



Policy E13 Duty of Care

Purpose:

To ensure all staff, members and students take reasonable steps to ensure their actions do not knowingly cause harm, injury or loss (monetary or personal) to another individual. This includes the promotion and protection of the interests and safety of children (under 18) attending activities at Murray ACE.

Scope:

Committee of Management, Members, Volunteers, Staff, Trainers and Students of Murray ACE.

Guidelines:

Respect and Human Rights are Department of Education Values and the foundation for equal employment opportunity at Murray ACE. Committee, Management, Staff and Trainers are expected to model respectful and inclusive behaviours in the work place and in their service provision to students, parents and the community.

All staff, including volunteers, have a duty to Murray ACE to use due care and diligence in fulfilling their responsibilities and must recognise that their first responsibility is the safety and wellbeing of clients and members.

- All staff, members and students, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, family or social background have the right to be treated equally.
- Murray ACE is committed to cultural safety of Aboriginal, Torres Strait Islanders, and all others from culturally and linguistically diverse backgrounds.

Child Safety Guidelines:

- Murray ACE is committed to promoting and protecting the best interests of students who are children (under 18).
- Child protection is a shared responsibility between all members, staff and students.
- Murray ACE staff have a responsibility to protect children in our care and to report information about suspected child abuse.

A Duty of Care folder to be maintained and stored in the resource room. The folder will contain:

- Emergency contact details
- "RU OK?" Documentation
- Southern Mallee Mental Health & Related Services Resource (This is updated and emailed to the Training Coordinator as a subscriber of this mailing list.)
- Any Special Notifications eg: S378-2014 New obligation to report suspected child sexual offences.
- ALGEE Action Plan (Mental health guideline)
- DRABCD (Medical Emergency First Aid)



Injury/Incident Report Procedure

All incidents that happen in or around Murray ACE need to be reported regardless of how minor the injury is. These reports will assist with our annual OHS review of Murray ACE.

1. The person reporting the incident to complete the Murray ACE 'Injury/Incident Report' paperwork.
 2. Completed 'Injury/Incident Report' to be given to Management and discussed.
 3. Report to be assessed and any follow up action to be addressed.
 4. All completed reports to be filled in Injury/Incident Report folder kept in the Managers Office.
 5. These reports will be review annually during our OHS Reviews in July each year.
- Form found in the pigeonholes in resource room. All completed Injury/Incident Reports must be forwarded to Centre Manager for review/follow up.
 - Refer to other related policies of Murray ACE, eg Harassment/Sexual Harassment EC9

Reporting Child Abuse

If you suspect a case of child abuse, you are obliged to report this under mandatory reporting and the Reportable Conduct Scheme.

A reportable conduct is:

- a sexual offence (even prior to criminal proceedings commencing), sexual misconduct or physical violence committed against, with or in the presence of a child
- behaviour causing significant emotional or psychological harm
- significant neglect of a child.

A reportable allegation means information that leads a person to form a reasonable belief that a worker or volunteer has committed:

- reportable conduct or
- misconduct that may include reportable conduct.

In the first instance contact the Centre Manager, and in consultation make a report using the contact information below.

To report concerns that are life threatening call Victoria Police 000.

Phone Swan Hill Police Station (03) 5036 1600

To report concerns about the immediate safety of a child within their family unit, call the Child Protection Crisis Line 13 12 78 (24 hours, 7 days a week, toll free within Victoria)

Note: this is an emergency service for weekends and after hours only and will pass on cases to the relevant regions the following working day

To contact a child protection office close to you, call a local office North Division: 1300 664 977

Child First: 1800 625 533



Failure to disclose child sexual abuse offence

The offence requires that any adult who holds a reasonable belief that a sexual offence has been committed in Victoria by an adult against a child (aged under 16) disclose that information to police. The offence applies to all adults in Victoria, not just professionals who work with children, unless they have a reasonable excuse.

Initial Implementation Date: *March 2010*

Review Record

Related Documents or links

<http://www.vrqa.vic.gov.au/childsafes/Pages/conduct.aspx>

<https://ccyp.vic.gov.au/>

Date Endorsed by Committee of Management

13/09/2016

Date of Review

Name & Position

04/06/2012

Shane Miller – Successes

1/2/2014

Lorri Lambert – Training Coordinator

02/07/2014

Leanne Shannon-Kelson – Centre Manager

Staff meeting

28/04/2015

Lorri Lambert – Training Coordinator

13/09/2016

Lorri Lambert – Compliance Officer

Endorsed by the CoM

18/06/2018

Leanne Shannon-Kelson – Centre Manager

**Staff Meeting with
BM, KZ & LSK**

17/08/2020

Ann Murray – Training Coordinator and
Compliance Officer

In meeting with LSK,
BM and KZ

27/04/2023

Leanne Shannon-Kelson

Staff Meeting with DR,
OC, TA and LSK