
CHILD SAFE ENVIRONMENT POLICY

APPLICATION

Master Builders Association of SA Inc (MBASA) ensures a child safe environment as we are an organisation that provides services partly to children.

For the purpose of this policy a child is considered anyone under the age of 18 years.

A Child Safe Environment is an environment which is both child-safe and child-friendly, where children are valued and feel respected and encouraged to reach their full potential.

OVERVIEW

MBASA Training Department and Group Training Organisation (GTO) is committed to protecting the security, safety and wellbeing of employees, students, and others, as well as safeguarding its reputation. This includes being a child safe organisation.

Accordingly, MBASA Training Department and GTO requires that a relevant history assessment be undertaken on all employees, prospective employees, contractors or volunteers and where necessary the employee, prospective employee, contractor or volunteers who are employed to work with children or who provide a volunteer service to children. MBASA will obtain a relevant history assessment as a condition of employment or engagement. The following groups of workers, contractors and volunteers are considered prescribed positions in accordance with the legislation:

Training Department

- Administration staff
- Managers
- Trainers

Group Training Organisation (GTO) Department

- Field Coordinators
- Administration staff who work with / have access to records of apprentices
- HR Manager
- Managers

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 abuse.

It complies with our obligations under the Children and Young People (Safety) Act 2017, including:

- Child Safe Environments
- Notification of abuse or neglect

It also complies with Child Safe Environments: Principles of Good Practice and Standards for dealing with information obtained about the relevant history assessments of employees, contractors and volunteers who work with children issued by the Chief Executive of the Department for Education and Child Development.

Principle 1: Identify and analyse risk of harm

The MBASA develops and implements a risk management strategy that identifies, assesses and takes steps to minimise the risks of harm children stemming from the action or inaction of an employee, contractor, volunteer, or another child.

Principle 2: Develop a clear and accessible child safe policy

The MBASA has a Child Safe Environment (child protection) policy that outlines its commitment to promoting children's wellbeing and safeguarding children from harm.

Principle 3: Develop codes of conduct for adults and children

The MBASA has a code of conduct that specifies standards of conduct and care when dealing and interacting with children, particularly those in the organisation's care. The MBASA also has a code of conduct to address appropriate behaviour affecting young people.

Principle 4: Choose suitable employees and volunteers

THE MBASA takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children (in prescribe positions).

- MBASA uses a range of screening / relevant history assessment measures. Such measures aim to minimise the likelihood of engaging (or retaining) people who are unsuitable to work with children.
- Where required, a relevant history assessment report is obtained as part of their screening process.
- The MBASA ensures that a satisfactory relevant history assessment is conducted for all persons undertaking prescribed functions for a validity period of three years.

Principle 5: Support, train, supervise and enhance performance

The MBASA ensures that volunteers, contractors and employees who work with children or their records have ongoing supervision, support and training such that their performance is developed and enhanced to promote the establishment and maintenance of a child safe environment.

Principle 6: Report and respond appropriately to suspected abuse and neglect

The MBASA ensures that volunteers, contractors and employees are able to identify and respond to children at risk of harm. The MBASA makes all volunteers, contractors and employees aware of the established processes at MBASA under the Children's Protection Act 1993 if they have suspicion on reasonable grounds that a child has been or is being abused or neglected.

Child Safe Compliance Statement

MBASA has lodged a child safe environment compliance with the Department for Communities and Social Inclusions (DCSI) that demonstrates we comply with the minimum requirements for establishing and maintaining a child safe environment for children.

Relevant History Assessment

A relevant history assessment will be undertaken prior to employment or engagement.

Conditional offers of employment or engagement can be withdrawn if the results of the relevant history assessment are deemed to disqualify the employee, contractor or volunteer or prospective employee, contractor or volunteer for the position (regardless if employment or engagement had begun).

The assessment numbers and expiry dates of assessments will be held by the organisation's record management system.

If any issues are identified during the process of the relevant history assessment then these issues will be investigated by the Director, Membership and Development in the first instance. The Director, Membership and Development will then make a decision at his or her discretion as to the suitability of the person for the position/role taking into account the outcome of the investigation. This will determine whether to employ or engage the employee, contractor, volunteer or prospective employee, contractor or volunteer. In undertaking the review, the Director, Membership and Development will take into account:

- The likelihood of the prospective employee having the care or supervision of children, or being involved in decisions relating to the care or supervision of children, or having contact with children.
- The nature of any criminal conviction or relevant history. Absolute prohibitions include offences of a sexual nature involving children, and offences including violence.

If the review determines that the person is not suitable for appointment, re-appointment or re-engagement, then they will be informed accordingly.

Notification of Abuse or Neglect

Those that hold prescribed positions have the legal requirement to report suspected cases of abuse or neglect. A staff member who occupies a prescribe position within the organisation is required to report to the Child Abuse Report Line (CARL) 13 14 78 if there is suspicion on reasonable grounds that a child or young person has been or is being abused or neglected.

A notification under this section must be accompanied by a statement of the observations, information and opinions on which the suspicion is based.

Notification of Abuse or Neglect Training will be provided to all who hold prescribed positions.

Master Builders SA requires the training to occur within the first 6 months of engagement followed by updates required every three years.

This policy is not contained in other Master Builders SA publications.

The policy will be presented to relevant staff during their induction process.