



POLICY NAME	Child Safety Policy		POLICY NO.	23
EFFECTIVE DATE	14/10/2024	DATE OF LAST REVISION	VERSION NO.	1

ADMINISTRATOR RESPONSIBLE	Sarah Burnett	CONTACT INFORMATION	admin@aota.com.au
----------------------------------	---------------	----------------------------	-------------------

APPLIES TO Apply group names to define applicable areas of staff.					
GROUP 1	Trainers and Assessors	GROUP 2	Administration Staff	GROUP 3	Directors and Managers
GROUP 4	Students	GROUP 5	Organisations	GROUP 6	

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Sarah Burnett		Initial publication	Sarah Burnett

APPROVAL AND REVIEW

ADDITIONAL NOTES

SCOPE

This Child Safety Policy applies to:

- Staff members: who are employed by All High Risk Training (AHRT) (i.e. full time, part time and casual employees) and who work at or with AHRT in a voluntary capacity,
- Affiliates: Contractors (including Trainers and Assessors), Agents, Consultants or any other persons who participate in social media and who may be identified as having an association with AHRT.
- Students of AHRT, both past and present,
- Any members of the public or other organisations that may be present at AHRT sites.

POLICY STATEMENT

AHRT is committed to child safety.

All students under eighteen (18) years of age who are supported by AHRT have a right to feel safe, happy, respectful and empowered. We are committed to the safety, participation and empowerment of all children.

We promote diversity and tolerance, and people from all walks of life and cultural backgrounds are welcome.

We:

- Promote the cultural safety, participation and empowerment of Aboriginal children;
- Promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds; and
- Ensure that children with a disability are safe and can participate equally.

We have zero tolerance of child abuse, harm and discrimination of all kinds. All allegations and safety concerns are treated very seriously and consistently with our robust policies and procedures. We have legal and moral obligations to contact authorities when we are worried about a child's safety and wellbeing, which we follow rigorously.

AHRT is committed to preventing child abuse and identifying risks early and removing and reducing these risks. We have robust human resources and recruitment practices for all personnel and committed to regular training and education of our personnel on child abuse risks.

TERMS AND DEFINITIONS

TERM	DEFINITION
Child or children	In Accordance with the United Nations Convention on the Rights of the Child, child means any human under the age of 18 years.

Child Exploitation	<p>One or more of the following:</p> <ul style="list-style-type: none"> a) committing or coercing another person to commit an act or acts of abuse against a child b) possessing, controlling, producing, distributing, obtaining or transmitting child exploitation material c) committing or coercing another person to commit an act or acts of grooming or online grooming d) using a minor for profit, labour, sexual gratification, or some other form of personal or financial advantage.
Child protection	An activity or initiative designed to protect children from any form of harm, particularly that arising from child exploitation and abuse.
Child-related work	<p>Means being engaged in:</p> <ul style="list-style-type: none"> a) work activities where contact (physical, face-to-face, oral, written or electronic contact) between a staff member and a child would reasonably be expected as a normal part of the work and such contact is not occasional (infrequently or irregularly) and incidental (occurring by chance) to the work, or b) work that requires a Working with Children Check (WWCC) in the state or territory jurisdiction in which the work is being undertaken.
Child safe position	An organisational position that has been identified as having contact with a child as a normal part of work activities (that is, <i>child-related work</i>), and therefore is required to obtain and maintain a Working with Children Check in order to be engaged in that position.
Contractor	<p>The individuals engaged to perform temporary services for which:</p> <ul style="list-style-type: none"> a) the output is being produced on behalf of AHRT b) the output is generally regarded as AHRT produce c) the services are performed under the direction or supervision of AHRT d) remuneration is based on time worked, usually calculated on an hourly rate.
Emotional abuse	A parent or caregiver's inappropriate verbal or symbolic acts towards a child and/or a pattern of failure over time to provide a child with adequate non-physical nurturing and emotional availability. Such acts of commission or omission are likely to damage a child's self-esteem or social competence.
Neglect	The failure by a parent or caregiver to provide a child (where they are in a position to do so) with the conditions that are culturally accepted as being essential for the physical and emotional development and wellbeing of the child.
Physical abuse	The use of physical force against a child that results in harm for the child's health, survival, development or dignity. This includes hitting, beating, kicking, shaking, biting, strangling, scalding, burning, poisoning and suffocating.
Policy non-compliance	The failure to abide by AHRT's policy.
Sexual abuse	The Australian Institute of Family Studies defines child sexual abuse as: <i>'the involvement of a child in sexual activity that he or she does not fully comprehend, is unable to give informed consent to, or for which the child is not developmentally prepared, or else that violates the laws or social taboos of society. Children can be sexually abused by both adults and other children</i>

	<i>who are – by virtue of their age or stage of development – in a position of responsibility, trust or power over the victim’.</i>
Staff	Staff are either employed by an organisation, engaged by an organisation on a subcontract basis, or engaged by an organisation on a voluntary or unpaid basis, staff can include paid staff, volunteers, interns, trainees and consultants.
Working with Children	Being engaged in an activity with a child where the contact would reasonably be expected as a normal part of the activity and the contact is not incidental to the activity. This includes volunteering or other unpaid work.
Working with Children Check	An assessment of whether a person poses an unacceptable risk to children. As part of this process, the applicant’s criminal history, child protection information and other information is checked. A Working with Children Check may also be known under other names, such as a Working with Vulnerable People Check, a Blue Card, Working with Children Clearance, Ochre Card, etc.

POLICY SECTIONS

All young people who come to AHRT have a right to feel and be safe. We are committed to the safety and well-being of all young people accessing AHRT’s services and the welfare of the young people in AHRT’s care will always be our first priority. We aim to create a child-safe and child-friendly environment where all young people are valued and feel safe.

As a child safe organisation, AHRT:

- Has established a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.
- Has embedded child safety and wellbeing in organisational leadership, governance and culture.
- Informs and empowers children and young people about their rights, supporting participation in decisions affecting them.
- Informs and involves families and communities in promoting child safety and wellbeing.
- Upholds equity and respects diverse needs in policy and practice.
- Has inclusive approaches for children with a disability, Aboriginal children and children from culturally and/or linguistically diverse backgrounds.
- Ensures people working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
- Maintains child-focused processes for services delivery and the management of complaints and concerns.
- Ensures staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
- Has actively considered risks of abuse within the organisation.
- Ensures physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
- Has well-articulated policies and procedures documenting how RIST has implemented and maintains its child safe approach.
- Regularly reviews and improves processes used for the implementation of Child Safe Standards.

AHRT will ensure:

- A duty of care is always maintained towards staff and students
- A child-safe environment for students under the age of 18 years is established and maintained
- All students, irrespective of age will be always respected and treated fairly
- All Trainers / Assessors, including those from a third party who encounter students under the age of 18 meet the appropriate child protection requirements
- All Trainers and Assessors must always abide by the terms and conditions of AHRT 's Policies, including Child Safety Policies
- All Staff, including Trainers and Assessors, always work in a professional manner, including their use of language, presentation, manner, and punctuality.
- All staff, including trainers and assessors will complete the online child safety training modules through the Australian Human Rights Commission
<https://childsafe.humanrights.gov.au/learning-hub/e-learning-modules>
- All Staff, including Trainers and Assessors, respect the privacy of the child and their family and only disclose personal information where the appropriate permission has been provided.
- All conflicts will be resolved fairly and ethically, and any breaches of conditions will be treated seriously and fully investigated.
- Any harm or risk of harm which has been identified or is suspected is reported to the NSW Police if the child is at immediate risk on 000 or the applicable Child Report line:
 - New South Wales Child Protection Line - 13 21 11
 - Australian Capital Territory Child Protection Line - 1300 556 728
 - Northern Territory Child Protection Line - 1800 700 250
 - Queensland Child Safety Line - 1800 177 135
 - South Australia Child Abuse Report Line - 13 14 78
 - Tasmania Child Protection Line - 1300 737 639
 - Victoria Child Protection Crisis Line - 13 12 78
 - Western Australia Child Protection Line - 1800 273 889
- All actions taken by AHRT in relation to children experiencing harm, or at risk of being harmed, are documented in accordance with incident management procedures, and reported to the CEO immediately.

Staff, including trainers and assessors, do not:

- Abuse, neglect or treat any students in an unfair manner
- Take advantage of any students in any way, shape or form
- Develop a sexual relationship with a person/student under the age of 18 years
- Discriminate on the basis of age, gender, race, culture, religion, vulnerability or sexuality
- Use prejudice, oppressive behaviour or language toward children or any other student
- Initiate unnecessary contact with children under the age of 18 years

Staff, including trainers and assessors, do not:

- Develop 'special' relationships with specific children/students for personal gain
- Show favouritism through the provision of gifts or inappropriate attention

AHRT ensures the above policies are met by:

- Ensuring Trainers and Assessors hold the relevant Police Clearance / Working with Children Clearance to provide Training and Assessment Services to Students under 18 years of age.
- Ensuring all Trainers and Assessors have access to all policy documents and can request copies at any time
- Ensuring any individual – including staff, visitors and/or third-party representatives have a clearance to visit/provide training to students under the age of 18 years old
- Ensuring grievance and complaint/appeals policies and procedures are in place

- Ensuring all staff and trainers are familiar with and agree to abide by AHRT 's policies and procedures
- Maintaining a current list of staff, trainers and assessors' files
- Providing a public copy of this policy online for staff and public access

Appeals

Policy Updates

This Policy may change from time to time and is available on our website.

EXCEPTIONS

Describe exceptions here.

This policy is not applicable to persons over the age of 18 years old, matters of harm and discrimination for persons over 18 are covered in the Code of Conduct.

RELATED POLICIES AND OTHER REFERENCES

National Principles for Child Safe Organisations

https://www.google.com/url?sa=t&source=web&rct=j&opi=89978449&url=https://childsafef.humanrights.gov.au/02/National_Principles_for_Child_Safe_Organisations2019.pdf&ved=2ahUKEwjSxbTo2YyJAxUmyqACHcV9O_Vaw09gkx0xRFIme36ytBdDvU7

Standards for RTO's: Outcome Standards 2024 Final Draft <https://www.dewr.gov.au/node/16501>

United Nations Convention on the Rights of the Child.

Child Protection (Working with Children) Act 2012 (NSW)

Children and Young People Act 2008 (ACT)

Care and Protection of Children Act 2014 (NT)

Commission for Children and Young People and Child Guardian Act 2000 (QLD)

Children's Protection Act 1993 (SA)

Working with Children Act 2005 (VIC)

Child Wellbeing and Safety Act 2005 (VIC) (including Child Safe Standards)

Registration to Work with Vulnerable People Act 2013 (TAS)

Working with Children (Criminal Record Checking) Act 2004 (WA)

ROLES AND RESPONSIBILITIES

List the job titles and business offices directly responsible for the policy.

ROLE	RESPONSIBILITY
CEO	Authoring and updating
CFO	Publishing on the internet
Administration Manager	Ensuring all personnel are informed

CONTACTS

List contacts in the table.

SUBJECT	CONTACT	PHONE	EMAIL
CEO	Sarah Burnett	42068378	admin@aota.com.au
CFO	Nigel Burnett	42068378	info@aota.com.au
Administration Manager	Robin Lore	42068378	robin@aota.com.au