Sample learning or training action plan (Kids Have Fun)

Kids Have Fun Performing Arts Academy[[1]](#footnote-1) (Kids Have Fun) is a community-based organisation that helps children and young people aged four and up to develop and showcase their performing arts skills. Kids Have Fun has approximately 200 current students. Kids Have Fun operates in regional Victoria and the community has a significant South Sudanese-Australian population that speaks Dinka as their first language.

Kids Have Fun has a Committee of Management made up of volunteers and the paid Creative Director. Most classes are taught by volunteers.

Kids Have Fun have mapped out the training and learning needs of their staff, volunteers and contractors.

| **Learning type** | **Target audience** | **Content** | **Area of focus (link to Child Safe Standards minimum requirement)** | **Date for implementation** |
| --- | --- | --- | --- | --- |
| Induction training (two-hour session delivered by the Child Safety Officer) | Staff, volunteers, committee of management  | Child Safety and Wellbeing PolicyCode of ConductIndicators of harm to children and what to doChild abuse risks and how the organisation manages them Reporting requirements (internal and external) and how the organisation will notify parents and carers, and manage risks to childrenComplaint handling policyCultural safetySupporting children and young people with diverse needsParticipation and empowerment of children and young people Impact of trauma and trauma-informed practiceHow to support colleagues who disclose harm to a childRecord keeping and information sharing | Child Safety and Wellbeing Policy and Code of Conduct (8.1, 11.5)Risks of child abuse (9)Complaint handling (7.2)Reporting Requirements (8.3)Respond to child safety and wellbeing issues (8.3)Identify indicators of child abuse and harm (8.2)Culturally safe environments (8.4, 1.1, 1.2, 5) and supporting diverse needs (5)Empowerment and participation of children and young people (3)Support colleagues who disclose harm (8.3)Staff and volunteers understand and implement policies and procedures (8.1, 6.1, 11.5)Record keeping and information sharing (2.6, 6.3, 7.5) | Within one month of commencement |
| Committee of Management child safe governance training (half day session – delivered by Director and Child Safety Officer) | Committee of Management, directors | Chid safe governanceRecord keepingInformation sharingReporting obligationsChild safe risk assessment and managementComplaint handling processesChild safety review Child, family and community engagement and participation Supporting children with diverse needsSupporting cultural safety | 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) | Annually, prior to the first meeting of the new Committee of Management |
| Contractors’ engagement pack  | New and existing contractors | Copies of:* 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 staff who recruit | Child safe recruitment practices | Child safe recruitment (6) | Every six months |
| Regular supervision and management of staff and volunteers (staff and 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 |
| 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.  |
| Kids Have Fun monthly email newsletter (prepared by Child Safety Officer) | All | Monthly articles and links on child safety topics including:* 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, reporting obligations and complaint handling policy
* impact of trauma on children and young people (trauma-informed approach)
* significant days such as White Balloon Day, NAIDOC week.
 | All Child Safe Standards | Each month |
| Monthly staff meetings | Staff | 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 | Statement of commitment to child safetyStatement of commitment to the cultural safety of Aboriginal childrenIndicators of child abuse and what to doHow to make a complaint with Child Safety Person’s contact details | Public commitment to child safety (2.1) and Aboriginal cultural safety (1)Indicators of child harm (8.2)Child safe complaints (8.3, 7) | Ongoing |

1. Kids Have Fun Performing Arts Academy is not a real organisation and this example has been developed for illustrative purposes only. [↑](#footnote-ref-1)