

## CHILD SAFETY AND WELLBEING POLICY

Policy number	01.1	Version	03
Drafted by	Michelle Forbes	Approved on	22/01/2024
Responsible person	Michelle Forbes	Scheduled review date	Four years

### 1.0 Introduction

AMEB Tasmania provides a safe, respectful, and nurturing environment for all children. We aim to foster an environment in which the cultural safety of our Aboriginal community is respected and encouraged. To that end, we begin with an acknowledgement of the historical context of colonisation, racism at individual and institutional levels, and the impact of this on Aboriginal people’s lives and wellbeing, both in the past and present.

AMEB Tasmania makes this public commitment:

That we are an organisation that prioritises the safety of our children and young people; that we will not tolerate child abuse or harm; and that we affirm our commitment to listen to, and empower, all children and young people within the organisation.

Our policies and procedures seek to address risks to child safety and to establish a safeguarding culture and practices. They are accessible in forms that are easy to understand; informed by stakeholder consultation; and are communicated to children, young people and their families, our personnel and the general public. We regularly review our policies, gain endorsement of changes and advise our personnel of changes.

This Policy outlines expected standards of behaviour regarding interaction with, and supervision of, children by designated AMEB personnel while directly engaging with children on behalf of the organisation. It demonstrates how AMEB Tasmania (as an organisation) embeds the Child and Youth Safe Organisations Framework.

### 2.0 Definitions

- 2.1 A child includes children and young people up to the age of 18 (unless otherwise specified).
- 2.2 AMEB Tasmania personnel include management, Examiners, Exam Supervisors, volunteers, administrators, and contractors whose responsibilities see them interacting with children in the performance of duties for the organisation.
- 2.3 AMEB Tasmania Personnel are required to abide by the Code of Conduct.
- 2.4 Parent refers to parents and guardians of children and young people.

### 3.0 Responsibilities

AMEB Tasmania is governed by University of Tasmania and AMEB Ltd. Within AMEB Tasmania, our people and community have responsibilities in relation to this policy as outlined below.

Role	Responsibility
<b>State Manager</b>	<ul style="list-style-type: none"> <li>• Responsible for the overall welfare and wellbeing of staff and volunteers.</li> <li>• Accountable for managing and maintaining a duty of care towards staff and volunteers.</li> <li>• Ensure supervision complies with all relevant state regulations on the provision of adequate employment and workplace conditions for children.</li> <li>• Ensure that allegations and/or reports of abuse are addressed respectfully, consistently, thoroughly, and with the safety of the young person at the fore.</li> <li>• Ensure that all reporting obligations to authorities are met.</li> </ul>

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<b>Everyone involved in the care of children on behalf of AMEB Tasmania</b>	<ul style="list-style-type: none"> <li>• Obtain and hold a valid Working With Vulnerable People check;</li> <li>• Comply with this Policy, the Child Safety Code of Conduct, and all other Codes and Policies applicable to employees;</li> <li>• Maintain a duty of care towards others involved in these programs and activities;</li> <li>• Work towards the achievement of the aims and purposes of the organisation;</li> <li>• Be responsible for relevant administration of programs and activities in their area;</li> <li>• Establish and maintain a child-safe environment in the course of their work;</li> <li>• Be fair, considerate, respectful, and honest with others;</li> <li>• Treat children with respect and value their ideas and opinions;</li> <li>• Act as positive role models in their conduct with children;</li> <li>• Appropriately guide children towards positive and responsible behaviour;</li> <li>• Be professional in their actions;</li> <li>• Maintain strict impartiality;</li> <li>• Comply with specific organisational guidelines on physical contact with children;</li> <li>• Respect the privacy of children, their families and teachers/carers, and only disclose information to people who have a need to know;</li> <li>• Operate within the policies and guidelines of AMEB Tasmania;</li> <li>• Contact the police if a child is at immediate risk of abuse (phone 000);</li> <li>• Convey any concerns regarding the welfare of children to the State Manager without delay;</li> <li>• Report inappropriate behaviour by any child to the State Manager if the child does not respond to appropriate requests to improve behaviour.</li> </ul>
<b>Parents, caregivers, and others accompanying children on behalf of AMEB Tasmania</b>	<ul style="list-style-type: none"> <li>• Comply with this Policy and assist AMEB Tasmania personnel in cultivating a safe and supportive environment for children;</li> <li>• Provide supervision of their child whilst attending an exam venue;</li> <li>• Take responsibility for ensuring their child's actions, and their own, are in accordance with this Policy;</li> <li>• Assist with educating their children about avenues for feedback and communication.</li> </ul>

#### **4.0 Expectations and practices in relation to the universal principle and Child and Youth Safe standards**

##### **4.1 Standard 1**

This section is intended to give effect to the Tasmanian Principle: Child safety and wellbeing is embedded in organisational leadership, governance and culture.

- 4.1.1 In addition to the opening statement of this policy, AMEB Tasmania shares its commitment to child safety and wellbeing through a public comment on the website and Facebook page.
- 4.1.2 Events and opportunities to engage with young people will undergo risk assessment prior to development to ensure the safety and wellbeing of all involved.
- 4.1.3 AMEB Tasmania will develop and maintain currency and relevancy of policies, and procedures, and guidance on record keeping, information sharing, and external reporting.

##### **4.2 Standard 2**

This section is intended to give effect to the Tasmanian Principle: Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.

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- 4.2.1 AMEB Tasmania will maintain a webpage outlining protective strategies for staying safe and seeking help when needed for young people.
- 4.2.2 AMEB Tasmania actively seeks the views and input of young people through a suggestion box, anonymous reporting, and invitation to participate in decisions relating to them, in particular safety and wellbeing issues.

#### **4.3 Standard 3**

This section is intended to give effect to the Tasmanian Principle: Families, carers, and communities are informed and involved in promoting child safety and wellbeing.

- 4.3.1 AMEB Tasmania will publish this and other relevant policies and procedures to ensure such documents are clear and accessible to families and communities.
- 4.3.2 AMEB Tasmania seeks the input of our community through surveys and invitation for individual discussion when reviewing policies and other decision affecting opportunities for young people.
- 4.3.3 Parental consent is required for all relevant activities involving children under 18.
- 4.3.4 AMEB personnel engage with our community with respectful and transparency, building respectful relationships and partnerships.

#### **4.4 Standard 4**

This section is intended to give effect to the Tasmanian Principle: Equity is upheld and diverse needs respected in policy and practice.

- 4.4.1 AMEB supports the needs of Aboriginal and Torres Strait Islander children
- 4.4.2 AMEB Tasmania promotes accessibility, cultural safety, diversity and inclusion, and adheres to UTAS policies on these topics.
- 4.4.3 Candidates with special needs are supported to fully engage with AMEB activities through the provision of reasonable adjustment.
- 4.4.4 AMEB Tasmania is an inclusive and welcoming environment for children who identify as all genders and orientations and those who feel comfortable are invited to share their pronouns so that Examiners may address them as such on exam day.
- 4.4.5 Annual training is provided to AMEB personnel regarding the rights of young people and how best to engage with them, and respond to their needs.

#### **4.5 Standard 5**

This section is intended to give effect to the Tasmanian Principle: People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

- 4.5.1 All recruitment includes the expectations of employees both in code of conduct and the requirement to uphold, and contribute to, our safe environment practices.
- 4.5.2 Recruitment includes:
  - 4.5.2.1 Face to face interviews, including safeguarding questions;
  - 4.5.2.2 A minimum of two professional referee checks, including safeguarding questions;
  - 4.5.2.3 Screening checks including working with vulnerable people qualification checks;
  - 4.5.2.4 Screening for final appointment by state and national committees to identify any applicable previous misconduct.
- 4.5.3 New employee induction includes:
  - 4.5.3.1 Information and briefing of our policies and procedures relating to child safety and wellbeing, including the code of conduct;
  - 4.5.3.2 Discussion of the Code of Conduct to ensure all employees have a clear understanding of our expectations for behaviour towards children;
  - 4.5.3.3 A process to ensure all new employees undergo the above training.

#### **4.6 Standard 6**

This section is intended to give effect to the Tasmanian Principle: Processes to respond to complaints and concerns are child focussed.

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In the case of an allegation being made against AMEB personnel, the following procedure will apply:

- 4.6.1 AMEB Tasmania will take all steps to ensure that the safety of the child is paramount. The first step is to withdraw the accused person from active duty, which could entail standing down (with pay, where applicable), reassignment to other duties that do not have direct contact with children, or to work under increased supervision while the matter is being investigated.
- 4.6.2 In the event of a child disclosing an incident of abuse by someone they trust, the matter will be dealt with sensitively and professionally.
- 4.6.3 AMEB will appropriately investigate all allegations relating to an incident of abuse in accordance with its obligations and to the extent reasonably practicable. In some circumstances, it may be necessary for AMEB to conduct an investigation in addition to any investigation conducted by authorities (eg the police).
- 4.6.4 The State Manager, or Chair of the Tasmanian State Committee if the complaint relates to the State Manager, will conduct an investigation into the allegation to the extent that it will not interfere with investigations by the police or relevant authority, and will cooperate with the authorities as required. All AMEB personnel and parties covered by this policy must cooperate fully with any investigation by AMEB or the authorities.
- 4.6.5 Every effort to keep any such investigation confidential; however, AMEB personnel may need to be consulted in the course of the investigation (eg to provide witness statements).
- 4.6.6 The investigation conducted by AMEB will be conducted in accordance with procedural fairness to protect the integrity of the investigation and the interests of all the participants involved in the investigation. AMEB will handle allegations in a confidential manner to the greatest extent possible.
- 4.6.7 It may be appropriate for AMEB to engage a person (or persons) from outside of AMEB to conduct an independent investigation in relation to allegations.
- 4.6.8 The outcome of any investigation will depend on the findings of the investigation, but may include withdrawal from active duty, reassignment to duties with no contact with children, increased supervision, disciplinary action, dismissal or criminal prosecutions.
- 4.6.9 All reports of alleged abuse or harm, or risk thereof, must be recorded in the form of an Incident Report. Places, times, dates, names of people, observable behaviours or evidence of harm are what is recordable. Reports must be to be securely stored by the State Manager.

#### **4.7 Standard 7**

This section is intended to give effect to the Tasmanian Principle: Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

- 4.7.1 Ongoing education and training are undertaken to ensure practices are continually reassessed to address feedback and implement improvements. This includes:
  - 4.7.1.1 Annual team training including feedback received from children;
  - 4.7.1.2 Maintaining records of Working with Vulnerable People check renewals;
  - 4.7.1.3 Regular communication of changes to policy, and best practice.
- 4.7.2 The reporting system supports the child as its first priority but also ensures that AMEB personnel who disclose risk or harm to young people are supported.

#### **4.8 Standard 8**

This section is intended to give effect to the Tasmanian Principle: Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

- 4.8.1 Risk assessments and management processes for physical and online environments address risks arising from those environments, organisational activities, and interaction with young people.

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- 4.8.2 Young people's right to privacy are safeguarded through secure storage. Access to information is limited to office administration employees, with relevant details shared with selected employees only when it is in the child's best interest to support their experience.
- 4.8.3 Based on the need and risk assessed, AMEB personnel will be rostered to ensure that there will always be at least one responsible adult more than deemed appropriate.
- 4.8.4 A minimum of two AMEB personnel will be rostered for any interaction with young people.

#### **4.9 Standard 9**

This section is intended to give effect to the Tasmanian Principle: Implementation of the child and Youth Safe Standards is regularly reviewed and improved.

- 4.9.1 This policy is reviewed annually, or sooner if a matter arises (such as a report or updated best practice) that identifies an opportunity to do better.

#### **4.10 Standard 10**

This section is intended to give effect to the Tasmanian Principle: Policies and procedures document how the organisation is safe for children and young people.

- 4.10.1 This policy and all other documents and opportunities to support the safety and wellbeing of children and young people are made public via our AMEB Tasmania website.

If you or a child are in immediate danger, call the police on Triple Zero (000).

If you would like some other help, here are some people you can reach out to:

Kids Helpline – 1800 55 1800 or [www.kidshelp.com.au](http://www.kidshelp.com.au)

Headspace – 1800 650 890 or [www.headspace.org.au](http://www.headspace.org.au)

Lifeline Australia – 13 11 14 or [www.lifeline.org.au](http://www.lifeline.org.au)

Bravehearts (counselling and support for survivors of child sexual abuse) – 1800 272 831 or [www.bravehearts.org.au](http://www.bravehearts.org.au)

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## CHILD PROTECTION CODE OF CONDUCT

Policy number	01.2	Version	03
Drafted by	Michelle Forbes	Approved on	22/01/2024
Responsible person	Michelle Forbes	Scheduled review date	Four years

### 1. **Introduction**

AMEB Tasmania provides a safe, respectful, and nurturing environment for all children. This Code of Conduct outlines expected standards of behaviour regarding interaction with, and supervision of, children by designated AMEB personnel while directly caring for children engaging with the organisation.

A child includes children and young people up to the age of 18 (unless otherwise specified).

AMEB Tasmania personnel include Examiners, Supervisors, volunteers, and administrators whose responsibilities see them interacting with children.

Management, staff, volunteers and contractors at AMEB Tasmania are required to abide by this Code.

### 2. **All people involved in the care of children on behalf of AMEB Tasmania will:**

- Comply with this Code of Conduct in addition to the Code of Conduct applicable to all employees;
- Be responsible for relevant administration of programs and activities in their area;
- Maintain a duty of care towards others involved in these programs and activities;
- Establish and maintain a child-safe environment in the course of their work;
- Be fair, considerate and honest with others;
- Treat children and young people with respect and value their ideas and opinions;
- Act as positive role models in their conduct with children and young people;
- Appropriately guide children towards positive and responsible behaviour;
- Be professional in their actions;
- Maintain strict impartiality;
- Comply with specific organisational guidelines on physical contact with children;
- Respect the privacy of children, their families and teachers/carers, and only disclose information to people who have a need to know;
- Operate within the policies and guidelines of AMEB Tasmania;
- Contact the police if a child is at immediate risk of abuse, phone 000;
- Convey any concerns regarding the welfare of children to the State Manager without delay;
- Report inappropriate behaviour by any child to the State Manager if the child does not respond to appropriate requests to improve behaviour.

### 3. **No person shall:**

- Shame, humiliate, oppress, belittle or degrade children;
- Unlawfully discriminate against any child;
- Engage in any activity with a child that is likely to physically or emotionally harm them;
- Initiate unnecessary physical contact with a child, or do things of a personal nature for them that they can do for themselves;
- Be alone with a child unnecessarily and for more than a very short time;
- Develop a 'special' relationship with a specific child for their own needs;
- Show favouritism through the provision of gifts or inappropriate attention;

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- Arrange contact, including online contact, with children outside of the organisation's programs and activities;
- Photograph or video a child without the consent of the child and their parents or guardians;
- Engage in open discussions of a mature or adult nature in the presence of children;
- Use inappropriate language in the presence of children; or
- Do anything in contravention of the organisation's policies, procedures or this Code of Conduct.

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