



ADELAIDE  
**TUITION**  
CENTRE

Child Safe Environments Policy 2021

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## PURPOSE

This policy was written to demonstrate the strong commitment of Adelaide Tuition Centre to child safety and establishing and maintaining child safe and child friendly environments.

## CONTEXT

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

It complies with our obligations under child protection legislation including:

Children and Young People (Safety) Act, 2017, SA:

- Chapter 5, Children and Young People at Risk; and
- Chapter 8, Providing safe environments for children and young people.

And Child Safety (Prohibited Persons) Act, 2016, SA:

- Mandatory reporting

## SCOPE

This policy, from the date of endorsement, applies to all people involved in the organisation, including:

- employees (permanent and casual)
- volunteers
- contractors
- sub-contractors
- work experience students
- indirect service providers
- any other individual involved in this organisation

① In this policy, the term “employee” is intended to cover all persons occupying any position listed above.

## COMMITMENT TO CHILD SAFETY

All children who come to Adelaide Tuition Centre have a right to feel and be safe. We are committed to the safety and well-being of all children and young people accessing our services 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.

We have appointed a child safety officer as a first point of contact to provide advice and support to children, parents, employees and volunteers regarding the safety and well-being of children in our organisation.

This policy was developed in collaboration with all our employees, volunteers, the children who use our services and their parents.

## CHILDREN'S PARTICIPATION

Adelaide Tuition Centre encourages and respects the views of children and young people who access our services.

We regularly conduct feedback surveys at the end of our seminar sessions, where students are invited to share their views and opinions. We actively engage in student feedback (both physical and digital) on a regular basis, we ensure that all students and parents are able to provide feedback, which we can act upon. We listen to and act upon any concerns that children, young people, or their families raise with us.

As per our Code of Conduct, we treat all students and families equally and will not tolerate discrimination in any form. We teach children what they can do if they feel unsafe.

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 practices.

## RECRUITMENT PRACTICES

Adelaide Tuition Centre takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children and young people. We use 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 and Working with Children Checks (WWCC) through the Screening Unit (Department of Human Services SA) for all employees and volunteers.

We require that a WWCC has been conducted within the preceding five years for people working with children, as set out in Division 2 of the Child Safety (Prohibited Persons) Act, 2016, SA. Working with children checks are required under the act for any person who works or is likely to work with children and young people.

Working with children checks are valid for five years and will need to be provided to Adelaide Tuition Centre in order to maintain employment within our organization.

Adelaide Tuition Centre will obtain all employees' full name, address, date of birth and ensure that a working with children check has been conducted within the last 5 years.

Adelaide Tuition Centre will provide employment information to the Central Assessment Unit and any other information as required under Division 2 of the Child Safety (Prohibited Persons) Act, 2016, SA.

Under no circumstances will Adelaide Tuition Centre engage an employee who does not have a current working with children check.

During the transition to new legislation, Adelaide Tuition Centre will accept up to date DCSI clearances (until expiry) and/or a valid Teacher's Registration Certificate.

## CODE OF CONDUCT

All members are made aware of, and must abide by, our code of conduct. Our code of conduct was developed in collaboration with all our employees, volunteers, the children who use our services and their parents, using guidelines and resources from the Department of Human Services.

If there is a breach of the Code of Conduct the safety and protection of children and young people will be a priority and procedural fairness will occur for the person who has breached the code. However, depending on the severity of the breach, it may result in termination of employment.

## SUPPORT FOR EMPLOYEES AND VOLUNTEERS

Adelaide Tuition Centre seeks to attract and retain the best employees and volunteers. We provide support and supervision, so people feel valued, respected and fairly treated. We ensure that employees/volunteers who work with children and young people have ongoing supervision, support and training so that their capacity is developed and enhanced to promote the establishment and maintenance of a child safe environment.

Strategies we have implemented include:

- All new employees undergo induction and receive a copy of our Child Safe Environments Policy and Code of Conduct.
- A child safety officer has been appointed as a first point of contact for all child protection matters.

## REPORTING AND RESPONDING TO SUSPECTED CHILD RISK AND HARM

### Supporting our employees

If there is an immediate threat to life and/or safety, please dial emergency services on 000.

Reasonable suspicions of child harm or risk of harm (as per the examples outlined in the Safe Environments for children and young people Mandatory notification information booklet, page 7): [https://dhs.sa.gov.au/\\_data/assets/pdf\\_file/0003/103179/CSE-Mandatory-notification-information-booklet.PDF](https://dhs.sa.gov.au/_data/assets/pdf_file/0003/103179/CSE-Mandatory-notification-information-booklet.PDF) is to be reported to the Child Abuse Report Line on 13 14 78.

Under section 30 of the Children and Young People (Safety) Act, 2017 SA, employees

and management are mandated notifiers.

Adelaide Tuition Centre will not tolerate incidents of risk of harm or actual harm.

All employees and volunteers understand their obligation to notify the Child Abuse Report Line on 13 14 78 as soon as practicable if they have a reasonable suspicion that a child has been, or is being, harmed or at risk of harm.

We ensure that employees have access to relevant information resources such as:

- Mandatory reporting guide:  
[https://dhs.sa.gov.au/\\_data/assets/pdf\\_file/0003/103179/CSE-Mandatory-notification-information-booklet.PDF](https://dhs.sa.gov.au/_data/assets/pdf_file/0003/103179/CSE-Mandatory-notification-information-booklet.PDF)
- Mandated notifiers and their role:  
<https://www.childprotection.sa.gov.au/reporting-child-abuse/mandated-notifiers-and-their-role>
- Department for Child Protection reporting child harm website:  
<https://www.childprotection.sa.gov.au/reporting-child-abuse/report-child-abuse-or-neglect>

We ensure that support is also available for the employee making the report, particularly where an ongoing service is provided to the child, young person and their family.

Employees must notify Adelaide Tuition Centre management if they are under investigation or if they have been charged with a serious criminal offence. All information obtained will be treated privately however we will share information with appropriate government agencies as required (e.g., SA Police, Department for Child Protection, Department of Human Services).

## Supporting children, young people and their families

Child Protection is everyone's responsibility. Adelaide Tuition Centre recognises that even where a report is made, we may still have a role in supporting the child or young person. This support may include:

- Referring the child, young person or their family to other appropriate services
- Displaying information about services that can assist children and their families (such as the Kids Helpline and Youth Healthline) in areas accessed by children and their families.

## Dealing with reports or concerns relating to the actions of an employee or volunteer of our organisation

We will act on reports or concerns relating to the actions of our employees made by children/young people or parents/carers.

In addition to making a report to the Child Abuse Report Line, employees and volunteers must also report to management if reasonable suspicion is formed that a child/young person has been or is being harmed by another member, employee, or volunteer.

In response to any report to management concerning a member, employee or volunteer of this organisation, management may determine to take disciplinary action and notification to the Screening Unit of the Department of Human Services.

Other protective actions may also be introduced to ensure the safety of children and young people within our organisation.

If a parent, carer or child/young person has a concern about an Adelaide Tuition Centre employee, please contact Adelaide Tuition Centre management.

## STRATEGIES TO MINIMIZE RISK

Policies and procedures address (but are not limited to):

- Supervision of children
- Complaints procedures
- Physical contact
- Responsibilities
- Procedure for breaches of policy
- Protecting privacy and confidentiality
- Procedures for dealing with situations where a member is being investigated for, or is charged with, a serious criminal offence.
- Evaluation of these strategies and the development of additional strategies to minimise and control risks to children and young people occur as part of our ongoing risk management process.



## HARASSMENT/BULLYING

Adelaide Tuition Centre opposes all forms of harassment, discrimination and bullying. We take this issue seriously and encourage anyone who believes that they, or another person, has been harassed, discriminated against or bullied to raise this issue with Adelaide Tuition Centre management.

Human Services each time the policy is reviewed and updated.

This policy has been approved for August 2021.

Our next review date will be August 2026.

## COMMUNICATION

Adelaide Tuition Centre will ensure that everyone to whom this policy applies is aware of and has had an opportunity to read the policy. Our policy is available on our website:

<https://adelaidetuition.com.au/terms-and-conditions/>

We also ask employees and volunteers to sign a written statement indicating that they have read and will abide by our Child Safe Environments policy. We retain a copy of all signed statements.

## CONFIDENTIALITY AND PRIVACY

If Adelaide Tuition Centre is notified of an investigation or complaint against an employee, this information will be kept confidential and will only be shared with third parties as required by law.

## RELATED POLICIES AND PROCEDURES

- ① Please refer to Adelaide Tuition Centre's Code of Conduct for employees.

As per the Children and Young People (Safety) Act, section 115), our Child Safe Environment Policy will be reviewed every five years and a new child safe environments compliance statement will be lodged with the Department of

## FURTHER ADVICE AND INFORMATION

Child Abuse Report Line  
(CARL) 13 14 78

Lifeline  
13 11 14

Parent Helpline  
1300 30 1300

Kids Helpline/Youthline  
1800 55 1800

Department of Human Services  
DHS.childsafe@sa.gov.au

Department for Child Protection  
[www.childprotection.sa.gov.au](http://www.childprotection.sa.gov.au)

Screening Unit  
<https://screening.sa.gov.au/>