



CHILD SAFETY – SHARING INFORMATION & KEEPING RECORDS

A plain language guide for children, young people and families

WHY WE KEEP INFORMATION ABOUT SAFETY

At Kokoda Youth Foundation (KYF), your safety and wellbeing come first. Sometimes, we need to write things down or share information to help keep children and young people safe. We only do this when it is needed.

- We keep information so we can:
- Help keep you safe
- Get the right support for you
- Respond properly if something goes wrong
- Make sure adults do the right thing

WHAT INFORMATION WE MAY RECORD

We may write down information if:

- Someone is hurt or feels unsafe
- A child or young person tells us something worrying
- Staff notice behaviour or situations that could be unsafe
- There is an incident, complaint or concern

This information might include:

- What happened
- When and where it happened
- What was said or seen
- What we did to help
- We try to use your own words where possible.

WHO CAN SEE THIS INFORMATION

Only people who **need to know** can see safety information.

This may include:

- KYF leaders or managers
- Child safety staff
- Emergency services or child protection workers (only if needed)
- We do not share information with others unless it is important for safety or required by law.

WHEN WE MAY SHARE INFORMATION

We may need to share information if:

- Someone is in danger right now
- We are worried a child could be harmed
- The law says we must report it

We will only share:

- What is needed to keep someone safe
- Facts, not rumours or opinions

YOUR PRIVACY MATTERS

We take privacy seriously. We:

- Keep records safe and secure
- Limit who can access them
- Do not share information unless there is a good reason
- We will not promise secrecy if someone is unsafe, but we will treat you with respect.

CULTURAL SAFETY MATTERS

KYF is committed to cultural safety.

This means:

- Respecting culture, family, identity and community
- Being especially careful when information relates to Aboriginal and Torres Strait Islander children
- Avoiding language that blames, judges or stereotypes
- Trying not to cause harm through the way information is shared
- If something does not feel culturally safe, it is important to tell us.

WHAT YOU CAN EXPECT FROM US

If you share a safety concern:

- We will listen
- We will take you seriously
- We will explain what we need to do next (if it is safe to do so)
- We will focus on keeping people safe

YOU HAVE THE RIGHT TO SPEAK UP

You can:

- Tell a staff member you trust
- Ask questions about what will happen next
- Ask for support
- Make a complaint if something does not feel right
- You will not get in trouble for speaking up.

WHO TO TALK TO

If you feel unsafe or worried:

- Tell any KYF staff member
- Ask to speak to a Program Lead or Manager
- Use the KYF Speak Up / complaints process
- If someone is in immediate danger:
- Call **000**

OUR PROMISE

We promise to:

- Put safety first
- Treat everyone with dignity and respect
- Handle information carefully and fairly
- Keep improving how we protect children and young people

This guide is part of KYF's commitment to being a child safe and culturally safe organisation.