

The Dish of St John's Wahroonga



CHILD SAFE PRACTICE PROCEDURE

Service Location: St Peter's Anglican Church, 207 Peats Ferry Road, Hornsby

Approved by: _____

Date Approved: ____ / ____ / ____

Review Date: ____ / ____ / ____

Purpose

The Dish of St John's ("The Dish") is committed to providing a safe environment for all children and young people who may attend the service, including children attending with parents/guardians.

This procedure outlines the practices in place to safeguard children and ensure volunteers and staff understand their responsibilities.

Scope

This procedure applies to:

- all Dish staff
- all volunteer coordinators
- all volunteers serving meals, assisting with food rescue, hamper packing or deliveries.

Commitment to Child Safety

The Dish supports the principles of the **National Child Safe Policy Framework** and is committed to:

- promoting the safety and wellbeing of children
- preventing harm, abuse or neglect
- ensuring appropriate supervision of children
- ensuring concerns are responded to appropriately and promptly.

Working With Children Checks (WWCC)

The Dish requires:

- all staff to hold a current Working With Children Check
- all volunteer group coordinators to hold a current Working With Children Check.

Other volunteers may be required to obtain a WWCC depending on their role, frequency of attendance and the presence of children.

WWCC details are recorded and maintained by The Dish Manager.

Supervision of Children

Children and young people attending The Dish must remain under the supervision of their parent or guardian at all times.

The Dish displays signage stating:

"All children must be accompanied by an adult at all times."

The Dish does not provide childcare services.

Managing Child Safety in the Meal Service Area

The Dish uses the following practical controls:

- families are encouraged to sit together on couches or in a separate area where possible
- children are discouraged from moving unsupervised around the hall or kitchen
- children are not permitted to play in separate rooms without parent supervision
- volunteers and clients are instructed not to engage in unsupervised activities with children.

Volunteer Conduct Expectations

Volunteers must:

- behave respectfully and appropriately at all times
- avoid physical contact unless necessary for immediate safety reasons
- not be alone with a child in a separate room or area
- not take photographs of children or clients
- not exchange personal contact details with children or families.

Responding to Concerns

If a volunteer has concerns about a child's wellbeing or safety, they must:

- notify the Dish Manager immediately
- complete an Incident Report Form.

The Manager will determine the appropriate response, including escalation to external agencies if required.

Reporting Harm or Abuse

Where a volunteer believes a child is at immediate risk of harm:

- call **000**
- notify the Dish Manager immediately.

The Dish will follow legal and church safeguarding obligations and reporting requirements.

Documentation

All child safety concerns, incidents or disclosures must be documented using:

- Incident Report Form
- Incident Register (maintained securely).

Review

This procedure will be reviewed annually or following any significant incident.