



Child Safety Policy

Australian Music Examinations Board (Vic) Limited (AMEB Victoria) is a controlled entity of the University of Melbourne. AMEB Victoria's Child Safety Policy is consistent with the University of Melbourne's Child Safety Policy (MPF1337) version 6, effective 30 November 2022.

1. Objectives

The objectives of this policy are to:

- outline AMEB Victoria's commitment to child safety, including the physical, cultural, emotional, and psychological safety of children
- outline appropriate standards of behaviour towards children
- prevent and manage child safety risks and guide responses to incidents of harm
- empower children by establishing an environment of trust, inclusion and cultural safety that enables them to ask questions and speak up if they have concerns, feel unsafe or have experienced harm
- outline the process for responding to child safety concerns and report.

For the purposes of this policy, a child is an individual under the age of 18 years, although certain legislation may define this using a different age.

2. Scope

2.1 This policy applies to:

- all members of the AMEB Victoria community, including board directors, employees, visitors, and candidates and their teachers, chaperones or accompanists
- individuals or organisations (and their officers and employees) who are contractually obliged to comply with this policy.

2.2 All other individuals engaged in activities reasonably connected with AMEB Victoria are expected to conduct themselves in a manner consistent with this policy.

2.3 Any person, whether they are a member of the AMEB Victoria community or not, can report a child safety concern that is related to AMEB Victoria.

2.4 A concern can be raised about a current incident or one that has occurred at any time in the past.

3. Compliance

3.1 This policy supports compliance with the:

- Victorian Child Wellbeing and Safety Act 2005
- Victorian Child Employment Act 2003
- Victorian Crimes Act 1958
- National Principles for Child Safe Organisations
- United Nations Convention on the Rights of the Child
- Victorian Charter of Human Rights and Responsibilities 2006
- Victorian Privacy and Data Protections Act 2014
- Victorian Child Safe Standards

- Victorian Working with Children Act 2005.

4. Policy

- 4.1 AMEB Victoria is an inclusive and welcoming environment that supports the safety, participation, empowerment and wellbeing of all children. In particular, AMEB Victoria will provide a safe environment and:
- promote the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds
 - promote the safety and inclusion of same sex attracted, intersex and gender diverse children
 - promote the safety of children with a disability to ensure that they can participate equitably.
- 4.2 AMEB Victoria does not tolerate child abuse in any form, and will:
- take a proactive approach to the prevention of child abuse by identifying, removing and/or reducing risks early
 - take a proactive approach to identifying and responding to instances of racism and any form of discrimination, harassment and bullying against children
 - take action to eliminate and prevent sexual misconduct
 - take all reasonable steps to support a child making a disclosure or the child to whom a concern pertains
 - treat all children making a disclosure or to whom a concern pertains with dignity and respect
 - treat all child abuse allegations seriously in accordance with applicable legislative obligations.
- 4.3 AMEB Victoria is committed to promoting best practices in relation to child safety and will periodically review the effectiveness of the child safety policy and procedural principles and revise them as needed.
- 4.4 AMEB Victoria is committed to ensuring that its employees have access to appropriate professional learning and training opportunities to develop and maintain an understanding of child safety and prevention of harm.

5. Procedural Principles

The following procedural principles outline appropriate standards of behaviour towards children.

Child Safety Champion

- 5.1 The Child Safety Champion is responsible for implementing the standards in Section 5.3.
- 5.2 The General Manager is AMEB Victoria's Child Safety Champion.

General

- 5.3 All members of the AMEB Victoria community are responsible for promoting the safety, participation, wellbeing and empowerment of children by:
- treating children with respect and developing strategies to embed a culture of child safety
 - complying with all relevant laws, regulations, policies, processes and guidelines
 - ensuring that children have access to child safety information and support in ways that are culturally safe, accessible and easy to understand
 - complying with any child safety training, registration or accreditation requirements which may be relevant to their duties or activities
 - encouraging and providing the mechanism for children to raise concerns and issues and to express their views and participate in decisions affecting them
 - engaging with families and communities in the design and operations of our activities where practicable and reasonable to do so.

Privacy, technology and social media

- 5.4 All members of the AMEB Victoria community must protect the privacy of children and their families.
- 5.5 All members of the AMEB Victoria community must ensure that technology and social media are used appropriately in connection with children, including by:
- obtaining all necessary approvals from parents, guardians, or otherwise in accordance with relevant processes and guidelines including appropriate storage and record keeping
 - ensuring that any use of technology and social media by AMEB Victoria in undertaking its activities is not detrimental to the child or harmful to the child's safety
 - presenting children in a dignified and respectful manner.
- 5.6 All members of the AMEB Victoria community who photograph, record the voice and/or image of children, or uses photographs and/or recordings of children's image or voice, for work-related purposes must:
- provide an appropriate notice and obtain informed consent directly from the child, where they have capacity to provide it, or from a parent or guardian of the child
 - ensure that the content and purpose of the photographs, recorded or video material are appropriate in accordance with section 5.5 and align with any notice or consent relied upon in collecting information
 - act in accordance with all relevant processes, guidelines and operating rules.

Child abuse

- 5.7 Child abuse is not tolerated by AMEB Victoria. All individuals covered by this policy must avoid actions or behaviours deemed to be child abuse and have a positive duty to avoid:
- using language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, grooming, discriminatory, disrespectful, demeaning or culturally inappropriate
 - exploiting or harassing children in any way
 - engaging in unauthorised personal contact with children, including through social media
 - developing special relationships that could be seen as favouritism or grooming behaviours
- 5.8 All members of the AMEB Victoria community must immediately report any concerns or allegations of child abuse or non-compliance with this policy in accordance with AMEB Victoria's procedures established under section 6.
- 5.9 A failure to comply with sections 5.7 or 5.8 may constitute a criminal offence and result in serious penalties.

Working with Children Checks and suitable staff and volunteers

- 5.10 AMEB Victoria staff, volunteers, board / committee members, contractors and other individuals who are engaged to perform work with children directly, indirectly or incidentally must have a current Working with Children Check or current registration with the Victorian Institute of Teaching.
- 5.11 AMEB Victoria will ensure position descriptions and job advertisements clearly demonstrate its commitment to child safety and awareness of social and legal responsibilities.

Induction and training

- 5.12 AMEB Victoria staff and volunteers must receive an appropriate induction and must be made aware of their responsibilities to children and young people, including record keeping, information sharing and reporting obligations.

- 5.13 AMEB Victoria staff and volunteers must complete required child safety training when directed to do so.

6. Responding to and reporting of child abuse

- 6.1 AMEB Victoria's Child Safety Champion is responsible for establishing and implementing processes for responding to and reporting of suspected child abuse in accordance with the Reportable Conduct Scheme, mandatory reporting requirements (where applicable) and other applicable reporting requirements around child safety.
- 6.2 In the first instance, all concerns must be immediately reported to the Child Safety Champion who, where applicable, will contact relevant child safety and law enforcement agencies.
- 6.3 AMEB Victoria is committed to implementing processes and practices for raising child safety concerns that are child friendly and easily accessible to children, their families, and the AMEB Victoria community.
- 6.4 The Child Safety Champion must create and keep accurate records relevant to child safety and wellbeing, including recording incidents, responses and decisions affecting children.

7 Roles, responsibilities, delegations

- 7.1 The Child Safety Champion (General Manager) is responsible for:
- overseeing the effectiveness of this policy at AMEB Victoria
 - championing a child safe culture at all levels of the organisation
 - ensuring appropriate induction and training is undertaken for all relevant staff, volunteers and contractors, on an ongoing basis
 - notifying the Commissioner for Children and Young People of any reportable allegations under the Reportable Conduct Scheme
 - ensuring that appropriate resources are allocated to implement processes, systems and tools for ensuring child safety
 - establishing and continually reviewing the processes, systems and tools for mitigating the risk of harm to children connected to AMEB Victoria activities.
- 7.2 The Child Safety Officer (Client Relations Manager) is responsible for:
- establishing internal processes for reporting and responding to suspected child safety issues.
 - embedding appropriate wording to demonstrate AMEB Victoria's commitment to child safety into all templates used for recruiting new staff
 - ensuring the security of AMEB Victoria's physical and electronic infrastructure to mitigate risk of harm to children in physical and online environments.
- 7.3 The Senior Administrator – Examinations is responsible for:
- implementing and continually reviewing AMEB Victoria's Working with Children Check program and other employee screening processes aimed at keeping children safe.

8 Related and / or supporting documents

- Victorian Child Wellbeing and Safety Act 2005
- Victorian Child Employment Act 2003
- Victorian Crimes Act 1958
- National Principles for Child Safe Organisations
- United Nations Convention on the Rights of the Child
- Victorian Charter of Human Rights and Responsibilities
- Victorian Child Safe Standards
- Victorian Working with Children Act 2005
- AMEB Victoria Child Safety Code of Conduct
- AMEB Victoria procedures for responding to and reporting of Child Safety incidents or concerns

9 Information

Approval date	31 May 2024
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Policy author	General Manager, Deputy General Manager
Policy approver	Board of Directors
Distribution	Internal: Admin file share; AMEB Connect Examiners' portal External: Website

10 Approval and review

Version	Approved by	Approval Date	Effective Date	Review Date	Sections Modified
1	Board of Directors	March 2021	March 2021	March 2024	N/A
2	Board of Directors	May 2024	June 2024	May 2025	1-7 to respond to mandatory requirements of 2022 Child Safe Standards