

# Organisational Culture

## Child Safe Policy

### 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

The House that Dan Built's child-safe policy

#### Introduction

Describe the policy intent and who it applies to.

Our policy guides staff, volunteers and students on how to behave with kids in our organisation. The policy focuses on how we can promote kids' participation in our organisation and make it safer for them.

#### Children's Participation

Describe how you involve children and get them to actively participate in your organisation.

The House that Dan Built supports the active participation of young people in the arts through our organisation. We listen to kids views, respect what they say and involve them when we make decisions, especially about matters that directly relate to them.

#### Recruitment

Describe how you select suitable workers to work with children.

1. Our organisation will maintain a rigorous and consistent recruitment, screening and selection process.
2. Practice - we use interviews, reference checks and Working With Children Check.

#### Complaints Management and Reporting

Department of Family and Community Services  
NSW Ombudsman  
Office of the Children's Guardian.

Complaints are dealt with by reporting to CEO. Any complaints that need to be escalated go to the board. Complaints about CEO go straight to the Board.

### **Training, support and supervision of workers**

Describe what training you provide and how you support and supervise your workers.

1. We promote respect, fairness and consideration for all staff, volunteers and students.
2. All staff, volunteers and students have a more senior officer assigned to support and supervise their work.
3. All new staff, volunteers and students will receive a copy of the Child-safe Policy, Code of Conduct and Policy, and Dealing with Complaints process.

### **Communication**

Identify the ways in which you will communicate and educate your stakeholders on the key messages within your child safe policy.

1. We will hold regular information sessions for staff, volunteers and students.
2. Our policy will be discussed during induction sessions for all new staff, volunteers and students.
3. Kids and parents joining our program/s will receive a link to a copy of the Policy, Code of Conduct and Dealing with Complaints process.

### **Review**

Set a date to review and update your child safe policy for continuous improvement purposes.

The policy will be reviewed each year as part of our AGM.



# Code of Conduct

## Engagement with The House that Dan Built.

The House that Dan Built is committed to protecting children attending the service and other children with whom the service comes into direct contact with. The service strives to provide a child safe environment at all times and this code aims to provide staff with certainty about what are acceptable standards of behaviour when working with children. This Code will support staff to work in a way that supports the safety, welfare and wellbeing of children at all times.

This Code is to be read with all policies within the Child Protection framework.

As an employee/volunteer of The House that Dan Built you must sign and abide by this Code of Conduct, which requires you to:

- Commit to conduct yourself in a manner consistent with your position and as a positive role model to children.
- Read, understand and comply with organisational policy and guidelines around the safety of children as outlined in the Child Protection Framework.
- Follow relevant local, state and national laws pertaining to working with children, including reportable conduct obligations and mandatory reporting requirements.
- Be respectful of children's rights, background, culture and beliefs as set out in the UN Convention on the Rights of the Child.

### **I agree to:**

- Ensure adequate supervision of children as defined by the Education and Care National Laws and Regulations.
- Safeguard children at all times and not place a child at risk of abuse, or condone behaviour of children which is unsafe.
- Treat all children with respect and act in a way that does not show unfair differential treatment, or favour particular children to the exclusion of others.
- Avoid situations one-on-one situations with children, by ensuring that there is always

another staff member or other children with me. If an unavoidable situation arises then communicate with other Educators about the situation.

- **Always act in the best interest of children and avoid any unnecessary or potentially harmful physical contact with children, unless necessary for their safety and wellbeing. Physical contact is required on occasions, however I will not allow children to sit on laps, and will encourage children to carry out tasks of a personal nature (such as toileting and dressing) for themselves when possible.**
- **Be careful when participating in or supervising games involving children that the activity does not have the potential to cause harm or injury. This includes being mindful of the child's age, development and any illness, injury or special needs that could place them at risk.**
- **Not physically punish a child, and ensure that any restraint of a child is only used for protecting the child or another person from physical harm, and conforms to industry and agency standards regarding the use of restraint with children.**
- **Use appropriate language for the age and understanding of the child, and avoid confusing or age-inappropriate discussions with sexual, discriminatory or violent references.**
- Avoid any actions or words intended to threaten, intimidate, shame, humiliate, belittle, embarrass or degrade children.
- **Maintain professional and courteous relationships with children and their families which do not exploit or abuse my position.**
- Ensure that all gifts given to children are from the service and not give any individual gifts to children.
- Turn off personal communication devices and not use them whilst supervising children, unless previously approved or in an emergency situation.
- Only photograph children appropriately for the circumstances and with the necessary consent of the child/ and his/her parents/guardians.
- **Not expose children to inappropriate imagery, including on age-inappropriate websites, for any reason.**
- **Use social media appropriately and not engage in social networking with any**

**children in the service or children who have attended the service under the age of 16 or their siblings.**

- **Be aware of, and act on, any specific health issues with children in my care, particularly any medical and dietary specifications.**
- Give medication to children in accordance with the service's medication policy and as detailed by the Education and care National Laws and regulations.
- Not attend work affected by illegal drugs or alcohol, consume them whilst on duty or supply them to children in my care.
- Not attend work adversely affected by prescription medication which might cause harm to any children in my care.
- Not smoke whilst on duty.
- Declare all secondary work that involves children who attend the service (e.g. babysitting) and any out of work contact with children and their families met through the workplace.
- Report any concerning staff conduct towards children or any suspected risk of harm to a child to the Nominated Supervisor or responsible Person.
- Ensure that any breaches of this code of conduct will be reported to the Nominated Supervisor or responsible Person in charge. As a mandatory reporter I understand that all concerns regarding suspected child abuse and exploitation must be reported to the Nominated Supervisor as soon as possible.
- Report to the Approved Provider ASAP if I have any concerns about the Nominated Supervisor.

I have read this Code of Conduct and agree to abide by it at all times. This is to protect the children that I come in contact with and myself as a Children's Services Professional.

Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_