

Let's Do Some Learning

Child Safe Policy

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Purpose of policy

I, [Shaun Klingbiel](#) am a [tutor](#) trading as [ShaunKcoach](#).

This policy was written to demonstrate my strong commitment to child safety and to providing a child safe and child friendly environment.

This policy outlines my role and responsibilities in establishing and maintaining child safe and child friendly practices and procedures.

Commitment to the safety of children and young people

I am committed to providing a safe and enjoyable environment for all children and young people accessing my services. The safety and protection of children and young people will always be my first priority. I aim to create a child safe and child friendly environment where all children and young people are valued, respected and encouraged to participate.

I value diversity and do not tolerate discriminatory practices. Children and young people of different cultural backgrounds, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes and religious beliefs are respected and equity is upheld.

I oppose all forms of harassment and bullying and encourage anyone who believes that they have been subjected to harassment or bullying to discuss this with me as soon as possible. If they believe I, as the sole trader have harassed or bullied, please contact Health and Community Services Complaints Commissioner.

This policy complies with the child safe environments provisions of the Children and Young People (Safety) Act 2017, the Child Safety (Prohibited Persons) Act 2016 and aligns with the National Principles for Child Safe Organisations.

Scope of policy

This policy applies to all business and activities undertaken by me, trading as <name of organisation>.

Definitions

Child or young person - persons under 18 years of age

Complainant – person who makes a complaint

Harm - Section 17 of the Safety Act defines 'harm' to mean physical or psychological harm (whether caused by an act or omission), including harm caused by sexual, physical, mental or emotional abuse or neglect

National Police Check - a summary of an individual's offender history in Australia and a record of their criminal history relating to convictions, finding of guilt or pending court proceedings. They are available from South Australia Police (SAPOL) or organisations accredited by the Australian Criminal Intelligence Commission.

Working with Children Check - People working or volunteering with children in South Australia must, by law, have a current, not prohibited Working with Children Check. A Working with Children Check is an assessment of whether a person poses an unacceptable risk to children. As part of the process, the Screening Unit will look at criminal history, child protection information and other information.

Communication

A copy of this policy is available for all children, young people and their parents/guardians on request. A copy is provided in the welcome pack provided at the commencement of services and on my website.

Participation of children and young people

I encourage and respect the views of children and young people and involve them in decision making as appropriate.

I provide clear age-appropriate or developmentally appropriate explanations to children and young people including that they can provide feedback or make a complaint if they have a concern. I will listen to and act upon any complaint or concern that children and young people raise with me.

Code of Conduct

I agree to abide by the code of conduct outlined in Appendix A. The Code of Conduct is available for all children, young people and their parents/guardians on request. A copy is provided in the welcome pack provided at the commencement of services and on my website. It is also on a poster in public areas.

Breaches or suspected breaches of the code of conduct should be reported as soon as practicable to me either in person, by telephone on 0414 787 385 or via email at shaunklingbiel@gmail.com. Breaches or suspected breaches of the code of conduct will be taken seriously and dealt with quickly, fairly and transparently. The safety and protection of children and young people will be prioritised at all times.

Working with Children Check

In accordance with the Child Safety (Prohibited Persons) Act 2016, I hold a current, 'not prohibited' Working with Children Check (WWCC) issued by the Screening Unit of the Department of Human Services which permits me to work with children and young people in South Australia and I will renew this every 5 years.

Reporting and responding to harm or risk of harm

I aim to ensure that children and young people are safe from harm and risk of harm. I am a mandated notifier under Section 30 of the Children and Young People (Safety) Act 2017. I

have completed training so that I am able to recognise signs of harm or risk of harm and know what to do if a child, young person or their parent/guardian makes a disclosure. The training completed is Responding to Risks of Harm, Abuse and Neglect – Education and Care training and this training is refreshed every 3 years. I am also Youth Mental Health First Aid trained.

I understand my legal obligation to notify the Child Abuse Report Line (CARL) on 13 14 78 as soon as practicable if I have a reasonable belief that a child or young person is or may be at risk of harm. If the child or young person is at immediate risk, I will report to South Australia Police (SAPOL) on 000.

Information about making appropriate reports of harm or risk of harm is available from the South Australian Department of Child Protection website:

<https://www.childprotection.sa.gov.au/reporting-child-abuse>.

I will be guided by the Department for Child Protection and/or SAPOL after making a report.

I will document all information received about a report of harm or risk of harm and store this securely in a separate file.

Following a report to CARL or SAPOL I will support the child or young person by:

- referring the child, young person or their family to other appropriate services if required, or
- continue to provide a service to the child, young person and their family and monitor their circumstances.

Under the new provisions of the Criminal Law Consolidation Act 1935 that came into effect on 1.6.2022, I am required to report sexual abuse of a child to the Police and protect a child from sexual abuse. (Section 64A failure to report child sexual abuse (maximum penalty of 3 years imprisonment) and section 65 failure to protect a child from sexual abuse (maximum of 15 years imprisonment)).

Reporting and responding to complaints or feedback

Providing opportunities for complaints and feedback ensures that children, young people and their parents/guardians feel valued and respected and enables me to improve the quality of my service.

Compliments, complaints or feedback should be directed to me, either in person, by telephone on 0414 787 385, via email at shaunklingbiel@gmail.com or by post addressed to 2 The Provence, Northgate, 5085.

I will deal with all complaints and feedback received from children and young people or their parents/guardians promptly, sensitively and fairly and will:

- listen to the complaint/feedback
- respond to the complainant with an outcome in a timely manner
- clearly document and securely store decisions and actions taken in response to complaints and feedback
- make sure that procedural fairness is followed at all times.

Where my response about a complaint is not considered sufficient or appropriate, further advice/support can be obtained through the following agencies:

- Health and Community Services Complaints Commissioner 8226 8666 or Australian Health Practitioners Regulation Agency 1300 419 495
- *Australian Human Rights Commission* Online: www.humanrights.gov.au Tel: 1300 656 419
- *South Australian Equal Opportunities Commission (for complaints relating to discrimination)* Online: www.eoc.sa.gov.au Tel: 08 8207 1977

Risk management

I take appropriate steps to minimise the risks to children and young people while providing services. To do this, I have identified risks to children and young people in my business and have developed strategies to minimise those risks as documented below:

- abiding by this Child Safe Policy
- abiding by the Code of Conduct outlined in Appendix A
- updating my training around mandatory reporting and child safe environments as required
- ensuring another adult is always present or in sight when providing one to one services
- when taking images of children and young people, I must have consent of child young person and their parent/guardian
- where physical contact is required, this is undertaken in a safe way by explaining why contact is required and what will happen, and asking the child/young person for their permission (or their family if this is more appropriate) before proceeding
- I will not contact children or young people via online communications
- cooperating and working in partnership with statutory agencies that are involved in child safety and protection.

Related policies and procedures

Policies and procedures that support this Child Safe policy include:

- Code of Conduct (outlined in Appendix A)

Policy Review

I will, at a minimum, review this policy and the related procedures once every 5 years as required by the Children and Young People (Safety) Act 2017. I will also review this policy when new or additional risks are identified for children or young people which may require a change in the policy or procedures.

I will lodge a new child safe environments compliance statement with the Department of Human Services each time I review and update this policy.

Policy Date: 1-8-2023

Review Date: 1-8-2025

Appendix A

Code of Conduct

This code of conduct explains the way in which I will behave when providing services to children and young people at <name of organisation>.

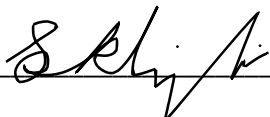
I will promote and protect the safety and wellbeing of children and young people by:

- abiding by my child safe policy at all times and taking all reasonable steps to ensure the safety and protection of children and young people
- treating everyone (this includes staff, volunteers, students, children, young people and parents) including those of different cultural background, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes and religious beliefs with respect and honesty and ensure equity is upheld
- being a positive role model to children and young people in all my conduct with them
- setting clear boundaries about appropriate behaviour between myself and children and young people
- listening and responding appropriately to the views and concerns of children and young people
- ensuring another adult is always present or in sight when conducting one to one coaching, instruction or other activity
- being alert to children and young people who are being harmed, or may be at risk of harm, and reporting this quickly to the Child Abuse Report Line (13 14 78)
- responding quickly, fairly and transparently to complaints made by a child, young person or their parent/guardian
- encouraging children and young people to 'have a say' on issues that are important to them.

I will not:

- develop any 'special' relationships with children and young people that could be seen as favouritism such as the offering of gifts or special treatment
- do things of a personal nature that a child or young person can do for themselves, such as toileting or changing clothes
- discriminate against any child or young person because of age, gender, cultural background, religion, vulnerability or sexuality.

I agree to abide by this Code of conduct and am aware that if breached, it may result in termination of my services or a report being made to authorities.

Signed:  _____

Date: 18-8-2023