

# Child Safe Policy

We want children who participate in our program to have a safe and happy experience. We support and respect our children, their families and our workers.

Title	Child Safe Policy
<b>Introduction</b>	Our policy guides workers (paid and volunteer) on how to behave when interacting and engaging with children in our organisation. The policy focuses on how we can build and maintain a child safe environment which is inclusive, transparent and promotes children's participation.
<b>Children's Participation</b>	<p>Our organisation supports the active participation of children in the programs, activities and services we offer.</p> <p>We provide a range of ways to allow children to provide feedback or raise concerns. We listen to their views, respect what they say and involve them when we make decisions, especially about matters that will directly affect them.</p>
<b>Recruitment</b>	<ul style="list-style-type: none"> <li>• <b>Statement</b> - our organisation will maintain a rigorous and consistent recruitment, screening and selection process.</li> <li>• <b>Practice</b> - use interviews, references, the Working With Children Check and Police Checks.</li> </ul>
<b>Complaints Management and Reporting</b>	<ul style="list-style-type: none"> <li>• As set out in our Complaints Management Policy, all complaints to be communicated to the Principal (Child Safety Contact Person).</li> <li>• Record and document the complaint with the person reporting the complaint in the Complaints register</li> <li>• Report the incident to the relevant government agencies</li> </ul> <p>Department of Family and Community Services NSW Ombudsman Office of the Children's Guardian.</p>
<b>Training, support and supervision of workers</b>	<ul style="list-style-type: none"> <li>• We promote respect, fairness and consideration for all workers</li> <li>• All workers have a more senior worker assigned to support and supervise their work.</li> <li>• All new workers will receive a copy of all child safe policies and procedures and a more senior worker will set up a meeting to discuss the policies and allow the new worker to ask questions and clarify their understanding</li> <li>• Child safe is a standing agenda item at weekly staff meetings and workers are encouraged to ask questions and contribute to the continuous improvement of child safe policies, procedures and practices in the workplace</li> </ul>

<b>Title</b>	<b>Child Safe Policy</b>
<b>Other legislation, industry standards or internal policies</b>	<ul style="list-style-type: none"> <li>• Child Protection (Working With Children) Act 2012</li> <li>• Children and Young Persons (Care and Protection) Act 1998</li> <li>• Child Safe Recruitment Process</li> <li>• Disciplinary Policy</li> <li>• Codes of Conduct aligned with the NDIS</li> <li>• Child Safe Standards</li> <li>• Vision, Values and Aims Statement</li> <li>• Complaints and allegations policy</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• We will hold regular information sessions for staff, volunteers and students.</li> <li>• Our policy will be discussed during induction sessions for all new staff, volunteers and students.</li> <li>• Kids and parents joining our program/s will receive a copy of the Policy, Code of Conduct and Dealing with Complaints process.</li> <li>• Parents will receive a copy of the Parent's Guide to Child Protection Issues.</li> </ul>
<b>Review</b>	<p>The policy and guidelines will be reviewed every two years and incorporate comments and suggestions from our range of stakeholders (including workers, children and families)</p>