

Child Safe Environments

Effective Date: 26/4/23	Review Date: 26/4/28
Scope <input checked="" type="checkbox"/> Organisation Wide	Site Specific <input checked="" type="checkbox"/> Dom Polski <input checked="" type="checkbox"/> Any site of practice/ performance
Application	<input checked="" type="checkbox"/> Dancers <input checked="" type="checkbox"/> Committee <input checked="" type="checkbox"/> Instructors <input checked="" type="checkbox"/> Volunteers/ Parents <input checked="" type="checkbox"/> All workers

Our Commitment

Our child safe environment policy was written to demonstrate the strong commitment of our organisation to the safety of children and young people and establishing and maintaining a child safe and child-friendly environment.

We aim to create a child safe and child-friendly environment where all children and young people are encouraged to participate, feel respected, valued and encouraged to reach their full potential.

1.0 Scope

This policy applies to all workers who work within or provide services on behalf of Polish Folklore Ensemble Tatry Adelaide Inc. (Tatry). This is a requirement and responsibility for all involved with Tatry as it is in the category of a **club or association** that provide services or activities and has:

- a significant membership of children and
- a significant involvement by children or adults who are doing child-related work

2.0 Purpose

- To minimise any harm and risk of harm to all children involved with Polish Folklore Ensemble Tatry Adelaide Inc. (Tatry)
- To comply with the legal requirements for adults working with children, by implementing measures to screen all workers of the organisation.
- To comply with the child safe provisions of the *Children and Young People (Safety) Act 2017*, the *Child Safety (Prohibited Persons) Act 2016* and the National Principles for Child Safe Organisations

2.1 Policy Details

- According to the law, from 1 July 2019 it is an offence:
- for a person to work or volunteer with children without a Not Prohibited Working With Children Check (WWCC)
 - for a person to work or volunteer with children if you are 'prohibited from working with children'
 - to employ a person or a volunteer to work with children if they don't have a valid WWCC or are 'prohibited from working with children'.
 - This policy, along with all policies including the Code of Conduct, will be accessible on the Polish Folkloric Ensemble Tatry Adelaide Inc. website and will also be made available in hard copy at the commencement of each new year. At this time discussion on expectations, how to fully participate in the group and how to raise any concerns will also take place.
 - It is to be noted that all workers involved with Tatry are already known to the group.

Polish Folklore Ensemble Tatry Adelaide Inc. (Tatry) will

- ensure required WWCC is completed prior to appointment for instructors/volunteers/committee (over the age of 14 years) and verify the accuracy of all WWCCs in the DHS Screening Unit portal prior to the person commencing with Polish Folklore Ensemble Tatry. Also at the commencement of a new year verify all instructors and committee members have current WWCC prior to attending dancing
- ensure that required screening is renewed prior to expiry, which is every 5 years with the secretary keeping a log of due dates which will be reviewed at monthly meetings to

maintain currency. Copies of screening results will be kept by the secretary for record keeping

- ensure that the requirement for screening is included in role descriptions - as relevant when describing roles
- advise the DHS Screening Unit of any assessable information relating to workers (paid and unpaid) that would affect their WWCC (criminal charges, misconduct matters, child protection information)
- lodge a child safe environments compliance statement with the Department of Human Services every 5 years or whenever the policy is updated/ reviewed
- at the commencement of a new year inform all parents who are offering to assist with costume changing at performances, that they must apply for a WWCC through Tatry. Tatry will verify all WWCCs in the DHS Screening Unit portal and the approved parent names will be collated on a check list. The Tatry Committee and instructors will support and supervise these volunteers.
- at the commencement of a new year advise parents and children of this policy at the *Welcome Information Session* and children will be encouraged at this time to raise any matters that concern them during the year
- encourage all instructors and committee to complete the online module "[Play By the Rules - Child Protection and Safeguarding](#)" and keep a list of those who have completed this module. Those instructors and committee who have already done similar or more extensive training as part of their working life/ activity outside of Tatry are exempt from having to repeat training.
- promote and ensure accessibility to the Child Safe policy and procedures for all involved in the organisation
- have 2 Child Safe Officers who have undergone education for this role to support members' understanding of child safeguarding

The **Child Safe Officers** - being the President of Polish Folklore Ensemble Tatry and one other nominated committee member whose name will be displayed on the website and on distributed hard copies of this procedure, will

- provide awareness/information sessions on child safeguarding to the committee, volunteers or the broad membership of the organisation
- work with the committee to assess risks to child safety within the organisation and develop procedures to reduce this risk
- ensure committee undertakes correct screening of all volunteers according to the current legislation

It is a responsibility of all members of Tatry to

- Acquire knowledge and understanding of the requirements under the Children and Young People (Safety) Act 2017 and the Child Safety (Prohibited Persons) Act 2016 of the legal responsibilities of staff and volunteers working with children

- understand the definitions and indicators of a child being harmed or is at risk of being harmed.
- gain a broad knowledge of the Child Abuse Report Line processes and procedures and the obligation for all people who work with children and young people to make mandatory reports.
- make a report to CARL/ SAPol as per mandatory notification requirements
- be aware of their legal responsibility to call the police if they suspect a child is being sexually abused and their responsibility to protect a child from sexual abuse.

Management of a Report

- After a report has been made, in the first instance **immediate care and support of the child** is paramount.
This extends also to the child's family after notification has occurred. The Child Safety Officer will advise them to attend their GP for appropriate follow up services that may be required such as counselling or other community health services. The Child Safety Officer will be responsible for ongoing communication and support checks. If a report is made this may also require a confidential discussion by the committee to ensure agreeance that appropriate action has been taken to address the matter.

Mandatory Notification

- Note that all people who work with children and young people in Tatry are considered mandated notifiers and are required to make a notification if they form a concern. If the child is *at immediate risk of harm* contact SAPOL (tel 000) or if not an immediate risk to safety then make a report to the Child Abuse Report Line (13 14 78) as soon as possible.
- If a notification is made about a Tatry member they will be asked to refrain from attending Tatry until the matter is resolved. They will be advised to see their GP or seek counselling during this period. The Child Safe Officer will ring them on a weekly basis to conduct a welfare check unless the Tatry member requests otherwise.

Further Risk Management Strategies

- When children are changing costume during performances in the dressing rooms there will be a minimum of 2 adults who have a current WWCC (one adult even with WWCC is not to be alone with children at any time especially during changing)
- When trying on costumes for sizing in preparation for future performances, children will leave their underpants/ singlets/t-shirts on at all times
- Volunteers/ committee/ instructors must not do things of a personal nature that a child can do for themselves such as toileting or changing clothes
- There is current provision on site of many individual cubicle toilets for ample privacy
- When needing to attend the toilet during lessons, children will be encouraged to attend in groups of 2
- During classes and performances there will be designated areas for boys and girls to change separately
- Parents without WWCC are not to attend the group change areas. They may take their child individually to a separate area or bathroom to change them
- Males with valid WWCCs are not to enter the female change area. It is recommended they assist in the male change area. Likewise females with valid WWCCs are not to enter the male change area.

2.2 Other Complaints Management (not related to mandatory reporting)

- Children will at all times be encouraged to share any concerns or complaints with their instructors, members of the committee and their parents/ guardians. This will be discussed and encouraged at the beginning of each new year with the parents/ guardians/ children at the *Welcome Information Session*
- Instructors, members of the committee and adult members of Tatry will deal with complaints in a no-blame, supportive manner and always strive to maintain a happy, safe and welcoming environment in order to minimise the need for any complaints
- Fairness, impartiality and the ensuing resolution of complaints will be conducted as close as possible to the time of the complaint
- There will be open dialogue with parents/ guardians and children raising a concern/ complaint and the subsequent resolution
- Instructors will check in and observe at future rehearsals ensuring the matter has fully resolved for the child
- Ongoing complaints or multiple complaints should be raised to the committee for further discussion and long term resolution

2.3 Related Policies/ Procedures

- Tatry Policy on Code of Conduct. Document No. 2022-04

Working with Children Check is covered by the following legislation

- Child Safety (Prohibited Persons) Act 2016
- Child Safety (Prohibited Persons) Regulations 2019

Child Safe Environments is covered by the following legislation

- Children and Young People (Safety) Act 2017
- Criminal Law Consolidation Act 1935

3 Policy Owner

Tatry Committee

4 Definitions

Clubs and associations include a reference to a body (whether or not incorporated and however described) providing services or undertaking activities of a sporting, recreational, cultural or artistic nature.

Prohibited Person means a person to whom a prohibition notice has been issued and who, under a law of the Commonwealth or of another State or Territory, is prohibited from working with children

A **Working with Children Check** is more detailed than a National Police Check. It includes:

- national convictions – withdrawn, spent, non-convictions
- national charges – pending, withdrawn, dismissed, acquitted
- Information from South Australian government agencies related to care concerns and investigations.