

ImproKids

POLICY DOCUMENT CHILD SAFE ENVIRONMENT

Version 1

ImproKids –

Child Safe Policy version 2 – August 2015

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1. Purpose Describe the purpose of your policy

This policy was written to demonstrate the commitment of the IMPROKIDS management, employees and volunteers to child safety and maintaining child safe and child friendly environments at events organised by IMPROKIDS. This would include all performances produced and performed by IMPROKIDS.

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 abuse.

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 Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children issued by the Chief Executive of the Department for Families and Communities.*

3. Scope

This policy, from the date of endorsement, applies to all management, volunteers, and staff involved in any IMPROKIDS productions.

4. Commitment to child safety (*include risk management*)

Describe your commitment to child safety All children who come to IMPROKIDS events 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 events as audience members and the

welfare of the children attending our events 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.

IMPROKIDS evaluates and manages risk on an ongoing basis reviewing event venues, setting policies for equipment testing and tagging prior to use and acting on reported concerns in a timely manner working with hirer or venue management as appropriate.

This policy is a living document and will be reviewed in collaboration with management, volunteers and staff.

5. Children's participation

Describe how your organisation encourages the participation and involvement of children.

IMPROKIDS management, volunteers and staff encourage children to express their views, and make suggestions, especially on matters that directly affect children. We actively encourage children who use our services to 'have a say' about those things that are important to them. We value diversity and do not tolerate any discriminatory practices.

We teach children what they can do if they feel unsafe. We listen to and act on any concerns children, or their parents, raise with us.

Our Code of Conduct is distributed to all staff, hirer's and venue management and is posted on our web site at www.improkids.com.au.

6. Recruitment practices

While it is only in rare instances that a person representing IMPROKIDS would be alone with a child at an IMPROKIDS event unless they are a parent or guardian of the child IMPROKIDS 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 committee and volunteers.

We require contractors to provide a criminal history assessment as set out in section 8B of the Children's Protection Act 1993. We ensure that criminal history information is dealt with in accordance with the standards developed by the Chief Executive of the Department for Families and Communities.

Further we conduct criminal history assessment for management. And for volunteers working more than 9 days at our events.

Where a volunteer is working for less than 9 days, the need for a criminal history assessment is assessed on a case-by-case basis, having regard to the position, person and level of risk involved.

If a volunteer refuses to undergo a criminal history assessment the Society will not utilise that volunteer to work in any role or situation which may cause risk to children.

Volunteers would only ever assist with the set up or take down of our sets or at front of house for a production and they will abide by the terms of this policy while working at our event.

IMPROKIDS will accept criminal history assessments conducted by other organisations so long as they are less than 2 years old.

IMPROKIDS requires that all organisations and their staff and sub-contractors providing services to our competitors at our events abide by the terms of this policy while working at our events. This includes but is not limited to venue staff, videography and photography.

7. Code of Conduct

All staff, volunteers and associated groups are made aware of our Code of Conduct.

They will be required to sign a copy of the code in order to acknowledge they will abide by this Code of Conduct.

8. Support for employees and volunteers

IMPROKIDS seeks to attract and retain the best staff and volunteers. We provide support and supervision, as required, so people feel valued, respected and fairly treated. We ensure that management, staff and volunteers who work with children have ongoing supervision, support and access to information so that their performance is developed and enhanced to promote the establishment and maintenance of a child safe environment.

9. Reporting and responding to suspected child abuse and neglect

IMPROKIDS will not tolerate incidents of child abuse.

All management, staff 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 by a member of their family. And that management, staff and volunteers are aware of how to make appropriate reports of abuse or neglect.

Staff and volunteers must also report to management if they have any reasonable suspicion that a child has been, or is being, abused or neglected by other staff or volunteers. IMPROKIDS may resolve to take protective action to keep the child and others safe.

All sensitive information only to be made available to relevant agencies on a need to know basis and in accordance with South Australian law.

10. Strategies to minimise risk

IMPROKIDS does not provide direct services to children but rather provides productions to families/parents or organisations in order to entertain children and their parents.

- Taking images of children

Parents are advised at the start of each production that filming during the performance should not include footage of any child attending the event.

- Supervision of children
This is primarily the responsibility of the parents, responsible guardian or organization who has brought the child to see the production. IMPROKIDS does not have sufficient members to supervise children attending the production. We advertise that this is not our responsibility at the beginning of the show and in marketing materials.
- Complaints procedures
Staff and attending audience may fill out a complaints form if required.
- Physical contact with children.
Is restricted and not part of our productions.
- Responsibilities
Documented for each production for all staff and volunteers.
- Procedure for breaches of policy
Policy Document to be created
- Training\cyber safe guidelines
Staff do not access company documentation, nor does their role with IMPROKIDS bring them into contact with technology. There is no current policy for this area but it will be reviewed yearly.
- Protecting privacy and confidentiality
IMPROKIDS communicates with hirers of the company or venue management. IMPROKIDS does not keep any direct contact details for children, parents may join our mailing list.
- Procedures for dealing with situations where a member is being investigated for, or is charged with, a serious criminal offence –
To be reviewed by management for development of a policy.
- Risk reviews can be undertaken at any time but as a minimum reviews will be undertaken yearly at the start of a calendar year.

11. Harassment/bullying

IMPROKIDS opposes all forms of harassment, discrimination and bullying, please refer to our Code of Conduct. 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 by filling out a company complaints form.

12. Communication

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

The policy will be made available in two ways:

- *As a downloadable document from our website*
- *E-mailed, posted or hand delivered to staff and volunteers*
- *E-mailed, posted or hand delivered to all suppliers of services (where appropriate) asking them 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.*

14. Related policies and procedures

List related policies and procedures that support your child-safe policy.

- IMPROKIDS Code of Conduct, signed by management, staff and volunteers agreeing that they will abide by the code of conduct
- IMPROKIDS the Child Safe Policy signed by management, staff, all contractors and volunteers agreeing that they will abide by the Child Safe Policy.
- Any relevant policies or procedures required by the Department of Families and Communities.

Approved by Tracey Davis	Date 10/09/15	Review date 1/01/16
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Tracey Davis

Approved by Eugene Suleau	Date 10/09/15	Review date 1/01/16
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Eugene Suleau