Office of the Guardian for Children and Young People

GPO Box 2281

Adelaide SA 5001

[gcyp@gcyp.sa.gov.au](mailto:gcyp@gcyp.sa.gov.au)

XX/XX/2021

Dear Ms Reid,

I write on behalf of my organisation XXXXX, to confirm our commitment to upholding the rights of children and young people who are under guardianship of the Chief Executive of the Department for Child Protection, as set out in the Charter of Rights for Children and Young People in Care.

I confirm that -

1. Our organisation has complied with the requirements of the Child Safety (Prohibited Persons) Act 2016 and the Child Safety (Prohibited Persons) Regulations 2019 and all relevant personnel (employees and volunteers) have a current Working with Children Check;
2. our policies, procedures and practice guidelines adhere to the principles of the Charter;
3. where relevant, our policies, procedures and practice guidelines include reference to the Charter;
4. a unit or activity on the Charter is included in our induction process for new staff and volunteers;
5. our staff and volunteer handbooks or operation manuals include reference to the Charter, where relevant;
6. all our contractors who provide services to young people in care have endorsed the Charter, or have received induction training on the Charter;
7. we agree to display posters and other material about the Charter in locations where children and young people visit;
8. our website clearly displays information about the Charter, and can be viewed here - [insert URL of your organisation’s Charter webpage];
9. emails from the OGCYP will be accepted by our organisation’s online security filters;
10. all staff will be able to access Charter materials to give to children and young people in care when requested;
11. we will endeavour to have a nominated Charter Champion for every site that provides services to children and young people in care; and
12. we will support our Charter Champions to act as contacts and conduits for our organisation and Advocates for the Charter.

Attached to this application is our logo, to be displayed on your website, and completed Charter Champion Agreement and/or a list of all sites and a contact person’s name, phone number and email so that you can liaise directly with them regarding nominating a Charter Champion.

I look forward to receiving the certificate of endorsement and continuing our collaboration with your office to support children and young people in care.

Your sincerely,

XXXXX

Chief Executive