

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.

Introduction	<p>Our policy guides our workers and Presenters on how to behave when interacting and engaging with children while delivering our programmes. The policy focuses on how we can build and maintain a child safe environment which is inclusive, transparent and promotes children’s participation.</p>
Children’s Participation	<p>Our organisation supports the active participation of children in the programs, activities and services we offer.</p> <p>We 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.</p> <ul style="list-style-type: none">• click here to view the post-Workshop feedback form we ask students to complete;• click here to view our student contact form, where we take suggestions on future workshops and collect other feedback (the form doesn’t ask for contact details, and we don’t accept direct emails from children);
Recruitment	<p>We only invite the most creative, engaging, and insightful Presenters. We look for first hand experience of teaching, or at least delivering similar workshops in an education context. We know all our Presenters, personally.</p> <p>We conduct WWC checks on all our Presenters and keep them up to date. We require our Presenters to update us on any interstate work with children they undertake, to make sure their work with children remains legal, nationally. (see here for more detail about national WWC regulations).</p> <p>We formally induct our Presenters into our own policies and procedures around working with children.</p> <p>We collect feedback from students and teachers on our Presenters after each Workshop, to make sure we can spot underperformance or any other concerns, quickly.</p>

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<p>Complaints Management and Reporting</p>	<p>IRL maintains a Complaints and Reporting Procedure here. At time of writing all IRL Presenters are resident and located in Victoria. Accordingly, we operate our Complaints and Reporting Procedure in line with the Victorian Reportable Conduct Scheme. As new Presenters in other states are added to the Team, we will review any mandatory reporting or other compliance requirements in those jurisdictions.</p>
<p>Training, support and supervision of workers</p>	<p>We formally induct our Presenters into our own policies and procedures around working with children.</p> <p>Presenters receive a copy of all child safe policies and procedures and we will set up a meeting to discuss the policies and allow the Presenter to ask questions and clarify their understanding</p> <p>Child safety is a standing agenda item at meetings and the whole team are encouraged to ask questions and contribute to the continuous improvement of child safe policies, procedures and practices in the workplace</p>
<p>Other legislation, industry standards or internal policies</p>	<p>Child Protection (Working With Children) Act 2012 Children and Young Persons (Care and Protection) Act 1998</p> <p>Key procedures:</p> <ul style="list-style-type: none"> - Code of conduct - Workshop Content design/approval procedure - In-workshop contingency procedure - Complaints/Issues procedure
<p>Communication</p>	<p>Our policy will be discussed during induction sessions for all new staff, volunteers and students.</p> <p>Our policies and procedures will be freely available on our website, and reference made to this archive in all our bookings contracts and feedback forms.</p>
<p>Review</p>	<p>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)</p>