

## Child Safe Environments Policy

### Adelaide Eisteddfod Society Inc

#### Glossary

For the purposes of this document and all Adelaide Eisteddfod Child Safe Environments documents the following definitions apply.

|                                  |   |
|----------------------------------|---|
| <b>Staff</b>                     | Adelaide Eisteddfod Committee Members, including Convenors, Members of the Executive  |
| <b>Volunteers</b>                | People who support the Staff in the running of the competitions through administration support or helping with specific tasks during Eisteddfod Events  |
| <b>Site</b>                      | The venues where the Adelaide Eisteddfod competitions take place  |
| <b>Site leader</b>               | The Adelaide Eisteddfod Division Convenor and or Delegate   |
| <b>Children and Young people</b> | Any person under the age of 18 who has entered in or is attending Adelaide Eisteddfod Competitions and Activities.  |
| <b>Parents</b>                   | Adults who have the parenting responsibility for children and young people, including biological parents, step-parents, legal guardians and extended family members such as grandparents, foster and kinship carers |

#### Policy Statement:

The Adelaide Eisteddfod Society Inc is committed to child protection and child safe environments.

The Adelaide Eisteddfod Society Incorporated (The Society) is an incorporated society. The objects for which it was established are stated in its constitution as follows:

1. To cultivate, promote and encourage music and other performing arts.
2. To conduct eisteddfod competitions, concerts, recitals, workshops and to grant prizes, scholarships or other benefits to competitors.

#### Commitment to the safety of children and young people

It is the Adelaide Eisteddfod's first priority that all children and young people who participate at its events:

- feel safe.
- feel welcomed.
- are free from harm and.
- are valued and respected.

All Convenors and volunteers who are working with children during the annual competitions presented by The Adelaide Eisteddfod Society Inc have a legal obligation to comply with the provisions of the [Children and Young People \(Safety\) Act 2017](#) and [Child Safety \(Prohibited Persons\) Act 2016 \(SA\)](#) and, all the supporting Adelaide Eisteddfod policies and procedures to establish child safe environments during its events.

### **Children and young people's participation**

When participating in The Adelaide Eisteddfod Events, Children and Young people:

- have the opportunity to seek help from staff/volunteers at all times.
- are encouraged to express their views and give feedback about events including how they feel safe through *The Adelaide Eisteddfod Child and young person feedback sheet* which is available at the Welcome Desk at all competitions, and on our website.

### **Code of conduct**

The *Code of Conduct for Adelaide Eisteddfod Competitions Document* which includes Protective Practices for Volunteers in their Interactions with Children outlines guidelines for:

- Duty of care
- Joint responsibility
- Role boundaries for Staff and volunteers in relation to
  1. Communication
  2. Physical contact
- Managing inappropriate behaviour from a child or young person
- Managing inappropriate behaviour from an adult

This document is available on the Adelaide Eisteddfod website.

### **Recruitment of Staff and Volunteers**

The recruitment of Adelaide Eisteddfod Staff and Volunteers is done through the referral from the following associations and incorporated bodies of its members including: The Music Teachers' Association of South Australia, The Flute Society, The Australian String Association, Recitals Australia, The Unley Orchestra, The Mitcham Orchestra and through online applications from individuals through the Volunteer Association of South Australia. Applicants are interviewed to assess their suitability to the role. All staff and volunteers must sign the Adelaide Eisteddfod Code of Conduct Document.

### **Training, Support and Supervision of Staff and Volunteers**

All Convenors are supported and supervised by the Secretary and President of the Adelaide Eisteddfod Society. All Volunteers are supported and supervised by the Convenors of each Division.

### **Working with Children Check WWCC**

A Working with Children Check WWCC must be completed for all Convenors and any volunteers who are working with children prior to commencing their role. An assessment is valid for five years.

Convenors and volunteers who already have a valid clearance must provide evidence of the same.

The Adelaide Eisteddfod has appointed officers to apply for working with children checks through the Department of Human Services Screening Unit.

All WWCC will be initiated by the Adelaide Eisteddfod Society by the Child Safety Officer or nominated Council Members. In order to conduct an assessment, the Convenor or volunteer must provide the Adelaide Eisteddfod with 100 points of identity documents and permission to run the check:

### Safe Environments for Children and Young People – Through their eyes training

All Convenors must have a current Safe Environments for Children and Young People – Through their eyes training certificate or the equivalent RRHAN (Reporting Risk of Harm, Abuse and Neglect) training certificate if they are from an education background.

### Reporting and responding to the reasonable belief that a child or young person may be at risk of harm.

As a person working with our community, **you are a mandated notifier**. This means that if you suspect on reasonable grounds that a child or young person has been harmed or is at risk of being harmed, then under the provisions of the [Children and Young People \(Safety\) Act 2017](#) and [Child Safety \(Prohibited Persons\) Act 2016\(SA\)](#) you are legally obligated to notify the Department of Human Services (DHS) as soon as practicable either by phoning the CARL (Child Abuse Report Line) on 131 478 or by completing an online notification.

The *Children and Young People (Safety) Act 2017 and Child Safety (Prohibited Persons) Act 2016* defines harm as: *physical harm or psychological harm (whether caused by an act or omission) and, without limiting the generality of this subsection, includes such harm caused by sexual, physical, mental or emotional abuse or neglect.*

All volunteers who are working with children are provided with a copy of the *Safe environments for children and young people Mandatory notification information booklet*. All volunteers must sign that they have read and understood the document as part of the Code of Conduct Document. This document will be provided to volunteers as either a physical booklet, or as a downloadable pdf. Copies of this document will be available at the booking in desk of each event. This document can also be accessed by the link below. [https://dhs.sa.gov.au/\\_data/assets/pdf\\_file/0003/103179/CSE-Mandatory-notification-information-booklet.PDF](https://dhs.sa.gov.au/_data/assets/pdf_file/0003/103179/CSE-Mandatory-notification-information-booklet.PDF)

### **Supporting children, young people and their families**

The Adelaide Eisteddfod understands that even after a report is made, it can continue to support the child or young person. This could include:

- referring the child, young person or their family to other appropriate services
- continuing to provide a service to the child or young person and their family and monitoring their circumstances
- displaying information about services that can assist children, young people and their families (such as the Kids Helpline on 1800 55 1800 and Youth Helpline on 1300 13 17 19) at the Welcome Desk of each event and on the website.

### **Reporting and responding to complaints or feedback about your organisation**

The Adelaide Eisteddfod welcomes feedback from participants, teachers and parents regarding competitions and events. Feedback forms can be downloaded from our website. We always seek to improve the way we operate.

Our Society also has a process regarding protests. Information regarding the process for protests can be found on our website.

All feedback, complaints and protests will be dealt with promptly, sensitively,

and fairly with the focus being on the safety and protection of children and young people from harm. All feedback, complaints or protests will be tabled at a Society Council meeting where a record of the information will be made. All decisions regarding actions taken and responses will be securely stored.

Where there is reasonable belief that a child or young person allegedly has been, or may have been at risk of harm, by a member of the Adelaide Eisteddfod Society, that member will be immediately suspended from the role and the matter will be referred to CARL and SAPOL.

Should a complaint be found to be fabricated, deliberately and wilfully misleading or made with the intent to untruthfully harm the reputation of another, the person making these claims may be subject to legal action and may be barred from attending any future Adelaide Eisteddfod events.

### **Risk management**

The Adelaide Eisteddfod Society regularly reviews its risks and implements strategies to minimise and manage these risks.

The Adelaide Eisteddfod is committed to:

- Ensuring that the competition venues are safe and accessible.
- Ensuring that clean and private toilet facilities are available.
- Respond quickly, fairly and transparently to any complaint made by children, young person or their parents or guardians.
- Maintaining a certificate of currency for public liability insurance and volunteer insurance.

In assessing its risks, the Eisteddfod Society has outlined its processes and procedures regarding the safety of children and young people in the following policy documents:

- Code of Conduct for Adelaide Eisteddfod Competitions including Protective Practices for Volunteers in their Interactions with Children
- Adelaide Eisteddfod Society Privacy Policy
- Adelaide Eisteddfod Society Social Media Policy

These policies can be found on the Adelaide Eisteddfod website.

<http://sacoment.com/aes/eisteddfod/>

The processes and procedures in these policies aim to prevent and/or lessen those risks posed to children and young people in relation to:

- supervision
- physical environment
- physical contact
- taking images of children and young people
- cyber safety and social media guidelines

- protecting privacy and confidentiality
- procedures for dealing with situations where a member is being investigated for, or is charged with, a serious criminal offence

In addition to the policies listed above, it is an Adelaide Eisteddfod expectation that during the competitions a responsible adult needs to be nearby and contactable. Under 'Rules and Conditions of Competition', Rule number 36 states, 'The Adelaide Eisteddfod Society Inc. will take all reasonable care during the annual competitions but remains absolved of all responsibility for any child/children left unattended by a parent/guardian/teacher at a venue.

### **Communication**

All child safe policies are available on the Adelaide Eisteddfod website. All Adelaide Eisteddfod staff and volunteers are required to sign a Code of Conduct stating that they have read, understood and will act on these policies at all times.

### **Policy Review**

The Adelaide Eisteddfod child safe policies will be updated every 5 years or sooner should legislation change to the act be made. The date that all policies were last updated will appear on the footer of each document along with the names of the people involved in making and approving the updates.

### **Resources and further information:**

Department for Child Protection website [www.childprotection.sa.gov.au](http://www.childprotection.sa.gov.au)

### **Additional Information can be sort from:**

Child Abuse Report Line (CARL) 13 14 78

Department of Human Services

<https://screening.sa.gov.au/about-checks/continuous-monitoring>

South Australia Police [www.police.sa.gov.au](http://www.police.sa.gov.au)

[Children and Young People \(Safety\) Act 2017](#)

[Child Safety \(Prohibited Persons\) Act 2016\(SA\)](#)

<http://www.safelacetraining.com/registration.php?v=16>