

Compliance Focus

Standards for RTO's 2015 – Clauses 1.7, 5.4 and 6.1 to 6.6, 8.5

Policy Purpose

The intent of this policy and procedure is to provide clear and practical guidelines to that all staff, trainers, contractors, subcontractors, and participants commitment to support the safety and wellbeing of all children and young people, including protection from abuse

Roles and Responsibilities

This policy applies to all staff and contractors who deliver training to participants enrolled in a full or part qualifications, short courses, skill sets and non-accredited courses. All staff are to adhere to this policy and associated procedures.

Consistent with the [National Principles for Child Safe Organisations WA](#), this policy provides a framework that outlines the role of CSTC to be child safe through access to resources, awareness raising and sharing relevant information.

Child Safety Principles

1. Child safety and wellbeing is embedded in organisational leadership, governance and cultural
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 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 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

Legislation

CSTC is committed to promoting and implementing the principles of the following:

- Children and Community Services Act (2004 – no 34)
- National Principles for Child Safe Organisations WA
- Safe and Supported: The National Framework for Protecting Australia's Children 2021 to 2031

Definitions

Abuse

Abuse is an act, or a failure to act, towards or on behalf of a child that may result in harm. It can occur on one occasion or multiple occasions. Sometimes the impact of multiple events leads to harm that becomes cumulative in nature. Types of abuse include physical, emotional, and sexual abuse, and neglect.

Child/Children

Means a person under 18 years of age, and in the absence of positive evidence as to age, means a person who is under 18 years of age.

Child Safe Organisation: is one that:

- creates an environment where children's safety and wellbeing are at the centre of thought, values, and actions
- places emphasis on genuine engagement with and valuing of children and young people
- creates conditions that reduce the likelihood of harm to children and young people
- creates conditions that increase the likelihood of identifying any harm, and
- responds to any concerns, disclosures, allegations, or suspicions of harm.

Child safe

For this policy, child safe means protecting the rights of children and young people to be safe by taking actions that can help prevent harm and abuse.

Harm

Harm, in relation to a child, means any detrimental effect of a significant nature on the child's wellbeing, whether caused by a single act, omission or circumstance; or a series or combination of acts, omissions or circumstances.

Wellbeing

Wellbeing of children and young people includes the care, development, education, health and safety of children and young people.

CSTC commitment

CSTC is committed to ensure the following:

- The rights of children and young people are upheld.
- Children and young people are respected, listened to, and informed about their rights.
- Children and young people have the fundamental right to be safe and cared for.
- Children and young people have the right to speak up, be heard and taken seriously without the threat of negative consequences.
- The safety and best interests of children and young people are a primary consideration when making decisions that concern them.
- Access trusted and reliable information, including the National Principles for Child Safe Organisations
- Communities are informed and involved in promoting the safety and wellbeing of children and young people including protection from harm.
- Collaboration with the community and our partners promotes the safety, participation and empowerment of all children and young people.

Zero Tolerance

Under this policy and to ensure a child safe learning environment, CSTC will not tolerate any deviation from the Child Safety Principles in their day to-day operations or in the training environment provided to participants. This applies to all staff, contractors, participants, employers, and the public entering our business.

CSTC take seriously and will thoroughly investigate all complaints brought to their attention.

Child Safety Procedure

- CSTC will ensure all staff and Trainers and Assessors hold a current Working with Children's Check (WWCC) at the time of employment and require staff to keep the check current and provide updated details as required.
- CSTC will hold in the Trainer and Assessor employment file a certified copy of the WWCC
- CSTC will ensure all staff and Trainers and Assessors are appropriately screened through reference checks and where applicable National Criminal History Checks (NCHC).
- CSTC will ensure all staff and Trainers and Assessors induction includes mandatory training on the principles of child safety.
- CSTC will appoint a "Child Safety Officer" who will support staff and children or young person through the reporting process.
- CSTC will exercise their legal and moral obligation and contact authorities when they are worried about a child's safety.
- CSTC staff must immediately report to the Child Safety Officer if they believe a child or young person is at risk of harm or concerns exist regarding the safety, welfare and wellbeing of the child or young person.
- CSTC have appointed a child safety officer who can be contacted childsafetyofficer@cstc.org.au

Keeping records and privacy

- All personal information considered or recorded will respect the privacy of the individuals involved, whether they be staff, parents, or children, unless there is a risk to someone's safety. We have safeguards and practices in place to ensure any personal information is protected.
- CSTC will keep appropriate records of all incidents reported by staff or participant in a secure, password protected location.
- CSTC keep this information private (in accordance with the Privacy Act) except for purposes of reporting risk to federal or state authorities.

Child Safety Awareness Policy

Related Documents

- Course Enrolment Policy and Procedure
- Business Quality Policy and Procedure
- Complaints and Appeals Policy and Procedure
- Version control register
- Continuous Improvement register
- Staff onboarding policy and induction checklist
- Staff handbook
- Participant handbook

Responsible Officer

The responsible officer for the implementation and training for this Policy and Procedure is the Business Manager

Publishing details

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