



Australian Irish Dancing Association Inc

**South Australia, Northern Territory, and
Tasmania Branch**

Child Safe Environment Policy

AIDA SA,NT&TAS Child Safety Officer: James McEvoy-May

Email: child.safety@aidasanttas.com

Version 2.0
25th July 2024



Child Safety Complaints Process

Who Can Report?

Child or Young Person

Parent or Guardian

AIDA SA, NT&TAS Member

Others in the community

What to report?

Any child safety complaints about AIDA SA, NT&TAS or its members and volunteers, including:

- the organisation’s services or dealings with individuals;
- allegations of abuse or misconduct by an AIDA SA, NT&TAS Member, volunteer, or other individual associated with AIDA SA, NT&TAS;
- disclosures of abuse or harm made by a child;
- the conduct of a child at the organisation;
- the inadequate handling of a prior concern;
- general concerns about the safety of a group of children or activity.

How to report?

IMMEDIATE RISK
If a child or young person is at immediate risk, CALL 000

POTENTIAL RISK – MANDATORY REPORTING
If there is a suspicion that a child or young person has been harmed or may be at risk of harm, report to the Child Protection Agency

- South Australia - Child Abuse Report Line (13 14 78)
- Northern Territory – Child Abuse Hotline (1800 700 250)
- Tasmania – Advice and Referral Line (1800 000 123)

CHILD SAFETY CONCERN or BREACH OF CODE OF CONDUCT
Any Breach of this Child Safe Environment Policy Code of Conduct by

- **Members of the association**
 - AIDA SA, NT&TAS Child Safety Officer child.safety@aidasanttas.com
 - AIDA Inc Ethics Subcommittee complaints@aidainc.com
- **Other workers of the association,**
 - AIDA SA, NT&TAS Child Safety Officer child.safety@aidasanttas.com
 - AIDA SA, NT&TAS President president@aidasanttas.com

COMPLAINT or FEEDBACK
Any complaint or feedback can be provided

- Verbally or emailed to the Executive Committee: secretary@aidasanttas.com
- Verbally or emailed to Child Safety Officer: child.safety@aidasanttas.com

What happens next?

AIDA SA, NT&TAS will

- Offer support to the child, young person, and family, and the person who reported, including referring to appropriate services if necessary.
- Initiate internal reporting procedures if required.
- If deemed appropriate, the AIDA SA, NT&TAS Child Safety Officer will refer the matter to the AIDA Inc Ethics Subcommittee.

Internal Reporting
Following a report being made to CARL or the Police, an internal report, via the AIDA SA, NT&TAS Child Safety Incident Report Form, must be sent to the Child Safety Officer at child.safety@aidasanttas.com

Outcomes

POTENTIAL RISK
Investigation completed; outcome decided; relevant AIDA SA, NT&TAS members and volunteers, parents, carers, and child notified of outcome of investigation; disciplinary action taken if required; policies and procedures reviewed and updated as necessary.

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INTRODUCTION

The Australian Irish Dancing Association Inc South Australian, Northern Territory, and Tasmania Branch acknowledges the Kurna People, Larrakia People, Muwinina People, and the people of the Kanamaluka, as the Traditional Owners of the land 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, present, and emerging.

This Child Safe Environment Policy was adopted by the Australian Irish Dancing Association Inc South Australian, Northern Territory, and Tasmania Branch, henceforth known as AIDA SA,NT&TAS, on 25th July 2024. It demonstrates the strong commitment of AIDA SA,NT&TAS members and volunteers to child safety and wellbeing, and how our organisation keeps children safe from harm or risk from harm. A list of Irish Dancing Schools that AIDA SA,NT&TAS encompasses is stated in Appendix A.

COMMITMENT TO THE SAFETY OF CHILDREN AND YOUNG PEOPLE

AIDA SA,NT&TAS is committed to ensuring the safety and wellbeing of children and young people. We have a zero-tolerance approach to child harm or risk of harm. We are committed to providing and maintaining a safe environment to all children and young people where they are valued and respected. Our policy complies with the Children and Young People (Safety) Act 2017, the Child Safety (Prohibited Persons) Act 2016 and aligns with the National Principles for Child Safe Organisations.

All children and young people regardless of their age, sex, gender identity, sexual orientation, ethnicity, religious beliefs, ability, or family background, who are involved with AIDA SA,NT&TAS, have the right to be protected from harm and to be treated with dignity and respect. We are an inclusive organisation that recognises and respects diversity, and we are committed to proactively supporting and building the cultural safety and inclusion of all children and young people in AIDA SA,NT&TAS. We identify that a Child Safe Environment can be promoted through all levels of the organisation, from the top down and bottom up. We aim to create a Child Safe Environment for all through promoting equity for all, bullying and harassment won't be tolerated.

We recognise the distinctive history and experience of Aboriginal and Torres Strait Islander people, and respect and observe their cultural rights, and those of all varying cultural backgrounds. We are committed to creating a culturally safe and inclusive environment in which the diverse and unique identities, experiences, and cultural rights of all children and young people are respected and valued.

As a child safe organisation, we are committed to providing welcoming, safe, and accessible environments where all children and young people feel valued, are listened to, and are genuinely considered and involved in decisions that affect their lives. The wellbeing and safety of the children and young people in our care will always be our priority. We have specific policies, procedures, and practices in place to support our people to achieve these commitments. This Policy outlines how AIDA SA,NT&TAS prioritises the safety and wellbeing of children and what steps we will take to do this. **We are committed to the safety, participation, and empowerment of all children.**

BACKGROUND AND OBJECTIVES OF AIDA SA,NT&TAS

AIDA SA,NT&TAS comprises Examiners, Adjudicators, and Teachers of Irish Dancing from the States and Territories of South Australia, the Northern Territory and Tasmania. Members of the Association must hold annual registration with their Branch and can also hold membership with the Australia-wide governing organisation – Australian Irish Dancing Association (AIDA Inc) and international governing organisation An Coimisiun le Rinci Gaelacha (The Irish Dancing Commission, Dublin, Ireland). The Rules and Regulations of all three bodies provide guidance to the members. Dancers are registered pupils of their individual dance schools, AIDA SA,NT&TAS Inc. and AIDA Inc. This occurs annually.

The Aims and Objectives of AIDA SA,NT&TAS is to foster and promote Irish dancing, music, and Irish culture to the wider community, through formal classes, workshops, and private lessons; competitive events; public, private, and corporate performances; and cultural events, across intrastate, interstate and international settings.

All members are covered by a Code of Conduct which promotes an expected ethical level of respect and care for all involved in carrying out the Aims and Objectives of AIDA SA,NT&TAS.

AIDA SA,NT&TAS Inc. is committed to providing a Child Safe environment for all.

SCOPE

This Policy applies to all members of the Irish Dancing Community, i.e. teaching members TRMF or TCRG; adjudicating members ADCRG, examining members BG or SDCRG; assistant teachers over the age of 14; vendors at an event run by the association, and any volunteers of the association, referred to throughout the policy collectively as workers.

This policy also extends to all activities conducted by AIDA SA,NT&TAS.

All workers are required to agree in writing to accept and act in accordance with the policy.

Principles

AIDA SA,NT&TAS Inc is committed to upholding the National Principles for Child Safe Organisations:

1. Child safety and wellbeing is embedded in organisational leadership, governance and culture.
2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved in promoting child safety and wellbeing.
4. Equity is upheld and diverse needs respected in policy and practice.
5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
6. Processes to respond to complaints and concerns are child focused.
7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
9. Implementation of the national child safe principles is regularly reviewed and improved.
10. Policies and procedures document how the organisation is safe for children and young people.

Communication

This Child Safe Environment policy, and related documents, are available on our website (<https://aidasanttas.com/about/rules/>), and upon request by a member of the public via any member of our association. They are also provided to all workers as part of their induction following acceptance into our organisation.

AIDA SA,NT&TAS is a child-centric organisation. We encourage and respect the views of children and young people and involve them in decision making as appropriate. We provide clear age-appropriate or developmentally appropriate explanations to children and young people including their right to safety, their right to be listened to and that they can provide feedback or make a complaint if they have a concern, to any worker or ask their parent/guardian to do this on their behalf. We will listen to and act upon any complaints or concerns that a child or young person raises with us.

AIDA SA,NT&TAS values the voices of children and supports children's participation in the following ways:

- Holds regular discussions with children, including child-led conversations on what makes them feel safe and unsafe;
- Provides information to children and families about AIDA SA,NT&TAS's operations, members, and events are made suitable for different age groups and diversity of the children;
- Receives feedback from children, young people, and families through various steams including via members, email or phone directly to the Executive Council, and through feedback forms;
- Holds workshops to develop their skills both surrounding and extending beyond Irish dancing which includes education on concepts related to harm or risk of harm to children and young people.

AIDA SA,NT&TAS recognises the important role of families and involves parents and carers when making significant decisions about their child. Parents, families, and communities are welcome to provide feedback at any time through the Child Safety Officers contact email address (child.safety@aidasanttas.com) and are encouraged to raise any concerns they have with us. AIDA SA,NT&TAS provides information to families and community about our child safe policies and practices including through:

- Publishing Child Safe materials on our website; and
- Publishing Child Safe materials and other relevant awareness materials on social media streams.

CODE OF CONDUCT

Caring for children and young people brings additional responsibilities for workers. All workers are responsible for promoting and protecting the safety and wellbeing of children and young people.

Workers will:

Codes and procedures

- Comply with the organisation's Child Safe Environment policy at all times and taking all reasonable steps to ensure the safety and protection of children and young people;
- Comply with all Australian and South Australian, Northern Territory, or Tasmanian legislation, where appropriate, relating to child safety policies and guidelines;
- report any conflicts of interest they have (such as an outside relationship with a child) that may affect their ability to perform their role;

Inclusivity and Diversity

- Welcome and support participation of all children and young people, including those with disability, those from culturally and linguistically diverse backgrounds, those who are unable to live at home, those who identify as LGBTQIA+, and those who identify as Aboriginal or Torres Strait Islanders and their families;
- Treat everyone including those of different race, ethnicity, sex, gender expression, gender identity, sexual orientation, age, social class, physical ability or attributes, and religious beliefs with respect and honesty and ensure equity is upheld;
- Consider the different needs of all children involved with AIDA SA,NT&TAS, support them to participate fully and help them and their families feel included in the organisation;
- Have zero tolerance of racism and other forms of discrimination and act when discrimination or exclusion is identified;
- Help AIDA SA,NT&TAS be a place where people of all cultures feel safe and included;
- Involve children and young people in decisions about the activities they participate in with AIDA SA,NT&TAS and welcome the participation of parents and carers in these decisions;

Displaying Child Safe Environments

- Be a positive role model to children and young persons in all conduct with them;
- Promote friendships and encourage children and young persons to support their peers;
- Use appropriate Child Safe Practices when using electronic or online communications with dancers and families.
- Value children and young people's ideas and opinions and encourage them to 'have a say' on issues that are important to them;
- Set clear boundaries and maintaining appropriate behaviours with children and young people – boundaries help everyone to understand their roles;
- Listen and respond appropriately to the views and concerns of children and young people;
- Be mindful of bullying behaviours and respond promptly and appropriately;
- Respect the privacy of children and their families, including keeping all personal information confidential unless required by law to share it;
- Ensure another adult is always present or in sight when conducting one to one consulting, coaching, instruction or other activity;

Child Safety Concerns

- Take all reasonable steps to protect children/young persons from harm or risk of harm;
- Take disclosures of harm or risk of harm made by a child seriously;
- Be alert to children and young people who have been harmed, or may be at risk of harm and reporting this quickly to the relevant child protection agency
 - South Australia - Child Abuse Report Line (13 14 78);
 - Northern Territory – Child Abuse Hotline (1800 700 250)
 - Tasmania – Advice and Referral Line (1800 000 123)
- Respond quickly, fairly and transparently to any complaints made by a child, young person or their parent/guardian;

Workers will not:

Inclusivity and Diversity

- Discriminate against any child or young person because of age, gender, cultural background, religion, vulnerability or sexuality;

Displaying Unsafe Child Environments

- Deliberately prevent a child from forming friendships;
- Use hurtful or offensive behaviour or language with children or young people;
- Verbally assault a child or create a climate of fear;
- Do things of a personal nature that a child or young person can do for themselves, such as toileting or changing clothes;
- Touch children in a way that is unnecessary or unsuitable and falls outside what is reasonable to teach Irish dance or otherwise engage in the activities of AIDA SA,NT&TAS;
- Develop any 'special' relationships with children and young people that could be seen as favouritism such as the offering of gifts or special treatment;
- Have unauthorised contact with children and young people online, on social media or by phone;
- Take photographs, screenshots, videos or share images/videos of children involved in activities that are not authorised by AIDA SA,NT&TAS and parents/guardians.

Child Safety Concerns

- Fail to report information to police if it is known that a child has been harmed or sexually abused;
- Ignore or disregard any concerns, suspicions or disclosures of child harm or risk of harm.
- Offer children and young people alcohol, cigarettes, or other drugs;
- Show children pornographic images;
- Share details of sexual experiences with a child;
- Condone or participate in illegal, unsafe, abusive, or harmful behaviour towards children – this includes physical violence, sexual abuse, emotional or psychological abuse, grooming, neglect, or sexual misconduct;

Code of Conduct Breaches

Breaches or suspected breaches of the Code of Conduct by:

- **Members of AIDA SA,NT&TAS** (including teaching members TRMF or TCRG, adjudicating members ADCRG, and examining members BG or SDCRG) should be reported as soon as practicable to the **Child Safety Officer**, either in person, phone or email, **or the AIDA Inc Ethics Subcommittee** via email.
- **Other workers of the association** (assistant teachers over the age of 14, vendors at an event run by the association, or any volunteers of the association) should be reported as soon as practicable to the **Child Safety Officer or the AIDA SA,NT&TAS President** and Executive Committee, either in person, phone or email.

Breaches or suspected breaches of the Code of Conduct will be taken seriously and dealt with quickly, fairly and transparently. Any worker who breaches the Code of Conduct will face disciplinary action and depending on severity of the breach, the worker may have their membership to the association terminated.

Contact

AIDA SA,NT&TAS Child Safety Officer

AIDA Inc Ethics Subcommittee

AIDA SA,NT&TAS President

Email

child.safety@aidasanttas.com

complaints@aidainc.com

president@aidasanttas.com

Phone

+61 401 781 704

RECRUITMENT

To ensure we engage the most suitable people to work with children and young people we have the following recruitment practices in place:

- our commitment to child safety is included in available opportunities to work within our organisation,
- clear position descriptions that include our commitment to child safety and wellbeing

In accordance with the Child Safety (Prohibited Persons) Act 2016, our organisation is registered with the Department of Human Services (DHS) Screening Unit, and we link all Working with Children Checks (WWCC). All workers in the organisation over the age of 14 years, including but not limited to;

- teaching members TRMF or TCRG;
- adjudicating members ADCRG;
- examining members BG or SDCRG;
- assistant teachers over the age of 14;
- vendors at an event run by the association; or
- any volunteers of the association;

even if not providing services directly to children or young people, must hold a current, not prohibited WWCC issued by DHS Screening Unit. All workers must provide evidence of their WWCC prior to inclusion within our organisation and renew the WWCC every 5 years. We will verify the accuracy of all WWCCs in the DHS Screening unit portal as required by law.

Likewise, workers in Northern Territory require WWCC in the form of the Ochre Card, provided by the Northern Territory Government, and Tasmania require cleared Work with Vulnerable People checks, provided by Service Tasmania.

In addition, members of the association require at least 2 referee checks to be accepted into the association and need to complete any specified vetting training, such as Play by the Rules training, and renew every 2 years. Evidence of completion and renewal needs to be provided to our association and our parent association AIDA Inc. Failure to maintain this training will result in the workers membership being suspended until such time that their vetting requirements are returned to a satisfactory level, or their membership terminated.

We will immediately contact the DHS Screening Unit, NT Government, or Service Tasmania when we become aware of assessable information regarding any person involved with our organisation, including any serious criminal offence, child protection information, or disciplinary or misconduct information.

TRAINING, SUPERVISION, AND SUPPORT

We have strategies in place to supervise, train and support workers to understand our organisation's Child Safe Environment policy, their mandatory reporting obligations, how to build culturally safe environments and their responsibilities to create a child safe and friendly environment. Our strategies include:

- Training:
 - As part of their induction, ensure all workers read and understand the Mandatory Reporting Information Booklet available at: https://dhs.sa.gov.au/_data/assets/pdf_file/0003/103179/CSE-Mandatory-notification-information-booklet.PDF;
 - Complete Vetting courses, such as *Play by the Rules Safeguarding Children and Young People in Sport*, every 2 years and update the association with proof of completion and new expiry date;
 - Include child safety as a standing item on meeting agendas.
- Support:
 - An induction process for all new workers including a copy of this policy document;
 - Providing opportunities for performance check-ins that discuss child safeguarding;
 - Holding open discussions of child safety and safeguarding at branch meetings, where new updated information is shared and where members can share general, non-identifiable queries for sharing and learning as an association;
 - Appointing a Child Safety Officer who has an educative role within our organisation.

REPORTING AND RESPONDING TO HARM OR RISK OF HARM

We aim to ensure that children and young people are safe from harm and risk of harm. Section 17 of the Safety Act (SA) defines 'harm' to mean physical or psychological harm (whether caused by an act or omission), including harm caused by sexual, physical, mental or emotional abuse or neglect.

For simplicity, a one-page Child Safety Complaints process flowchart has been made on page 8.

Mandatory Reporting

Mandated reporters in our organisation are workers who:

- provide services to children and young people, including but not limited to:
 - teaching members TRMF or TCRG;
 - adjudicating members ADCRG;
 - examining members BG or SDCRG;
 - assistant teachers over the age of 18; or
 - vendors at an event run by the association;
- hold a position on the Executive Committee of the Association, the duties of which include direct responsibility for, or direct supervision of, the provision of those services to children and young people; or
- are the Child Safety Officer.

Mandated reporters have a legal obligation to notify the Child Protection Agency, as soon as practicable, if they have a suspicion that a child or young person has been harmed or may be at risk of harm.

- South Australia - Child Abuse Report Line (13 14 78);
- Northern Territory – Child Abuse Hotline (1800 700 250)
- Tasmania – Advice and Referral Line (1800 000 123)

If the child or young person is at immediate risk, report to the Police on 000.

Even if not a mandated reporter, any person can report harm or risk of harm to a child or young person. The individual who identifies the harm or risk of harm is encouraged to make the report to authorities and can request the support from another worker to do so if required.

Information about making appropriate reports of harm or risk of harm is available from the

- [South Australian Department for Child Protection website](#)
- [Northern Territory Government Report Child Abuse Website](#)
- [Tasmanian Government Department of Health website](#)

All adult workers (even if not a mandated reporter) have a legal obligation to report child sexual abuse to the police and to protect a child from sexual abuse. Failure to meet these obligations may be considered a criminal offence.

Internal Reporting

Following a report being made to CARL or the Police, workers must make an internal report to the Executive Committee of the Association to alert that a report has been made. This can be done through completing the AIDA SA,NT&TAS Child Safety Incident Report Form and submitting via email to the Child Safety Officer at child.safety@aidasanttas.com, whom will then notify the Executive Committee that a notification has been made.

We will be guided by the Department for Child Protection and/or the Police after a report has been made as to whether we can conduct an internal investigation.

If a worker is reported to CARL or the Police for causing harm or risk of harm to a child or young person, they will be removed from any role that involves working with any child or young person until authorities have concluded their investigation.

Following a report to CARL or the Police we will support the child or young person by:

- referring the child, young person, or their family to other appropriate services,
- continuing to provide a service to the child, young person, and their family and monitor their circumstances.

We will document all information received regarding the report and store this securely in a separate file.

REPORTING AND RESPONDING TO GENERAL COMPLAINTS OR FEEDBACK

Providing opportunities for complaints and feedback ensures that children, young people, and their families feel valued and respected and enables us to improve the quality of our service. Children, young people, and their families are informed that they can provide feedback or make a complaint at any point through their interaction with our association and members are told as part of their welcome pack then reminded at branch meetings.

AIDA SA,NT&TAS may share relevant information to promote the safety and wellbeing of children, where it is appropriate and in their best interests. We 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.

AIDA SA,NT&TAS will support anyone wishing to make a complaint or provide feedback by providing publicly available information about how they can raise concerns about child/young person or share feedback about AIDA SA,NT&TAS. For simplicity, a one-page Child Safety Complaints process flowchart has been made on page 8.

Compliments, complaints or feedback can be provided verbally to any worker or direct to the Executive Committee via the secretary email secretary@aidasanttas.com. We will deal with all complaints and feedback received promptly, sensitively, and fairly. We will:

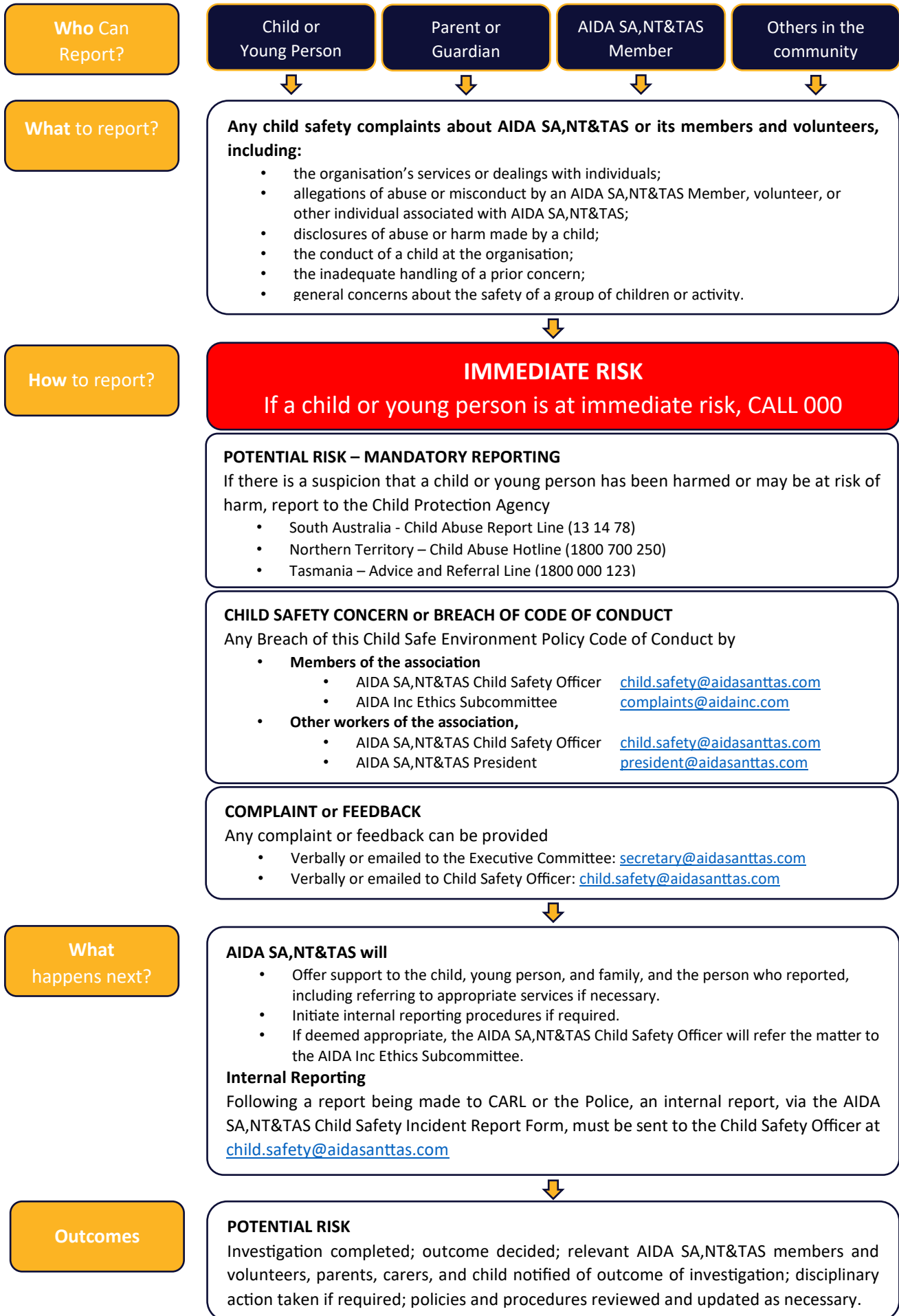
- Welcome and listen to the complaint/feedback without judgement;
- Document the complaint/feedback if received verbally to ensure accurate information is maintained;
- Advise the time expected for an outcome;
- Forward the complaint/feedback to the Executive Committee as soon as possible, if received via a worker;
- Respond to the complainant with an outcome in a timely manner;
- 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.

If the child, young person, or their family is not happy with the outcome from the complaints process or they wish to contact a confidential party to voice their complaint/feedback they can contact:

- Our parent organisation AIDA Inc through the AIDA Inc Ethics Subcommittee complaints@aidainc.com;
- Health and Community Services Complaints Commissioner. Tel: 8226 8666
- Australian Human Rights Commission Online: www.humanrights.gov.au Tel: 1300 656 419
- South Australian Equal Opportunities Commission (for complaints relating to discrimination) Online: www.eoc.sa.gov.au Tel: 08 8207 1977.



Child Safety Complaints Process



Who Can Report?

Child or Young Person

Parent or Guardian

AIDA SA,NT&TAS Member

Others in the community

What to report?

Any child safety complaints about AIDA SA,NT&TAS or its members and volunteers, including:

- the organisation’s services or dealings with individuals;
- allegations of abuse or misconduct by an AIDA SA,NT&TAS Member, volunteer, or other individual associated with AIDA SA,NT&TAS;
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 - AIDA Inc Ethics Subcommittee complaints@aidainc.com
- **Other workers of the association,**
 - AIDA SA,NT&TAS Child Safety Officer child.safety@aidasanttas.com
 - AIDA SA,NT&TAS President president@aidasanttas.com

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Outcomes

POTENTIAL RISK
Investigation completed; outcome decided; relevant AIDA SA,NT&TAS members and volunteers, parents, carers, and child notified of outcome of investigation; disciplinary action taken if required; policies and procedures reviewed and updated as necessary.

RISK MANAGEMENT

We recognise the important of identifying and managing risk of child harm or risk from harm in the physical and online environments operated by AIDA SA,NT&TAS. We will continually conduct risk assessments and consult with all workers of our association to ensure that risk controls are put in place which balance the need to manage risk with the benefit of participating at AIDA SA,NT&TAS events.

Identified risk	Actions to minimise risk
Physical contact	<ul style="list-style-type: none"> • any physical contact must be appropriate and reasonable to the delivery of services being provided, • where physical contact is required, this is undertaken in a safe way by explaining why contact is required and what will happen, and asking the child/young person for their permission (or their family if this is more appropriate) before proceeding, • unnecessary physical contact or that which falls outside what is reasonable to teach Irish dance or otherwise engage in the activities of AIDA SA,NT&TAS is not allowed.
Online communications	<ul style="list-style-type: none"> • cyber safety and social media guidelines are in place and provided to all workers.
Transport of children and young people	<ul style="list-style-type: none"> • workers must not transport a child or young person unless specifically approved by parent/guardian, and parents/guardians must provide consent, • worker must have a valid, unrestricted driver's licence, • vehicle must be registered, insured, and in roadworthy condition, • worker must not be alone in a vehicle with a child or young person.
Supervision	<ul style="list-style-type: none"> • children and young people are to be always supervised by parents/guardians, or workers of this association. If solely by workers of this association, a minimum of three people should always be kept, i.e. an adult should not be alone with a child/young person, • if providing one to one consultation with a child or young person, it will be in line of sight of another adult, • if child/young person not collected by parent/guardian at end of class/training, two people are to stay with child/young person until they are collected,
Taking images of children and young people	<ul style="list-style-type: none"> • consent of child young person and their parent/guardian required. In the scenario of photography and videography taken by approved AIDA SA,NT&TAS persons, this consent is accepted with entry to the competition unless a waiver rescinding such consent has been received, • disclosure will be made as to how the image is to be used and consent must be provided by the child, young person, and parent/guardian, • Where appropriate, images must be presented in a way that de-identifies the child or young person.
Privacy and confidentiality	<ul style="list-style-type: none"> • all documents containing confidential information will be stored privately in a locked filing cabinet (or similar place with restricted access) • digital files containing confidential information shall be protected electronically by restricting the access to only those requiring it to perform their duties • workers must not disclose information regarding any child or young person without written consent of the child, young person and their parent/guardian

Change room requirements	<ul style="list-style-type: none"> • a minimum of two adults of the same gender as the children or young people must be present in closed change rooms, • supervision will be provided ensuring the child or young person’s right to privacy, • adults must not shower or change whilst supervising children or young people, • phones, cameras and recording devices must not be used in change room.
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RELATED POLICIES AND PROCEDURES

AIDA SA,NT&TAS follows the rules, polices, and guidelines set out by AIDA Inc and our governing body An Coimisiún Le Rincí Gaelacha CLRG.

The following policies and procedures comprise the AIDA SA,NT&TAS Child Safety documents and work together to support child safety and wellbeing and create child safe environments across all our operations.

- AIDA SA,NT&TAS Child Safe Environment Policy
- AIDA SA,NT&TAS Child Safety Complaints Process (see page 8)
- AIDA SA,NT&TAS Child Safety Incident Report Form (Appendix A)

Supporting Legislation

- Children and Young People (Safety) Act 2017 (SA)
- Child Safety (Prohibited Persons) Act 2016 (SA)
- Child Safety (Prohibited Persons) Regulations 2019 (SA)
- Care and Protection of Children Act 2007 (NT)
- Children, Young Persons and Their Families Act 1997 (TAS)

Supporting Services

- Beyond Blue – Call 1300 224 636 or visit the [Beyond Blue website](#)
 - *Mental health and wellbeing organisation supporting those affected by anxiety, depression and suicide.*
- 1800 Respect - Call 1800 737 732 or visit the [1800 Respect website](#)
 - *Support and information for anyone affected by sexual assault, or domestic or family violence.*
- Lifeline - Call 13 11 14 or visit the [Lifeline website](#)
 - *24-hour crisis support and suicide prevention.*
- Suicide Call Back Services – call 1300 659 467 or visit the [Suicide Call Back Services website](#)
 - *For free professional phone and online counselling for anyone affected by suicide living in Australia.*
- Kids helpline – Call 1800 55 1800 or visit the [Kids helpline website](#)
 - *A free, confidential 24/7 online and phone counselling service for young people aged 5 to 25.*
- 13Yarn – Call 13 92 76
 - *24-hours support for Aboriginal or Torres Strait Islander Crisis.*

POLICY REVIEW

We will, at a minimum, review this policy and the related procedures once every 2 years as required by the Children and Young People (Safety) Act 2017. We will also review this policy when:

- new or added risks are identified for children or young people, which may require a change in the policy or procedures;
- a critical incident where a child or young person has experienced harm through involvement in the organisation;
- concerns are raised by anyone involved in your organisation about child safety or welfare in the organisation;
- awareness or compliance to the child safe policy and/or procedures is low;
- legislative requirements change.

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

Policy Date: 25/7/24

Review Date: 25/7/26

GLOSSARY

Adjudicator

a person who has passed the adjudication examination (ADCRG) as set down by the CLRG.

AIDA SA,NT&TAS

The Australian Irish Dancing Association Incorporated, South Australia, Northern Territory, and Tasmania Branch.

Child/ren

In this Policy the term child or children includes both children and young people under the age of 18 years.

Child Safe Environment

An environment where children's and young people's safety and wellbeing is at the centre of thought, values and actions

Child Safe Organisation

A child safe organisation is one that creates a culture, adopts strategies, and takes action to promote child wellbeing and prevent harm to children and young people.

A child safe organisation consciously and systematically:

- Creates an environment where children's safety and wellbeing are at the centre of thought, values, and actions.
- Places emphasis on genuine engagement with and valuing of children and young people.
- Creates conditions that reduce the likelihood of harm to children and young people.
- Creates conditions that increase the likelihood of identifying any harm.
- Responds to any concerns, disclosures, allegations, or suspicions of harm.

Child Safety

In the context of the Child Safe Standards, 'child safety' means measures to protect a child from child harm or risk of harm.

Child Safety Officer

A Child Safety Officer is a nominated person, or persons, that people within the organisation's community can go to with any child safety concerns or complaints. Their contact details are widely advertised around the organisation.

Communities

Communities means a group of people with whom a child shares common interests, experiences, social background, nationality, culture, beliefs, or identity.

Cultural rights

Cultural rights are the rights of each child (either individually or as part of a group of people) to develop and express their background, customs, social behaviour, language, religion or spirituality, beliefs, and way of living.

Aboriginal and Torres Strait Islander people have distinct cultural rights to enjoy their identity and culture; maintain the use of their language; maintain their kinship ties; and maintain their relationship with the land, waters, and other resources with which they have a connection under traditional laws and customs.

Cultural safety

Cultural safety is the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination and more than 'cultural awareness' and 'cultural sensitivity'. It empowers people and allows them to contribute and feel safe to be themselves.

Culturally and linguistically diverse

Culturally and linguistically diverse (CALD) is a broad and inclusive term for communities with diverse language, ethnic background, nationality, dress, traditions, food, societal structures, art, and religion characteristics.

Culturally and linguistically diverse does not usually include Aboriginal and Torres Strait Islander communities and people because of their distinct history and experience as Australia's First Nations people. For the purposes of the Standards there are specific considerations for Aboriginal and Torres Strait Islander children, however, we also acknowledge the cultural and linguistic diversity of Aboriginal and Torres Strait Islander communities.

Direct contact

Any contact between a person and a child that involves:

- physical contact; or
- face to face contact; or
- contact by post or other written communication; or
- contact by telephone or other oral communication; or
- contact by email or other electronic communication.

Disability

Disability means:

- the total or partial loss of a body part or a bodily function (such as mobility, sight, or hearing)
- the presence in the body of organisms that may cause disease
- malformation or disfigurement
- a mental or psychological disease or disorder
- learning difficulties.

Disability may be permanent, non-permanent or an increased chance of developing a disability in future.

Disability also includes behaviour that may be a symptom or expression of disability even if that disability is not formally diagnosed.

Disclosure

A disclosure in the context of child safety is the process by which a child conveys or attempts to convey that they are being, or have been, abused. Disclosure can be verbal, non-verbal, or indicated through behaviour. A disclosure may be accidental or intentional, partial, or complete and victims may disclose in different ways to different people throughout their lives. Adults may also convey that they were abused as a child or that they may have perpetrated abuse.

Duty of care

AIDA SA,NT&TAS has a duty of care that is reasonable to prevent the abuse of a child by an individual associated with AIDA SA,NT&TAS while the child is under AIDA SA,NT&TAS's care, supervision, or authority.

Empowerment

Empowerment is building up children and strengthening their confidence in themselves and in an organisation. It involves equipping children with the skills and knowledge to make informed decisions and enabling them to increase control of their lives.

Equity

Equity is a state of fairness in which all children are equal and can participate fully and safely in an organisation, regardless of their background, characteristics, or beliefs. This requires that organisations understand that some children have different needs and may require different supports or assistance to feel safe, well and to participate fully.

Examiner

A person who has been appointed as an examiner (SDCRG) or grade examiner (ADCRG BG) by the CLRG.

Executive Committee

A group of members of the association who have been elected to manage the running of the association and responsible for central decision making of strategic direction, policies, and operations.

Families

Families means people who make up the family unit for a child. Families may be made up of a wide variety of relationships, including those who are related by blood, marriage, adoption, kinship structures or other extended family structures. Families may include people who share in the daily tasks of living or share a very close, personal relationship.

Gender Expression

Gender expression is how one chooses to convey one's gender identity through behaviour, clothing, and other external characteristics, such as masculine, feminine, androgenous, etc.

Gender identity

An individual's sense of being a man, woman, genderqueer, nonbinary, etc. This identity is not necessarily visible to others.

Harm

As pertaining to the Act, a reference to harm will be taken to be a reference to physical harm or psychological harm (whether caused by an act or omission) and, without limiting the generality of this subsection, includes such harm caused by sexual, physical, mental or emotional abuse or neglect.

Inclusive environment

Organisations with an inclusive environment:

- value all children,
- respect their rights,
- challenge all forms of discrimination,
- understand and respond to the needs and capabilities of all children and their families, including Aboriginal and Torres Strait Islander children and their families,
- adjust their approaches to ensure all children feel safe, welcome and can participate.

LGBTQIA+

LGBTQI+ stands for lesbian, gay, bisexual, transgender, queer, intersex, and asexual. The plus sign includes other members of the community, such as, genderfluid, nonbinary, or two-spirit, among others

Ethnicity

Mandatory reporters

As pertaining to the Act, a mandatory reporter is employees of, or volunteers in, an organisation that provides health, welfare, education, sporting or recreational, childcare or residential services wholly or partly for children or young people, being a person who:

- provides such services directly to children or young people, or
- holds a management position in the organisation the duties of which include direct responsibility for, or direct supervision of, the provision of those services to children or young people

Therefore, mandatory reporters in our association are teaching members TRMF or TCRG; adjudicating members ADCRG; examining members BG or SDCRG; assistant teachers over the age of 18; or vendors at an event run by the association.

It is a legal requirement for a mandated reporter/notifier to report/notify their suspicions to the Child Abuse Report Line (13 14 78) as soon as is reasonably practicable after forming the suspicion.

Mandatory reporting

As pertaining to the Act, a mandated reporter or notifier must report or notify the Department for Child Protection if they suspect on reasonable grounds that a child or young person is, or may be, at risk of harm, when the suspicion is formed in the course of their employment (whether paid or voluntary).

Online environments

Online environments are any technological platforms which an organisation uses or controls, such as computers, phones, websites, intranet, social media, and video conference facilities regardless of where such platforms may be accessed by children.

Participation

Participation refers to opportunities for children to have their say and to inform decision-making. This includes engaging children in conversation where ideas are shared. This requires organisations to listen, to hear and to make appropriate changes based on what children share.

Policies

Policies are the documented rules, expectations, and positions of the organisation.

Practices

Practices are the rules, expectations, actions, or processes that are commonly or usually done by, or within, the organisation, regardless of whether those rules, expectations, actions, or processes are written down.

Procedures

Procedures are the documented actions and processes that put into operation the organisation's policies.

Processes

Processes are a systematic series of actions directed at achieving a particular outcome.

Reasonable belief

A belief is considered 'reasonable' if a reasonable person, doing the same work, would have formed the same belief on those grounds. Grounds for forming a belief are matters of which you have become aware, and any opinions in relation to those matters.

Factors contributing to reasonable belief may be as follows:

- a child states they or someone they know has been abused (noting that sometimes the child may in fact be referring to themselves)
- behaviour consistent with that of an abuse victim is observed
- someone else has raised a suspicion of abuse but is unwilling to report it; and/or
- observing suspicious behaviour.

Risk

In the context of the Child Safe Standards, risk is exposure to the chance for harm or abuse of a child to occur in connection with an organisation.

(at) Risk

Pursuant to the Act, a child or young person will be taken to be at risk if

- the child or young person has suffered harm (being harm of a kind against which a child or young person is ordinarily protected);
- there is a likelihood that the child or young person will suffer harm (being harm of a kind against which a child or young person is ordinarily protected);
- the parents or guardians of the child or young person
 - are unable or unwilling to care for the child or young person; or
 - have abandoned the child or young person, or cannot, after reasonable inquiry, be found; or
 - are dead;
 - any other circumstances of a kind prescribed by the regulations exist in relation to the child or young person

Risk of Harm

Pursuant to the Act, a reference to harm will be taken to be a reference to physical harm or psychological harm (whether caused by an act or omission) and, without limiting the generality of this subsection, includes such harm caused by sexual, physical, mental or emotional abuse or neglect.

Psychological harm does not include emotional reactions such as distress, grief, fear or anger that are a response to the ordinary vicissitudes of life

Risk management

Risk management involves identifying, preventing, and minimising risk as much as is reasonably possible.

Sex

a biological descriptor based on reproductive, hormonal, anatomical, and genetic characteristics. Typical sex categories include male, female, and intersex.

Sexual orientation

describes sexual attraction, behaviour, and identity.

Teacher

a person who has passed the teaching examination (TCRG, TRMF) as set down by the CLRG.

Volunteer

Volunteer means any person engaged by or a part of an organisation who provides a service without receiving a financial benefit, regardless of whether their role relates to children. There is no minimum period of engagement to be considered a volunteer.

Wellbeing

Wellbeing is a positive state of physical, mental, and emotional health. It generally means feeling safe, happy, and healthy more than momentarily.

Working With Children Check

An assessment of whether a person poses an unacceptable risk to children or young people. By law, any persons over the age of 14 who work or volunteer with children or young people in South Australia must have a Working with Children Check.

APPENDIX A: IRISH DANCING SCHOOLS

AIDA SA,NT&TAS encompasses the following Irish Dancing Schools:

- Adelaide Academy of Irish Dance South Australia
- Aileen Poynter Irish Dancers Tasmania
- Miller School South Australia
- Newry Studio of Irish Dance South Australia
- Rinceoiri Tolan South Australia
- Roberts Academy of Irish Dance South Australia
- Scoil Rince Cashel South Australia
- Scoil Rince Ni Kelly Tasmania
- Scoil Rince Ni Murchu South Australia
- Seidel Irish Dance South Australia
- Tara Academy Darwin Northern Territory

These dance schools are lead by various members and volunteers of AIDA SA,NT&TAS and contain all the registered dancers of the association. This policy encompasses both the Association as a whole, as well as the individual schools within the association with each separate entity referred to throughout this document as ‘the association’ with any and all members of the individual entities referred to as ‘workers’.



AIDA SA,NT&TAS

Child Safety Incident Report Form

Ensure this form is safely stored to maintain detail confidentiality. Please contact the Child Safety Officer when lodging this report to communicate any protections added to this document – child.safety@aidasanttas.com

If you believe a child is at immediate risk, call 000

REPORTER INFORMATION

Name of Reporter:	
Date of Report:	
Contact phone number:	
Email:	

INCIDENT DETAILS

Date of Incident:	
Time of Incident:	
Location of Incident:	
Date Identified (if different to date of incident):	

Information of Child/Children

Name:	
Age:	
Sex:	

Information of alleged person responsible for harm

Name:	
Age:	
Sex:	
Relationship to child/children:	

Please fill out the following if this incident was reported to the Child Abuse Report Line (CARL 13 14 78).

Date this incident was reported to CARL?	
Reference number of CARL report	

ADDITIONAL DETAILS OF CHILD/CHILDREN

Please provide any additional information about the child/children whom this report corresponds with. Please tick the appropriate box

	Unsure	No	Yes (please provide details):
Does the child have a disability? A disability can be physical, sensory, neurological, intellectual, or developmental.			
Is the child from a culturally or linguistically diverse background?			
Do they identify as LGBTQIA+?			
Does the child identify as Aboriginal or Torres Strait Islander?			
Has the family of the child been informed of this concern?			

INCIDENT CATEGORY

	Tick category	Comments
Physical Violence		
Sexual Offence		
Sexual Misconduct		
Serious Emotional or Psychological abuse		
Serious Neglect		
Grooming		
Other reportable conduct		

PLEASE DESCRIBE THE INCIDENT

Please provide further details of the incident. Be as detailed and accurate as you can.

Who was involved? Child/Children, person causing harm, members/volunteers, bystanders...	
What did you observe? What did you see, or hear? Childs behaviour, mood, or appearance? What was disclosed to you?	
Other important information. Has this been discussed with anyone else?	