

Organisational Culture

Child Safe Policy – InknChalk Art School



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 for InknChalk Art School
Introduction Describe the policy intent and who it applies to.	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 Describe how you involve children and get them to actively participate in your organisation.	Our organisation 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.
Recruitment Describe how you select suitable workers to work with children.	<ul style="list-style-type: none">• Statement - Our organisation will maintain a rigorous and consistent recruitment, screening and selection process when required.• Practice - The Working With Children Check will be reviewed and renewed when required.

<p>Complaints Management and Reporting Department of Family and Community Services NSW Ombudsman Office of the Children’s Guardian.</p>	<ul style="list-style-type: none"> • The proprietor will be the designated Child Safety Contact Person to manage all complaints. • Complaints will be handled promptly and with respect. • The Child Safety Contact Person will follow the Dealing with Complaints process. Copy of the Complaint Policy and Procedure is also available on the School website. • Parents will be reminded that further complaints can be reported via the Office of the Children’s Guardian website.
<p>Training, support and supervision of workers Describe what training you provide and how you support and supervise your workers.</p>	<ul style="list-style-type: none"> • Not applicable. • This Policy item will be reviewed when new workers are employed.
<p>Other legislation, industry standards or internal policies.</p>	<ul style="list-style-type: none"> • Child Protection (Working With Children) Act 2012 • Children and Young Persons (Care and Protection) Act 1998 • Codes of Conduct • Mission Statement • Complaints Policy and Procedure, including Dealing with Complaints process
<p>Communication Identify the ways in which you will communicate and educate your stakeholders on the key messages within your child safe policy.</p>	<ul style="list-style-type: none"> • We will hold regular information sessions for staff, volunteers and students. • Our policy will be discussed during induction sessions for all new staff, volunteers and students. • Kids and parents joining our program/s will receive a copy of the Policy, Code of Conduct and Dealing with Complaints process, if requested. • Parents will receive a copy of the Child Safe Organisation, Information for Parents, if requested. • Links to abovementioned documents will be available on the InknChalk Art School website.
<p>Review Set a date to review and update your child safe policy for continuous improvement purposes.</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)</p>