



# Child Safe Policy

## 1. POLICY STATEMENT

The Spark Therapy Services is committed to ensuring the safety, wellbeing, and empowerment of all children. We uphold the **11 Child Safe Standards (July 2022)** and embed them into our organisational culture, governance, and daily practice. We have **zero tolerance for child abuse** and treat all allegations seriously, reporting them in line with legal and ethical obligations.

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## 2. PURPOSE

This policy outlines the principles, procedures, and responsibilities that guide The Spark Therapy Services in creating safe environments for children and young people.

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## 3. RESPONSIBILITIES

4. **Director:** Ensures compliance with Child Safe Standards, provides resources, training, and oversight.
  5. **Staff & Volunteers:** Must comply with this policy, Code of Conduct, and relevant legislation.
  6. **Families & Children:** Encouraged to actively participate in shaping safe practices and providing feedback.
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## 4. COMMITMENTS TO CHILD SAFETY

- Children are safe, happy, and empowered.
- We respect and support all children, staff, and volunteers.
- We promote cultural safety for Aboriginal children, children from culturally and linguistically diverse backgrounds, and children with disabilities.
- We advocate for children's voices in decisions affecting them.
- We comply with **mandatory reporting obligations** and act immediately if a child is at risk.

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## 5. CHILD SAFE STANDARDS

<b>Standard</b>	<b>Commitment</b>	<b>Implementation</b>
1	Cultural safety for Aboriginal children	Cultural Diversity Policy, family partnership approach, staff training
2	Leadership embeds child safety	Governance policies, risk management, reportable incident procedures
3	Children are empowered	Coaching model, child participation in service planning
4	Families are informed and involved	Parent education, feedback loops, collaborative team meetings
5	Equity and diversity upheld	Anti-discrimination policies, neuro-affirming practices
6	Suitable and supported staff	Worker screening, supervision, CPD, performance reviews
7	Child-focused complaints	Accessible feedback channels, Complaints Policy
8	Staff training	Ongoing education, supervision, Code of Conduct
9	Safe physical & online environments	Risk assessments, online safety protocols, restricted social media contact
10	Continuous improvement	Annual policy review, incident-based updates
11	Documented policies	NDIS compliance, alignment with Child Safe Standards

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## 6. PROCEDURES

### Training & Supervision

- Ongoing training in child safety, abuse prevention, and cultural awareness.
- New staff supervised until safe practices are demonstrated.
- Regular team supervision ensures accountability.

### Recruitment & Screening

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- All staff/volunteers must hold a valid **Working with Children Check** and **NDIS Worker Screening clearance**.
- Reference and criminal history checks mandatory for risk-assessed roles.

#### **Fair Procedures**

- Allegations recorded securely and investigated thoroughly.
- Decisions are transparent, evidence-based, and fair.

#### **Privacy & Information Handling**

- Personal information protected and shared only when necessary for safety.
- Families informed about storage and use of information.

#### **Risk Management**

- Risks in physical and online environments proactively identified and mitigated.
- Staff prohibited from contacting children via personal social media.

#### **Complaints & Allegations**

- Allegations investigated promptly.
- Families updated on progress and outcomes.
- Mandatory reporting obligations strictly followed.

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## **7. RESPONSIBILITIES OF OTS AND OTAS**

- Ensure safe environments during home and clinic visits.
- Maintain clean, hazard-free spaces.
- Store dangerous substances securely.
- Carry valid WWC and NDIS Worker Screening documents.
- Report concerns immediately to supervisors and child protection authorities.
- Make mandatory reports when reasonable grounds exist.

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## **8. CONTINUOUS REVIEW**

- Policy reviewed annually and after significant incidents.
- Families, children, and staff invited to contribute to reviews.

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- Updates reflect changes in legislation, best practice, and community needs.
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## 9 . FURTHER INFORMATION

For further information on this procedure, contact Tina Bruce Director The Spark Therapy Services [tina@thesparkts.com.au](mailto:tina@thesparkts.com.au) 0431273352

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