



Child Safe Policy

Heading	What to include
Policy title	Child Safe Policy
Purpose	<p>The purpose of this policy is to demonstrate AICC's commitment to the safety and welfare of children and young people. This policy is in place to minimise the risk of abuse, misconduct, and misuse of power. This policy is also in place to inform staff as well as volunteers of their obligations and responsibilities in keeping children physically and emotionally safe. Staff are advised to revisit this policy when they renew their agreements as well as at least once every three months.</p>
Scope and audience	<p>The scope and audience of Child Safety Policy is extended to the following:</p> <ul style="list-style-type: none">• board members (Executive Board as well as General Members)• Leaders at AICC• staff (casual, part-time, and full-time)• volunteers• contractors (including cleaning staff)• children and young people• families, carers, and communities. <p>This policy applies to all events hosted by AICC.</p>
Responsibilities	<p>There is collective responsibility on all leaders and staff at AICC to take care in keeping children safe throughout our programs and within our organisation.</p> <p>The President is responsibility at amending or editing this Policy to keep up to date with any changes that need to be implemented. It is therefore his responsibility to ensure that changes are communicated to Professional staff.</p>
Content	<p>Our Child Safe Policy contains the following:</p> <ul style="list-style-type: none">• Statement of Commitment to Child Safety• supervision 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• professional boundaries• illness and injury management.

Heading	What to include
Related documents (if not covered fully in the policy)	<ul style="list-style-type: none"> • Code of Conduct • Privacy Policy • Child Safe Reporting Policy: <ul style="list-style-type: none"> — tracking minor breaches and recording them in your organisation — external reporting obligations • Human Resources Policy • Child Safe Recruitment Policy • Any other policy that your Child Safe Policy references
Related legislation, regulations, and standards	<p>Relevant legislation that may fall under the work of AICC include:</p> <ul style="list-style-type: none"> • <i>Children's Guardian Act 2019</i> • <i>Child Protection (Working with Children) Act 2012</i> • <i>Child Protection (Working with Children) Regulation 2013</i> • <i>Children and Young Persons (Care and Protection) Act 1998</i> • <i>Crimes Act 1900</i> • <i>Children and Young Persons (Care and Protection) Regulation 2012</i> • <i>Children and Young Persons (Care and Protection) (Child Employment) Regulation 2015</i> • <i>Disability Inclusion Act 2014</i> • <i>Anti-Discrimination Act 1977</i> <p>Standards may include:</p> <ul style="list-style-type: none"> • United Nations Convention of the Rights of the Child • Child Safe Standards • any other standards related to your organisation's area of work.

Heading	What to include
Publication	<p>The publication of this Child Safe Policy will be made on the official AICC website. It will also be reviewed and discussed staff meetings. It will be used as part of inductions and training as needed.</p>

Heading	What to include
Review	<p>Reviews and amendments by be done at any time and at our own discretion. The amended Child Safe Policy will be updated once these changes are made, onto our website. We recommend you check our Site regularly to ensure you are aware of our current Child Safe Policy.</p>
Statement of Commitment to Child Safety	<p>All children and young people who attend to Auburn Islamic Community Centre have a right to feel and be safe. We are committed to the safety and wellbeing of all children and young people. We are committed to providing a child-safe and child-friendly environment, where children and young people are safe and feel safe and can actively participate in decisions that affect their lives.</p> <p>We have zero tolerance for child abuse and other harm, and we are committed to acting in students' best interests and keeping them safe from harm.</p> <p>Each member and attendee of Auburn Islamic Community Centre has a responsibility to understand the important and specific role that they play, individually and collectively, to ensure that the wellbeing and safety of all students is at the forefront of all that they do, and every decision that they make.</p>

Heading	What to include
Supervision of children	<p>Children are only supervised by employees who hold a current Working with Children Check.</p> <p>It is also not permissible for a child to supervise other children.</p>
Online communication	<p>There is no online communication between staff and children. This is to ensure the safety of children so as not to have them exposed to abuse or an imbalance of power.</p>
Social media use	<p>There is to be no social media use between children that attend our centre and our employees.</p>
Photography and the use of images	<p>Photography does occur at our centre. Photos are typically used for the promotion of programs and events. If it is a personalised photo, permission from the guardian/carer/parent before publication. If it is a group and informal photo, permission may not be requested before publication.</p> <p>AICC does respect our patrons and children and will remove photos when specifically requested to do so.</p>
Alcohol, drugs, cigarettes, vapes and pornography	<p>No alcohol, drugs, cigarettes, vapes and pornography is permitted into our centre nor are our employees to display them to children.</p>
Inappropriate conversations	<p>Inappropriate conversations are not tolerated between staff and children.</p>
Physical contact with children	<p>Physical contact with children is not tolerated. The only instance in which it may be is for a photo opportunity. In any other case, it is not permitted.</p>
Professional boundaries	<p>Professional boundaries are encouraged and reinforced on a regular basis. Should any children ask personal questions of the staff, staff are instructed to redirect the questions back to class.</p>
Illness and injury management.	<p>Adequate authorities are to be contact should an injury occur. Immediate attention from staff is crucial. Staff are encouraged to be First Aid trained.</p>