



Rooms 79 to 81, Robert Flavell Wing, Moorleigh Community Village 92 Bignell Road East Bentleigh

## Child Safety Procedures

Date Approved: October 2022 Next review: October 2024

### 1. Parent/Guardian Responsibilities

Parents and guardians have a responsibility to advise the Art Group Secretary in writing of any circumstances that the Tutor needs to be aware of that may affect that child's safety or wellbeing while in class or when being collected at the end of a class.

#### Parent's/Guardian's Access to Child Members

Parents have a responsibility to provide any court orders if the court order affects who can collect their child from class. Parents/guardians are to update GECAG when an order is no longer in place or there is a new order. It will be assumed that both parents and guardians will have access to pick up their child/children unless GECAG is notified in writing of limited access or child custody cases.

#### Health and Medical Matters

Students may have pre-existing health issues, including mental and physical considerations. Some health matters, such as asthma, anaphylaxis or epilepsy, may require a Medical Action Plan (MAP) in case of emergency. Parents/guardians of GECAG child members are required to submit a MAP, provided by their doctor in the case of severe rated conditions and when specific equipment is needed, outlining their child's special needs if applicable.

### 2. Children Arrivals

#### It is the parent/guardians responsibility to:

- Park their car and walk their child/children directly to the studio.
- Remain with their child until the Tutor acknowledges their arrival and can begin supervision.
- Depart from the studio and return 5 minutes prior to the end of class for collection.

#### It is the Tutor's responsibility to:

- Ensure no child is on their own when they arrive at the class.  
If this is occurring, the Tutor should speak with the parent/guardian and remind them of our procedure that same day. If this is not possible, or the problem continues to occur, the Tutor will inform the Secretary and/or President and the President will contact the parent/guardian directly.
- Be in the studio and ready to supervise the child members 5 minutes prior to the start of class.

### 3. Children Departures

#### It is the parent/guardians responsibility to:

- Collect their child on time from the studio.

#### **It is the Tutor's responsibility to:**

- Ensure all students leave the studio with a parent/guardian. Under no circumstances should a child leave the venue without a parent/guardian – this includes going into the car park.
- The Tutor will make every effort to comply with the requirements of any court order but will not endanger the welfare of themselves or students.
- Supervise all students until their parent/guardian arrives, including if they are late. The later departure time is then to be recorded on the role and the Tutor will be paid for this extra time.
- If the parent/guardian has not arrived to collect their child after 15 minutes, the Tutor should call the parent/guardian. Should the Tutor be unable to make contact with the parent/guardian after a further 15 minutes, the Tutor will contact the Secretary who will call the second emergency contact of the child. If after one hour has passed since the end of the class and three or more unsuccessful attempts to contact the child's parent/guardian or other emergency contact have been made during that time, the tutor will contact the police on 131 444. (The exact address of the studio is written at the beginning of this document.) The tutor should wait with the child in the studio until police arrive and then follow their instructions.
- No one other than those nominated by the parent or guardian may drive or walk students home without the permission of a parent or guardian.

#### **4. Children Going to the Toilet**

- Children will be escorted to the toilets that are situated next door to the classroom and the entry door unlocked.
- If the toilet has already been unlocked, the supervising adult will check that the cubicles are not in use.
- The supervising adult will stand outside the studio door to maintain a visual on the class, while staying in sight of the outside door to the toilets until the child's return to the studio.

#### **5. Class Checks**

Random and unannounced visits to the studio will be made by a member of the Executive Committee to inspect a Children's Class that is in progress. These visits will be documented at the next Committee meeting.

#### **6. Reporting and Responding to Incidents, Disclosures and Suspicions of Child Abuse**

##### **Emergency Response - call 000**

Any person who believes a child is in immediate danger should contact the police immediately.

***An example of immediate danger:*** A father has picked their child up from the studio and the tutor is aware that he is not authorised to do so because of a history of abuse. The tutor must contact police.

If GECAG members, staff or tutors are witnessing an incident or believe a child is in immediate danger they should take all practical steps to protect the safety of the child and remove the risk.

- Call 000 for urgent police or medical assistance in response to immediate safety or health concerns.
- Administer first aid if qualified or seek assistance from a designated first aider. State Emergency Services (SES) Officers all have first aid training and a SES branch is located at Moorleigh Village. See under 'contacts' below.

- Seek support from others in Moorleigh Village
- Take reasonable steps to preserve the integrity of the area/environment, if necessary.

Once an emergency incident response has been resolved, all child safety incidents, abuse, disclosures and suspicions should be immediately reported. Failure to report physical or sexual abuse may amount to a criminal offence.

## **Reporting Incidents, Disclosures and Suspicions of Child Abuse**

*An example of non immediate danger: A child has been acting up in class and GECAG and/or the tutor is aware that his parents have broken up and that there is a history of domestic violence against the mother – in this case action must be taken but it would be more appropriate to raise the concerns with the relevant body than to call the police emergency line.*

The following actions are to be taken by anyone who has grounds to suspect abusive activity:

- Immediately and confidentially notify the GECAG Secretary and President about their concern.
- Complete a GECAG Incident Report, as this information will be required if reporting to authorities. (GECAG Incident Report Forms are available from the Secretary and in the studio.) If the person is writing the report because they were told about an allegation of child abuse, and especially if the complainant is a child, it is important to write down the details of the allegation using the complainant's own words.
- Report to the Department of Health and Human Services or Victoria Police.

## **List of Reporting Contacts in Victoria**

### **Department of Health and Human Services (DHHS):**

During Business Hours - Southern suburbs 1300 655 795 After Hours 13 12 78

### **After hours and to report concerns about the immediate safety of a child:**

Child protection Crisis Line (24 hours) 13 12 78

### **Victoria Police:**

000 – if Emergency response is required

131 444 – non urgent

Caulfield Police Station (03)9524 9500

Moorabbin Police Station (03)9556 6565

### **Victoria Police – Sexual Offences and Child Abuse Investigation Team (SOCIT):**

Southern Metropolitan Office – (03) 9556 6128

### **Commission for Children and Young People:**

Contact the Commission by filling out the notification form at:

<https://ccyp.vic.gov.au/reportable-conduct-scheme/notify-and-update/>

or via phone on 1300 78 29 78

## **Other Contacts:**

### **Glen Eira City Council Child Safe Officers:**

Manager Family, Youth and Children's Services - Angela Morcos - 9524 3236 or 0431 658 546

Manager Community Safety and Compliance - Brooke Ranken - 9524 3808 or 0435 204 110

State Emergency Services (SES) Officers all have first aid training.

**SES Glen Eira Unit in Moorleigh Village:**

(Open 24 hours) (03) 9579 7041

**Moorleigh Village Community Development Officer:**

Ros Porter (03)9524 3848 or 0435 208 347

## 7. Training Course and Further Resources

- Training course details:  
'Keeping Children and Vulnerable People Safe', is an online course developed by ChildSafe Australia, a not for profit children's harm prevention charity that helps organisations create a culture of child safety. The course provides basic training on key issues relating to the care and safety of children and vulnerable people at a personal level in a community organisation context:  
<https://www.childsafe.org.au>

The Tutor is to provide evidence of the successful completion of the designated training (the certificate issued by ChildSafe).

- The following link provides information on identifying child abuse:

<https://www.education.vic.gov.au/school/teachers/health/childprotection/Pages/identify.aspx>

- Refer to the information and resources available on the Commission for Children and Young People website on child safety standards:  
<https://www.ccp.vic.gov.au/child-safe-standards/new-child-safe-standards-now-apply/>
- Refer to Section five of the Moore's Child Safety Toolkit for guidance on child-safe recruitment:

Moore's Child safety Toolkit: How to Create a Child safe Organisation, published by Our Community Pty. Ltd., March Edition, ISBN: 978-1-876976-58-3

A digital copy of this toolkit is held by the Secretary.