



## Child Safe Policy

### 1. Background

This policy reflects the International Screen Academy's commitment to provide a safe environment where every person has the right to be treated with respect and is safe and protected from harm.

This policy complies with our obligations under the [Children and Young Persons \(Care and Protection\) Act 1998](#) (the Act) which is the legislative framework governing child wellbeing and providing child protection in NSW.

This policy is designed to demonstrate the strong commitment of ISA to child safety and to establishing and maintaining child safe and child friendly environments.

This policy applies to all people involved in the organisation, including employees (permanent and casual), students, volunteers, contractors and any other individual involved in this organisation.

For the purposes of this document the following applies:

**Child / Young person** – means a person under 18 years of age.

**Employee** – is intended to cover all persons occupying any position such as employees (permanent and casual), students, volunteers, contractors and any other individual involved in this organisation.

### 2. Commitment to safety

All children who come to ISA have a right to feel and be safe. We are committed to the safety and wellbeing of all children and young people accessing our programs 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.

The Managing Director is a first point of contact to provide advice and support to children, parents, employees and volunteers regarding the safety and wellbeing of children in our organisation.

### 3. Children's participation

ISA encourages and respects the views of children and young people who access our programs. We listen to and act upon any concerns that children, young people or their families raise with us.

We ensure that children, young people and their families know their rights and how to access the complaints procedures available to them.

We value diversity and do not tolerate any discriminatory and/or harassment practices.

#### **4. Recruitment practices**

ISA 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.

Working With Children Checks are required for anyone within our organisation that is involved in child-related work, [whether paid or unpaid](#). We [verify](#) Working With Children Checks for [all these individuals](#). Exemptions from this requirement may apply in some circumstances.

#### **5. Complaints and concerns**

All complaints or concerns will be dealt with honestly and fairly.

Employees at ISA should be confident in reporting inappropriate behaviour around kids and should report any concerns about the safety or welfare of a child or young person immediately.

A child or young person, parent or any staff member/volunteer/student can make a complaint, or raise a concern, directly to the Managing Director.

The Managing Director will take the following action/s:

- Listen to the person making the complaint and make a record of the complaint using the 'Complaint Record Form'. If required, the Managing Director will arrange a meeting to discuss the complaint with all relevant parties. The Managing Director will notify the person making the complaint, in writing, of the outcome including reasons for the decision, within 5 working days of the meeting above.
- In NSW make a report to the NSW Department of Community Services in the case of an allegation of child abuse. Inform everyone involved in the complaint of the requirement to make this report.
- If the complaint involves inappropriate behaviour and a breach of the Code of Conduct, the Managing Director will take action in accordance with the internal discipline procedures.

Any person at ISA who has reasonable grounds to suspect that a child or young person is at risk of being neglected or physically, sexually or emotionally abused should make a report to the Child Protection Helpline (as well as informing the Managing Director). Remember that allegations of child abuse must be handled by a professional. Call Family and Community Services Helpline on **132 111** (24 hours service) if you suspect child abuse or 133 627 (for mandatory reporters).

#### **6. Classification of content**

ISA publishes the age bracket for each program that is open to participants under the age of 18. ISA employees must ensure that the content screened in the delivery of Schools or Holiday programs is appropriate for the age group being taught.

All content screened in the delivery of a Schools or Holiday program is reviewed

and approved by the Head of Film and Animation or Head of Acting. All content is graded to reflect the Australian Classifications Board ratings for children in the 13-17 year old age bracket. Those Classifications being:

For participants 15 years and under:

- Mature (M)
- Parental Guidance (PG)
- General (G)

For participants above 15-17 years:

- Mature Accompanied (MA 15+)
- Mature (M)
- Parental Guidance (PG)
- General (G)

No content will be shown that is classified as Restricted (R 18+), Restricted (X 18+) or Check the Classification (CTC).

## **7. Duty of Care**

The ISA Duty of Care is to ensure that all children who participate in an ISA Schools or Holiday program have a right to feel and be safe.

The ISA Duty of Care involves:

### **7.1 Observation of teachers**

The Managing Director may sit in on a Schools or Holiday program at any time and without notice to observe an ISA employee in the delivery of ISA programs to children, both onsite and offsite.

The Managing Director may request another senior ISA staff member to sit in and observe an ISA employee in the delivery of ISA programs to children, both onsite and offsite.

### **7.2 Communication by ISA employees and participants**

ISA employees are NOT permitted to contact Schools or Holiday program participants outside the program delivery hours under any circumstances (including phones calls, emails, messenger, social media etc).

If a Schools and Holiday program participant contacts an ISA employee outside the program delivery hours the ISA employee is to ignore the participant and report the communication to the Managing Director.

### **7.3 Photo / film release consent**

All parents of participants in an ISA Holiday program are asked to sign a photo / film release form for their child. This is so that the photo or film containing the image and voice of their child can be released by ISA either as video or still photography via the ISA Social Networking portals.

NB: Last names are not used during the production of films, videos and photography during the ISA Holiday programs. No last names are used when releasing media via social networking sites.

### **7.4 Government guardianship children**

ISA will accept enrolments from children under formal state government endorsed guardianship. When this occurs the staff ratio will be determined in consultation with the Managing Director and the guardian.

ISA reserves the right to adjust the cost of the course to assist in the safe management of children under formal guardianship care. ISA reserves the right, on the grounds of safety, to deny access to children under the age of 18 for whom, regular safe play is challenging.

### **7.5 Rest, meal and toilet breaks**

During rest and meal breaks participants must remain inside the ISA facility in view of the break supervisor. Participants will be advised at the beginning of their class who the break supervisor will be and where the break area is. Participants will be encouraged to go to the break supervisor for help if required.

Participants can go to the toilet at anytime unsupervised, however, they must be accompanied by a friend they know and trust.

### 7.6 Class participants

At ALL times an ISA Employee must have no less than two participants in their Schools or Holiday program.

ISA Schools or Holiday program participants are not to be left alone or isolated in a space by themselves with an ISA Employee at ANY time.

### 7.7 Promoting the safety and well-being of children

All ISA employees are responsible for promoting the safety and wellbeing of ISA Schools or Holiday program participants by:

- Ensuring the safety and welfare of the participant is paramount at all times.
- Treating all participants with dignity, equality and respect.
- Adhering to ISA's child safe policy at all times.
- Listening and responding appropriately to the views and concerns of participants.
- Taking all reasonable steps to ensure the safety and protection of participants.
- Ensuring participants understand their rights and explaining to the participant in age-appropriate language what they can expect when participating in a program offered by ISA.
- Responding quickly, fairly and transparently to any serious complaints made by a participant or their parent/guardian.
- Call Family and Community Services Helpline on **132 111** (24 hours service) if you suspect child abuse or 133 627 (for mandatory reporters).

ISA Employees will not:

- Take part in any unnecessary physical contact with a participant.
- Discriminate against a participant because of age, gender, cultural background, religion, vulnerability or sexuality.
- Develop any 'special' relationships with participants outside of the professional relationship.

## 8. Publication and Version Control

- New ISA employees are issued a copy of this policy during their induction session.
- Children, young people and parents joining an ISA program will receive a copy of the policy.
- This policy is available via publication on the ISA website.

Version	Amendments	Approval	Date Approved
3	<a href="#">Update of recruitment practices</a>	Managing Director	<a href="#">22/8/14</a>
4	Added Head of Acting to approval of screening content (6)	Head of Film and Animation	25/11/15