child safety-related feedback and complaints to inform the quality improvement program.



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Standard	Description	How we implement this at DVAC
Standard 7: Knowledge and Skills	<p>Employees and volunteers of the entity are equipped with the knowledge, skills, and awareness to keep children safe through ongoing education and training.</p> <p>Employees and volunteers are the backbone of child safe organisations. It's important that employees and volunteers are not only screened and qualified/trained, but also receive ongoing education, training, mentoring to build the knowledge, skills and awareness required to proactively safeguard children in all interactions. Training should be tailored to specific roles and equip employees and volunteers to identify risks or harm, respond appropriately, and create environments where children feel safe and supported.</p>	<ul style="list-style-type: none"> • Mandatory Child Safety Awareness training is provided to all employees to support effective implementation of policies and procedures that embed child safety and wellbeing. • Leaders identify specific training needs for employees through supervision. • Specialist support and guidance are provided to employees on responding to child safety and wellbeing issues, building inclusive and culturally safe environments, and supporting colleagues who disclose harm. • Regular refresher courses are developed to reflect legislative changes and best-practice standards. • Training completion and compliance are monitored across the organisation using Go1 and EmploymentHero. • Physical and online environments are regularly reviewed to identify potential risks of harm to children and young people.
Standard 8: Physical and online environments	<p>Physical and online environments promote safety and wellbeing and minimise the opportunity for children to be harmed.</p> <p>Creating safe environments, both physical and online, is a cornerstone of children's safety and wellbeing. Physical and online environments must prioritise the physical, social, spiritual, emotional, and cultural safety and wellbeing of all children. This requires a holistic, strengths-based approach to safety and wellbeing. It includes designing physical spaces to minimise risks and maintaining online platforms that are safe, well-monitored, and aligned with the Child Safe Standards.</p>	<ul style="list-style-type: none"> • DVAC applies a holistic, strengths-based approach to safeguarding, considering physical, social, spiritual, emotional, and cultural aspects together. • Regular audits of physical spaces accessible by children are conducted to identify and mitigate risks, including office meeting rooms, communal areas, and fleet vehicles. A Blue Card register is maintained for all employees and contractors. • Policies and procedures address prevention and response to incidents in physical and digital environments, including child injuries and cyberbullying, with clear protocols for supervision that balance safety with privacy, access to information, social connections, and learning opportunities. Risk assessments for activities and programs, incident registers, and reporting tools evidence these practices. • Procurement policies and procedures prioritise child safety when subcontracting funded obligations or contracting facilities and services from third parties. • Feedback from children, carers, families, and employees about the safety of physical and online environments is gathered and acted upon through ongoing service engagement and the Feedback & Complaints Procedure, using child-appropriate channels.
Standard 9: Continuous Improvement	<p>Implementation of the Child Safe Standards is regularly reviewed and improved.</p> <p>Ensuring children's safety is a core priority means building an organisational culture that is responsive to challenges and new situations and is willing to learn and change. Continuous improvement is a dynamic process where constant reflection on what is working and where challenges or gaps exist is prioritised. A child safe organisation ensures that progress and outcomes are set, measured and monitored based on a range of different success indicators, not just the normalised standards and methods. Continuous quality improvement processes contribute to a culture of accountability and a commitment to ongoing quality assurance and elevated practices.</p>	<ul style="list-style-type: none"> • Policies, procedures, and practices are reviewed, evaluated, and improved in accordance with DVAC's document control review schedule, with specific requirements relating to children's safety and wellbeing assessed to ensure they remain current and reflect best practice. • Children, families, and the community are involved in reviews of policies, procedures, and practices, with feedback incorporated and communicated. • The Feedback and Complaints Register and Incident Register are analysed to identify causes and systemic issues, informing continuous improvement and the quality improvement plan. • Action plans resulting from periodic reviews are documented and communicated to employees, families, children, and the community, reinforcing accountability and organisational growth. • External expertise and sector collaboration enhance organisational child safety capability.



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Standard	Description	How we implement this at DVAC
Standard 10: Policies and Procedures	<p>Policies and procedures document how the organisation is safe for children.</p> <p>Employees and volunteers at all levels of the organisation need to understand their individual responsibility to ensure transparency of all aspects of service delivery in a child safe organisation.</p> <p>This means the organisation's policies and procedures should clearly prioritise the safety and wellbeing of children and adequately equip employees and volunteers with a working knowledge to identify and prevent harm.</p>	<ul style="list-style-type: none">• Child Safe Standards are embedded across DVAC policies and practices, including the Governance Policy, Code of Conduct, Rights & Obligations Policy, HR Policy, and Safeguarding Policy, which provides comprehensive guidance for working with children and young people.• Policies and procedures are available to all employees, published on the website where appropriate, written in plain English, and presented in a consistent format with clear expected outcomes.
Universal Principle: Cultural Safety for Aboriginal and Torres Strait Islander Children	<p>The Universal Principle is about creating environments that make Aboriginal and Torres Strait Islander people feel culturally safe, which broadly means welcome, safe, valued, included and respected.</p> <p>In culturally safe organisations:</p> <ul style="list-style-type: none">• Aboriginal and Torres Strait Islander people define cultural safety and how it is measured• employees develop the knowledge, skills and attitudes to recognise and address biases and stereotypes, and• systems are transformed so they work better for Aboriginal and Torres Strait Islander people.	<ul style="list-style-type: none">• The Universal Principle of cultural safety is embedded, ensuring environments where Aboriginal and Torres Strait Islander people feel welcome, safe, valued, included, and respected.• Our Rights & Obligations Policy and Access, Inclusion & Diversity Procedure articulate our commitment to providing accessible and equitable services free from discrimination.• Our Code of Conduct sets our clear expectations for the treatment of all people, regardless of their culture, background, age, ability or identity.



12. Safeguarding Support for Clients & Families

- 12.1. Where an individual, or someone in a position to provide information about an individual, discloses abuse or raises safety concerns, the persons affected will receive immediate support including believing and validating their experience, ensuring immediate safety, providing age-appropriate information and connecting with other appropriate services.
- 12.2. Families receive trauma-informed support recognising the impacts of child abuse on family systems with immediate support and referral to other appropriate services.
- 12.3. DVAC employees must apply professional judgement to assess and clearly document a rationale for reasonable grounds including consideration of intersectional factors.
- 12.4. Secondary consultation with specialist services guides organisational responses to complex situations.
- 12.5. DVAC's duty of care overrides consent if an individual's capacity to make decisions that promote their rights and interests is impaired. Consideration is initially given to advocates who may be able to assist them in their decision making.

13. Training & Development

- 13.1. Training and development is a critical element of DVAC's control framework for the management of safeguarding related risks and compliance.
- 13.2. Training will include formal workshops, online self-paced modules, brief agenda items in team meetings, DVAC News (Intranet) and email communication, informal workshops in Leadership Team and specialist external training workshops and attendance.
- 13.3. DVAC provides adequate resources for training and development specific to safeguarding and a training framework that includes:

Foundation (All employees induction and refresher):

- Safeguarding awareness (indicators of harm, reportable conduct)
- Policy requirements and expectations (professional boundaries, duty of care)
- Compliance obligations
- Responding to disclosures

Leadership (Team Leaders and Managers):

- Recruitment & Screening
- Risk Assessment & Treatment
- Incident & critical incident response
- Reporting abuse
- Trauma-informed practice

Advanced (Designated officers):

- Investigation skills
- Complex cases
- Leadership responsibilities
- System improvements



14. Related Documents

14.1. External legislation and guidelines include:

- Privacy Act 1988 (Cth)
- Information Privacy Act 2009 (Qld)
- Right to Information Act 2009 (Qld)
- Information Privacy and Other Legislation Amendment Act 2023 (Qld)
- Domestic & Family Violence Protection Act 2012 (Qld)
- Public Records Act 2002 (Qld)
- Associations Incorporation Act 1981 (Qld)
- Service Agreement Reporting and Data Conditions
- ACNC Governance Standards and Guidance for Managing People's Information & Data
- Child Safe Organisations Act 2024 (Qld)
- Child Protection Act 1999 (Qld)
- Working with Children (Risk Management and Screening) Act 2000 (Qld)
- Education (General Provisions) Act 2006 (Qld)
- Criminal Code Act 1899 (Qld)
- Human Rights Act 2019 (Qld)
- Privacy Act 1988 (Cth)
- National Principles for Child Safe Organisations
- Human Services Quality Framework

14.2. Internal Resources

- Governance Policy
- Schedule of Delegations
- Code of Conduct
- Whistle-blower Policy
- Risk Management Framework
- Data Governance Framework
- Data Management Policy
- Data Privacy & Confidentiality Policy (and Privacy Notice)
- Data Usage & Sharing Policy
- Appropriate Use of IT Policy
- Service Delivery Framework
- Rights & Obligations Policy
- Human Resources Policy
- WHS Policy
- All DVAC procedures, practice guides and operating manuals
- Easy access resources developed for children, young people and vulnerable adults (Rights of the Child Poster, Welcome Pamphlet, Feedback & Complaints Pamphlet etc)



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15. Consultation

- 15.1. The development of this policy involved consultation with key internal stakeholders, including the Combined Leadership Team (CLT), Executive Leadership Team (ELT), and relevant subject matter experts. Consultation also involved representatives and experts for the safeguarding of children, young people and vulnerable adults where appropriate.

16. Owing Team

- 16.1. The Business Services team is responsible for implementation, review, and continuous improvement of this policy.

17. Review Schedule

- 17.1. The review cycle for DVAC policy documents: all new policies, as well as existing policies undergoing review or updates, will be formally reviewed every two (2) years. However, earlier reviews may be initiated if there are significant legislative changes, shifts in organisational structure, or emerging sector requirements that impact the relevance or effectiveness of the policy. This ensures that DVAC's policies remain current, compliant, and aligned with best practice and organisational.

Version	Date Endorsed	Review Date	HSQF Standard	Approved by	Content reviewed/ purpose
1	09/12/2025	1/12/2027	2	CEO	New draft Safeguarding Policy developed with reference to the WHSA Child Safety Toolkit and DVAC's policy framework.