

Appendix A: Children are safe, informed, and participate.

1. Introduction

Involving children in programs, activities and events enables them to have input and to contribute to the development of child safe practices that reflect their needs. While it would be appropriate to engage children and young people attending youth group in discussing their safety needs and concerns, the approach with younger children may need to be creative, visual, and supportive such as using art activities. Some of the ways in which this may be done include:

- 1.1. Consult with children in a tour of the location to decide which spaces are safe and which are not.
- 1.2. Encourage participation through:
 - Feedback forms
 - Group discussions
 - Suggestion box
 - Discuss the right to feel safe
 - Who can children talk to and how to speak up if something is wrong with them?
- 1.3. Provide children with guidance about what constitutes acceptable behaviour. This will vary with the age group and developmental level of the children in your activity.
- 1.4. Display and discuss the Children's code of conduct, acceptable and unacceptable behaviours appropriate for their age group.
- 1.5. Provide training and resources to personnel to ensure they are attuned to signs of harm and facilitate child-friendly ways for children to express their views and raise their concerns.
- 1.6. A child's behaviour (whether verbal, physical, psychological, or sexual) which could be construed as bullying is not acceptable.
- 1.7. Where a child's behaviour is disruptive to the group activity, unsafe or otherwise breaches the Children's Code of Conduct, you will need to take steps to manage the behaviour. The steps you take should be appropriate having regard to the circumstances, behaviour and age of the child. Appropriate steps may include:
 - Directing other children away from a dangerous or disruptive situation.
 - Discussing with the child and asking him or her to stop.
 - Giving the child an opportunity to explain his or her behaviour.
 - Discussing the consequences of the behaviour with the child.
 - Removing the child from the activity to another supervised environment.
 - If the behaviour continues, calling the child's parent/guardian and asking them to remove the child from the activity.
- 1.8. If a child's behaviour is causing immediate danger to those around them you should ask for assistance and if necessary, contact the police (phone 000).

2. Useful resources for organisations, parents and carers promoting empowerment of children and engaging with children.

2.1. Tip sheets for child safe organisations include:

- Cultural Safety for Aboriginal Children
- Safety of Children with a Disability
- Safety of Children from Culturally and Linguistically diverse background
- Introductory self-assessment tool – 10 National Principles
- Empowerment and Participation of Children
- "[How to Guide](#)" for engaging children and young people

These tip sheets can be located at: <https://www.sandhurst.catholic.org.au/safeguarding-and-professional-standards>

2.2. Resources for Parents and Carers:

- Charter for Children in Out-of-home Care
- What to look for in a child safe organisation
- Older children home alone
- Other People looking after your child - babysitters
- Teach your child how to keep themselves safe
- [Listening to Children](#)
- Guide for parents and carers

These resources for parents and carers can be located at <https://www.sandhurst.catholic.org.au/safeguarding-and-professional-standards>

2.3. Creating Child Safe Parishes:

Posters for display in parish buildings

- Parish Strategy Poster
- All children have the right to feel safe and be safe
- Children's rights
- National Principles – Child Safe Organisations
- Child Safety reporting process

These child safe posters can be located at <https://www.sandhurst.catholic.org.au/login>: to be displayed in all parish buildings.

Authorised personnel can contact the Safeguarding Co-ordinator of the Diocese for information regarding login details.

Contacts:

Safeguarding Co-ordinator of the Diocese

Phone: 0438 951 010

Email: childsafety@sandhurst.catholic.org.au

CHILDRENS CODE OF CONDUCT

Relevant parts of this Code of Conduct also apply (with any necessary modifications/age appropriate) to children who are involved in parish or diocesan activities. Parish priests, agency heads and those leading activities should make children aware of the standards in the Children's Code of Conduct and should display a copy of the Children's Code of Conduct at prominent places within parishes and diocesan agencies and, if practical, in venues where children's activities are conducted.

Sample Children's Code of Conduct

Children's Code of Conduct

I will:

1. Treat all others with respect and kindness.
2. Listen to what other people have to say.
3. Listen to all instructions given by an adult leading my activity and obey any rules.
4. Make sure that an adult leading my activity knows my whereabouts at all times.
5. Treat other people's property with respect.
6. Always try my best to participate.
7. Not use rude or offensive language.
8. Not hurt, abuse, bully, tease anyone else.
9. Not have or use tobacco, alcohol or banned drugs, or misuse other medication.