

Organisational Culture

Child Safe Policy

The Animation Spark. 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	Child Safe Policy.
Introduction	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	<p>"The Animation Spark" 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.</p> <p>"The Animation Spark" pays particular attention to the needs of Aboriginal and Torres Strait Islander children, children with disability, and children from culturally and linguistically diverse backgrounds.</p>
Recruitment	<p>Statement – "The Animation Spark" will maintain a rigorous and consistent recruitment, advertising, screening and selection process.</p> <p>Practice - We will achieve this standard by conducting thorough interviews with prospective employees, asking them for valid references, requesting the Working with Children Check. Staff and volunteers comply with a code of conduct with a sets clear behavioural standard towards children.</p>

Complaints Management and Reporting

At “The Animation Spark” all complaints are taken seriously, responded to promptly and thoroughly. Staff and volunteers receive training on the organisation’s child safe practices and child protection. Processes to respond to complaints of child abuse are child focused.

“The Animation Spark” engages in open, two-way communication with families and communities about child and participate in decisions affecting their child.

Under the National Law and Regulations, we must notify the regulatory authority within 24 hours of any:

- serious incidents
- complaints
- circumstances at the service which pose a risk to the health, safety or wellbeing of children.
- any incident of allegation that physical or sexual abuse of a child or children has occurred or is occurring while the child or children are being educated and cared for by the service.

If believed a child or children are in immediate danger, Police will be called on 000.

If there is a suspicion on reasonable grounds that a child or children are at risk of significant harm, the mandatory report can be submitted by:

1. By eReport through the ChildStory Reporter website. <https://reporter.childstory.nsw.gov.au/s/article/How-to-create-an-eReport-in-the-Reporter-Community>
2. By calling the Child Protection Helpline on 132111
3. Department of Family and Community Services
4. NSW Ombudsman

Ms. Maria Juergens is appointed as a Child Safety Contact Person and is managing all complaints.

Any child or young person, or any staff member/volunteer/student can make a complaint or raise a concern by:

- Face to face meeting
- Phone call
- Email
- Letter

Ms. Juergens will listen to the person making the complaint and make a record of the complaint using the “Complaint Record Form”.

Will report the incident to the Department of Family and Community Services (in case of allegations of child abuse) or/and by eReport or calling the helpline.

<p>Training, support and supervision of workers</p>	<ul style="list-style-type: none"> - We promote respect, fairness and consideration for all workers. - All workers have a more senior worker assigned to support and supervise their work. - 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. - 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
<p>Other legislation, industry standards or internal policies</p>	<p>Child Protection (Working with Children) Act 2012 Children and Young Persons (Care and Protection) Act 1998</p> <ul style="list-style-type: none"> - Recruitment Policy - Disciplinary Policy - Codes of Conduct - Vision, Values and Aims Statement - Complaints and allegations policy
<p>Communication</p>	<p>We will hold regular information sessions for staff, volunteers and students.</p> <p>Our policy will be discussed during induction sessions for all new staff, volunteers and students.</p> <p>Kids and parents joining our program/s will receive a copy of the Policy, Code of Conduct and Dealing with Complaints process.</p> <p>Parents will receive a copy of the Parent's Guide to Child Protection Issues.</p>
<p>Review</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). Next review date 01/07/2022.</p>