



## Child Safety Policy and Procedure

Policy Id	A006
Previous Versions	15 October 2015, 21 December 2019, 30 January 2023
Current version	Approved by the Board of Governors, 27 May 2024
Scheduled review date	May 2027
Threshold Standard	2.3
Responsible person/s	Academic Director, Academic Administration Manager, Chief Executive Officer, Public Programs Coordinator
Appendix A	Full list of amendments
Appendix B	Code of Conduct – Children and Young People
Appendix C	Risk Assessment

### 1. Introduction

- 1.1 The Adelaide Central School of Art (ACSA) is committed to the provision of a child safe environment that protects children from harm and risk of harm.
- 1.2 This policy demonstrates the ACSA's compliance with, and ongoing commitment to, the:
- 1.2.1 *Children and Young People (Safety) Act 2017 (SA)*;
  - 1.2.2 *Child Safety (Prohibited Persons) Act 2016 (SA)*; and
  - 1.2.3 National Principles for Child Safe Organisations.
- 1.3 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. We value and respect children and young people and welcome them regardless of their abilities, sex, gender, or social economic or cultural background. Bullying and harassment will not be tolerated. The well-being and best interests of children are the responsibility of the entire community and ACSA acknowledges its role in contributing to a child safe community.

### 2. Purpose

The purpose of this policy is to:

- define the responsibility of ACSA staff when working with children;
- implement guidelines for ensuring a child safe environment at ACSA 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 ACSA; and
- foster an environment where all staff assume responsibility for ensuring child safety in all aspects of the ACSA's operations.

### 3. Scope

This policy applies to all persons engaged by ACSA to perform any work, including employees, volunteers, and board members, referred to throughout this document as staff.

### 4. Definitions

- 4.1 **Award Courses** refer to ACSA's accredited programs.
- 4.2 **Child/children and young person/people** 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 **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.

- 4.5 **Mandatory notification** refers to the process of reporting suspected harm of a child, supported by reasonable suspicions.
- 4.6 **National Principles** refers to the National Principles for Child Safe Organisations.
- 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 Children and Young People (Safety) Act 2017;
  - 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 ACSA for a public audience.
- 4.11 **Risk assessment** refers to a process of evaluating potential risks of harm to children or an individual child.
- 4.12 **Safety Act** refers to the *Children and Young People (Safety) Act 2017* (SA).
- 4.13 **Staff** refers to a person performing any work for ACSA, including employees, contractors, volunteers, and board members.
- 4.14 **Student** refers to an enrolled student at ACSA.
- 5. Policy**
- 5.1 General**
- 5.1.1 ACSA adopts an approach to child safety that implements guidelines outlined in the Safety Act, the Prohibited Persons Act and the National Principles. This approach provides a comprehensive and structured framework to assist ACSA in maintaining a child safe environment.
  - 5.1.2 ACSA is committed to ongoing implementation of this policy and to maintaining currency with guidelines outlined in the Safety Act, Prohibited Persons Act and the National Principles.
- 5.2 Communication**
- 5.2.1 This child safe policy and related documents are available on ACSA's website, on request, and provided as part of the enrolment process for all Award Courses and Public Programs.
  - 5.2.2 This child safe policy and related documents are provided to all staff as part of their induction following recruitment.
  - 5.2.3 Staff are to be notified by the Academic Administration Manager (for Award Courses) or the Public Programs Coordinator (for Public Programs) of a child's participation prior to the commencement of the activity.
  - 5.2.4 ACSA encourages and respects the views of children and young people and involves them in decision making as appropriate. ACSA provides clear age-appropriate or developmentally appropriate explanations to children and young people including their right to safety, their right to be listened to and that they can provide feedback or make a complaint if they have a concern, to any staff member or ask their parent/guardian to do this on their behalf. ACSA is committed to listening to and acting upon any complaints or concerns that a child or young person raises with ACSA.
  - 5.2.5 The information included in 5.2.4 is communicated at orientation activities for ACSA's

Award Courses, in the induction information for any Public Program targeted at children and young people, and at the commencement of any Public Program involving children and young people.

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

- 5.3.1 ACSA adopts the Code of Conduct – Children and Young People to uphold its commitment to the provision of a child safe environment and protecting children from harm and risk of harm.
- 5.3.2 All staff are required to review, understand, and comply with ACSA's Child Safe Code of Conduct (see Appendix B for Code of Conduct)
- 5.3.3 Staff found to have breached the Code of Conduct will be subject to ACSA's grievance and misconduct policies and procedures in accordance with Fair Work Guidelines.
- 5.3.4 Suspected breaches of the Code of Conduct can be made using ACSA's online Incident Report form.

### 5.4 Recruitment

- 5.4.1 To ensure we engage the most suitable people to work with children and young people we have the following recruitment practices in place:
  - ACSA's commitment to child safety is included in all job advertisements.
  - Clear position descriptions that include our commitment to child safety and wellbeing.
  - At least 2 referee checks and qualification checks.
- 5.4.2 Working with Children Checks (WWCCs) are required prior to working with children and to be renewed every 5 years for:
  - 5.4.2.1 Staff working in prescribed positions and/or
  - 5.4.2.2 Staff who are in contact with children while conducting teaching and learning activities on behalf of ACSA.
- 5.4.3 Staff are required to have a current, not prohibited WWCC prior to working with children and must:
  - 5.4.3.1 Ensure that a Working with Children Check is conducted at least once every 5 years.
  - 5.4.3.2 Provide ACSA with their full name, address, date of birth, and unique identifier issued under s 29 of the Prohibited Persons Act.
  - 5.4.3.3 Notify ACSA if a Notifiable Event occurs.
- 5.4.4 ACSA is required to:
  - 5.4.4.1 Maintain its registration with the DHS Screening Unit and link all WWCCs.
  - 5.4.4.2 Ensure staff renew their WWCCs every 5 years,
  - 5.4.4.3 Verify the accuracy of all WWCCs via the DHS Screening Unit Portal.
  - 5.4.4.4 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.
- 5.4.5 ACSA will keep documents associated with Working with Children Checks confidential at all times. Access to these documents is strictly by the CEO, Academic Director, Academic Administration Manager, and Public Programs Coordinator only.
- 5.4.6 ACSA will cover the cost of a Working with Children Check that is obtained in accordance with this policy for all employees. ACSA expects that all independent contractors pay for their own Working with Children Check.

### 5.5 Training, Supervision and Support for Staff

ACSA has strategies in place to supervise, train and support staff to understand it's child safe policy, their mandatory reporting obligations, how to build culturally safe environments and their responsibilities to create a child safe and friendly environment. These strategies include:

#### 5.5.1 Training:

5.5.1.1 As part of their induction, all staff are required to read and understand the [Mandatory Reporting Information Booklet](#).

5.5.1.2 Mandated reporters (as defined in 5.6.2) are required to complete Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) training conducted by a Department of Education certified authority and to maintain currency by completing the refresher course every 3 years.

5.5.1.3 Child safety is a standing item on the Student Wellbeing and Safety Working Group agendas.

#### 5.5.2 Support:

5.5.2.1 This child safe policy is provided to all staff as part of their induction.

5.5.2.2 Child safety is discussed as part of the professional development process.

### 5.6 Reporting and Responding to Harm or Risk of Harm

5.6.1 ACSA aims to ensure that children and young people are safe from harm and risk of harm (as defined in 4.4 of this policy).

5.6.2 Mandated reporters at ACSA are staff who:

- Provide services targeted to children and young people.
- Hold a management position in the organisation the duties of which include direct responsibility for, or direct supervision of, the provision of those services to children and young people.

5.6.3 Mandated reporters have a legal obligation to notify the Child Abuse Report Line (CARL) on 13 14 78 as soon as practicable if they have a suspicion that a child or young person has been harmed or may be at risk of harm. If the child or young person is at immediate risk, report to South Australia Police (SAPOL) on 000.

5.6.4 Even if not a mandated reporter, any person can report harm or risk of harm to a child or young person. The individual who identifies the harm or risk of harm is encouraged to make the report to authorities and can request the support from another staff member to do so if required.

5.6.5 All adult staff (even if not a mandated reporter) have a legal obligation to report child sexual abuse to the police and to protect a child from sexual abuse. Failure to meet these obligations may be considered a criminal offence.

5.6.6 Following a report being made to CARL or SAPOL staff must submit an internal report using ACSA's online Incident Report form.

5.6.7 ACSA will be guided by the Department for Child Protection and/or SAPOL after a report has been made as to whether ACSA can conduct an internal investigation.

5.6.8 If a staff member is reported to CARL or SAPOL for causing harm or risk of harm to a child or young person, they will be removed from any role that involves working with any child or young person until authorities have concluded their investigation.

5.6.9 Following a report to CARL or SAPOL, ACSA will support the child or young person by:

- referring the child, young person or their family to other appropriate services
- continuing to provide a service to the child, young person and their family and monitor their circumstances.

5.6.10 ACSA will document all information received using its Incident Report process and store this securely in a separate file.

## 5.7 Reporting and Responding to General Complaints or Feedback

- 5.7.1 Providing opportunities for complaints and feedback ensures that children, young people and their families feel valued and respected and enables us to improve the quality of our service.
- 5.7.2 As detailed in 5.2.4-5.2.5, age-appropriate information on providing feedback or making a complaint is included in orientation activities for ACSA's Award Courses, in the induction information for any Public Program targeted at children and young people, and at the commencement of any Public Program involving children and young people.
- 5.7.3 Children and young people can make a complaint or provide feedback to any staff member, or ask their parent or guardian to do so on their behalf.
- 5.7.4 ACSA will deal with all complaints and feedback received promptly, sensitively and fairly.
- 5.7.5 Complaints made by children and young people enrolled in ACSA's Award courses or Public Programs will be responded to as per steps outlined in the [Student Grievance Policy & Procedures](#).

## 5.8 Parental Consent

- 5.8.1 Parental consent must be obtained for a child to participate in a teaching and learning activity conducted by ACSA. 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.
- 5.8.2 As part of the parental consent process, ACSA will inform parents/guardians of any relevant content considerations associated with young people engaging in adult learning environments (e.g. life modelling, adult content).

## 5.9 Children of Staff and Students

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

- 5.9.1 Staff and students who bring children to ACSA must notify Administration and ensure that direct supervision is maintained at all times.
- 5.9.2 In line with policy, visitors are not permitted onto the premises outside of the ACSA's office hours.
- 5.9.3 Children suffering serious communicable medical conditions are not permitted onto the premises.
- 5.9.4 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.
- 5.9.5 Children must not enter potentially unsafe premises, such as workshops.

## 5.10 Risk Management

ACSA is committed to identifying risks of harm to children and young people and working to minimise and manage the identified risks. ACSA's risk assessment is included in Appendix C.

## 6. Responsibilities

- 6.1 The Chief Executive Officer (CEO), Academic Director, Academic Administration Manager and the Public Programs Coordinator are responsible for ensuring that this Policy is implemented by ACSA.
- 6.2 The CEO, Academic Director, Academic Administration Manager and Public Programs Coordinator are responsible for ensuring that all parties involved in activities conducted by ACSA do so in accordance with this Policy.
- 6.3 The Public Programs Coordinator is responsible for implementing this Policy for all Public Program activities undertaken by ACSA. The Academic Director and Academic Administration Manager are responsible for implementing this Policy for ACSA's Award Courses.

- 6.4 The CEO, Academic Director, Academic Administration Manager and Public Programs Coordinator are responsible for the maintenance of current information about staff working with children. This includes the identification of children undertaking activities conducted by ACSA and maintenance of records detailing Working with Children Checks for staff (refer to 8.2).
- 6.5 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 Prohibited Person Act applies to ACSA as it is an organisation that provides education services for children. While ACSA 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 ACSA's Award Courses are children.
- 7.2 The Prohibited Person Act requires ACSA 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 Prohibited Person Act provides that ACSA 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 ACSA 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 ACSA complies with the National Principles;
  - 7.4.4 ACSA meets the standards of care in ensuring the safety of children and young people.

## **8. Review**

- 8.1 ACSA will, at a minimum, review this policy once every three years as per ACSA's Policy and Procedures for Policy Review.
- 8.2 ACSA will also review this policy when:
  - 8.2.1 a critical incident where a child or young person has experienced harm through involvement in the organisation
  - 8.2.2 awareness or compliance to the child safe policy and/or procedures is low
  - 8.2.3 legislative changes/requirements.
- 8.3 ACSA will lodge a new child safe environments compliance statement with the Department of Human Services each time it reviews and updates 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.
- 6. Major amendments in response to CSE Review. 27 May 2024.



## APPENDIX B

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

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

All staff of ACSA are responsible for promoting the safety and well-being of children and young people by:

- Adhering to ACSA'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.
- Being a positive role model to children and young people in all 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.

Staff 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.



## APPENDIX C: Risk Assessment

Identified risk	Actions to minimise risk
Physical contact	<ul style="list-style-type: none"> <li>• any physical contact must be appropriate to the delivery of services being provided</li> <li>• where physical contact is required, this is undertaken in a safe way by explaining why contact is required and what will happen, and asking the child/young person for their permission (or their family if this is more appropriate) before proceeding</li> <li>• unnecessary physical contact is not allowed</li> </ul>
Online communications	<ul style="list-style-type: none"> <li>• cyber safety and social media guidelines are in place and provided to all staff</li> <li>• appropriate supervision is provided for all online activities</li> <li>• staff must not communicate with children or young people via social media</li> </ul>
Transport of children and young people	<ul style="list-style-type: none"> <li>• staff must not transport a child or young person unless specifically approved</li> <li>• parents/guardians must provide consent before transporting a child or young person</li> <li>• staff must have a valid, unrestricted driver's licence</li> <li>• vehicle must be registered, insured and in roadworthy condition</li> <li>• staff must not be alone in a vehicle with a child or young person</li> </ul>
Supervision	<ul style="list-style-type: none"> <li>• if child/young person not collected by parent/guardian at end of class, a staff member is to stay with child/young person outside the Teaching &amp; Studio Building (or other appropriate public space) until they are collected</li> <li>• if providing one to one consultation with a child or young person, it will be in line of sight of another adult</li> </ul>
Taking images of children and young people	<ul style="list-style-type: none"> <li>• ACSA does not take images of children and young people participating in Award courses or Public Programs.</li> </ul>
Physical environment	<ul style="list-style-type: none"> <li>• risk register is maintained and reviewed annually to ensure effectiveness</li> <li>• conduct risk assessments for all activities</li> <li>• ensure all equipment is in good working order</li> </ul>
Privacy and confidentiality	<ul style="list-style-type: none"> <li>• all documents containing confidential information will be stored in the online student management system.</li> <li>• digital files containing confidential information shall be protected electronically by restricting the access to only those requiring it to perform their duties</li> <li>• staff must not disclose information regarding any child or young person without written consent of the child, young person and their parent/guardian</li> </ul>
Adult learning environment	<ul style="list-style-type: none"> <li>• consent of child or young person and their parent/guardian is required prior to participation in a course targeted at adult learners (e.g. Vanguard Program for senior secondary students)</li> <li>• additional specified consent is required for activities that involve: <ul style="list-style-type: none"> <li>- life modelling, and/or</li> <li>- adult content, themes or images in the curriculum, and/or</li> <li>- the potential for student discussion of adult content, themes or images in class, and/or</li> <li>- field trips or other off-site activities.</li> </ul> </li> </ul>