

Child safety and wellbeing

Mpower

Easy English

Hard words



This book has some hard words.

The first time we write a hard word

- the word is in **blue**

- we write what the hard word means.

You can get help with this book



You can get someone to help you

- read this book

- know what this book is about



- find more information.

We will write contact information at the end of this book.

About this book

This book is from **Mpower**.



Mpower is a community group that helps

- children



- young people



- parents and carers.

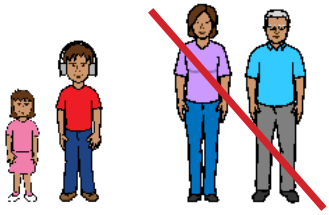


This book is about our **child safety and wellbeing policy**.

We will call it **the policy**.

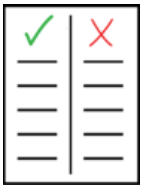


The policy says how we work to keep children and young people safe and happy.

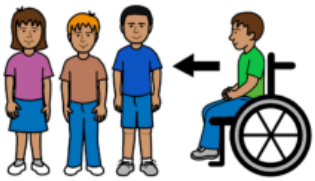


Young people in this book means everyone under 18 years old.

What the policy means for you



The policy means we have rules for what we want to happen.



We have these rules to make sure that all young people we support

- feel welcome

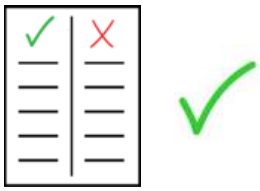


- are safe



- get a good service.

Who must follow the policy?



Everyone who works for Mpower **must** follow the rules.



People who work for us include

- employees



- volunteers and students



- suppliers.

What our policy says



The policy says that we **must** **respect** all people no matter their

- ability



- culture



- looks



- opinions.

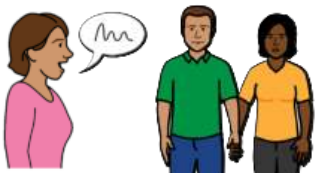


Respect means the people who work for us **must**

- be kind to everyone



- listen to everyone.



Our employees **must** talk to parents and carers when they make decisions about a child.



We **must** also keep your **privacy**.

Privacy means we will **not** share personal information with other people unless



- you say **yes**

or



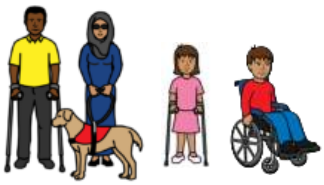
- the law says we have to.

Personal information are things you tell us about yourself.

For example



- your email



- your disability



- what happens in your family life.

What we must do for young people



Our staff **must** give all young people a chance to

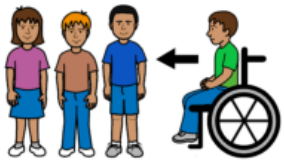
- take part in activities



- make friends



- talk about whatever they want



- feel that they are important and belong.

What we must do to keep young people safe



Everyone who works for us **must** know

- how to keep young people safe



- how to protect young people from bad things on the internet



- who to talk to if they need help.



Our staff must

- **not** give young people dangerous things



- **not** make young people feel afraid



- **not** hurt anyone.



We do lots of training for our staff to make sure everyone knows what to do.

What we must do to stop abuse



Everyone who works for us **must** know how to keep young people safe from **abuse**.

Abuse is when someone hurts you.

Abuse can be



- **physical**
  - physical abuse is when someone hurts your body



- **verbal**
  - verbal abuse is when someone says things to make you feel bad



- **sexual**
  - sexual abuse can include kissing and any sexual touch.



Our staff must

- **never** touch you in a sexual way



- **never** talk about sex or sexual things in front of young people



- **never** show rude or sexual images to young people.



- **never** be alone with a child unless there is a reason



- **never** meet a young person outside of work unless we say **yes**



- **never** lock anyone into a room or space.

If there is a problem



If you tell us there might be abuse or another problem, we **must investigate.**



Investigate means we find out what the problem is.



If we find that you or someone else at Mpower is **not** safe or happy we **must**

- report the problem



- try to fix the problem and keep everyone safe.

What happens if someone does not follow the policy



If someone at Mpower does **not** follow the policy we might tell them to stop working for us.

More information

For more information contact Mpower.



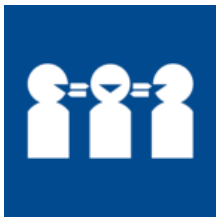
Call 03 5561 8111



Website mpower.org.au



Email admin@mpower.org.au



If you do not speak English

Ask the Translating and Interpreting Service or TIS to call us.



Call 131 450

Give the TIS officer the phone number you want to call.

National Relay Service

If you need help to speak or listen

Use the National Relay Service.



Website

communications.gov.au/accesshub/nrs



Call 1800 555 660

Give the relay officer the phone number you want to call.

Notes

This Easy English document was created by Scope (Aust) Ltd. in September 2022 using Picture Communication Symbols (PCS). PCS is a trademark of Tobii Dynavox, LLC. All rights reserved. Used with permission. This document must not be sold to third parties. The images must not be reused without permission. For more information about the images, contact Scope on 1300 472 673 or visit scopeaust.org.au

REG:A0010905X