



**AUSTRALIAN NATIONAL MARITIME MUSEUM**

**CHILD SAFETY AND WELLBEING POLICY**

**Version 2.2**  
**October 2023**

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## 1. TITLE

Australian National Maritime Museum Child Safety and Wellbeing Policy

## 2. INTRODUCTION

The Australian National Maritime Museum (the Museum) is the keeper of Australia's narrative as an island nation shaped by the sea. Its purpose is to develop, preserve and showcase its collections to expand our knowledge of our maritime heritage and to share these stories, nationally and internationally. The Museum actively encourages children to participate onsite and online and their safety and wellbeing are of paramount importance.

This Policy has been developed in accordance with the Australian Human Rights Commission guidelines provided in *Child Safe Organisations: Child Safety and Wellbeing Policy Template*. It is based on the National Principles for Child Safe Organisations, which were developed in response to the recommendations of the *Royal Commission into Institutional Responses to Child Sexual Abuse* and in February 2019 were endorsed by members of the Council of Australian Governments. They go beyond child sexual abuse to cover other forms of harm to children and young people.

## 3. PURPOSE

This document sets out the Museum's policy and procedures regarding child safety and wellbeing. It is designed to:

- facilitate the safety of children and young people whilst visiting or undertaking work experience onsite or participating online
- inform Museum staff, volunteers and contractors of their obligations to act ethically and responsibly towards children and young people at all times, and
- demonstrate and monitor the Museum's compliance with the National Principles for Child Safe Organisations.

## 4. SCOPE

The *Child Safety and Wellbeing Policy* details the Museum's responsibilities to ensure the safety of children and young people onsite or whilst using our digital resources. This includes when:

- visiting all public spaces within the Museum such as exhibitions, vessels, kid spaces and licensed venues
- participating in organised school programs whether self-guided or facilitated by the Museum
- participating in informal learning programs or attending special events
- undertaking traineeships or work experience programs, and
- visiting our website or using our digital products.

The policy applies to:

- all museum workers
- volunteers, and
- contractors and consultants engaged by the Museum who have face-to-face or online contact with children and young people.

Although as a Commonwealth government body, the Museum is not bound by NSW laws (such as the *Child Protection (Working with Children) Act 2012*), where possible it will work in accordance with NSW legislation and policies to ensure the protection of children and young people.

#### *NSW Working with Children Check*

In accordance with the *NSW Child Protection Act*, the Museum requires all staff and volunteers to have a current NSW Working with Children Check and compliance is overseen by People and Culture. In addition, contractors and consultants engaged by the Museum who have 'direct contact ... with a child or children and that contact is part of and more than incidental to the work' will be required to provide a NSW Working with Children Check number.

#### *National Police Check*

All Museum staff and volunteers are required to undergo a National Police Check and compliance is overseen by the People and Culture team. This will identify any unspent offences over the previous ten-year period and includes a check on offences that may be relevant to the supervision, care and instruction of children and young people.

## **5. POLICY STATEMENT**

### **5.1 Committing to child safety and wellbeing (National Principle 1)**

The Museum is committed to a child safe culture at all levels of the organisation. All staff, volunteers and contractors are expected to adhere to high standards of ethical conduct as detailed in the *Australian Public Service Values and Code of Conduct*.

All employees and volunteers are required to have Police and Working with Children Checks. In addition, contractors and consultants who have direct contact with children are required to provide a NSW Working with Children Check number.

Staff with direct responsibility for children's programs (the Programs & Site Activation and Digital Engagement teams) are required to have the necessary experience, skills and knowledge to ensure that the needs of children are being met during Museum visits and that their safety and wellbeing are of paramount concern onsite and online. The Museum recommends that children and young people should be in the care of a parent, teacher, adult carer or guardian at all times. In the case of school groups, the recommendation is for a ratio of one adult for every 15 children. However, the Museum also recognises that young people (aged 12-17) are more likely to visit unaccompanied, or without direct supervision, than is the case for children.

### **5.2 Respecting children's rights and encouraging participation (National Principle 2)**

The Museum is committed to an inclusive and accessible environment for children and young people. Staff and volunteers receive training on their rights and the importance of recognition and respect. Opportunities will be provided for their voices to be heard, and (where practical) for their participation in decision-making.

### **5.3 Engaging with families and communities to promote child safety and wellbeing (National Principle 3)**

The Museum has effective communication strategies for engaging with, and responding to, the diverse needs of families and communities. The Museum's website includes information for parents and carers as to specific facilities for babies, toddlers and young children.

The Museum has well established policies and procedures for seeking parental consent for participation in public programs, events and promotional and marketing material. It also regularly seeks feedback from families through membership surveys and the facility to leave comments and complaints on the Museum's facebook pages.

#### **5.4 Respecting equity and diversity (National Principle 4)**

The Museum has a commitment to inclusion and diversity which is reflected in its policies and procedures, including the Disability Action Plan, Indigenous Protocol and Reconciliation Action Plan.

The Museum also provides a range of training courses online for staff and volunteers, including cultural awareness training.

#### **5.5 Reflecting child safety and wellbeing values in recruitment and training (National Principles 5 & 7)**

Workers and volunteers are required to complete an orientation and training course that ensures they have the skills and knowledge to enable a safe environment for children and young people. The Museum's People & Culture team maintains a program of training, development and performance management for staff and volunteers. This includes training on this Policy, on children's rights, record keeping, external reporting obligations and creating culturally safe environments. All workers must be aware of their external reporting obligations (including mandatory reporting).

#### **5.6 Responding to complaints and concerns (National Principle 6)**

The Museum has a feedback and complaints procedure which is outlined on the website. Staff and volunteers receive training on responding to complaints and concerns in a child-focused manner, their roles and responsibilities, obligations for reporting and privacy. They are also advised as to the appropriate manner to recognise and respond to children who disclose abuse (including recognising the different ways that children may disclose).

#### **5.7 Promoting safety and wellbeing and minimising harm onsite and online (National Principle 8)**

The Museum has developed the following strategies to promote child safety and wellbeing onsite and online.

- the Risk Management Framework is an effective means of addressing risk related to child safety in the Museum's exhibitions, vessels, activities and programs
- risk assessments are undertaken on all new visitor activities and programs, including those for children and young people
- a physical security system is in place throughout key public spaces and galleries. A central element is a camera network monitored by security staff
- all employees, volunteers and selected contractors undergo suitable screening with Police and Working with Children Checks
- in the event of an incident or near miss with children and other visitors, staff, volunteers or contractors, an incident report form is completed through the Risk Wizard system
- in circumstances where sensitive material is displayed, or available online, appropriate messaging and signage ensures that visitors can make an informed choice about viewing
- photographs, film footage and personal details of visitors, families and children are not published by the Museum without the written permission of the parents or guardians. Children's names are only published in exceptional circumstances.

### **5.8 Regular reviewing of child safe policy and practices (National Principle 9)**

Implementation of the National Child Safe Principles is regularly reviewed and improved.

### **5.9 Documenting policies and procedures (National Principle 10)**

This Policy is published on the Museum's intranet and available to all staff, volunteers, interns and affected contractors. It will be included in the induction process and the online training program.

## **6. ROLES AND RESPONSIBILITIES**

**All staff** are responsible for ensuring the safety of children and young people when visiting the Museum onsite or online.

**Security staff** are responsible for the oversight of all visitors whilst in public spaces, including children and young people.

**The Programs & Site Activation team** are responsible for ensuring that at all times booked visits by children and young people meet the high standards outlined in this Policy.

**The People & Culture team** ensures that all workers and volunteers have completed Working with Children and Police Checks and that appropriate training and orientation programs are in place for new and existing workers and volunteers.

## **7. DEFINITIONS**

**Child** – a person aged 0-11 years

**Young person** – aged 12-17 years

**Responsible adult** – a parent, carer, teacher or other person who is responsible for supervision of a child whilst on Museum premises.

**Workers** – all persons employed by the Museum, including APS employees (on-going and non-ongoing), casuals and those engaged through an agency.

## **8. RELEVANT LEGISLATION, POLICIES, PROCEDURES AND PLANS**

### **8.1 Commonwealth legislation**

*Australian Human Rights Commission Act 1986*

*Disability Discrimination Act 1992*

*Public Service Act 1999*

*Work Health and Safety Act 2011*

### **8.2 New South Wales legislation**

*Child Protection (Working with Children) Act 2012*

### **8.3 Australian National Maritime Museum**

*ANMM Privacy Policy*

*ANMM ICT Acceptable Use Policy*

### **8.4 Australian and international guidelines, policies and associated documents**

Australian Human Rights Commission, *National Principles for Child Safe Organisations*, 2018  
*Australian Public Service Values and Code of Conduct in Practice*  
*Australian Public Service Employment Principles*  
 Final Report, *Royal Commission into Institutional Response into Child Sexual Abuse*, Sydney, December 2017  
*Keeping Children and Young People Safe : A shared community responsibility*, ACT Community Services, 2011  
 United Nations, *Convention on the Rights of the Child*, 1990

## 9. POLICY APPROVAL

This policy was approved by the Executive review Group on 26 September 2023.

## 10. POLICY REVIEW

This policy will be reviewed in two years. Where there are changes to statutory or other compliance obligations that necessitate a review outside of this biennial cycle, a review will occur as soon as is practicable after those changes take effect.

## 11. VERSION HISTORY

| Version | Date           | Responsible Officer                   | Comments  |
|---------|----------------|---------------------------------------|---|
| 1.0     | 2022           | Head of Education                     |   |
| 2.1     | September 2023 | Head of Governance Policy & Reporting | Reviewed and restructured into ANMM Policy Template |
| 2.2     | October 2023   | Head of Governance Policy & Reporting | Minor updates following approval at ERG             |