



## THE DANCE HOUSE CHILD SAFE POLICY

<p><b>Introduction</b> Describe the policy intent and who it applies to.</p>	<p>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.</p>
<p><b>Children's Participation</b> Describe how you involve children and get them to actively participate in your organisation.</p>	<p>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 and their parents when we make decisions, especially about matters that will directly affect them.</p>
<p><b>Recruitment</b> Describe how you select suitable workers to work with children.</p>	<ul style="list-style-type: none"> <li>• <b>Statement</b> - Our organisation will maintain a rigorous and consistent recruitment, screening and selection process.</li> <li>• <b>Practice</b> - To achieve this standard we use interviews, references, the Working With Children Check as well as peer viewing of classes.</li> </ul>
<p><b>Complaints Management and Reporting</b> Department of Family and Community Services NSW Ombudsman Office of the Children's Guardian.</p>	<ul style="list-style-type: none"> <li>• Children and workers can raise concerns or complaints in person, phone or email.</li> <li>• Staff are required to complete a incident report for any injury and/or bullying. Any complaints about staff must be in writing</li> <li>• <b>Melissa Hansson</b> is Child Safety Contact Person to manage all complaints.</li> </ul>
<p><b>Training, support and supervision of workers</b> Describe what training you provide and how you support and supervise your workers.</p>	<ul style="list-style-type: none"> <li>• We promote respect, fairness and consideration for all workers</li> <li>• All workers have a more senior worker assigned to support and supervise their work.</li> <li>• All new workers will receive a copy of all child safe policies and procedures. New workers are encouraged to ask questions and clarify their understanding</li> <li>• 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</li> </ul>
<p><b>Communication</b> 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"> <li>• We will hold information sessions for staff, volunteers and students.</li> <li>• Our policy will be discussed during induction sessions for all new staff, volunteers and students.</li> <li>• Kids and parents joining our program/s will have access to our Child Safe Policy document.</li> </ul>
<p><b>Review</b> 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>