

New England Regional Art Museum

Child Safe Policy

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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 aims to guide workers (all paid and volunteer) on how to behave when interacting and engaging with children in our organisation. The policy focuses on how we can create and maintain a child safe environment which is inclusive, transparent and promotes children's participation.
Children's Participation Describe how you involve children and get them to actively participate in your organisation.	<p>Our organisation supports the active participation of children in the various programs, activities and services we offer.</p> <p>In 2020 NERAM launched its expanded Creative Learning program, aimed at growing engagement with children through dedicated programming.</p> <p>Children participation is encouraged through multiple sessions of art lessons per week, monthly Toddler Art Play sessions, as well as the Kid's Art Cart that is available during NERAM opening hours. Additionally, we offer an annual school children's art exhibition UNESAP Let's Hang It!, as well as additional in-house and touring temporary exhibitions designed for children's engagement.</p> <p>Children are also active on site through School Tours, as well as through various art workshops and activities during school holidays.</p> <p>We allow children to provide feedback or raise concerns via feedback forms provided at the end of each workshop, activity or tour.</p>

	<p>In teaching spaces, 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>
<p>Recruitment Describe how you select suitable workers to work with children.</p>	<p>NERAM will adhere to a stringent recruitment, screening and selections process for both paid staff member, paid facilitators, and unpaid volunteers.</p> <p>Paid staff will undertake our usual recruiting process of an application, selection process, interviews, reference checks, and a Working with Children (WWC) check clearance.</p> <p>Paid facilitators will be required to supply their qualifications, lesson plans, business details, and WWC clearance before they will be engaged to facilitate lessons.</p> <p>Unpaid volunteers are required to undergo our volunteer recruitment process of the submitting a Volunteer Application Form, undertake the interview process with Front of House staff and provide a WWC clearance. Unpaid Volunteers are not required to facilitate lessons but may be required to assist with supervision for in-house activities, as well as provide support for the facilitator by setting up and packing down for programs and workshops.</p> <p>All facilitators and staff that are to engage with children must provide a current WWC number.</p>
<p>Complaints Management and Reporting Department of Family and Community Services NSW Ombudsman Office of the Children’s Guardian.</p>	<ul style="list-style-type: none"> ● We promote respect, fairness and consideration for all workers. ● All workers have a more senior worker assigned to support and supervise their work. ● All new workers will receive a copy of the Child Safe Policy and a more senior worker will set up a meeting to discuss the policies, procedures, and allow the new worker to ask questions and clarify their understanding.

<p>Training, support and supervision of workers Describe what training you provide and how you support and supervise your workers.</p>	<ul style="list-style-type: none"> • 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. • Children and parents joining our program/s will receive a copy of the Policy, and NERAM Customer Complaints and Management Policy and Procedure.
<p>Other legislation, industry standards or internal policies List any other legislation or industry standards which may be relevant to your child safe policy.</p>	<ul style="list-style-type: none"> • Child Protection (Working with Children) Act 2012 • Children and Young Persons (Care and Protection) Act 1998 • Personal Grievances Policy • Code of Conduct • Vision, Values and Aims Statement • NERAM Customer Complaints Management Policy and Procedure
<p>Communication Identify the ways in which you will communicate and educate your stakeholders on the key messages within your child safe policy.</p>	<ul style="list-style-type: none"> • 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) • All current facilitators and educators will receive notice via email of any changes or updates to our Child Safe Policy that may occur between reviews. • The policy and guidelines will be publicly available via the NERAM website.
<p>Review Set a date to review and update your child safe policy for continuous improvement purposes.</p>	<p>23rd March 2022</p>