



2012 Child Safe Policy

Australian Maritime & Fisheries Academy policy compliance with the Children's Protection Act 1993

1. Purpose

Describe the purpose of your policy

This policy was written to demonstrate the strong commitment of the management, employees and casual trainers to the safety of students under the age of 18 years (children) and to establishing and maintaining safe and friendly environments.

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 employees, casual trainers, children and other individuals involved in the organisation.

4. Commitment to child safety (include risk management)

All children who come to the Australian Maritime & Fisheries Academy 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 services and the welfare of the children in our care 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.

5. Children's participation

The Australian Maritime & Fisheries Academy employees and contract trainers 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 listen to and act on any concerns children, or their parents, raise with us.

6. Recruitment practices

The Australian Maritime & Fisheries Academy 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 employees and volunteers. We interview and conduct referee checks on all employees.

We conduct criminal history assessment for people working with children, 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.

7. Code of Conduct

All members are made aware of, and must abide by, our Code of Conduct. Our Code of Conduct was developed in collaboration with all our employees, casual trainers, the students who use our services.

8. Support for employees and casual trainers

The Australian Maritime & Fisheries Academy seeks to attract and retain the best employees and casual trainers. We provide support and supervision so people feel valued, respected and fairly treated. We ensure that casual trainers and employees who work with children have ongoing supervision, support and training 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

The Australian Maritime & Fisheries Academy will not tolerate incidents of child abuse.

All employees and casual trainers, who have contact with children, 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.

We ensure that employees and casual trainers are aware of how to make appropriate reports of abuse or neglect. We also provide opportunities for employees and volunteers to attend a training session on mandatory reporting.

Employees and casual trainers must also report to the CEO or management any reasonable suspicion that a child has been, or is being, abused or neglected.

Employees and casual trainers are encouraged to seek information about making appropriate reports of abuse or neglect is available from the Department for Families and Communities' website <http://www.families.sa.gov.au/childsafes>

The Australian Maritime & Fisheries Academy may resolve to take protective action to keep the child and others safe.

10. Strategies to minimise risk

Policies and procedures that have been implemented to reduce risk are:

Transportation

Parent (or guardian) approval must be obtained, using the appropriate Academy “Approval to Transport Children” form, prior to the transportation of any child by or on behalf of the Australian Maritime & Fisheries Academy. Staff are encouraged not to transport children but make alternative arrangements where possible.

Taking images of children

Photographs or other images of children must not be taken by or on behalf of Academy employees or casual trainers without the child’s parent (or guardian’s) written permission using the Academy “Participation in Photos Form”

Grievance procedures

Children are informed of, and encouraged to use the Australian Maritime & Fisheries Academy grievance procedure if they have any reason to complain about any aspect of the course they are undertaking or the Academy personnel involved.

Physical contact

No physical contact is to be made between Australian Maritime & Fisheries Academy employees or casual trainers and children undertaking Academy courses unless required in an emergency situation, in order to render first aid or unavoidable as part of the training requirements.

Protecting privacy and confidentiality

The Australian Maritime & Fisheries Academy protects the privacy and confidentiality of information provided to them by children and will only provide information about the child to those organisations sited in the Academy Privacy Statement and signed by the child’s parent or guardian.

Employee or casual trainer being investigated or charged

Any employee or casual trainer who is being investigated for a criminal offence will be suspended from duty on full pay, at the discretion of the Chief Executive Officer, while the investigation takes place. If an employee or casual trainer is found guilty of a serious criminal offence they will be dismissed immediately.

11. Harassment/bullying

The Australian Maritime & Fisheries Academy opposes all forms of harassment, discrimination and bullying. 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 the CEO or management.

12. Communication

The Australian Maritime & Fisheries Academy will ensure that everyone to whom this policy applies is aware of and has had an opportunity to read the policy.

We also ask employees and casual trainers (where appropriate) 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.

13. Related policies and procedures

The following Australian Maritime & Fisheries Academy policies and documents support this child-safe policy.

- Code of conduct
- Template statement to be signed by employees, volunteers and parents indicating they have read and will abide by this policy
- Access and equity policy
- Student grievance policy
- Staff recruitment policy
- Student enrolment form
- Approval to transport children form
- Participation in AFA photos form
- Academy privacy statement
- Student handbook
- Risk management strategy

Approved by Bob Miller CEO	Date 29-08-2011	Review date 29-08-2012
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