

IMPLEMENTATION OF ROYAL COMMISSION'S RECOMMENDATIONS

Section 1: Identifying the institutions

Name:	The Australian Institute of Music Limited t/a Australian Institute of Music
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Specific organisational category:	Non-Government School

Section 2: General reporting against recommendations relevant to all institutions

Theme 1: Making institutions child safe

Measure 1.1: New or revised Code of Conduct, policies and procedures for child safe institutions

Report Volume: Volume 6 and Volume 7

Recommendation(s) the measure is in response to: Recommendations 6.6, 7.8

Examples from the recommendations:

- *all staff and volunteers comply with a Code of Conduct that sets behavioural standards towards children, explains reporting requirements and handling complaints of child sexual abuse*
- *requires all people working within the institution to undergo initial and periodic training of the Code of Conduct, and*
- *ongoing documentation of policies and procedures related to child safe standards.*

Measure 1.2: Improvements to institutional responding and reporting

Report Volume: Volume 7

Recommendation(s) the measure is in response to: Recommendations 7.7 and 7.8

Examples from the recommendations:

- *there is an effective complaint handling policies and procedure in place that sets out how the institutions should respond to complaints of child sexual abuse, and is understood by children, staff, volunteers and families*
- *if a complaint is made, there is a risk assessment framework followed immediately and appropriate discipline of any internal perpetrators or decision-making of staff on allegations undergoing investigation*

Measure 1.3: Improvements to recordkeeping and information sharing

Report Volume: Volume 8

Recommendation(s) the measure is in response to: Recommendations 8.1 and 8.4

Examples from the recommendations:

- *institutions should implement the Royal Commission's principles for records and recordkeeping that responds to child sexual abuse occurring within institutions*

Description of measures implemented prior to December 2019:

It is compulsory for all staff to hold a Working With Children Clearance and provide relevant documentation as part of their employee on boarding. During staff orientation, all staff are informed of AIM's policies and provided with relevant training where required.

AIM has the following Codes of Conduct/Policies and Procedures in place which are available on Sharepoint, AIM's Quality Management System:

IMPLEMENTATION OF ROYAL COMMISSION'S RECOMMENDATIONS

Codes of Conduct

- Staff Code of Conduct
- Student Code of Conduct

Policies and Procedures

- Child Protection Policy and Procedure
- Critical Incident and Emergency Policy and Procedure
- Managing the Welfare of International Students Under 18
- Sexual Harassment Policy and Procedure
- Sexual Assault/Sexual Harassment Reporting Guidelines
- Student Grievances and Complaints Policy and Procedure

Email notifications are sent informing all staff (and students) of new and revised policies and procedures. The following policies have recently been updated:

Staff Code of Conduct

Updated to include discipline procedures.

Student Code of Conduct

Updated September 2019 to include reference to sexual harassment and discipline procedures.

Child Protection Policy and Procedure

As part of AIM's response to TEQSA on the protection of students, AIM developed the *Child Protection Policy and Procedure*. The policy outlines the process for responding to allegations of a Reportable Concern/Reportable Conduct, support to be provided, prevention strategies and record keeping.

Critical Incident and Emergency Policy and Procedure

In December 2018, the *Critical Incident and Emergency Policy and Procedures* was updated to include the process for dealing with incidents of sexual, physical or other abuse. A Critical Incident Management Team (CIMT) will be established to deal with all critical incidences. The policy underwent a further review in September 2019.

Managing the Welfare of International Students Under 18

Updated and approved in December 2019 to include the following information:

- additional processes for students to seek assistance and/or report any incident or allegation involving actual or alleged sexual, physical or other abuse
- 24hr contact details
- Cross referenced to the *Critical Incident and Emergency Policy and Procedure* and *Child Protection Policy and Procedure*
- The processes for possible disruption to under 18-year-old welfare arrangements in an emergency

Sexual Harassment Policy and Procedure

Updated to include reference to prevention programs and guidance and resource materials

Sexual Assault/Sexual Harassment Reporting Guidelines

Guidelines created to clearly set out the process for reporting/dealing with incidences of sexual assault and sexual harassment

Student Grievances and Complaints Policy and Procedure

IMPLEMENTATION OF ROYAL COMMISSION'S RECOMMENDATIONS

Updated in September 2019 and outlines the process for handling grievances and complaints, to ensure all grievances and complaints are handled fair and equitable, appropriately confidential, and are consistently managed and properly documented.

From 2020 a new committee (Safety, Equity and Wellbeing Committee (SEWC)) has been established to replace the Health, Diversity, Safety and Wellbeing Committee (HDSWC). Its main functions include, but are not limited to:

- a) Providing advice on priorities and gaps within the Institute's safety, equity and wellbeing
- b) Promoting a culture of valuing safety, equity and wellbeing throughout the Institute and curriculum.
- c) Considering and recommending ways in which any present impediments to students and staff health, wellbeing and safety may be removed
- d) Monitoring and reviewing performance of the Institute in regard to the safety, equity and wellbeing of students and staff
- e) Monitoring equity across the staff and student body reviewing trends and recommending actions.
- f) Monitoring the management and support for sexual assault and sexual harassment

Key deliberations of the SEWC will inform the student experience, wellbeing and safety of students and staff and the Health and Safety of the campus. The SEWC will provide feedback to the Leadership Group which will inform the Leadership Group's reports into the Finance and Risk Subcommittee of the Board of Directors in respect of risk management and alignment of practices with the Higher Education Standards Framework (HESF) 2015.

The membership of the SEWC includes:

- Chair – Head of Operations
- Deputy Chair – Human Resources Representative
- Two (2) Student Wellbeing Officers (Melbourne & Sydney)
- Two (2) Student Experience & Success Representative (Melbourne & Sydney)
- Head of Pathways & Engagement
- Two (2) Elected Health & Safety Representatives (Sydney & Melbourne)
- Quality & Compliance Officer
- Two (2) Student Representatives (elected Melbourne & Sydney)
- SEWC Secretariat

AIM's application to join the National Redress Scheme is currently pending approval

Theme 2: Children's Voices

Measure 2.1: *Children participate in decisions that affect them*

(All relevant volumes and recommendations)

- information about how children are able to express their views and how their voices have been incorporated into child safe practices, including the design of policy and decision-making

As AIM is a higher education institution, it only has a small number of students under the age of 18, and they normally will only be with AIM for a maximum term of 12 months before they turn 18.

AIM has student representatives on all its main academic governance committees, including the SEWC. The AIM Student Association is an additional representative forum for students.

IMPLEMENTATION OF ROYAL COMMISSION'S RECOMMENDATIONS

Prospective work that will be undertaken post-2019 to implement this measure:

Section 3: Reporting for specific non-government institutions

This section asks institutions to report on the recommendations made by the Royal Commission that are specific to their organisation.

- Non-government schools (*Volume 13, recommendations 13.1 – 13.8*)

Recommendation 13.1

All schools should implement the Child Safe Standards identified by the Royal Commission.

Recommendation 13.2

State and territory independent oversight authorities responsible for implementing the Child Safe Standards (see Recommendation 6.10) should delegate to school registration authorities the responsibility for monitoring and enforcing the Child Safe Standards in government and non-government schools.

Recommendation 13.3

School registration authorities should place particular emphasis on monitoring government and non-government boarding schools to ensure they meet the Child Safe Standards. Policy guidance and practical support should be provided to all boarding schools to meet these standards, including advice on complaint handling.

Recommendation 13.4

The Australian Government and state and territory governments should ensure that needs-based funding arrangements for Aboriginal and Torres Strait Islander boarding students are sufficient for schools and hostels to create child safe environments.

Recommendation 13.5

Boarding hostels for children and young people should implement the Child Safe Standards identified by the Royal Commission. State and territory independent oversight authorities should monitor and enforce the Child Safe Standards in these institutions.

Recommendation 13.6

Consistent with the Child Safe Standards, complaint handling policies for schools (see Recommendation 7.7) should include effective policies and procedures for managing complaints about children with harmful sexual behaviours.

Recommendation 13.7

State and territory governments should provide nationally consistent and easily accessible guidance to teachers and principals on preventing and responding to child sexual abuse in all government and non-government schools.

Recommendation 13.8

The Council of Australian Governments (COAG) should consider strengthening teacher registration requirements to better protect children from sexual abuse in schools. In particular, COAG should review minimum national requirements for assessing the suitability of teachers, and conducting disciplinary investigations.

As a higher education institution, these recommendations do not apply, however, to ensure compliance with the Higher Education Standards Framework 2015, Standard 2.3 Wellbeing and Safety, the Australian Institute of Music has adopted a range of approaches to prevent and respond to sexual assault and sexual harassment.

See attached updated (December 2019) document on 'The Australian Institute of Music's measures to prevent and respond to sexual assault and sexual harassment'

Prospective work that will be undertaken post-2019 to implement this measure:

Section 4: Attachments

Should they wish, this section will allow institutions to attach additional information.