



CHILD SAFE POLICY

Date Adopted	21 September 2023		
Council Minute	158/09/2023		
Version	Version 1		
Policy Responsibility	Corporate & Community Services		
Review Timeframe	Every 4 years		
Last Review Date	September 2023	Next Scheduled Review	September 2027

INTRODUCTION

Coolamon Shire council is committed to providing and maintaining a child safe environment that supports the wellbeing of all children and young people.

This policy and the Child Safe Procedures outline the commitment and responsibilities all Coolamon Shire Council employees, contracted services, councilors, volunteers and students on work placement will implement to prevent abuse and promote the safety, welfare and wellbeing of children and young people with whom the Council provides as service.

CHILDREN'S PARTICIPATION

Coolamon Shire Council supports children's participation in the services and activities we offer. This includes providing resources for children and young people to provide education about their rights, safe environments, strategies for staying safe and seeking help when required.

Council employees will be provide with relevant training and information to ensure they are skilled to encourage children's participation, engage positively with children and understand the benefits of a child-rights approach.

Services Council provide including early childhood services, community library services and community events will provide a range of ways for children to contribute, gain confidence to seek help and be provide with choices throughout their engagement. This includes:

- Responding to children's interests when planning learning and participation programs
- Providing a range of programs to support all ages (early childhood, community story times, school holiday programs and youth events)
- Providing children, young people and their families information regarding how to access support services and opportunities to share feedback on their engagement
- Fostering an environment that responds to the views of young people and promotes children's participation as valuable.

RECRUITMENT

Coolamon Shire Council will ensure the recruitment process includes procedures that are in accordance with the *Child Protection Working with Children Act (2012)*, the *Child Protection (Working with Children) Regulation 2013* and the *Children and Young Persons Care and Protection Act 1998*.

These procedures include:

- Relevant screening processes including Working with Children Checks and Police Checks
- Emphasising children’s safety throughout recruitment including advertising, screening and reference checks
- Induction will include clear explanation of the employee’s child safety responsibilities, mandatory reporting obligations and procedures. Employees are provided with relevant documents to supporting induction including
 - This policy
 - Child Protection policy
 - Privacy Management Plan
 - Code of Conduct
- Council carries out disciplinary process for any breaches of the Code of Conduct and supporting policies as per the relevant clause of the *Local Government (State) Award*.

COMPLAINTS MANAGEMENT & REPORTING

For procedures in relation to managing complaints or allegations of harm towards a child or young person, reference is to be made to Council’s Complaints Handling Policy.

TRAINING, SUPPORT & SUPERVISION OF WORKERS

Council employees will be provided training in relation to their role and level of engagement with children. This will begin with provision of relevant policies and procedures at induction, and continue through the provision of in-house training sessions, staff meetings and formal training that an employee may undertake as required by their role (mandatory and discretionary).

ASSOCIATIONS & RELATIONSHIPS

Legislation	<i>Child Protection (Working with Children) Act 2012</i> <i>Child Protection (Working with Children) Regulations 2013</i> <i>Children and Young Persons (Care and Protection) Act 1998</i> <i>Children’s Guardian Act 2019</i> <i>Civil Liability (Amendment (Organisation Child Abuse Liability) Act 2018</i> <i>Crimes Act 1900</i> <i>Local Government Act 1993</i> <i>National Redress Scheme for Institutional Child Sexual Abuse Act 2018 (Cth)</i> <i>NSW Child Safe Standards</i> <i>NSW Children (Education and Care Services National Law Application) Act 2010</i>
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	<i>Privacy and Personal Information protection Act 1998</i> <i>State Records Act 1998</i> <i>United Nations Convention on the Rights of the Child (1990)</i>
Policies	<i>Code of Conduct</i> <i>Child Protection Policy</i> <i>Staff Recruitment and Selection Policy</i> <i>Complaints Handling Policy</i> <i>Records Management Policy</i> <i>Privacy Management Plan</i>
Procedures/Protocols, Statements, Documents	Council Employee Handbooks Coolamon Shire Council Induction CECC/Ardlethan Preschool – Educator Handbook CECC/Ardlethan Preschool Policies

REVIEW

This policy may be reviewed at any time or as required in the event of legislative changes. Unless otherwise required the policy will be reviewed at least once during a term of Council.

Version 1 Re-adopted: Council Meeting held 21 September 2023 (Minute No. 158/09/2023)

Version 1 Adopted: Council Meeting held 17 March 2022 (Minute No. 44/03/2022)