

**Access Arts Inc**

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**www.accessarts.org.au**ABN 82 066 160 761
 **Patron:** His Excellency the Honourable Paul de Jersey AC
Governor of Queensland

**Duty of Care Policy**

*All Access Arts policies relate to all Staff as well as Members.*

Access Arts Inc. defines a Member as any person who has filled out a membership form to join the organisation.

Staff are defined as persons engaged in Office, workshop/project or program, Volunteer or Student placement work at Access Arts Inc.

**Definitions:**

* Duty of care: A duty to do everything reasonably practicable to protect others from harm.

**Aims:**

* To provide a risk-free, safe environment which allows Staff and Members to participate in the full range of Access Arts’ services and programs.

**Policy:**

Access Arts conducts regular risk assessments to ensure that duty of care is maintained in all programs. There are a number of mechanisms in place across all programs to reduce risk. These include:

* Members who express interest in attending an Access Arts program are required to complete an enrolment form which provides details of their support needs, contact details for next of kin and details of any allergies or medical concerns which may impact on them during the program. This information is carried by a support worker at each workshop and is readily accessible confidentially.
* Access Arts requires that medical release forms and information release forms are provided when Members are touring with the organisation.
* As a condition of employment or volunteering with Access Arts, Staff must hold a blue card and undergo a Disability Services Queensland criminal history check.
* All Staff are required to undertake Access Arts’ disability awareness training program.
* Program venues are assessed to ensure accessibility and Access Arts has a policy that delivery of programs, exhibitions performances and events must take place in spaces which comply with the Human Rights and Equal Opportunity Commission guidelines on accessibility.
* At least one Access Arts Staff member is present at all Access Arts programs and events.
* Access Arts does not provide personal care support to Members and Staff, and if this is required they must provide their own carer. This policy is clearly outlined on the enrolment form and throughout the relevant policies and procedures.
* At least one Staff member at an Access Arts workshop, project, event or tour must have a first aid certificate.
* At least one member of the Access Arts office and workshop Staff must undergo Fire Warden training.

For further information on Access Arts’ duty of care please see the following policies:

* Workplace Health and Safety
* Risk Assessment
* First Aid
* Touring
* Abuse and Neglect
* Evacuation
* Smoking
* Behavioural
* Sexual Harassment
* DSQ Criminal History Check and Blue Card Policy

***Complies with Queensland Human Services Quality Standards (HSQS): 1, 3, 4, 6
Update Responsibility: Chief Executive Officer
Date of last update: 08/08/2013***