

Child Safe Policy

1. Purpose

- 1.1. The Tuggeranong Community Arts Association Inc (the Organisation) is committed to the safety and well-being of all children and young people accessing our services and resources. The welfare of children will always be of a high priority.
- 1.2. This policy will support all persons working within the Organisation to effectively respond and consistently apply legislative requirements to ensure the fundamental rights of children are respected and safeguarded.
- 1.3. This will be achieved through establishing and promoting an organisational wide commitment to maintaining a safe, child friendly environment where safeguarding children is embraced and embedded in appropriate principles, behaviours and practices.

2. Scope

- 2.1. All persons working within the Organisation including board members, employees, volunteers, and contractors are covered by this policy.
- 2.2. This policy does not form part of any employment contract.

3. Responsibilities of the Organisation

- 3.1. We acknowledge the National Principles for Child Safe Organisations
- 3.2. We further acknowledge that the National Principles define an environment that is safe for children and young people as being one where:
 - (i) child safety and wellbeing is consciously considered and promoted, and
 - (ii) engagement with children and young people is genuine and valued.
- 3.3. This policy complies with our obligations to establish policies and procedures to ensure that:
 - (i) child safe environments are maintained within the organisation; and
 - (ii) conditions within the environment reduce the likelihood of harm while increasing the likelihood that any risks of harm will be identified, and
 - (iii) any concerns, allegations or disclosures are managed under the risk of harm reporter requirements.

4. Roles and Responsibilities of Individuals

- 4.1. All board members, employees, volunteers and contractors share in the responsibility for child safety. It is their responsibility to familiarise themselves with the relevant laws and the Organisation's policy and procedures in relation to child protection and to comply with all requirements set out in these policies and procedures.
- 4.2. All managers must ensure that they:
 - (i) promote child safety at all times,
 - (ii) assess the risk to child safety within their area of control and eradicate/minimise any risk to the extent possible,
 - (iii) educate employees and volunteers about requirements of child safety and reporting, and
 - (iv) facilitate the disclosure of information relative to child safety reporting requirements
- 4.3. Management should be familiar with the types of harm that might occur within their area of responsibility and be alert for any indications of such conduct.

5. Principles

- 5.1. The following policy principles guide our Board members, employees, volunteers, contractors in their commitment to child safety and strengthen the organisation's capacity to be child safe.

6. Safeguarding Culture

- 6.1. Safeguarding of children and young people is promoted through a range of strategies and initiatives aimed at developing an organisational culture, environment and activities that are safe for all children and young people.

7. Children's Empowerment and Participation

- 7.1. We encourage and respect the views of children and young people who access our services. We involve children and young people in decision making and listen and act upon any feedback or complaints that children, young people or their families/carers raise with us.
- 7.2. We ensure that children, young people and their families/carers know their rights and how to access services, advice and the complaints processes available to them.

8. Confidentiality and Privacy of Children and Young People

- 8.1. Maintaining the privacy and confidentiality of children and young people who participate in our services is paramount in ensuring their safety and wellbeing. Any issues relating to children and young people is highly sensitive and must be treated in such a way.
- 8.2. All records, personal information and images are held and stored in accordance with the Organisation's Privacy Policy. The release of images of, or other personal information of a child or young person to the public has the potential to adversely impact their safety and well-being. We will obtain permission from a child or young person where possible, and their parent/guardian before taking an image of the child or using personal information supplied.
- 8.3. When gaining consent, the child or young person and their parent/guardian are to be informed about the nature of the use of the image as well as how the image will be stored and how the image can be accessed by the parent/guardian.

9. Recruitment Practices

- 9.1. We ensure that we engage the most suitable and appropriate people to work with children and young people through a comprehensive selection and checking process to safeguard children and young people in accordance with the Organisation's Recruitment Policy and Procedures.
- 9.2. All employees are required to have a current Working with Vulnerable People (WWVP) registration.

10. Support, Development & Supervision

- 10.1. We promote a child safe environment through the provision of employee development programs that ensure mandated notifiers are equipped and supported to enhance and maintain a child safe environment. All employees who are mandated notifiers attend continuing training and updates on their mandatory reporting obligations.
- 10.2. All employees and volunteers who work with children and young people are provided with supervision, support and training to ensure they can maintain a child safe environment.

11. Professional Protection and Support for Reporters

- 11.1. Protection under various Legislation provides that reporters of abuse or neglect will not be held legally liable for the report or any investigation of the report if a report is made in good faith and does not constitute unprofessional conduct or a breach of professional ethics.
- 11.2. Mandated notifiers are also protected from threats, intimidation, damage, loss or disadvantage because they have reported or propose to report suspected abuse or neglect of a child or young person.
- 11.3. We ensure that support is also available for employees and volunteers making notifications.

12. Communication

- 12.1 This policy is available on TAC Sharepoint and on the TAC website for public access. If you have any questions in relation to the policy, please contact CEO, Tuggeranong Arts Centre

13. Implementation and review

- 13.1 The CEO is responsible for implementing, reviewing, and circulating this policy to all relevant board members, employees, volunteers.

Version control

Approved By	The TCAA Board
Effective From	28 October 2022
Implementation Responsibility	CEO
Scheduled Review Date	October 2025
Version	1

Related documents

Legislation	Children and Young People Act 2008 (ACT) Working with Vulnerable People (Background Checking) Act 2011 (ACT)
National Standards	National Principles for Child Safe Organisations National Framework for Protecting Australia's Children 2009–2020 United Nations Convention on the Rights of the Child
Documents	Code of Conduct Privacy Policy Recruitment Policy and Procedures Messengers Child Safe Procedures