

Incident Reporting Policy Rockit Performing Arts

In accordance with the Work Health and Safety Act 2012 (SA) and the Equal Opportunity Act 1984 (SA), Rockit Performing Arts has established the following policy for reporting incidents of discrimination, harassment, or safety concerns:

1. Reporting Procedures

- 1.1 All staff members, students, and visitors are encouraged to report any incidents of discrimination, harassment, or safety concerns promptly.
- 1.2 Reports can be made directly to the Director, either in person or via email at noni@rockitpa.com.au
- 1.3 For urgent matters requiring immediate attention, staff should contact the Director or designated safety officer immediately.

2. Confidentiality

- 2.1 All reports will be treated with the utmost confidentiality, in compliance with the Information Privacy Principles Instruction (SA).
- 2.2 The identity of the person making the report will be protected to the extent permitted by law.

3. Staff Responsibilities

- 3.1 Staff members are required to report any observed or suspected incidents of discrimination, harassment, or safety concerns, as per the Children and Young People (Safety) Act 2017 (SA).
- 3.2 Failure to report such incidents may result in disciplinary action.

4. Documentation

- 4.1 All reported incidents will be documented in writing, including the date, time, location, individuals involved, and nature of the incident.
- 4.2 Documentation will be stored securely in compliance with the State Records Act 1997 (SA).

5. Investigation Process

- 5.1 The Director or a designated representative will investigate all reported incidents promptly and thoroughly.
- 5.2 Investigations will be conducted in accordance with procedural fairness principles.

6. Regular Review

- 6.1 Incident reports and safety concerns will be discussed at each staff meeting, as per the Work Health and Safety Act 2012 (SA).
- 6.2 The staff training manual will be regularly updated to include current information on reporting procedures and relevant legislation.

7. Non-Retaliation

- 7.1 Rockit Performing Arts prohibits any form of retaliation against individuals who report incidents in good faith, in accordance with the Whistleblowers Protection Act 1993 (SA).

8. Compliance with Mandatory Reporting

8.1 All staff members are informed of their obligations as mandated notifiers under the Children and Young People (Safety) Act 2017 (SA).

8.2 Suspected child abuse or neglect must be reported to the Child Abuse Report Line (13 14 78) as required by law.

9. Training and Awareness

9.1 All staff members will receive regular training on this policy and related procedures, as part of Rockit Performing Arts' commitment to maintaining a safe and inclusive environment.

10. Policy Review

10.1 This policy will be reviewed annually to ensure compliance with current legislation and best practices in incident reporting and management.

By implementing this policy, Rockit Performing Arts aims to create a safe, inclusive, and respectful environment for all staff, students, and visitors, in compliance with South Australian legislation and regulations.