

Child Safe Policy

Policy Number	PCP008 (Version 3.0)
Approving Authority	Executive Team (ET)
Date Implemented	June 2014
Current Version	August 2016
Date of Review	August 2017 or as required
Contact Officer	Executive Director People and Culture
Related Policies, Procedures and Documents	<p>NIDA Code of Conduct</p> <p>NIDA Open Student Handbook, Or NIDA Student Handbook</p> <p>NIDA Open Tutor Handbook</p> <p>NIDA Open Procedures for Working with Children and Young People</p> <p>NIDA Open Policy & Procedures for Student and Client Feedback</p> <p>State & Territory Obligations for working with Children and Young People</p> <p>NIDA Open Expectations for Parents and Guardians</p> <p>NIDA Open Behaviour Expectations for Children and Young People</p> <p>Terms and Conditions for NIDA Open Enrolment</p>

1. SCOPE OF POLICY

This policy applies to all NIDA staff members, full time, part-time and casual as well as volunteers, and should be read in conjunction with the related policies, procedures and documents identified above. This policy also applies to all NIDA students, and to the parents and guardians of children and young people in NIDA's care.

2. POLICY

All NIDA staff members have a duty, within the reasonable expectation of their role, to ensure that children and young people are received and managed in a physically and emotionally safe environment and those children and young people are treated fairly, justly and with respect whilst engaged in NIDA activities or visiting NIDA premises. To that end all new staff at NIDA are required to have a Working With Children Check (WWCC) completed. Continued employment at NIDA is subject to a WWCC being completed.

Parents, guardians, or their representatives also have a duty to ensure that they are respectful, fair and just in their dealings with the children and young people they encounter at NIDA.

NIDA staff members are required to be active in best practice supervision and management of children and young people and ensure children and young people receive the best possible care and support, whilst undertaking NIDA courses and activities.

Inappropriate conduct towards children or young people at NIDA by NIDA staff members will result in disciplinary action being taken. Behaviour which appears to be in breach of relevant laws will also be reported to the police and any other relevant statutory bodies as required.

Proven breaches of this policy by staff members will result in, but will not be limited to, any one or more of the following:

- disciplinary action
- dismissal
- notification to an external agency, such as the police where appropriate
- criminal charges.

Contractors, consultants or contributors who engage in unacceptable or unauthorised behaviour will have their contract or engagement with NIDA summarily terminated and one or more of the above actions may follow.

Proven breaches of this policy by parents, guardians, or students, can result in, but will not be limited to, any one of the following:

- disciplinary action
- termination of enrolment
- notification to an external agency, such as the police where appropriate
- criminal charges.

3. RESPONSIBILITIES

3.1. NIDA staff members, contractors, consultants or contributors

NIDA staff members, contractors staff members responsible for courses and activities for children and young people, or any activity covered under a statutory instrument, must clear a Working with Children Check or its equivalent, relevant to the state or territory in which they are employed, prior to working with children and young people at NIDA.

All staff members engaged to work directly with children and young people will also:

- have appropriate training and experience in the creation and delivery of such activities, especially around working with children best practice
- adhere to the NIDA Code of Conduct (HRP006), which outlines appropriate and expected behaviour when dealing with others
- complete the NIDA Workplace, Health & Safety induction prior to commencing work at NIDA
- report to their supervisor any suspicion or knowledge of, unfair or harmful behaviour towards children and young people at NIDA
- be familiar with Working with Children regulations in the State of employment
- be familiar with Working with Children procedures at NIDA relevant to their role.

3.2. Parents and Guardians

The parents, guardians, or their representatives, of children and young people in NIDA courses and activities must (whichever of the following is relevant):

- adhere to the NIDA Open Expectations for Parents and Guardians document
- support the NIDA Open Behaviour Expectations for Children and Young People document
- report any suspicion, or knowledge of, unfair or harmful behaviour towards children and young people to a NIDA staff member.

3.3. Students

NIDA students must (whichever of the following is appropriate):

- adhere to the NIDA Student Handbook or NIDA Open Student Handbook
- adhere to the NIDA Open Behaviour Expectations for Children and Young People document
- abide by the Terms and Conditions of Enrolment
- report any suspicion, or knowledge of, unfair or harmful behaviour to the head of their course or another.

3.4. NIDA staff member

NIDA Open provides all participants with the document “Behaviour Expectations for Children and Young People” at the commencement of each NIDA course delivered to young people. It is articulated by the tutor to their students at the start of the first session of a course, and outlines the behaviour students are required to demonstrate when collaborating with others in NIDA Open courses and activities.

4. CHANGE HISTORY

Date	Change Description	Reason for Change	Author/s	Version
June 2014	Creation		Human Resources Manager	1.0
January 2015	Reformat to comply with new template and update responsibilities.	Review	Executive Director People and Culture	2.0