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## **CHILD SAFE ENVIRONMENT POLICY**

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### APPLICATION

Master Builders Association SA Inc (MBASA) ensures a child safe environment as we are an organisation that provides services partly to children.

For the purpose of this policy a child is considered anyone under the age of 18 years.

A Child Safe Environment is an environment which is both child-safe and child-friendly, where children are valued and feel respected and encouraged to reach their full potential.

### OVERVIEW

MBASA Education Department and Group Training Organisation (GTO) is committed to protecting the security, safety and wellbeing of employees, students, and others, as well as safeguarding its reputation. This includes being a child safe organisation.

Accordingly MBASA Education Department and GTO requires that a relevant history assessment be undertaken on all employees, prospective employees, contractors or volunteers and where necessary the employee, prospective employee, contractor or volunteers who are employed to work with children or who provide a volunteer service to children. MBASA will obtain a relevant history assessment as a condition of employment or engagement. The following groups of workers, contractors and volunteers are considered prescribed positions in accordance with the legislation:

- Education Department:
  - Administration staff
  - Managers
  - Trainers
- Group Training Organisation (GTO) Department
  - Field Officers
  - Administration staff who work with / have access to records of apprentices
  - HR Manager
  - Managers

### **Context**

This policy reflects our commitment to provide a safe environment where every person has the right to be treated with respect and is safe and protected from abuse.

It complies with our obligations under the Children's Protection Act 1993, including:

- Division 3 – Child Safe Environments
- Part 4 Division 1 – Notification of abuse or neglect

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It also complies with the Child Safe Environments: Principles of Good Practice and Standards for dealing with information obtained about the relevant history assessments of employees, contractors and volunteers who work with children issued by the Chief Executive of the Department for Education and Child Development.

### **Principle 1: Identify and analyse risk of harm**

The MBASA develops and implements a risk management strategy that identifies, assesses and takes steps to minimise the risks of harm to children stemming from the action or inaction of an employee, contractor, volunteer, or another child.

### **Principle 2: Develop a clear and accessible child safe policy**

The MBASA has a Child Safe Environment (child protection) policy that outlines its commitment to promoting children's wellbeing and safeguarding children from harm.

### **Principle 3: Develop codes of conduct for adults and children**

The MBASA has a code of conduct that specifies standards of conduct and care when dealing and interacting with children, particularly those in the organisation's care. The MBASA also has a code of conduct to address appropriate behaviour affecting young people.

### **Principle 4: Choose suitable employees and volunteers**

The MBASA takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children (in prescribed positions).

- MBASA uses a range of screening / relevant history assessment measures. Such measures aim to minimise the likelihood of engaging (or retaining) people who are unsuitable to work with children.
- Where required, a relevant history assessment report is obtained as part of their screening process.
- The MBASA ensures that a satisfactory relevant history assessment is conducted for all persons undertaking prescribed functions for a validity period of three years.

### **Principle 5: Support, train, supervise and enhance performance**

The MBASA ensures that volunteers, contractors and employees who work with children or their records have ongoing supervision, support and training such that their performance is developed and enhanced to promote the establishment and maintenance of a child safe environment.

### **Principle 6: Report and respond appropriately to suspected abuse and neglect**

The MBASA ensures that volunteers, contractors and employees are able to identify and respond to children at risk of harm. The MBASA makes all volunteers, contractors and

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employees aware of the established processes at MBASA under the Children's Protection Act 1993 if they have suspicion on reasonable grounds that a child has been or is being abused or neglected.

As a registered Group Training Organisation, Master Builders Association is required to meet national standards in accordance with the Standards for Group Training Organisations (GTOs) 2006. In particular, Standard 7

Standard 7

Evidence that the GTO ensures each staff member or volunteer who is involved in the provision of services to the GTO is skilled for the functions they perform.

### Child Safe Compliance Statement

MBASA has lodged a child safe environment compliance with the Department for Communities and Social Inclusions (DCSI) that demonstrates we comply with the minimum requirements for establishing and maintaining a child safe environment for children.

### Relevant History Assessment

A relevant history assessment of whether a person is suitable to work with children will be based on the person's criminal or other relevant history (if any) and the assessed risk to children who access services from the organisation.

The initial relevant history assessment will be undertaken prior to employment or engagement.

Conditional offers of employment or engagement can be withdrawn if the results of the relevant history assessment are deemed to disqualify the employee, contractor or volunteer or prospective employee, contractor or volunteer for the position (regardless if employment or engagement had begun).

The assessment numbers and expiry dates of assessments will be held by the organisation's record management system.

If any issues are identified during the process of the relevant history assessment then these issues will be investigated by the Training Coordinator and/or Senior Manager Industry Services and Education (as Authorised Officers) in the first instance. The Senior Manager Industry Services and Education will then make a decision at his or her discretion as to the suitability of the person for the position/role taking into account the outcome of the investigation. This will determine whether to employ or engage the employee, contractor, volunteer or prospective

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employee, contractor or volunteer. In undertaking the review, the Training Manager will take into account:

- the likelihood of the prospective employee having the care or supervision of children, or being involved in decisions relating to the care or supervision of children, or having contact with children;
- the nature of any criminal conviction or relevant history. Absolute prohibitions include offences of a sexual nature involving children, and offences including violence.

If the review determines that the person is not suitable for appointment, re-appointment or re-engagement, then they will be informed accordingly.

### Notification of Abuse or Neglect

Those that hold prescribed positions have the legal requirement to report suspected cases of abuse or neglect. A staff member who occupies a prescribed position within the organisation is required to report to the Child Abuse Report Line (CARL) 131478 if there is suspicion on reasonable grounds that a child or young person has been or is being abused or neglected.

A notification under this section must be accompanied by a statement of the observations, information and opinions on which the suspicion is based.

Notification of Abuse or Neglect Training will be provided to all who hold prescribed positions.

Master Builders SA requires the training to occur within the first 6 months of engagement followed by updates required every three years.

This policy is not contained in other Master Builders SA publications.

The policy will be presented to relevant staff during their induction process.

### RELATED MBASA SYSTEMS, POLICIES AND PROCEDURES:

- Records Management
- Privacy Policy
- Working with Children Declaration Form

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- Consent form – Relevant History Assessment

### CROSS REFERENCES:

Standards for Group Training Organisations 2006 – Standard 7

Child Protection Act 1993 including  
Section 11 – notification of abuse or neglect  
Section 12 – protection from liability for voluntary or mandatory notification

Administration	
Authority:	Master Builders Association (SA) Inc Senior Manager Industry Services and Education
Approved	Christine Stone, Senior Manager Industry Services and Education
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