

## RTO Child Safe Environment Policy

### PURPOSE

The purpose of this policy and procedure is to outline Music SA's obligations and processes in respect to maintaining a child safe environment.

### SCOPE

This policy and procedure applies to all employees and volunteers working for or with Music SA, including the Music SA Chief Executive Officer and the Music SA Board.

### POLICY STATEMENT

Under the Children and Young People (Safety) Act 2017, Music SA as an organisation offering child-related services and activities is legally obliged to protect the safety and wellbeing of children, by maintaining a child safe environment at all times. This obligation cannot be compromised by any other considerations.

In order to maintain a child safe environment Music SA will:

- screen all prospective employees, volunteers and other persons identified by the Act to ensure to the best of their ability that they are suitable to work for, or with, Music SA
- ensure that all employees and volunteers receive training that addresses their responsibilities in respect to children and young people's safety and wellbeing; and
- ensure that staff and volunteers fulfil their responsibilities as Mandated Notifiers to report any suspicion that a child or young person is, or may be at risk of harm.

### DEFINITIONS

**Abuse or neglect** in relation to a child means:

- (a) sexual abuse of the child; or
- (b) physical or emotional abuse of the child, or neglect of the child, to the extent that –
  - the child has suffered, or is likely to suffer, physical or psychological injury detrimental to the child's wellbeing; or
  - the child's physical or psychological development.

**Child or young person** means a person under the age of 18.

**Managing Authority** of a non-government organisation means the board, committee or other body or person in which the management of the organisation is vested.

**Staff** refers to employees, contractors and other professional service providers.

**Volunteers** refers to all persons providing a volunteer service to Music SA. This includes volunteers who may receive remuneration for their service from other organisations e.g. workplace supervisors.

### REFERENCES

- Children and Young People (Safety) Act 2017
- Child Safety (Prohibited Persons) Act 2016

## RTO Child Safe Environment Policy and Procedure

### DOCUMENTS

MSA-RTO-D-LSP:5-V1.0 Mandatory Notification Record Form.docx

### RESPONSIBILITIES

The **Music SA Board** is responsible for:

- approving the RTO Child Safe Environment Policy and Procedure and all subsequent revisions
- ensuring that this policy is reviewed at least once every five year period<sup>1</sup>; and
- ensuring that the organisation's legal obligations in respect to protecting children from harm and maintaining a child safe environment are met, on an ongoing basis.

The **Music SA Chief Executive Officer (CEO)** is responsible for:

- providing the Chief Executive of the Department of Education Education and Child Development (DECD) with a compliance statement –
  - (a) certifying that Music SA has in place a Child Safe Environment Policy and Procedure<sup>2</sup>
  - (b) in a manner and form determined by the Chief Executive and be accompanied by a copy of this policy if required
  - (c) as soon as reasonably practicable after approving this policy, or after subsequent revisions<sup>3</sup>
- presenting any subsequent revisions of the RTO Child Safe Environment Policy and Procedure to the Music SA Board for approval
- bringing any issues relating to Child Safe Environment to the Music SA Board's attention for noting/action as they arise
- ensuring that all RTO staff understand their roles and responsibilities in relation to this policy and procedure
- ensuring that all Music SA staff and volunteers providing services to children have been appropriately screened to determine their suitability prior to commencing any work with children. Usually, this will involve organising a Child-related employment screening through Department for Human Services (DHS) every three years
- ensuring that all Music SA training staff have valid Responding to Abuse and Neglect (RAN-EC) training. Evidence of clearances should be kept in the Student Database and on personnel HR Files.
- ensuring that all Music SA staff and volunteers receive adequate and ongoing training that addresses their responsibilities in respect to children's safety and wellbeing
- fulfilling their responsibilities as a Mandated Notifier of child 'abuse and neglect'. In particular, making a report (as soon as is reasonably practicable) to the Child Abuse Report Line (CARL) or via the online reporting system (eCARL) if they suspect on reasonable grounds that a child is, or maybe at risk of being abused or neglected, and that this suspicion was formed in the course of their employment
- Where a Mandatory Notification is reported to CARL or eCARL, a Mandatory Notification Record Form is to be completed by the Notifier, signed by the CEO and filed in the Mandatory Notification Register in locked storage; and
- referring any serious allegations of sexual misconduct against staff or volunteers to the SA Police.

---

<sup>1</sup> to comply with Chapter 8, Clause 115 of the Children and Young People (Safety) Act 2017

<sup>2</sup> as required under Subsection (1) of Chapter 5 of the Children and Young People (Safety) Act 2017

<sup>3</sup> to comply with Chapter 8, Clause 114 of the Children and Young People (Safety) Act 2017

## RTO Child Safe Environment Policy and Procedure

### RESPONSIBILITIES CONT.

All **Music SA Staff and Volunteers** are responsible for:

- complying with Music SA screening requirements to determine their suitability to work with children
- fulfilling their responsibilities as a Mandated Notifier of child 'abuse and neglect'. In particular, making a report (as soon as is reasonably practicable) to the Child Abuse Report Line (CARL) or via the online reporting system (eCARL) if they suspect on reasonable grounds that a child is, or maybe at risk of being abused or neglected, and that this suspicion was formed in the course of their employment
- Where a Mandatory Notification is reported to CARL or eCARL, a Mandatory Notification Record Form is to be completed by the Notifier, signed by the CEO and filed in the Mandatory Notification Register in locked storage; and
- participating in all Child Safe Environment related training activities as required by the organisation.

### STATUS AND DETAILS

Category:	Learner Support and Progression
Reference Code:	MSA-RTO-POLP-LSP:11-V1.1
Version No:	V1.1
Status:	Current
Commencement Date:	27/05/2019
Review Date:	27/05/2022
Authorising Authority:	Music SA Board
Authorisation Date:	27/05/2019
Accountable Officer:	Music SA Chief Executive Officer