

Alefba Farsi School

Child Safe Policy

We want children who participate in our program to have a safe and happy experience. We support and respect our children, their families and our workers.

Title	Child Safe Policy
Introduction Describe the policy intent and who it applies to.	• Our policy guides workers (paid and volunteer) on how to behave when interacting and engaging with children at Alefba Farsi School. The policy focuses on how we can build and maintain a child safe environment which is inclusive, transparent and promotes children's participation. • Alefba Farsi School is committed to the safety and wellbeing of children. This will be the primary focus of our decision making. Alefba Farsi school has a commitment to zero tolerance of child abuse. We have a legal and moral obligation to contact authorities when we are worried about a child's safety. We want all children at this school to be safe, happy and empowered. • All personal information considered or recorded will respect the privacy of the individuals involved, unless there is a risk to someone's safety. We have safe guards and practices in place to ensure any personal information is protected. • We have an evacuation plan suitable for the premises that we are at. We have a first aid kit on site and a first aid officer.
Children's Participation Describe how you involve children and get them to actively participate in your organisation.	• Alefba Farsi School supports the active participation of children in the activities and learning programs we offer. • We provide various ways to allow children and parents 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.
Recruitment Describe how you select suitable workers to work with children.	• Alefba Farsi School will maintain a rigorous and consistent recruitment, screening and selection process for teachers and volunteers. • We will conduct interviews, reference checks and working with children checks as part of our recruitment process. .

Complaints Management and Reporting Department of Family and Community Services NSW Ombudsman Office of the Children's Guardian.	• Children, teachers and families can raise complaints by approaching any committee member within the school who will then report the issue to the Child Safety Contact person and the Principal. • Alefba Farsi School has a Child Safety Contact Person appointed to manage all complaints.
Training, support and supervision of workers Describe what training you provide and how you support and supervise your workers.	• We promote respect, fairness and consideration for all workers • The school principal will oversee the work of the teachers and volunteers. • All new workers will receive a copy of all child safe policies and procedures and a more senior worker will set up a meeting to discuss the policies and allow the new worker to ask questions and clarify their understanding
Other legislation, industry standards or internal policies List any other legislation or industry standards which may be relevant to your child safe policy.	• Child Protection (Working With Children) Act 2012 • Children and Young Persons (Care and Protection) Act 1998 • Recruitment Policy • Disciplinary Policy • Codes of Conduct • Vision, Values and Aims Statement • Complaints and allegations policy Training Support and Supervision policy Other legislation, industry standards or internal policies may be relevant for your organisation to list here.
Communication Identify the ways in which you will communicate and educate your stakeholders on the key messages within your child safe policy.	• We will hold regular information sessions for staff, volunteers and students. • Our policy will be discussed during induction sessions for all new staff, volunteers and students. • Kids and parents joining our program/s will receive a copy of the Policy, Code of conduct and Dealing with Complaints process.
Review Set a date to review and update your child safe policy for continuous improvement purposes.	• The policy and guidelines will be reviewed every two years and incorporate comments and suggestions from our range of stakeholders (including workers, children and families)

Date: July 2022