



Child Safe Policy

Purpose

We want the children who receive services and supports from our organisation to have a safe and happy experience. We support and respect our children, their families and support networks. We want children and their families to be comfortable to raise concerns so we ensure XXX

Scope

This policy applies to all services delivered by InMotion Group (Kids InMotion, Life InMotion, Access Disability and InMotion Rehab) where children and families are involved. All staff including contractors and directors must comply with this policy.

1. Children's Participation

We welcome the involvement of children to participate in our services. Many of our disability services are specific to the needs of a child and therefore we place the child in the centre of the service so that decisions are directed by the child. We also welcome children to participate in our services by providing feedback on our service and suggesting improvements. We also invite children to raise complaints with us and will provide support and resources to facilitate this including a support worker or advocate.

2. Recruitment

Many of our staff are required to work directly with children, or work closely with their parents or other family members, therefore we our organisation will maintain a rigorous and consistent recruitment, screening and selection process.

InMotion Group conducts an interview to assess potential applicants' suitability for the position, for assessed roles. The applicant's eligibility for a Working With Children's Check is confirmed at the interview. Reference checks are completed. The offer of employment is made on the basis of being able to provide a Police Check and current Working With Children's Check. Upon commencement and annually Child Protection training is undertaken. Refer to the IMG Recruitment, Selection and Exit Procedure for further information.

3. Complaints Management

InMotion Group has a Feedback and Complaints Policy and Procedure which outlines the organisation's commitment to receiving, reviewing and using feedback to improve the services we provide and to safeguard the vulnerable people we work with, including children.

The Feedback and complaints policy outlines the process of making a complaint. It also explains that anonymous complaints can be received and that the making of a complaint should not in any way affect the way services are delivered to the complainant. This policy also provides the supports available (for example a support person, independent advocate and/or an interpreter), these supports are also available to a child making a complaint.



If a child, or their family member is not satisfied with the management of the complaint they can contact the NSW Ombudsman, NDUS Quality and safeguards Commission or seek advice from the Office of the Children’s Guardian or the Department of Family and Community Services.

InMotion Group has 3 Child Safety Contact Persons to manage all complaints, they are:

- Patrick Blowes, Business Manager
- Melissa Cullen, Kids InMotion Occupational Therapy Team Leader
- Lauren Chisholm/ Yasmine Young, InMotion Speech Pathology Team Leader

4. Training, Support and Supervision of Staff

We promote respect, fairness and consideration for all employees. All employees have a senior employee (usually Team Leader, Business Manager or Director) that is assigned to support and supervise their work.

The Manager conducts a meeting early in an employee’s induction program, to review all relevant policies and procedures including this policy. The Manager allows questions and discussion to allow the staff member to clarify their understanding of the policy.

Staff are encouraged to raise items related to child safety in their individual or team meetings with management to contribute to the continuous improvement of child safe policies, procedures and practices in the workplace. Staff can also make suggestions, which are reviewed by Management on a monthly basis.

5. Communication

We will provide regular training for staff and students on child protection, including a review of this policy. This policy will be available on our website for easy access. Our Code of Conduct (which all staff are required to sign) outlines each staff members commitment to child safety.

6. Policy Review

This policy will be reviewed every year, as all other policies are. Feedback from children and families will be sought specifically to improve this policy.

7. Relevant Legislation and InMotion Group Policies

- Child Protection (Working With Children) Act 2012
- Children and Young Persons (Care and Protection) Act 1998
- IMG Child Protection Policy
- IMG HR Policy
- IMG Grievance Policy
- IMG Code of Conduct
- IMG Feedback and Complaints Policy
- IMG Mission, Vision, Values Statement
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