

# Organisational Culture

## Child Safe Policy Sample

### 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 way 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> - eg. our organisation will maintain a rigorous and consistent recruitment, screening and selection process.</li><li>• <b>Practice</b> - set out how you will achieve this standard eg you may use interviews, references, the Working With Children Check.</li></ul>
<b>Complaints Management and Reporting</b> Department of Family and Community Services NSW Ombudsman Office of the Children's Guardian.	<ul style="list-style-type: none"><li>• Outline the organisational procedures for children and workers to raise concerns or complaints.</li><li>• List any reporting requirements under the relevant government agencies</li><li>• Appoint a Child Safety Contact Person to manage all complaints.</li><li>• List the step-by-step process the Child Safety Contact Person will follow when managing complaints</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> <li>• 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</li> </ul>
<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>• Recruitment Policy</li> <li>• Disciplinary Policy</li> <li>• Codes of Conduct</li> <li>• Vision, Values and Aims Statement</li> <li>• Complaints and allegations policy</li> </ul> <p>Training Support and Supervision policy Other legislation, industry standards or internal policies may be relevant for your organisation to list here.</p>
<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 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>
<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)</p>