

About our child safe policy



About this policy



This is the **child safe policy** for Mosman Council.



A **child safe policy** has rules about what we must do to keep children safe.



With children we mean all children and young people under 18 years old.



This policy says

- What the rules everyone must follow are



- What we must do if a child is not safe.

Why we have this policy



Mosman Council has lots of things for children like programs and services.



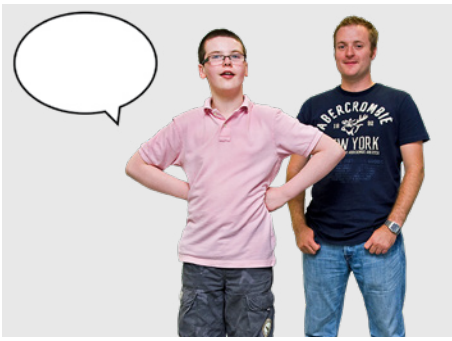
We want to make sure all children are safe when they do things with Mosman Council.



We want all children to stay healthy when they do things with us.



To do that all people that work for us must know the rules about keeping children safe.



We also want children to feel ok to speak up about things that are not right.



This policy will help them

- Know how to speak up
- Be part of decisions about things to do with them.

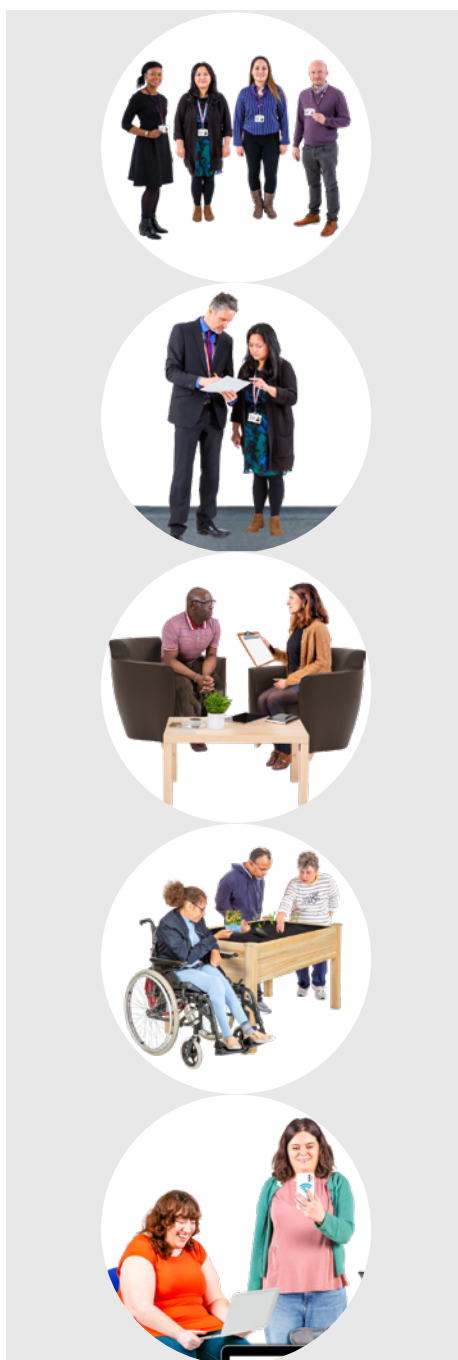


The policy follows the laws in NSW about how to keep children safe.

Who is this policy for



Everyone working at Mosman Council must follow this policy.



That means

- All staff
- **Councillors**
- People from other businesses that do work for Mosman Council
- **Volunteers**
- Students doing **work experience** with us.



Councillors are members of the Council that make big decisions.



Volunteers are people that do some work for the Council for free.



Work experience means students work at a workplace for a short time to learn skills.



It is everyones job to make sure children at Mosman Council are safe and healthy.

What Council must do to keep children safe



Buildings and places like bathrooms need to be safe for children.



Toys and playgrounds must also be safe.



It should always be easy to see what children are doing to step in if something is happening.



That means things like

- No locks on doors
- Windows on big doors.



We must also keep information about children safe.



That means we must not share information about children with others.

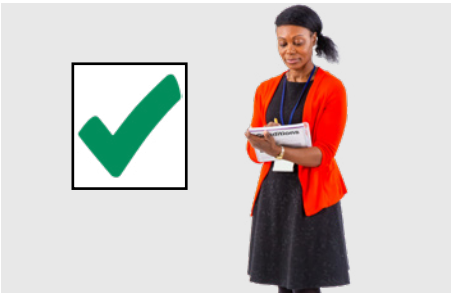


All information must be kept in a safe place and only some people can look at it.

What we do to keep children safe



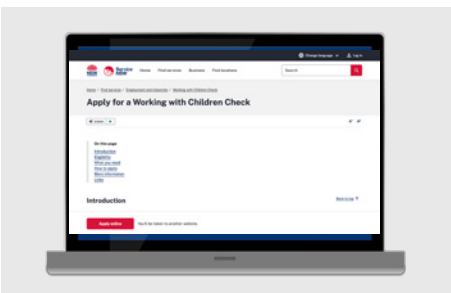
To keep children safe there are things we must do when we choose staff and volunteers.



We need to check the person is safe to work with children.



To do this we will ask them questions in the interview about keeping children safe.



We make sure they all have a **Working with Children Check**.



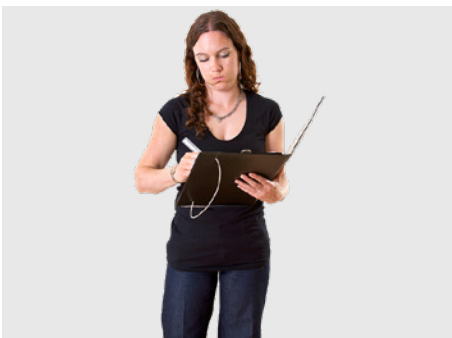
This is a check to see if they have done something bad to a child before.



When new staff or volunteers start we give them information about how to keep children safe.



Staff and volunteers that work with children are **mandatory reporters**.



A **mandatory reporter** is someone who must report if something bad happened to a child.



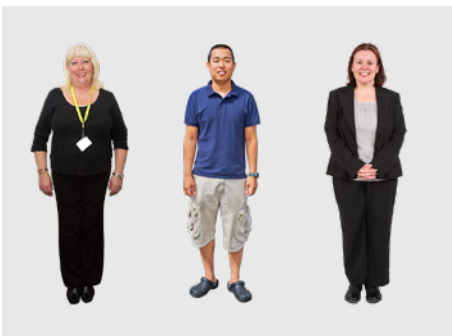
We will give them information about being a mandatory reporter when they start work with us.



They need to tick a checklist to say when they have read all the information.



We train everyone at Mosman Council about how to work with children in safe ways.



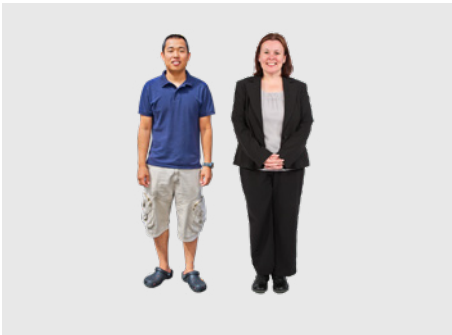
All staff and volunteers must have the right training for the job.



They will keep getting training to make sure they know new information.



We make sure we have the right number of staff and volunteers to work with children.



We always have more than 1 staff or volunteer working with children.



People from other services that work for us must do the same checks and training as our staff.



They must also sign that they follow our rules and policies.



We must only take or use photos of children on our website if the parents or carer said it is ok.



Our social media like Facebook must not have personal information about staff members.



Staff must not use their personal social media to talk to children they met at work.



If people hire venues and rooms from us they must sign and follow our child safe rules.

Child abuse



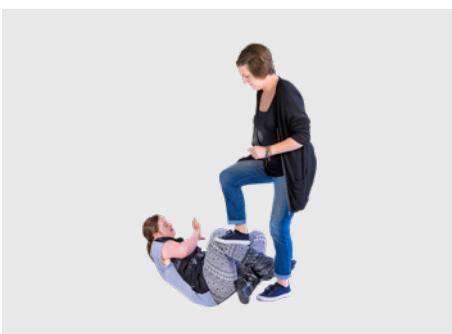
We do what we can to make sure **child abuse** does not happen at Mosman Council.



Child abuse means someone does bad things to a child.



There are different types of abuse.



Physical abuse means someone hurts the child's body.

They might hit or kick the child.



Sexual abuse is when someone makes a child do sexual things they do not want to do.



Emotional abuse means someone says things to a child that makes them feel scared and upset.



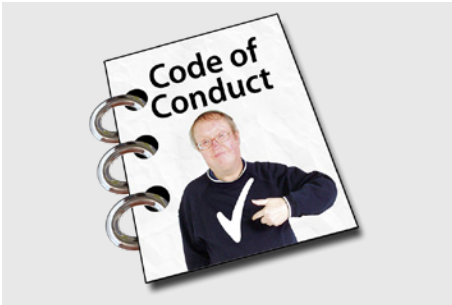
Neglect means someone does not give the child the things they need like food.



All staff and volunteers working with children must know the signs that a child might be abused.



If you think a child is in danger right now call 000.



Everyone at Mosman Council must follow our **child safe code of conduct**.



The **child safe code of conduct** says

- How we must treat children
- Things that are not ok to do.



If staff or volunteers do not follow our code of conduct they might lose their job.

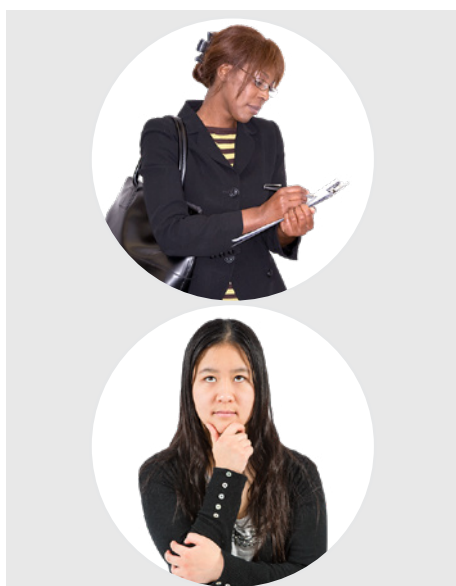
Reporting child abuse



There are rules about how to report child abuse.

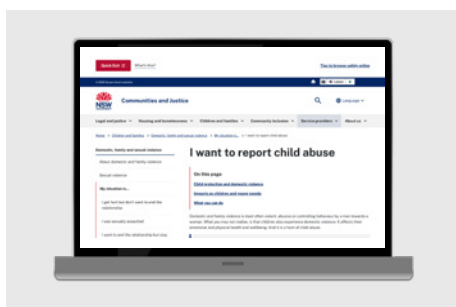


The law says child abuse must be reported to the NSW Department of Communities and Justice.



We must report child abuse that we

- Know is happening
- Think might be happening.

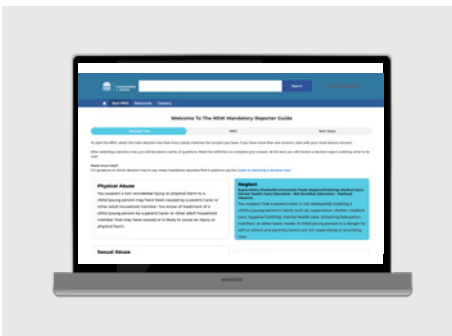


To find out how to report to the NSW Department of Communities and Justice go to

<https://bit.ly/4923FFH>



There is a guide for all mandatory reporters with the things they should do to report child abuse.

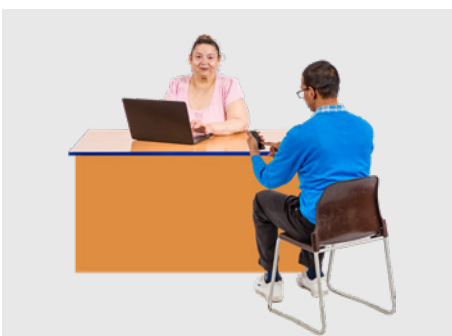


To read the guide go to

<https://reporter.childstory.nsw.gov.au/s/mrg>



If the report is about a staff member we must also tell Mosman Council **People and Culture**.



People and Culture is the team at Mosman Council that looks after all things to do with staff.



Mosman Council has 7 work days to report it to the **Office of the Childrens Guardian**.



The **Office of the Childrens Guardian** is part of the NSW government.



They look after all things to do with children.

How we deal with reports about child abuse



We will look into all reports about child abuse.



We will support people when they make a report.



We will make sure that we treat everyone fairly.



You can talk to us if you are not sure if you should report something or not.

How we deal with complaints



We follow the rules from our complaints policy.

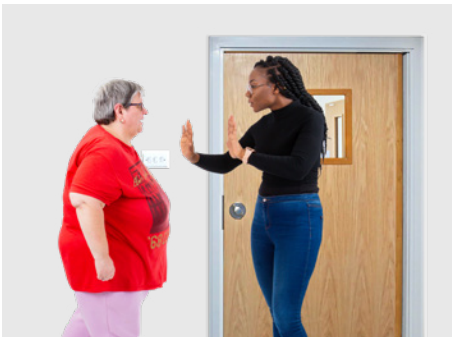


If the complaint is about something that puts a child in danger we report it to

- The police
- The NSW Department of Communities of Justice.



If the complaint is about a staff member we will first make sure the child is safe.



We make sure the person can not go near that child anymore.



We follow what the police tell us we need to do next.



We keep a record of all complaints or reports.

Employee Assistance Program



People can use our **Employee Assistance Program** for support.

We will say **EAP** for short.



The **EAP** supports people to feel good and happy.



You can talk to the EAP if you

- Are stressed or worried about things
- Deal with hard things like child abuse.



The EAP can not help you with the steps you have to follow to report child abuse.

Council for Intellectual Disability made this document Easy Read. **CID** for short. You need to ask CID if you want to use any pictures in this document. You can contact CID at business@cid.org.au.