WHS DOCUMENTS & TEMPLATES

DOC-SGP-TPL · Safeguarding Policy

Product Overview

For: NDIS, disability, aged care and community services providers, and any service supporting people at risk of harm

Version 1.0 · 21 November 2026

Prevent and respond to abuse, neglect and exploitation of the people you support: clear roles, safe recruitment, boundaries, how to respond to a disclosure, who to report to, and how to support the person, with a disclosure record and a concern log.

The policy sets out your commitment, the types of harm, who does what, screening and recruitment, codes of conduct and professional boundaries, recognising the signs, responding to a disclosure step by step, reporting internally and to police, the regulator for your services and child protection, supporting the person, fair process for a worker who is the subject of a concern, protection for people who report, and records and review.

The Disclosure Record Form records what the person said in their own words, what the worker did, and the safeguarding lead's decisions and reports. The Safeguarding Concern Log tracks every concern to its close. All three are in Word, with PDF copies.

Written to work in any country, with Australian law as the worked example. The guide says what to check where you work. In Australia, its state and territory notes show where the law differs, including the regulator to contact. Made by Orana Skills Centre.

What is included

Item	File
Safeguarding policy: types of harm, roles, screening, conduct and boundaries, signs, disclosures, reporting, support, fair process and review	02_TEMPLATE/Safeguarding Policy.docx and .pdf
Disclosure record form: the person's words, what was seen, what was done, and the safeguarding lead's decisions and reports	02_TEMPLATE/Disclosure Record Form.docx and .pdf
Safeguarding concern log: every concern, the reports made and its status	02_TEMPLATE/Safeguarding Concern Log.docx and .pdf
How to Use This Template: how to complete and adapt it, the law in brief with Australia as the worked example, records and every placeholder	01_START_HERE/How to Use This Template.pdf
Read Me First, Product Overview, Permitted Use Terms and Version Information	01_START_HERE/ (PDF)

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SAMPLE · Safeguarding Policy · Buy the full editable version:
training.oranaskillscentre.com/documents/safeguarding-policy

How to Use This Template

How to complete, adapt and keep the safeguarding policy

1 What this template is for

Safeguarding is everything a service does to prevent abuse, neglect and exploitation of the people it supports, and to respond well when it happens. It goes beyond health and safety law: it draws on criminal law, the rules for your services, privacy law and people's rights. This policy brings those together in one place, in plain words workers can follow.

2 How to use it

Step	What to do
1	Name your safeguarding lead and a second contact, and fill in the placeholders.
2	Find the reports and deadlines that apply to your services, and give the safeguarding lead a current list.
3	Check the screening each role needs, and the codes of conduct that apply to your services.
4	Adapt the policy with your workers and, where you can, the people you support and their families.
5	Have the board or owner approve it, then train every worker in recognising signs and responding to a disclosure.
6	Use the Disclosure Record Form and the Concern Log for every concern, and review trends regularly.
7	Review the policy every year and after any serious concern.

3 Who does what

Who	What they do
Safeguarding lead	Receives concerns, makes the reports, keeps the log, and reviews the policy
Managers	Recruit safely, supervise, and act on concerns
Workers	Notice, listen, record and report
Board or owner	Approves and resources the policy, and watches the trends

4 The law, in brief

Health and safety laws differ by country and, in some countries, by state or province. Check the law, regulator and codes or guidance that apply where you work. Some industries, such as mining, have extra laws. Section 5 shows how the law works in Australia, as the worked example. Elsewhere, start with your health and safety regulator's website.

5 The law in Australia (the worked example)

The WHS laws require a business to make sure, so far as is reasonably practicable, that its work does not put other people, including the people it supports, at risk. Safeguarding also rests on criminal law, privacy law and the rules for your services.

In Australia, NDIS providers and workers follow the NDIS Code of Conduct, registered NDIS providers report reportable incidents to the NDIS Quality and Safeguards Commission and meet worker screening rules, and aged care providers follow the Code of Conduct for Aged Care and report serious incidents under the Serious Incident Response Scheme.

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YOUR LOGO
Right-click > Change Picture

[Company name]

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Safeguarding Policy

Preventing and responding to abuse, neglect and exploitation of the people we support

1 Our commitment

Everyone we support has the right to be safe and to be treated with dignity and respect. **[Company name]** does not tolerate abuse, neglect or exploitation by anyone: our workers, other people we support, family members, visitors or anyone else. We work to prevent harm, we listen to people who raise concerns, and we act quickly and fairly when harm happens or might happen. We support people to make their own choices, including about risk, and we never use safeguarding as a reason to take away a person's rights.

2 Scope and meaning

This policy applies to everyone who works for us, including employees, contractors, agency workers, students and volunteers, and to the board or owner. Abuse is any act that harms a person or puts them at risk of harm. Neglect is a failure to give the care or support a person needs. Exploitation is taking unfair advantage of a person for someone else's benefit.

Type of harm	Examples
Physical	Hitting, pushing, rough handling, misuse of medication, restraint that is not authorised
Sexual	Any sexual act or behaviour without consent, sexual comments, showing sexual material
Psychological or emotional	Threats, humiliation, bullying, isolating the person, ignoring them
Financial	Theft, pressure over money or a will, misuse of the person's money or property
Neglect	Not giving the food, care, medication, hygiene, supervision or support the person needs
Restrictive practices	Restraint, seclusion or restricting a person's rights or movement without the authorisation the law requires
Discrimination	Treating a person unfairly because of disability, age, culture, gender, sexuality or other attributes
Family and domestic violence	Harm from a partner, family member or carer, at home or elsewhere

3 Who does what

Who	What they do
Board or owner	Approves this policy, makes sure it is resourced, and receives reports on concerns and trends
Safeguarding lead: [Safeguarding lead]	Receives concerns, makes sure people are safe and reports are made, keeps the concern log, and reviews this policy
Managers	Recruit and screen safely, supervise workers, act on concerns, and support the people involved
Every worker	Follows the code of conduct, notices and reports concerns straight away, and supports the person

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Safeguarding Policy

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. Prevent and respond to abuse, neglect and exploitation of the people you support: clear roles, safe recruitment, boundaries, how to respond to a disclosure, who to report to, and how to support the person, with a disclosure record and a concern log.

What the full product contains

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  01_START_HERE/ (PDF)

Formats

- Word (.docx), editable, with your logo and business name in the header
- PDF copies of the Word documents, for printing blank
- Delivered as a single ZIP download

Get the full editable documents

https://training.oranaskillscentre.com/documents/safeguarding-policy

Instant download after purchase. · Orana Skills Centre · 1800 231 173 · bookings@oranaskillscentre.com

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