



## Child Safety Policy and Procedure

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Current version	TO BE Approved by the Board of Governors, 30 January 2023
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Threshold Standard	2.3
Responsible person/s	Academic Director, Academic Administration Manager and Chief Executive Officer
Appendix A	Full list of amendments

### 1. Introduction

1.1 The Adelaide Central School of Art ('the School') is committed to the provision of a child safe environment that protects children from abuse and harm. The School has developed this policy document, which outlines the responsibility of management, administration and lecturing staff who work with children both on site and when representing the School at external events. This policy demonstrates the School's compliance with, and ongoing commitment to, the:

- 1.1.1 *Children and Young People (Safety) Act 2017 (SA)*;
- 1.1.2 *Child Safety (Prohibited Persons) Act 2016 (SA)*; and
- 1.1.3 Child Safe Environments: Principles of Good Practice.

1.2 A child safe environment is defined in accordance with the *Children and Young People (Safety) Act 2017 (SA)* as one that ensures a child's right to be safe from harm at all times. The well-being and best interests of children are the responsibility of the entire community and the School acknowledges its role in contributing to a child safe community.

### 2. Purpose

The purpose of this policy is to:

- define the responsibility of the School's management, administration and lecturing staff when working with children;
- implement guidelines for ensuring a child safe environment at the School in accordance with *the Children and Young People (Safety) Act 2017 (SA)* and *Child Safety (Prohibited Persons) Act 2016 (SA)*;
- integrate these guidelines into the culture of the School; and
- foster an environment where all staff assume responsibility for ensuring child safety in all aspects of the School's operations.

### 3. Scope

This policy applies to all activities and decisions of the School.

### 4. Definitions

- 4.1 **Award Courses** refer to the School's accredited programs.
- 4.2 **Child/children** refers to a person(s) aged under 18 years.
- 4.3 **Direct supervision** refers to the ongoing physical presence of a parent or guardian.
- 4.4 **Guidelines** refers to Child Safe Environments: Principles of Good Practice;
- 4.5 **Harm** is a reference to physical harm or psychological harm (whether caused by an act or omission) and includes, but not limited to, harm caused by sexual, physical, mental or emotional abuse or neglect.

- 4.6 **Mandatory notification** refers to the process of reporting suspected harm of a child, supported by reasonable suspicions.
- 4.7 **Notifiable Event** includes:
- 4.7.1 being charged or found guilty of an offence;
  - 4.7.2 facing disciplinary proceedings or having findings of misconduct;
  - 4.7.3 cancellation of an approval of a foster parent or approved carer;
  - 4.7.4 notifications under the former *Children's Protection Act 1993 (SA)* or the Safety Act;
  - 4.7.5 being prohibited from working with children under a law of the Commonwealth, or of another State or Territory;
  - 4.7.6 being a registered offender under the *Child Sex Offenders Registration Act 2006 (SA)*;
  - 4.7.7 making a disclosure under the *Child Sex Offenders Registration Act 2006 (SA)*.
- 4.8 **Prescribed position** refers to a position in which a person works, or is likely to work, with children.
- 4.9 **Prohibited Persons Act** refers to the *Child Safety (Prohibited Persons) Act 2016 (SA)*.
- 4.10 **Public Programs** includes, but is not limited to, Short Courses, Teen Programs, Masterclasses, Atelier, and other teaching and learning activities undertaken by the School for a public audience.
- 4.11 **RAN-EC training** refers to Response to Abuse and Neglect – Education and Care training conducted by a Department of Education certified authority.
- 4.12 **Reasonable suspicion** refers to a judgement that a child is being or has been harmed, based on personal observations, information, and opinions formed while carrying out official work duties.
- 4.13 **Risk assessment** refers to a process of evaluating potential risks of harm to children or an individual child.
- 4.14 **Safety Act** refers to the *Children and Young People (Safety) Act 2017 (SA)*.
- 4.15 **Staff** refers to a person performing any work for the School, including permanent, contracted and casual employees, contractors and volunteers.
- 4.16 **Student** refers to an enrolled student at the School.

## 5. Policy

- 5.1 The School adopts an approach to child safety that implements guidelines outlined in the Safety Act, the Prohibited Persons Act and Guidelines. This approach provides a comprehensive and structured framework to assist the School in maintaining a child safe environment.
- 5.2 The School is committed to ongoing implementation of this Policy and to maintaining currency with guidelines outlined in the Safety Act, Prohibited Persons Act and the Guidelines.
- 5.3 The School ensures this Policy is accessible to all parties involved in activities conducted by the School.

## 6. Responsibilities

- 6.1 The Academic Director, Academic Administration Manager and the Chief Executive Officer (CEO) of the School are responsible for ensuring that this Policy is implemented by the School. The Academic Director, Academic Administration Manager and CEO are responsible for ensuring that all parties involved in activities conducted by the School do so in accordance with this Policy.
- 6.2 The CEO is responsible for implementing this Policy for all Public Program activities undertaken by the School. The Academic Director and Academic Administration Manager are responsible for implementing this Policy for the School's Award Courses.
- 6.3 The CEO, Academic Director and Academic Administration Manager are responsible for the maintenance of current information about staff working with children. This includes the

identification of children undertaking activities conducted by the School and maintenance of records detailing Working with Children Checks for staff (refer to 8.2).

- 6.4 All staff are responsible for working in accordance with this Policy to ensure a child safe environment.

## **7. Legislative Obligations**

- 7.1 The Safety Act and the Protected Person Act applies to the School as it is an organisation that provides education services for children. While the School does not provide services wholly to children, some of its outreach and teaching activities include interaction with children. A small number of students who commence the School's Award Courses are children.
- 7.2 The Protected Person Act requires the School to ensure that a Working with Children Check is undertaken at least every 5 years before a person can occupy, or continue to occupy, or be appointed to a prescribed position.
- 7.3 The Protected Person Act provides that the School must notify the Department if it becomes aware of certain information that may affect the persons Working with Children Check.
- 7.4 The Safety Act requires the School to implement policies and procedures for ensuring that:
- 7.4.1 its reporting requirements are satisfied;
  - 7.4.2 safe environments for children and young people are established and maintained;
  - 7.4.3 the School complies with the Guidelines;
  - 7.4.4 the School meets the standards of care in ensuring the safety of children and young people.

## **8. Procedures**

### **8.1 General**

- 8.1.1 Staff are to be notified of a child's participation prior to the commencement of the activity.
- 8.1.2 Staff members working with children undertaking teaching and learning activities conducted by the School must ensure that any face to face contact with a child is done in the presence of another adult.

### **8.2 Working with Children Checks**

- 8.2.1 Working with Children Checks are required to be conducted every 5 years for: Staff working in prescribed positions; and/or
- 8.2.2 Staff who are in contact with children while conducting teaching and learning activities on behalf of the School (except in cases where direct supervision is maintained by a parent/guardian at all times).
- 8.2.3 Staff required to have a Working with Children Check must:
- 8.2.3.1 ensure that a Working with Children Check is conducted at least once every 5 years; and
  - 8.2.3.2 provide the School with their:
    - 8.2.3.2.1 full name;
    - 8.2.3.2.2 address;
    - 8.2.3.2.3 date of birth; and
    - 8.2.3.2.4 unique identifier issued under s 29 of the Prohibited Persons Act; and
  - 8.2.3.3 notify the School if a Notifiable Event occurs.
- 8.2.4 The School is required to:
- 8.2.4.1 verify that a Working with Children Check has been conducted by staff required to have a Working with Children Check at least once in every 5 year period by reviewing the Department's online records; and
  - 8.2.4.2 notify the Department if it becomes aware that a Notifiable Event occurs with respect to a Staff member required to have a Working with Children Check.

- 8.2.5 The School will keep documents associated with Working with Children Checks confidential at all times. Access to these documents is strictly by the CEO, Academic Director and Academic Administration Manager only.
- 8.2.6 The School will cover the cost of a Working with Children Check that are obtained in accordance with this policy for all employees. Employees who are required to obtain a Working with Children Check under this policy can submit a receipt of payment to Administration for reimbursement. The School expects that all independent contractors and volunteers pay for their own Working with Children Check.

### 8.3 Notification of Harm

- 8.3.1 The CEO, Academic Director and Academic Administration Manager are responsible for advising staff working in prescribed positions about mandatory notification requirements in accordance with current RAN-EC Training. Staff working in prescribed positions may be required to attend the RAN-EC Training.
- 8.3.2 Where a staff member, working with children undertaking teaching and learning activities conducted by the School, suspects on reasonable grounds that a child is at risk of harm within the meaning of the Safety Act they must report their suspicion to the Families SA Child Abuse Report Line as soon as possible by telephoning 13 14 78 or submitting an online report. That staff member must also report their suspicions to:
- the Academic Administration Manager for issues relating to the School's Award Courses;  
or
  - the Academic Director for issues relating to the School's Award Courses;  
or
  - the CEO for issues relating to the School's Public Programs and all other matters;

### 8.4 Code of Conduct – Children and Young People

- 8.4.1 The School adopts the Code of Conduct to uphold its commitment to the provision of a child safe environment and protecting children from harm.
- 8.4.2 All staff members are required to review, understand, comply and acknowledge the School's Code of Conduct.

### 8.5 Parental Consent

- 8.5.1 Parental consent must be obtained for a child to participate in a teaching and learning activity conducted by the School. The following forms must be completed and submitted by a Parent or Guardian:
- Parental Consent Form (General) – applies to all teaching and learning activities conducted by the School.
  - Parental Consent Form (Activities involving life modelling) – applies to teaching and learning activities conducted by the School that involve nude life modelling.

Exceptions: Where an activity is coordinated in partnership with a Secondary School, it will be the responsibility of the Secondary School to obtain parental consent.

- 8.5.2 The CEO is responsible for ensuring that parental consent is obtained for children participating in Public Programs. The Academic Administration Manager is responsible for ensuring that parental consent is obtained for children participating in the Award Courses.

### 8.6 Children of Staff and Students

The School recognises that staff and students may occasionally need to bring their children onto School premises. The following conditions apply:

- Staff and students who bring children to the School must notify Administration and ensure that direct supervision is maintained at all times.
- In line with School policy, visitors are not permitted onto the premises outside of the School's office hours.
- Children suffering serious communicable medical conditions are not permitted onto the premises.

- Children may enter a teaching and learning activity only where approval is provided by the Academic Administration Manager and the Lecturer consents. In consenting, the Lecturer must take into account whether learning materials discussed in the activity are suitable for children.
- Children must not enter potentially unsafe premises, such as workshops.

## 8.7 Review

This policy will be reviewed at least once in every 3 year period commencing on the date of approval of this policy.

## Appendix A: Policy Amendments

1. Minor amendment: formatting changes to align with new policy template. Approval not required. 21 April 2017.
2. Minor amendment: Recategorised from Governance Policy (G007) to Operational Policy (A006). Approval not required. 21 March 2018.
3. Major amendment: updating to be in compliance with the *Children and Young People (Safety) Act 2017* (SA) and *Child Safety (Prohibited Persons) Act 2016* (SA).
4. Minor amendment: Updates to position titles and delegations of authority in response to staff changes. Responsibility for Public Programs has been delegated to the CEO. 11 August 2020.
5. Minor amendment: Updates to position titles and delegations of authority in response to staff changes. Academic Director added as an additional responsible person. December 2022.



## Adelaide Central School of Art Code of Conduct – Children and Young People

The Adelaide Central School of Art (**the School**) is committed to the provision of a child safe environment that protects children from harm.

All staff (including volunteers) of the School are responsible for promoting the safety and well-being of children and young people by:

- Adhering to the School's Child Safe Policy at all times and taking all reasonable steps to ensure the safety and protection of children and young people.
- Treating everyone with respect and honesty including staff, volunteers, students, children, young people and parents.
- Remembering to be a positive role model to children and young people in all your conduct with them;
- Setting clear boundaries about appropriate behaviour between yourself and the children and young people in your organisation – boundaries help everyone to carry out their roles well
- Listening and responding appropriately to the views and concerns of children and young people
- Ensuring another adult is always present or in sight when conducting one to one coaching, instruction or other activities
- Being alert to children and young people who are, or may be at risk, and reporting this to the Child Abuse Report Line (13 14 78)
- Responding quickly, fairly and transparently to any serious complaints made by a child, young person or their parent/guardian
- Encouraging children and young people to 'have a say' on issues that are important to them.
- Providing feedback to both children and parents or guardians.

Employees and volunteers must not:

- Engage in rough physical games
- Develop any 'special' relationships with children and young people that could be seen as favouritism such as the offering of gifts or special treatment
- Do things of a personal nature that a child or young person can do for themselves, such as toileting or changing clothes
- Discriminate against any child or young person because of age, gender, cultural background, religion, vulnerability or sexuality.