

Procedure – Participation and Inclusion of Children and Caregivers

The Safe Ministry Framework Procedure for **Participation and Inclusion of Children and their Caregivers** relates to the implementation of the following Policy statements.

We:

- a. acknowledge the need for sensitivity and consideration of all people of Aboriginal, culturally &/or linguistically diverse backgrounds as well as any person with a disability.
- b. in relation to children, acknowledge the primary role of parents and caregivers as well as the role of children in child protection and will actively engage with children and caregivers, inviting open communication and feedback as part of our procedures and interactions.
- c. in relation to children, acknowledge the shared responsibility of the whole community for child safety and welfare, including caregivers, and our workers, and as such, we will actively promote the role of parents and caregivers and the wider community in the shared responsibility of child safety.

1. Children's participation and inclusion

- a. All workers will actively listen to children when they speak about matters that directly affect their sense of safety or wellbeing and will act on any concerns children or their caregivers raise with them.
- b. Ministry Coordinators will ensure that children will have opportunity to reflect on their experience at church and to make comments regarding the activities, program elements and other aspects of wellbeing, including workers' conduct.
- c. Ministry Coordinators will schedule time in the program to talk to children about their safety, usually at the beginning of the program or event and, as is practicable, will encourage the children to participate and contribute to safety discussions.

- d. The Management Group will provide information, including age appropriate signage, in relation to safety, acknowledging the need for sensitivity and consideration of those children of Aboriginal & Torres Strait heritage, and those from culturally and/or linguistically diverse backgrounds, as well as any child with a disability.
- e. The Management Group will take steps to respect and promote the cultural identity of children of Aboriginal and Torres Strait heritage, and those from culturally and/or linguistically diverse backgrounds, through engagement with the children and their caregivers in relation to taboos and symbols and activities that are important to the children's cultural heritage, as is practicable given the nature of the program.

2. Engaging with caregivers and the community

- a. The Management Group will promote open communication with parents and caregivers, and other community stakeholders, encouraging feedback on the program that their child has attended.
- b. The Management Group will, when reviewing the Safe Ministry Policy and Procedures, seek input from targeted groups of parents and caregivers.
- c. The Management Group will take reasonable measures to allow for communication and input from community members who have relationships with children accessing our programs, including up-to-date information on our website [[where website does not exist – state where information can be obtained](#)].

Version 20200907

Copyright © 2020 Safe Ministry Resources Pty Ltd

The **Safe Ministry Framework** is developed and owned by SMR Pty Ltd. This document cannot be modified without express written permission through a licence agreement. Please contact SMR Pty Ltd at email info@safercommunities.net.au to seek permission. SMR can also provide customisation of the **Safe Ministry Framework** for your church or denomination.

Disclaimer: This publication is not legal advice. The ideas and procedures herein are based on nationally recognised good practice advice for Safe Ministry and have been written with due regard to Australian legislation March 2020. Legal advice may need to be sought when responding to individual incidents.