Keeping Kids Safe: Our Easy Read Guide

This guide tells you how our staff must behave to keep you Safe, Happy, and Respected.

1. Our promise to keep you safe

Keeping you safe and happy is the most important thing to us.

We do not allow anyone to hurt you or make you feel unsafe.

We will listen to you and respect your choices.

All our workers have a Blue Card. This is a check that says they are safe to work with children.

2. What is abuse?

Abuse is when someone hurts your body, your mind or your feelings.

- **Hurting your body:** hitting, pushing or shaking.
- **Touching:** touching your private parts, or showing you rude pictures.
- **Hurting your feelings:** yelling, calling you names, or scaring you.
- **Neglect:** not giving you enough food, clean clothes or a safe place to sleep.
- **Cultural hurt:** stopping you from being proud of who you are or your culture.

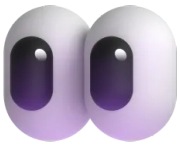
3. What our workers WILL do

- Listen to you and take your choices seriously.
- Be kind and treat you with respect.
- Celebrate your culture and who you are.
- Work where other people can see them.
- Ask you before they help you with your body.
- Help you choose your routines and fun activities.

4. What our workers will NEVER do

- Hit you, yell at you, or call you names.
- Use rude or sexual words around you.
- Show you adult videos, pictures or websites.
- Message you on their own phone, Facebook, Instagram or TikTok.
- Give you secret presents or treat you as a “secret favourite”.
- Work while drinking alcohol or taking drugs.

5. Warning signs



Tell someone straight away if a worker:

- tries to be alone with you in a closed room or car when they do not need to
- wants to visit you when they are not working
- talks to you about their private adult life
- asks you to keep a secret from your family or our office.

6. Speaking up

If you feel unsafe, tell someone you trust.

You can tell your family, a teacher, or our office.

You will never get in trouble for speaking up.

How to reach us

Text us: 0474 119 638

Call us: (07) 4401 5706

Email us: quality@assistcommunity.com.au

Other people who can help

In danger right now? Call **000**.

Kids Helpline: call **1800 55 1800**. It is free, and you can call any time, day or night.

NDIS Commission: call **1800 035 544**.

7. The law in Queensland

The law says adults must tell the police if they think a child is being sexually abused.

Our workers must tell our office about any worry straight away.

8. When a worker breaks the rules

They will be stopped from working with you straight away.

They can lose their job.

We will tell the police, Blue Card Services and the NDIS Commission when we need to.

My safety sign-off

I know the rules for workers.

I know how to speak up if I feel unsafe.

My name: _____

My signature or mark: _____

Date: _____