

The Writing Workshop Child Safe Policy

We want children and young people who participate in our workshops and programs to have a safe and happy experience.

We support and respect our children, young people, staff, volunteers and students.

Introduction

This policy indicates The Writing Workshop's commitment to child safety and sets out how we establish and maintain child safe and child friendly environments.

How The Writing Workshop supports young people's participation

The Writing Workshop runs creative writing activities for young people after-school, in-school, in community settings and online.

Support staff, volunteers and students

All staff working with children must hold a valid Working with Children Check.

All new staff, volunteers and students will receive a copy of the Child-safe Policy, Code of Conduct and Dealing with Complaints process.

Recruitment

Our workshop leaders are published writers with a commitment to helping young people reach their creative potentials. Senior staff will provide support for new workshop leaders including modelled teaching.

We also offer different levels of peer leadership for our students from year 9 up, and for recent graduates.

Dealing with Complaints

The Writing Workshop takes concerns about Child Safety extremely seriously. Complaints regarding Child Safety should be referred in the first instance to the workshop leader and/or The Writing Workshop Director, Dr Bernard Cohen. Workshop leaders must refer all received complaints and any concerns about Child Safety to the Director.

Serious concerns about the safety of any young person in our programs will be reported to the Office of the Children's Guardian.

Communication of this Policy

This policy will be circulated among all workers with The Writing Workshop. Our policy will be discussed during induction sessions for all new staff and volunteers.

The policy will be made available on the website

Review

This policy is dated 6th December 2018 and will be fully reviewed by 30 November 2020.

The Writing Workshop welcomes feedback on this policy. Please contact us via the contact form on our website.