

Child Safe Environments Policies and Procedures

1. Purpose

This policy will provide a clear set of guidelines and procedures to ensure:

- All children attending Starlets SA are provided with a safe environment
- All reasonable steps are taken by the Starlets SA and staff to ensure the health, safety and wellbeing of children attending Starlets SA

2. Commitment to the safety of children and young people

With accordance of the Children and Young people (safety) Act 2017, Starlets SA has a moral and legal responsibility to ensure that all children are safe in their care, and will provide training, resources, information and guidance to support this.

3. Children's participation

Staff, volunteers and those who provide Services with Starlets SA must at all times

- Treat children and young people with respect, equity and dignity.
- Ensure children and young people are protected from any form of harm or discrimination.
- Ensure the environment is safe for children and young people – that includes protection from violence, bullying, teasing, threatening and sexist or racist remarks.
- Role model positive behaviours, for example:
 - Encourage children and young people to participate in decision making processes;
 - Give constructive feedback to children and young people; and
 - Ensure children and young people are aware of their rights, including their rights to respect, fairness and safety and their responsibilities to treat others in the same fashion.

Staff and Volunteers must be aware of their mandatory notification responsibilities and ensure that appropriate reports of children or young people at risk of harm are made to child abuse report line.

4. Code of conduct

Starlets SA's code of conduct includes but is not limited to the following;

Employees and volunteers must not:

- Discriminate against a child or young person on the basis of ethnicity, culture, religion, gender, sexuality or on any others grounds.
- Hit or physically assault a child or young person
- Use language that is offensive, abusive or otherwise inappropriate
- Show preferential treatment to one child or young person over others
- Shout, yell or speak to a child or young person in an angry, intimidating or threatening manner.
- Engage in rough physical play with children or young people
- Condone or participate in illegal or unsafe behaviours when working with children or young people.

All breaches of this code of conduct will result in investigation and may lead to disciplinary action in accordance with Starlets SA's discipline and grievance policy.

5 Relevant history requirements

Starlets SA is aware of their obligations as a sole trader under the 8BA of the Children's Protection Act 1993. Starlets SA requires staff and volunteers to have a minimum of a child related employment screening certificate issued by the DHS Screening Unit or a criminal history report prepared by an accredited agency. Also any of Starlets SA's staff and volunteers visiting schools must have a minimum of a child related employment screening certificate issued by the DHS Screening Unit.

6. Training & Development

All staff and new members are given a hard copy of the Child Safe Environments: guidelines for mandated notifiers and information for organisations booklet. Starlets SA's Manager/Owner works through the booklet with staff and also encourages staff to keep the booklet in their folders at work.

Whilst on site there is a minimum of one staff member that has attended a child safe environments training session.

7. Risk Management

Starlets SA conducts Risk Management plans for high risk activities. This is completed by the Manager/Owner of Starlets SA with involvement by staff and volunteers.

8. Concerns and complaints

All complaints are referred to the Manager/Owner of Starlets SA. All complaints will be taken seriously and documented on the Starlets SA complaint form. The complaint form will be filled in regardless of where the complaint has come from (staff, parents or children). This document will determine if there is immediate action/further action or no action taken. The document will also determine if the police or Child abuse report line need to be contacted. Outcomes are discussed with all involved and all staff if deemed necessary.

9. Communication

When new customers are welcomed to Starlets SA they receive an introduction pack with the Child Safety Policies and Procedures. A copy of these Policies and Procedure are also found on our website www.starletssa.com.

10. Reporting and responding to a suspicion that a child or young person may be at risk

Reporting requirements are made through Starlets SA incident forms which include immediate action/further action/no action taken.

If immediate action or further action needs to be taken due to a child being at risk, this will be taken by the Manager/Owner of Starlets SA who is the nominated mandatory notifier for the company and will immediately get in contact with CARL (Child Abuse Report Line). Although other staff have completed the Mandatory reporting course and can make official reports by themselves, any reports will also go through the Manager/Owner of Starlets SA for consistency purposes.

Support is given from Starlets SA with the family and the child that is at risk of harm to the best of Starlets SA Manager/Owner's trained abilities. All other support that is needed that is above the Manager/Owner technical ability will be referred to other lines of support i.e. Communities of Children, Anglicare, Police, councillors etc.

11. Evaluation and review

Even though the minimum term for reviewing the policies and procedures required by the Children and Young People (Safety) Act 2017 is 5 years, at Starlets SA these policies are reviewed yearly and also will be reviewed after any reports have been made.