



CODE4FUN Child Safe Policy

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1. Purpose

This policy was written to demonstrate the strong commitment of the **CODE4FUN**'s administrators, members, tutors, assistants, volunteers, carers and parents (where appropriate) to child safety and establishing and maintaining child safe and child friendly environments.

2. Context

This policy reflects our commitment to provide a safe environment where every person has the right to be treated with respect and is safe and protected from abuse.

It complies with our obligations under the *Children's Protection Act 1993*, including:

- Section 8B – 8D – Child Safe Environments and criminal history assessments for people working with children; and
- Section 11 – Mandatory reporting.

It also complies with the Child Safe Environments: Principles of Good Practice and Standards for dealing with information obtained about the criminal history of volunteers and carers who work with children issued by the Chief Executive of the Department for Families and Communities.

3. Scope

This policy, from the date of endorsement, applies to all administrators, members, tutors, assistants, volunteers, carers and parents (where appropriate) and other individuals involved in the **CODE4FUN**.

4. Commitment to child safety (include risk management)

All children who come to **CODE4FUN** have a right to feel and be safe. We are committed to the safety and well-being of all children and young people accessing our cricket club and the welfare of the children in our care will always be our first priority. We aim to create a child safe and child friendly environment where all children are valued and feel safe.

We have appointed a child safety officer **Elena Sveshnikova** as a first point of contact to provide advice and support to children, parents, employees and volunteers regarding the safety and well-being of children in **CODE4FUN** classes. This policy was developed in collaboration with all our administrators, members, tutors, assistants, volunteers, carers and parents (where appropriate).



5. Children's participation

CODE4FUN's administrators, members, tutors, assistants, volunteers, carers and parents (where appropriate) encourage children to express their views, and make suggestions, especially on matters that directly affect children. We actively encourage children who use our coding classes to 'have a say' about those things that are important to them. We value diversity and do not tolerate any discriminatory practices.

We teach children what they can do if they feel unsafe. We listen to and act on any concern's children, or their parents, raise with us.

6. Recruitment practices

CODE4FUN takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children. We employ a range of screening measures and apply best practice standards in the screening and recruitment of tutors, assistants and volunteers. We interview and conduct checks on all tutors, assistants and volunteers.

We conduct criminal history assessment for people working with children, as set out in section 8B of the *Children's Protection Act 1993*. We ensure that criminal history information is dealt with in accordance with the standards developed by the Chief Executive of the Department for Families and Communities.

7. Support for employees and volunteers

CODE4FUN will provide support and supervision so people feel valued, respected and fairly treated. We ensure that administrators, tutors, assistants, volunteers, members and parents who work with children have ongoing supervision, support and training so that their performance is developed and enhanced to promote the establishment and maintenance of a child safe environment.

8. Reporting and responding to suspected child abuse and neglect

CODE4FUN will not tolerate incidents of child abuse.

All administrators, members, tutors, assistants, volunteers, carers and parents (where appropriate) understand their obligation to notify the Child Abuse Report Line on 13 14 78 as soon as practicable if they have a reasonable suspicion that a child has been, or is being, abused or neglected by a member of their family.



We ensure that all administrators, members, tutors, assistants, volunteers, carers and parents (where appropriate) are aware of how to make appropriate reports of abuse or neglect. We also provide opportunities for all administrators, members, tutors, assistants, volunteers, carers and parents (where appropriate) to attend an information session on mandatory reporting.

CODE4FUN's administrators, members, tutors, assistants, volunteers, carers and parents (where appropriate) must also report to **Elena Sveshnikova** or administration any reasonable suspicion that a child has been, or is being, abused or neglected by another administrators, members, tutors, assistants, volunteers, carers or parent.

CODE4FUN may resolve to take protective action to keep the child and others safe. (**Note:** we also as an organisation have policies and procedures in place to ensure that confidentiality and natural justice applies.)

9. Strategies to minimise risk

To help maintain a safe environment for children, **CODE4FUN** reviews its risks regularly and implements strategies to minimise and manage these risks.

Policies and procedures that are addressed (but are not limited to):

- Safety
- Risk management strategy
- Taking images of children
- Supervision of children
- Child safety reporting officer
- Complaints procedures
- Physical contact
- Responsibilities
- Procedure for breaches of policy
- Training\cyber safe guidelines
- Protecting privacy and confidentiality

Further information on reviewing risks is available from <https://www.kidsguardian.nsw.gov.au/>

10. Harassment/bullying

CODE4FUN opposes all forms of harassment, discrimination and bullying. We take this issue seriously and encourage anyone who believes that they, or another person, has been harassed, discriminated against or bullied to raise this issue with **Elena Sveshnikova** and any of **CODE4FUN** staff members.

11. Communication



CODE4FUN will ensure that everyone to whom this policy applies is aware of and has had an opportunity to read the policy.

We also to make sure all **CODE4FUN**'s administrators, members, tutors, assistants, volunteers, carers and parents (where appropriate) read, understand and have agreed with **CODE4FUN**'s **Child Safe Policy**.

Approved by	Date	Review date
Elena Sveshnikova, Co-founder, Director of Operation	01/07/2017	01/07/2018

*In developing this policy **CODE4FUN** has based on the information and best practice provided by the NSW Government Office of the Children's Guardian
<https://www.kidsguardian.nsw.gov.au>*