Child Safety Policy

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Responsible person/s Project Manager, Academic Administrator and Chief Executive Officer
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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 the Children’s Protection Act 1993 (SA) and the Child Safe Environments: Principles of Good Practice, Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children, and Guidelines for Mandated Notifiers and Information for Organisations.

1.2 A child safe environment is defined in accordance with the Children’s Protection Act 1993 (SA) and the Child Safe Environments: Principles of Good Practice, Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children, and Guidelines for Mandated Notifiers and Information for Organisations. A child safe environment is defined 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 Children’s Protection Act 1993 (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 Adelaide Central School of Art.

4. Definitions

4.1 Abuse/neglect refers to sexual, physical or emotional abuse, which causes or puts the child at risk of serious physical, psychological or emotional harm.

4.2 Act refers to the Children’s Protection Act 1993 (SA).

4.3 Award Courses refer to the School’s accredited degree programs: Associate Degree of Visual Art, Bachelor of Visual Art, and Bachelor of Visual Art (Honours)

4.4 Child refers to a person aged under 18 years.

4.5 Criminal history assessment refers to a decision about whether a person is suitable to work with children based on any relevant criminal history and the assessed risk of harm to children who receive the service.

4.6 DCSI Screening clearance refers to the Department for Community and Social Inclusion Screening and Background Check.
4.7 **Direct supervision** refers to the ongoing physical presence of a parent or guardian.

4.8 **Harm to children** is a result of abuse or neglect. It includes serious harm to physical, psychological or emotional wellbeing.

4.9 **Mandatory notification** refers to the process of reporting suspected abuse/neglect of a child, supported by reasonable suspicions.

4.10 **Natural Justice** refers to a set of principles designed to promote fairness. The principles include:
   - all parties to a dispute must be given an opportunity to present their case;
   - a respondent to allegations must receive proper notice of and information about the allegations; and
   - a reasonable timeframe within which to respond;
   - the decision maker must declare any conflict of interest, act fairly and without bias, and consider and base any decision on the information before him/her;
   - all parties must be informed of the decision maker’s decision and the reasons for the decision.

4.11 **Prescribed function** refers to:
   - regular contact with children or working in close proximity to children on a regular basis, unless the contact or work is directly supervised at all times; or
   - supervision or management of persons in positions requiring or involving regular contact with children or working in close proximity to children on a regular basis; or
   - access to education records relating to children.

4.12 **Prescribed position** refers to a position in an organisation that requires or involves prescribed functions.

4.13 **Public Programs** includes, but is not limited to, Short Courses, Masterclasses, Outreach, and other teaching and learning activities undertaken by the School for a public audience.

4.14 **RAN-EC training** refers to Response to Abuse and Neglect – Education and Care training conducted by a Department of Education and Child Development certified authority.

4.15 **Reasonable suspicion** refers to a judgement that a child is being or has been abused or neglected, based on personal observations, information, and opinions formed while carrying out official work duties.

4.16 **Risk assessment** refers to a process of evaluating potential risks of harm to children or an individual child.

4.17 **Staff** refers to a person performing work for School, including permanent, contracted and casual employees.

4.18 **Student** refers to an enrolled student at the School.

5. **Policy**

5.1 The Adelaide Central School of Art (the ‘School’) adopts an approach to child safety that implements guidelines outlined in the Children’s Protection Act 1993 (SA) and the Child Safe Environments: Principles of Good Practice, Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children, and Guidelines for Mandated Notifiers and Information for Organisations. This approach provides a comprehensive and structured framework to assist the organisation in maintaining a child safe environment.

5.2 The School is committed to ongoing implementation of the policy and to maintaining currency with guidelines outlined in the Children’s Protection Act 1993 (SA) and the Child Safe Environments: Principles of Good Practice, Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children, and Guidelines for Mandated Notifiers and Information for Organisations.

5.3 The School ensures the policy is accessible to all parties involved in activities conducted by the School.
6. **Responsibilities**

6.1 The Project Manager and the Academic Administrator in conjunction with the Chief Executive Officer (CEO) of the School are responsible for ensuring that the Child Safety Policy is implemented by the School. The Project Manager, Academic Administrator and CEO are responsible for ensuring that all parties involved in activities conducted by the School do so in accordance with the policy.

6.2 The Project Manager is responsible for implementing the Child Safety Policy for all Public Program activities undertaken by the School. The Academic Administrator is responsible for implementing the Child Safety Policy for the School’s Award Courses.

6.3 The Project Manager and Academic Administrator 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 DCSI Clearance screening for staff (refer to 8.2).

6.4 All staff are responsible for working in accordance with the policy to ensure a child safe environment.

7. **Legislative Obligations**

7.1 The Act applies to the School as an organisation that provides education services. 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 Act requires the School to ensure that a criminal history assessment is undertaken before a person can occupy or be appointed to a prescribed position.

7.3 The Act provides that the School may require a criminal history assessment to be undertaken at any time for any person who is occupying a prescribed position or undertaking prescribed functions.

7.4 The Act requires the School to implement a procedure for reporting child abuse or neglect.

7.5 The Act requires the School to establish and maintain child safe environments.

8. **Procedures**

8.1 **General**

8.1.1 The School identifies all occasions involving staff conducting teaching and learning activities on behalf of the School where children are present. 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 **Criminal History Assessments**

8.2.1 Current DCSI Screening clearances are required for:

- Staff working in prescribed positions, and/or
- 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).

8.2.2 DCSI Screening clearance documents are to be kept confidential at all times. Access to these documents is strictly by the CEO, Project Manager and Academic Administrator only. Documents are to be stored in a secured location for a maximum period of three months after which time they are to be destroyed. The Project Manager and Academic Administrator are responsible for maintaining a record detailing the currency of DCSI Screening clearance documents and a statement of how an individual’s criminal history assessment affected decision making about that person’s suitability to work with children.

8.2.3 Staff are required to notify the School about any changes to their criminal history assessment as soon as practicable.

8.2.4 At any time before or after appointing a person to a prescribed position, the School may request further information about the person’s criminal history assessment from the person or the organisation that provided the assessment.
8.2.5 Any decision based on receipt of an adverse criminal history assessment will be made subject to the principles of natural justice.

8.2.6 While evidence of criminal history unrelated to a risk of harm to children will not automatically preclude a person from obtaining or maintaining employment at the School, the School reserves the right to decide whether or not to engage or retain an individual to work with children.

8.3 Notification of Abuse or Neglect

8.3.1 The Project Manager and Academic Administrator 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, forms a reasonable suspicion that a child is being or has been abused or neglected they must report their suspicions 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 Project Manager for issues relating to the School’s Public Programs;
- the Academic Administrator for issues relating to the School’s Award Courses; or
- the CEO for all other matters and/or if the Project Manager or Academic Administrator is unavailable.

8.4 Parental Consent

8.4.1 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.

8.4.2 The Project Manager is responsible for ensuring that parental consent is obtained for children participating in Public Programs. The Academic Administrator is responsible for ensuring that parental consent is obtained for children participating in the Award Courses.

8.5 Children of Staff and Students

The Adelaide Central School of Art 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 Administrator 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.

8.6 Costs

The School will cover the cost of DCSI Screening clearances that are obtained in accordance with this policy. Staff who are required to obtain a DCSI Screening clearance under this policy can submit a receipt of payment to Administration for reimbursement.