


Child Safety Policy Template for OSHLSPs

| <u>Section</u> | <u>What to include</u>  |
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| Approval and date | <ul style="list-style-type: none"> Note the date your policy was finalised and approved, and the people or positions involved its development. |
| Purpose/Statement of Commitment | <ul style="list-style-type: none"> Include two or three sentences broadly stating the OSHLSP/organisation's commitment to child safety. This can also include details of your organisation's values or mission statement and how these relate to child safety. |
| Scope | <ul style="list-style-type: none"> Outline each group covered by the policy, e.g. students, staff, volunteers, families. Consider whether your program has visitors, external agencies, or venue staff that have involvement in the program-even occasionally- and mention these groups as well. |
| Definitions | <ul style="list-style-type: none"> Define or expand on key terms and acronyms, especially those that are specifically relevant and contextual to your OSHLSP and/or organisation. Commonly used terms are worth defining to ensure clarity and understanding, such as 'child/children', and 'child abuse'. |
| Relevant legislation | <ul style="list-style-type: none"> List all relevant legislation, and consider providing links to further information about the child safe standards or national principles. More information for this section can be found in the <i>Child Safety in OSHLSPs</i> document, on the LBB Resources page |
| Roles & Responsibilities | <ul style="list-style-type: none"> Reiterate here that child safety is everyone's responsibility, at all times. Introduce and state the purpose of the Child Safety Officer in your OSHLSP. Provide details of duties and responsibilities (you may have a position description which can be copied in or attached). Outline the role of coordinators, volunteers, managers in creating and maintaining a child-safe environment. |

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| Reporting procedures | <ul style="list-style-type: none"> Clearly state the procedure for staff and volunteers when handling a disclosure. Include information about how the coordinator or CSO should report disclosures. Create a record of disclosure document, which includes details of the report, parties involved, and action taken, and ensure these documents are kept in a secure place. Refer to or attach this document here. |
| Other policies & procedures | <ul style="list-style-type: none"> Outline or refer to existence of other policies that relate to child safety in your OSHSLP, including: <ul style="list-style-type: none"> Online child safety/use of devices Code of Conduct Recruitment, training and supervision of staff/volunteers. |
| Empowerment of Children & Young People | <ul style="list-style-type: none"> Outline the ways in which the organisation is committed to this principle, such as ensuring child-focused complaint systems, and including the perspective of children and young people in the running of your OSHLSP. Share these ideas with the young people in your club for consultation. |
| Review | <ul style="list-style-type: none"> Detail a timeline for reviewing and updating the policy, and the person responsible for this. |

For more information, guidance and sample policies, contact Learning Beyond the Bell: learningbeyondthebell@cmj.net.au