



Adult: A person 18 years of age or more.

Affected Community: The community of individuals who are impacted by a child safety concern.

Age-Appropriate: Designed to teach concepts, information, and skills based on the social, cognitive, emotional, and experience level of a child at a particular age level.¹

Assessment: The process of gathering, analysing, and interpreting information to inform decision-making and planning.²

Bullying: Wilful, aggressive, and ongoing or repetitive behaviour towards a child by an adult or another child which may include a wide variety of physical or verbal conduct, including online interactions.

Child: A person of less than 18 years of age.

Child Abuse: The maltreatment of a child by an adult or another child which endangers or impairs the health or safety and well-being of a child. The maltreatment may occur over a period of time or be a one-time occurrence.

Childcare Protocols: A document that outlines standards for the care and supervision of children for the safe implementation of programmes.

Child Safety/Protection: Child protection is about making the *world* safe for children. It refers to external measures, systems, and structures put in place to prevent and respond to abuse, neglect, exploitation, and violence affecting children.³ External refers to governments and community-initiated measures.

Child Safeguarding: Measures taken internally, focusing on what we can do in our organizations and our families to prevent children from being harmed and to promote their best interest. Safeguarding includes both preventive actions to minimize the risks of harm occurring and responsive actions to ensure that incidents which may happen are appropriately handled.⁴

Child Safety Awareness Training: A course or set of lessons that teach the minimum understanding required for personnel to be aware of potential risks, protection principles, child safety policies and

¹ UNESCO Health and Education Resource Centre. *Acronyms and Glossary of Terms*. <https://healtheducationresources.unesco.org/toolkit/acronyms-and-glossary-terms>.

² Queensland Government Child Safety Practice Manual. *Glossary*. <https://cspm.csyw.qld.gov.au/glossary>.

³ Save the Children Federation. *Safeguarding Children: What is a Child Safeguarding Policy?* <https://www.savethechildren.org/us/what-we-do/safeguarding-children>.

⁴ Council of Europe (2019). *Child Safeguarding Policy, Children's Rights Division*. <https://rm.coe.int/2019-council-of-europe-child-safeguarding-policy/168098c6cf#>.



protocols. This training would also include behaviour expectations for all members, personnel and volunteers when interacting with or caring for children.

Child Safety Concern: A situation that has the potential of hindering or impeding the safety and well-being of a child or children. Concerns can include a concern for the safety and well-being of a child, any concerns that the organization's Child Safety Code of Conduct has been breached, and concerns regarding unsafe protocols or practices of the organization. Concerns can be current or past.

Child Safety Lead: The person who leads and coordinates the Child Safety Programme of an organization. Other commonly used terms include Coordinator, Director, and Manager.

Child Safety Policy: A child safety policy is an overarching document that provides an overview of key elements of an organization's approach to child safety. It is a commitment and definition of zero tolerance statements outlining the programme's governance and is the basis for a shared understanding of key concepts, terms, and expectations related to harm, abuse, raising a concern, and response.⁵ This would include types of outcomes and action steps that may be a result of the response.

Child Safety Programme: A complex, highly integrated and intentional set of activities and practices that an organization develops, maintains, and embeds within already existing systems with the goal of making the safety and well-being of children a priority.

Child Sexual Abuse (CSA): Forcing or enticing a child to take part in sexual activities, by physical, verbal, or visual means, whether the child is aware of what is happening. (Sexual harm is, therefore, the effect or impact of such abuse on a child.)

Child Sexual Abuse Material (CSAM): Evidence of child sexual abuse captured in pictures and videos.⁶

Child Sexual Exploitation (CSE): Child sexual exploitation is a form of sexual abuse. When a child or young person is exploited, the abuser gives them things such as gifts, drugs, money, status, and affection in exchange for performing sexual activities.⁷

Child Safety Team Consultative Governance Structure: Child safety response decisions are made by appropriate leadership based on the recommendations of the Child Safety Team or Leader.

Child Safety Team Self-Governing Structure: An organization delegates managerial authority to the Child Safety Programme, giving them authority to create and implement administrative decisions related to response outcomes.

⁵ Victoria Department of Health. *Child Safe Standards*. <https://www.health.vic.gov.au/childsafestandards>.

⁶ Rape, Abuse, and Incest National Network. *What is Child Sexual Abuse Material*. <https://www.rainn.org/news/what-child-sexual-abuse-material-csam>.

⁷ Queensland Government Child Safety Practice Manual. *Glossary*. <https://cspm.csyw.qld.gov.au/glossary>.



Child Trafficking: When children and young people are tricked, forced, or persuaded to leave their homes and are moved or transported and then exploited, forced to work, or sold.⁸

Communication Plan: A document that defines the scope of information that will be shared with different audiences based on the principles of confidentiality and privacy. It may include members of the public, churches, personnel within the organization, and partners of the organization.

Code of Conduct: A document outlining expected behaviours from all members of an organization by identifying the acceptable behaviours and interactions between all adult personnel, volunteers, and children.

Core Documents: A set of documents that together create the shared understanding, expectations, and agreements necessary for an organization's members and volunteers to work effectively under the auspices of that organization related to the safety and well-being of children. These documents commonly include a policy, code of conduct, childcare protocols, and a response protocol.

Criminal Check: A search for any record of an individual's conviction of crimes by consulting with appropriate officials or applying for and receiving a formal report document from a government office.

Culture: A dynamic relational process of shared meanings that originate in the interactions between individuals. Organizational culture may also be impacted by the history and governance structure of the organization.

Culture and Language Diversity (CALD): The phrase 'culturally and linguistically diverse' is a broad term used to describe communities with diverse languages, ethnic backgrounds, nationalities, traditions, societal structures, and religions.⁹

Data Security and Information Privacy: Data Security and Information Privacy refers to the documented practices of an organization in the collection, processing, storage, retention, and deletion systems as well as protection of digital information from unauthorised access, corruption, or theft throughout its entire lifecycle. Information privacy, data privacy or data protection laws provide a legal framework on how to obtain, use and store data of natural persons. The various laws around the world describe the rights of natural persons to control who is using its data.

⁸ National Society for the Prevention of Cruelty to Children. *Types of Abuse: Child Trafficking*.
<https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/child-trafficking/>.

⁹ State Government of Victoria. *People From Culturally and Linguistically Diverse Backgrounds*.
<https://www.vic.gov.au/diversity-victorian-government-board-guidelines/key-considerations-cohorts/people-culturally-and->



Disclosure of Child Sexual Abuse (CSA): Disclosure is broadly defined as ‘one person conveying their experience to another.’ It is best understood as a ‘process’ which is influenced by the characteristics and qualities of relationships in children’s lives and may evolve over an extended period.¹⁰

Duty of Care: A legal, moral, or ethical obligation of an organization to provide a standard of reasonable care for those who work under the auspices of an organization.

Elements of an Effective Child Safety Programme: CSPN has identified seven elements commonly found in an effective child safety programme: Governance, Definitions, Screening, Training, Childcare Protocols, Response Process and Member Care. These seven elements are explained in more detail on the CSPN website (<https://cspn.org/elements/>).

Emotional Abuse: The actual or likely severe adverse effect on the emotional and behavioural development of a child caused by persistent or severe emotional ill-treatment. Emotional ill-treatment is the result of subjecting or exposing a child to behaviour that may result in psychological trauma, including anxiety, chronic depression, or post-traumatic stress disorder. It includes acts of commission and acts of omission. (Emotional harm is, therefore, the effect or impact of such abuse on a child.)

Spiritual abuse is not explicitly mentioned but can result in emotional abuse when Scripture or spiritual language is used to control or manipulate a child, to protect the abuser, or to manage the child for the convenience of the adult.

Governance Structure: Organizational structure refers to the formal system of authority, communication, and roles within an organization.

Grooming: Building a relationship, trust, and emotional connection with a child, and possibly their family and/or community, which breaches boundaries and may lead to manipulation, exploitation, and abuse. Grooming behaviour can be both through in-person and/or online interactions.

Harm: The endangerment or impairment of the health or well-being of a child. From a child safety perspective, using the term 'harm' instead of 'abuse' helps to focus on the effects on the child rather than the actions of the adult.

Harassment: Any improper behaviour by a person that is directed at and is offensive to any child or employee, which that person knew or ought to have reasonably known would be unwelcome. It includes objectionable conduct, comment, or display made either on a one-time or continuous basis that demeans, belittles, or causes personal humiliation or embarrassment.

¹⁰ Allnock, D. et al. (2019, September). *Key Messages From Research on Identifying and Responding to Disclosures of Child Sexual Abuse*. Centre of Expertise on Child Sexual Abuse. <https://www.csacentre.org.uk/research-resources/key-messages/disclosures-csa/>.



Harmful Sexual Behaviour (HSB): Harmful sexual behaviour (HSB) is developmentally inappropriate sexual behaviour displayed by children and young people which is harmful or abusive.

Peer-on-peer sexual abuse is a form of HSB where sexual abuse takes place between children of a similar age or stage of development. Child-on-child sexual abuse is a form of HSB that takes place between children of any age or stage of development.

Problematic sexual behaviour (PSB) is developmentally inappropriate or socially unexpected, sexualised behaviour which doesn't have an overt element of victimisation or abuse.¹¹

Inappropriate Behaviour: Interactions between an adult(s) and a child/ren, which cause concern for the safety of the child or children, without meeting the country's legal definition of abuse. Inappropriate behaviour would usually breach an organization's Code of Conduct.

Mandatory Reporting: The legal requirement for certain professional groups or individuals to report a reasonable belief of child abuse to the appropriate statutory authority. An Organization's Code of Conduct or Child Safety Policy may also require mandatory reporting with their own reporting mechanism.

Misconduct: Breach of a Code of Conduct by a member of personnel and therefore engagement in misconduct as defined by their organization.¹²

Neglect: Serious deprivation of necessities such as food, shelter, supervision appropriate to a child/young person's age, and essential medical and physical care. Can include Educational Neglect, which refers specifically to a parent's failure to ensure their child's educational needs are being met.

Personnel/Staff: The generic term covering all people who work directly with the organization, such as members, associates, employees, and volunteers (it can include parents if they are in a volunteering role).

Physical Abuse: Actual, non-accidental, or likely physical injury to a child. (Physical harm is, therefore, the effect or impact of such abuse on a child.)

Principle: A value, concept or belief that guides an organization's implementation of a policy and guidelines. CSPN recommends that Bible-based and research-aware principles guide an organization's child safety programme and policy.

¹¹ National Society for the Prevention of Cruelty to Children. *Harmful Sexual Behaviour*. https://learning.nspcc.org.uk/child-abuse-and-neglect/harmful-sexual-behaviour?_ga=2.218106847.756692989.1692705979-1329497317.1672920219

¹² CSPN Response Team Editors (2024, February). *Child Safety and Protection Network Response Team Training Misconduct Framework*. CSPN RTT Training. Child Safety and Protection Network. (Available to Members of CSPN and participants who have taken Response Team Training.)



Programme Essentials Training (PET) - A training for policy makers and leaders who have responsibility for developing and managing the child safety programme in their schools or organizations. This training includes:

- detailed instruction in the application of the elements of an effective child safety programme along with
- facilitated hands-on experience in developing a strategic plan for implementation.

Programme Evidence: The available body of facts or information that demonstrates an indicator is functioning within a child safety programme.

Programme Indicator: An activity, system, policy, attitude, or commitment that indicates the element is present in your organization.

Programme Resources: Tools, templates, and additional information that support the elements of a child safety programme. Often provided as part of RTT or PET trainings, or as Short Courses.

Raising a Concern Form: A standardized form to assist members to provide the required information when they are raising Child Safety Concerns within an organization.

Reporter: A person who provides the basic information required to raise a concern for child safety and initiate the established response process of the organization's child safety programme.

Reporting Mechanisms: These are systems that enable members of personnel, volunteers, the public, and children or their advocates to raise concerns related to the safety and well-being of a child.

Respondent: A person who has had a concern raised against them regarding their conduct within the context of child safety. Respondents who are not under organizational compliance or authority may not cooperate and cannot be the subject of a misconduct assessment.

Response Protocol: An established process following an HR model used to respond promptly, objectively, and compassionately to any raised concern for child safety, whether based on current events or events that occurred in the history of the organization or its personnel/staff.

A child safety response is an organizational internal response to determine:

- whether a child's safety and well-being are at risk.
- whether a policy or practice of the organization is placing children at risk.
- whether any member of personnel has engaged in misconduct (as defined by the organization) for the purpose of developing appropriate administrative outcomes.

Every child safety response will include an initial assessment and may result in other assessments, as required.



Risk: A compound assessment of the probability and consequence of an event occurring either immediately or in the future. Risk may be categorized in general terms such as high, medium, and low, or acceptable and unacceptable.

Safety and Well-Being: The safety of a child is based on the reasonable care and supervision of a child. This includes care and supervision related to day-to-day dangers as well as intentional abuse. A child's sense of safety should be a factor in assessing child safety. Childhood well-being is multi-dimensional, including dimensions of physical, emotional, and social well-being. It should focus on the immediate lives of children but also consider their future lives and incorporate some subjective as well as objective measures.

Safety and Well-Being Concern: Any reasonable concern of the cognitive, physical, psychological, or social well-being of a child. This may include but is not limited to:

- a concern for a child or a family with a high need and/or unmet need that may require support, such as a medical or educational need, or
- a concern that a child has suffered or is at risk of suffering physical, emotional or sexual abuse, or neglect. This abuse or risk of abuse may be intentional or unintentional, caused by the child themselves, another child, a parent, or another adult.

Scope of Child Safety Programme: The scope of a child safety programme is set by the boundaries of your organization's authority and responsibility.

Self-Harm Behaviour: When a person intentionally causes harm to their body or engages in high-risk behaviours without the conscious intention to die but rather as a coping mechanism. Self-harm may result in death and is a risk factor for suicide.¹³ Children are capable of self-harm at very young ages.

Supervision Protocols: Questions incorporated into the general supervision protocols of personnel to provide an opportunity for the member of personnel to ask questions or disclose a child safety concern or family need.

Trauma-Informed Care: Practices based on understanding and knowledge of how trauma adversely affects child development and people's lives. It promotes physical, emotional, and cultural safety.¹²¹⁴

Unsafe Practices: Policies or practices that increase the risk of harm to children. For example, a childcare protocol that is incomplete or lacks guidelines for a specific kind of activity could increase the risk of harm to children.

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¹³ National Health Information Services (2023). *Self-Harm*. <https://www.nhsinform.scot/illnesses-and-conditions/mental-health/self-harm>.

¹⁴ Queensland Government Child Safety Practice Manual. *Glossary*. <https://cspm.csyw.qld.gov.au/glossary>.



Child Victim: A legal term indicating a person who has been affected by a crime. Children can be victims of offences and can also be affected by crime even if they are not themselves victims or witnesses. Organizations do not have the legal authority to designate a child a “victim” since it exceeds their scope of authority.

Vulnerable Persons: An individual age 18 or older who has the functional, mental, or physical inability to care for themselves. It can also refer to one who is unable to protect themselves against significant harm or exploitation.