



## Shakespeare Academy's Child-Safe Policy

<b>Introduction</b>	Our policy guides staff, volunteers and students on how to behave with kids in our organisation. The policy focuses on how we can promote kids' participation in our organisation and make it safer for them.
<b>Scope</b>	This policy, from the date of endorsement, applies to all tutors, volunteers, parents, caregivers, guardians and any other individuals involved in the administration or management of Shakespeare Academy.
<b>Support staff, volunteers and students</b>	<ol style="list-style-type: none"><li>1. We promote respect, fairness and consideration for all staff, volunteers and students.</li><li>2. All staff, volunteers and students will have a point of contact if they need support in any work.</li><li>3. All new staff, volunteers and students will receive a copy of the Child-Safe Policy, Code of Conduct and Dealing with Complaints process.</li></ol>
<b>Recruitment</b>	Shakespeare Academy takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children. We employ a range of screening measures and apply best practice standards in the screening and recruitment of employees and volunteers. We interview and conduct referee checks on all tutors and staff who have direct contact with children. We ensure all tutors have a Working With Children Check before they are allowed unsupervised contact with students.
<b>Reporting and responding to suspected child abuse and neglect</b>	Shakespeare Academy will not tolerate incidents of child abuse. All volunteers, employees and those working with children understand their obligation to notify the Child Abuse Report Line on 13 14 78 as soon as practicable if they have a reasonable suspicion that a child has been, or is being, abused or neglected by a member of their family. Volunteers and employees must also report to Shakespeare Academy Child Safe Officer any reasonable suspicion that a child has been, or is being, abused or neglected by another member, volunteer or employee. Shakespeare Academy may resolve to take any appropriate protective action necessary to keep the child and others safe. The nominated Child Safe Officer is Alexander Carr – he can be contacted on 0401 005 878 or at <a href="mailto:info@shakespeareacademy.com.au">info@shakespeareacademy.com.au</a> .
<b>Communication</b>	Our policy will be sent via email to all staff and volunteers when they commence working with children and will always be displayed in the classroom. We will send any policy updates out via the Newsletter and inform all students of the policy on registering as a new student at Shakespeare Academy.
<b>Review</b>	The policy and guidelines will be reviewed as needed and incorporate comments and suggestions from children and young people, parents, staff, volunteers and students.