

# Child-safe

## Child-friendly Policy

{ EXAMPLE ONLY }

### (Insert organisation name)...’s “Child-safe Child-friendly Policy”

We want children and young people who participate in our program to have a safe and happy experience. We support and respect our children, young people, staff, volunteers and students.

<b>Title</b>	The policy is called (insert your organisation’s name)...’s Child-safe Child-friendly Policy.
<b>Introduction</b> Describe the policy intent	Our policy guides staff, volunteers and students on how to behave with kids in our organisation. The policy focuses on how we can promote kids’ participation in our organisation and make it safer for them.
<b>Support kids’ participation</b> Describe how you involve kids	(Insert organisation’s name)... supports the active participation of kids in our organisation. We listen to kids’ views, respect what they say and involve them when we make decisions, especially about matters that will directly affect them.
<b>Support staff, volunteers and students</b> Describe how you supervise and support your workforce	<ol style="list-style-type: none"> <li>1. We promote respect, fairness and consideration for all staff, volunteers and students.</li> <li>2. All staff, volunteers and students have a more senior officer assigned to support and supervise their work.</li> <li>3. All new staff, volunteers and students will receive a copy of the Child-safe Child-friendly Policy, Code of Conduct and Dealing with Complaints process.</li> </ol>
<b>Recruitment</b> Describe how you select the right workforce	<ol style="list-style-type: none"> <li>1. Statement - eg: our organisation will maintain a rigorous and consistent recruitment, screening and selection process.</li> <li>2. Practice - set out how you will achieve this standard eg you may use interviews, references, the Prohibited Employment Declaration, the Working With Children Check.</li> </ol>
<b>Dealing with Complaints</b>	<ol style="list-style-type: none"> <li>1. Outline the organisational procedures for kids and workers to raise concerns or complaints.</li> <li>2. Appoint a Child Safety Contact Person to manage all complaints.</li> </ol>
<b>Communication</b> Letting everyone know about your Policy	<ol style="list-style-type: none"> <li>1. We will hold regular information sessions for staff, volunteers and students.</li> <li>2. Our policy will be discussed during induction sessions for all new staff, volunteers and students.</li> <li>3. Kids and parents joining our program/s will receive a copy of the Policy, Code of Conduct and Dealing with Complaints process.</li> <li>4. Parents will receive a copy of the Parent’s Guide to Child Protection Issues.</li> </ol>
<b>Review</b> Set a date to review and update this policy	The policy and guidelines will be reviewed every two years and incorporate comments and suggestions from children and young people, parents, staff, volunteers and students.

# Child-safe Child-friendly Policy

Use this template to help develop a Child-safe Child-friendly policy for your organisation.

.....  
(Insert Organisation Name)

## "Child-safe Child-friendly Policy"

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<b>Dealing with Complaints</b>	
<b>Communication</b> Letting everyone know about your Policy	
<b>Review</b> Set a date to review and update this policy	