Place your organisation's name here

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# Child Safe Policy template

| Heading | What to include |
| --- | --- |
| **Policy title** | Child Safe Policy |
| **Purpose** | What is the purpose of this policy? It should describe how its intention is to:* demonstrate commitment to the safety and welfare of children and young people
* minimise the risk of abuse, misconduct and misuse of positional power
* inform all staff and volunteers of their obligations and responsibilities in keeping children safe.
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| **Scope and audience** | Who does this policy apply to? This may include:* board members
* people in leadership roles
* staff members
* volunteers
* contractors
* children and young people
* families, carers and communities.

What does this policy apply to?* It should be general enough to apply to all activities that relate to children.
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| **Responsibilities**  | What are the individual roles and their responsibilities for keeping children safe in the organisation?Who is responsible for various aspects of child safety within the organisation? |
| **Definitions** | Include definitions of words that need to be understood by everyone reading this policy. This should include defining abuse, neglect and reporting thresholds. |
| **Content** | This should list what your Child Safe Policy contains. This may include:* Statement of Commitment to Child Safety
* supervision of children
* managing drop offs and pick ups
* transportation of children
* online communication
* social media use
* photography and the use of images
* alcohol, drugs, cigarettes, vapes and pornography
* inappropriate conversations
* gifts and benefits
* personal and intimate care
* physical contact with children
* change room etiquette
* secondary employment
* out-of-hours contact/professional boundaries
* overnight accommodation
* illness and injury management.
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| **Related documents (if not covered fully in the policy)** | * Code of Conduct
* Child Safe Reporting Policy:
* tracking minor breaches and recording them in your organisation
* external reporting obligations
* Child Safe Risk Management Plan (CSRMP)
* Child Safe Recruitment Policy
* Any other policy that your Child Safe Policy references
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| **Related legislation, regulations and standards** | Include legislation relevant to the work undertaken in your organisation. It may include:* *Children’s Guardian Act 2019*
* *Child Protection (Working with Children) Act 2012*
* *Child Protection (Working with Children) Regulation 2013*
* *Children and Young Persons (Care and Protection) Act 1998*
* *Crimes Act 1900*
* Children and Young Persons (Care and Protection) Regulation 2012
* Children and Young Persons (Care and Protection) (Child Employment) Regulation 2015
* *Disability Inclusion Act 2014*
* *Anti-Discrimination Act 1977*

Standards may include:* United Nations Convention of the Rights of the Child
* Child Safe Standards
* any other standards related to your organisation’s area of work.
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| **Publication** | Describe briefly where you intend to publicise the policy. This may include:* social media
* website
* noticeboards
* newsletters
* staff meetings and public meetings
* inductions and training.
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| **Review** | This section gives a date when the policy should be reviewed (at least annually and after any critical incidents). It should say who is responsible for ensuring the review takes place, as well as what evaluations need to occur to ensure the policy is fit for purpose. It should emphasise that children and young people are to have a say in any review.  |

This template was developed by the NSW Office of the Children’s Guardian.
For more free child safe templates and other resources, please go to [ocg.nsw.gov.au/our-resources](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Focg.nsw.gov.au%2Four-resources&data=05%7C01%7CSimon.Luckhurst%40ocg.nsw.gov.au%7C7792f21f82e04925ce3c08da7e6ef8bf%7C1ef97a68e8ab44eda16db579fe2d7cd8%7C0%7C0%7C637961312331889304%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=g7UZJF%2BA2gM%2By%2FeD9OAJVV3WvswSgg5iX%2BwQvfZqr9g%3D&reserved=0)