

CHILD SAFE ENVIRONMENT POLICY

ECM DSID Number:	4343810
First Issued / Approved:	April 2022
Last Reviewed:	N/A
Next Review:	April 2025
Child Safe Environment Statement	The Department of Human Service Compliance Statement to be updated each time this Policy is reviewed/amended.

1. PREAMBLE

1.1 *Background*

The City of Holdfast Bay is committed to the delivery of safe practices relating to children and young people. We provide and promote the safety and wellbeing of children and young people.

Council believes that every child and young person has a right to be safe from harm and:

- Takes preventative, proactive and participatory stance on children and young people;
- Listens to, and consults with children and young people;
- Values and embraces the opinions and views of children and young people;
- Encourages and assists children and young people to build skills that will assist them to participate in society and achieve their full potential; and
- Takes action to protect children and young people from harm and risk of harm, including physical, sexual, emotional and psychological abuse and neglect.

1.2 *Purpose*

This policy sets out the expectations of the City of Holdfast Bay in relation to maintaining awareness of the legislative requirements and their duty of care to provide for the protection, safety of children and young people. The legislation requires Council to put in place appropriate policies and procedures to ensure that instances of harm and risk of harm are reported and that safe environments for children and young people are established and maintained.

1.3 *Scope*

This policy applies to all employees, contractors, volunteers or persons undertaking educational/vocational training (in health, welfare, sporting, or recreational) either directly or via a management position in the organisation with direct responsibility for such services for the City of Holdfast Bay, excluding Alwyndor Aged Care.

CHILD SAFE ENVIRONMENT POLICY

2. POLICY STATEMENT

- 2.1 The City of Holdfast Bay is committed to the safety and wellbeing of children and young people who access our services. Council supports the rights of children and young people in our community and will act without hesitation to ensure a safe environment is maintained.
- 2.2 Council will comply with all relevant State and Federal legislation to provide and promote the safety and wellbeing of children and young people.
- 2.3 Council will take all reasonable steps to ensure it recruits and engages the most suitable and appropriate people to work with, and provide services to, children and young people.
- 2.4 Council will take all reasonable steps to ensure that appropriate supervision, training and support is in place for all persons that are required to work with, and support, children and young people.
- 2.5 Council is committed to ensuring that all relevant persons are aware of their obligations, in relation to recognising, reporting, and responding to suspected harm and risk of harm.
- 2.6 Identified actions to minimise and prevent risk of harm to children and young people are included in Council's Strategic and Operational Risk Registers.
- 2.7 Council communicates its Child Safe Environments Policy and supporting procedures to all relevant people (such as staff, volunteers, members, families and children) and involves them in promoting child safety and wellbeing. Copies are available upon request.
- 2.8 The Senior Leadership Team, and the Manager People & Culture are responsible for overseeing the management of this policy within the Council.
- 2.9 The Manager People & Culture is responsible for developing procedures which support this policy, reflect current legislation and are regularly reviewed.
- 2.10 Refer to the *Background Screening & Reporting Procedures* for comprehensive details.

3. ROLES AND RESPONSIBILITIES

Managers/Supervisors	Accountable and responsible for providing an environment where children and young people are safe and protected from harm or risk of harm, by adhering to the Policy and the <i>Background Screening & Reporting Procedures</i> .
Employees/Volunteers/Contractors	Those who provide services on behalf of Council have a role to play in providing a safe environment for children and young people and for complying with this Policy.

CHILD SAFE ENVIRONMENT POLICY

4. CODE OF CONDUCT ADDITIONAL EXPECTATIONS

In addition to Councils' Code of Conduct, the following additional expectations are applicable to all employees and volunteers who have responsibilities relating to children and young people:

- 4.1 Comply with this Policy and relevant Procedures and take all reasonable steps to ensure the safety and protection of children and young people.
- 4.2 Act as a positive role model to children and young people.
- 4.3 Set clear boundaries about appropriate behaviour between themselves and the children and young people.
- 4.4 Listen and respond appropriately to the views and concerns of children and young people; as well as encouraging their say on issues important to them.
- 4.5 Ensure another adult is always present or in sight when conducting one to one coaching, instruction or other activity.
- 4.6 Respond quickly, fairly and transparently to any serious complaints made by a child or young person or their parent/guardian.
- 4.7 Refrain from:
 - Developing any "special" relationships with children or young people that could be seen as favouritism such as the offering of gifts or special treatment.
 - Engaging in rough physical games.
 - Doing things of a personal nature that a child or young person can do for themselves, such as toileting or changing clothes.

Any breach of the Code of Conduct or additional expectations outlined above will be managed in accordance with the *Managing Misconduct and Disciplinary Procedures*.

5. REFERENCES

5.1 **Legislation**

- Children and Young People (Safety) Act 2017 (SA)
- Child Safety (Prohibited Persons) Act 2016 (SA)

5.2 **Other References**

- Background Screening & Reporting Procedures
- Code of Conduct
- Customer Feedback & Complaints Policy
- DHS Principles of Good Practice
- Fair Treatment Procedures
- Managing Misconduct & Disciplinary Procedures
- Recruitment & Selection Procedures
- Workplace Relations Policy
- Workforce Planning Policy

CHILD SAFE ENVIRONMENT POLICY

Date Endorsed by Senior Leadership Team	14 April 2022
CEO Signature	
Date of CEO Signature	14 April 2022