

Adelaide Tuition Centre

Child Safe Policy and Code of Conduct.

2015

Adelaide Tuition Centre's Child Safe Policy

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1. Purpose

This policy was written to demonstrate the strong commitment of Adelaide Tuition Centre to child safety and establishing and maintaining child safe and child friendly environments.

2. Context

This policy reflects our commitment to provide a safe environment where every person has the right to be treated with respect and is safe and protected from harm.

It complies with our obligations under the *Children's Protection Act 1993*, including:

- Section 8B – 8D – Child Safe Environments and criminal history assessments for people working with children; and
- Section 11 – Mandatory reporting.

It also complies with the Child Safe Environments: Principles of Good Practice and Child Safe Environments: Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children issued by the Chief Executive. (Section 8A, *Children's Protection Act 1993*).

3. Scope

This policy, from the date of endorsement, applies to all people involved in the organisation, including:

- employees (permanent and casual)
- volunteers
- contractors
- sub-contractors
- work experience students
- indirect service providers
- any other individual involved in this organisation

Note: In this policy, the term "employee" is intended to cover all persons occupying any position listed above

4. Commitment to child safety

All children who come to Adelaide Tuition Centre have a right to feel and be safe. We are committed to the safety and well-being of all children and young people accessing our services and the welfare of the children in our

care will always be our first priority. We aim to create a child safe and child friendly environment where all children are valued and feel safe.

We have appointed a child safety officer as a first point of contact to provide advice and support to children, parents, employees and volunteers regarding the safety and well-being of children in our organisation. This policy was developed in collaboration with all our employees, volunteers, the children who use our services and their parents.

5. Children's participation

Adelaide Tuition Centre encourages and respects the views of children and young people who access our services. We listen to and act upon any concerns that children, young people or their families raise with us. We teach children what they can do if they feel unsafe.

We ensure that children, young people and their families know their rights and how to access the complaints procedures available to them.

We value diversity and do not tolerate any discriminatory practices.

6. Recruitment practices

Adelaide Tuition Centre takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children. We employ a range of screening measures and apply best practice standards in the screening and recruitment of employees and volunteers. We interview and conduct referee checks on all employees.

We conduct criminal history assessment for people working with children, as set out in Section 8B of the *Children's Protection Act 1993*. Criminal history assessments are required for anyone within our organisation that:

- has regular contact with children and is not directly supervised at all times;
- works in close proximity to children on a regular basis and is not directly supervised at all times; or
- supervises or manages persons who:
 - have regular contact with children or
 - work in close proximity to children on a regular basis; or
- has access to sensitive records relating to children or young people.

Exemptions from this requirement may apply in some circumstances.

We ensure that criminal history information 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 Section 8A, *Children's Protection Act 1993*.

7. Code of Conduct

All members are made aware of, and must abide by, our code of conduct. Our code of conduct was developed in collaboration with all our employees, volunteers, the children who use our services and their parents.

8. Support for employees and volunteers

Adelaide Tuition Centre seeks to attract and retain the best employees and volunteers. We provide support and supervision so people feel valued, respected and fairly treated. We ensure that employees/volunteers who work with children have ongoing supervision, support and training so that their capacity is developed and enhanced to promote the establishment and maintenance of a child safe environment.

Strategies we have implemented include:

- All new employees undergo induction and receive a copy of our child safe policy and code of conduct.
- A child safety officer has been appointed as a first point of contact for all child protection matters.

9. Reporting and responding to suspected child abuse and neglect

Information about making appropriate reports of abuse or neglect is available from the Families SA website
<http://www.families.sa.gov.au/childsafes>.

Adelaide Tuition Centre will not tolerate incidents of child abuse.

All employees and volunteers understand their obligation 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.

We ensure that employees have access to relevant information resources such as:

- Child safe environment: Guidelines for mandated notifiers and information for organisations (available to view or download from www.families.sa.gov.au/childsafes) links are still valid.
- 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

We ensure that support is also available for the employee making the report, particularly where an ongoing service is provided to the child, young person and their family.

Supporting children, young people and their families

Child Protection is everyone's responsibility. Adelaide Tuition Centre recognises that even where a report is made, we may still have 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.

Dealing with reports or concerns relating to the actions of an employee or volunteer of our organisation

In addition to making a report to the Child Abuse Report Line, employees and volunteers must also report to Lyn De Guglielmo, Private Tuition Consultant or management if reasonable suspicion is formed that a child has been, or is being, abused or neglected by another member, employee, or volunteer.

In response to any report to management concerning a member, employee or volunteer of this organisation, management may determine to take disciplinary action.

Other protective actions may also be introduced to ensure the safety of children and young people within our organisation.

10. Strategies to minimise risk

Policies and procedures address (but are not limited to):

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- Supervision of children
- Complaints procedures
- Physical contact
- Responsibilities
- Procedure for breaches of policy
- Protecting privacy and confidentiality
- Procedures for dealing with situations where a member is being investigated for, or is charged with, a serious criminal offence.

Evaluation of these strategies and the development of additional strategies to minimise and control risks to children and young people occur as part of our ongoing risk management process.

11. Harassment/bullying

Adelaide Tuition Centre opposes all forms of harassment, discrimination and bullying. We take this issue seriously and encourage anyone who believes that they, or another person, has been harassed, discriminated against or bullied to raise this issue with Lyn De Guglielmo Private Tuition Consultant or management.

12. Communication

Adelaide Tuition Centre will ensure that everyone to whom this policy applies is aware of and has had an opportunity to read the policy.

We also ask employees, volunteers and parents (where appropriate) to sign a written statement indicating that they have read and will abide by our child-safe policy. We retain a copy of all signed statements.

13. Related policies and procedures

Adelaide Tuition Centre's Code of Conduct for Tutors:

DO:

- Treat all people with respect and honesty eg staff, students, parents
- Be a positive role model to children in all your conduct with them
- Set boundaries about appropriate behaviours between tutors/teachers and students
- Follow organisational policy and guidelines for the safety of children as outlined in Child Safe Organisations Policy
- Always have another adult present or in sight when conducting one to one tutoring
- Raise any concerns, problems or issues with management as soon as possible
- Record and act on complaints of abuse

DO NOT:

- Engage in rough physical games, including horseplay
- Develop any special relationships with children that could be seen as favouritism such as the offering of gifts or special treatment.

- Become involved with things of a personal nature that a child can do for themselves, such as going to the toilet or changing clothes.

Any concerns are dealt with in the following manner:

- Phone call or letter or email to Private Tuition Consultant expressing a concern.
- Tutor can be replaced if personality /teaching style does not match student learning needs
- Adelaide Tuition Centre STRONGLY urges visibility of the tuition session at all times to rule out ANY inappropriate behaviour from EITHER tutor OR students.
- *Template statement to be signed by tutors/employees to affirm that Our Child Safe Policy has been read and understood as a part of the Registration to be a tutor with Adelaide Tuition Centre - please note this form is on our web site www.adelaidetuition.com.au.*

Approved by L Deguglielmo	Date 01/03/2015	Review date 01/03/2016
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In developing this sample policy and template, the Department for Education and Child Development has drawn on resources prepared by the Play by the Rules initiative (www.playbytherules.net.au), South Australian Office for Volunteers (www.ofv.sa.gov.au) and the NSW Commission for Children and Young People (www.kids.nsw.gov.au).

APPENDIX 1

Conducting criminal history assessments

Assessments required for prescribed positions

All employees and volunteers of Adelaide Tuition Centre who occupy a prescribed position (as set out under Section 8B (8) of the *Children's Protection Act 1993*) are required to undergo a criminal history assessment once every three years.

Criminal history assessments are also required prior to the appointment of new employees or members to prescribed positions.

Exemptions from this requirement may apply in some circumstances (see below). Where employees and volunteers are Registered Teachers within South Australia, Adelaide Tuition Centre requires a photocopy, fax or

scanned copy of the Registration Certificate. However Adelaide Tuition Centre retains the discretion to decide on a case-by-case basis whether any relevant exemptions will be exercised.

This requirement applies to all employees who regularly work with or around children in an unsupervised capacity or have access to prescribed records relating to children.

Procedure for conducting criminal history assessments

Employees or volunteers must provide a current Letter of Clearance from the Department for Communities and Social Inclusion (DCSI) Screening Unit as a precondition of engagement of employees and volunteers who work in a prescribed position at Adelaide Tuition Centre. The cost of obtaining a Letter of Clearance will be paid for by the employee/volunteer.

Prior to the appointment of a new employee/volunteer and then at three yearly intervals, Adelaide Tuition Centre will direct the employee/volunteer to obtain a Letter of Clearance from the Screening Unit as evidence that the applicant does not pose an increased risk of harm to children. Letters of Clearance are obtained for all current employees/volunteers who are working with children once every three years.

Adelaide Tuition Centre may obtain a further criminal history assessment for an employee/volunteer at any time that Adelaide Tuition Centre believes it necessary or desirable for the purpose of maintaining a child safe environment.

The informed written consent of the employee/volunteer is required prior to conducting a criminal history assessment. The Screening Unit's informed consent form is available from www.dfc.sa.gov.au/pub/screening.

Information relating to a person's criminal history and the assessment process is managed securely and confidentially and 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 Section 8A of the *Children's Protection Act 1993*.

Exemptions

The following organisations, persons and positions are exempt from the application of Section 8B of the Act:

- (a) an organisation that provides equipment, food or venues for children's parties or events and does not provide any other services;
- (b) 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;
- (c) a person who undertakes work on a voluntary basis to provide a service and who is under 18 years of age;

(d) 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;

(e) a person appointed as a police officer;

(f) a person who is a registered teacher (within the meaning of the *Teachers Registration and Standards Act 2004*);

(g) 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;

(h) 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;

(i) a position in which all work involving children is undertaken in the presence of the children's parents or guardians and in which there is ordinarily no physical contact with the children.

APPENDIX 2

Child Protection guidelines for employees and volunteers of Adelaide Tuition Centre

Caring for children and young people brings additional responsibilities for employees and volunteers of this organisation.

All employees and volunteers of this organisation are 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.
- Notifying the **Child Abuse Report Line on 13 14 78** as soon as practicable if they have a reasonable suspicion that a child or young person has been or is being abused or neglected.
- Ensuring there is another adult, guardian or caregiver present when working with children, that is, employees and volunteers are to avoid being alone with a child.

Employees/volunteers will 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.