Child Safe Environment

POLICY STATEMENT

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.

CHILDREN'S PARTICIPATION

Our organisation supports the active participation of children in the programs, activities and services we offer.

We provide a range of avenues that 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.

RECRUITMENT

Abbotsford Community Centre will maintain a rigorous and consistent recruitment, screening and selection process.

New staff will be required to provide a valid NSW WWCC and a recently conducted National Criminal History Check before commencing work. This is in addition to the interview, and reference check phase of the recruitment process

COMPLAINTS MANAGEMENT AND REPORTING

See Management of Complaints Policy

TRAINING, SUPPORT AND SUPERVISION OF WORKERS

- We promote respect, fairness and consideration for all workers
- All new employees will go through an induction process upon commencement of employment. They will also "shadow" a more senior Educator for the first week and wont be included in the ratio numbers.
- All junior Educators have a more senior Educator assigned to support and supervise their work.
- All new Educators will receive a copy of all policies and procedures and a more senior staff member will set up a meeting to discuss the policies and allow the new worker to ask questions and clarify their understanding

- 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

COMMUNICATION

- We hold regular information sessions for staff, volunteers and students. These may be face-to-face or virtual.
- Our policies will be discussed during induction sessions for all new staff, volunteers and students.
- Kids and parents joining our Centre will receive a copy of all policies, as well as our Code of Conduct and Parent handbook.

CONSIDERATIONS

Education and Care Services National Law & Regulations	National Quality Standards & Elements	Links to other Service Policies	Other Documentation/ Evidence
R168	Standards 2.2, 4.1, 4.2, 5.1, 6.1 Elements 2.2.1, 2.2.2, 2.2.3, 4.1.1, 4.2.2, 5.1.1, 5.1.2, 6.1.3,	Management of Complaints Policy	• Child Protection (Working With Children) Act 2012 • Children and Young Persons (Care and Protection) Act 1998 • Codes of Conduct • Parent Handbook

ENDORSEMENT BY THE SERVICE

Approval date: August 2021_____

Date for Review: August 2023_____