

CHILD SAFE POLICY

As a Christian organisation, we honour God's name by providing a Child Safe Child Friendly environment. We want children and young people (Under 18 year olds) who access our services and participate in our programs to have a safe and happy experience. We honour God by supporting and respecting our children, young people, staff, volunteers and students.

Title	This policy is called Hands and Feet Child Safe Child Friendly Policy.
Introduction	This policy guides staff and volunteers on how to behave with children in their supervision. This policy focuses on how we can promote kid's participation in our organisation and make it safe for them.
Support Staff, Volunteers and students	<ol style="list-style-type: none"> 1. We promote respect, fairness and consideration for all staff, volunteers and students. 2. We have appointed a Child Safety Officer who will provide support and advice to our workers. 3. All new staff, volunteers and students will receive a copy of the Child Safe Child Friendly Policy including our Code of Conduct and our policy handbook. 4. All staff, volunteers and students will be trained yearly in our child protection procedures. 5. Our Child Safety Officer is Reuben Torrance He can be contacted either via phone : 0426 797 382, or email: reuben@handsandfeet.com.au <p>See Codes of Conduct</p>
Recruitment	<ol style="list-style-type: none"> 1. Hands and Feet will appoint staff and volunteers to children related positions if staff and volunteers meet our recruitment and screening requirements. 2. These requirements are <ol style="list-style-type: none"> a. The person must be cleared by the WWCC. b. The person must complete our Child Safe On-line course or our volunteer training course c. The person must have 2 written character / integrity references confirming their suitability to work with children. These references are to be followed up by a verbal inquiry by the NDIS Coordinator.
Child Safe Programs – Risk Management	<p>The staff and volunteers of any service provided to children are to provide a safe environment for their planned activities. This will include</p> <ol style="list-style-type: none"> 1. A Risk Management assessment of planned activities and implement strategies to reduce any significant risk in accordance with the Risk Management policy. 2. Recording of any incidents during the program in accordance with the incidents policy. 3. Reviewing incidents to ensure procedures are implemented to reduce risk of incident reoccurring. 4. All incidents with Children should be reviewed with Child Safety Officer. (To ensure no patterns are occurring) <p>See Risk Management and Incident Reporting policies.</p>

<p>Reporting Disclosures</p>	<ol style="list-style-type: none"> 1. What we Believe <ol style="list-style-type: none"> a. Everyone in our organisation should be confident that disclosures and complaints will be dealt with honestly and fairly. b. Everyone in our organisation should be confident in reporting inappropriate behaviour around kids. c. Everyone in our organisation should report any concerns about the safety or welfare of a child or young person immediately. 2. All complaints should be reported. This includes <ol style="list-style-type: none"> a. Disclosure of abuse b. Inappropriate behaviour around children c. Suspicion of abuse or harm to a child. 3. All complaints must be reported to the Child Safety person Name: Reuben Torrance Contact Number: 0426 797 382 A child or young person or any staff member or volunteer can make a complaint, or raise a concern, directly to the Child Safety Officer. 4. The Child Safety Officer will take the following actions: <ol style="list-style-type: none"> a. Listen to the person making the complaint or disclosure and make a record of the complaint using the “Complaint Record Form” or disclosure using the “Child Abuse Incident Report Form”. b. Assess the complaint or disclosure and if required report to Community Services and other appropriate authorities if warranted. (i.e. Police) Inform everyone involved in the incident of the requirement to make this report. c. If the incident involves inappropriate behaviour and a breach of the Code of Conduct, Hands and Feet will need to take action in accordance with internal discipline procedures. 5. The organisation must provide details to the Office of the Children’s Guardian (WWCC people) of any staff member or volunteer who has been the subject of completed employment proceedings involving; <ol style="list-style-type: none"> a. Reportable conduct; or b. Acts of violence committed by them in the presence of a child. Reportable conduct is: <ol style="list-style-type: none"> i. Any sexual offence or sexual misconduct, committed against, with or in the presence of a child (including a child pornography offence); or ii. Any assault, ill treatment or neglect of a child; or iii. Any behaviour that causes psychological harm to a child; whether or not, in any case, with the consent of the child. You do not need to report conduct that is reasonable for the discipline, management and care of children or if it was found the conduct did not occur. 6. Each camp will have a nominated child safety officer that understands the processes involved in reporting child abuse claims. This individual will either be a Hands & Feet staff member or a nominated volunteer. <p>See feedback and complaints policy.</p>
<p>Communication</p>	<ol style="list-style-type: none"> 1. The organisation will remind the children’s workers of it Child Safe Child Friendly policies and procedures on a yearly basis.

	2. All new children workers and volunteers will be taken through the Child Safe Child Friendly policies before they commence work.
Review	The policy and guidelines will be reviewed initially after one year and then every two years and incorporate comments and suggestions from staff, volunteers, parents and clients.

Codes of conduct

Expectations for Staff and Volunteers

As an organisation we honour God's name by holding values that honour and respect other people. Jesus is the ultimate example of someone who has given of himself for the good of others.

We value the following acceptable practices

- We will treat everyone with respect and honesty
- We believe that all children are born equal and should be given the same rights regardless of ability, age, sex, colour, race, language, culture, religion, beliefs, or any other status.
- We value active listening to children
- We will be mindful of our responsibility for care. Below are ways in which we are recognising methods that will help us provide appropriate care;
 - We will plan appropriate activities to the age or developmental needs of the children;
 - We will be mindful of the need for appropriate boundaries when comforting or sharing with children and young people;
 - If a child approaches to hug we will turn the child into a sideways hug not a frontal hug;
 - We will sit beside a child when reading a book and not have the child on our knee;
 - We will hold hands for reassurance only, only if required;
 - We will use an open hand on the child's back or shoulder to comfort if the child is hurt or in distress;
 - We will ensure adult supervision at all times
 - We will only use appropriate forms of discipline and never use physical discipline on a child
 - We will use language that honours children (no crude language or jokes)
 - We will not dispense medication to a child without parent/ guardian guidelines and consent;
 - We will be sensitive to activities that could be construed as grooming, (showing favouritism, giving gifts to individual children, spending time alone with a child, communicating with individual children via social media)
 - We will be sensitive to bullying or unhealthy dominance within a group

- We will keep parents / guardians informed and gain permission for activities that are not part of the normal routine of the programmed activity;
- We will be alert and watch for strangers who may enter our programmed areas and act to ensure the safety of the children.
- Alcohol and illegal drugs and those affected by these are not allowed to participate in any of our children's activities.
- We will act and report incidents and suspicions of abuse to the Child Safety Officer.
- We will maintain our equipment to ensure they are in good working order.
- We will maintain confidentiality to protect those involved, to stop gossip but will follow policy and legal procedures to ensure the correct outcomes are achieved for the protection of children.

Expectations for Children and Young People

For children and young people accessing our services we would expect the following behaviours and attitudes

- That they be respectful and friendly to everyone
- That they play by the rules
- That they are free to raise any concerns or worries with the leaders
- They will not bully others
- They will not leave the group without approval or supervision from the leaders.

What happens if I break the Code of Conduct?

If the incident brings Children or Young people into a position of "risk of significant harm", then the incident will be recorded on our Complaint form by our Child Safety Officer and the information passed onto Community Services for Investigation and The Children's Guardian (WWCC managers). The incident may also be report to the Police if the Child is still in immediate danger. Hands and Feet will then act in a way that ensures the safety of other children and may remove you from your position as they see fit. If appropriate Hands and Feet will provide support to help you rectify the offending behaviour which may involve counselling or the like.

If the incident is not reportable, then Hands and Feet will provide help and assistance to you to modify the offending behaviour. This may mean standing you down from your position until the Child Safety Officer and Hands and Feet are convinced that you are able to work safely with children.

What do I do if I suspect a child is being abused?

If you know or suspect that a child that you are working with is being abused or neglected, you are required to make a report using the following procedure within 24 hours of the incident occurring.

1. Find the camps child safety officer and inform them of your concerns.
2. Fill out a child abuse incident report form with as many details as you can remember.
3. The camp child safety officer is responsible to use the FACS mandatory reporters guide to find out what they must do in response to the allegations.

4. The camp child safety officer will act in accordance to the mandatory reporters guide.
5. You must keep the incident confidential after reporting the incident.
6. The camp child safety officer will pass the information of the incident on to the Hands & Feet head office for any further processing.

Policy Review

This policy should be reviewed in 12 months.
The next review date is 15/02/2019

INCIDENT REPORT FORM

If the incident that you are reporting does not relate to a matter of child abuse, refer to the incident report policy.

Details of person making report

Name	
Your position	
Contact phone number	
Date report completed	

Client Details

Name:	
Contact details	
Time and date of incident	
Where did the incident happen and what was happening in the lead up to incident	
Were there any external factors that influenced the incident	
Were there any adverse outcomes from the incident	

List names of any witnesses to these events:

Signature of person making report:

Does this incident indicate the possibility of child abuse, ie physical abuse, sexual abuse, or neglect?

Yes No

If yes, provide details of your report (in NSW) to: Department of Family and Community Services

Person spoken to: _____ Date: _____

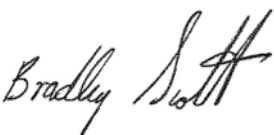
Details of Incident

*Please give a detailed recount of your concern. Including; names, times, questions, conversations, actions taken, observations of mental/emotional state. Please give as much detail as possible. If required attach extra pages.

NOTE: A separate report is to be completed by all people involved.

Actions After/Follow Up

*Please refer to procedure manual for more information on what action is required after filling out the form.



1 May 2019

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Signed: Bradley Scott – General Manager

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Date