

## **CHILD SAFE ENVIRONMENT POLICY**

Created: September 2025

Next policy review due: September 2028

### **PURPOSE:**

Photoplay Studios has developed the following Child Safe Policy of our approach to protect children from abuse, grooming and neglect.

This policy is the foundation of our culture with respect to child safety and is designed to be a public statement of commitment to child safety.

### **SCOPE OF POLICY:**

This policy applies to owners of the business, contractors, children and families.

Contractors working on behalf of Photoplay Studios will agree in writing to accept and act in accordance with this policy within their annual Contract Photographer Agreement.

This policy is reviewed every 3 years. This policy is published on our website for centre directors, families and contractors alike.

### **COMMITMENT TO THE SAFETY OF CHILDREN AND YOUNG PEOPLE:**

Photoplay Studios is committed to the safety and wellbeing of all children and young people who engage in our services. We support the rights of the child and will act without hesitation to ensure a child safe environment is always maintained. We comply with the child safe environments provisions of the *Children and Young People (Safety) Act 2017*, *Child Safety (Prohibited Persons) Act 2016* and the National Principles for Child Safe Organisations. We support the rights and wellbeing of our contractors in creating and maintaining a child safe environment for our clients.

- All children have the right to be safe
- A child's privacy must be respected
- Child safety awareness is openly discussed and promoted within our business
- *Safe environments – Through their eyes* training is mandatory for all direct contact contractors

### **POLICY OBJECTIVE:**

This policy provides the framework for:

- The creation of a positive and robust child protection culture
- The promotion of open discussion of child protection issues for our clients
- Complying with all laws, regulations and standards relevant to child protection in South Australia
- This policy has been developed in accordance with Principle 2 of the Child Safe Environments Principles of Good Practice

### **PARTICIPATION OF FAMILIES AND CHILDREN:**

We invite both formal and informal feedback from our centre contacts and families who use our services at any time.

We ask that any formal grievances are put in writing so we can investigate the matter fully and show transparency in our response and resolution of said matter.

### **CODE OF CONDUCT:**

Photoplay Studios respects the rights of all children and ensures that all contractors read and agree to the terms in our Code of Conduct document.

Clients, contractors or general public can report a breach of the Code of Conduct by emailing the owner of the business through the contact form on our website [www.photoplaystudios.com.au](http://www.photoplaystudios.com.au)

Any person acting on behalf of Photoplay Studios found to be in breach of our code of conduct may have their shifts cancelled.

### **RECRUITMENT:**

Any contractor engaged to work on behalf of Photoplay Studios will meet the requirements of the *Child Safety (Prohibited Persons) Act 2016* which requires that staff and volunteers have a valid Working with Children Check issued by the Screening Unit of the Department of Human Services.

Contractors are interviewed face to face before being engaged to carry out services. We ensure all direct contact contractors are supervised during their probationary period for on-the-job observation.

Photoplay Studios will actively advise the Screening Unit where we become aware of information regarding any person involved with our organisation, including any serious criminal offence, child protection information, disciplinary or misconduct information.

Any new contractor commencing work for Photoplay Studios will be supplied with the training links below prior to commencement of their first shift in addition to completing training of:

*Safe Environments: Through Their Eyes*

### **SUPPORT & TRAINING FOR WORKERS:**

Photoplay Studios holds an induction for any new contractors engaged to act on our behalf. This induction includes external Safe Environments training, induction to this policy as well as being briefed on our code of conduct, and employment contract. The training links below are read by contractors and agreed in writing that they have read and understood the documents.

- Training
  - All contractors read and understand the [https://dhs.sa.gov.au/\\_data/assets/pdf\\_file/0003/82659/cse-mandatory-notification-information-booklet-2019-dhs-update.pdf](https://dhs.sa.gov.au/_data/assets/pdf_file/0003/82659/cse-mandatory-notification-information-booklet-2019-dhs-update.pdf)
  - Training is completed every 3 years.

### **REPORTING AND RESPONDING TO HARM OR RISK:**

Any contractor working on behalf of Photoplay Studios has a responsibility to contact the Child Abuse Report Line (CARL) on 13 14 78 or if it is suspected on reasonable grounds that a child is or may be at risk of harm. If the child is at immediate risk, report to South Australia Police (SAPOL) on 000. For mandated notifiers these are legal obligations.

If a contractor working on behalf of our organisation has made a report to CARL or SAPOL, they have a responsibility to also notify the owner of Photoplay Studios.

As Photoplay Studios is a 3<sup>rd</sup> party contractor in early education sites, we would also make the responsible person of the organisation we are visiting aware of our findings or concerns where appropriate.

### **REPORTING AND RESPONDING TO COMPLAINTS OR FEEDBACK:**

In the event a client or family accessing our services feel a contractor working for Photoplay Studios is behaving inappropriately, they are encouraged to provide such feedback either verbally or in written format.

Photoplay Studios will address the issue with the contractor in question, documenting the nature of the conversation and the course of action moving forward. The business will respond in writing to the person making the complaint with an appropriate response.

### **RISK MANAGEMENT:**

As 3<sup>rd</sup> party contractors within early learning services, we minimise risk to harm of children by complying with the risk management policy or plan provided by the service provider we are visiting. To manage the risk of inappropriate use of images of children directly related to the services we provide, Photoplay Studios has the following in place:

1. Only children with a paid order form will be photographed. Payment gives us permission to photograph a child.
2. All images generated by our business are stored securely at head office. We dispose of any excess files generated on photo day once the strongest image/s are selected to fill a photo pack. Photos used to fill a photo pack are retained for 90 days post photo day, after which they are deleted from our system. We are unable to supply electronic files to families who are late downloading files from our password protected gallery.
3. Electronic images of children are supplied to the end client and distributed via a unique passcode provided with a completed photo pack. Sharing that passcode with additional family members is the sole responsibility of the person who placed the order.
4. Images of children in class photos are never supplied electronically to a client and are named on the class photos in accordance with the organisation we are supplying. Eg: some centres only want first names mentioned on class photos.
5. In the event we have children who are identified as “at risk” by the Department for Child Protection, we are notified by the childcare centre we work with, these children are not included on the class photo.

### **POLICY REVIEW:**

We will review our child safe environment policy every 3 years and submit this review to the Department of Human Services each time it is reviewed and updated.