

Child Safety Policy

Affordable Tutoring Tasmania

Last Updated: 11 January 2023

If you believe a child is at immediate risk of abuse phone 000

1. Introduction

This Child Safety Policy (**Child Safety Policy** or **Policy**) was developed to keep everyone, including children, safe from any harm, including abuse. It was written to demonstrate the strong commitment Affordable Tutoring Tasmania has to child safety and wellbeing.

For the purposes of this Child Safety Policy, 'child' means a person under 18 years of age as defined by *Children, Youth and Families Act 2005* (VIC).

This Child Safety Policy is incorporated by reference into our [Terms](#). Any capitalised terms not defined in this Policy are defined in the Terms. You agree to comply with all Terms when accessing or using our Services, including this Child Safety Policy.

This Policy assists us to comply with any obligations under child protection legislation that may apply including the following any equivalent legislation of the state or territory in which the Child and/or tutor are performing or receiving the Services

- (a) *Disability Discrimination Act 1992* (Cth)
- (b) *Child Wellbeing and Safety Act 2005* (VIC)
- (c) *Children, Youth and Families Act 2005* (VIC)
- (d) *Crimes Act 1958* (VIC)
- (e) *Wrongs Act 1958* (VIC)
- (f) *Education and Training Reform Act 2006* (VIC)
- (g) *Family Violence Protection Act 2008* (VIC)
- (h) *Worker Screening Act 2020* (VIC)
- (i) *Working with Children Act 2005* (VIC)

For the avoidance of doubt, all Associates are required to independently and at their own cost abide by their own obligations with respect child protection legislation that may apply.

2. Scope

This Policy, from the date of endorsement, applies to all people involved in the organisation, including (**Associates**):

- tutors;
- employees (permanent and casual);
- contractors and sub-contractors; and
- any other individual involved in this organisation.

Affordable Tutoring Tasmania is committed to preventing child abuse and identifying risks early and removing and reducing these risks. We recognise child abuse can come in a range of forms, including physical abuse, sexual abuse, psychological/emotional abuse and neglect.

In addition to our stringent hiring process and the requirement for a Working with Children Check (**WWCC**) for all of our tutors, we require that no child be left alone with their tutor. All lessons should take place in a common area where constant parental presence is maintained. This ensures a safe learning environment for the children we work with.

3. Commitment to Children

This Policy is intended to empower children who are vital and active participants in our organisation. We involve them when making decisions, especially about matters that directly affect them. We listen to their views and respect what they have to say.

We promote diversity and tolerance at Affordable Tutoring Tasmania, and people from all walks of life and cultural backgrounds are welcome. In particular we:

- (a) promote the cultural safety, participation and empowerment of Aboriginal children;
- (b) promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds; and
- (c) ensure that children with a disability are safe and can participate equally.

4. Training and supervision

All of our staff and tutors must agree to abide by this Policy and this is publicly available on our website and is a required training module for our tutors.

Affordable Tutoring Tasmania's provides an environment where all staff and tutors (in addition to parents/carers and children) feel comfortable and supported in discussing any allegations of child abuse or child safety concerns such that they are able to identify, assess, and minimise risks of child abuse and to detect potential signs of child abuse.

5. Recruitment

We take all reasonable steps to hire skilled people to work with our children. We develop selection criteria and advertisements which clearly demonstrate our commitment to child safety and an awareness of our social and legislative responsibilities.

All tutors are required to hold a WWVC and to provide evidence of this prior to working with a student.

All of our staff and tutors are required to let us know (in writing) within seven (7) days if any of the following circumstances occur:

- (a) a professional disciplinary decision is made against them;
- (b) they are charged with, convicted, or found guilty of a serious offence under relevant state legislation or any sex offender registry;
- (c) they become subject to a supervision, detention or emergency detention order;
- (d) they are given an NDIS exclusion; or
- (e) they are excluded from child-related work interstate.

When necessary, we carry out reference checks for the purposes of recruitment and are discarded after the recruitment process is complete.

6. Requirements for Personnel and Tutors

All staff, tutors, volunteers and directors of Affordable Tutoring Tasmania are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children.

All personnel, Associates and tutors must comply with this Policy by:

- (a) adhering to this Policy;

- (b) upholding Affordable Tutoring Tasmania's commitment to child safety at all times;
- (c) taking all reasonable steps to protect children from abuse;
- (d) treating everyone with respect;
- (e) listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another;
- (f) promoting the cultural safety, participation and empowerment of Aboriginal children (for example, by never questioning an Aboriginal child's self-identification);
- (g) promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination);
- (h) promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities) o ensuring as far as practicable that tutors are not left alone with a child
- (i) reporting any allegations of child abuse to Affordable Tutoring Tasmania and ensure any allegation is reported to the police or child protection;
- (j) reporting any child safety concerns to Affordable Tutoring Tasmania;
- (k) if an allegation of child abuse is made, ensure as quickly as possible that the children are safe; and
- (l) encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.

All personnel and tutors must not behave inappropriately in relation to child safety and must not:

- (a) change personal contact details, including social networking contacts, with a child or young person or making unauthorised contact online or via other means with children or their families;
- (b) engage in content and discussion that is inappropriate to a child or young person's age or developmental stage;
- (c) fail to secure informed consent from parents/guardians or equivalent prior to filming or photographing a child or young person and/or not complying with restrictions and cultural norms for reproducing or using those images;
- (d) ignore or disregard any concerns, suspicions or disclosures of child abuse or harm;
- (e) initiate unnecessary or inappropriate physical contact with children or young people;
- (f) fail to mitigate foreseeable risks associated with activities involving children or young people;
- (g) use language or behaviour that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate;
- (h) use online systems or digital devices to exploit or harass children or young people, or access or share content that does so;
- (i) develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children);
- (j) exhibit behaviours with children which may be construed as unnecessarily physical;
- (k) put children at risk of abuse (for example, by locking doors);

- (l) do things of a personal nature that a child can do for themselves, such as toileting or changing clothes;
- (m) engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities);
- (n) use inappropriate language in the presence of children;
- (o) express personal views on cultures, race or sexuality in the presence of children;
- (p) discriminate against any child, including because of culture, race, ethnicity or disability;
- (q) have contact with a child or their family outside of our organisation without our Child Safety Officer's knowledge and/or consent (for example, catching up for coffee). Accidental contact, such as seeing people in the street, is not considered inappropriate;
- (r) have any online contact with a child or their family (unless necessary, for example emailing parents or students); or
- (s) ignore or disregard any suspected or disclosed child abuse.

7. Breach of this policy

Breaches of this policy may involve disciplinary action and/or termination of employment for tutors and staff or termination of services for any users. Incidents of abuse, neglect or child-harming behaviours will involve referral to the Police or the Victorian Government agency responsible for child protection.

If an adult has a reasonable belief that an incident has occurred, then they must report the incident. Factors contributing to reasonable belief may be:

- (a) a child states they or someone they know has been abused (noting that sometimes the child may in fact be referring to themselves);
- (b) behaviour consistent with that of an abuse victim is observed; or
- (c) someone else has raised a suspicion of abuse but is unwilling to report it Affordable Tutoring Tasmania, have a comprehensive complaints policy in place to ensure every report is addressed swiftly and responsibly.

Affordable Tutoring Tasmania takes all allegations seriously and has practices in place to investigate thoroughly and quickly.

8. Amendments

We reserve the right to amend this Policy from time to time as we see fit. While we endeavour to notify you as soon as reasonably possible of any changes to our Policy by email or by a notice on our website, it is your responsibility to keep up to date with any changes or amendments by checking this page prior to using our website. This page contains our most accurate and up to date version of our Child Safety Policy.

9. Contact us

If you have any concerns, please contact us at:

- (a) by contact form at <https://www.affordabletutoringtasmania.com/contact-us>;
- (b) by e-mail at Contact@affordabletutoringtasmania.com, or
- (c) by letter to The Child Safety Officer, 11 Tinderbox Road, Blackmans Bay, TAS, 7052.