

# SECURITY AND SAFETY IN WORKING WITH CHILDREN POLICY

Approved 30 January 2015  
Chris Saines, Director QAGOMA

## 1. INTRODUCTION & PURPOSE

The Queensland Art Gallery | Gallery of Modern Art ('the Gallery') is committed to providing a safe, welcoming and enjoyable environment for all visitors. This policy is specifically aimed to ensure the Gallery exercises its duty of care to children, carers and Gallery employees.

## 2. SCOPE

This policy applies to all Gallery employees including volunteers.

## 3. DEFINITIONS

**Child** is an individual under the age of 18 years, although for the purposes of this document a child is any person between the ages of 3 and 12 years inclusive.

**Carer** is a person that is charged with the responsibility of caring for a child other than the primary carer. This may include teachers, vacation care coordinator, outside school hours carer etc.

**Employee** refers to all Gallery employees, including volunteers.

**Filming** refers to images captured on moving digital or tape cameras, iPad, digital tablet or mobile phone device.

**Guardian (of a child)** is a parent or person who has parental responsibility of a child or young person.

**Guardian (of a person with a disability)** means a guardian appointed for the person under the *Guardianship and Administration Act 2000*.

**Infant** refers to any child under the age of three, for the purposes of this document.

**Parent of a child** is the child's mother, father or someone else having or exercising full-time parental responsibility for the child.

**Photography** relates to images taken on a still camera, iPad, digital tablet or mobile phone device.

**Team Leader** refers to the Protection & Services duty Team Leader.

**Work with children** For the purpose of this policy this term refers to staff administering or supervising children's activities and workshops or providing personal instructions to children in Gallery-related children's programs for the majority of their working day.

**Young person** – persons between the ages of 13–18 years inclusive.

#### 4. RECRUITMENT OF EMPLOYEES WORKING WITH CHILDREN

The following conditions apply to the recruitment of any Gallery employee who is required to work with children on a regular and ongoing basis as part of their role and duties. This includes relevant full-time or part-time staff, casual staff or contractors and volunteers who are involved in the delivery of exhibitions and programs for children.

Requirements:

- All employees are required to supply a resume.
- All employees will undergo an interview from which notes are taken and kept on file.
- A minimum of one reference check is to be conducted.
- All appointed employees are approved by the Assistant Director, Learning and Public Engagement.
- All employees must obtain a Blue Card or Exemption card through the *Public Safety Business Agency (PSBA)* (Blue Card costs covered by the Gallery).
- A Criminal History Report will be obtained on all employees.

#### 5. SUPERVISION OF CHILDREN

- Children 12 years and under are not to be left at any time unattended or unsupervised without the direct supervision of their carer or guardian at any Gallery site.
- Children identified by staff as being 12 years and under and found to be left unattended or unsupervised will be questioned by the Team leader and arrangements made to safely unite them with their carer and/or guardian.

#### 6. INJURED/ILL CHILDREN

The employee who is alerted to an injured or ill child must inform the Team Leader. The Team Leader will ensure that a Gallery first aid officer administers first aid to the child in the First Aid Room under either of the following conditions:

- a. the child's carer/guardian is in attendance at all times;
- b. wherever possible, two Gallery employees should be present during the administration of first aid; and/or,
- c. a male child is given first aid by a male officer, whilst a female child is given first aid by a female officer.

Full reports are completed on any administration of first aid as per the First Aid Treatment and transportation procedure found at [http://qagomanet/work\\_health\\_and\\_safety/index.php](http://qagomanet/work_health_and_safety/index.php)

## **7. LOST / MISSING CHILDREN**

### **7.1 LOST CHILDREN**

The following applies in the instance that a child presents to or is identified by an employee as having become separated from their parent or guardian.

- If an employee is alerted to a lost child they must inform the Team Leader in the first instance.
- The employee and the child should, where possible, remain where the child was found, as carers are likely to be searching that location.
- Other Gallery & Visitor Services Officers may be informed that there is a lost child.
- The Team Leader will immediately implement the Protection & Visitor Services procedure for lost children.

### **7.2 MISSING CHILDREN**

The following applies in the instance that a parent or guardian reports a missing child.

- If an employee is alerted to a missing child they must inform the Team Leader in the first instance.
- The Team Leader will immediately implement the procedure for missing children.

## **8. PHOTOGRAPHING OR FILMING CHILDREN OR INFANTS**

- Close up photographing or filming of children/infants is not permitted on any Gallery site unless permission has been obtained from the child's/infant's carer or guardian prior to the activity.
- QAGOMA photography/film permission forms must be completed and signed by a carer or guardian when the Gallery wishes to use close up photographic/film images of children/infants for promotional and publicity material. These forms are to be provided and managed by relevant employees only.
- Where employees identify unauthorised photography or filming of children/infants taking place, the employee will engage with the person undertaking the activity, advise them of the policy and politely ask them to stop immediately. The employee will then alert the Team Leader who will further manage the situation as per procedure.

### **8.1 PHOTOGRAPHY IN PUBLIC PLACES**

There is currently no specific legislation preventing people from taking photos of children and young people in public places, unless the person photographing or filming creates a 'public nuisance'. This only applies to the photographer or camera-person if their conduct is 'offensive' or 'threatening' and likely to interfere with public enjoyment of a public place (under s6 of the *Queensland Summary Offences Act 2005*).

### **8.2 INDECENT PHOTOGRAPHS OF CHILDREN AND YOUNG PEOPLE**

It is against the law to take indecent photographs of a child under the age of 16, or to involve a child in any material which exploits them. Under s210(1)(f) of the *Criminal Code Act 1899* it is an offence if a person takes an indecent photograph of a child under the age of 16 years.

Under s43 of the *Classification of Films Act 1991*, a person must not procure, or attempt to procure, a minor to be in any way concerned in the making or production of an objectionable film.

## 9. ADMINISTRATION

### RELATED DOCUMENTS

- [Criminal Code Act 1899](#)
- [Child Protection Act 1999](#)
- [The Blue Card system](#)
- [Office of the Public Guardian for Children and young people](#)
- [Commission for Children and Young People and Child Guardian Act 2000 \(Qld\)](#)
- [Guardianship and Administration Act 2000](#)
- [Summary Offences Act 2005](#)
- QAGOMA Conditions of Entry Policy
- Team Leader general operational procedures – No. 5 (First Aid); No. 8 (Lost or Missing Children); No. 25 (Dealing with Inappropriate Behaviour)
- QAGOMA Conditions of Entry Policy
- Gallery & Visitor Services (GVSO) general operating procedures – No.40 (Lost or Missing Children); No. 42 (First Aid)
- First Aid Treatment and Transportation Policy

### REVIEW PROCESS

This policy will be reviewed every three years or when significant legislative or organisational change occurs.

*Once printed this document is no longer a controlled document.*