



Policy E32 Child Safe Policy – Student Version

Purpose:

This policy is designed to make sure that everyone under 18 who comes to Murray ACE is safe and secure. It helps everyone understand their responsibility to keep kids safe and guides our practices to support the wellbeing of all students.

Who Is Responsible:

The Centre Manager, Training Coordinator, and all trainers are responsible for making sure Murray ACE is a safe place for all students, especially those under 18. We actively look for and address any risks to students' safety.

Guidelines

- **Checks for Staff:**
All trainers and staff must have a current Working with Children Check and a police check that is less than five years old.
- **No One-On-One Time:**
Staff and visitors should never be alone with anyone under 18. If a private conversation is needed, it should happen in an open area where another adult can see.
- **Support for Diverse Students:**
We pay special attention to the safety needs of Aboriginal students, those from different cultural backgrounds, international students, students with disabilities, and those who identify as LGBTQIA+. Any harmful behavior towards these groups, like racism or bullying, is not allowed.
- **Cultural Acknowledgment:**
We respect Aboriginal and Torres Strait Islander cultures. All staff are trained in these cultures, and we recognise the traditional owners of the land in Swan Hill.
- **Culturally Safe Environment:**
Murray ACE aims to be welcoming and inclusive for everyone. We actively work to eliminate discrimination and promote understanding of different cultures.
- **Support for Students with Disabilities:**
We understand that children with disabilities may face higher risks and have unique needs. We ensure they are safe and included by:
 - Not tolerating any form of abuse or discrimination.
 - Providing a clear Code of Conduct for staff interactions.
 - Helping build their confidence and self-esteem.
 - Communicating directly with them about their feelings of safety.



Staff Responsibilities

- **Training:**
All staff must take part in child safety training and follow the child safety policies at Murray ACE.
- **Reporting Obligations:**
Staff must know how to report any incidents of harm or abuse. Ongoing training ensures they understand their responsibilities.

Community Engagement

- **Informing the Community:**
Murray ACE is committed to sharing information about our child safety practices. We will keep everyone updated through newsletters and our website.
- **Visible Support:**
We will display child safety posters around the centre to promote awareness.

Reporting Guidelines

If there are concerns about child harm or abuse, certain incidents must be reported to the Commission for Children and Young People. This includes:

- Sexual offenses
- Physical violence
- Significant neglect

Reporting Process:

- If someone sees or hears about an incident, they are required to fill out an incident report and give it to the Centre Manager or Training Coordinator.
- The Centre Manager or Training Coordinator will talk to those involved.
- They will report the incident to the appropriate authorities within three business days.

Additional Support Resources

Murray ACE has a Duty of Care folder with helpful resources, including:

- Local health services and counselling services
- Steps for reporting to Child Protection
- Support for students with disabilities and those from diverse backgrounds

Review Record

Last Updated:

- June 10, 2021 – New document
- February 15, 2023 – Updated reporting guidelines
- July 16, 2024 – Endorsed by Committee of Management

By following this policy, Murray ACE aims to create a safe environment for all students under 18, where everyone can thrive and feel secure.