



3d Arts Company Child Safety & Wellbeing Policy

3d Arts Company is a charitable, not-for-profit Christian community arts organisation creating opportunities for young people to reach their potential in the arts. The three core values that define our culture are:

1. Intentionally cultivating Jesus-centered creative environments
2. Meeting people where they are at by holding space for relationships
3. Investing in and discipling the next generation of leaders in the arts

We are an extended family reaching across the community, making leaders with identity and integrity who reflect the beauty of the Creator in the arts. 3d Arts Company has over 230 students and operates primarily in Melbourne's south-east. The community is diverse and includes a large number of students for whom English is an additional language, as well as a high percentage of home-schooled children.

Commitment to child safety

All children who come to 3d Arts Company have a right to feel and be safe. The welfare of the children in our care will always be our first priority and we have a zero-tolerance approach to child abuse and harm. 3d Arts Company will ensure the physical, social, cultural and psychological safety of every child by enforcing a code of conduct which all personnel are required to comply with. We are a child safe and child-friendly environment where children feel safe and have fun while enjoying learning the performing arts.

3d Arts Company acknowledges the Wurundjeri Woi-wurrung people of the Kulin Nation as the Traditional Owners of the lands on which we operate. We acknowledge and respect their contributions, experience and knowledge as First Nations people. We pay our respects to their Elders past and present.

Purpose

This policy outlines how 3d Arts Company prioritises the safety and wellbeing of children and what steps we will take to do this.

Scope

This policy applies to all staff, volunteers, Board of Directors, children and other individuals involved in our organisation, including teaching artists who are under the age of 18. This policy applies to all activities – classes, Arts in Action projects in the community, rehearsals and performances – conducted by 3d Arts Company.

Role of the Board of Directors

The Board of Directors has the role of making sure 3d Arts Company prioritises children's safety and that action is taken when anyone raises concerns about children's safety.



The Board of Directors will champion and model a child safe culture at 3d Arts Company. We encourage anyone involved with the organisation to report a child safety concern. The Board of Directors will work to create a positive culture around reporting so that people feel comfortable to raise concerns.

The Board of Directors of 3d Arts Company will:

- Be responsible for the overall welfare and wellbeing of staff and volunteers;
- Be accountable for managing and maintaining a duty of care towards staff and volunteers;
- Nominate at least two Child Safety Officers to provide information and support to all staff, volunteers, children, young people and their carers regarding child safety and wellbeing matters;
- Investigate and inform the appropriate authority once they are made aware of any reportable conduct.

The Board of Directors will ensure staff and volunteers take action to manage risks in accordance with this policy. They will also ensure that appropriate child safety training for staff and volunteers is identified and completed.

The Board of Directors will conduct an annual review of how effectively 3d Arts Company is delivering child safety and wellbeing, identifying trends and gaps in our culture of child safety and analysing complaints and concerns. The input of people involved with 3d Arts Company will be sought as part of this review.

Children's Empowerment and Participation

3d Arts Company is a child-centred organisation. We actively seek to include children's views and ideas in our organisational planning, delivery of services including rehearsals and performances, and management of facilities.

We want children to develop new friendships at 3d Arts Company and encourage children to be supportive of each other. We do not tolerate bullying or abusive behaviour between children and we take action if this occurs, addressing and resolving incidents in a restorative manner.

We respect the rights of children and provide them with information about their rights including the right to be safe. We actively seek to understand what makes children feel safe in our organisation. We regularly communicate with children about what they can do if they feel unsafe.

3d Arts Company values the voices of children and will act on safety concerns raised by children or their families. 3d Arts Company supports children's participation in the following ways:

- Regular discussions with children in classes, rehearsals and at performances, including child-led conversations on what makes them feel safe and unsafe.
- A regularly updated noticeboard promoting child-safety messages in age-appropriate language.



- Child Safety & Wellbeing information will be made available in age-appropriate language and offered in different languages if needed.

Families and Communities

3d Arts Company recognises the important role of families and involves parents and carers when making significant decisions about their child. 3d Arts Company will provide forums where all community members are invited to share their thoughts on the direction of 3d Arts Company for the next year. Parents, families and communities are welcome to provide feedback at any time through our contact email address info@3darts.com.au and are encouraged to raise any concerns they have with us.

3d Arts Company provides information to families and the community about our child safe policies and practices through:

- publishing this Child Safety and Wellbeing Policy, Code of Conduct and Child Safety Concerns and Complaints Reporting procedure on our [website](#)
- including information about our child safety approach and management structure in our information pack at enrolment and throughout the year in production contracts
- including articles and information on child safety and wellbeing, and reminders about our policies and procedures, in our newsletters and on social media.

Creating culturally safe environments for all Aboriginal children and their families

3d Arts Company is committed to creating environments where Aboriginal culture is celebrated and Aboriginal children, families and community members are welcomed and included. Strategies to embed cultural safety for Aboriginal children include:

- provide opportunities through enrolment forms for families to self-identify as Aboriginal or Torres Strait Islander
- an Acknowledgement of Country at all performances
- consulting with families and members of the Aboriginal community to identify opportunities to promote Aboriginal culture and practices in 3d Arts Company
- providing opportunities for children to share their cultural identity and express their culture, including through performance and during community activities
- supporting children who wish to explore their culture, including consulting with their family and relevant Aboriginal organisations
- providing training for staff and volunteers on the strengths of Aboriginal culture and its importance to the wellbeing and safety of Aboriginal children
- celebrating days of Indigenous significance such as NAIDOC Week, National Sorry Day and National Reconciliation Week
- seeking feedback from Aboriginal children, families and communities on their experience at 3d Arts Company, particularly how safe they feel expressing their identity including their culture.



Valuing Diversity

We value diversity and equity for all children. To achieve this, we:

- provide training for all Board of Directors members, staff and volunteers on understanding diversity and how to support inclusion and cultural safety
- welcome and support participation of all children, including children with disability, children from culturally and linguistically diverse backgrounds, those who are unable to live at home, LGBTIQ children and Aboriginal children and their families
- offer students and families through our enrolment forms the opportunity to provide information about themselves, including any specific needs to participate fully in our programs
- have zero tolerance of racism and other forms of discrimination and take action when discrimination or exclusion is identified by calling it out and addressing it in a restorative manner
- deliver programming that reflects the diversity of our students, their interests and cultures; adapting scripts and resources to more accurately reflect our community
- strive to reflect the diversity of our community through representation in our staff and Board of Directors members – we are committed to having representatives of our community in leadership roles.
- acknowledge and celebrate important cultural dates in our classes
- have a physical and online environment that actively celebrates diversity and equality
- commit to ensuring our facilities and online activities promote inclusion of children of all abilities.

Code of Conduct

3d Arts Company has a Child Safe Code of Conduct. Staff, volunteers and the Board of Directors must comply with the Code of Conduct at all times. Breaches of the Code of Conduct may result in disciplinary action including termination of a person's involvement with the organisation.

All third-party contractors are also expected to abide by the Child Safe Code of Conduct and, where they are engaging with children, must sign an agreement to comply with the code prior to delivering any services.

Recruiting staff and volunteers

3d Arts Company puts child safety and wellbeing at the centre of recruitment and screening processes for staff and volunteers as outlined in the recruitment and screening policy. We only recruit staff and volunteers who are appropriate to engage with children. Members of the Board of Directors must also be screened.

All position descriptions require staff and volunteers to abide by our commitment to Child Safety and Code of Conduct

We require a Working with Children Check and referee checks for all staff and volunteers who have a role with children or have access to children's personal information. We require



staff to have appropriate qualifications and/or experience for their roles and check to make sure these qualifications are valid. Members of the Board of Directors must hold a valid Working with Children Check.

Supporting staff and volunteers

3d Arts Company believes in providing the best staff and volunteers. We are committed to ensuring that all leaders, staff and volunteers receive training to ensure they understand their responsibilities in relation to child safety and to support their engagement with children and compliance with our Code of Conduct and Child Safety and Wellbeing Policy.

3d Arts Company assists its leaders, staff and volunteers to incorporate child safety considerations into decisions and to promote a safe environment where children are empowered to speak up about issues that affect them.

All 3d Arts Company Board of Directors members, leaders, staff and volunteers are required to complete annual child safety training. Training will occur at either special training workshops, yearly team leaders retreats or general meetings.

Issues or concerns about behaviour with children will be raised immediately and addressed in line with our Code of Conduct, safety concern reporting procedure and disciplinary policy.

Complaints and reporting

3d Arts Company is legally and morally mandated to report any reportable conduct to the Child Safety Commission and to the Department of Health and Human Services.

All reports of child abuse and child safety concerns will be treated seriously, whether they are made by an adult or a child and whether they are about the conduct of an adult or a child. All complaints and child safety concerns will be responded to promptly and thoroughly.

3d Arts Company has a child safety concern and complaints reporting procedure that includes information for staff and volunteers about how a complaint or child safety concern will be responded to. An easy-to-understand complaints information sheet will be provided for children, families and the community to know about the complaint process and the support available to those making a complaint and those involved in the complaint process.

If a complaint includes an allegation or incident of child abuse or harm, then staff and volunteers at 3d Arts Company must report it in accordance with our Child Safety Concerns and Complaints Reporting Procedure. 3d Arts Company staff and volunteers are required to prioritise children's safety in any response and to report all potentially criminal conduct to Victoria Police.

Under the Child Safety Concerns and Complaints Reporting Procedure, as well as any relevant disciplinary policy, staff and volunteers may be subject to actions to support child safety including:



- being stood down during an investigation or terminated following an investigation
- having their duties altered so they do not engage with children at 3d Arts Company
- not engaging in unsupervised contact with children at 3d Arts Company
- removing their access to 3d Arts Company's IT system and facilities.

If you have a concern for the immediate safety of a child, immediately call 000.

Child Safety Officers

3d Arts' Child Safety Officers are responsible for responding to any child safety related complaints or concerns. 3d Arts' Child Safety Officers are Cale MacLaren, Ben Taylor and Kerryn Zwag.

We are committed to training all staff so that any member of our team can respond to matters of child safety adequately.

Child Safety Officers are introduced to children so they know and understand who the appointed officers are, and how and when they may contact them.

Record keeping

3d Arts Company is committed to making and keeping full and accurate records about all child-related complaints or safety concerns.

All child safety complaints, concerns, incidents and near misses will be recorded in the incident reporting system.

Records which may assist with the investigation of a complaint or safety concern will be identified and kept as part of the record of an investigation. Records will be kept even if an investigation does not substantiate a complaint.

We will record and securely keep the outcome of any investigations, and the resolution of any complaints. This includes findings made, reasons for decisions and actions taken.

Information sharing

3d Arts Company may share relevant information to promote the safety and wellbeing of children, where it is appropriate and in their best interests. 3d Arts Company will keep information about complaints confidential, except where it is necessary to share information to respond properly to a complaint or to prioritise child safety. We may also need to share information about incidents or complaints with external authorities to comply with the law or to prioritise safety.

Risk management

We recognise the importance of identifying and managing risks of child harm and abuse in the physical and online environments operated by 3d Arts Company.

We conduct regular risk assessments and have a risk management plan to address the risk of child abuse and harm at 3d Arts Company for every rehearsal and performance. Risk



management plans will be informed by input from staff, volunteers, parent representatives and children. We will ensure that any risk controls put in place balance the need to manage harm with the benefits of participating in 3d Arts Company programs. The Board of Directors is responsible for approving risk management plans.

Any contractors or other providers of services will always be supervised by a member of staff while working with us to ensure child safety. See also Code of Conduct above.

Review

3d Arts Company will review all child safe practices and policies in line with our policy review cycle. We also review relevant practices and policies in response to a child safety incident or 'near miss'. Findings from reviews will be reported to the people involved in our organisation and also inform our approach to continuous improvement of our child safety practices. Reviews are overseen by the Board of Directors and will be informed by consultation with children, families and staff.

Supporting documents – 3d Arts Company Child Safety & Wellbeing

The following policies and procedures work together to support child safety and wellbeing across all of our operations:

- Child Safety and Wellbeing Policy
- Code of Conduct
- Child Safety Concerns and Complaints Reporting Procedure
- Risk management plans
- Child Behaviour Management Plan
- Staff and Volunteer Discipline Policy

Supporting legislation

- *Child Wellbeing and Safety Act 2005 (Vic)* (including Child Safe Standards)
- *Children, Youth and Families Act 2005 (Vic)* (including reporting to Child Protection)
- *Crimes Act 1958 (Vic)* (including Failure to Protect and Failure to Disclose offences)
- *Wrongs Act 1958 (Vic)* (including Part XIII – Organisational liability for child abuse)

Resources

The 3d Arts Company Child Safe Policy was developed in line with the Commission for Children & Young People Safety Standards.

More information on the Child Safe Standards can be found at <http://www.cryp.vic.gov.au/> or see [A GUIDE FOR CREATING A CHILD SAFE ORGANISATION](#)

Other Helpful Resources

[Centre of Excellence in Child and Family Welfare](#)

[Department of Health and Human Services Website](#)



[Information on Working With Children Checks](#)

Criminal Law Reform

3d Arts Company acknowledges recent reforms to criminal law. The Victorian Government has introduced three new criminal offences to further protect children from abuse. The three new offences are:

- a [grooming offence](#) which targets communication, including online communication, with a child or their parents with the intent of committing child sexual abuse
- a [failure to disclose offence](#) that requires adults to report to police a reasonable belief that a sexual offence has been committed against a child (unless they have a reasonable excuse for not doing so)
- a [failure to protect offence](#) that applies to people within organisations who knew of a risk of child sexual abuse by someone in the organisation and had the authority to reduce or remove the risk, but negligently failed to do so.

More information on new criminal offences can be found on the [Department of Justice website](#).



Appendix: Glossary

Board of Directors

Board of Directors means the three managing directors of 3d Arts Company: Cale MacLaren, Colette MacLaren and Ben Taylor.

Child Abuse

Child abuse means:

- a sexual offence committed against a child
- an offence committed against a child under section 49M(1) of the Crimes Act 1958 (Vic), such as grooming
- physical violence against a child
- causing serious emotional or psychological harm to a child
- serious neglect of a child.

Child/children

Child/Children means a person who is under the age of 18 years.

Complaint

A complaint is an expression of dissatisfaction to 3d Arts Company related to one or more of the following:

- our services or dealings with individuals
- allegations of abuse or misconduct by a staff member, a volunteer or another individual associated with 3d Arts Company
- disclosures of abuse or harm made by a child or young person
- the conduct of a child or young person at 3d Arts Company
- the inadequate handling of a prior concern
- general concerns about the safety of a group of children or activity.

Concern

A concern refers to any potential issue that could impact negatively on the safety and wellbeing of children.

Grooming

Grooming describes predatory conduct designed to facilitate later sexual activity with a child. Grooming can include communicating and/or attempting to befriend or establish a relationship or other emotional connection with the child or their parent/carer. Grooming does not necessarily involve any sexual activity or even discussion of sexual activity. Sometimes it is hard to see when someone is being groomed until after they have been sexually abused, because some grooming behaviour can look like "normal" caring behaviour. Examples of grooming behaviours' may include:



- giving gifts or special attention to a child or their parent or carer (this can make a child feel special or indebted to an adult)
- Grooming can include testing boundaries, such as undressing in front of a child, “accidental” intimate touching, inappropriate personal communication in person or online intended to break down a child’s inhibitions and defences.

Harm

Harm is damage to the health, safety or wellbeing of a child or young person, including as a result of child abuse by adults or the conduct of other children. It includes physical, emotional, sexual and psychological harm. Harm can arise from a single act or event and can also be cumulative, that is, arising as a result of a series of acts or events over a period of time.

Reportable conduct

There are five types of ‘reportable conduct’ listed in the Child Wellbeing and Safety Act 2005:

- sexual offences (against, with or in the presence of, a child)
- sexual misconduct (against, with or in the presence of, a child)
- physical violence (against, with or in the presence of, a child)
- behaviour that causes significant emotional or psychological harm
- significant neglect.

Physical abuse

Physical abuse occurs when a child suffers or is likely to suffer significant harm from a non-accidental injury or injuries inflicted by another person. Physical violence can be inflicted in many ways, including beating, shaking, burning or use of weapons (such as, belts).

Serious emotional or psychological abuse

Serious emotional or psychological abuse occurs when harm is inflicted on a child through repeated rejection, isolation, or by threats or violence. It can include derogatory name-calling and put-downs, or persistent and deliberate coldness from a person, to the extent where the behaviour of the child is disturbed or their emotional development is at serious risk of being impaired. Serious emotional or psychological abuse could also result from conduct that exploits a child without necessarily being criminal, such as encouraging a child to engage in inappropriate or risky behaviours.

Serious neglect

Serious neglect is the continued failure to provide a child with the basic necessities of life, such as food, clothing, shelter, hygiene, medical attention or adequate supervision, to the extent that the child’s health, safety and/or development is, or is likely to be, jeopardised.

Serious neglect can also occur if an adult fails to adequately ensure the safety of a child where the child is exposed to extremely dangerous or life threatening situations.



Sexual abuse

Sexual abuse occurs when a person involves a child in sexual activity, or deliberately puts the child in the presence of sexual behaviours that are exploitative or inappropriate to his/her age and development. Child sexual abuse can involve a range of sexual activity. It can also include exposure to or exploitation through pornography or prostitution, as well as grooming behaviour.