



Are There Production P/L trading as the Australian College of Dramatic Arts RTO 3139

Australian College of Dramatic Arts 3139

22576VIC Certificate III in Acting (Screen)

Child Safety

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Policy Information

Australian College of Dramatic Arts (ACDA) is committed in conducting a training organisation that aligns with the Child Safety Standards under *the Legislation – Child Wellbeing and Safety Amendment (Child Safety Standards) Act 2015* and the statutory duty of care under the *Wrongs Amendment (Organisational Child Abuse) Act 2017* to ensure there is a clear legal duty of care to create a culture of child safety and well-being and to minimise the risk of child abuse. Particular attention will be paid to the cultural safety of Aboriginal and Torres Strait Islander children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability or any other child vulnerable because of race, gender, or sexual orientation.

The statutory means a child abuse survivor (plaintiff) will have a clear cause of action when commencing legal proceedings against an organisation for the sexual and/or physical abuse of a child. It is then up to the organisation to prove that it took reasonable precautions to prevent the abuse. This duty will provide clarity for both organisations and survivors of abuse.

All Victorian schools are required to have a child safety policy and statement of commitment to child safety that:

- Facilitates the prevention of child abuse occurring within the college and home schools' locations
- Explains our commitment to child safety and to monitor the college's adherence to its child safety policy by working towards an organisational culture of child safety.



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- Ensures that all parties are aware of their responsibilities for identifying possible occasions for child abuse and for establishing controls and procedures for preventing such abuse and/or detecting such abuse when it occurs.
- Explains how we will support or assist students who disclose child abuse or are otherwise linked to suspected child abuse.
- Ensures that child safety is considered in the recruitment, selection, and management of staff (includes administrative staff and Industry Guest speakers)
- Provides guidance to all trainers/administrative staff/Industry guests as to the action that should be taken where they suspect any abuse within or outside of the College.
- Provides a clear statement to trainers/administrative staff/Industry guests forbidding any such abuse.
- Provides assurance that all suspected abuse will be reported and fully investigated.

ACDA supports the active participation of teachers, trainers, staff, students, and guest speakers in our organisation in a safe, respectful, and fair way.

Reportable Conduct Scheme

A Victorian reportable conduct scheme commenced operation on 1 July 2017 and is administered by the Commission for Children and Young People and will oversee the scheme to monitor how organisations respond to allegations of child abuse and misconduct. There are five types of 'mandatory reportable conduct':

- sexual offences committed against, with or in the presence of a child
- sexual misconduct committed against, with or in the presence of a child
- physical violence against, with or in the presence of a child
- any behaviour that causes significant emotional or psychological harm to a child
- significant neglect of a child.

Definition of Child Abuse

ACDA has zero tolerance of child abuse

Definition of child abuse:

- Physical abuse
- Sexual Offences
- Serious emotional or psychological abuse
- Serious neglect
- An offence under section 49B (2) of the *Crimes Act 1958* (grooming)

Statement of Commitment

ACDA has a public statement of commitment to child safety acting in the best interest of supporting child safety, this is also on ACDA website.

"ACDA is committed to child safety and have zero tolerance of child abuse.

We support and respect all our students, as well as our trainers, staff, industry guests and volunteers.

We promote diversity and tolerance at ACDA and promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students, students from culturally and/or linguistically diverse backgrounds as well as students with a disability.



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ACDA is committed to preventing child abuse and identifying risks early and removing and reducing these risks.

All allegations and safety concerns will be treated very seriously and respond to them with commitment and privacy.

We have a legal and moral obligation to contact authorities when we are worried about student safety.”

Information regarding child safe standards is available to all trainers, administrative staff, and Industry guests.

The Child Safe Standards

As of July 2022, there are eleven Child Safe Standards, ACDA will follow all eleven standards as of September 2021.

Extract from CCPY Frequently asked questions -

** If an organisation updates its policies, procedures, and practices to meet the new Standards before 1 July 2022, it will be accepted as compliant by the Commission. **

Child Safe Standard 1 – Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued

Child Safe Standard 2 – Child safety and wellbeing is embedded in organisational leadership, governance, and culture

Child Safe Standard 3 – Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously

Child Safe Standard 4 – Families and communities are informed, and involved in promoting child safety and wellbeing

Child Safe Standard 5 – Equity is upheld, and diverse needs respected in policy and practice

Child Safe Standard 6 – People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice

Child Safe Standard 7 – Processes for complaints and concerns are child focused

Child Safe Standard 8 – Staff and volunteers are equipped with the knowledge, skills, and awareness to keep children and young people safe through ongoing education and training

Child Safe Standard 9 – Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed

Child Safe Standard 10 – Implementation of the Child Safe Standards is regularly reviewed and improved



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Child Safe Standard 11 – Policies and procedures document how the organisation is safe for children and young people

Child Safety Principles

In its planning, decision-making and operations Australian College of Dramatic Arts:

1. Takes a preventative, proactive and participatory approach to child safety.
2. Values and empowers young people to participate in decisions which affect their lives.
3. Fosters a culture of openness that supports all persons to safely disclose risks of harm to children.
4. Respects diversity in cultures and child rearing practices while keeping child safety paramount.
5. Provides college staff with a code of conduct on appropriate action and behaviour towards children.
6. Engages suitable people to work with young people and has high quality staff, volunteer supervisors and professional development.
7. Ensures young people know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues.
8. Reports suspected abuse, neglect, or mistreatment promptly to appropriate college leaders who will inform authorities where necessary.
9. Shares information appropriately and lawfully with other organisations in consultation with appropriate school leaders and/or welfare staff where the safety and wellbeing of children is at risk.
10. Values the input of and communicates with families and carers to develop knowledge and strategies to support the safety and wellbeing of young people.

Trainers and Administration Staff

ACDA will maintain a rigorous and consistent recruitment, screening and selection process for new trainers and staff. The process includes interviews conducted by CEO Marilyn Brend with prospective reference checks, and qualification checks including working with children and/or VIT registration checks.

Child safety and well-being is continually included in professional development at ACDA.

Student Equity Upheld

ACDA promotes the cultural safety of Aboriginal and Torres Strait islander students and students from cultural and/or linguistically diverse backgrounds as well as students with a disability or any other child vulnerable because of race, gender, or sexual orientation.

This is achieved by:

- Respect of students
- Creating a sense of identity
- Clearly demonstrate a zero tolerance of abuse and discrimination
- Accepting, respecting, and welcoming the differences between and within cultures
- Empowering children with a disability by assisting them to build their self-esteem and confidence



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- Provide training and development to trainers on cultural sensitivity
- Employ staff who display cultural sensitivity
- Ensuring complaint and grievance processes are easily understood by trainers, staff, and students
- Students' views are valued and welcomed
- Considers the needs of children and young people who are unable to live at home as well as lesbian, gay, bisexual, transgender and intersex children and young people.
- Considers the needs of non-binary and gender diverse children.

Duty of Care in Online Learning Environments

When ACDA is not providing face to face supervision, including when students are learning remotely rather than on school grounds, the school is not responsible for students' general safety at home or elsewhere.

However, CEO and college trainers and staff must still:

- identify risks which are **reasonably foreseeable** for students who are learning at home
- take **reasonable steps** which are in the school's control to prevent reasonably foreseeable harm to students.

ACDA should:

- Consider any risks of child abuse that might arise in an online school learning environment, including grooming, and implement strategies to reduce or remove risks where possible
- Remind all staff that they are required to comply with the school's Child Safety Code of Conduct when engaging in their work online

Reporting Incident

All trainers and staff have legal and moral obligations to contact authorities when concerned about student safety; the matter may be reported to the police or relevant State authority.

- Authorities to contact: CEO
- Department of Health and Human Services: 1300 650 172
- Victoria Police
- Child Protection Services:
North & Western suburbs 1300 664 977
Eastern suburbs 1300 360 391
Southern suburbs 1300 655 795
- Emergency 000
- Home schools of Students

It is mandatory that any trainer or staff member must contact the CEO Marilyn Brend regarding their concern of a student's safety or well-being.

A trainer, staff member or guest speaker that may form a belief on reasonable grounds that a student is need of protection after becoming aware that a child health, safety, or wellbeing is at risk and must report the matter to the CEO. Then take the appropriate reporting procedure if necessary. **See procedure below.*



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ACDA will take all allegations and concerns very seriously and respond to them with commitment and privacy

All trainers and staff are not to be alone with one student at any one time. Guest speakers are monitored/supervised by trainers and never left on their own with them.

Retain all records of the allegation of child abuse and the RTO response and store in appropriate method for security and privacy

ACDA will provide induction and training in recognising and responding to child abuse, including what to do if an allegation is made or a concern raised

Ensure students know the process to report abuse and feel comfortable reporting abuse.

All trainers will have a VIT registration and/or Working with children clearance. Staff members will hold a current Working with children clearance.

Student's code of conduct added to terms and conditions and website

Procedure for Reporting

Procedure for trainers and staff to report allegations of child abuse and child related misconduct

Once a trainer or staff member has any concerns about the safety and wellbeing of a student, they must report to the CEO their concerns. This can be initially verbally followed by a written report.

A written report with all relevant information necessary should include the following:

- date of incident or concern
- full name, date of birth, and residential address of the child or young person
- the details of the concerns and the reasons for those concerns
- the individual staff member's involvement with the child and young person
- details of any other agencies who may be involved with the child or young person, if known.
- the date name and position of the person who made the report and the person who received the report

The CEO is required to:

- respond to a reportable allegation made against a worker or volunteer from their organisation, by ensuring that allegations are appropriately investigated
- report allegations which may involve criminal conduct to the police
- notify *Commission for Children and Young People* of allegations within 3 business days after becoming aware of the allegation
- give *Commission for Children and Young People* certain detailed information about the allegation within 30 days after becoming aware of the allegation
- after the investigation has concluded, give to provide ACDA C.E.O with relevant information including a copy of the findings of the investigation
- ensure that their organisation has systems in place to:
 - prevent reportable conduct from being committed by a worker or volunteer within the course of their employment

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- enable any person to notify the head of a reportable allegation
- enable any person to notify *Commission for Children and Young People* of a reportable allegation involving the head
- investigate and respond to a reportable allegation against a worker of volunteer from that organisation.

The CEO must use the *Commission for Children and Young People* online form “Notify and update reportable allegations”

It is a criminal offence for a head of an organisation to fail to comply with the three-day and 30-day notification obligations without a reasonable excuse.

Consider the Range of High-Risk Circumstances

(Extract from “Guidance for TAFE’s and RTOs in meeting Child Safe Standards” education.vic.gov.au)

TAFE’s and RTOs should identify risks and implement risk management strategies that extend to any physical place made available or authorised for use by a child or young person under the age of 18 during or outside regular hours. Some examples of high-risk circumstances are provided below.

As each organisation varies in size and in the nature of their interaction with children and young people under the age of 18, the identification of risks needs to be undertaken in the organisation’s own context.

This may include:

1. Personnel working closely with children and young people under the age of 18 in education and other activities – this includes current staff, contractors and volunteers. It should also include interactions in an online learning context.
2. Children and young people under the age of 18 participating in workplace learning – for example, children and young people may undertake work experience, structured workplace learning, community work (volunteering), apprenticeships and traineeships.
3. Children and young people under the age of 18 participating in off campus activities – for example, field trips and camps. Many institutions will have existing policies and procedures relating to such activities.
4. Children and young people under the age of 18 participating in extra-curricular activities – for example, sports music drama or social clubs offered through the organisation.
5. Children and young people under the age of 18 living in residential facilities or with local host families.
6. Students working with children and young people under the age of 18 as part of their course – students undertaking clinical placements, teaching/training education



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placements or other activity that involves regular contact with children and young people under the age of 18.

7. Research activities involving children and young people under the age of 18 recognising the range of research interests and approaches, and the need for appropriate risk management strategies.

In addition, there may be situations, such as open or orientation days, in which the organisation incorporates a risk management approach to the safety of children and young people under the age of 18.

Risk Assessment Template

RISK ASSESSMENT TEMPLATE

VET Industry Day location:

Date:

Name of person conducting assessment:

Bill Robinson, CEO is in attendance at every VET Industry Day. He holds Level 3 First Aid qualification and CPR certification

Risk Event or Environment	Existing Management strategies or internal controls	Likelihood (What are the hazards associated with each activity?)	Consequence (If the risk is deemed unacceptable for the task, what will be done to reduce or remove the risk?)	Current risk assessment	New risk management controls or internal controls	Who is responsible ?	Risk Event or Environment



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Child Safe Reporting Template

Child Safety Reporting Template		
Date:		
STUDENT NAME: CLASS: TRAINER: INCIDENT: (if considered HIGH) Please call 000 OR Child Protection Crisis Line Tel: 13 12 78 24/7 (Marilyn Brend also needs to be contacted - 0413 445 744)		
HIGH	MEDIUM	LOW
INCIDENT NOTES: STUDENTS SCHOOL: VET coordinator: CONTACT EMAIL/PHONE: Parent/Guardian contact: COMMENTS: EMAIL/ PHONE CONTENT: ACTION: FINAL OUTCOME: Closed Date:		