

Child Safe Policy

MINUTE NUMBER	863/2016
DATE APPROVED	17 November 2016
EFFECTIVE	17 November 2016
AUTHORITY	Director Tourism, Community and Cultural Development
CONTACT OFFICER	Director Tourism, Community and Cultural Development

1 POLICY

1.1 Policy

Council staff, volunteers, contractors and students will safely work with and engage with children and promote their participation within the Council's organisation.

1.2 Child participation and support

Council supports the participation of children in its organisation. Council listens to and respects their views and ideas and involves them in the decision making, particularly when the decisions will directly affect them (individually and within the community).

Council engagement with local youth through a youth committee provides a forum to discuss current issues, ideas, projects and events for children within the community. A Council youth committee aims to be inclusive and diverse in age, gender and socioeconomic status so that all relevant aspects for the wider community are addressed.

1.3 Recruitment

Council provides work opportunities for people under 18 as either volunteers or paid employees. Work opportunities include youth committee membership, Council staff junior positions, event casuals and volunteers.

Council gives priority to ensuring all parties involved with children during activities, initiatives and employment are suitable for their roles and that the safety of all children is assured.

Council staff, volunteers and contractors will have clearance to work with children prior to commencement or prior to the commencement of children working under their (staff, volunteers or contractors) supervision. Council will use the following provisions to ensure this:

- i. Working with Children Check (WWCC)
<http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>
- ii. Prohibited Employment Declaration, Child Protection (prohibited employment) Act 1998
http://www.wsmtd.com/v2/docs/child_protection/4_proh_emp_declaration.pdf

2 ROLES AND RESPONSIBILITIES

2.1 Recruitment

Recruitment procedures for children (under 18 years) to staff and volunteer roles are to be completed by the Senior Human Resources Advisor in accordance with relevant legislation and regulation on behalf of the relevant Director.

2.2 Under 18s working for Council

When children are employed either as salaried staff or for work experience, an appropriate member of staff will be appointed to supervise and mentor each junior employee.

Department Directors are responsible for the appointment for an appropriate staff member to supervise junior employees. The supervisor must be compliant with Working with Children Check requirements.

2.3 Youth Committees and Council-run Events

When children are participating in Council committees and working groups an appropriate member of staff, e.g. Youth Development Assistant or Community Relations Officer, will be required to supervise and mentor each child.

The supervisor must be compliant with a Working with Children Check.

2.4 Reporting and Complaints

The General Manager will delegate an officer to ensure all reporting requirements are completed on behalf of the Council. This same officer will manage the complaints process from the time of receipt and liaise closely with the General Manager or his/her delegate until the complaint is resolved.

3 PROCEDURES

3.1 Child Safety Risk Management

Procedures that aim to decrease the risk or danger when working with children and youth include:

- i. Risk assessments will be completed and approved by relevant officers of the Council for all Council controlled events;
- ii. Insurance will be obtained when needed from outside sources (e.g. when hiring rides for Council run events; contractors running events on behalf of Council; external organisations running an event at a Council facility);
- iii. Use of 'run sheets' so that all parties are aware of their roles and time frames;
- iv. Ensure there are always two adults / one adult and two children present at all times (i.e. no adult is left alone with one child at any one time in a secluded area, including motor vehicles);
- v. Phone access for emergency calls and first aid kits are to be provided and be accountable for prescribed medication relating to the mirrors in their care;
- vi. Anyone without a child protection clearance (e.g. Working with Children Check) is not to be left unsupervised with children.

3.2 Dealing with Child Safety Complaints

All complaints will be reported to the Child Safety Contact Person, as nominated by the General Manager.

A child or young person or any staff member/volunteer/student can make a complaint or raise a concern directly to the Child Safety Contact Person.

All complains will be handled in accordance with Council's Privacy Policy and in accordance with current NSW child safety legislation and regulations.

3.3 Communication

Council Policy will be discussed during induction sessions for all new staff, volunteers and students. A copy of the Policy will be available to anyone on request.

3.4 Review of Policy and Procedures

This Policy will be reviewed biannually and will incorporate comments and suggestions from staff, volunteers, parents and children as well as legislative changes.

Revision History

Version	Adoption Date	Authorised by	Approved by	Revision Date
V1		Director Corporate Services	Council	

Change History

Version	Change Details
V1	Initial Policy
V2	Initial Policy was called "Child Protection Policy" This Policy was reviewed, re-written and renamed Child Safe Policy.

Related Documents

Title
