



Moving Circle

Child Safe Environments Policy

Commitment to the Safety of Children and Young People

- I am committed to providing a safe environment for Children and Young People. The safety of children and young people is always the highest priority when I deliver services.
- My policy complies with the Children and Young People (Safety) Act 2017, Child Safety (Prohibited Persons) Act 2016 and the National Principles for Child Safe Organisations.
- Children and young people are valued, respected and encouraged to participate. The service that I provide is child and young person-centred, where they can lead the process, will be heard and can voice their wishes and needs within the safety. They can make choices of what they would like to do in the space to support their present moments.
- I value and respect children and young people and welcome them regardless of their abilities, sex, gender, or social economic or cultural backgrounds and equity. Bullying and harassment won't be tolerated.

Scope of Policy

- This policy applies to myself as the sole trader of Moving Circle.

Communication

- This child safe policy and related documents are available on my website, on request and a copy provided at the first visit.
- I encourage and respect the views of children and young people and involve them in decision making as appropriate. I 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 or ask their parent/guardian to do this on their behalf.

Code of Conduct

Caring for children and young people brings additional responsibilities for myself. I am responsible for promoting and protecting the safety and wellbeing of children and young people by:

- sticking to Moving Circle's Child Safety Policy at all times and taking all reasonable steps to ensure the safety and protection of children and young people
- 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 ensure equity is upheld
- being a positive role model to children and young people in all conduct with them
- setting clear boundaries about appropriate behaviour between myself and children and young people – boundaries help everyone to understand their roles
- adhering to ethically practicing bodily safe interventions, as dance movement therapy involves physical movements, proximity and possible touch with children and young people
- listening and responding appropriately to the views and concerns of children and young people
- being alert to bullying behaviours and responding promptly and appropriately

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- ensuring another adult is always present either in or outside the practice space when conducting therapy and workshops
- being alert to children and young people who have been harmed, 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 ‘have a say’ on issues that are important to them.

I must not:

- engage in rough physical games
- develop any ‘special’ 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. If they need such help, the accompanied adult is always required to attend for their needs.
- discriminate against any child or young person because of age, gender, cultural background, religion, vulnerability or sexuality.

Breach of the Code of Conduct

Breaches or suspected breaches of the Code of Conduct can be reported as soon as practicable to me either in person, by telephone on 0493 764 845, or via email at mioi@movingcircle.au

Breaches or suspected breaches of the Code of Conduct will be taken seriously and dealt with quickly, fairly and transparently.

Children, young people and/or their parent/guardians can refer to my Feedback and Complaints Policy for more information about the way their concern will be managed along with information about other organisations who can support them in addressing a breach of this Code of Conduct.

Recruitment

I am a sole trader with no employees or volunteers. In accordance with the Child Safety (Prohibited Persons) Act 2016, I hold a current, ‘not prohibited’ Working with Children Check (WWCC) issued by the Screening Unit of the Department of Human Services which permits me to work with children and young people in South Australia and I will renew this every 5 years.

Supervision, Training, and Support

In order to maintain my knowledge regarding child safe environments, I:

- commit myself to professional development by attending regular clinical supervision and continuous professional development programs to refresh my existing knowledge and acquire new practicing skills.
- have read and understand the Mandatory notification information booklet available at https://dhs.sa.gov.au/data/assets/pdf_file/0003/103179/CSE-Mandatory-notification-information-booklet.PDF
- complete Safe Environments: Through their eyes training every 3 years

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Reporting and Responding to Harm or Risk of Harm

I aim to ensure that children and young people are safe from harm and risk of harm. Section 17 of the Safety Act 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.

I am a mandated notifier under Section 30 of the Children and Young People (Safety) Act 2017. I understand my legal obligation to notify the Child Abuse Report Line (CARL) on 13 14 78 as soon as practicable if I have a reasonable belief that a child or young person is or may be at risk of harm. If the child or young person is at immediate risk, I will report to South Australia Police (SAPOL) on 000. In cases involving Aboriginal children and young people, support is provided by Yaitya Tirramangkotti - an Aboriginal team, via the CARL number.

Information about making appropriate reports of harm or risk of harm is available from the South Australian Department of Child Protection website: <https://www.childprotection.sa.gov.au/reporting-child-abuse>.

I understand as an adult worker, I 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.

I will be guided by the Department for Child Protection and/or SAPOL after making a report.

Following a report to CARL or SAPOL I will support the child or young person by:

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

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

Reporting and Responding to Complaints or Feedback

Providing opportunities for complaints and feedback ensures that children, young people and their parents/guardians feel valued and respected and enables me to improve the quality of my service. Children, young people and their families are informed that they can provide feedback or make a complaint at their first appointment and are provided with a copy of my Feedback and Complaints Policy. My Feedback and Complaints Policy is also available on my website or by request. My Feedback and Complaints Policy outlines the steps I will take in addressing complaints or feedback.

Risk Management

Any risks that are identified will be taken seriously and actions will be addressed accordingly.

Identified risk	Actions to minimise risk
Culture of organisation is not child-safe focussed	<ul style="list-style-type: none">• child focused Code of Conduct is in place that sets the behavioural standards expected including what happens when a breach occurs

	<ul style="list-style-type: none"> • I have a strong commitment to the safety of children and young people • the National Principles for Child Safe Organisations are embedded in this policy • I meet the requirements of the <i>Children and Young People (Safety) Act 2017</i> (which mandates child safe environments) and the <i>Child Safety (Prohibited Persons) Act 2016</i> and maintain a current, not prohibited Working with Children Check
Online communications	<ul style="list-style-type: none"> • I will not communicate with children or young people via social media
Supervision	<ul style="list-style-type: none"> • In order to enhance their creativity and therapeutic benefit, it is generally encouraged that children and young people engage in therapy without their parent or caregiver in the room. This will be assessed on a case by case basis in collaboration with the child or young person and their parent/guardian. • I will discuss with the parent/guardian of the child or young person whether it is suitable or possible for the child or young person to be on their own in the room with me for the provision of therapy. • I will routinely communicate to the child or young person that they can ask for their parent or guardian to be in line of sight at any time. This communication will happen at the first session and regularly thereafter to ensure that children and young people are given choice and are reassured that they have the right to change their mind. • The parent/guardian is required to stay close to the therapy room so that the children or young person can contact and access them at any time.
Taking images of children and young people	<ul style="list-style-type: none"> • consent of child young person and their parent/guardian required in writing • 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 • the child or young person and their parent/guardian are told that they have the option to withdraw consent at any time. This is communicated both verbally and in writing.
Physical environment	<ul style="list-style-type: none"> • conduct risk assessments for all activities • ensure all equipment is in good working order
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

	<ul style="list-style-type: none"> I will not disclose information regarding any child or young person without written consent of the child, young person and their parent/guardian
Suicide and self harm	<ul style="list-style-type: none"> Risk assessment is conducted in the first therapy session. This is a collaborative process between the child or young person, their parent/guardian and I. Risk assessment includes history and any current situation of: self harm; violence towards others; experience of abuse or harm; use of alcohol or other drugs; relevant medical history. Appropriate actions will be taken regarding identified risks, such as referral to appropriate services.

Related Policies and Procedures

- Feedback and Complaints Policy

Policy Review

I will, at a minimum, review this policy and the related procedures once every 5 years as required by the Children and Young People (Safety) Act 2017. I 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
- legislative changes/requirements.

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

Version Control

Version Number	Date Issued	Changes or Updates
1	30/01/2024	