

Fun Foundry

Policies

How Fun Foundry Keeps Fun Safe and Healthy for All

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1 Commitment to Health and Wellbeing of Children & Young People, and of Employees

1.1 Introduction

At Fun Foundry, we are committed to keeping fun safe, supportive, respectful and healthy for all children and young people, regardless of their cultural background or any disabilities. We recognise and support First Nations children, children from cultural and linguistically diverse backgrounds, gender diverse children, and children that are neurodivergent.

We have zero tolerance for any form of child abuse and have embedded and enacted processes to respond to incidents. We recognise child safety is a shared responsibility across our organisation, involving all employees, and the community. We will always provide a safe, supportive, and inclusive service environment that ensures the safety and wellbeing of children and young people in our care. We strive for continual improvement and endeavour to listen and act at all times on all evidence-based information to promote health and wellbeing and reduce the risk of harm.

All forms of discrimination, bullying, or sexual harassment are prohibited. This applies between all persons, and for the protection of all persons, who interact with Fun Foundry, including participants, employees, and parents/guardians/carers.

Across Fun Foundry's activities, we endeavour to create environments where all children and young people can feel and be safe and welcomed, and where participation is valued. We demonstrate this commitment by:

- Distributing this document to all new and existing employees and volunteers who are required to act in accordance with it
- Equipping employees and volunteers with appropriate induction and training on children's rights, child safety and wellbeing
- Requiring employees and volunteers to have a valid Working with Children's Blue Card Check and to promptly report any child harm or abuse disclosures or concerns
- Providing the means for complaints and disclosure of harm to be reported, so that the appropriate authorities can investigate quickly and thoroughly
- Where reasonably possible, we involve children/young people when making decisions, especially about matters that directly affect them
- We proactively manage the risk of harm to children and young people
- This document and any associated procedures and processes are reviewed annually to ensure its effectiveness.

1.2 Purpose

This document is part of our ongoing commitment to childsafe practices that minimise risks and protect children and young people from harm and abuse, allowing them to thrive and flourish to their full potential.

It also sets out our expectations that all people within our organisation act ethically towards children and young people at all times. It also sets out processes and procedures to ensure children's and young people's safety and wellbeing across all areas of Fun Foundry's work.

This document also sets out the standards and expectations of how the company and its directors will treat employees, and how employees will treat each other.

1.3 Scope

This document applies to all administrators, employees, contractors and volunteers (whether or not they work in direct contact with children or young people). It also applies to all activities within Fun Foundry which involve, result in, or relate to, contact with children and young people and their parents/guardians/carers.

1.4 Responsibilities

Safeguarding children and young people is a shared responsibility across all people within our organisation. Fun Foundry's administrative team will ensure that all employees are aware of relevant laws and organisational policies and procedures (such as the code of conduct) and support them in undertaking their child safety and wellbeing responsibilities (including the means to receive and respond to feedback, complaints and incident reports). Fun Foundry's employees will understand and ensure compliance with this policy to proactively promote the safety and wellbeing of children and young people.

1.5 Definitions

Child / Young Person

An individual below the age of 18 years. May also be referred to as a "participant".

Fun Foundry employee

Also includes any volunteers and or contractors. May just be referred to as "employee".

Parent(s)

Parents or guardians of a Fun Foundry participant who is under 18 years of age.

Carers

A person approved by a parent or guardian to provide caring services for a participant while they are at Fun Foundry sessions. Carers must hold a Blue Card, details of which must be provided to Fun Foundry in advance.

Blue Card

Queensland Working with Children Clearance

Contact with a child

Means physical contact, face-to-face contact, written communication, oral communication, or electronic communication.

Disclosure of harm

When a child and young person tells a Fun Foundry employee about harm that has happened or is likely to happen.

Child harm or abuse

Refers to any behaviour or treatment that results in, or is likely to result in, physical, psychological or emotional harm to a child or young person. It may be caused by a single act, omission or circumstance or a series or combination of acts, omissions or circumstances involving physical, psychological or emotional abuse, neglect, cultural abuse, sexual abuse or exploitation.

Suspicion of Harm

Any factor (apart from direct disclosure) that leads a person to suspect that a child or young person has, or is likely to be subject to, any behaviour or treatment that results in, or is likely to result in,

physical, psychological or emotional harm. This may include a concern regarding significant changes in behaviour or the presence of new unexplained and suspicious injuries.

Discrimination

When a person is treated unfairly or less favorably than others because of a personal characteristic that is legally protected, such as race, age, sex, disability, or gender identity.

Sexual Harassment

Any unwelcome sexual advance, request for favours, or conduct of a sexual nature that would reasonably cause offence, humiliation, or intimidation.

Bullying

Repeated, unreasonable behaviour towards a person that creates a risk to health and safety.

1.6 Review

To ensure that this document remains current and effective in identifying and minimising risks of harm to children and young people, it is monitored and reviewed annually. This document will also be reviewed after any incident where a child or young person is identified as at risk of harm, or a breach is identified.

The directors, Katie Cooke and Steven Cooke, are responsible for initiating and carrying out all reviews of these policies.

Accurate and complete records will be made of all reviews, including the date and who participated in the review.

The review is to consider any issues Fun Foundry has identified with this document, such as:

- Whether policies and procedures were followed
- Whether any incidents relating to children and young people occurred
- Issues with the actual process used to manage any incidents
- The effectiveness of Fun Foundry's policies and procedures in preventing or minimising harm to children and young people, and
- Issues with the content and frequency of training
- Policies remain culturally safe and appropriate
- Any changes of legislation, including Blue Card requirements.

All Fun Foundry employees and all parents and guardians will be advised of any changes to any policies and procedures within this document, and training will be provided to Fun Foundry employees if necessary. Any queries regarding this policy should be directed to Fun Foundry's administration team (including its directors).

2 Codes of Conduct

2.1 Fun Foundry Employees Code of Conduct

Note: Employees include volunteers and contractors.

As a Fun Foundry employee I will:

- Respect the rights, dignity and worth of every person, regardless of their abilities, gender, religion or cultural background
- Encourage a safe and supportive service environment
- Report any disclosure by a participant of harm, or likely harm, to them or anyone else
- Report any suspicion of harm / likelihood of harm to a participant
- Refrain from developing close personal relationships with participants outside of sessions
- Refrain from using abusive, derogatory or offensive language
- Refrain from the use of alcohol and or illicit substances, and from smoking or vaping at sessions
- Refrain from using personal mobile phones or other technology devices during sessions, including to record children or young people
- Impart knowledge and skills in a respectful and encouraging manner
- Always consider the health, safety and welfare of all participants
- Not show favouritism toward any participant
- Wear appropriate clothing at all times, and
- Read, and adhere to, all policies in Fun Foundry's Policies.

2.2 Fun Foundry Parents/Guardian/Carers Code of Conduct

As a parent, guardian, or carer of a Fun Foundry participant, I will:

- Communicate with all Fun Foundry employees, Fun Foundry participants, and parents / guardians of other participants, in a respectful manner
- Endeavour to ensure my child is on time to all sessions
- If my child is to be collected at the end of a session, to ensure this is done promptly
- Encourage my child to participate respectfully and positively in sessions
- Inform my child of their obligations (see below) and encourage my child to comply with their obligations
- Inform any carers of their obligations.

2.3 Fun Foundry Participant Young People Code of Conduct

As a Fun Foundry participant, I will:

- Communicate with all Fun Foundry employees, fellow Fun Foundry participants, and parents/guardians/carers of other participants in a respectful manner
- Be on time to all sessions
- Participate respectfully and positively in sessions
- Always consider the health, safety and welfare of all participants
- Refrain from using mobile phones or other technology during sessions
- Wear appropriate clothing at all times.

3 Recruitment, Selection, Training, and Management of Employees

3.1 Recruitment and Selection

Fun Foundry currently doesn't recruit any staff or volunteers, as Katie Cooke (who is also a director of Fun Foundry) is currently the sole provider of its services.

In drafting this document, Fun Foundry has considered the possibility of engaging employees, volunteers, or contractors in the future, and has endeavoured to structure its content in a way that is compatible with such future engagements. Fun Foundry will proactively and promptly review this document should its services expand to include further employees, volunteers, or contractors.

3.2 Training and Management

Fun Foundry recognises that training in child protection related matters enhances skills and knowledge of employees, which minimises the risk of harm to children and young people. Fun Foundry will ensure all existing & new employees receive current and relevant training relating to:

- Fun Foundry's policies and procedures
- Compulsory training as required by industry standards or legislation (e.g. first aid)
- Handling disclosures or suspicions of harm, including reporting guidelines
- Bullying, discrimination, and sexual harassment and their avoidance.

3.2.1 First Aid

All group session facilitators will maintain current nationally accredited certification in first aid, including: CPR, basic life support, first aid and first aid in education care settings.

3.2.2 Social Play Academy

All DOTS, DOTS+ and DOTS Open resources are supplied by Social Play Academy (ABN 71 678 090 429) at 226a Glen Osmond Road, Fullarton, South Australia 5063, and only certified facilitators of their program will be permitted to conduct any sessions using these resources.

Certified facilitators will actively communicate and update their DOTS, DOTS+, DOTS Open and any future DOTS program group-based skills through Social Play Academy only.

3.2.3 Continuing Professional Development

Fun Foundry will encourage its facilitators to avail themselves of further skills and knowledge through higher education programs, continuing education workshops and association memberships that are relevant to providing up to date and beneficial services for Fun Foundry's clients.

3.3 Employee Conduct

Fun Foundry employees will not maintain close personal relations with participants outside of the sessions, and will not contact participants outside of the sessions by private communication methods (eg email, phone, social media or internet messaging).

Fun Foundry employees are prohibited from giving gifts or rewards to participants, apart from standard rewards items (e.g. stickers) built into social and play programs or resources. Employees will refrain from the use of alcohol and/or illicit substances, and from smoking/vaping at sessions. Employees must ensure they are not affected by any medications when caring for children.

4 Disclosures or Suspicions of Harm, and Reporting

Fun Foundry is committed to supporting all people (including children and young people) who make disclosures about harm or suspicion of harm, no matter the nature of the harm (physical, psychological or emotional abuse or neglect or sexual abuse or exploitation).

However, Fun Foundry does not have any powers to act as a law enforcement agency, tribunal, court or child protection agency, and it is not in a position to conduct thorough investigations or make a determination as to the substance of an allegation or a complaint of a serious nature.

Therefore, any investigation or decision-making function relating to allegations of a serious or criminal nature involving children and young people will be immediately referred to the relevant law enforcement and child protection agency (i.e. Queensland Police Service and Queensland Child Safety Service). Fun Foundry employees will take any appropriate steps to mitigate the risk to children or young people until the relevant agency is able to provide further advice as to the substance of the allegations and the necessary actions Fun Foundry must take to protect children and young people.

Fun Foundry employees may have reasonable grounds to suspect harm if:

- A participant informs a Fun Foundry employee that they have been harmed or may be harmed
- Someone else (e.g. another young person, a parent/guardian/carer) tells a Fun Foundry employee that harm has occurred or is likely to occur
- A participant informs a Fun Foundry employee that they know someone who has been harmed (noting it is possible the child or young person may be referring to themselves)
- A Fun Foundry employee is concerned at significant changes in the behaviour of a participant, or the presence of new unexplained or suspicious injuries.

Examples of a disclosure of harm:

- "I think I saw....."
- "Somebody told me that....."
- "I just think you should know....."
- "I'm not sure what you can do, but.....".

4.1 Response

Upon receiving a disclosure, the Fun Foundry employee will:

- Remain calm and not react in a shocked or in a critical way or with disbelief to a disclosure
- Find a private place to talk to ensure confidentiality (preferably in sight of another adult and not in a closed room) and to make the child or young person making the disclosure more comfortable and less concerned
- Not give an assurance to the child or young person that the information provided will be kept secret. Fun Foundry employees are encouraged to advise the child or young person that they have done the right thing in making the disclosure but the disclosure must be reported so that someone can help keep them safe
- Not attempt to conduct their own investigation or mediate an outcome between the parties
- Only ask enough questions to confirm the need to report the matter. Fun Foundry employees will avoid asking probing questions as this could cause distress, confusion and interfere with any later enquiries (e.g. they will ask non-leading questions such as "What happened then?" or "Can you tell me about that?" as opposed to leading questions such as "Did X person touch you?")
- Act on the basis that the information the person is providing is true
- Ensure the child or young person involved is safe
- Maintain the safety of other children and young people.

Any disclosure of harm is important and must be taken seriously and acted upon immediately, regardless of who perpetrated the harm and whether the harm to a child or young person has been caused by a person from within or outside Fun Foundry's services.

Should a Fun Foundry employee witness harm occurring, then the Fun Foundry employee will intervene immediately (provided it is safe to do so), or if it is unsafe, the Fun Foundry employee will call the police on 000 for immediate assistance, and also contact child safety service.

4.2 Documentation

Any disclosure must be documented as a confidential record that includes:

- Time, date and place of the disclosure
- What happened and what was said comprehensibly (by both the person disclosing and the Fun Foundry employee)
- Actions taken (what actions, by who or which agency, and when they were actioned)
- Reported by and signature

An online incident report form is available for documentation of harm and any other incidents.

4.3 Reporting

When reporting disclosures or suspicions of harm during business hours, Fun Foundry will contact the QLD Child Safety Service Centre for Brisbane and Moreton Bay on **1300 682 254** and follow all their advice and guidance on further actions to be taken.

When reporting disclosures or suspicions of harm after business hours, Fun Foundry will contact the Child Safety After Hours Service Centre on phone freecall **1800 177 135** and follow all their advice and guidance on further actions to be taken.

When reporting actual harm occurring, Fun Foundry will call police on **000** for immediate assistance and follow all their advice and guidance on further actions to be taken. This document and all its policies and procedures for handling disclosures or suspicions of harm will also be reviewed.

Under the Child Protection Act 1999, a person who reports suspected child abuse is protected from civil or criminal legal actions and is not considered to have broken any code of conduct or ethics. Details of the person who made the disclosure are to be kept completely confidential and will not be made available to the family of the child or young person, or the person against whom the disclosure has been made.

All information regarding the disclosure will be kept and stored securely confidentially at all times. The matter will only be discussed with persons who are able to provide support or advice about reporting disclosure/suspicion/actual harm process (e.g. government agencies, counsellors, legal advisors). Personal information collected will be treated in accordance with the Queensland Government's *Information Privacy Act 2009*.

4.4 Post-Incident Care

Fun Foundry employees will provide any participants who make a disclosure of harm, or about whom there is a suspicion of harm, with details of support services, such as Kids Helpline (1800 55 1800), Victim's Assist (1300 546 587), or Aboriginal and Torres Strait Islander Family Wellbeing Services (1300 117 095).

Fun Foundry will consult with employees, participants, and their parents/guardians/carers to establish if any further support (e.g. counselling) is required.

5 Management of Breaches

Potential breaches will be managed in a fair, unbiased and supportive manner. Depending on the circumstances, non-compliance with any policy or procedure contained within this document may constitute a breach of employment or contractual obligations. Those who fail to comply may face disciplinary action up to and including termination of employment for employees, and or termination of participation in Fun Foundry's services for participants and their parents, guardians, and carers.

A breach is any action or inaction by a Fun Foundry administrator, employee, participant, or parent/guardian/carer who fails to comply with any part of this document that relates to their role and responsibilities.

Fun Foundry will ensure all administrators, employees, participants, and parents/guardians/carers are made aware of the actions or inactions that might be considered a breach of this document, as well as the potential outcomes for a breach.

Fun Foundry will ensure:

- All people concerned will be advised of the breach process
- All people concerned will be able to provide their version of breach events
- The details of the breach, including the versions of all parties and the outcomes will be recorded
- Matters discussed in relation to any breach will be kept confidential (personal information will not be disclosed except where legally obligated)
- An appropriate outcome will be decided and clearly recorded and communicated.

Depending on the nature of the breach, outcomes may include:

- Providing additional appropriate training to employees
- Providing closer supervision of Fun Foundry employees and/or review their roles and duties
- Termination of employment
- Termination of participation in Fun Foundry activities.

The directors, Katie Cooke and Steven Cooke, are responsible for the management of breaches. If one of these directors is involved in the breach, the other director will be responsible, and will seek independent external support as needed.

6 Risk Management

6.1 Plans for High Risk Activities and Special Events

Fun Foundry generally conducts its business activities under very low to low risk conditions, and does not conduct special events or high risk activities. In the event that any out of the ordinary event and/or high risk activity is organised, the risk management approach below would be used.

6.2 Risk Management approach

We believe it is as important to be prepared for unforeseen risks or emergencies. Examples of activities that require a risk assessment to be conducted include, but are not limited to, any event or activity where:

- Fun Foundry employees may be left alone with a child or young person for an irregular or extended period of time (e.g. a parent/guardian arrives late to pick up a participant at the end of a session)
- Medical Emergencies (e.g. a child or young person suddenly becomes ill or injured during the group session)
- Psychological distress may become overwhelming (e.g. a discussion triggering a past trauma-sensitive response)

Fun Foundry is required to undertake the following six steps when conducting a risk assessment using the provided template:

- Identify the risks and establish the context
- Analyse the risks
- Evaluate the risks
- Manage the risks
- Reassess and Review

Risk description	Consequence and likelihood	Risk Level	Mitigation Strategies	Reassess and Review (who/how/when)

Fun Foundry directors must approve all risk assessments.

7. Legal and Regulatory Compliance

7.1 Blue Card System

Fun Foundry requires all persons in direct contact with its services' participants under 18 years of age to hold a valid Working with Children Blue Card issued by the Queensland Government and enforces the 'no card, no start' law that requires all paid staff, students and volunteers to hold a valid blue card before starting work in child-related industries. Fun Foundry will link all valid Blue Card holders to the Blue Card Organisational Portal before they start any work with children or young people.

Fun Foundry actively administers their responsibilities with the Blue Card Organisation Portal and its auditing processes. Failure to maintain a valid blue card, or withdrawal, suspension, cancellation of a blue card, or the issuing of a negative notice, will lead to the immediate review of an employee's current employment status and duties. Changes in police information received by the company will be immediately acted on.

Fun Foundry will also maintain a register of all directors and employees, with details of whether they are required to hold Blue Cards or not, and will regularly review this register.

Director Steven Cooke is responsible for maintaining the registers and for managing Blue Card applications and outcomes.

7.2 Relevant Legislation

As Fun Foundry provides regular care for less than 6 children under 13 years old (including a maximum of 4 under school age) in a hall/home for a fee/reward, it is considered to be a "stand alone child education and care service" under the QLD Government's *Education and Care Services Act 2013*, and subject to the oversight of the Queensland Government's Early Childhood Regulatory Authority:

Fun Foundry meets all requirements of the Authority, as our services are provided by:

- An adult over 18 years old,
- with a blue card ,
- with first aid with asthma and anaphylaxis training,
- who provides the service within a safe and suitable premise.

And Fun Foundry maintains:

- \$10 million public liability insurance
- appropriate health and safety policies, procedures and documentation (such as is contained in this document).

We are required to meet the eight mandatory requirements under the Queensland government's Working with Children (Risk Management and Screening) Act 2000 and the Working with Children (Risk Management and Screening) Regulation 2020, which also correspond with the ten National Principles for Child Safe Organisations. This document and all information contained within addresses Fun Foundry's commitment, capability, concerns and consistency to keep children and young people safe.

8. Communication and Support

8.1 Accessibility

Fun Foundry only conducts their sessions in facilities that provide wheelchair access, disability parking and disability toilet facilities.

Group session facilitators will conduct an inspection of facilities before sessions commence, to ensure there are no health and safety hazards to participants and employees, and that all required facilities (furniture, bathrooms, emergency exits) are in working order.

Fun Foundry selects rooms within the facility that enable the facilitator to observe both the session room and the entrance to bathroom facilities. If necessary, play will be temporarily suspended to enable the facilitator to adequately supervise the entry to bathrooms while children or young people are accessing toilet facilities. Where bathroom facilities are also accessible by anyone other than Fun Foundry employees and participants, Fun Foundry employees will endeavour where possible, to inspect bathrooms before participants enter, or have participants visit the bathroom in groups.

If any child or young person requires additional disability assistance within the toilet facility, this need must be declared by the parent/guardian at intake. Parents/guardians will be asked to provide their own support worker (who will need to supply Fun Foundry with their valid Blue Card details prior to session commencement).

8.2 Assent and Consent

A parent/guardian of a participating child or young person is to provide written informed consent as indicated within Fun Foundry's online intake documents. The parent/guardian of participants aged 13 years and over may also provide consent for alternative drop-off/collection arrangements with prior written notice (e.g. the young person comes straight to sessions from the high school bus stop, or a young person works at a local business after sessions, or another adult other than the parent/guardian drops off and/or collects a participant).

Fun Foundry will clearly notify children and young people and their parents/guardians/carers of the times of the session they are registered to participate in, when they can expect to collect the child, and that it is not the Fun Foundry's responsibility to transport children and young people home if parents/guardians/carers are delayed. Fun Foundry will also communicate to parents/guardians/carers that it is desirable that the parents/guardians/carers of the second to last participant wait with the Fun Foundry facilitator and the last participant until the last participant has been collected. This will enable the Fun Foundry facilitator to concentrate on making contact with the parents/guardians/carers of the last participant, and also that they are not alone with the last participant. Fun Foundry facilitators must have access to a phone so that they can attempt to contact a child or young person's parents/guardians/carers if needed.

Assent will also be obtained from the participating child or young person directly. At the beginning of the first session of the group-based program, the Fun Foundry facilitator will explain the program using age appropriate child supportive language. Should a child or young person not provide assent, after ample opportunity for further explanation, the Fun Foundry facilitator will immediately contact their parent/guardian/carer and ask for them to return to collect the child or young person. Follow-up communication between all parties will occur post-session, so that the session may continue with all the other assenting participants with as little disruption as possible.

8.3 Complaints and Feedback

As part of the information provided after an intake process, participants and their parents/guardians will be provided with a link to an online feedback form. Participants and their parents/guardians/carers may also provide feedback via email, to contact@funfoundry.com.au.

Information regarding an invitation to participate in Social Academy Play's research involving the DOTS/DOTS+ social skills program, via an online link, is also provided upon registration and after the last session for parents/guardians to complete, with reassurance that it is voluntary and separate to their child or young person's group based participation experiences.

Complaints are to be directed to admin@funfoundry.com.au and will be promptly dealt with by the non-facilitator director, Steven Cooke, for unbiased management of the complaint and any subsequent actions.

8.4 Cultural safety and respect

The traditional custodians will be frequently acknowledged throughout Fun Foundry's activities, particularly in the opening group-based sessions, as well as on Fun Foundry's website. Additionally, all participants will be encouraged to add any cultural representation elements to their character creations and play responses within the program's structure. For example, an ATSI participant may want to incorporate elements of The Dreaming or Dreamtime entities into their character, or a Maori participant may want to play Tane-Mahuta as their character.

8.5 Equity, Diversity and Inclusion

Any disabilities and/or difficulties will be supported by Fun Foundry employees to the best of our abilities and in consultation with participant's parents/guardians/carers, to ensure the best possible inclusive play experience for all children and young people. As an example, to support learning difficulties (such as dyslexia), the facilitator may read more sections of the program's guidebooks (normally read by the participants at various times) and encourage other writing methods (such as drawing or scribing) for any written responses required during play. Thus ensuring all participants can access all resources and fully participate in the group-based programs.

Fun Foundry is not currently NDIS (National Disability Insurance Scheme) registered, although our social skill groups may be covered under an NDIS participants plan, if the participant's goals align with that of the group. Coverage depends on individual plans, therefore we recommend checking with your support coordinator, local area coordinator and/or plan manager before registering with Fun Foundry.

Fun Foundry provides for participant safety by requiring valid Blue Cards for employees, age-appropriate grouping, and incident reporting. Also, participants and parents can provide anonymous feedback at any time, and Fun Foundry group sizes are generally 1:4 facilitator to participant ratio with a maximum of 6 children or young people in total under a facilitator's direct supervision at any time. The above stated protocols make us compliant with the NDIS Code of Conduct enforced by NDIS Quality and Safeguards Commission.

8.6 Emergency Procedures

Emergency and evacuation procedures will be explained to all participants at the beginning of the first group session by using age appropriate, supportive language with encouragement to clarify any information with the Fun Foundry facilitator. Evacuation Assembly Points (as per the facility's emergency evacuation diagram) will be fully explained in the first group-based session and reinforced at various times throughout the other nine sessions per term.

8.7 Information Management, Privacy, and Technology

8.7.1 Information Sharing and Privacy Policy

As a necessary part of participating in this social skills program, personal information of parents of participants, and personal information of participants will be gathered by Fun Foundry., Such information will be recorded and stored securely. All information will remain confidential, and prior approval will be required to release any information to another professional, agency or family member, if requested. Information may be shared if subpoenaed by a court of law, or if failure to disclose the information would place a child or another person at serious and imminent risk of harm, or where the group facilitator has a duty to make a Mandatory Report (refer to section 4).

8.7.2 Photography

Fun Foundry understands that parents/guardians/carers and their children have varying comfort levels regarding their children's images appearing online or in print, therefore Fun Foundry maintains a strict "no photo and no video" policy. This means Fun Foundry employees are prohibited from using personal phones or cameras or other devices to photograph children or young people during Fun Foundry's group-based programs.

Fun Foundry administrators will also not take, use, or publish any photos, videos, or digital recordings of your child for promotional materials, our website, newsletters, or social media accounts. Fun Foundry also expects that parents/guardians/carers also respect the privacy of other participants attending the group-based programs by refraining from taking photos that include other participants.

Fun Foundry never uses photos or identifying details of your child on social media, our website, or in any publicly released information or promotional material. In the event that we may wish to use anonymised photos of your child (e.g. taken in a way that does not show the face, or out of focus) we will ask you for express written permission, which you may decline with no negative repercussions.

8.7.3 Record Keeping and Storage

The Fun Foundry uses end-to-end encrypted storage for all client and employee information. We use Proton for email services and Proton Drive for storing confidential information. Proton is based in Switzerland, and is protected by very strong Swiss privacy laws. For online forms we use Tally, which is based in Belgium, and is protected by strong European Union privacy laws.

8.7.4 Phone, Internet & Email

All communication will be conducted through Fun Foundry's website (www.funfoundry.com.au) and Fun Foundry's email systems, or by telephone. No other website or email accounts will be permitted for use (e.g. personal email accounts). Personal mobile phones of employees will be permitted to be used in emergency situations only (eg. to contact 000 in emergency situations).

8.8 Mental Health

8.8.1 Challenging Behaviours

When a participant presents challenging behaviours, in the first instance the facilitator will immediately move the current play along (so as to not reinforce the behaviour) and redirect game play to the next content (thus modifying the environment) or offer a quick hydration break before continuing game play. Any repeated instances of challenging behaviour will be followed up in a supportive manner 1:1 at the end of session with the child or young person and their parent/guardian/carer.

If the challenging behaviour is very disruptive to play or poses any threat of harm to themselves or other participants, play will cease immediately, general emotional regulation activities (like solo colouring in or reading graphic novels) will be provided to all participants, whilst parents are contacted for immediate pickup. Follow-up communication with parents will occur after the session and prior to the next session as per breach management policy.

Fun Foundry employees will support children and young people participating in group-based programs in a way that takes into account their age, developmental level and cultural needs at all times. Fun Foundry recognises that all children and young people need to be supported to grow, develop skills, and to participate fully in their family, social, school, and community life. For children and young people, safe and caring relationships with adults often provide the majority of that support, which should be strengths-based and modelled on positive behaviours. Fun Foundry acknowledges that all behavior is a form of communication and a child or young person's challenging behavior is typically a stress response or a way to communicate an unmet need (like needing a break, or experiencing sensory overload). Therefore, Fun Foundry employees will focus on skill development and modifying the environment or context to better support the child or young person, and reduce the need for them to engage in challenging behaviour, rather than relying on punishing negative behaviours.

Fun Foundry employees will never engage in prohibited practices at any time, including when responding to the behaviour of children or young people. Prohibited practices are unlawful and unethical practices which present a high risk of causing a high level of discomfort and trauma, including any action that frightens, threatens or humiliates a child or young person. Prohibited practices include:

- Corporal punishment
- Unethical practices to modify a child or young person's behaviour
- Planned use of physical restraint
- Planned use of restriction of access to items (environmental restraint)
- Containment (environmental restraint)
- Seclusion
- Chemical restraint
- Mechanical restraint
- Aversive strategies.

8.8.2 Emotion and Sensory Regulation

Emotion regulation challenges are normal and expected in play-based activities. With support (which facilitator training prepares facilitators to deal with), they can be a positive catalyst for social development.

Facilitators are trained to identify various types of individual and group dynamic challenges within the play structure (such as domineering or withdrawal tendencies) and their associated behavioural responses.

For example:

- Verbal prompting in the moment during adventure play (eg skipping a section of the adventure journey)
- Taking strategic breaks for extra re-regulation and toileting or rehydration time
- Actively discussing observations during adventure debriefings built into the program already
- Discussing escalating challenges with the child / young person and their parent/guardian before or after sessions
- Using responsive consequences built into play (such as hit points, loss of gold or the Curse of Interruption).

A sensory supportive space will be provided in one corner of the room during every session. It will contain a soft bean bag for one child or young person to use at a time, a pair of noise-cancelling ear protectors and a small weighted blanket with a variety of soft toys to choose for comfort. All items in this space will be cleaned regularly with hypoallergenic, unscented cleaning products and hot water (depending on level of use).

8.8.3 Language

Fun Foundry employees will seek to adopt positive language and a pleasant tone of voice, and avoid using bad or aggressive language, insults, swearing, criticism, bullying, or not giving a child or young person positive support or encouragement when talking with a child or young person or in the presence of other children or young people. Additionally, Fun Foundry employees will avoid inappropriate body language, such as winking or leering at all times.

8.9 Physical Health

8.9.1 Physical Contact

Fun Foundry's activities are non-contact in nature and therefore physical contact with a child or young person should only occur to prevent or respond to an illness or injury in an emergency. Fun Foundry expects its employees to never initiate physical contact with a child or young person, however should a child or young person initiate socially appropriate physical contact (e.g. a brief hug) then the Fun Foundry facilitator will be expected to use those moments to teach the child or young person about healthy boundaries and body autonomy by modelling a gentle redirection to an alternative emotional expression while saying, "I love how excited you are, but I prefer finger hearts to hugs!", thus maintaining professional boundaries.

8.9.2 Illness & Injury (First Aid)

Only Fun Foundry employees qualified in administering first aid should attempt to treat an injury. Fun Foundry employees should avoid treating injuries out of sight of others (although the comfort level and dignity of the child or young person should always be the priority) and seek medical attention as soon as possible, according to how serious and urgent the illness or injury is.

During the intake process for new participants, parent/guardian consent will be obtained for the provision of first aid.

Fun Foundry will supply a fully stocked first aid kit in the room at all times and will have prior consent from their parent/guardian to provide emergency first aid and allow emergency services to transport their child or young person in the event of a serious illness or injury.

Fun Foundry employees must always report injuries, illnesses and any treatments to parents/guardians, as well as fully document the incident using Fun Foundry's Incident Report processes.

8.9.3 Asthma and Anaphylaxis and Medication

Fun Foundry's employees treat Asthma and anaphylaxis using standard emergency first aid responses. Fun Foundry facilitators maintain current and valid first aid training (including additional asthma and anaphylaxis training). Fun Foundry ensures facilitators have access to a fully stocked and regularly maintained first aid kit (including asthma and anaphylaxis equipment) that is easily accessible at all times within the room that the program is conducted within.

During the intake process Fun Foundry identifies children and young people who require support to manage their health conditions, and actively initiates further discussion with parent/guardians regarding access to their child's current asthma and anaphylaxis action plans (completed by an appropriately qualified health professional) and/or information regarding medication. Fun Foundry ensures the program facilitator has a copy of and is fully aware of any action plans and/or medication details. All such information is to be kept with the supplied asthma and anaphylaxis kit that is kept by the facilitator in the program room at all times.

8.9.4 Smoking, Alcohol and use of illegal drugs

Smoking, vaping, and the consumption of alcohol and illegal drugs is prohibited at all times during Fun Foundry activities and at venues Fun Foundry uses to conduct its activities.

8.10 Public Representation of Fun Foundry

All public or media commentary or representations regarding Fun Foundry or its activities will be the sole responsibility of the directors, Katie Cooke and Steven Cooke. Any other employees must not make public comments regarding Fun Foundry or its activities, or represent or imply that they speak on behalf of Fun Foundry.

Only Fun Foundry directors will represent Fun Foundry on its social media platforms (eg Facebook, Instagram and TikTok) in accordance with this document. Only communications of an enquiry engagement level will be conducted using social media platforms; all communication of a private nature will be conducted by email or phone.