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Child Safety Procedure

1. Introduction

- 1.1 This Procedure sets out the child safety reporting obligations that apply to all staff members, volunteers, contractors and Committee Members engaged by Shepparton Arts Festival Inc (together, **Representatives**).
- 1.2 In addition to the roles and responsibilities contained in this Procedure, Representatives may have a duty of care or moral obligation to prevent and respond to the risk of child abuse.
- 1.3 If any person believes a child is in immediate risk of abuse, telephone 000 as soon as possible.
- 1.4 This Procedure should be read in conjunction with Shepparton Arts Festival Inc's Child Safety Policy and Child Safety Code of Conduct. The definitions in those documents apply to this Procedure.

2. Reporting obligations

- 2.1 If a Representative forms a belief that a child is in need of protection, they are encouraged to report the matter to Shepparton Arts Festival Inc management as soon as possible. This will help to ensure that Shepparton Arts Festival Inc can take steps to provide support, prevent further harm and support the Representative through the reporting process.
- 2.2 The Representative must also report the concern to any external authorities (such as the police) as soon as possible in line with the Annexure A of this Procedure.
- 2.3 For the purposes of this Procedure, mandatory reporters include registered teachers and early childhood teachers, school principals, school counsellors, police officers, early childhood workers, people in religious ministry.

3. Breaches

- 3.1 Representatives that breach this Procedure (including the reporting obligations in Annexure A) may be subject to disciplinary action, including and up to termination of their employment or engagement.

4. Review

- 4.1 This Procedure applies to all Representatives throughout the duration of their involvement with Shepparton Festival.
- 4.2 Shepparton Arts Festival Inc will review this Procedure and related documents, including behaviours and practices, every two years.

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4.3 **Procedure created date** 4 May 2021

Next Procedure review date 4 May 2024

5. Acknowledgements and Agreement

By signing this document, you confirm that you have read, understood and agreed to adhere to the guidelines, practices and policies stated in it.

I, _____ have read, understood and agree to this Procedure. I further acknowledge the terms and conditions outlined in this document and agree to operate within the guidelines set out.

Representative Name: _____

Commencement date: ___ / ___ / ___

Signed: _____

Date: ___ / ___ / ___

6. Related policies, procedures and legislation

6.1 Related policies and procedures

- (a) Child Safety Code of Conduct
- (b) Child Safety Policy
- (c) Protection of Vulnerable Individuals Policy
- (d) Child Safety Reporting Procedure

6.2 Related legislation

- (a) *Crimes Act 1958* (Vic)
- (b) *Child Wellbeing and Safety Act 2005* (Vic)
- (c) *Children, Youth and Families Act 2005* (Vic)
- (d) Child Safe Standards Victoria
- (e) *Children and Young Persons (Care and Protection) Act 1998* (NSW)

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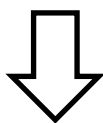
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ANNEXURE A – REPORTING FLOWCHART

Step 1: Is the child in immediate danger?

The Representative will stay with the child (if within their presence) and take all reasonable steps to ensure their safety.

Any person that believes a child is at immediate risk of abuse (physical, sexual, emotional, psychological or neglect) should telephone 000.



Step 2: Is there an obligation to report?

Any Mandatory Reporter who, in the course of performing their role, forms a belief on reasonable grounds that a child is in need of protection from physical or sexual child abuse **must** disclose that information to the police or the Department of Health and Human Services (**DHHS**)/ Department of Families, Fairness and Housing (**DFFH**) .

Any person that is concerned that a child is in need of protection from physical or sexual abuse, or significant harm due to emotional or psychological abuse or neglect, is encouraged to report the concerns to DHHS/DFFS voluntarily (even if they are not a Mandatory Reporter).

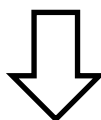
Any person (aged 18 or over) that forms a belief, on reasonable grounds, that a sexual offence has been committed in Victoria against a child (under the age of 16 years) by another person (aged 18 or older), **must** make a report to the police as soon as practicable.

Any person that know that there is a substantial risk that a relevant child will become the victim of a sexual offence committed by another adult associated with Shepparton Arts Festival Inc **must not** negligently fail to reduce or remove that risk. Reporting to the DHHS/DFFH and / or police is one way to reduce or remove that risk.

Any person may disclose a reportable allegation to the Commission for Children and Young People (**Commission**).

The Representative should discuss these observations and concerns with a Child Safety Officer / Festival General Manager.

However, the Representative is not required to consult with Shepparton Arts Festival Inc, or gain the support of Shepparton Arts Festival Inc, prior to reporting the matter externally.



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Step 3: Make a report (if required)

It may be that, following the previous step, a person considers that it is necessary or appropriate to make a report to DHHS/DFFS, the police and/or the Commission.

Ring the police on 000.

AND

- During business hours – contact the appropriate local government area for DHHS/DFFS. For Graeter Shepparton that is East Division intake: 1300 360 391

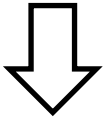
For after hours, call 13 12 78. Ask for Child Protection.

AND/OR

Ring the Commission on (03) 8601 5281.

A Representative will not need to make a report if the school is making the relevant reports.

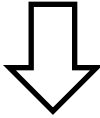
If deemed necessary, any Representative alleged to have committed an offence may be stood down while the investigation is conducted.



Step 4: Co-operate with regulatory authorities

The Representative and Shepparton Arts Festival Inc will cooperate with any investigation by the police/DHHS/DFFS/Commission. Support will be provided to the child(ren) as appropriate. All correspondence from regulatory authorities should be directed to a Child Safety Officer / Festival General Manager

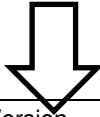
Shepparton Arts Festival Inc will not interview the child further or otherwise investigate until the police/DHHS/DFFS have provided it with permission to do so.



Step 5: Debrief

Representatives must fill out incident report and hand this to Shepparton Arts Festival Inc management. Management will follow up with the school and Representative as needed.

Shepparton Arts Festival Inc will debrief with the Representative and provide support as needed.



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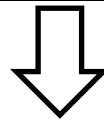
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Step 6: Internal investigation

Once clearance has been provided to Shepparton Arts Festival Inc by relevant regulatory authorities, Shepparton Arts Festival Inc may conduct its own internal investigation.

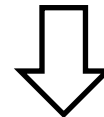
If an internal investigation is conducted, the General Manager will appoint a relevant person to manage the internal investigation. If required, an external investigator will be appointed. The investigation will be undertaken in accordance with procedural fairness and natural justice.

All Representatives must cooperate fully with any internal investigation.



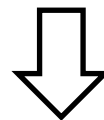
Step 7: Confidentiality

Following a report and during an investigation, it is important to protect confidentiality and the interests of the child and family at all times. The confidentiality of the individual(s) who made the report will also be protected. If a Representative or another person associated with Shepparton Arts Festival Inc is implicated in the report, their confidentiality should also be protected.



Step 8: Internal investigation finalised

Following any internal investigation, findings and recommendations should be made. Shepparton Arts Festival Inc has full discretion to put in place safety management plans or take disciplinary action where it forms a reasonable belief that it is not safe for a representative to interact with children in accordance with its duty of care. The findings of the investigation will also be reported to any external body as required.



Step 8: Evaluation

The committee will be notified as needed and policies and procedures may need to be reviewed.

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