



Holsworthy Community Group Child Safe Policy

Title	Child Safe Policy
Introduction Describe the policy intent and who it applies to.	Our policy guides our volunteers and our paid coordinator 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 Describe how you involve children and get them to actively participate in your organisation.	HCG supports the active participation of children within our community by engaging them in activities that promote confidence and team building. We also allow them to feel that they can approach our staff and volunteers at any time by making them feel comfortable and secure.
Recruitment Describe how you select suitable workers to work with children.	HCG ensure all of our volunteers and staff have a Working With Children Check and the Executive team have met the individual to assess them. Checks on social media are also undertaken. All volunteers and staff must sign the Child Safety Code of Conduct. We will promote our code of conduct and the fact that our service is a Child Safe Service in all of our recruitment material.
Complaints Management and Reporting Department of Family and Community Services NSW Ombudsman Office of the Children’s Guardian.	Children, Volunteers and Staff can raise complaints by approaching any of the Executive Committee members, the HCG Coordinator, or by putting the complaint in writing to; committee@holsworthyfamilygroup.org Individuals can also contact NSW Police, the Department of Communities and Justice and the Office of the Children’s Guardian.

<p>Training, support and supervision of workers Describe what training you provide and how you support and supervise your workers.</p>	<p>All new staff and volunteers will receive a copy of the Child Safe Policy, Code of Conduct and our Complaints policy. This information is also available on our website for all HCG community members to see.</p> <p>All staff and volunteers report to the HCG Executive Committee. We promote respect, fairness and consideration in all of the activities that we undertake with children.</p>
<p>Other legislation, industry standards or internal policies List any other legislation or industry standards which may be relevant to your child safe policy.</p>	<p>Children’s Guardian Act 2019 Child Protection (Working with Children) Act 2012 Child Protection (Working with Children) Regulation 2013 Children and Young Persons (Care and Protection) Act 1998 Crimes Act 1900 Children and Young Persons (Care and Protection) Regulation 2012 Children and Young Persons (Care and Protection) (Child Employment) Regulation 2015 Disability Inclusion Act 2014 Anti-Discrimination Act 1977</p>
<p>Communication Identify the ways in which you will communicate and educate your stakeholders on the key messages within your child safe policy.</p>	<p>Our policy will be discussed during induction sessions for all new coordinators/volunteers.</p> <p>All new families will receive a copy of the Policy, Code of Conduct and Dealing with Complaints process when signing up as members</p>
<p>Review 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 children, families, educators, co-ordinators, volunteers and students.</p>