

## Attachment 2: The Role of Responsible Officers

Responsible Officers (identified in section 3 of these Procedures) are responsible for the delivery of an approved activity related to children or vulnerable adults in accordance with the Policy and these Procedures, and in a manner which contributes to their safety and wellbeing. Among the matters to consider and actions to take by the Responsible Officer in conjunction with the approval process for the different categories of activities involving to children and/or vulnerable adults (i.e. work, study, research or events) are the following:

### 1 Work - excluding research and events (see 3 and 4 below)

**Recruitment and appointment – new appointments:** For staff, ensure that recruitment or appointment proposals are approved and appropriate screening of applicants or appointees is conducted in accordance with the Recruitment and Selection Guidelines. Essentially the key requirements of a recruitment and appointment process for a staff member can apply to the engagement of the other University Members listed above. When any University member is engaged in activities involving children and/or vulnerable adults the processes below should be followed:

- identify the skills, experience and capabilities required to work with children or relevant vulnerable adults;
- conduct an assessment and validation process to ensure that the potential University Member possesses the required background and capabilities to work with children and/or vulnerable adults. The validation process should involve referee checking. Referees should be asked specific questions about the person's experience, background and suitability for working with children and/or vulnerable adults; and
- identify whether background checks are required (see below).

**Regular review – existing appointments:** Regularly review of the work of existing University Members to identify whether the requirements of the role have changed and there are activities that involve increased direct contact with children and/or vulnerable adults. For staff, this should be considered as part of the Performance Review and Planning Process.

**Risk Planning and Management:** Ensure that Risk Management Plans are developed, approved and implemented on an ongoing basis in order to minimise the risks associated with activities involving children and/or vulnerable adults. Refer to section 4 of these Procedures for further information on Risk Management Planning.

**Background checks:** Prior to appointment or engagement or following the review of an existing appointment / engagement, consider whether background checks are required by the relevant state or territory and ensure that they are obtained in accordance with section 5 of these Procedures.

**Consent of parents or guardians:** Consider whether any of the specific work activities of the University member that involve children or vulnerable adults require consent. Refer to section 6 of these Procedures for further information.

## 2 Study - excluding research and events (see 3 and 4 below)

**Approval of course or unit:** Ensure that student activities involving children or vulnerable adults (e.g. professional placement, community engagement, clinics, field trips, etc.) which are part of a course and/or unit are approved by Academic Board or Faculty / unit approval process (for minor unit changes) in accordance with the Policy and Guidelines on Course Approval, Amendment and Review (Award Courses).

**Risk Planning and Management:** Ensure Risk Management Plans are developed, approved and implemented for all student activities involving children or vulnerable adults. Risk Management Planning is part of the required documentation under the Policy and Guidelines on Course Approval, Amendment and Review (Award Courses). It is also required for minor amendments to units approved at a Faculty level. Further information on Risk Management Planning is provided in section 4 of these Procedures.

**Background checks:** Ensure that arrangements are made for background checks to be conducted if required by the relevant state or territory, or another organisation involved in the activity, and that they are obtained in accordance with section 5 of these Procedures.

**Consent of parents or guardians:** Consider whether any of the specific activities within the course or unit that involve children or vulnerable adults require consent. Refer to section 6 of these Procedures for further information.

## 3 Research

**Approval:** Ensure that a research proposal which involves children and/or vulnerable adults is approved by HREC before the research commences. Applicants should refer to relevant chapters of section 4 of the [National Statement on Ethical Conduct in Human Research](#) (e.g. Chapter 4.2 refers to children and young people).

**Risk Planning and Management:** Ensure that a Risk Management Plan is developed, approved and implemented. A Risk Management Plan is part of the research proposal submitted to HREC. Refer to section 4 of these Procedures for further information on Risk Management Planning.

**Background checks:** Background checks are required for researchers engaged in research involving children or, in the ACT, vulnerable adults. Ensure that background checks have been conducted. Normally the background checks will be completed prior to application and evidence is submitted as part of the application. Refer to section 5 of these Procedures for further information.

**Consent of parents or guardians:** Ensure that the application addresses this and provide the proposed consent documentation will be submitted with the research proposal to HREC. The assent of the children or vulnerable adults to participation in the research will also normally be required. Refer to section 6 of these Procedures for further information.

## 4 Events

Events may be organised by University Members on ACU sites or elsewhere, or by or for an external person or organisation on an ACU site.

### 4.1 Events organised by University member

**Approval:** Ensure that any event involving children or vulnerable adults have been approved by the relevant Member of the Executive (or nominee).

**Risk Planning and Management:** Ensure that a Risk Management Plan is developed, approved and implemented. The Risk Management Plan will be submitted as part of the proposal for the event. Refer to section 4 for further information on Risk Management Planning.

**Background checks:** Consider whether supervisors of the event require background checks based on state or territory requirements, or if requested by another organisation involved in the activity (refer to section 5).

**Consent of parents or guardians:** The proposal will include proposed consent documentation. Refer to section 6 for further information.

### 4.2 Events - organised on an ACU site by or for an external person or organisation

**Approval:** Associate Vice-Chancellors/Campus Deans are responsible for approving venue hire or use for events for groups of children or vulnerable adults on their respective campuses.

**Risk Planning and Management:** Ensure that an appropriate Risk Management Plan has been developed for any event identified as involving children and/or vulnerable adults. Refer to section 4 for further information on Risk Management Planning.

**Background checks:** As part of Risk Planning and Management ensure that the host organisation has arranged background checks, if required or appropriate (refer to section 5).

**Consent of parents or guardians:** As part of Risk Planning and Management ensure that the host organisation has arranged consent, if appropriate (refer to section 6).