

# **CMAA Academy Child Protection and Safety Policy**

## **PURPOSE OR RATIONALE**

This policy was written to demonstrate the strong commitment of the whole CMAA community (with a focus on the Academy leaders, staff, volunteers, students and their families) to child safety and to provide an outline of the policies and procedures developed to keep everyone safe from harm, including all forms of abuse.

## **COMMITMENT TO CHILD SAFETY**

All students enrolled and any child visiting, have a right to feel safe and be safe. The wellbeing of children in our care will always be our first priority and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety.

## **CHILDREN'S RIGHTS TO SAFETY AND PARTICIPATION**

The staff and volunteers at the CMAA Academy encourage students to express their views. We listen to their suggestions, especially on matters that directly affect them. We actively encourage all students to openly express their views and feel comfortable about giving voice to the things that are important to them.

We teach students about what they can do if they feel unsafe. We listen to, and act on any concerns students, or their parents or carers, raise with us.

## **VALUING DIVERSITY AND INCLUSION**

We value and celebrate diversity, especially cultural diversity, and we do not tolerate discriminatory practices. To achieve this, we:

- promote the cultural safety, participation and empowerment of Aboriginal students and their families
- promote the cultural safety, participation and empowerment from culturally and/or linguistically diverse backgrounds (CALD) and their families
- promote the personal safety, participation and empowerment of students with a disability and make them feel welcome and part of all aspects of Academy.

## **RECRUITING STAFF AND VOLUNTEERS**

The CMAA Academy will apply the most thorough and rigorous standards in the recruitment and screening of staff and volunteers. All staff and volunteers require police checks and/or Working With Children Checks (WWCC).

## **SUPPORTING STAFF AND VOLUNTEERS**

The CMAA Academy provides support and supervision to all staff and volunteers so people feel valued, respected, affirmed in their work and fairly treated. We have a Code of Conduct to provide guidance to our staff and volunteers, all of whom receive training on the requirements of the Code.

## **REPORTING A CHILD SAFETY CONCERN OR COMPLAINT**

The Academy records any child safety complaints, disclosures or breaches of the Code of Conduct, and stores the records in accordance with security and privacy requirements. Our Record Keeping Management processes are outlined and detailed in the following policies and procedures:

- Child Safe Reporting and Responding Policy and Procedure
- Child Protection Record Keeping and Management Policy

The Child Safety Team have been appointed and a Child Safety Officer (Student coordinator) with specific responsibility for responding to any complaints made by staff, volunteers, parents or students in relation to Child Safety is engaged.

## **RISK MANAGEMENT**

Risk management is an approach that minimises the potential for child abuse or harm to occur. Our Risk Management Plan outlines and details all aspects of risk across our whole Academy environment (on-site and off-site Academy activities) with specific activity risk assessments. In addition to our general Occupational Health and Safety (OH&S) risks, we proactively manage risks of abuse and/or harm to our students.

# CMAA ACADEMY CHILD SAFETY CODE OF CONDUCT

## PURPOSE

This Code of Conduct has a specific focus on safeguarding children and young people whilst attending The CMAA Academy against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement child protection legislation, Academy policies/procedures, codes or ethics, as these apply to staff and personnel.

All CMAA Academy Leaders, staff and volunteers are expected to actively contribute to The Academy culture that respects the dignity of its students and staff and affirms the values of inclusiveness, care for others, compassion and justice. They are required to observe child-safe principles and expectations for appropriate behaviour towards, and in the company of children, as noted below.

## ACCEPTABLE BEHAVIOURS

All CMAA Academy Leaders, staff and volunteers are responsible for supporting the safety of children by:

- adhering to the Academy's child-safe policy and upholding the Academy's statement of commitment to child safety at all times
- taking all reasonable steps to protect children from abuse
- treating everyone in the Academy community with respect (modelling positive and respectful relationships and acting in a manner that sustains a safe, educational and pastoral environment)
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child have been abused, or that they are worried about their safety/the safety of another child
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children (for example, by never questioning an Aboriginal and Torres Strait Islander child's self-identification)
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero-tolerance policy towards discrimination)
- promoting the safety, participation and empowerment of children with a disability
- ensuring, as far as practicable, that adults are not alone with a child
- reporting any allegations of child abuse to the Academy's leadership or Student Coordinator/Child Safety Officer

- understanding and complying with all reporting obligations as they relate to mandatory reporting
- reporting any child safety concerns to the Academy's leadership or Student Coordinator/Child Safety Officer
- if an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe.

## **UNACCEPTABLE BEHAVIOURS**

CMAA Academy Leaders, staff and volunteers must not:

- ignore or disregard any suspected or disclosed child abuse
- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- exhibit behaviours with children which may be construed as unnecessarily physical (for example, inappropriate sitting on laps)
- put children at risk of abuse (for example, by locking doors)
- initiate unnecessary physical contact with children or do things of a personal nature that a child can do for themselves (such as toileting or changing clothes)
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- use inappropriate language in the presence of children
- express personal views on cultures, race or sexuality in the presence of children
- discriminate against any child, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- exchange personal contact details such as phone number, social networking sites or email addresses, except through parent/guardian contact
- arrange contact with a child (including online) for any purpose other than interacting with the child on Academy/Music Industry related matters, and then, only with parental/guardian consent
- photograph or video a child without the consent of the parent or guardians
- work with children while under the influence of alcohol or illegal drugs
- consume alcohol or drugs at the Academy or at Academy events in the presence of children.