

## POLICY – CHILD SAFETY

(Version 2)

<b>Policy Title:</b>	<b>Child Safety</b>
<b>Policy Type:</b>	<b>Constitutional Policy</b>
<b>Date:</b>	<b>18/01/2021 (1) 09/02/2022 (2)</b>

### Goals

The Bribie Island Community Arts Society Incorporated (BICAS) Policies and Procedures have been developed to support everyone participating at the Bribie Island Community Arts Centre (BICAC), including Board Members, Society members, employees, volunteers, Working Together Group (WTG) participants, contractors, and the public (herein referred to as BICAS/BICAC participants). BICAS is committed to providing a safe, harassment and abuse free environment, providing equal opportunity and an enjoyable and safe Centre for all participants.

The BICAS Policy – Child Safety (herein the Policy) provides guidance to ensure the safety and well-being of children and their protection from harm, at this Centre.

### The policy shows

- our commitment to health and safety within the Centre, and to reducing the risks to the health and safety of all BICAS/BICAC participants;
- our commitment to complying with the requirements of the *(Qld) Work Health and Safety Act 2011 and Work Health and Safety Regulations 2011*; and,
- our commitment to complying with the requirements of the *(Qld) Child Protection Act 1999*;
- our commitment to ensuring that every facilitator working with children has a current Qld Blue Card;
- how BICAS will deal with anyone found to have breached the Policy.

**The policy applies to everyone participating in or conducting BICAS/BICAC activities**

### Introduction

The purpose of the Policy is to provide a clear understanding of our responsibility to ensure that all children up to the age of 18, taking part in activities offered at BICAC, are safe and protected from harm. The Policy places an obligation on all BICAS/BICAC participants to take responsibility for their own conduct. To achieve this, copies of the Policy will be provided to all BICAS/BICAC participants. Participants are required to familiarise themselves with its contents and provide signed acknowledgement of receipt and understanding of the Policy to BICAS.

## **Application of the Policy**

The Policy applies to all BICAS/BICAC participants. In applying the Policy you are to consider both its 'spirit' and 'content'. If you are in any doubt as to the meaning of the Policy or its application in any given situation, you should seek advice from the BICAS Board.

As a BICAS/BICAC participant, you have a responsibility to conduct yourself in a manner that will not undermine public and member confidence in the integrity of BICAS.

The BICAS Board is responsible for taking the appropriate action where a BICAS/BICAC participant breaches the Policy.

## **Management of Tutors**

BICAS Venue Manager will ensure that all facilitators have a current Blue Card. All facilitators or activity leaders must have read and signed this policy and other BICAS Policies and Procedures.

Tutors must have completed a risk assessment before commencing any activity with children.

## **Statement of Commitment**

BICAS is committed to ensure that on our premises, the safety and well-being of children and protection from harm, is paramount.

In order to support this commitment, policies and procedures have been put in place to effectively address the safety and well-being of children in our care attending workshops, tutorials and excursions at our Centre.

## **Code of Conduct**

Our organization provides opportunities for children to be members, to attend holiday and after-school workshops and tutorials, and to take part in activities such as mural painting. As a result, those involved directly with tuition of children must be aware of and follow these aspects of the Code of Conduct:-

- **Supervision of children**

All children must be supervised whilst in our care.

The appropriate ratio of children to adults is maximum 15 children to 1 adult, but this is to be determined upon negotiation between the facilitator and the Venue Manager.

It is highly recommended that 2 adults be present for any child-centred activity so that in the event of one adult having to leave the room another adult is present.

## Arrangements for drop-offs and pick-ups

Drop-Offs - The tutor must have a form for parents to sign in their child/children. The parent must provide a mobile phone number so that he/she can be contacted in case of emergency. The form must state the procedure that BICAS adopts for late pick-up of children.

Pick-ups – parents are expected to be at the room to pick up their child/children at the stated finishing time. Parents must sign their child/children out.

If a parent is not there at pick-up time the tutor will phone them.

If a parent is not able to be contacted and has not arrived within 15 minutes of the activity finishing then the tutor is obliged to call the police. This pick-up policy will be stated on the Sign In form, and parents will be required to read and sign this form.

- **Language, Bullying, Harassment, Behaviour Management**

Facilitators must be clear about the expected standards of language and the types of language which are not permitted to be used and which are encouraged in your organisation.

For example, using encouraging, positive words, pleasant tone of voice and honest and open communication would be considered appropriate and should be promoted.

Insults, criticism, name-calling, bullying, swearing, yelling, racist and or sexually suggestive comments or jokes would be considered inappropriate.

- **Physical Contact**

Facilitators should be clear about when physical contact with a child is acceptable within the tuition environment.

Appropriate physical contact may include: assisting with an injury or illness or protecting a child from harm, for example, to avoid an accident; assisting with toileting of young children; and demonstrating a skill or providing an instruction as part of an activity.

Inappropriate physical contact would be violent or aggressive behaviour such as hitting, kicking, slapping or pushing, or kissing or touching of a sexual nature.

Where practical, an explanation should be provided to a child about what physical contact will occur and why it will occur.

Additionally, depending on the service being provided, it may be necessary to seek permission from the child and/or parents in relation to the physical contact and this should be clearly documented.

- **House-Keeping**

Before starting an activity or tuition, facilitators must explain about fire exits, evacuation procedures, toilets, water availability and break times.

- **Managing illnesses or injuries**

The tutor is to ensure that an adult with first aid qualifications is on-site when the activity is being held.

Enrolment forms for activities must require applicants to state any illnesses that the child suffers from, particularly asthma, diabetes, epilepsy and anaphylaxis. They must also state medical doctors' prescribed treatments and parents must ensure that the enrolled child brings the required medication or device to the activity eg asthma puffer, Epi-pen.

In the event of an injury, the tutor is to enlist the aid of the qualified first aider on site. The parent is to be contacted. An Incident Report is to be completed.

- **Photography & Social Media**

The activity Sign In form must have a clause seeking permission to photograph children in a group situation. If the parent declines permission the tutor must ensure that the child is not present in any photograph that is taken.

### **Handling Disclosures or Suspicions of Harm**

Should a facilitator have reason to suspect harm or have need to handle a disclosure of harm they are to report to the Venue Manager immediately.

### **Managing Breaches of the Child Safety Policy**

BICAS takes very seriously any breach of this policy by any person working in a child-focussed activity. Any breach will be investigated by the Venue Manager and the instigator either cautioned or their agreement with BICAS terminated.

### **Communication & Support**

BICAS will make this policy available to all parents availing themselves of children's activities at the Arts Centre. BICAS will post this policy on the BICAS website along with all other policies and procedures.

### **Where to from here?**

If, after reading the Policy you are unsure about your obligation in general or in relation to a specific situation, you should discuss this initially with the Venue Manager.

If you have concerns about approaching the Venue Manager you should make direct contact with a BICAS Board member or by writing to the Board Secretary who will pass this

information onto the Board. The Board will be able to provide you with guidance and advice on the appropriate steps to follow to resolve your concerns.

## **COMMUNICATING THE POLICY**

The Policy shall be available on BICAS premises and on the BICAS website [www.bribieartscentre.com.au](http://www.bribieartscentre.com.au)

All BICAS/BICAC participants and others affected by our business or undertakings will be provided with a copy on commencement and have an opportunity to discuss the Policy at the point of engagement.

## **REVIEW**

The Policy will be reviewed annually during the BICAS Work Health and Safety Audit Program, through consultation with Board Members, employees, members and volunteers, or when legislative requirements change, or in the event of breach of the Policy.

## **VARIATIONS**

BICAS reserves the right to vary, replace or terminate this policy.

## **POLICY VERSION AND REVISION INFORMATION**

Policy Authorised by: Carolyn Wheeler

Original issue: 18/01/2021

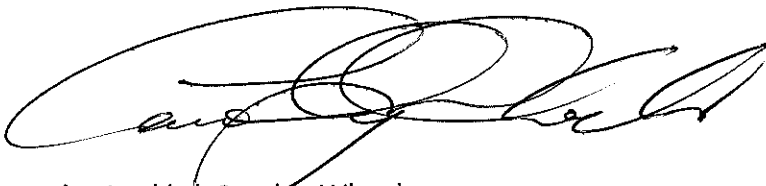
Title: BICAS CHAIRPERSON

Policy Maintained by: Julie Thomson

Current version: Version 2

Title: VENUE MANAGER

Date: 09 /02/2022



Authorized by: Carolyn Wheeler

Approved by Board: 09/02/2022

Review date: 09/02/2023

**BICAS POLICY – Child Safety**

I, (Employee, Volunteer, etc., – please print)

....., have read, understand and agree to abide by the Bribie Island Community Arts Society Inc.'s (BICAS) Policy – Child Safety and I understand that such adherence is a condition of my employment, volunteer work, contract work, and/or any other participation in BICAS/BICAC activities. I understand that a violation of the BICAS Policy – Child Safety may be grounds for termination from BICAS/BICAC participation; as a volunteer; or in the case of an employee, immediate dismissal for just cause without notice or pay in lieu of notice.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**BICAS/BICAC PARTICIPANT ACKNOWLEDGEMENT**

I acknowledge:

- that I have read a copy of the BICAS Policy –Child Safety;
- that I should comply with the Policy; and
- that there may be disciplinary consequences if I fail to comply

Your name:                      Please Print  
\_\_\_\_\_

Signed:  
\_\_\_\_\_

Date:  
\_\_\_\_\_