

**The Student Robotics Club Of South Australia
Incorporated**

Child Safe Policy and Code Of Conduct

January, 2015

The Student Robotics Club Of South Australia's Child Safe Policy

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1. Purpose

This policy was written to demonstrate the strong commitment of The Student Robotics Club Of South Australia to child safety and to establishing and maintaining child safe and child friendly environments.

2. 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 the *Children's Protection Act 1993*, including:

- Section 8B – 8D – Child Safe Environments and criminal history assessments for people working with children; and
- Section 11 – Mandatory reporting.

It also complies with the Child Safe Environments: Principles of Good Practice and Child Safe Environments: Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children issued by the Chief Executive. (Section 8A, *Children's Protection Act 1993*).

It also complies with USFIRST's Youth Protection Program.

3. Scope

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

- volunteers
- mentors
- indirect service providers
- any other individual involved in this organisation

4. Commitment to child safety

All young people who come to The Student Robotics Club Of South Australia 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 club 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 young people 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 and volunteers regarding the safety and well-being of children in our organisation.

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

5. Young People's participation

The Student Robotics Club Of South Australia encourages and respects the views of children and young people who access our services.

We listen to and act upon any concerns that children, young people or their families raise with us.

We teach young people 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.

6. Recruitment practices

The Student Robotics Club Of South Australia takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with young people.

We employ a range of screening measures and apply best practice standards in the screening and recruitment of mentors and volunteers.

We conduct criminal history assessment for people working with children, as set out in Section 8B of the *Children's Protection Act 1993*.

Criminal history assessments or police record checks are required for anyone within our organisation who:

- has regular contact with children and is not directly supervised at all times;
- works in close proximity to children on a regular basis and is not directly supervised at all times; or
- supervises or manages persons who:
 - have regular contact with children or
 - work in close proximity to children on a regular basis; or
 - has access to sensitive records relating to children or young people.

Exemptions from this requirement may apply in some circumstances.

We ensure that criminal history information is dealt with in accordance with the Child Safe Environments: Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children, issued pursuant to Section 8A, *Children's Protection Act 1993*.

7. 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 volunteers, mentors, the young people who use our services and their parents.

8. Support for mentors and volunteers

The Student Robotics Club Of South Australia seeks to attract and retain the best mentors and volunteers.

We provide support and supervision so people feel valued, respected and fairly treated.

We ensure that volunteers who work with children 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 volunteers receive a welcome pack, which includes information about the Student Robotics Club of South Australia, the club requirements for mentors and volunteers and how to access the child safe policy and code of conduct.

- All Mentors and volunteers are required to complete the Free online "Play By the Rules" child

protection training. This was developed as a unique collaboration between the Australian Sports Commission, Australian Human Rights Commission, all state and territory departments of sport and recreation, all state and territory anti-discrimination and human rights agencies, the NSW Commission for Children and Young People and the Australian and New Zealand Sports Law Association (ANZSLA).

<http://www.playbytherules.net.au/interactive-scenarios/free-online-training>

- All new volunteers receive a link to access FIRST's Youth Protection Program

http://www.usfirst.org/sites/default/files/uploadedFiles/About_Us/FIRST-YPP-ProgramGuide.pdf

- A child safety officer has been appointed as a first point of contact for all child protection matters.

9. Reporting and responding to suspected child abuse and neglect

The Student Robotics Club Of South Australia will not tolerate incidents of child abuse.

All mentors and volunteers understand their obligation to notify the **Child Abuse Report Line on 13 14 78** or via the website www.reportchildabuse.families.sa.gov.au as soon as practicable if they have a reasonable suspicion that a child has been, or is being, abused or neglected.

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

Information about making appropriate reports of abuse or neglect is available from the Families SA website. <http://www.families.sa.gov.au/childsafes>

Child safe environment: Guidelines for mandated notifiers and information for organisations <http://www.decd.sa.gov.au/docs/documents/1/GdelinesRptgAbuseNeglect.pdf>

Families SA reporting child abuse
website: www.families.sa.gov.au/pages/protectingchildren/HowToNotify/?reFlag=1

Free online SMART (Strategies for Managing Abuse Related Trauma) Learning package, developed by the Australian Childhood Foundation: www.childhood.org.au

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

Supporting children, young people and their families

Child Protection is everyone's responsibility.

The Student Robotics Club Of South Australia 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

Kids Help Line ph. 1800 55 1800

Lifeline ph. 131 114

Youth Health Line ph. 1300 13 17 19

Parent Help line: ph. 1300 364 100

Dealing with reports or concerns relating to the actions of a mentor or volunteer of our organisation

In addition to making a report to the Child Abuse Report Line, mentors and volunteers must also report to the child protection officer, Pam McDonald or management if reasonable suspicion is formed that a child has been, or is being, abused or neglected by another member, mentor or volunteer.

In response to any report to management concerning a member, mentor or volunteer of this organisation, management may determine to take disciplinary action.

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

10. Strategies to minimise risk

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

- Transportation
- Taking images of children
- Child safety officer
- Supervision of children
- Complaints procedures
- Physical contact
- Responsibilities
- Procedure for breaches of policy
- Protecting privacy and confidentiality
- Training/cyber safe guidelines
- 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.

11. Harassment/bullying

The Student Robotics Club Of South Australia 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 the child protection officer, Pam McDonald, or management.

12. Communication

The Student Robotics Club Of South Australia will ensure that everyone to whom this policy applies is aware of and has had an opportunity to read the policy.

We also ask that mentors, volunteers and parents (where appropriate) read and abide by our child-safe policy.

This is part of the registration to be a Mentor/ volunteer with the Students Robotics Club Of South Australia. The policy can be found on the Club website <http://www.roboroos.org.au> and on the team's internal Google Drive documents storage area.

13. Related policies and procedures

The Student Robotics Club Of South Australia Code of Conduct

- Treat all people with respect and honesty eg mentors, volunteers, students and parents.
- Be a positive role model to young people in all your conduct with them
- Set boundaries about appropriate behaviours between Mentors and students.
- Follow organisational policy and guidelines for the safety of children as outlined in Child Safe Organisations Policy
- Always have another adult present or in sight when conducting one to one mentoring
- Raise any concerns, problems or issues with management as soon as possible
- Record and act on complaints of abuse

DO NOT:

- Engage in rough physical games, including horseplay**
- Develop any special relationships with children that could be seen as favouritism, such as the offering of gifts or special treatment.**
- Become involved with things of a personal nature that a young person can do for themselves.**

Any concerns are dealt with in the following manner:

- Phone call or letter or email to child safety officer expressing a concern.
- Mentor can be replaced if personality /teaching style does not match student learning needs
- The Student Robotics Club Of South Australia STRONGLY urges visibility of the tuition session or workshop at all times to rule out ANY inappropriate behaviour from EITHER tutor OR students.

The Student Robotics Club Of South Australia Child Protection Guidelines

Caring for children and young people brings additional responsibilities for mentors and volunteers of this organisation.

All mentors and volunteers of this organisation are responsible for promoting the safety and well-being of children and young people by:

- Ensuring the safety and welfare of the child or young person is paramount at all times.
- Treating all children and young people and other volunteers/mentors with dignity, equality and respect.
- Adhering to this organisation's child safe policy at all times.
- Listening and responding appropriately to the views and concerns of others, particularly children and young people, within the organisation.
- Taking all reasonable steps to ensure the safety and protection of children and young people within the organisation.
- Ensuring children and young people understand their rights and explaining to the child in age-appropriate language what they can expect when participating in a service, activity or program offered by the organisation.
- Responding quickly, fairly and transparently to any serious complaints made by a child, young person or their parent/guardian.
- Notifying the **Child Abuse Report Line (CARL)** on 13 14 78 or online at www.reportchildabuse.families.sa.gov.au as soon as practicable if they have a reasonable suspicion that a child or young person has been or is being abused or neglected.
- Ensuring that there is another adult, guardian or caregiver present when working with children. That is, mentors and volunteers are to avoid being alone with a child.

Employees/volunteers/students will not:

- Take part in any unnecessary physical contact with a child or young person.
- Discriminate against any child or young person because of age, gender, cultural background, religion, vulnerability or sexuality.
- Develop any 'special' relationships with children or young people outside of the professional relationship.
- Make comments on the Clubs' social media sites that would denigrate others or bring negative attention to the organisation.
- Parents are responsible for organising appropriate transport to and from events, meetings and workshops.
- When attending interstate and overseas competitions it is the policy of The Student Robotics Club of South Australia that students are accompanied by a parent or guardian and that appropriate travel insurance is the responsibility of the individual family.
- It is a requirement of membership to the Student Robotics club of South Australia and registration with FIRST www.usfirst.org/roboticsprograms/frc that a photography consent form is completed and members should realise that their image may be obtained in the process of recording team events.
- It is a mandatory requirement of the Student Robotics Club Of South Australia that all students and mentors attend club safety training, including cyber safety, and safe use of tools sessions, where appropriate.

APPENDIX 1

Conducting criminal history assessments

Assessments required for prescribed positions

All mentors and volunteers of The Students Robotics Club Of South Australia who occupy a prescribed position (as set out under Section 8B (8) of the *Children's Protection Act 1993*) are required to undergo a criminal history assessment once every three years.

Criminal history assessments are also required prior to the appointment of new mentors or members to prescribed positions.

Exemptions from this requirement may apply in some circumstances (see below).

Where mentors and volunteers are Registered Teachers within South Australia, The Student Robotics Club Of South Australia requires original Registration Certificate with watermark to be sighted by a "permitted verifier". This original will be returned and a copy retained by the club.

However The Student Robotics Club Of South Australia retains the discretion to decide on a case-by-case basis whether any relevant exemptions will be exercised.

This requirement applies to all volunteers who regularly work with or around children in an unsupervised capacity or have access to prescribed records relating to children.

Procedure for conducting criminal history assessments

All Mentors and volunteers 18 years of age and over must provide a current Letter of Clearance from the Department for Communities and Social Inclusion (DCSI) Screening Unit

OR

aSAPOL Police Criminal History Check.

The club will advise individual mentors and volunteers if it requires them to undergo a DCSI working with children criminal history clearance in preference to a SAPOL check.

Prior to the appointment of a new mentor/volunteer and then at three yearly intervals, The Student Robotics Club Of South Australia will direct the mentor/volunteer to obtain a Letter of Clearance from SAPOL or from the DCSI screening unit as evidence that the applicant does not pose an increased risk of harm to children. Letters of Clearance are obtained for all current mentors/volunteers who are working with children once every three years.

Original Police Record and Criminal History Clearance forms are to be retained by the Individual.

The Student Robotics Club of South Australia will keep a copy of these for the purpose of ensuring all volunteers/mentors have completed the relevant check and will remind members when an updated check is required to be completed.

Information relating to a person's criminal history and the assessment process is managed securely and confidentially and in accordance with the Child Safe Environments: Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children issued pursuant to Section 8A of the Children's Protection Act 1993.

The Student Robotics Club Of South Australia may obtain a further criminal history assessment for an employee/volunteer at any time that club believes it necessary or desirable for the purpose of maintaining a child safe environment.

The informed written consent of the employee/volunteer is required prior to conducting a criminal history assessment.

Processing SAPOL Police Record Forms

SAPOL's police record screening form is available from <https://www.police.sa.gov.au/services-and-events/apply-for-a-police-record-check>

The Student Robotics Club Of South Australia has been issued with a VOAN by SAPOL, which allows us to have SAPOL Police Checks at no cost.

Volunteers should present their completed application forms to Fiona Mansfield or other member of management, who can then submit the forms with the VOAN number attached.

Processing DCSI Working With Children Criminal History Clearance Forms

The DCSI Screening Unit's informed consent form is available from www.dfc.sa.gov.au/pub/screening.

Please note, this form will be replaced by a new form from February, 2015. A one month grace period is being offered by DCSI for processing of the old forms.

Original identity documents required for the purpose of the DCSI screening check should be sighted by a "permitted verifier", either within the club or an external verifier. They can then complete the relevant section of the application form and return the identity documents to the applicant.

Exemptions

The following organisations, persons and positions are exempt from the application of Section 8B of the Act:

- (a) an organisation that provides equipment, food or venues for children's parties or events and does not provide any other services;
- (b) a person who undertakes work on a voluntary basis to provide a service in his or her capacity as a parent or guardian of a child who is ordinarily provided with the service;
- (c) a person who undertakes work on a voluntary basis to provide a service and who is under 18 years of age;
- (d) a person who undertakes work in the course of, or for the purposes of, an event or activity that takes place over a period of not more than 10 consecutive days or not more than 1 day in any month;
- (e) a person appointed as a police officer;
- (f) a person who is a registered teacher (within the meaning of the *Teachers Registration and Standards Act 2004*);
- (g) a person who undertakes, or a position that only involves, work that is not for the exclusive benefit of children and is not provided to any child on an individual basis;
- (h) a position that only involves prescribed functions because children are employed or engaged to work as volunteers by the person occupying the position or by that person's employer;
- (i) a position in which all work involving children is undertaken in the presence of the children's parents or guardians and in which there is ordinarily no physical contact with the children.

Approved by Management Committee of the Student Robotics Club of South Australia

Date
18/01/2015

Review date
20/11/2015

APPENDIX 2

EMPLOYMENT SCREENING – APPLICANT IDENTITY – PERMITTED VERIFIERS (SCREENING UNIT, DEPARTMENT FOR COMMUNITIES AND SOCIAL INCLUSION, SA GOVERNMENT)

Public Officials

Commissioner for Oaths (or Affidavits or Declarations)
Justice of the Peace / Notary Public
Ombudsman / Public Advocate

Parliamentarians and Councillors

Elected Member — Parliament of the Commonwealth of Australia or State Parliament or Territory Legislature
Mayor / Deputy Mayor / Councillor in a local government authority

Courts and Law Enforcement

Justice / Judge / Magistrate / Master — any Australian court of law
Registrar / Clerk / Sheriff / Bailiff — any Australian court of law
Lawyer (however described) of any Australian jurisdiction
Police officer (federal or state or territory police force)

Government Officials

Permanent employee of any department or authority of the federal government, state government, or local municipality.
Principal of or Student Counsellor in a school
School Teacher or University Lecturer (only if employed full-time)
Commissioned Officer (only if current) — Australian Defence Force

Community Leaders

In relation to an Applicant from an Aboriginal community in an isolated or remote location, an individual is a Community Leader if he or she:

- . Is a recognised Elder (by others in the community)
- . Serves as Chairman, Secretary, or CEO of an incorporated indigenous land council / community council / housing association
- . Is Coordinator of Aboriginal community development employment
- . Manages or works as the treating health professional in an Aboriginal medical service relevant to the Applicant
- . Is the Principal of or a Counsellor in a school in the community
- . Minister of Religion
- . Has worked for at least five years at Centrelink, or as an agent of Centrelink, or as other government employee.

In relation to any Applicant, this can also be a person who performs the function of:

- . A religious leader registered to officiate at marriage ceremonies as a Marriage Celebrant

Medical and Allied Health Professionals

Person currently registered or licensed to practise as:

- . Medical Practitioner / Dentist / Veterinary Surgeon
- . Nurse / Psychologist
- . Physiotherapist / Chiropractor
- . Optometrist / Pharmacist

Non-Government Organisations

The responsible manager within the requesting organisation who is a senior person with responsibility for the applicant.

Other Occupations

Tax Agent / Patent Attorney / Accountant (certified or chartered)

Member of the Institution of Engineers / Mining and Metallurgy Institute

