

CHILD SAFE CHILD FRIENDLY POLICY

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BRICKS 4 KIDZ
Lake Macquarie

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Policy Statement:

Our policy guides team members, volunteers and students on how to behave with kids in BRICKS 4 KIDZ.

The policy focuses on how we can promote kids' participation in our organisation and make it safer for them. BRICKS 4 KIDZ is committed to providing a safe and secure environment for all of its team and children in their service. The protection and well-being of children is paramount, and therefore speaking out or taking action in the presence of unethical practice is a responsibility of all of the team at BRICKS 4 KIDZ.

Support Kids' Participation:

BRICKS 4 KIDZ supports the active participation of kids in our organisation. We listen to kids' views and respect what they say.

At BRICKS 4 KIDZ we have a feedback log book where we encourage children who attend our sessions to write about their experience at BRICKS 4 KIDZ. The feedback will be collated and used if possible to help improve our services to provide the best possible service to our customers.

Selection & Screening of BRICKS 4 KIDZ Staff:

All BRICKS 4 KIDZ Instructors involved in children's activities are carefully selected and screened.

Prior to Instructors commencing child-related activities, the following precautions will be taken for everyone on the team:

- Short listed candidate Instructors are interviewed by a director of BRICKS 4 KIDZ. References are checked to assess suitability for the position.
- Instructors over 18 years of age have their Working with Children Checks verified and cleared and a National Police Check completed, confirming they are allowed to be employed in child related work. These will all be received prior to the Instructor commencing their proposed role with BRICKS 4 KIDZ.
- BRICKS 4 KIDZ Instructors are expected to have an awareness of the the Child Safe Child Friendly Policy of BRICKS 4 KIDZ and be prepared to work within them.

Training & Induction of BRICKS 4 KIDZ Team:

All new Instructors will be issued with a copy of these policies and will receive training in:

- Child Safe Child Friendly Policy
- Code of Conduct
- Incident Reporting

BRICKS 4 KIDZ will hold regular information and training sessions for the team.

Communication:

Feedback is critical. We welcome all comments and suggestions from all of our stakeholders: children, parents and team.

Copies of our Child Safe Child Friendly Policy and Code of Conduct can be found on our BRICKS 4 KIDZ website.

Disciplining Children:

It is not the responsibility of BRICKS 4 KIDZ or its Instructors to discipline a child.

If a child does not abide by the rules set down by the Instructor, or is an obstruction to the care of other children, or may cause harm to other children, then the child will be removed and referred back to their parent or guardian.

At no time will an Instructor administer any form of physical, emotional or mental discipline.

Alcohol & Drugs:

The consumption of alcohol or illegal drugs on BRICKS 4 KIDZ grounds or during an activity is not allowed or condoned by any team member.

Any child found to be under the influence of alcohol or illegal drugs is to be counselled and the parents / guardians contacted so the child can be returned home immediately.

Any child required to take prescription medication will provide a letter from their parents / guardians to the BRICKS 4 KIDZ Lead Instructor.

Dealing with Complaints:

Complaints will be dealt with immediately.

Everyone should report any concerns about the safety and welfare of a child or a young person immediately. This includes:

- Disclosure of abuse

- Inappropriate behaviour around kids
- Suspicion of abuse or harm to a child

A child or a young person or any team member / volunteer / student can make a complaint or raise a concern directly to the Director of BRICKS 4 KIDZ.

The Director will take the following action:

- Listen to the person making the complaint and make a record using the Complaint Record Form.
- Make a report to NSW Dept of Community Services in the case of an allegation of child abuse. They will inform everyone involved in the complaint of the requirement to make this report.
- If the complaint involves inappropriate behaviour and a breach of BRICKS 4 KIDZ Code of Conduct, the accused Instructor will be removed from all children's activity pending the outcome of all investigations.

Maintaining Confidentiality:

Confidentiality will always be maintained.

Any disclosures by a child, reports of suspected abuse and all details of the subsequent investigation will be documented promptly and the documents will be held in a secure location where a breach of privacy cannot occur.

Support BRICKS 4 KIDZ Staff:

BRICKS 4 KIDZ promotes respect, fairness and consideration for all team.

Everyone on our team will receive training and induction with copies of our policies. If a team member ever has any concerns about their employment or our activities, they should raise them with us immediately.

Policy Review:

All BRICKS 4 KIDZ policies and guidelines will be regularly reviewed.

The review will incorporate comments and suggestions from children, young people, parents and team members.

BRICKS 4 KIDZ decision makers will inform the above mentioned groups involved when the date of review will occur, and any changes recommended by the groups should be submitted in writing to the decision makers for consideration one month before the review date.