**Child Safe Policy**

We want children who participate in our programs, to have a safe, happy and inspiring experience. We support and respect our children, their families and our Inspired Stories staff.

|  |  |
| --- | --- |
| **Title** | **Child Safe Policy** |
| **Introduction** | Our policy guides workers on how to behave when interacting and engaging with children in our organisation. The policy focus on how we can build and maintain a child safe environment, which is inclusive, transparent and promotes children’s participation. |
| **Children’s Participation** | Inspired Stories supports the active participation of children in the programs, activities and services we offer.  We provide a range of ways to allow children to provide feedback on the programs we run. We listen to their views, respect what they have to say and involve them when we make decisions, especially about matters that will directly affect them. |
| **Recruitment** | Inspired Stories maintains a rigorous and consistent recruitment, screening and selection process.  We ensure that references are checked and all staff must have a Working with Children Check, which is verified. |
| **Complaints Management and reporting** | Everyone in our organisation should be confident that complaints will be dealt with honestly and fairly.  Everyone in our organisation should report any concerns about the safety or welfare of a young child or person immediately. |
| **Training, Support and**  **Supervision of workers** | 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 a 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. |
| **Other legislation, industry standards or internal policies** | * Child Protection (Working With Children) Act 2012 * Children and Young Persons (Care and Protection) Act 1998 * Recruitment Policy * Disciplinary Policy * Codes of Conduct * Vision, Values and Aims Statements * Complaints and Allegations Policy * Training Support and Supervision Policy |
| **Communication** | Inspired Stories hold regular information sessions for staff and  Inspired Stories provide families with a detailed pack of information of what they should expect from our workshops.  Children and parents joining our Multimedia Workshops programs receive a copy of Inspired Stories Code of Conduct |
| **Review** | The policy and guidelines will be reviewed every two years and incorporates comments and suggestions from our range of  stakeholders (including workers, children and families) |

**Date of Policy: 15th February 2019**