

Benalla Theatre Company Action Plan

Learning type	Target audience	Content	Area of focus (link to Child Safe Standards minimum requirement)	Date for implementation
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<p>Induction training (two-hour session delivered by the Child Safety Officer)</p>	<p>Volunteers, committee of management</p>	<p>Child Safety and Wellbeing Policy</p> <p>Code of Conduct</p> <p>Indicators of harm to children and what to do</p> <p>Child abuse risks and how the organisation manages them</p> <p>Reporting requirements (internal and external) and how the organisation will notify parents and carers, and manage risks to children</p> <p>Complaint handling policy</p> <p>Cultural safety</p> <p>Supporting children and young people with diverse needs</p>	<p>Child Safety and Wellbeing Policy and Code of Conduct (8.1, 11.5)</p> <p>Risks of child abuse (9)</p> <p>Complaint handling (7.2)</p> <p>Reporting Requirements (8.3)</p> <p>Respond to child safety and wellbeing issues (8.3)</p> <p>Identify indicators of child abuse and harm (8.2)</p> <p>Culturally safe environments (8.4, 1.1, 1.2, 5) and supporting diverse needs (5)</p> <p>Empowerment and participation of children and young people (3)</p> <p>Support colleagues who disclose harm (8.3)</p> <p>Staff and volunteers understand and implement policies and procedures (8.1, 6.1, 11.5)</p> <p>Record keeping and information sharing (2.6, 6.3, 7.5)</p>	<p>Within one month of commencement</p>
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		<p>Participation and empowerment of children and young people</p> <p>Impact of trauma and trauma-informed practice</p> <p>How to support colleagues who disclose harm to a child</p> <p>Record keeping and information sharing</p>		
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<p>Committee of Management child safe governance training (half day session – delivered by Director and Child Safety Officer)</p>	<p>Committee of Management, directors</p>	<p>Child safe governance Record keeping Information sharing Reporting obligations Child safe risk assessment and management Complaint handling processes Child safety review Child, family and community engagement and participation Supporting children with diverse needs Supporting cultural safety</p>	<p>Child safe governance (2, 10, 11) Record keeping, information sharing and reporting obligations (2.6, 6.3, 7.4, 7.5) Risk management (2.5, 9) Complaint handling (7) Review and improve (10.1) Participation and engagement (1, 3, 4) and supporting children with diverse needs (5) Cultural safety (1)</p>	<p>Annually, prior to the first meeting of the new Committee of Management</p>
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Contractors' engagement pack	New and existing contractors	Copies of: <ul style="list-style-type: none"> · Child Safety and Wellbeing Policy · Code of Conduct · Complaint handling policy · information and links to resources on child abuse indicators. 	Third-party procurement (9.4)	As soon as possible for existing contractors, prior to signing the contract/ service agreement for new contractors
Child safe recruitment training (delivered by Director of Operations)	All volunteers who recruit	Child safe recruitment practices	Child safe recruitment (6)	Every six months

Regular supervision and management of volunteers (volunteers who supervise others)	Staff and volunteers	Regular refresh of Child Safety and Wellbeing Policy, Code of Conduct, reporting obligations and complaint policy	Child Safety and Wellbeing Policy and Code of Conduct (8.1, 2.2, 11.5) Indicators of child harm (8.2) Risks of child abuse and harm (8.2, 9) Complaint handling (7.2) Reporting Obligations (7.3, 7.5) Child safety and wellbeing (2.2, 6.4, 11.5)	Ongoing
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Cultural safety training	All	Half day online workshop delivered by Aboriginal agency	Culturally safe environments (8.4,1, 5.4)	As soon as possible, to be repeated at intervals determined through risk assessment process.
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<p>Benalla Theatre Company monthly email newsletter</p>	<p>All</p>	<p>Monthly articles and links on child safety topics including:</p> <ul style="list-style-type: none">· online safety· cultural safety· child abuse indicators· supporting children and young people with diverse needs· supporting the participation and engagement of children and young people and families· importance of friendships for children and young people· reminders on the Child Safety and Wellbeing Policy and Code of Conduct,	<p>All Child Safe Standards</p>	<p>Each month</p>
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		<p>reporting obligations and complaint handling policy</p> <ul style="list-style-type: none"> · impact of trauma on children and young people (trauma-informed approach) · significant days such as White Balloon Day, NAIDOC week. 		
Monthly staff meetings	Volunteers	Child safety is a regular agenda item. Time can be used to focus on topic of interest, for example record keeping, themes in complaints.	All Child Safe Standards	Each month

Posters	All	<p>Statement of commitment to child safety</p> <p>Statement of commitment to the cultural safety of Aboriginal children</p> <p>Indicators of child abuse and what to do</p> <p>How to make a complaint with Child Safety</p> <p>Person's contact details</p>	<p>Public commitment to child safety (2.1) and Aboriginal cultural safety (1)</p> <p>Indicators of child harm (8.2)</p> <p>Child safe complaints (8.3, 7)</p>	Ongoing
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[1] Kids Have Fun Performing Arts Academy is not a real organisation and this example has been developed for illustrative purposes only.