

2024 Children's Week Event Resource Pack

Playgroup Tasmania acknowledges that we live, work and play on Aboriginal land, land of the palawa people of lutruwita (Tasmania). We pay our respects to the Tasmanian Aboriginal community, to elders past and present and to all those who continue caring for country, sharing stories and upholding rights.

Welcome to 2024 Children's Week in Tasmania

Thank you for planning an event to celebrate 2024 National Children's Week which runs from 19 to 27 October 2024.

This year, the theme for Children's Week is:

Children have the right to a clean and safe environment

(from UNCRC Article 24)

Children's Week aims to be inclusive of and accessible to Tasmanians from all communities, and to be celebrated in all regions of Tasmania.

Each year, Playgroup Tasmania works with Children's Week event holders to help promote your events and encourage participation.

This kit aims to get the basics into your hands and make planning, promoting and evaluating your event as easy as possible.

Including the 'child's voice' as part of your event is a priority for Playgroup Tasmania, and we encourage you to do this when planning and running your event as well as evaluating its success. We've included some information about how you can do this and are here to help if you have any questions.

The full contents of this kit are listed on the next page.

If you want advice or can't find the information you need here or at playgrouptas.org.au, please contact Amanda Treanor, Project Officer – Project Lead for Intergenerational Program / Children's Week on 0447 633 965 or amanda.treanor@playgrouptas.org.au.

Playgroup Tasmania works with a range of Tasmanian groups and organisations to ensure the ongoing success of Children's Week.

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Planning your event

While many individuals and organisations have experience holding events and activities during Children’s Week and other times, it’s helpful to have a basic checklist you can refer to and make sure you haven’t forgotten anything or just in case your plans need to change at the last minute. The list below outlines the key elements of many events and may help you think through the big and small things you need to consider.

1. Child Safety (Additional information page 9)
 - Where can we post the Statement of Commitment and Reporting Process at our event so everyone sees them?
 - What risks could there be to children’s physical, emotional and social safety? Have we done a Risk Assessment?
 - Are event organisers easy to identify?
 - How can we eliminate or lessen these risks?
 - Do you have consent to take photographs of attendees?

2. Venue (indoor or outdoor spaces)
 - Where will we hold the event? Is it accessible and easy to get to?
 - Is there room for everyone? Do we have quiet areas available?
 - Are there nappy changing stations and chairs for people to sit down?
 - Have we completed a risk assessment?
 - Is someone responsible for greeting families as they arrive?
 - If outdoors, is there adequate shade? Will we provide sunscreen?

3. Format of the event
 - What will happen and when?
 - What needs to be set up before the event begins?
 - Will we tidy during the event or only afterwards?
 - Will bad weather affect our event? What will we do if it does?
 - Which attendance record/ sign in sheet will we use?

4. Support/Volunteers
 - How many will we need? Who can help when and how?
 - Do they have Working With Vulnerable People cards?
 - Have they completed the Child Safety Code of Conduct form?

5. Catering

- Will we provide food and drinks? If not, is there drinking water available?
- Do we need plates, cups and cutlery?
- What kinds of food and drink will best suit the attendees? Remember to consider potential allergies and common/known dietary requirements.
- Are there places suitable for children to sit when eating and drinking?

6. Promotion (Additional information on page 12)

- Who do we want to come to the event?
- How will we tell them it's happening?

How to make your event warm and welcoming

Inclusion is about welcoming everyone into the common space of your event while also having empathy and understanding for the differences families and children may have.

Inclusion encourages empathy and understanding which benefits everyone.

Inclusive practices are the things we do to support children's emotional and social development and encourage awareness of individual differences and appreciation of diversity within our communities.

Thought and planning around how you can bring inclusive practices to your event helps all families feel welcome and included regardless of their differences or personal circumstances. Some general things that can make a big difference to families taking part in your event include:

- Be welcoming, warm and greet both adults and children whenever possible.
- Have a clear sign out the front to help people find the event easily.
- Choose a 'welcomer' whose responsibility is to specifically welcome people to the event.
- Introduce attendees to each other if they are new to the community or you haven't seen them previously.
- Be friendly—if you have time during the event, take an interest in the people attending, ask about why they decided to attend and about the child's interests.

Making sure your event is accessible to everyone

Will everyone who wants to be able to get to your event and enjoy it be able to?

Making your event 'accessible' means everything from using promotional materials that are easy to read to ensuring there are wheelchair accessible toilet facilities. Letting people know where they will be able to park their car and what bus route they can take to the nearest bus stop can also be helpful.

Find out more in the Tasmanian Government's Accessible Events Checklist and even more information at their website >

<https://www.dpac.tas.gov.au/divisions/cpp/community-policy-and-engagement/people-with-disability/accessible-events-guidelines2/accessible-events-checklist>

How to include the 'child's voice' in your event

'Children have the right to say what they think should happen when adults are making decisions that affect them and to have their opinions taken into account'.

Article 12, UNCRC

All children and young people have a right to participate in decision making about their own lives and this shouldn't be limited by ability, age, ethnic background, personal circumstances or behaviour.

There is a lot of thinking, research and information available about ways to include the child's voice in everything from research to project and event planning. This practice is becoming more and more an expected part of everything we do with children from birth to adulthood.

Including the child's voice in your event means making sure you have asked children for their thoughts and ideas about what would be fun or interesting to do.

This can be as casual as having a chat with groups or individual children when they're attending regular playgroup activities or asking children to draw or paint the things they'd like to do.

You may also like to chat with children at your Children's Week event this year to hear ways they think it could be even more fun. Remember to make a note of what you learn and hear so you can refer to it when you start planning for 2025.

Things to remember when engaging with children.

- use age-appropriate methods
- have a transparent communication process
- participation is always optional, and children can choose to stop at anytime
- ensure sure you have consent from both child and parent/care giver
- make sure you are in a safe, friendly environment (familiar environment where they are comfortable is ideal)
- and the person involved should build on or already have a relationship with the child.

You can find more information like this in the document [Engaging Children's Voices in the Early Years: Practice Guidelines](#) or contact Playgroup Tasmania on 6331 6599 or admin@playgrouptas.org.au

How to hold a Child Safe event

There are many aspects to holding a child safe event.

One is making sure children and families feel welcome, included and able to raise any concerns with the organisers.

Playgroup Tasmania member playgroups (both community and organisation-led) are asked to display the two Child Safety & Wellbeing posters included at the end of this document in a highly visible area at your Children's Week event.

These posters inform parents, care givers and other guests of your commitment to child safety and wellbeing and also support you to explain the details, if anyone has questions for you.

We also ask that everyone involved in organising and running your event please complete the Child Safety module in our online resource hub at this link >
<http://www.playgrouptasresourcehub.org.au>

If you would like printed versions of any of these materials, please get in touch at admin@playgrouptas.org.au or call 6331 6599.

Is your event/venue safe? (Risk assessment)

One of the best things you can do to make sure your event is safe for everyone is to walk around looking for things that could cause accidents or injuries.

To help you do this, we've included a sample Event/Venue Assessment Checklist which you can print out and use as a guide. While all locations are unique, this list will get you thinking and looking at the area from a risk point-of-view.

We recommend that you complete a risk assessment

- when first planning your event
- a week before your event
- the day before/morning of your event, especially if the weather has been particularly hot and dry (snakes!) or wet (slippery mud!).

Promoting your event

The key to success of any event is promotion so people know when and where it is happening and why they will enjoy taking part.

Playgroup Tasmania provides promotional support through both the printed and online Activity Guide and poster which you can edit, print out and display in your community.

If you prefer not to use the poster template, you'll need to make sure to follow the guidelines for using the Children's Week logo.

Grant recipients: If you have received funds for your event from the 2024 Children's Week Small Grants Program you will also need to include the words: 'Supported by the Tasmanian Government' on your promotional materials.

How to promote your event

Poster

Mentioned above, this poster can be modified easily with your event details and then printed out and displayed around your community in places like schools, shops, libraries, health centres and churches. *Remember to ask before putting your poster up.* This is also a good way to spread the news about your event.

Social media

If your group or organisation already has a Facebook or Instagram page, share the details of your event as a post on there as well. You can use the poster as an image to catch people's attention.

If you have special guests or activities planned, ask the people involved to share details about the event through their own social media networks. For example, if you have special catering arranged, ask the caterers to post a photo of their preparation work online, noting the details of your event. Please ensure you have consent to share photos to social media (page 13).

Word of mouth

This is one of the best ways to get the word out about your event. Simply tell your friends, relatives, neighbours and co-workers about the event. Tell them what you've been doing to plan for it and how much fun it will be.

Playgroup Tasmania

Playgroup Tasmania is the peak body representing volunteer-led and organisational playgroups across Tasmania.

For 50 years, playgroups have provided children and their families with connection, support and play experiences. Playgroups contribute to community resilience by empowering families, leveraging the existing strengths within communities, and building social capital through volunteer engagement and capacity building.

Our Vision

Families with young children and babies are supported to flourish physically, emotionally and socially through their connections to Tasmania's playgroup community.

Our Purpose

1. We recognise parents and caregivers as their children's first teachers, and emphasise the importance of play and attachment in early childhood development.
2. We work collaboratively with organisations, volunteers and families to build resilient, inclusive and supportive playgroup communities that connect families and young children.

For further information

Playgroup Tasmania Inc

PO Box 799 Launceston TAS 7250

(03) 6331 6599 / admin@playgrouptas.org.au

Templates & resources

Tasmanian Government's Accessible Events Checklist

Engaging Children's Voices in the Early Years: Practice Guidelines

Playgroup Tasmania Statement of Commitment to Child Safety and Wellbeing poster

Playgroup Tasmania Child Safety and Wellbeing Reporting Process poster

Online version of the 2024 Children's Week Activity Guide (*the site will be live in mid-September*)

Event/Venue Event Checklist (Risk assessment)

Promotional Poster template

Guidelines for using the Children's Week logo

Photo and video consent form