

# STORMFRONT PRODUCTIONS Alison Hams & Mark Tempany

## CHILD SAFE ENVIRONMENT POLICY

### Purpose of Policy

This policy has been developed to reflect and detail STORMFRONT'S commitment and instructions to operate as, and maximise our effectiveness at all times to be a child safe environment.

In particular our Music Tuition service primarily serves young people who are our policy focus, and we herein outline the roles and responsibilities of everyone involved in our organisation.

### Commitment to the Safety of Children and Young People

#### **NATIONAL PRINCIPLES 1-10**

STORMFRONT insists on, and delivers at all times an environment of maximum safety for children and young people.

Our operations and actions at all times will comply with the Children and Young People (Safety) Act 2017 – and especially we recognise that:

\* Children and young people are valued, respected and encouraged to participate and that the safety and protection of children and young people is always our first priority and that....

\* Our commitment to diversity e.g. children and young people of different race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes and religious beliefs are respected and equity is upheld.

### Scope of Policy

#### **NATIONAL PRINCIPLES 1-10**

STORMFRONT operates strictly utilising the services of Alison Hams and Mark Tempany – we do not employ or subcontract to anyone else as part of our operation.

As-such this policy relates directly to the participation and performance of Alison Hams and Mark Tempany who are bound by this policy at all times, and in all ways.

STORMFRONT also reserves the right when working amongst other third parties in public settings to insist on those third parties supplying us for review, and allowing us a right of refusal to operate if we consider those third parties do not comply with our own policy to enforce a child safe environment.

### Communication

#### **NATIONAL PRINCIPLES 2 & 3**

STORMFRONT continually self-reviews and refreshes (if required) its child safe policy to keep it as relevant and effective as possible.

Our child safe policy is included in-writing and by signature at every student (and student family) enrolment in our "Terms & Conditions" – and these conditions are at all times available online, and in-print at our tuition provision venues.

Our students, their families, and any other stakeholder we associate with are encouraged to always discuss these policies with us further if required.

## Participation of Children and Young People

### **NATIONAL PRINCIPLE 2**

STORMFRONT encourages children and young people to participate, provide feedback and to raise any complaints and concerns at all times and in every way.

Our expansive “Terms & Conditions” must be printed, read and signed for by all clients prior to commencing tuition with us – ALL our policies are clearly articulated in these Terms & Conditions (which we encourage families to retain, with a further direction to where they can always be read Online).

At every opportunity prior to, during and following tuition service students are asked if they are OK, and whether or not they have anything they need to share or question. Our standard practise is to do this at the commencement of every session with every student, then repeat at the close of that session.

STORMFRONT offers a stated policy to clients and their families that we are willing and fully accessible to discuss anything with anyone at any time.

On an annual basis (at the end of each tuition year) we invite all clients and their families to forward any feedback positive or negative on our operation and direction.

At all times we assess and adapt our language and communication to be age-appropriate, and in every possible way as suited to, and safe for the situation (learning disabilities, special needs, cultural sensitivities, developmental level) as we can.

Parents/Guardians/Carers are involved if they request or recommend this course of action to us.

## Code of Conduct

### **NATIONAL PRINCIPLES 4 & 6**

STORMFRONT’s Code Of Conduct is automatically acknowledged, fully understood, and fully complied with by us at all times.

Our Code Of Conduct is available in printed and posted form at any of our workplaces, and we always carry a further printed copy should anyone request to view it.

Our Code Of Conduct is also clearly referenced, available, and encouraged at-enrolment and contracting of all students.

In addition to our STORMFRONT Code Of Conduct we further comply at all times with the Code Of Conducts of MTASA, ANATS and CESA (available on their respective websites).

Stormfront takes full responsibility for promoting and protecting the safety and wellbeing of children and young people by:

- \* Complying with our child safe policy at all times and taking all reasonable steps to ensure the safety and protection of children and young people in our care.
- \* Treating everyone including those of different race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes and religious beliefs with respect and honesty and ensuring equity is upheld.
- \* Being a positive role model to children and young people in all our conduct with them.
- \* Setting clear boundaries about appropriate behaviour between ourselves and the children and young people in our care – and ensuring all parties understand these roles.

- \* Listening and responding appropriately to the views and concerns of children and young people.
- \* Ensuring another adult is always within reach when conducting one to one coaching, instruction or other activity and always ensuring all children and young people have an unimpeded and identified route of exit from anywhere at any time.
- \* Being alert and fully trained and certified to identify children and young people who are, or may be at risk of harm, and reporting this quickly to the Child Abuse Report Line (13 14 78).
- \* Responding quickly, fairly and transparently to any serious complaints made by a child, young person or their parent/guardian
- \* Encouraging children and young people to give input into any and all issues that are important to them.

**STORMFRONT will not:**

- \* Engage in rough physical games.
- \* Develop any relationships with children and young people that could be seen as favouritism such as the offering of gifts or special treatment.
- \* Do things of a personal nature that a child or young person can do for themselves, such as toileting or changing clothes.
- \* Discriminate against any child or young person because of age, gender, cultural background, religion, vulnerability or sexuality.

**Breaches of our Code of Conduct**

Anyone alleged to have breached our Code Of Conduct will immediately cease interacting and communicating with children and young people in our care.

Immediately (as soon as reasonably possible) upon becoming aware of any issue or allegation - Stormfront will make contact with the relevant parent/guardian of the affected child or young person to seek a clear and undisputed written complaint and/or description of the alleged breach.

Upon receipt and review of this firsthand report Stormfront will commence appropriate and witnessed discussion and negotiation with the affected parties to ensure an effective recompense is agreed.

If any subsequent onward reporting or filing to relevant agencies be required, this will be done as soon as is reasonably possible.

If recompense cannot be agreed Stormfront will consider (and if possible) explore any further option put forward by the affected parties.

Our care and attention in the case of any alleged breach is to both sides until a clear course of blame and action is established and agreed by all affected parties.

**In the event of Stormfront at all being found negligent in the case of a breach, we will immediate to that finding:**

- \* Fully review and adapt our operations and Code Of Conduct in order to (hopefully) prevent any similar issues in the future.
- \* Arrange counselling, training or any other course of action so determined to allow the breaching party to continue working – at such a time that this is deemed completed they will be able to resume work unless....
- \* If the breaching party is found criminally negligent or guilty they will be immediately terminated from Stormfront and all we do.

## **Recruitment**

### **NATIONAL PRINCIPLE 5**

Stormfront DOES NOT recruit any other employees or volunteers to work with children and young people – we maintain total control of our performance ourselves to maximise our compliance and standards of operation in every way.

## **Supervision, Training and Support for Employees & Volunteers**

### **NATIONAL PRINCIPLES 5 & 7**

Stormfront DOES NOT recruit any other employees or volunteers to work with children and young people – we maintain total control of our performance ourselves to maximise our compliance and standards of operation in every way

## **Reporting & Responding to Harm or Risk of Harm**

### **NATIONAL PRINCIPLE 6**

Stormfront is at all times fully trained and certified to ensure children and young people are kept safe from harm and risk of harm.

We are at all times fully trained and certified to recognise signs of risk of harm and what to do if a child or young person discloses harm.

Both Mark Tempany and Alison Hams are mandated notifiers and will report any reasonable belief that a child or young person has been harmed or are at risk of harm to the Child Abuse Report Line (CARL) on 13 14 78 or if at immediate risk, to South Australia Police on 000.

Stormfront will follow any and all advice offered by CARL and/or SA Police regarding whether to, and (if so) how to support themselves, children, young people and their families after a report of any kind has been made, including referral to any appropriate other services.

At all times (where appropriate and reasonably possible) Stormfront will attempt to monitor any negative and/or questionable circumstances affecting a child or young person, and/or their family.

Stormfront will always be aware of, and display information about services that can assist children, young people and their families (such as the Kids Helpline on 1800 55 1800 and Youth Helpline on 1300 13 17 19) in areas accessed by them.

If any reasonable belief is formed that a child or young person is, or may be, at risk of harm by Stormfront the person(s) in question will step away, cease all contact with that child or young person, and (if necessary) refer further action to any relevant authority or agency.

## **Reporting & Responding to Complaints or Feedback**

### **NATIONAL PRINCIPLE 6**

STORMFRONT will at all times and in all ways deal with all complaints and feedback promptly, sensitively and fairly.

STORMFRONT in every case and in every way constantly encourages all other parties to immediately notify us of any concerns or perceived issues regarding our behaviour or compliance with our provision of an effective child safe environment.

If we are in any way made aware of concerns or complaints about our organisation - including suspected breaches of our code of conduct and our misconduct – we will:

- \* Listen to the complaint/feedback and make a record of it and....
- \* Clearly document and securely store decisions and actions taken in response to complaints and feedback and....
- \* Make sure that procedural fairness is followed at all times.
- \* Immediately convene (and communicate with concerned third parties) to assess and implement effective steps to correct any actual or perceived problem.
- \* Ensure Alison Hams and Mark Tempany have conducted full disclosure to each other, and any other relevant parties.

## **Risk Management**

### **NATIONAL PRINCIPLE 8**

STORMFRONT commits to regular and on-going review and (if necessary) adaption and modification of our operations to ensure a safe environment for children and young people (and anyone).

We constantly and regularly review our risks and implement strategies to minimise and manage these risks including:

We aim at all times and in every way to prevent and lessen RISKS OF PHYSICAL HARM to us or others.

We aim at all times and in every way to prevent and lessen RISKS OF EMOTIONAL & PSYCHOLOGICAL HARM to us or others.

Stormfront will always copy-in parents/guardians to all communication required with students, and/or subsequently update parent/guardians on any communication that has occurred without their knowledge.

At all times and in all possible ways Stormfront will operate to the best possible standards of cyber safety and social media guidelines, and we will always protect everyone's privacy and confidentiality.

Stormfront will always ensure as far as reasonably possible that any supervision of children and young people by us protects them and us from their physical environment and any form of possible physical contact.

No child or young person will be transported anywhere by us (unless directly and personally approved by their parent/guardian).

Any images taken in any form of any child or young person under our care will only be taken within the bounds of our Code Of Conduct, within the stated terms of our Enrolment Contract signed-for at enrolment, and with the full knowledge and approval of the relevant parent/guardian.

Anyone alleged or judged to have exceeded our stated allowable risks will immediately cease interacting and communicating with children and young people in our care – we will immediately then investigate, form a written report, and develop solutions and preventions to the risks deemed to have been taken.

## Related Policies and Procedures

### **NATIONAL PRINCIPLE 9**

STORMFRONT operates at all times under strict and multiple Codes Of Conducts including those defined by MTASA, ANATS, CESA and Department Of Education (SA)

Alison Hams and Mark Tempany accept and will act wherever and however necessary to ensure a child safe environment – this commitment is implicit at STORMFRONT.

Alison Hams and Mark Tempany maintain full and current certifications at all times for:

\* RRHAN training (full mandatory notification training & clearance)

\* DHS Screening (SA)

\* CESA Police Checks

Risk Assessments are undertaken for all relevant STORMFRONT activities with applicable policies or procedures developed and implemented to manage risks and protect children and young people (and anyone).

*STORMFRONT does not employ or conduct activities utilising any staff, sub-contractors, volunteers other than Alison Hams and Mark Tempany – and we acknowledge that should this operation vary we will review and rewrite our child safe environment policy to detail our management of such third parties under our control.*

Our policy requires that anyone charged with, or under investigation for, a serious criminal offence immediately step down and isolate from children and young people.

## Policy Review

### **NATIONAL PRINCIPLE 9**

STORMFRONT will, at a minimum, review these policies and procedures once every 5 years as required by the Children and Young People (Safety) Act 2017.

STORMFRONT will review our policy more often if any instance reveals we need to.

STORMFRONT will lodge a new child safe environments compliance statement with Department of Human Services each time we review and update our policy.

STORMFRONT will remain aware of, and comply with all requirements and dates regarding our policy approval and review.

***This policy current and submitted as-of 25<sup>th</sup> January 2022.***