



LEETON
SHIRE COUNCIL

Child Safe Policy

June 2020

DOCUMENT AUTHORISATION

RESPONSIBLE OFFICER	Manager Community Services				
REVIEWED BY	General Manager				
DATE ADOPTED:	24 June 2020				
ADOPTED BY:	Council				
RESOLUTION NO: (IF RELEVANT):	20/079				
REVIEW DUE DATE:	July 2024				
REVISION NUMBER:	0				
PREVIOUS VERSIONS:	DATE	DESCRIPTION OF AMENDMENTS	AUTHOR/EDITOR	REVIEW/SIGN OFF	MINUTE NO (IF RELEVANT)

REVIEW OF THIS POLICY

This Policy will be reviewed every four years or as required in the event of legislative changes. The Policy may also be changed as a result of other amendments that are to the advantage of Council and in the spirit of this Policy. Any amendment to the Policy must be by way of a Council Resolution or the approval of the General Manager if the nature of the change is of an administrative nature.

Commitment Statement

Leeton Shire Council is a Child and Young Person Safe Organisation

1. Children and young people are an important cohort in our community whose opinions will be sought and respectfully considered about matters that affect them.
2. Children and young people will have safe and happy experiences in our community when accessing Council facilities, programs, events and activities, or being in the care of our services.
3. The physical and online environments Council offers to children and young people will promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
4. A child and young person safe culture will be embedded in Council's governance, management and staff (as well as volunteers and contractors providing direct services to children).
5. Staff, volunteers and contractors who routinely work directly or near children and young people are always vetted as suitable persons and receive appropriate training and support to keep children and young people safe and enhance their wellbeing.
6. Processes are in place to respond to complaints and concerns about the treatment of children and young people, be that in Council's service or witnessed by our service.
7. Leeton Shire Council will promote child-safety and wellbeing in the community, in families and in the workplace.



Paul Maytom
Mayor



Jackie Kruger
General Manager

Date: 24 June 2020

<p style="text-align: center;">Title</p>	<p>Leeton Shire Council Child Safe Policy</p>
<p style="text-align: center;">Introduction</p>	<ul style="list-style-type: none"> • This policy guides elected members, workers (paid, contract and volunteer) on how to behave when interacting with children engaged in our services or with the wider organisation. • The policy focuses on how to build and maintain a child safe environment which is inclusive, transparent and promotes children's participation.
<p style="text-align: center;">Purpose</p>	<ul style="list-style-type: none"> • Council wants children and young people to have safe and happy experiences in our community and when accessing our facilities, programs, events and activities or in the care of our services. • Council wants to ensure the active participation of children and young people in the organisation by involving them in decision making, particularly in matters that directly impact them. • Council wants all staff, volunteers, students and persons undertaking work experience, contractors and suppliers to uphold and promote the safety and wellbeing of children and young people and respond appropriately where concerns are identified. • Council is committed to the ongoing education of children, young people and families, staff, volunteers, contractors and key stakeholders about their rights, responsibilities and reporting processes relating to child protection.
<p style="text-align: center;">Children's and Parents' Participation</p>	<ul style="list-style-type: none"> • Council supports the active participation of children in the programs, activities and services we offer. • Council will routinely provide a range of ways to allow children to provide feedback or raise concerns. We listen to their views, respect what they say and involve them when we make decisions, especially about matters that will directly affect them. • Children and parents joining Council programs or services will routinely receive a copy of the Commitment Statement and this Policy.

<p>Recruitment of staff and volunteers and appointment of contractors</p>	<p>Council will meet legal requirements to ensure that only people with valid Working with Children Checks (WWCC) are engaged in child-related work. This is in line with the Child Protection (Working with Children) Act 2012 and the Child Protection (Working with Children) Regulation 2013.</p>
<p>Complaints Management and Reporting</p>	<ul style="list-style-type: none"> • Complaints and allegations against staff, elected members, contractors and sub-contractors, work experience participants, volunteers, students on placement, children's services educators, facility hirers and lessees involving a child or young person will be handled in accordance with the NSW Children's Guardian Act 2019. • All allegations will be immediately reported to the Manager WHS, Risk & Quality Assurance who will ensure the matter is reported to the General Manager and is appropriately investigated and reported to the relevant oversight agencies in accordance with Council policies and relevant NSW Government legislation and regulation.
<p>Training / education of workers and parents, and support and supervision of workers</p>	<ul style="list-style-type: none"> • All new workers will receive a copy of Council's Commitment Statement to be a Child Safe Organisation and this Child Safe Policy at induction. • Child safety will be included alongside WHS as a standing agenda item at team meetings and toolbox talks. • Workers will be encouraged to ask questions and contribute to discussion and the continuous improvement of child safe policies, procedures and practices in the workplace • Where practical and relevant, parents will receive a copy of the Parent's Guide to Child Protection Issues.
<p>Other legislation, industry standards or internal policies</p>	<ul style="list-style-type: none"> • <i>Children's Guardians Act 2019</i> • <i>Child Protection (Working with Children) Act 2012</i> • <i>Children and Young Persons (Care and Protection) Act 1998</i> • Leeton Shire Council Code of Conduct (2019) • Leeton Shire Council Complaints Handling (2017) • Leeton Shire Council Disciplinary Policy (2013) • Leeton Shire Council Grievance Policy and Procedures (2015) • Leeton Shire Council Recruitment and Employment Policy (2013) • Leeton Shire Council Volunteer Policy (2017)
<p>Review</p>	<p>The policy and guidelines will be reviewed every four years in consultation with a range of stakeholders (including workers, children and families).</p>