



## TACH Child Safety and Wellbeing Policy

### 1. PURPOSE

The Turkish Australian Culture House Inc. (TACH) is committed to the safety and wellbeing of children and young people. The purpose of this policy is:

1. To inform all leaders, volunteers, and contractors of their obligations to act ethically towards children and their roles and responsibilities in ensuring the safety and wellbeing of children.
2. To give guidance on the processes and procedures that aim to ensure children's safety and wellbeing across all areas of the Turkish Australian Culture House Inc's activities and the Turkish Saturday School.

### 2. SCOPE

This policy applies to all people who conduct work for the Turkish Australian Culture House Inc. in a paid or unpaid capacity, in any activity which involves, results in, or relates to contact with children. This includes management committee members, executive members, subcommittee members, volunteers, teachers and contractors involved with the activities of TACH including the Turkish Saturday School.

### 3. RESPONSIBILITIES

Position	Responsibilities
Management Committee and Executive Members	<p>Approve the <u>Child Safety and Wellbeing Policy</u></p> <p>Approve the <u>Complaints Procedure</u></p> <p>Approve the <u>TACH Code of Conduct</u></p> <p>Ensure policy compliance across all activities of the Turkish Australian Culture House Inc.</p>
Education Subcommittee, Principal and Assistant Principal	<p>Ensure the recruitment and screening process of all teachers and volunteers for child-related activities for the Turkish Saturday School complies with this policy</p> <p>Ensure the ongoing school activities comply with this policy</p> <p>Ensure teachers and volunteers receive induction, training, supervision and support in order to comply with this policy</p> <p>Ensure complaints are handled according to the <u>Complaints Procedure</u></p> <p>Develop and review a Risk Management Strategy</p>

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	Ensure compliance with the <u>School Code of Conduct</u> through its distribution and communication with Teachers, Parents, Volunteers and Students
Saturday School Teachers	Comply with external reporting, record keeping and information sharing as per this policy  Report risks to the Education Subcommittee  Ensure compliance with the TACH <u>Code of Conduct</u> within the school environment (classroom)  Comply with policy
Volunteers	Comply with policy

#### 4. COMMITMENT TO CHILD SAFETY AND WELLBEING

The Turkish Australian Culture House Inc. is wholly committed to supporting the safety and wellbeing of children and to respond appropriately to concerns of child abuse and neglect. This commitment is outlined in the Public Commitment to Child Safety and Wellbeing which has been endorsed by the Management Committee of TACH and published on our website.

TACH has embedded child safety and wellbeing in the governance of the organisation through the following policy framework which applies to the Management Committee, Volunteers, Sub-Committees, Teachers, Parents and Children and provides guidance for the safety and wellbeing of children:

- Child Safety and Wellbeing Policy (this document)
- Complaints Policy & Procedure
- Child-friendly Complaints Procedure
- Code of Conduct for Teachers and Volunteers
- School Code of Behaviour for Children (School Rules)
- Risk Management Strategy

The TACH Management Committee is responsible for the approval of these policies and procedures, and for monitoring compliance. The Education Subcommittee is responsible for the implementation of these policies and procedures.

#### 5. CHILD PARTICIPATION IN DECISION MAKING

TACH will endeavour, wherever possible, to ensure children are informed of their rights and participate in decisions that affect them. TACH ensures that children attending the School or other TACH events and activities have a right to:

- Be safe from harm

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- To be listened to and believed
- To feel respected
- A nurturing environment that supports learning

TACH informs children of their rights and involves them in decision making through:

- The Child-Friendly Complaints Poster, which uses age appropriate language to encourage children to report when they feel unsafe
- Ensuring children know about, and have various communication channels and people to talk to about their concerns
- Listening and responding to the views of children
- Responding quickly, fairly and transparently to any issue or complaint made by a child or their parent/guardian or other advocate.
- Promoting a culture where children are treated with dignity, equality and respect by teachers, peers, volunteers and parents, through the Code of Conduct for Teachers and Volunteers and the School Code of Behaviour for Children (School Rules)

## **6. INVOLVING FAMILIES AND COMMUNITIES**

TACH is committed to seeking the input of families and communities in the safety and wellbeing of children through the following methods:

- Publishing the Child Safety and Wellbeing Policy on the TACH website
- Including links to the policies in email newsletters
- Questions related to child wellbeing and safety in the annual survey of parents of children enrolled in the Saturday School
- Encouraging parents and members of the community to join the TACH management committee or Education Subcommittee
- Education Subcommittee members and Principal members engaging directly with parents at the school to gain informal feedback in a culturally sensitive setting
- Photo consent forms on enrolment

## **7. RESPECTING EQUITY AND DIVERSITY**

TACH endeavours to create an environment that is welcoming to all children.

Discrimination on any basis is not tolerated and will be upheld by the Code of Conduct, School Code of Behaviour (School Rules) and complaint mechanisms.

TACH provides an environment that is accessible for people and children with disabilities and accessibility is a key consideration when making decisions regarding venues and communications.

## **8. ENSURING THAT TEACHERS ARE SUITABLE AND SUPPORTED**

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TACH ensures that all teachers and volunteers are suitable and supported through the following recruitment policies:

1. All advertisements for teachers and ongoing volunteers state that TACH is committed to Child Safety and that all applicants must be willing to abide by TACH's child safe policies and procedures
2. All teachers and ongoing volunteers will be interviewed by at least 2 members of the Education Subcommittee to ensure applicants share child safe values
3. All teachers and volunteers must provide independent referees who will be contacted to confirm the child safe values of the applicant
4. All teachers and ongoing volunteers (more than 3 sessions) are required to have, or applied for, Working with Children Checks.
5. All teachers and volunteers are provided information (prior to commencing) on TACH's Child Safety and Wellbeing Policy, Complaints Policy and Procedure, and must sign the Code of Conduct
6. All teachers and ongoing volunteers are provided with support via regular meetings with members of the Education Sub-Committee

## 9. CHILD FOCUSED COMPLAINT SYSTEMS

TACH has complaint systems that are child-focused and prioritise the safety and wellbeing of children through the following:

- An accessible Child-Friendly Complaints Poster which is presented in a poster format easy for children to understand
- A child-focused Complaints Procedure which outlines how complaints are investigated within TACH.

These procedures are child-focused in that they:

- Provide a variety of ways for children to share their concerns
- Encourage children to speak up
- Clearly outline roles and responsibilities for dealing with complaints

## 10. STAFF KNOWLEDGE, SKILLS AND AWARENESS

TACH ensures all personnel have the relevant knowledge, skills and awareness to keep children safe through the following:

1. All teachers and volunteers are provided information (prior to commencing) on TACH's Child Safety and Wellbeing Policy, Complaints Procedure, and must sign the Code of Conduct
2. All ongoing teachers and volunteers are provided with support via regular meetings with members of the Education Sub-Committee
3. Where practical and necessary, teachers and volunteers will be provided with appropriate training on recognising signs of harm or abuse, responding to

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disclosures, understanding and responding to harmful behaviours by a child towards another child, record keeping, risk assessment and management, external reporting obligations, and creating culturally safe environments.

## **11. SAFE PHYSICAL AND ONLINE ENVIRONMENTS**

TACH ensures children are provided with safe physical and online environments through the following:

- Hazard identification and risk management as per the Health and Safety Policy and Procedure
- A Risk Management Strategy that is reviewed on a regular basis
- All teachers and volunteers are required to sign and abide by the Code of Conduct which contains TACH's expectations regarding physical and online interactions with students
- Parents are encouraged to remain onsite while children are in the school
- Teachers and volunteers are not to be unnecessarily alone with any child
- Teachers and volunteers are not to arrange personal contact with children online or in person
- The physical environment allows all children and adults to be seen at all times
- Rest breaks are organised so that children are not alone in the bathrooms
- Visitors and one-off volunteers to the school must be approved by the Education Subcommittee and accompanied at all times

## **12. REVIEW OF CHILD SAFE POLICIES AND PROCEDURES**

TACH is committed to continual improvement of its child safe policies and procedures.

This policy and all related policies and procedures are reviewed on an annual basis by the Management Committee.

TACH will make available all policies and procedures on our website, and encourages families, members of the community, teachers and volunteers to provide feedback on our child-safe policies and procedures through an annual survey.

Records of all complaints, incidents and concerns are kept by the Secretary and reviewed at each Management Committee Meeting.

## **13. RELATED POLICIES AND PROCEDURES**

- Commitment to Being Child Safe
- Health and Safety Policy and Procedure
- TACH Code of Conduct
- School Rules
- School Privacy Policy
- Complaints Policy & Procedure

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- Child Friendly Complaints Poster

#### 14. RELEVANT LEGISLATION AND STANDARDS

- Occupational Health & Safety Act 1984 (WA) & Occupational Health & Safety Regulations 1996 (WA)
- The Work Health & Safety Bill 2019 (WA), which is expected to be passed by Parliament within the next year and replaces the Occupational Health & Safety Act & Regulations
- The Working with Children Act 2004 (WA)
- The National Principles for Child Safe Organisations

#### 15. POLICY STATUS AND REVIEW

Date Approved:	00/00/2020	Approved By:	TACH Management Committee
Date of Review:	00/00/2021	Review By:	TACH Management Committee

**For more information or assistance on this policy please contact:**

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