



# FRENCHS FOREST PUBLIC SCHOOL PARENTS & CITIZENS' ASSOCIATION

ANN STREET, FRENCHS FOREST NSW 2086  
T 02 9451 6353 F 02 9975 3082 E [ffspandc@gmail.com](mailto:ffspandc@gmail.com)  
ABN 70 484 184 811

*Adopted at the ordinary general meeting of Frenchs Forest P&C, 09 September 2019*

## **Frenchs Forest Public School P&C Child Safe Policy**

### **POLICY SCOPE**

We want all children who participate in our programs to have a safe and motivating experience. We support and respect our children, their families, and our workers.

### **Introduction**

This policy guides our workers (paid and volunteer) on how to behave with children in all programs run by our organisation. The policy focuses on how we can maintain a child safe environment which is inclusive, transparent, and promotes children's participation.

### **Supporting Children's Participation**

Frenchs Forest Public School P&C supports the active participation of children in the programs, activities and services we offer. We promote rich opportunities and experiences through activities and events outside school grounds, as well as within the school. Our children receive a consistently safe environment regardless of location. We listen to their views, respect what they say and involve them when we make decisions, especially about matters that will directly affect them. Our children demonstrate they are Respectful, Responsible, Learners by continuing the school's positive behaviour for learning across all our settings.

### **Recruitment**

FFPS P&C maintain a considered and consistent recruitment, screening and selection process for both employees, casuals and contractors. The below milestones are applied.

1. Interview
2. Reference Checks from CV
3. Obtain and Verify Working with Children Check details
4. Team/Child review opportunity
  - a. Band workers have a trial rehearsal and feedback is sought from children/parents
5. Induction
6. Ongoing informal review



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## Complaints Management and Reporting

Children, parents, and workers are all encouraged to report any behaviour of concern as quickly as possible either in person or via email to the relevant Sub-Committee Convenor, who will respond in a relevant and timely manner. All reports are deemed important and will be addressed as a matter of priority.

If the reporter feels it warrants doing so, they should contact a member of the P&C executive and/ or school Principal rather than the Sub-Committee Convenor. The P&C executive will consider all reports important and address quickly in a manner appropriate to the claim.

Where the nature of the claim deems appropriate the Sub-Committee Convenor and/ or Executive will immediately escalate the claim to the Executive and/or School Principal (mandatory reporter) for assistance and action.

Records of all complaints and their outcomes, regardless of the nature will be kept by the P&C in confidence and released to authorised authorities only. This information is not available to committee members other than those within the reporting chain.

### Child Protection

Any member of the community, including mandatory reporters, who suspect, on reasonable grounds, that a child or young person is at risk of significant harm should report their concerns to the Child Protection Helpline. Mandatory reporters and non-mandatory reporters, including the general public, should phone 132 111.

In an emergency, where there are urgent concerns for the child's health or life, call the police using the emergency line triple zero (000).

Reports can be made about:

- children and young people at risk of significant harm
- unborn children at risk of significant harm
- homeless children (aged under 16) and young people (aged 16 and 17).

You don't have to be certain, you only need to make sure your concerns are well founded and based on information you know or have from a reliable source.

A child or young person is at risk of significant harm if the circumstances that are causing concern for the safety, welfare or wellbeing of the child or young person are present to a significant extent. Significant means serious enough to warrant a response by a statutory authority irrespective of a family's consent.

What is significant is not minor or trivial and may reasonably be expected to produce a substantial and demonstrably adverse impact on the child or young person's safety, welfare or wellbeing.



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Reports to Community Services are confidential and the reporter's identity (if known) is protected by law if the report is made in good faith.

If law enforcement agencies require the identity of a reporter in order to investigate serious offences alleged to have been committed against children or young people, the identity of the reporter may be released to the police.

The detail and quality of the information provided to the Helpline by the reporter is critical to the quality of the decision making that follows. It is important to provide all relevant information when making a child protection report.

Prepare for making a report to Helpline by gathering all the available information together. Note that reports must still be made where only a little information is known but there is risk of significant harm.

Please refer to the NSW Mandatory Reporter Guide for further information on what constitutes risk of significant harm at <https://reporter.childstory.nsw.gov.au/s/mrg>

### Training, support and supervision of workers

We promote respect, fairness and consideration for all workers, paid or volunteer.

All new volunteer workers will receive a copy of this child safe policy. A more experienced worker will be present during their shifts encouraging the new worker to ask questions and clarify their understanding. If there is ANY reason why a volunteer may find it difficult to read the policy (English as a second language etc) the more experience worker may offer to read it to the volunteer, or provide it to someone they nominate to interpret it for them.

All paid workers will receive a copy of this child safe policy during induction and the hiring convenor/executive will provide time for the new worker to ask questions and clarify their understanding.

All workers are encouraged to:

- Understand this policy and seek clarification from Convenor or P&C Executive where required
- Consider this policy while completing P&C duties and at any time while representing the P&C.
- Support fellow workers in their awareness of this policy in such a way as to promote a supportive environment for all workers.

Child safe is a standing agenda item at all subcommittee and committee meetings and all workers, paid or volunteer, are encouraged to ask questions and contribute to the continuous improvement of child safe policy, procedures and practices in the programs.



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## Legislation and Internal Policies

- *Children and Young Persons (Care and Protection) Act 1998 (NSW)*
- *Child Protection (Working with Children) Act 2012 (NSW)*
- *FFPS P&C Code of Conduct*

## Communication

This policy is easily accessible by all members of the school community.

1. Frenchs Forest Public School P&C Child Safe Policy is published on the school website under P&C policies.
2. For those who do not have access to the internet, a copy is available on request from any of the P&C Convenors/ Executives, or from the school office.
3. All paid workers will receive a copy of this child safe policy during their induction session.
4. All volunteers will receive a copy of this child safe policy the first time they volunteer.
5. Children and parents joining our band program/s will receive a copy of the Policy with the band Handbook.
6. All changes to the policy will be notified to P&C committee members via minutes, who will in turn advise their paid workers directly. The latest version will be updated to the school website and a note published in the school newsletter to update the rest of the community.

## Review

The Policy and guidelines will be reviewed every 2 years, and incorporate comments and suggestions from children, parents, all workers, and school staff.

Changes can be made at any time by raising an agenda item, discussing and adopting resulting motions within any P&C general meeting.