

# Organisational Culture

## Child Safe Policy Template

### 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.

<b>Title</b>	Child Safe Policy
<b>Introduction</b> Describe the policy intent and who it applies to.	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> Describe how you involve children and get them to actively participate in your organisation.	Our organisation supports the active participation of children in the programs, activities and services we offer. 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.
<b>Recruitment</b> Describe how you select suitable workers to work with children.	<ul style="list-style-type: none"><li>• <b>Statement</b> - our organisation will maintain a rigorous and consistent recruitment, screening and selection process.</li></ul> <b>Practice</b> – we use interviews, references, the Working With Children Check.

<p><b>Complaints Management and Reporting</b>  Department of Family and Community Services  NSW Ombudsman  Office of the Children’s Guardian.</p>	<ul style="list-style-type: none"> <li>When children and workers to raise concerns or complaints the are directed to Leigh Morgan #<b>WWC0366532E</b>. Child Safety Contact Person email: Leigh@startup.business</li> <li>Ms Morgan will report following the Child Safe Standards of the NSW Office of the Children’s Guardian.</li> </ul>
<p><b>Training, support and supervision of workers</b>  Describe what training you provide and how you support and supervise your workers.</p>	<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> </ul> <p>Child safe is a standing agenda item at meetings and workers are encouraged to ask questions and contribute to the continuous improvement of child safe policies, procedures and practices in the workplace</p>
<p><b>Other legislation, industry standards or internal policies</b>  List any other legislation or industry standards which may be relevant to your child safe policy.</p>	<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>Startup.Business Recruitment Policy</li> <li>Startup.Business Codes of Conduct</li> </ul>
<p><b>Communication</b>  Identify the ways in which you will communicate and educate your stakeholders on the key messages within your child safe policy.</p>	<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 weekly meetings and induction sessions for all new staff, volunteers and students.</li> <li>Kids and parents joining our program/s will receive a link to a copy of the Policy and Dealing with Complaints process.</li> </ul>
<p><b>Review</b>  Set a date to review and update your child safe policy for continuous improvement purposes.</p>	<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) due at 18 Dec 2022.</p>