

# The Melbourne Camera Club

## Child Safety Policy

*Interim Policy as at July 2018*

- Section 1 - Background and Purpose
- Section 2 - Scope
- Section 3 - Policy Statement
- Section 4 - Procedure
  - Part A - Duty of Care
  - Part B - Maintaining a Child-Safe Environment
  - Part C - Child Protection Officer
  - [Part D - Members Working With Children](#)
  - Part E - Out-of-building Activities
  - Part F - Risk Management
  - Part G - Privacy
  - Part H - Reporting Concerns or Abuse
  - Part I - Child Safe Training
  - Part J - Disciplinary Action
- Section 5 - Definitions
- Section 6 - Stakeholders

## Section 1 - Background and Purpose

This Policy sets out the Melbourne Camera Club's approach and commitment to creating a child safe organisation which is in alignment with the Child Safe Standards.

The MCC is committed to the protection and well-being of children in accordance with the Child Safe Standards. This Policy and Procedure applies to all Members, students, researchers, contractors and volunteers, and relates specifically to their contact with children. The standard defines a child as a person under 18 years of age.

## Section 2 - Scope

This Policy applies to all members of the MCC community including:

1. Members
2. Models
3. Speakers
4. Judges
5. Visitors to the MCC (including volunteers).

## **Section 3 - Policy Statement**

The MCC is committed to the safety and well-being of children and young people (under the age of 18 years) and has a zero tolerance towards child abuse.

The MCC also promotes diversity and tolerance in cultural safety, participation and empowerment of Aboriginal children, children from culturally and/or linguistically diverse backgrounds and ensures that children with a disability are given the opportunity to participate equally.

## **Section 4 - Procedure**

### **Part A - Duty of Care**

Members have an obligation to take reasonable steps to protect children in their care from the risks of injury that are reasonably foreseeable. Exercising a duty of care means:

1. acting on concerns quickly and in the child's best interests;
2. protecting the safety, health and wellbeing of the children in your care.

You may breach your duty of care towards a child if you fail to act in the way a reasonable, diligent person would in the same situation

### **Part B - Maintaining a Child-Safe Environment**

Policy Principles:

1. The MCC values children and seeks to protect them;
2. The MCC is committed to providing child-safe environments both within the club rooms and during MCC-related activities outside the club rooms;
3. The MCC's recruitment processes aim to support child-safe environments;
4. The MCC expects all Members, titleholders, contractors and volunteers to meet the standards of behaviour in its [Code of Conduct](#) and in the Child Safety Code of Conduct;
5. The MCC encourages and supports the prompt reporting of allegations of child abuse, neglect and exploitation;
6. The MCC aims to manage all allegations of child abuse, neglect and exploitation sensitively and expeditiously, and in accordance with principles of natural justice and procedural fairness;

7. The MCC is committed to supporting mandated notifiers under the Act to meet their legal obligation to notify of any reasonable suspicion of child abuse, neglect or exploitation;
8. The MCC supports all persons in prescribed positions by providing access to resources to foster an understanding of obligations for child safety and protection;
9. The MCC is committed to maintaining confidentiality when dealing with and reporting on all allegations of child abuse, neglect and exploitation, except as required by law.

## **Part C - Child Protection Officer**

The MCC will appoint a Child Safety Officer who will be the Risk & Regulatory Compliance Advisor.

## **Part D - Members Working With Children**

### **Members Working Closely with Children**

Responsibility: The Board, Group Coordinators

1. will ensure that current members are aware of their relevant obligations under the standards and this Policy;
2. will assess whether current Members and volunteers who are working children and will request that the person so identified undergo the appropriate checks and induction on ratification of this Policy and biannually;
3. will maintain a record of clearances and training requirements for persons in prescribed positions.

## **Part E - Out-of-building Activities**

Out-of-building activities involving children (e.g. field trips/camps).

Responsibility: Group Coordinators and Members organising Out-of-building activities involving children.

Children involved in Out-of-building activities, including accommodation arrangements such as homestay must be safe from harm. Anyone in contact with children in Out-of-building MCC activities must ensure they obtain clearances for working with children as may be required by this Policy.

## **Part F - Risk Management**

The Melbourne Camera Club will develop and implement a risk management strategy, which includes a review of existing child protection practices, to determine how child-safe and child-friendly the organisation is and to determine what additional strategies are required to minimise and prevent risk of harm to children because of the action of an employee, volunteer or another child.

A part of this strategy will be a risk mitigation agreement that members must sign before carrying out an activity or setting up an event that involves children.

## **Part G - Privacy**

All personal information considered or recorded will be protected and will respect the privacy of the individuals involved, whether they be Members, volunteers, parents or children, unless there is a risk to someone's safety

All communications will be treated confidentially in support of the individuals involved.

## **Part H - Reporting Concerns or Abuse**

All Members, speakers and volunteers have a responsibility to report:

1. any breaches of the Child Safety Code of Conduct;
2. any concerns about child safety to the MCC's Child Safety Officer.

If you believe a child is at immediate risk of abuse or danger the Police should be called without delay on 000.

## **Part I - Child Safe Training**

Members and volunteers will complete an induction and/or training on child safety and protection, as required.

The Board will ensure that every person in a prescribed activities completes the required mandatory induction and continues to hold the relevant WWC clearances required to engage in those activities.

## **Part J - Disciplinary Action**

Where it is found that a child's safety is jeopardised, the MCC may bring disciplinary action against a Member.

## **Section 5 - Definitions**

For the purpose of this Policy and Procedure:

1. Child safe environment - means a respectful and protective environment where children can participate safe from harm in the MCC's photographic activities.
2. Child safety encompasses matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to incidents or allegations of child abuse.
3. Abuse or neglect, in relation to a child, means:
  - sexual abuse of the child; or
  - physical or emotional abuse of the child, or neglect of the child, to the extent that;

- the child has suffered, or is likely to suffer, physical or psychological injury detrimental to the child's wellbeing; or
  - the child's physical or psychological development is in jeopardy.
4. For the purposes of this Policy, the MCC has adopted the definition of child exploitation in the Child Safe Standards. Child exploitation and abuse means - one or more of the following:
1. committing or coercing another person to commit an act or acts of abuse against a child;
  2. possessing, controlling, producing, distributing, obtaining or transmitting child exploitation material;
  3. committing or coercing another person to commit an act or acts of grooming or online grooming.

## **Section 6 - Stakeholders**

Responsibility for implementation – The Board

Responsibility for action - MCC Members