

CHILD PROTECTION POLICY

1. POLICY STATEMENT

Rockit Performing Arts (RPA) is unequivocally committed to creating and maintaining child safe environments, in accordance with the Children and Young People (Safety) Act 2017 (SA). We prioritize the safety and wellbeing of children and young people in all aspects of our operations and activities.

2. INTRODUCTION

RPA utilises the performing arts as tools to enhance the health and wellbeing of our local community. We recognize our legal and moral obligations under the Child Safety (Prohibited Persons) Act 2016 (SA) to ensure the safety of all children and young people participating in our programs. Children and young people are involved in developing the Code of Conduct.

3. PRINCIPLES

RPA is dedicated to the prevention of child abuse and the promotion of children's wellbeing, as mandated by the Child and Young Person (Safety) Regulations 2017 (SA). We will take all reasonable steps to protect children from harm, including neglect, and physical, sexual, psychological, and emotional abuse while in our care.

RPA maintains a zero-tolerance approach to child abuse, in line with the National Principles for Child Safe Organisations. All allegations of child abuse will be treated seriously, consistently, and in accordance with our child protection procedures and South Australian legislation. Violations of this Child Protection Policy may result in disciplinary action, up to and including termination of employment or engagement, and mandatory reporting to the Department for Child Protection and South Australia Police, as required by Section 31 of the Children and Young People (Safety) Act 2017 (SA).

4. PURPOSE

This policy aims to:

1. Provide clear guidelines for RPA staff, volunteers, and contractors to identify and respond appropriately to concerns of child risk of harm, in accordance with the Child Safety (Prohibited Persons) Regulations 2019 (SA).
2. Outline the responsibilities of all individuals in ensuring child safety within RPA, as per the Child Safe Environments Compliance Statement.
3. Reflect RPA's values, ethics, and code of conduct for staff, carers, parents/guardians, children, young people, volunteers, and the community, in alignment with the National Principles for Child Safe Organisations.
4. Minimize the risk to children and young people involved in RPA programs, as required by the Safety Act.
5. Ensure compliance with relevant South Australian legislation, including the Children and Young People (Safety) Act 2017 and the Child Safety (Prohibited Persons) Act 2016.

This policy will be reviewed annually and updated regularly to reflect operational experience and legislative changes, in accordance with Section 114 of the Children and Young People (Safety) Act 2017 (SA).

RPA recognizes that all workers have a full and active part to play in protecting students from harm, as mandated by Section 30 of the Children and Young People (Safety) Act 2017 (SA).

Overall responsibility, implementation, and review of this policy rests with the Director of RPA, in accordance with Section 32 of the Children and Young People (Safety) Act 2017 (SA).

The Director, is responsible for approving and accepting Working with Children Checks, as required by the Child Safety (Prohibited Persons) Act 2016 (SA). The Director is also the designated recipient for official complaints, in line with the organization's complaint handling procedures.

This child safe policy and related documents are available on our website or by request. A copy of the policy is available to read from reception.

This child safe policy and related documents are provided to all workers as part of their induction following recruitment. Induction takes into consideration child safeguarding requirements, including mandatory reporting, cultural safety, record keeping, supervision and information sharing.

We encourage and respect the views of children and young people and involve them in decision making as appropriate. We provide clear age-appropriate or developmentally appropriate explanations to children and young people including their right to safety, their right to be listened to and that they can provide feedback or make a complaint if they have a concern, to any worker or ask their parent/guardian to do this on their behalf. We will listen to and act upon any complaints or concerns that a child or young person raises with us.

5. SCOPE

This policy covers all workers of RPA who have direct or indirect contact with children, as defined in Section 17 of the Children and Young People (Safety) Act 2017 (SA). This policy applies to all employees, volunteers, work placement students, contractors and board/committee members referred to throughout the policy collectively as workers.

Upon accepting employment or volunteer work at Rockit, all workers and volunteers agree to accept and act in accordance with the policy.

This policy also covers all students, their families/carers, and community members who access RPA events, classes, and performances, in accordance with the Child Safe Environments Compliance Statement.

6. DEFINITIONS

- a. RPA: Rockit Performing Arts
- b. Child: A person under 18 years of age (as per Section 16 of the Children and Young People (Safety) Act 2017 (SA))
- c. Young person: While not legally distinct from a child in South Australian legislation, this term may be used to refer to older children, typically teenagers
- d. Adult: Any person 18 years and over
- e. Workers: All individuals employed or engaged by RPA, whether paid or voluntary, full-time or part-time
- f. Student: A person enrolled in programs, activities, or events at RPA

- g. Parent/Guardian: The child's legal parent or guardian
- h. Abuse: Includes physical, sexual, emotional/psychological abuse, and neglect as defined in Section 18 of the Children and Young People (Safety) Act 2017 (SA)
- i. Child protection: The statutory responsibility for keeping children safe as outlined in the Children and Young People (Safety) Act 2017 (SA)
- j. Working with Children Check (WWCC): A screening process for assessing or re-assessing whether a person is suitable to work with children as required by the Child Safety (Prohibited Persons) Act 2016 (SA)
- k. Mandatory notification: The legal requirement to report suspected child abuse or neglect as per Section 31 of the Children and Young People (Safety) Act 2017 (SA)
- l. Professionals Contracted: Refers to contractors brought onto premises to support or lead activities or events, such as guest teachers, choreographers, speakers, designers, photographers, and film operators, who must comply with the Child Safety (Prohibited Persons) Act 2016 (SA)

7. RPA RESPONSIBILITIES

In accordance with the Children and Young People (Safety) Act 2017 (SA) and the Child Safety (Prohibited Persons) Act 2016 (SA), Rockit Performing Arts (RPA) will:

1. Adopt, implement, and comply with this Child Protection Policy in alignment with the National Principles for Child Safe Organisations.
2. Ensure this policy is enforceable and consistent with South Australian legislation.
3. Publish, distribute, and promote this policy and the consequences of any breaches, as per the Child Safe Environments Compliance Statement requirements.
4. Promote and model appropriate standards of behaviour in line with the Child Safe Environments Principles of Good Practice.
5. Address complaints made under this policy in accordance with the Health and Community Services Complaints Act 2004 (SA).
6. Manage breaches of this policy in compliance with relevant South Australian legislation and organisational procedures.
7. Recognise and enforce any penalty imposed under this policy, in line with the Children and Young People (Safety) Regulations 2017 (SA).
8. Ensure accessibility of this policy to all relevant parties, as required by the Child Safe Environments Compliance Statement.
9. Provide ongoing supervision, support, and training to workers working with children, in accordance with Section 114 of the Children and Young People (Safety) Act 2017 (SA).
10. Report and respond appropriately to suspected risk of harm, as mandated by Section 31 of the Children and Young People (Safety) Act 2017 (SA).
11. Maintain adult-to-child ratios in accordance with the Education and Care Services National Regulations 2011 (SA) and the Education and Early Childhood Services (Registration and Standards) Act 2011 (SA).
12. Review this policy every 12-18 months, as per the Child Safe Environments Compliance Statement requirements.
13. Refer serious issues to appropriate state and national bodies, including the Department for Child Protection and South Australia Police, as required by law.

8. ROLES AND RESPONSIBILITIES OF STAFF

8.1 TRAINING AND ACCREDITATION

- a. All RPA workers must maintain current first aid qualifications as per the Work Health and Safety Regulations 2012 (SA).
- b. Workers and volunteers must hold a current 'not prohibited' Working with Children Check issued by the DHS Screening Unit in accordance with the Child Safety (Prohibited Persons) Act 2016 (SA).
- c. Workers must be appropriately qualified for their roles, as required by relevant industry standards and regulations.
- d. All workers must be familiar with this Child Protection Policy and mandatory reporting obligations under Section 31 of the Children and Young People (Safety) Act 2017 (SA).
- e. The Rokit Director will verify the accuracy of the WWCC before employing workers to work with children and young people, and for existing employees, will issue verification they renew their WWCC every 5 years and the status remains as not prohibited. Verification will be done online through the Organisation Portal via the DHS Screening Unit
- f. RPA will advise the Screening Unit when the organisation becomes aware of assessable information regarding any person involved with the organisation, including any serious criminal offence, child protection information, or disciplinary or misconduct information.

8.2 SUPERVISION

Children under 18 must be supervised at all times during RPA activities, in compliance with the duty of care requirements under South Australian law.

9. RISK MANAGEMENT

Identified risk	Actions to minimise risk
1. Physical contact	<ol style="list-style-type: none"> a) any physical contact must be appropriate to the delivery of services being provided b) where physical contact is required, this is undertaken in a safe way by explaining why contact is required and what will happen, and asking the child/young person for their permission (or their family if this is more appropriate) before proceeding c) unnecessary physical contact is not allowed
2. Online communications	<ol style="list-style-type: none"> d) cyber safety and social media guidelines are in place and provided to all workers e) appropriate supervision is provided for all online activities f) workers must not communicate with children or young people via social media
3. Transport of children and young people	<ol style="list-style-type: none"> g) workers must have approval to transport a child or young person h) parents/guardians must provide consent before transporting a child or young person i) worker must have a valid, unrestricted driver's licence j) vehicle must be registered, insured and in roadworthy condition k) worker must not be alone in a vehicle with a child or young person
4. Supervision	<ol style="list-style-type: none"> l) children and young people are to be supervised by parents/guardians at all times

	<p>m) if child/young person not collected by parent/guardian at end of consult/class/training <delete as necessary>, two adults are to stay with child/young person until they are collected</p> <p>n) one to one consultation with a child or young person, will be in line of sight of another adult</p>
5. Taking images of children and young people	<p>o) consent of child or young person and parent/guardian required</p> <p>p) disclosure will be made to child, young person and parent/guardian as to how the image is to be used</p> <p>q) images must be presented in a way that de-identifies the child or young person</p>
6. Physical environment	<p>r) maintain a risk register that is reviewed annually to ensure effectiveness</p> <p>s) conduct risk assessments for all activities</p> <p>t) ensure all equipment is in good working order</p>
7. Privacy and confidentiality	<p>u) documents containing confidential information will be stored securely with restricted access</p> <p>v) digital files containing confidential information shall be protected electronically with restricted access</p> <p>w) workers must not disclose information regarding any child or young person without written consent of the child, young person and their parent/guardian unless legally required to</p>
Overnight and/or off-site activities	<p>x) consent of parent or guardian must be given</p> <p>y) children and young people must be supervised by a minimum of 2 adults of the same gender as the children attending</p> <p>z) privacy when children or young people are bathing, toileting and dressing must be provided</p> <p>aa) children and young people will not be left under the supervision of unauthorised persons</p> <p>bb) sleeping arrangements will not compromise the safety of children or young people such as unsupervised sleeping arrangements, or children or young people sharing a bed or an adult sleeping in the same bed as a child or young person</p> <p>cc) in the event of billeting arrangements, host adults should have a child or young person attending the same event from the same household, and have a not prohibited WWCC</p> <p>dd) children and young people have the right to contact their parents, or another adult, if they feel unsafe, uncomfortable, or distressed during the stay</p>
Change room requirements	<p>ee) a minimum of two adults of the same gender as the children or young people must be present</p> <p>ff) supervision will be provided ensuring the child or young person's right to privacy</p> <p>gg) adults must not shower or change whilst supervising children or young people</p> <p>phones, cameras and recording devices must not be used in change room</p>

10. COMMUNITY CARE

10.1 Workers must create an environment where children feel safe to report concerns, as per the National Principles for Child Safe Organisations.

10.2 All workers are responsible for protecting children and treating them with respect, in line with the Child Safe Environments Principles of Good Practice.

10.3 Workers must ensure a welcoming and caring environment for all students.

10.4 Proper use of equipment must be enforced to comply with the Work Health and Safety Act 2012 (SA).

10.5 Workers must:

- a. stick to the organisation's child safe policy at all times and take all reasonable steps to ensure the safety and protection of children and young people
- b. treat everyone including those of different race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes and religious beliefs with respect and honesty and ensure equity is upheld
- c. be a positive role model to children and young people in all conduct with them
- d. set clear boundaries and maintain appropriate behaviours with children and young people – boundaries help everyone to understand their roles
- e. listen and respond appropriately to the views and concerns of children and young people
- f. be alert to bullying behaviours and respond promptly and appropriately
- g. ensure another adult is always present or in sight when conducting one to one consulting, coaching, instruction or other activity
- h. be alert to children and young people who have been harmed, or may be at risk of harm and report this quickly to the Child Abuse Report Line (13 14 78)
- i. respond quickly, fairly and transparently to any complaints made by a child, young person or their parent/guardian
- j. encourage children and young people to 'have a say' on issues that are important to them.

10.6 Workers must not:

- k. engage in rough physical games
- l. develop any 'special' relationships with children and young people that could be seen as favouritism such as the offering of gifts or special treatment
- m. do things of a personal nature that a child or young person can do for themselves, such as toileting or changing clothes
- n. discriminate against any child or young person because of age, gender, cultural background, religion, vulnerability or sexuality.
- o. Workers are prohibited from engaging in sexual relationships with persons under their supervision or authority, as per the Criminal Law Consolidation Act 1935 (SA).
- p. Verbal or physical assault is strictly prohibited and may constitute a criminal offence under South Australian law.
- q. Workers must report all complaints, including those that appear untrue or malicious, in accordance with RPA's reporting procedures and legal obligations.

11 ROLES AND RESPONSIBILITIES OF STUDENTS, PARENTS/GUARDIANS

In accordance with the Children and Young People (Safety) Act 2017 (SA) and the Child Safety (Prohibited Persons) Act 2016 (SA), parents/guardians of children participating in Rockit Performing Arts (RPA) activities have the following responsibilities:

11.1. CONDUCT AND SUPERVISION

- a. Parents/guardians may be required to vacate RPA premises if they engage in behaviour that compromises the equitable treatment of students, as per Section 31 of the Equal Opportunity Act 1984 (SA).
- b. Children under 14 years of age must be supervised by a parent/guardian in RPA facilities when not participating in scheduled activities, in compliance with the duty of care principles outlined in the Civil Liability Act 1936 (SA).
- c. Parents/guardians are responsible for ensuring regular attendance of their child/young person to maximise the benefits of RPA programs. Consistent with the Education Act 1972 (SA), excessive absenteeism may impact the ability of RPA to fulfil its duty of care obligations.
- d. Children under 12 years must be accompanied to and from classes by an authorised adult, in line with child safety recommendations from the Department for Child Protection (SA).
- e. Punctual collection of children is mandatory. In the event of late collection, RPA workers will implement safety protocols in accordance with the Child Safe Environments Principles of Good Practice.

11.2. PHOTOGRAPHY AND FILMING

- a. Unauthorised photography or filming of RPA activities by students, parents, carers, audience members and workers is strictly prohibited, in compliance with the Privacy Act 1988 (Cth) and the Copyright Act 1968 (Cth).
- b. Students, parents, carers and guardians must obtain explicit consent before capturing images of children other than their own, as per the Privacy Act 1988 (Cth) and RPA's privacy policy.
- c. Students are educated through training and information sessions plus provided directions from teachers they are not permitted to record and upload any RPA classroom, performance, event or activity to social media or digital platforms.
- d. Workers, students, parents, guardians, carers and audience members found uploading footage of RPA classes, events and activities face expulsion from the studio.

11.3. STUDENTS WITH DISABILITIES

- a. Parents/guardians must disclose any disabilities or behavioural concerns upon enrolment, in accordance with the Disability Discrimination Act 1992 (Cth) and the Equal Opportunity Act 1984 (SA).
- b. RPA reserves the right to determine appropriate class placement to ensure compliance with the Work Health and Safety Act 2012 (SA) and to fulfil its duty of care obligations.

11.4. FEE PAYMENT AND ENROLMENT

- a. Participation in RPA activities is contingent upon full payment of fees and provision of complete contact information, in line with RPA's terms of service and the Australian Consumer Law.
- b. RPA management retains the right to reassign students to appropriate classes to ensure compliance with safety regulations and duty of care obligations under South Australian law.

Failure to comply with these responsibilities may result in the termination of the child's enrolment at RPA, in accordance with the organisation's policies and procedures.

12 STUDENT DUTY OF CARE

In accordance with the Children and Young People (Safety) Act 2017 (SA) and the Education and Early Childhood Services (Registration and Standards) Act 2011 (SA), Rockit Performing Arts (RPA) implements the following student duty of care policy:

12.1 BEHAVIOUR AND RESPONSIBILITY

12.1 a. Anti-Bullying and Harassment

Please note bullying and harassment will not be tolerated. As per Education and Children's Services Act 2019 (SA) the definition of bullying and harassment suggests but is not limited to:

- Behaving in an offensive, intimidating or threatening manner on studio premises or other premises hired and utilised by Rockit Performing Arts,
- Using abusive, threatening or insulting language towards workers students, either in person, via social media, through email or other forms of communication.
- Actions that threaten the safety or wellbeing of other persons at the school.

b. In compliance with the Education and Children's Services Act 2019 (SA), RPA prohibits bullying, harassment, or intimidation of students, teachers or families.

c. Incidents will be managed through a three-stage process:

- a) Initial warning
- b) Parental notification and second warning
- c) Potential expulsion, at the Director's discretion, as per Section 77 of the Education and Children's Services Act 2019 (SA).

12.2. Conduct Standards

a. Students must adhere to RPA's code of conduct and Child Protection Plan emphasising respect for staff, peers, facilities, and self, in alignment with the South Australian Government's School Behaviour Management Policy. If not, workers face termination from employment, whilst students, parents, carers/guardians face expulsion from the studio.

12.3. Personal Property

a Students are responsible for their personal belongings, as per the common law principle of duty of care.

12.4. Supervision Requirements

a. Students under 11 years must be supervised by parents/carers in RPA facilities when not in class, in compliance with the duty of care principles outlined in the Civil Liability Act 1936 (SA).

12.5. Dress Code

a. Students must adhere to RPA's uniform policy, which prohibits inappropriate attire, in accordance with the Work Health and Safety Act 2012 (SA).

b. Students are required to wear the Rockit uniform. Students not dressed in uniform for class will be asked to sit out.

c. Students are not permitted to wear crop tops or booty shorts to class or events.

13 SAFETY

13.1. Physical Activities

a. Students must not attempt acrobatic or physical skills beyond their current training level, in compliance with the Work Health and Safety Act 2012 (SA). If questioned, the Rockit Director will determine a student's current training level and safe skills to practice outside of the studio.

13.2. Personal Safety

a. Jewellery is prohibited during classes to prevent injury, as per RPA's risk management procedures.

b. Students must bring a water bottle to each class, in line with the Work Health and Safety Regulations 2012 (SA).

14 PHOTOGRAPHY AND FILMING

14.1. Mobile Device Usage

- a. In accordance with the Privacy Act 1988 (Cth) and the Surveillance Devices Act 2016 (SA), students, parents and carers are prohibited from using mobile devices for photography or filming.
- b. Upon permission from the classroom teacher and only to be used as a training aide at home (never to be shared or uploaded to social media), students are permitted to use mobile devices to film the final run of a rehearsal.

14.2 Privacy Act

In accordance with the Privacy Act 1988 (Cth) and the Surveillance Devices Act 2016 (SA), Rockit Performing Arts (RPA) implements the following policy regarding the capture and dissemination of digital content:

- a. Prohibition of Unauthorized Recording and Distribution - Students, parents and carers (and audience members) are strictly prohibited from:
 - aa) Capturing any audio, visual, or audiovisual recordings of activities, classes, or performances that include RPA students.
 - bb) Uploading, sharing, or distributing any such recordings on any social media platform, messaging service, or other digital medium.
 - cc) Sharing any RPA-related content with individuals not currently enrolled at Rockit Performing Arts.

14.2. Legal Implications

- a. Students and their guardians are hereby notified that unauthorized recording and distribution of RPA content may constitute:
 - aa) A breach of privacy under the Privacy Act 1988 (Cth).
 - bb) A violation of the Surveillance Devices Act 2016 (SA), which regulates the use of recording devices.
 - cc) Potential infringement of copyright under the Copyright Act 1968 (Cth).
 - dd) A breach of Rockit Performing Arts Child Protection Act Rules and code of conduct.

14.3. Consent and Intellectual Property

- a. All content created during RPA activities, including but not limited to choreography, music, and performances, remains the intellectual property of RPA or its designated rights holders.
- b. Any recording or distribution of such content without express written consent may result in legal action for copyright infringement.

14.4. Disciplinary Measures

- a. Breach of this policy will be treated as a serious violation of RPA's terms of enrolment and may result in:
 - aa) Immediate suspension from all RPA activities.
 - bb) Permanent expulsion from Rockit Performing Arts programs.
 - cc) Potential legal action, including but not limited to civil proceedings for damages.
 - dd) The Director will decide the disciplinary measure.

14.5. Reporting Obligations

Students, workers, parents and guardians are required to report any known violations of this policy to RPA management immediately.

14.6. Acknowledgment

By enrolling in RPA programs, students and their guardians acknowledge that they have read, understood, and agree to comply with this policy in its entirety.

This policy is implemented to protect the privacy, safety, and intellectual property rights of all RPA students, staff, and associated parties. Compliance is mandatory, and ignorance of this policy will not be accepted as a defence for any violations.

15 REPORTING PROCEDURES

Workers are empowered and supported to draw attention to breaches of the Code and challenge inappropriate behaviours.

Breaches or suspected breaches of the Code of Conduct should be reported as soon as practicable to management either in person, by telephone on 0438 704 261, or via email at nni@rockitpa.com.au. Breaches or suspected breaches of the Code of Conduct will be taken seriously and dealt with quickly, fairly and transparently. Any worker who breaches the Code of Conduct will face disciplinary action and depending on severity of the breach, the worker may have their employment terminated.

15.1 Mandatory Reporting

1. We aim to ensure that children and young people are safe from harm and risk of harm. Section 17 of the Safety Act defines 'harm' to mean physical or psychological harm (whether caused by an act or omission), including harm caused by sexual, physical, mental or emotional abuse or neglect.
2. Mandated reporters in our organisation are workers who provide services to children and young people and those who hold a management position in the organisation the duties of which include direct responsibility for, or direct supervision of, the provision of those services to children and young people.
3. Mandated reporters have a legal obligation to report direct to the Child Abuse Report Line (CARL) on 13 14 78 as soon as practicable if they have a suspicion that a child or young person has been harmed or may be at risk of harm. If the child or young person is at immediate risk, report to South Australia Police (SAPOL) on 000 (triple zero).
4. Even if not a mandated reporter, any person can report harm or risk of harm to a child or young person. The non-mandated reporter who identifies the harm or risk of harm is encouraged to make the report to authorities and can request the support from another worker to do so if required.
5. Information about making appropriate reports of harm or risk of harm is available from the South Australian Department for Child Protection website:
<https://www.childprotection.sa.gov.au/reporting-child-abuse>
6. All adult workers (even if not a mandated reporter) have a legal obligation to report child sexual abuse by another worker to the police and to protect a child from sexual abuse by another worker. Failure to meet these obligations may be considered a criminal offence.
7. Following a report being made to CARL or SAPOL, workers must make an internal report to management. We will be guided by the Department for Child Protection and/or SAPOL after a report has been made as to whether we can conduct an internal investigation.
8. If a worker is reported to CARL or SAPOL for causing harm or risk of harm to a child or young person, they will be removed from any role that involves working with any child or young person until authorities have concluded their investigation.
9. Following a report to CARL or SAPOL we will support the child or young person by:
10. referring the child, young person or their family to other appropriate services
11. continuing to provide a service to the child, young person and their family and monitor their circumstances.

12. We will document all information received regarding the report and store this securely in a separate file.

15. 2. Students Reporting Harm

If a student wishes to report abuse or harm, here are the steps they can follow:

- a. Find a safe, private moment to speak with the teacher.
- b. Tell the teacher they need to talk about something important and serious.
- c. Explain what happened or is happening, providing as much detail as they feel comfortable sharing.
- d. If they're uncomfortable speaking directly, they could write a note or send an email to the teacher.
- e. Be prepared that the teacher may need to report the information to authorities, as they are often mandated reporters.
- f. Understand that the teacher should keep the information confidential, sharing only with necessary authorities.
- g. Know that the teacher should not investigate the claim themselves but should report it to the appropriate channels.
- h. Be aware that the teacher may need to ask some clarifying questions to ensure they understand the situation correctly.
- i. Remember that it's okay to use whatever words they're comfortable with to describe what happened.
- j. If the child doesn't feel comfortable talking to their dance teacher, they are encouraged to speak to another trusted adult, such as a parent, school counsellor, or the Rockit Director.

15.3. Complaint Handling

a. Providing opportunities for complaints and feedback ensures that children, young people and their families feel valued and respected and enables us to improve the quality of our service. 3.2 Children, young people and their families are informed that they can provide feedback or make a complaint at their first appointment or as part of their welcome pack when they join the organisation.

b. Compliments, complaints or feedback can be provided verbally to any worker or direct to management either by telephone on 0438 704 261 or via email at noni@rockitpa.com.au.

c. We will deal with all complaints and feedback received promptly, sensitively and fairly.

We will:

- aa. listen to the complaint/feedback the person receiving the complaint will make a record of it if received verbally
- bb. advise the time expected for an outcome
- cc. if a worker receives a complaint, they must forward it to management as soon as possible management will respond to the complainant with an outcome in a timely manner
- dd. clearly document and securely store decisions and actions taken in response to complaints and feedback
- ee. make sure that procedural fairness is followed at all times.
- ff. If the child, young person or their family is not happy with the outcome from the complaints process they can contact the Director.

Other important contacts include:

- Health and Community Services Complaints Commissioner. Tel: 8226 8666
- Australian Human Rights Commission Online: www.humanrights.gov.au Tel: 1300 656 419

- South Australian Equal Opportunities Commission (for complaints relating to discrimination)
Online: www.eoc.sa.gov.au Tel: 08 8207 1977.

15.4 RPA's complaint handling procedure complies with the principles of procedural fairness and natural justice.

- a. Complaints must be submitted in writing to the Director, as per RPA's formal complaint process.
- b. Confidentiality will be maintained in accordance with the Privacy Act 1988 (Cth).
- c. Resolution may involve mediation or disciplinary action, as appropriate.

15.5 Complaint Resolution Process

- a. Step 1: Written submission of complaint to the Director
- b. Step 2: Confidential investigation and fact-finding
- c. Step 3: Notification to relevant authorities if required, in compliance with the Children and Young People (Safety) Act 2017 (SA)
- d. Step 4: Implementation of appropriate disciplinary actions

16 WORKERS RECRUITMENT AND MANAGEMENT PROCEDURES

In accordance with the Children and Young People (Safety) Act 2017 (SA) and the Child Safety (Prohibited Persons) Act 2016 (SA), Rockit Performing Arts (RPA) implements the following procedures for workers recruitment and management:

To ensure we engage the most suitable people to work with children and young people we have the following recruitment practices in place:

- our commitment to child safety is included in all job advertisements
- clear position descriptions that include our commitment to child safety and wellbeing
- face-to-face interviews that use behavioural questions to determine the applicant's knowledge of child safeguarding
- at least 2 referee checks and qualification checks.

In accordance with the Child Safety (Prohibited Persons) Act 2016, our organisation is registered with the DHS Screening Unit and we link all Working with Children Checks (WWCC) to our registration.

All persons running the organisation (e.g. business owner, managers etc) and all workers in the organisation over the age of 14 years, even if not providing services directly to children or young people, must hold a current, not prohibited WWCC issued by the Screening Unit of the Department of Human Services. All workers must provide evidence of their WWCC prior to employment and renew the WWCC every 5 years. We will verify the accuracy of all WWCCs in the DHS Screening unit portal as required by law.

16.1. RECRUITMENT AND SCREENING

All prospective workers shall undergo a rigorous interview process conducted by the RPA Director, in compliance with the Equal Opportunity Act 1984 (SA), that include behavioural questions in relation to child safeguarding and at least two referee checks.

- a. Mandatory pre-employment screening:
 - a. Working with Children Check (WWCC) as required by the Child Safety (Prohibited Persons) Act 2016 (SA).
 - b. National Police Certificate, in accordance with the South Australian Government's Screening and Criminal History Checks Policy.

- b. First Aid Certification: All workers must hold a current First Aid Certificate, as per the Work Health and Safety Regulations 2012 (SA).
- c. Qualifications and Experience: Workers must demonstrate appropriate qualifications and experience in program delivery, in line with the Education and Early Childhood Services (Registration and Standards) Act 2011 (SA).
- d. Probationary Period:
 - a) Initial three-month review to assess classroom competency.
 - b) Additional three-month review to ensure alignment with RPA values.
 - c) This process aligns with the Fair Work Act 2009 (Cth) and relevant South Australian employment legislation.

16.2. WORKERS TRAINING

We have strategies in place to supervise, train and support workers to understand our organisation's child safe policy, their mandatory reporting obligations, how to build culturally safe environments and their responsibilities to create a child safe and friendly environment. Our strategies include:

- a. Training:
 - Complete Responding to Risk of Harm, Abuse and Neglect' training every 3 years
 - Participate in child safety as a standing item on meeting agendas.
- b. Supervision:
 - workers are to attend regular supervision sessions that include a focus on child safety and wellbeing.
- c. Support:
 - workers must complete an induction process for all new workers including a copy of this policy document
 - workers must participate in regular performance appraisals that discuss child safeguarding
 - appointing a child safety officer who has an educative role within our organisation.

16.3 Annual Mandatory Training:

In compliance with Section 114 of the Children and Young People (Safety) Act 2017 (SA), workers shall undergo annual training covering:

- a) as part of their induction, ensure all workers read and understand the Mandatory Reporting Information Booklet available at:
https://dhs.sa.gov.au/_data/assets/pdf_file/0003/103179/CSE-Mandatory-notification-information-booklet.PDF
- b) complete 'Responding to Risk of Harm, Abuse and Neglect' training every 3 years
- c) discuss child safety as a standing item on meeting agendas.
- d) Undergo supervision sessions that include a focus on child safety and wellbeing.
- e) Attend an induction process for all new workers including a copy of this policy document
- f) Participate in regular performance appraisals that discuss child safeguarding
- g) Attend regular training sessions for best practice behaviour management strategies.
- h) Consider disability inclusion in accordance with the Disability Discrimination Act 1992 (Cth)
- d) Identifying and report child abuse as per the Children and Young People (Safety) Act 2017 (SA)
- e) Ensure they are following Safe equipment guidance usage in line with the Work Health and Safety Act 2012 (SA)

16.4 SAFE WORK PRACTICES

Equipment Safety: Workers must ensure all equipment is in safe working condition before use, as mandated by the Work Health and Safety Act 2012 (SA).

16.5 DISCIPLINARY MEASURES

Policy Breaches:

1. Disciplinary actions for policy breaches shall be implemented in accordance with:
 - a) The Fair Work Act 2009 (Cth)
 - b) The Equal Opportunity Act 1984 (SA)
 - c) Principles of natural justice and procedural fairness
2. Individual Disciplinary Actions:
May include, but are not limited to:
 - a) Written or verbal apology
 - b) Formal warning
 - c) Mandated counselling
 - d) Suspension or termination of employment, in accordance with the Fair Work Act 2009 (Cth)
3. Organisational Disciplinary Actions:
In the event of an organisational breach:
 - a) Suspension of relevant activities pending investigation
 - b) Other actions as deemed appropriate by the Director, in compliance with relevant legislation
4. Factors for Consideration:

When determining disciplinary actions, the following shall be considered:

- a) Nature and severity of the breach
- b) Knowledge or reasonable expectation of policy requirements
- c) Impact of proposed discipline on the individual or organisation
- d) Prior disciplinary history
- e) Enforceability of the disciplinary action

COMPLIANCE AND REVIEW

We will, at a minimum, review this policy and the related procedures once every 5 years as required by the Children and Young People (Safety) Act 2017.

We will also review this policy when:

- new or added risks are identified for children or young people, which may require a change in the policy or procedures
- a critical incident where a child or young person has experienced harm through involvement in the organisation
- concerns are raised by anyone involved in our organisation about child safety or welfare in the organisation
- awareness or compliance to the child safe policy and/or procedures is low
- legislative changes/requirements.

We will lodge a new child safe environments compliance statement with the Department of Human Services each time we review and update this policy.

Policy Date – January 2019

Latest Review Date – January 2024

Next Review Date – January 2025

Applies to – All RPA Staff, Workers, Contractors, Students, Parents, Carers, Guardians and Volunteers

Approved by – Noni Vassos, Director/Founder, Rockit Performing Arts