

# **Clovelly Park Chiropractic Clinic - Child Safe Policy**

## **Purpose**

This policy was written to demonstrate the strong commitment of the management, employees and volunteers to child safety, to establish and maintain child safe and friendly environments.

## **Context**

This policy reflects our commitment to provide a safe environment where every person has the right to be treated with respect, is safe and protected from abuse. It complies with our obligations under the Children's Protection Act 1993, including: Section 8B— Child Safe Environments and criminal history assessments for people working with children; and Section 11 — Mandatory reporting. It also complies with the Child Safe Environments: Principles of Good Practice and Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children issued by the Chief Executive of the Department for Families and Communities.

## **Scope**

This policy, from the date of endorsement, applies to all employees, volunteers, children, parents, carers and other individuals involved in the organisation.

## **Commitment to Child Safety**

All children who come to this Chiropractic practice a right to feel and be safe. We are committed to the safety and well being of all children and young people accessing our services and the welfare of children in our care will always be our first priority. We aim to create a child safe and child friendly environment where all children are valued and feel safe.

## **Recruitment Practices**

We take all reasonable steps to ensure that we engage the most suitable and appropriate people to work with children. We employ a range of screening measures and apply best practice standards in the screening and recruitment of employees and volunteers. We interview and conduct referee checks on all employees. We conduct criminal history assessment for people working with children, as set out in section 8B of the Children's Protection Act 1993. We ensure that criminal history information is dealt with in accordance with the standards developed by the Chief Executive of the Department for Families and Communities.

## **Code of Conduct**

All members are made aware of, and must abide by, our Code of Conduct. Our Code of Conduct was developed in collaboration with all our employees, volunteers, the children who use our services and their parents.

## **Support for Employees and Volunteers**

This Chiropractic organisation seeks to attract and retain the best employees and volunteers. We provide support and supervision so people feel valued, respected and fairly treated. We ensure that volunteers and employees who work with

children have ongoing supervision, support and training so that their performance is developed and enhanced to promote the establishment and maintenance of a child safe environment.

### **Reporting and responding to suspected child abuse and neglect**

This Chiropractic organisation will not tolerate incidents of child abuse. All employees and volunteers understand their obligation to notify the Child Abuse Report Line on 13 14 78 as soon as practicable if they have a reasonable suspicion that a child has been, or is being, abused or neglected by a member of their family.

We ensure that employees and volunteers are aware of how to make appropriate reports of abuse or neglect. We also provide opportunities for employees and volunteers to attend an information session on mandatory reporting.

### **Strategies to minimise risk**

This organisation has an updated child risk management plan.

### **Communication**

This Chiropractic organisation will ensure that everyone to whom this policy applies is aware of and has had an opportunity to read the policy.

## **Risk management plan and code of conduct**

### **Child Safe Policy Statement**

This organisation is committed to the safety and wellbeing of all children and young people accessing our service. We support the rights of the child and will act without hesitation to ensure a child safe environment is maintained at all times. We also support the rights and wellbeing of our staff and volunteers and encourage their active participation in building and maintaining a secure environment for all participants.

### **Identified possible physical risk and corresponding actions**

<b>Risk</b>	<b>Action</b>
Power Points	Child safe protection installed
Toys	No sharp toys or small items which may be swallowed
Falls from waiting room chairs	Children monitored to ensure they are using chairs properly
Adjusting Table	Children to remain clear of table at all times unless on it for treatment.
Treatment Rooms	Children not permitted entry without supervision. Must demonstrate appropriate behavior.
Technical Equipment	Equipment kept out of reach where possible, and children not permitted to touch.

**Employees**

Screened with referees and police checks where applicable.

**Information**

Information on children is not disseminated and kept secure. Any allegations of abuse are recorded and actioned.

**Code of Conduct****Children Physical Contact**

Only in the presence of parents/guardians and appropriate at all times.

**Confidentiality**

No information on children is to be shared at any time without the written permission of parents/guardian. All children's information is to be kept confidential.

**Toilet**

There is no acceptable reason for an employee of this office to be in a toilet with a minor.

**Child Protection guidelines for staff of Clovelly Park  
Chiropractic Clinic**

Caring for children and young people brings additional responsibilities for practitioners, employees and volunteers of this Practice/organisation.

In addition to the obligations placed on practitioners under the Chiropractors Code of Conduct, all employees and volunteers of this Practice are responsible for promoting the safety and well-being of children and young people by:

- Ensuring the safety and welfare of the child or young person is paramount at all times.
- Treating all children and young people with dignity, equality and respect.
- Adhering to this Practice's child safe policy at all times.
- Listening and responding appropriately to the views and concerns of children and young people within the Practice.
- Taking all reasonable steps to ensure the safety and protection of children and young people within the Practice.
- Where appropriate, ensuring that a suitable adult is present when consulting with a child or young person.

- Ensuring children and young people understand their rights and explaining to the child in age-appropriate language what they can expect during the consultation.
- Responding quickly, fairly and transparently to any serious complaints made by a child, young person or their parent/guardian.
- Notifying the **Child Abuse Report Line on 13 14 78** as soon as practicable if they have a reasonable suspicion that a child or young person has been or is being abused or neglected.

Employees will not:

- Take part in any unnecessary physical contact with a child or young person.
- Discriminate against any child or young person because of age, gender, cultural background, religion, vulnerability or sexuality.
- Develop any 'special' relationships with children or young people outside of the professional relationship.