



## AUSTRALIAN MATHS TRUST

AMT Safe Community Policy	
<b>Policy Number:</b> 18SCP	<b>Effective date:</b> 17 June 2022
<b>Policy Owner:</b> AMTT Ltd Board	<b>Policy Custodian:</b> AMT CEO
<b>Date of last review:</b> February 2025	<b>Date of next review:</b> May 2026
<b>Other relevant policies/guidelines:</b> AMTT	AMT Travel Policy

Definitions	
<b>AMT Community Member</b>	Is a child or young person who is registered or participating in a program or event organised by AMT, or a member of staff or volunteer involved in AMT programs or events.
<b>Board</b>	Board of the AMTT Ltd.
<b>Child</b>	A person who is under the age of 12 years.
<b>Child abuse</b>	Any act of omission or commission that endangers or impairs a child's physical, sexual or emotional health and development.
<b>Misconduct</b>	Means but is not limited to an allegation that an AMT Community Member engaged in: <ul style="list-style-type: none"><li>• improper behaviour towards an AMT Community member, parent/guardian or member of the public</li><li>• willful or deliberate behaviour that is inconsistent with the continuation of their appointment or participation with AMT</li><li>• conduct that causes serious and imminent risk to the health and safety of a person, or the reputation or viability of AMT</li><li>• illegal activity including, but not limited to, theft and fraud</li><li>• assault, including but not limited to, child sexual assault, sexual harassment, verbal or physical assault against a child, young person or adult community member of AMT</li><li>• being intoxicated (alcohol or drugs, other than prescribed drugs) whilst engaging in AMT activities</li><li>• refusing to carry out a lawful and reasonable instruction that is consistent with their appointment at AMT.</li></ul>
<b>Staff member</b>	Is a member of staff, including tutors and mentors, paid or volunteer.
<b>Safe organisation</b>	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.
<b>Safe Program</b>	A program for which all risks have been assessed and events thought through and planned. These programs have had permission to proceed from AMT CEO or AMTT Board.
<b>Safe Worker</b>	Has been through a recruitment process, understands responsibilities and accountability and is supervised.

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<b>Volunteer</b>	A volunteer is a person working for the AMT in an unpaid capacity. Note that all AMT volunteers are screened and must have a valid Working with Vulnerable People check (or equivalent) prior to commencement.
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## **Purpose**

The vision of the Australian Maths Trust (AMT) is to be a leader in helping young Australians realise their problem-solving potential using mathematics and algorithmics.

This policy outlines the broad principles used by the AMT in its activities in Australia and overseas. It is consistent with child safety 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 Community 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

## **Policy Principles**

### **1. Responsibilities of the AMTT Ltd Board**

The Board is responsible for ensuring that:

- All AMT policies and practices reflect the National Principles for Child Safe Organisations
- (NPCSO) as endorsed by the Council of Australian Governments<sup>1</sup>
- All AMT policies and practices are consistent with legislative requirements within Australian jurisdictions
- As far as is reasonably practicable, all AMT community members comply with the Work Health & Safety Act 2011 and all reasonable and practicable steps are taken to avoid risks to members of the AMT community 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.
- The Trust self-assesses its processes and protocols against the National Principles for Childsafe Organisations every two years.

### **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 with child-facing roles complete Duty of Care training before undertaking child-facing work and 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 through adequate supervision by managers and senior executives. 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**
- e.** All staff and volunteers will report disclosures or suspicions of child abuse, according to relevant jurisdictional legislation in accordance with the AMT Policy for Responding to Abuse and the 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 community members, staff and volunteers.  
  
We will give opportunity to all AMT community 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 community 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 an 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 setting.  
  
**AMT staff and volunteers must also abide by the AMT's Acceptable Use Policy which sets out the appropriate use of technology for AMT community members. Appropriate measures will be implemented as far as reasonably practical to ensure appropriate supervision of AMT community members during online activities.**

<b>DOCUMENT VERSION CONTROL</b>			
<b>VERSION NUMBER</b>	<b>DATE</b>	<b>CHANGES</b>	<b>STAFF MEMBER</b>
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

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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
6.0	17.6.22	Minor updates to mission; training requirements for staff and volunteers in child-facing roles; updated NPCSO principles and link	N Ford
7.0	February 2025	Changes to definitions, minor formatting changes, AMT member changed definition?	HR Manager CEO

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<sup>1</sup> The 10 National Principles for Child Safe Organisations that make institutions safer for children can be found here: <https://childsafe.humanrights.gov.au/national-principles/download-national-principles>

1. Child safety and wellbeing is embedded in organisational leadership, governance and culture.
2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved in promoting child safety and wellbeing.
4. Equity is upheld and diverse needs respected in policy and practice.
5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
6. Processes to respond to complaints and concerns are child focused.
7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
9. Implementation of the national child safe principles is regularly reviewed and improved.
10. Policies and procedures document how the organisation is safe for children and young people.