

# Child Safe Policy

Last Updated: June 2023



## **1. Our Commitment to Child Safety**

- 1.1 Erudite Tuition (the Organisation) promotes and maintains a culture that does not tolerate child abuse, neglect or exploitation. This policy establishes the organisation's expectations of all staff to provide a safe environment for children and sets out our approach to managing risk to children and young people arising through the day-to-day work of the organisation.
- 1.2 The organisation's priority is to ensure the welfare and safety of every child that has contact with the organisation's employees, contractors, consultants, officials and providers engaged by the organisation to deliver services to children.
- 1.3 The policy outlined in this document has been developed with reference to the [Commonwealth Child Safe Framework](#) and the [National Principles for Child Safe Organisations](#). This policy has also been written with guidance taken from the [Child Safe Policy released by the Department of Education](#).
- 1.4 Erudite Tuition's Child Safe Policy is guided by the following principles:
- Recognise children's rights and interests;
  - Build and maintain a child safe culture and environment; and
  - Provide support and protection to staff and subcontractors who report incidents under this policy.
- 1.5 If you would like further clarification about your obligations under this policy, please contact your tutor manager or email [support@eruditetuition.com.au](mailto:support@eruditetuition.com.au).

## **2. Date of Effect**

- 2.1 The policy is effective from 24 May 2023 and is reviewed annually.

## **3. Scope**

- 3.1 This policy applies to all persons who undertake work for the Organisation.

- 3.2 Service providers who deliver services to children as for the Organisation (for example, contracted service providers and subcontractors – third party provider/s) must comply with the terms and conditions in their contracts and agreements pertaining to child safety.
- 3.3 For the purposes of this policy, the definition of child-related work is being engaged in:
- a) work activities where contact (physical, face-to-face, oral, written or electronic contact) between a staff member and a child would reasonably be expected as a normal part of the work and such contact is not occasional (infrequently or irregularly) and incidental (occurring by chance) to the work; or
  - b) work that requires a Working with Children Check (WWCC) in the state or territory jurisdiction in which the work is being undertaken.
- 3.4 For the purposes of this policy, the definition of a child safe position is a organisational position that has been identified as having contact with a child as a normal part of work activities (that is, it is child-related work), and therefore is required to obtain and maintain a WWCC in order to be engaged in that position.

## **4. Child Safe Professional Behaviours**

- 4.1 All staff of the Organisation are expected to treat children with respect and act in accordance with the Organisation's code of conduct and values.
- 4.2 All Staff and tutors working with children, or who come in contact with children in the workplace must:
- a) Comply with relevant legislation including WWCC and mandatory reporting requirements.
  - b) Professionally introduce themselves to the student(s) and their parent/guardian(s) when meeting for the first time.
  - c) Wherever possible, ensure another adult is present when working with or near children.
  - d) Not use any computers, mobile phones, video cameras, cameras or social media to exploit or harass children, or access child exploitation material through any medium.

- e) Not use child-related data held by the Commonwealth to exploit or harass children.
  - f) Not use language or behaviour towards children that is inappropriate, harassing, physically or emotionally abusive, sexually provocative, demeaning or culturally inappropriate.
  - g) Have any online contact with a child or their family (unless necessary, for example emailing parents or students).
  - h) Promote the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
  - i) Listen and respond to, and where necessary, escalate the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another child.
  - j) Not have contact with children outside of the work environment if that contact has arisen in the course of their duties.
  - k) Immediately report to their manager concerns or allegations of child exploitation and abuse and any failure to comply with this policy.
  - l) Immediately disclose to the department all charges, convictions and other outcomes of an offence that relate to child exploitation and abuse, including those that occurred before or during association with the Organisation.
- 4.3 All Staff and tutors working with children **must not**:
- a) Develop relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
  - b) exhibit behaviours with children which may be construed as unnecessarily physical.
  - c) Undertake actions which may be misconstrued as malicious (e.g., isolating children via locking doors or other physical obstructions)
  - d) Do things of a personal nature that a child can do for themselves, such as toileting or changing clothes. If such actions are requested by the child, the tutor is to report this to their tutor manager.

- e) engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)

## **5. Accountability and Responsibility**

- 5.1 Ensuring the safety, welfare and wellbeing of children is the responsibility of all staff.
- 5.2 Erudite Tuition will:
  - a) Annually review and if necessary, publish amendments to the Organisation's Child Safe Policy.
  - b) Undertake an annual risk assessment in relation to child safety activities, to identify the level of responsibility for, and contact with, children and young people, evaluate the risk of harm or abuse, and put in place appropriate strategies to manage identified risks. The results of the assessment will inform any revisions to the Child Safe Risk Management Plan.
  - c) Maintain a record of relevant child safe complaints.
  - d) Where possible, carry out due diligence and record keeping to protect all staff and children. This includes storing recordings for all online lessons after obtaining consent from all recorded parties.
- 5.3 All staff of the Organisation are expected to:
  - a) Ensure child safety is considered and implemented throughout any activities carried out for the Organisation.
  - b) Complete Child Safety training as directed.
  - c) Appropriately report potential risk to their direct manager or tutor manager including any breaches of this policy.
  - d) Ensure that they have an up to date Working with Children or Vulnerable Persons Check (however described) and comply with the appropriate legislative requirements of the jurisdiction, including reporting a change in circumstances and mandatory reporting requirements.

## **6. Training**

- 6.1 All staff must complete the prescribed child safe training modules and periodically assigned child-safe refresher modules located in on their personal dashboard.
- 6.2 All staff are required to pass any subsequent knowledge tests at the end of any required child safe training modules.

## **7. Managing Allegations, Complaints and Concerns**

- 7.1 Should any Staff, community member, child, client or related party raise any concerns, allegations, or complaints related to Child safety as discussed in the above sub-sections, the Organisation will endeavour to ensure that the issue is dealt with in a private, thorough and just manner while adhering to the below principles.
- a) Privacy and confidentiality of all involved parties except disclosures as required by the law.
  - b) Escalation and reporting as in line with Mandatory Reporting Requirements and industry standard practices.
  - c) Impartiality and Fairness to all parties including tutors, staff, clients and children.
  - d) Anonymised documentation and prevention of future incidents.

## **8. Glossary of Terms**

<b>Term</b>	<b>Definition</b>
Child or children	In Accordance with the United Nations Convention on the Rights of the Child, child means any human under the age of 18 years
Child Exploitation	One or more of the following: <ul style="list-style-type: none"> <li>a) committing or coercing another person to commit an act or acts of abuse against a child.</li> <li>b) possessing, controlling, producing, distributing, obtaining or</li> </ul>



	<p>transmitting child exploitation material</p> <p>c) committing or coercing another person to commit an act or acts of grooming or online grooming.</p> <p>d) using a minor for profit, labour, sexual gratification, or some other form of personal or financial advantage.</p>
Child protection	An activity or initiative designed to protect children from any form of harm, particularly arising from child exploitation or abuse.
Child-related work	Means being engaged in: a) work activities where contact (physical, face-to-face, oral, written or electronic contact) between a staff member and a child would reasonably be expected as a normal part of the work and such contact is not occasional (infrequently or irregularly) and incidental (occurring by chance) to the work, or b) work that requires a Working with Children Check (WWCC) in the state or territory jurisdiction in which the work is being undertaken.
Staff	Staff are either employed by the Organisation, engaged by an organisation on a subcontract basis, or engaged by an organisation on a voluntary or unpaid basis, staff can include paid staff, volunteers, interns, trainees and consultants.
Working with Children Check	An assessment of whether a person poses an unacceptable risk to children. As part of this process, the applicant's criminal history, child protection information and other information is checked. A Working with Children Check may also be known under other names, such as a Working with Vulnerable People Check, a Blue Card, Working with Children Clearance, Ochre Card, etc.



Working with Children

Being engaged in an activity with a child where the contact would reasonably be expected as a normal part of the activity and the contact is not incidental to the activity. This includes volunteering or other unpaid work.

