

CHILD SAFETY POLICY

A-Grade Tutoring (ABN 50432312968) ("Organisation")

Effective date: 13th January 2024

(1) PUPOSE OF THIS POLICY

At A-Grade Tutoring (we, our, us), we are committed to providing an environment which is safe for children and youths, and to ensuring that this is reflected in all aspects of our business operations.

This Child Safety Policy (Policy) sets out the general principles that guide the management of child and youth safety at A-Grade Tutoring.

We have developed this Policy to help our Workers understand and manage child and youth safety, and to set a framework to ensure that we provide a safe environment for children and young people, and that we meet all of our objectives and comply with all of our legal and regulatory obligations in relation to these matters.

(2) STATUS OF THIS POLICY

This Policy does not form part of any contract of employment or any other contract for work or services.

(3) APPLICABLE RULES

(a) We are committed to complying with all applicable laws and regulations as well as codes of practice and other safety guidance in all jurisdictions where we operate. This includes the following legislation:

- *Family Law Act 1975 (Commonwealth)*
- *Children Youth and Families Act 2005 (VIC)*
- *Child Wellbeing and Safety Act 2005 (VIC)*

(b) This may also include the following external policies, standards, codes of practice or safety guidance:

Child Safe Standards (Vic)

(4) NATIONAL PRINCIPLES FOR CHILD SAFE ORGANISATIONS

(a) We support the *National Principles for Child Safe Organisations* (National Principles) and will endeavour to embrace them at our Organisation.

(b) The National Principles require that:

- 1. Child safety and wellbeing is embedded in organisational leadership, governance and culture.*
- 2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.*
- 3. Families and communities are informed and involved in promoting child safety and wellbeing.*
- 4. Equity is upheld and diverse needs respected in policy and practice.*
- 5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.*
- 6. Processes to respond to complaints and concerns are child focused.*
- 7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.*
- 8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.*
- 9. Implementation of the national child safe principles is regularly reviewed and improved.*
- 10. Policies and procedures document how the Organisation is safe for children and young people.*

(5) OUR OTHER POLICIES

In addition to this Child Safety Policy, you are required to be familiar with, and to comply with, all other workplace policies which may apply from time to time, including:

Code of Conduct

Position descriptions

Risk assessment and management

Complaints handling policy

Employee information packages and training material surrounding child safety

(6) APPLICATION OF POLICY

(a) This Policy applies to any people who perform work for A-Grade Tutoring, including all our directors, managers, board members, employees, contractors, subcontractors, employees of our contractors and subcontractors, apprentices, trainees, volunteers, interns, work experience students, labour hire employees and outworkers and any other people who perform work for or on behalf of our Organisation (Workers).

(b) We are committed to ensuring the safety and wellbeing of all Workers and visitors to our Organisation. However, this Policy specifically addresses our commitment to the safety and wellbeing of youths and children at our Organisation. Throughout this Policy, we use the terms "youth", "young person", "child" and "children" to refer generally to people under 18 years of age.

(c) This Policy applies to all activities in our Organisation which involve children, or which result in or relate to contact with children.

(d) This Policy is intended to help manage the safety and wellbeing of any children that come into contact with our Organisation, whether they are receiving services from us, are the children of someone who is receiving services from us, are the children of our Workers, or come into contact with us in any other way.

(7) OUR COMMITMENT TO CHILD SAFETY

(a) Safeguarding children from harm and abuse is an essential responsibility for our Organisation. We are committed to ensuring that any child who comes into contact with our Organisation or services is properly safeguarded. Every person under this policy must ensure that they play an active role in ensuring that children are properly safeguarded.

(b) We believe that no child or young person should experience abuse or harm and we are committed to the protection of children and young people. This policy is intended to provide guidance and overarching principles to those who represent us as volunteers or staff, to guide our approach to child protection and safeguarding.

(c) It is our intention that a child safe culture should be embedded in all levels of our Organisation, including but not limited to our leadership and governance as well as amongst all of our other Workers.

(d) When dealing with concerns about a child's safety or wellbeing, we are guided by a consideration of what is in the best interests of the child.

(e) We strive to:

- ensure that our Workers have the knowledge, skills and awareness to keep children safe

- ensure that any of our Workers who work with children have the necessary skills, attributes, experience and qualifications to uphold this Policy and provide the support and supervision that children require
- ensure that any children who come into contact with our Organisation and who have concerns about their safety or need assistance know where to go and who to talk to
- ensure that any children who come into contact with our Organisation and who have concerns about their safety feel comfortable seeking assistance
- maintain the safety and security of any of our facilities or environments which may be accessed by children (including any online facilities or environments, websites or platforms)
- promote a workplace which values diversity and inclusion, with a zero tolerance approach to racism and other forms of discrimination
- where appropriate, involve children and their families in decisions that affect them
- promote a culture of child safety at all levels in our Organisation
- take any allegations or complaints in relation to child safety seriously, and respond promptly and appropriately
- report any allegations or concerns to relevant authorities whenever appropriate or necessary

(8) GENERAL WORKER RESPONSIBILITIES

(a) Our Workers must uphold our Organisation's values in accordance with this Policy. Our Workers must demonstrate behaviour which is consistent with this Policy and with our Organisation's values. Our Workers must be proactive about upholding and promoting our values and this Policy, including by doing the following:

- remaining alert and aware of possible safeguarding risks to children
- guarding children against harmful environments with appropriate actions (for example, adequate supervision or ensuring safe environments)
- taking positive steps to maintain the safety and wellbeing of children engaging with our Organisation
- reporting concerns expeditiously and appropriately, in line with child protection procedures

- understanding the duty to report specific concerns (and understanding how this interplays with confidentiality)
- challenging any inappropriate or harmful behaviour of any other adult and reporting this accordingly
- acting appropriately in the presence of children
- not taking any inappropriate risks
- not smoking, drinking or taking any form of illicit substances in the presence of children
- ensuring that any children who come into contact with our Organisation or access our services understand their rights and responsibilities
- communicating with children clearly and respectfully and using language which they can understand and which is appropriate for their age and level of development
- ensuring that any children who come into contact with our Organisation or access our services are supported and get any necessary assistance with exercising their rights and responsibilities
- staff and volunteers must encourage and support children to express their culture and enjoy their cultural rights
- staff and volunteers must actively support and facilitate participation and inclusion within the organisation by Aboriginal children and their families
- racism will not be tolerated within the organisation

(b) Our Workers are responsible for ensuring that they personally comply with all applicable laws in the state or territory where they are based including any applicable Commonwealth laws.

(9) RESPONSIBLE PERSON

Any question, report or concern in relation to the safeguarding of children should be shared with the following person (Responsible Person):

Name: WILLIAM KEEHNE

Email: bkeehne689@gmail.com

Telephone: 0447416902

(10) THE RISKS TO CHILDREN

(a) Children can be vulnerable to different forms of abuse and harm. It is important to recognise that abuse and harm of children can cover a wide range of circumstances and behaviours. For example, children can be at risk of:

- physical or emotional abuse
- neglect
- sexual abuse
- grooming and exploitation
- trafficking and modern slavery
- exposure to or infliction of domestic abuse
- bullying or cyber bullying
- exposure to other inappropriate content or behaviour, such as violence or criminal behaviour
- self-harm
- physical harm when engaging with activities without adequate supervision

(b) The causal factors of any such harm and/or abuse can also be wide-ranging. For example, children can be placed at risk by family members or by members of the community.

(11) TAKING CHILD PARTICIPATION SERIOUSLY

We strive to ensure that children who come into contact with our Organisation or our services are informed about their rights, participate in decisions affecting them, and are taken seriously.

Participation is enabled by the public posting of our policies and relevant child safety information on the A-Grade tutoring website, as well as direct avenues of communication to management, which enables us to respond to individual needs and concerns.

(12) ENGAGING WITH FAMILIES AND COMMUNITIES

(a) We encourage our Workers, when engaging with children, to involve the families of those children whenever it is appropriate, and provided that doing so will not compromise the safety of the child.

(b) When doing this, our Workers should keep in mind that in some cases, children can be placed at risk by family members or by members of the community, so involving the child's family could expose the child to additional risk.

(13) RESPECTING EQUITY AND DIVERSITY

We strive to create an environment where children and young people's diverse needs and circumstances are recognised and all children feel safe, welcome and included.

Respect for diversity includes a commitment to make reasonable changes to accommodate individual needs, and maintaining a zero tolerance policy towards discrimination of any kind, including on the basis of disability, race, ethnicity, sex, intersex status, gender identity or sexual orientation.

(14) ENSURING STAFF ARE SUITABLE AND SUPPORTED

We strive to ensure that Workers at our Organisation who are working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice. We do this by using the following measures:

All workers must provide an up to date working with children check before commencing work with our organisation. Any employment advertising will have a clear child-safety focus, and management will not hire any individual that gives any indication that they may be unsuitable to work with children. Employees will receive ongoing information and training around child safety issues as official guidance is updated. Employees are encouraged to contact William Keehne if there is any uncertainty around any of our policies.

(15) RESPONDING TO A CHILD SAFETY CONCERN

(a) We aim to provide accessible and responsive complaints management processes that are focused on the needs of children and young people. We do this in the following manner:

Providing informative and easy to understand documentation explaining our procedures for responding to any child safety concerns, including versions of all relevant documents written in a way that is accessible to children.

(b) Where a child is at immediate risk of serious harm, any adult present should call 000. Thereafter, the Responsible Person should be contacted as soon as is reasonably practicable.

(c) Where there is a safeguarding concern but no immediate risk of serious harm, the adult who has heard or witnessed this concern should consult with the Responsible Person as soon as practicable and by no later than the end of that same day.

(d) Where any child makes a disclosure relating to harm or abuse to an adult, it is important for that adult to:

- listen calmly and carefully, showing that their views are taken seriously
- provide an appropriate and honest level of reassurance
- avoid interrogating children and asking probing, intrusive and/or leading questions
- avoid making false promises regarding secrets and confidentiality with the child (because any concern of abuse/harm must be shared with the Responsible Person and any subsequent safeguarding referral)
- make a confidential *written* record of the discussion either during the discussion or immediately afterwards. The record should include the key details of the disclosure together with any relevant times, dates, places and people concerned. Audio and video recordings of children making disclosures should be avoided
- refer all relevant information to the Responsible Person as soon as practicable afterwards, and by no later than the end of the day

(e) Upon receipt of any safeguarding concern, the Responsible Person shall consult with any other relevant persons and will make any appropriate referrals to the relevant authorities.

(16) REPORTING CONCERNS ABOUT OTHER ADULTS

(a) Where any person has a concern regarding the conduct of an adult connected to the Organisation, which poses or may pose a safeguarding risk to children such as:

- harming a child either physically or emotionally
- exposing a child to behaviour which may cause physical or emotional harm

- engaging in criminal activity concerning a child

this must be raised in the first instance with the Responsible Person (or where this is not appropriate, a different senior member of the Organisation) so that the next appropriate steps may be agreed and actioned. We recognise that there could be circumstances where a person may need to report a matter that has taken place in a setting outside of the person's engagement with the Organisation.

(b) Usually, any appropriate steps following a safeguarding referral in respect of an individual connected to the Organisation will include either:

- further initial enquiries
- escalation to the applicable authority for assessment and/or the police for investigation
- instigation of any appropriate disciplinary, formal investigation processes and suspension of any person concerned within the Organisation
- a referral to any relevant regulatory bodies

(c) Any person within the Organisation who has allegations made against them shall be informed properly in a formal meeting of the particulars of the allegations and the relevant next steps which shall be taken. Such a meeting should ordinarily be held by the Responsible Person. On certain occasions, such a meeting may not be convened until this has been approved by any authorities involved (such as the police or the relevant local authority).

(d) Any person from within the Organisation who has allegations made against them shall be treated fairly. All enquires, investigations and decisions taken shall be just and fair, with the safety of any child concerned at the heart of the process.

(e) Any person from within the Organisation who makes an allegation against another person from within the Organisation shall be listened to, taken seriously and shall be treated fairly and justly throughout the process of enquiries, investigations and decision making.

(17) MANAGING RISKS POSED BY OTHER CHILDREN

(a) It is important for all adults engaged by us to recognise that children can face harm from their peers. This can commonly take the form of bullying. Bullying can be defined as any behaviour which is:

- repeated; and
- has the intention of hurting somebody either physically or emotionally.

(b) Bullying can sometimes be motivated by prejudices based on certain groups, for example gender, race, religion or sexual orientation. Bullying can often include:

- physical harm perpetrated against another child
- name calling and threats
- cyberbullying (threats and abusive comments made via technology)

(c) Any instance of bullying or concern relating to possible bullying between children at any event or activities arranged by us will usually be dealt with by us in the first instance as follows:

All children and any relevant staff shall be spoken to individually to ascertain the facts. Where appropriate, children will receive a first warning and relevant support/education.

(d) Where any behaviour amounting to bullying continues following this, the following steps will be taken:

The child or children who are found to be responsible for persistent behavior which amounts to bullying of another child shall be banned from receiving tutoring with this organisation.

(e) All steps in relation to the prevention or management of bullying should be taken in consultation with the Responsible Person.

(18) STAFF KNOWLEDGE, SKILLS AND AWARENESS

We use a variety of measures to ensure that staff and volunteers are provided with relevant knowledge, skills and awareness on an ongoing basis to keep children safe.

This includes providing staff with policies and information packages upon the commencement of their employment to enable them to understand the risks posed to children and empower them to mitigate this risk.

(19) SAFE PHYSICAL AND ONLINE ENVIRONMENTS

We believe in promoting child safety and wellbeing in physical and online environments in order to reduce the risk of harm. We use a variety of measures to ensure that the physical and online environments we use from time to time promote safety and wellbeing while minimising the opportunity for children and young people to be harmed, including specialised risk assessments of any environment deemed to be high risk.

(20) EVENTS AND ACTIVITIES

Responsibilities and Planning

(a) Typically, we may arrange the following types of events and/or activities which could involve children:

Academic tutoring, both online and in person

(b) The Responsible Person shall hold ultimate responsibility for the safety and appropriateness of the event. They may however appoint a delegate for some responsibilities the purpose of a specific event.

(c) Although the Responsible Person and any appointed delegates will hold ultimate responsibility for overseeing the safety for events and activities, all individuals under this policy must also play an active role in ensuring the safety of children at all times.

(d) Appropriate background checking shall be undertaken for any adult engaged by us in connection with an event or activity involving children, wherever this is required by law (see the relevant section above).

(e) For certain types of events or activities, we may issue an additional code of conduct, policy, or some specific other requirements which is specific to that occasion. Any such additional documentation will be made available to all those concerned (staff members, parents, guardians etc.) in advance. They should be read carefully and adhered to.

Venues

(a) The location for any events or activities which are held by us shall be risk assessed properly in reference to the suitability and safety for children. Fire and safety procedures and precautions shall be made clear to all those involved.

First Aid

(a) If an ambulance is required, call 000. Please notify a manager or supervisor if an ambulance has been called.

(b) Any accident or injury concerning a child should be brought to the attention of the nearest first aider and should thereafter be formally reported to the Responsible Person.

Consent Forms

(a) We shall always obtain written consent from a parent or guardian for any event which takes place with children in attendance without their responsible parent or guardian present. Consent will be obtained via:

A written letter or email to ensure that parents/guardians consent to any such event, and that there is record of this consent

(b) Consent forms will include emergency contact details and will set out any specific safety needs/requirements for children.

(c) All consent forms will be kept secure and shall be stored in accordance with our data protection privacy policy.

Supervision

(a) For most activities and events, our procedure for supervision of children is as follows:

Children will be supervised by tutors that have obtained a working with children check

(b) Where we hold any events or activities whereby a child attends alongside their parent or guardian, parents and guardians should ensure that children are properly supervised.

(22) MANAGING BEHAVIOUR OF CHILDREN GENERALLY

(a) Whenever any adult engaged by us is faced with challenging or inappropriate behaviour from a child or with conflict between children, they must:

- treat each child fairly and equally
- approach the situation in a calm and neutral manner
- only ever use physical restraint/intervention in order to protect the immediate safety of a person, for example to prevent an injury or harm either to the child or others
- wherever it is justified to physically restrain a child or to physically intervene, the amount of force used should be kept to the absolute minimum taking into account the risk posed
- make a written record of the incident and ensure this is reported appropriately to the Responsible Person

(23) PHOTOGRAPHY

(a) We operate a strict no photo policy. We will not take any photographs and ask that members of the public, parents or guardians and children do not take any photographs when attending our premises, activities and/or events.

(24) REVIEWING OUR CHILD SAFE POLICIES AND PRACTICES

We regularly review our child safe policies and practices so that we can continue to improve them. In particular, we do the following:

Complaints and feedback are logged and are taken into account during the annual review of our policies. Any updates to legislation or other child safety guidelines are also accounted for to ensure our policies stay up to date with current best practice.

(25) MAKING OUR POLICIES AND PROCEDURES AVAILABLE

(a) We strive to ensure that our child safe policies and procedures are understood by all Workers and relevant stakeholders.

(b) We strive to ensure that children who engage with our Organisation, as well as their families and relevant community members, are aware of and have confidence in our child safety policies and procedures.

(c) We make our child safe policies and procedures (including this Policy) available in the following manner:

All policies are available on the A-Grade tutoring website, under the child safety and legal page, as well as on request from the CEO, William Keehne, who can be contacted by phone on 0447416902, or email at bkeehne689@gmail.com

(26) ADMINISTRATION OF THIS POLICY

(a) This Policy was approved by: William Keehne

(b) This Policy came into effect on: 13th January 2024

(c) This Policy is due to be reviewed on: 13th January 2025

(d) The following person is responsible for leading the review process for this Policy: William Keehne

(27) FURTHER INFORMATION

We thank you for the time you have taken to review and consider this Policy. If you have further questions or want to discuss any matters in connection with this Policy, please direct all such communication to:

William Keehne, CEO
0447416902
Bkeehne689@gmail.com

(28) ACKNOWLEDGEMENT

By signing below, you acknowledge having read and understood this Policy, and you agree to comply with this Policy:



William Keehne – CEO

13/1/2024