



Child & young persons' safety

Child-friendly Policy

Lower Hutt AFC Club's "Child-safe Child-friendly Policy"

We want children and young people who participate in football to have a safe and happy experience. We support and respect our children, young people, staff and volunteers.

Title	Lower Hutt AFC Child-safe Child-friendly Policy
Introduction	Our policy guides staff, volunteers and students on how to behave with kids in our organisation. The policy focuses on how we can promote kids' participation in our organisation and make it safer for them.
Support kids' participation	Lower Hutt AFC Club supports the active participation of kids in our organisation. We listen to kids' views, respect what they say and involve them when we make decisions, especially about matters that will directly affect them.
Support staff, volunteers and students	1. We promote respect, fairness and consideration for all staff, volunteers and students.

	<ol style="list-style-type: none"> 2. All staff, volunteers and students have more senior officer assigned to support and supervise their work. 3. All new staff, volunteers and students will receive a copy of the Child-safe Child-friendly Policy, Code of Conduct and Dealing with Complaints process.
Recruitment	<ol style="list-style-type: none"> 1. Statement- e.g. our organisation will maintain a rigorous and consistent recruitment, screening and selection process. 2. Practice- (refer to HR Policy Practices templates)
Dealing with Complaints	<ol style="list-style-type: none"> 1. Outline the organisational procedures for kids and workers to raise concerns or complaints 2. Appoint a Child Safety Contact Person to manage all complaints
Communication	<ol style="list-style-type: none"> 1. We will hold regular information session for staff, volunteers and students. 2. Our policy will be discussed during induction sessions for all new staff, volunteers and students 3. Kids and parents joining our club will receive a copy of the Policy, Code of Conduct and Dealing with Complaints process. 4. Parents will receive a copy of the Parents Guide to Protection Issues.
Review	The policy and guidelines will be reviewed every two years and incorporate comments and suggestions from children and young people, parents, staff, volunteers and students