



AUSTRALIAN MATHS TRUST

AMT Safe Community Policy	
Policy Number: 18SCP	Effective date: 21 June 2019
Policy Owner: AMTT Ltd Board	Policy Custodian: AMT CEO
Date of last review: June 2019	Date of next review: June 2020
Other relevant policies/guidelines: AMTT Constitution AMT Trust Deed AMT Risk Policy AMT Travel Policy	

Definitions	
Child	A person who is under the age of 12 years.
Young person	A person who is over 12 years but under 18 years.
Child abuse	Any act of omission or commission that endangers or impairs a child's physical or emotional health and development
Safe organisation	Discharges duty of care by taking steps to keep all in its care emotionally and physically safe, including from physical, sexual, emotional abuse (including bullying) or neglect.
Safe staff member or volunteer	Has been through a recruitment process, understands responsibilities and accountability and is supervised.
Safe Program	All risks have been assessed and events thought through and planned. These programs have had permission to proceed from AMT CEO or Board.
AMT Member	Is a child or young person who is registered or participating in a program organised by AMT, or a member of staff or volunteer involved in AMT programs.
Misconduct	Means but is not limited to an allegation that an AMT staff member or volunteer has engaged in: <ul style="list-style-type: none">• Improper behaviour towards an AMT member or parent/guardian• Wilful or deliberate behaviour that is inconsistent with the continuation of their appointment at AMT• Conduct that causes serious and imminent risk to the health and safety of a person, or the reputation or viability of AMT• Illegal activity including, but not limited to: theft and fraud

	<ul style="list-style-type: none">• Assault including but not limited to: child sexual assault, sexual harassment, verbal or physical assault against a child, young person or adult member of AMT• Being intoxicated (alcohol or drugs, other than prescribed drugs) whilst engaging in AMT activities• Refusing to carry out a lawful and reasonable instruction that is consistent with their appointment at AMT.
Staff member	Is a member of staff, including tutors and mentors, paid or volunteer
Volunteer	Is a supervising adult, in an unpaid role, who has been screened and appointed to a position of authority within AMT.
Board	Board of the AMTT Ltd.

Purpose

The vision of the Australian Maths Trust (AMT) is to help all young Australians realise their potential in problem solving using mathematics and algorithmics.

This policy outlines the broad principles used by the AMT and applies to all staff and volunteers associated with AMT. As a policy, it applies with all AMT activity in Australia and overseas. It is consistent with child protection and all related legislation across all jurisdictions of Australia.

This policy is based on the premise that AMT should be an abuse-free, harm-free and respectful organisation with safe people and safe environments (including online) and all interactions at the AMT are emotionally and physically safe.

Scope

This policy applies to all AMT members.

This policy interacts with a number of other AMT policies, protocols and guidelines including

- Code of conduct (students)
- Professional Behaviour and Guidelines (staff/volunteers)
- Responding to Abuse Policy
- Guidelines for Responding to Concerns or Disclosures of Abuse
- Risk Management Policy
- Work Health and Safety Policy and Implementation Guidelines

Policy Principles

1. Responsibilities of the AMTT Ltd Board

The Board is responsible for ensuring that:

- All AMT policies and practices reflect the Child Safe Standards as approved by COAG in 2019 following the Royal Commission into Institutional Responses to Child Sexual Abuse¹
- All AMT policies and practices are consistent with legislative requirements within Australian jurisdictions
- As far as is reasonably practicable, ensure that all AMT members comply with the Work Health & Safety Act 2011 and that all reasonable and practicable steps are taken to avoid risks to members of AMT arising from their involvement in any AMT activity

2. Responsibilities of the AMT CEO

The AMT CEO is responsible for ensuring that:

- All staff and volunteers, are appropriately screened, appointed, inducted and supervised
- On an annual basis, all staff and volunteers of AMT will be reminded of the spirit and intent of this policy and their responsibilities within it.

3. Safe People

AMT commits to:

a. Safe recruitment of staff and volunteers

We will screen all prospective staff and volunteers, before they are appointed.

b. Adequate training of staff and volunteers

We require that all staff and volunteers complete Duty of Care training within 6 months of their appointment at AMT and to complete refresher training every three years.

c. Continued supervision of staff and volunteers

We commit to supporting AMT staff and volunteers to provide safe programs.

We require all staff and volunteers to agree to adhere to all AMT policies, protocols and guidelines and not to engage in misconduct.

d. Responding to suspected child abuse

All staff and volunteers will report disclosure or suspicions of child abuse, according to relevant jurisdictional legislation in accordance with AMT Policy for Responding to Abuse and AMT Guidelines for Responding to Concerns or Disclosures of Abuse.

4. Safe Programs

AMT commits to:

a. Safe emotional environments

We will foster appropriate relationships between all AMT members, staff and volunteers.

We will give opportunity to all AMT members (including the parents/guardians of students), to provide input into the AMT programs in which they are to participate, by valuing their ideas, and encouraging participation, as far as is sensible, practicable, reasonable and relevant.

We will obtain information relating to the program participants where required, including health and family situation, to ensure that we are able to care for their physical and emotional needs.

We will require staff and volunteers to be nurturing and affirming in their personal interactions with AMT members.

b. Safe physical and online environments

Staff and volunteers will exercise a duty of care.

All staff and volunteers are to ensure that the following areas are incorporated into establishing and maintaining a safe physical environment for their program; venue safety, WHS, sun safety, first aid; food safety practices; risk assessment for activities; adequate supervision for program activities; codes of conduct; acceptable use and IT policy; transport protocols; critical incident and emergency protocols and program review.

Where AMT activity is delivered in a wholly online environment, all staff and volunteers are to maintain their duty of care obligations as they would in any physical or face to face settings. AMT staff and volunteers must also abide by the AMT's Acceptable Use Policy which sets out the appropriate use of technology for AMT members. Appropriate measures will be implemented as far as reasonably practical to ensure appropriate supervision of AMT members during online activities.

DOCUMENT VERSION CONTROL			
VERSION NUMBER	DATE	CHANGES	STAFF MEMBER
1.0	3.4.18	New	Nathan Ford
2.0	20.6.18	Approved	AMT Board
3.0	6.6.19	Minor revisions – clarification of definitions, rewording of policy purpose and addition of Child Safe Standards ‘as approved by COAG’.	M Evans, A McNamara, J Bament, AMT CEO
4.0	25.11.2019	Minor revisions – Changed ‘AMT Board’ to ‘AMTT Ltd Board’ as per Oct transition and included into list of definitions.	Nathan Ford
5.0	14.7.20	Addition – 4b regarding online activities; Acceptable Use Policy	N Ford

¹ The 10 standards that would make institutions safer for children are:

- **Standard 1:** Child safety is embedded in institutional leadership, governance and culture
- **Standard 2:** Children participate in decisions affecting them and are taken seriously
- **Standard 3:** Families and communities are informed and involved
- **Standard 4:** Equity is upheld and diverse needs are taken into account
- **Standard 5:** People working with children are suitable and supported
- **Standard 6:** Processes to respond to complaints of child sexual abuse are child focused
- **Standard 7:** Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training
- **Standard 8:** Physical and online environments minimise the opportunity for abuse to occur
- **Standard 9:** Implementation of the Child Safe Standards is continuously reviewed and improved
- **Standard 10:** Policies and procedures document how the institution is child safe

Royal Commission into Institutional Responses to Child Sexual Abuse - <https://www.childabuseroyalcommission.gov.au/making-institutions-child-safe> <Accessed 9 February 2018>