



Policy: Kids Disco Parties

Statement of Commitment to Child Safety

This policy was written to demonstrate the strong commitment of Kids Disco Parties to child safety and establishing and maintaining child safe and child friendly environments.

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 harm.

This policy applies to all people involved in the organisation, including: employees (permanent and casual), volunteers, contractors, sub-contractors, work experience students, any other individual involved in this organisation.

Commitment to child safety

All children who attend a Cyber Safety Project hosted event 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 services 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.

Children's participation

Cyber Safety Project encourages and respects the views of children and young people who access our services. We listen to and act upon any concerns that children, young people or their families raise with us. We model safe and responsible behaviours and talk to children what they can do if they feel unsafe.

We ensure that children, young people and their families know their rights and how to access the complaints procedures available to them via our website.

Recruitment, selection and screening practices

Cyber Safety Project takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children.

We require all team members to provide appropriate VIT Registrations, Working with Children and Victorian Police Checks.

- has regular contact with children and is not directly supervised at all times
- works in close proximity to children on a regular basis and is not directly supervised at all times
- supervises or manages
- has access to sensitive records relating to children or young people.
- Our Recruitment, Selection and Screening policy can be found at www.cybersafetyproject.com.au/policies

Code of Conduct

All members are made aware of, and must abide by, our Code of Conduct available at www.cybersafetyproject.com.au/policies. Our Code of Conduct was developed in collaboration with our employees and volunteers.

Support for employees and volunteers

Cyber Safety Project seeks to attract and retain the best employees and volunteers. We provide support so people feel valued, respected and fairly treated. All new employees undergo induction and receive a copy of our child safe policy and code of conduct to sign.



Reporting and responding to suspected child abuse and neglect

Kids Disco Parties will not tolerate incidents of child abuse. All employees and volunteers understand their obligation to notify the Director, Ellie Bowden then action a call 000 or 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.

Anyone charged with, or under investigation for a serious criminal offence will be suspended until the matter has been dealt with. Kids Disco Parties will work with the Child Abuse Helpline discuss the best individual approach for all parties involved.

Supporting children, young people and their families

Child Protection is everyone's responsibility. Kids Disco Parties recognises that even where a report is made, we may still have a role in supporting the child or young person. This support may include:

- Referring the child, young person or their family to other appropriate services
- Dealing with reports or concerns relating to the actions of an employee or volunteer of our organisation
- In addition to making a report to the Child Abuse Report Line, employees and volunteers must also report to Ellie Bowden if reasonable suspicion is formed that a child has been, or is being, abused or neglected by another member, employee, or volunteer.
- In response to any report to management concerning a member, employee or volunteer of this organisation, management may determine to take disciplinary action.
- Other protective actions may also be introduced to ensure the safety of children and young people within our organisation.
- Employees with knowledge or suspicion of child abuse must report to Ellie Bowden, and ensure confidentially to all other persons within the organisation including employees, parents and children.

Strategies to minimise risk

Policies and procedures may address (but are not limited to):

- Supervision of children
- Appointment of Kids Disco Parties Child Safety Officer (Ellie Bowden)
- Complaints procedures
- Procedure for breaches of policy
- Protecting privacy and confidentiality
- Procedures for dealing with situations where a member is being investigated for, or is charged with, a serious criminal offence.

Evaluation of these strategies and the development of additional strategies to minimise and control risks to children and young people occur as part of our ongoing risk management process.

Harassment and bullying

Kids Disco Parties opposes all forms of harassment and bullying. We take this issue seriously and encourage anyone who believes that they, or another person, has been harassed, or bullied to raise this issue with Ellie Bowden or management.

Communication

This policy is available for access 24/7 to everyone via our website.

We ask employees and volunteers (where appropriate) to sign a written statement indicating that they have read and will abide by our child-safe policy. We retain a copy of all signed statements.

Conducting criminal history assessments

Prior to the appointment of a new employee/volunteer and then at three yearly intervals, Kids Disco Parties will direct the employee/volunteer to obtain a Working with Children Check and Victoria Police Check.

Exemptions from this requirement may apply in some circumstances (see below). However Premier School of Dance retains the discretion to decide on a case-by-case basis whether any relevant exemptions will be exercised.

Child Protection guidelines for Kid Disco Parties team members:

Caring for children and young people brings additional responsibilities for employees and volunteers of this organisation. All employees and volunteers of this organisation are responsible for promoting the safety and well-being of children and young people by:

- Ensuring the safety and welfare of the child or young person is paramount at all times.

- Treating all children and young people with dignity, equality and respect.
- Adhering to this organisation's child safe policy at all times.
- Listening and responding appropriately to the views and concerns of children and young people within the organisation.
- Taking all reasonable steps to ensure the safety and protection of children and young people within the organisation.
- Ensuring children and young people understand their rights and explaining to the child in age-appropriate language what they can expect when participating in a service, activity or program offered by the organisation.
- Responding quickly, fairly and transparently to any serious complaints made by a child, young person or their parent/guardian.
- Notifying the Victoria Police and Department of Human Services as soon as practicable if they have a reasonable suspicion that a child or young person has been or is being abused or neglected.

Employees/volunteers will not:

- Take part in any unnecessary physical contact with a child or young person.
- Discriminate against any child or young person because of age, gender, cultural background, religion, vulnerability or sexuality.