



Human Resource Policy

| Heading | What to include |
|---------------------|--|
| Policy title | Human Resource Policy – (also Child Safe) |
| Purpose | <p>Auburn Islamic Community Centre is committed to safety and wellbeing of all staff, children, and young people. This will be the primary focus of our care and decision-making. AICC has zero tolerance for child abuse.</p> <p>AICC is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.</p> <p>Every person involved in AICC has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.</p> <p>AICC will provide opportunities for employees and visitors to develop and maintain skills to ensure child safety, thereby supporting them to understand the importance of child safety and wellbeing and enabling them to consistently follow child safety policies and procedures. It is important for AICC to have strong Human Resource practices to help protect children from abuse. Human Resource practices include the recruitment, training, and supervision of all personnel.</p> <p>AICC recognizes the good work and practices of employees and visitors in keeping children safe and protected.</p> |
| Supervision | <p>Supervision of staff and visitors should be managed in a way that protects children from abuse and improves accountability and performance. New staff and visitors should be supervised regularly to ensure they understand their role and learn skills and ensure that their behaviour towards children is appropriate. Any warning signs should be reported to the Manager and the President.</p> |
| Publication | <p>The publication of this Human Resource 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> |
| Review | <p>Reviews and amendments by be done at any time and at our own discretion. The amended Human Resource 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 Human Resource Policy.</p> |