

Schedule 4:

Vulnerable Persons and Child Safety Procedures for administering the Regional Arts Fund

Background

Clauses 4 and 5 of the Supplementary terms to the Funding Agreement between Regional Arts Australia (RAA) and each Regional Program Administrator (RPA), outline the responsibilities of each Party to the agreement.

These procedures outline the implementation of those responsibilities, and clearly states the responsibility of each Party.

Definitions

As per Clause S4.1 and S5.1:

Vulnerable Person	Means an individual aged 18 years and above who is or may be unable to take care of themselves, or is unable to protect themselves against harm or exploitation for any reason, including age, physical or mental illness, trauma or disability, pregnancy, the influence, or past or existing use, of alcohol, drugs or substances or any other reason.
Child	Means an individual(s) under the age of 18 years and Children has a similar meaning;

Responsibilities

The RAF Recipient, if working with Vulnerable Persons, will:

- provide a list of personnel and copies of their AFP checks and a signed declaration

The RAF Recipient, if working with children, will:

- provide a list of all Child-related Personnel and verification of their Working with Children Checks
- undertake training in the National Child Safety Principles

Regional Program Administrators will:

- check the WWCC and/ or AFP details and confirm they have been provided,
- undertake risk assessment on any AFP checks that come back with a record,
- inform RAA of any risk assessment undertaken and their suggested outcome for the project,
- ensure that all Child-related Personnel undertake training in the National Child Safety Principles, and
- report annually to RAA.

Regional Arts Australia will:

- provide Declaration forms and the risk assessment template for criminal record risk assessment for working with Vulnerable Persons,
- inform the Department of any risk assessments conducted and any outcomes regarding RAF project personnel,
- Provide training to RPAs in National Child Safety Principles, and
- Report annually to the Department on working with Vulnerable Persons and Child Safety.

Procedures

Vulnerable Persons

1. In all RAF application forms there will be a question that asks: **Does this project involve working with Vulnerable Persons?**
2. If the applicant answers "Yes", a section of the form will appear. In this section they will be asked to list everyone who will work with Vulnerable Persons and asked to confirm that (if their project is funded) they will provide an Australian Federal Police (AFP) check for each person listed. (These cost \$42 each and the costs can be covered within the project costs). The AFP checks must be no more than 12 months old.
3. If/when a project is approved for funding, there will be a funding condition that the RPA receives AFP checks for each person who will work with Vulnerable Persons, before the project can commence.
4. If there is any Serious Record, Criminal or Court Record the RPA will conduct a Risk Assessment (based on a template provided by RAA) to assess whether or not that individual can be involved in the project.
5. RPAs must let RAA know if any police check comes back with a record, and RAA must inform the Department of the record and the processes and decisions made, including documentation of the risk assessment.
6. Recipients of projects that involve Vulnerable Persons will only be paid once they have provided the list of personnel, the AFP checks for each person and (if any record, we have resolved whether or not he person with a record is a current risk to the people involved in the project).
7. If any person involved in a RAF project that involves Vulnerable Persons during the term of the project is charged or convicted the funding recipient will let the RPA know and the RPA will let RAA know.
8. In addition to this, each person working on the project will need to answer the following question: in the last 7 years have you resided overseas, in any one country for more than 12 months? If yes, and the project is successful, they will be asked to provide a police check from that country.

Child Safety

1. In all RAF application forms there will be a question that asks: **Does this project involve working with Children?**
2. If the applicant answers "Yes", a section of the form will appear. In this section they will be asked to list Child-related Personnel and asked to provide WWCC numbers and expiry dates for each.
3. In addition to these measures, at least 1 member of any RAF project that involves working with children will need to undertake training in the National Child Safety Principles.
4. If/when a project is approved for funding, there will be a funding condition that the RPA receives an updated list of all personnel and their WWCC numbers and expiry dates, as well as verification that the training has been taken.