

Australian Centre for Contemporary Art

Child Safe Policy

This Child Safe Policy was approved by the Board of ACCA on 24 April 2019.

This policy is written to demonstrate the strong commitment of ACCA's management, staff and volunteers to child safety and to provide an outline of the policies and practices we have developed to keep everyone safe from any harm, including abuse. This policy applies to all staff, volunteers, children and individuals involved in our organisation.

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Schedules:

Schedule 1:

Attachments:

Attachment 1: Insurance Policy Summary

Last reviewed	Next review due	Owner
24 April 2019	24 April 2021	Board
26 August 2020	26 August 2022	Board

Commitment to child safety

All children who come to the Australian Centre for Contemporary Art have a right to feel and be safe. The welfare of children visiting ACCA will always be our first priority and we have a zero-tolerance approach to child abuse. We aim to create a child-safe and child-friendly environment where children feel safe and have fun.

Children's rights to safety and participation

Staff and volunteers at the Australian Centre for Contemporary Art encourage children to express their views. We listen to their suggestions, especially on matters that directly affect them. We actively encourage all children who use our Education Programs to 'have a say' about things that are important to them.

ACCA Education staff always:

- Warn accompanying adults of any content that may be sensitive to audiences before their visit to ACCA
- Introduce themselves and the Education Program in an inclusive and inviting manner
- Explain procedures in case of an emergency or if they feel unsafe
- Explain to children and accompanying staff where to find facilities (E.g. amenities)
- Listen to and act on any concerns that children, or their teachers, parents or carers, raise with them

Valuing diversity

We value diversity and do not tolerate discriminatory practices. To achieve this the Australian Centre for Contemporary Art:

- Promotes the cultural safety, participation and empowerment of Indigenous children and their families
- Promotes the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds and their families
- Welcomes children with a disability and their families and acts to promote their participation
- Seeks appropriate staff and volunteers from diverse cultural backgrounds

Recruiting staff and volunteers

The Australian Centre for Contemporary Art applies best practice standards in the recruitment and screening of staff and volunteers. We interview and conduct referee checks on all staff and volunteers and require a Working with Children Check for relevant positions within our Education team. For these positions, our commitment to Child Safety and our screening requirements are included in all advertisements.

Supporting staff and volunteers

The Australian Centre for Contemporary Art seeks to attract and retain the best staff and volunteers. We provide support and supervision so people feel valued, respected and fairly treated. We have developed a Code of Conduct and Equal Opportunity Policies to provide guidance to our staff and volunteers, all of whom receive documentation on the requirements of the Code and the policy at the commencement of their employment.

Reporting a child safety concern or complaint

Claire Richardson (Executive Director) and Felicia Pinchen-Hogg (Education Manager) have been appointed as Child Safety Representatives with the specific responsibility for responding to any complaints made by staff, volunteers, parents or children at the Australian Centre for Contemporary Art. Complaints can be addressed through contacting the organisation on (03) 9697 9999 to speak directly to a Child Safety Representative. Our complaints process requires the following information prepared:

- Your name and contact details
- The nature of the complaint
- Details of any steps you have already taken to resolve the complaint
- Details of conversations you may have had with staff that may be relevant to your complaint
- Copies of any documentation which supports your complaint

After receiving a concern or complaint the Child Safety Representatives will report this to the ACCA Board, taking into account the privacy of the person(s) involved.

Risk Management

We recognise the importance of a risk management approach to minimising the potential for child abuse or harm to occur and use this to inform our policy, procedures and activity planning. In addition to general occupational health and safety risks, we proactively manage risks of abuse to children participating in our programs and activities.

A venue safety and risk management plan for all Education Programs at the Australian Centre for Contemporary Art can be accessed [here](#). All Education staff and casuals must provide a copy of their Victorian Working with Children card (or alternatively prove they are a certified Teacher currently registered with the Victorian Institute of Teaching) prior to commencement.

Reviewing this policy

This policy will be reviewed every two years and we welcome views, comments and suggestions from parents, carers, staff and volunteers at any time.

ACCA's Working with Children (WWC) register is also reviewed annually to ensure the Education Staff's Working with Children cards (or the relevant teacher certifications) on file remain current.