[insert your organisation's name]'s Child Safe Policy.[[1]](#footnote-1)

**Introduction**

Our policy guides staff, educators and students on how to behave with children in our service. The policy focuses on how we can make our FDC safer for them.

**Support for children’s participation**

[Insert FDC service’s name] supports the active participation of children in our service. We listen to children’s views and respect what they say.

**Support for staff and educators**

1. We promote respect, fairness and consideration for all educators, co-ordinators, students and volunteers.
2. All educators have service co-ordinators assigned to support and supervise their work.
3. All new staff, volunteers and students will receive a copy of the Child Safe Policy, Code of Conduct and our Complaints policy.

**Recruitment**

1. Our service will maintain a rigorous and consistent recruitment, screening and selection process for educators and co-ordinators.
2. We will ensure all educators and service staff have a Working With Children Check, a Police Check and have at least 3 references (personal and or work) who are checked via phone. We will promote our code of conduct and the fact that our service is a Child Safe Service in all of our recruitment material.

**Complaints**

1. Children, educators and families can raise complaints by approaching any co-ordinator within the service who will then report the issue to the Child Safety Contact person, the Nominated Supervisor and the Approved Provider/ organisation’s Chairperson.
2. Co-ordinators can raise complaints by approaching the Nominated Supervisor, the Child Safety Officer or the organisation’s chairperson
3. Our service has a Child Safety Contact Person appointed to manage all complaints.

**Communication**

1. We will hold regular information sessions for educators, volunteers and students.
2. Our policy will be discussed during induction sessions for all new educators/co-ordinators/volunteers.
3. All new families will receive a copy of the Policy, Code of Conduct and Dealing with Complaints process.

**Review**

The policy and guidelines will be reviewed every two years and incorporate comments and suggestions from children, families, educators, co-ordinators, volunteers and students.

 

1. This policy has been adapted from the Example Child Safe Policy of the Office of the Children’s Guardian. [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au) [↑](#footnote-ref-1)