



CHILD SAFE POLICY

Date of Approval: November 2013

Reviewed: January 2016, Modified June 2016

This policy was written to demonstrate the strong commitment of ActNow Theatre to child safety and establishing and maintaining child safe and child friendly environments.

It complies with our obligations under the *Children's Protection Act 1993 (SA)* ("The Act"), including:

- Section 8B – 8D: Child safe environments and meet relevant history assessments for people working with children; and
- Section 11: Mandatory reporting.
- the requirement to lodge Child Safe Environment Compliance Statement with the Department for Education and Child Development (DECD).

This policy is informed by the United Nations Convention on the Rights of the Child and the Charter of Rights for Children and Young People in Care (Government of South Australia - Guardian for Children and Young People in Care).

SCOPE

This policy relates to all contractors, staff, volunteers and Board members of ActNow Theatre.

RELEVANT HISTORY ASSESSMENT

All staff, contractors, volunteers and Board members of ActNow Theatre must have a satisfactory criminal history check as specified in their contract.

As set out in Section 8B of the Act, a satisfactory relevant history assessment within the last three years is required of any relevant person who:

- occupies or acts in a prescribed position (whether as an employee, volunteer, agent, contractor or subcontractor) in an organisation for which the authority is responsible; or
- (b) carries out, or is to carry out, as an indirect service provider, prescribed functions for an organisation for which the authority is responsible.

Exemptions from this requirement may apply in some circumstances according to Section 8B of the Act, which includes but is not limited to:

- a person who undertakes work on a voluntary basis to provide a service in his or her capacity as a parent or guardian of a child who is ordinarily provided with the service;
- a person who undertakes work on a voluntary basis to provide a service and who is under 18 years of age;
- a person who undertakes work in the course of, or for the purposes of, an event or activity that takes place over a period of not more than 10 consecutive days or not more than 1 day in any month;
- a person who undertakes, or a position that only involves, work that is not for the exclusive benefit of children and is not provided to any child on an individual basis;
- a position that only involves prescribed functions because children are employed or engaged to work as volunteers by the person occupying the position or by that person's employer;

ActNow Theatre ensures that relevant history assessment is dealt with in accordance with the 'Child Safe Environments: Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children' issued pursuant to the Act.

REPORTING

- ActNow Theatre will not tolerate incidents of child abuse.
- All employees, staff and contractors are required to notify the Child Abuse Report Line on **13 14 78** as soon as practicable if they have a reasonable suspicion that a child has been, or is being, abused or neglected.
- Even where a report is made, there may still be a role in supporting the child or young person. This support may include:
 - Referring the child, young person or their family to other appropriate services
 - Displaying information about services that can assist children and their families (such as the Kids Helpline and Youth Healthline) in areas accessed by children and their families.
- In addition to making a report to the Child Abuse Report Line, there must also be a report to management if reasonable suspicion is formed that a child has been, or is being, abused or neglected by another contractor, employee, or volunteer of ActNow Theatre.

TRAINING

ActNow Theatre will ensure that key staff receive relevant and updated training to maintain Child Safe Environments.

CHILD PROTECTION

Everyone at ActNow Theatre is responsible for promoting the safety and well-being of children and young people by:

- Ensuring the safety and welfare of the child or young person is paramount at all times.
- Treating all children and young people with dignity, equality and respect.
- Adhering to this organisation's child safe policy at all times.
- Listening and responding appropriately to the views and concerns of children and young people within the organisation.
- Taking all reasonable steps to ensure the safety and protection of children and young people within the organisation.
- Ensuring children and young people understand their rights and explaining to the child in age-appropriate language what they can expect when participating in a service, activity or program offered by the organisation.
- Responding quickly, fairly and transparently to any serious complaints made by a child, young person or their parent/guardian.

Everyone at ActNow Theatre must not:

- Take part in any unnecessary physical contact with a child or young person.
- Discriminate against any child or young person because of age, gender, cultural background, religion, vulnerability or sexuality.
- Develop any 'special' relationships with children or young people outside of the professional relationship.

PROTOCOLS

- ActNow Theatre complies with ArtsSA and Australia Council for the Arts respective Protocols for Working with Children in Art.

SOURCE MATERIALS

- *Children's Protection Act 1993 (SA)*:
<http://www.legislation.sa.gov.au/LZ/C/A/CHILDRENS%20PROTECTION%20ACT%201993/CURRENT/1993.93.UN.PDF>
- Child safe environment: Guidelines for mandated notifiers and information for organisations (available to view or download from www.families.sa.gov.au/childsafe)
- Families SA reporting child abuse website:
<http://www.dfc.sa.gov.au/pub/default.aspx?tabid=485>
- Free online SMART (Strategies for Managing Abuse Related Trauma) Learning package, developed by the Australian Childhood Foundation:
<www.childhood.org.au>
- Australia Council for the Arts Protocols for Working with Children in Art:
http://www.google.com.au/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&ved=OCB4QFjAA&url=http%3A%2F%2Fwww.australiacouncil.gov.au%2Fsymphony%2Fextension%2Frichtext_redactor%2Fgetfile%2F%3Fname%3D2e8c8eb061874275a24f31473b798111.pdf&ei=ZJEOVdyKHYPi8AX47YK4Dw&usg=AFQjCNGkZOt1DY0sF2lGwf_EPTEcieS31w&bvm=bv.88528373,d.dGc
- ArtsSA Protocols for Working with Children in Art: <http://arts.sa.gov.au/protocols-for-working-with-children-in-art/>