Standard 1 (Easy Read)

What is safeguarding?



This information is written in an easy to read way.

We use pictures to explain some ideas.

Some words are written in **bold**. We explain what these words mean.

You can ask for help to read this information.



A family member, friend or support person may be able to help you.

Let us know if you need us to help you.



This Easy Read information is a shorter version of another document.

You can ask us for a copy of the longer document.



This document is about safeguarding.

A **safeguard** is a way of keeping people safe when they use services.



Safeguards help stop people from being hurt or treated badly.



Safeguards can help protect your rights.



No-one is allowed to hurt you.



Here are some safeguards we use to help keep you safe.

We employ good staff.



We train our staff how to support you.



We have rules that all staff must use when they are supporting you.



We support you to have relationships with people important to you.



We give you information about what is ok and what is not ok.



We support you to tell us if there is a problem.

We make it easy for you or your family to complain.



We will work with you to write a safeguarding plan if there are things in your life that could make you unsafe.



A safeguarding plan has a list of ideas and things to do to help protect you and keep you well and safe.



Everyone who works with you has to follow the plan.



If something happens, we take quick action to try and fix a problem and make sure it doesn't happen again.



We follow the law and call police if we need to.



Please tell us if someone hits you or hurts you.



Please tell us if someone touches you in a way you don’t want to be touched.



Please tell us if someone treats you badly or unfairly.



Please tell us if someone takes your things or your money.



Please tell us if anything else worries you.

This is who to contact if you feel unsafe:

Sharyn McLean - Compliance Coordinator

07 5499 2230