

HECIS: Child Safe Policy

1.9	CHILD SAFE POLICY
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Applies to: Management Committee Members, Staff, Volunteers, Contractors	Version: 1
Specific responsibility: Management Committee, Staff	Date approved: 24.5.16
	Next review date: Aug 21

Policy context: This policy relates to	
Standards or other external requirements	
Legislation or other requirements	Child Protection (Working with Children) Act 2012 Children and Young Persons (Care and Protection) Act 1998 Mandatory Reporters Guide ,Sept 2016 Office of the Children’s Guardian-Child Safe Organisations
Contractual obligations	

POLICY STATEMENT

We want children who participate in our programs to have a safe and happy experience. We support and respect our client children, their families and our staff.

Our policies guide staff (paid and volunteer) on how to behave when interacting and engaging with children in our organisation.

This policy focuses on how we build and maintain a Child Safe Environment which is inclusive, transparent and promotes children’s participation.

PROCEDURES

Recruitment

HECIS will maintain a rigorous and consistent recruitment, screening and selection process as outlined in *5.10 Recruitment, Selection and Appointment of Staff Policy* including:

- selection criteria
- selection panel
- interview procedures
- referee checks
- working with children check

Training, Support and Supervision of staff

The **HECIS CoOrdinator** and **Office Manager** are delegated as supervisors of staff for this policy.

We promote respect, fairness and consideration for all staff (paid and voluntary).

HECIS staff are encouraged to support and mentor each other to maintain the highest standards of child safety throughout the HECIS programs and services.

All new workers will receive a copy of all Child Safe policies and procedures as part of the induction process and will be given an opportunity to ask questions and clarify their understanding of the obligations and standards required.

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Child Safe is a standing agenda item at staff meetings and workers are encouraged to ask questions and contribute to the continuous improvement of Child Safe policies, procedures and practices in the workplace.

Complaints Management & Reporting

HECIS is committed to ensuring that any person or organisation using HECIS services or affected by its operations has the right to lodge a complaint or appeal a decision of the organisation.

9.9 *Managing Complaints Policy* outlines the procedures for any HECIS stakeholder to make a complaint against the HECIS service or staff.

HECIS understands and acknowledges that our client children are generally aged 0-8 years and therefore unable and unlikely to lodge a complaint themselves. Client families and other stakeholders supporting the child are invited to use the *Managing Complaints Policy* on behalf of a child.

Mandatory Reporters

HECIS Staff and Management Committee members are Mandatory Reporters and as such are required by law to report to the Child Protection Helpline when a child is at risk of significant harm.

9.10 *Duty of Care and Mandatory Reporting policy* guides staff and management committee members of the requirements when a situation or incident is required to be reported.

Staff Code of Conduct and Performance

All workers are required to complete the current *Code of Ethics and Conduct Agreement (Staff)* at induction and at other times where the agreement has been updated. The agreement clearly outlines the acceptable standards required at HECIS, and is supported by the 1.6 *Code of Ethics and Conduct policy*.

HECIS uses the following policies, procedures and processes to manage and review staff performance and support them to achieve the required standard:

- 5.14 Performance Management & Review policy
- 5.13 Managing Unsatisfactory Work Performance policy
- HECIS job descriptions

Management Committee Members Conduct

All Management Committee members upon appointment (or reappointment) to the HECIS Management Committee are required to complete a *Code of Ethics and Conduct Agreement (Management Committee)*.

The agreement clearly outlines the acceptable standards required at HECIS and is supported by the 1.6 *Code of Ethics and Conduct policy*.

DOCUMENTATION

Documents related to this policy	
Related policies	Recruitment, Selection and Appointment Code of Ethics and Conduct Privacy Conflicts of Interest Duty of Care and Mandatory Reporting Performance Management & Review Managing Unsatisfactory Work Performance
Forms, record keeping or other organisational documents	Code of Ethics and Conduct Agreement (staff) Code of Ethics and Conduct (Management Committee)

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Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	HECIS Co-ordinator	HECIS Management Committee

Policy review and version tracking			
Review	Date Approved	Approved by	Next Review Due
1	2.8.17	HECIS CoOrdinator	Aug 2018
2	31.8.18	HECIS CoOrdinator	Aug 2019
3	20.8.19	HECIS CoOrdinator	Aug 2020
4	15.9.20	HECIS CoOrdinator	Aug 2021

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