

Policy area	Governance
Standards	Outcome Standards for RTOs, Standard 4.3.
Responsibility	All staff
Classification	<b>Public</b>

## 1. Purpose

To provide a safe, inclusive, and supportive environment for all children under 18 years of age who engage in our programs and services. This policy outlines our commitment to the protection of children and young people from harm, abuse, and neglect.

The purpose of this policy is to:

- Identify, manage, and regularly review risks affecting the safety and wellbeing of students under the age of 18.
- Ensure that risks to the safety and wellbeing of students under the age of 18 are managed according to child-safe principles.

## 2. Definitions

**Child or Children** means any individual under the age of 18.

**Child Abuse** means any form of physical, emotional, sexual, or psychological harm inflicted on a child.

**Neglect** means failure to provide necessary care, supervision, or protection for a child's safety and wellbeing.

**Mandatory Reporting** means the legal requirement to report certain types of abuse or neglect to child protection authorities.

## 3. Policy statement

### 3.1 Commitment to Child Safety

Transform Training is committed to:

- Ensuring the safety and well-being of all children participating in our training programs.
- Promoting the rights of children and protecting them from harm, abuse, and neglect.

- Creating an inclusive training and assessment environment where children feel valued, safe, and supported.
- Providing support to child students to enable them to successfully participate in selected training programs. (Refer to: *PP2.4 - Student Support and Wellbeing*)

## 3.2 Responsibilities

Training staff may come into contact with children during the delivery of training and assessment services. We have a responsibility to the children who come into contact with our staff and the families of those children to ensure that children are protected from any type of abuse.

Transform Training is committed to protecting the welfare of children and young people, ensuring that their safety, rights, and wellbeing are safeguarded at all times.

All staff members must uphold the highest standards of behaviour and take immediate action to report and prevent any form of child abuse or misconduct.

All staff must maintain professional boundaries and appropriate behaviour in interactions with children.

All staff must comply with the *Child Safe Code of Conduct*.

## 3.3 Staff recruitment and training

Any person convicted of a sex offence will not be permitted to either work or seek work in a position with Transform Training (Refer to: *PP3.1 - Workforce Planning, Recruitment and Induction*) where that person's duties will potentially involve direct contact with children and where that contact is unsupervised.

All trainers who work directly with children, need to provide a current **Working with Children Check**, and these will be reviewed annually to ensure they remain current.

Child protection and safeguarding topics are included in the staff induction. (Refer to: *PP3.1 - Workforce Planning, Recruitment and Induction*), including recognising signs of abuse, reporting procedures, and behaviour expectations.

All employees and contractors must agree to the *Child Safety Code of Conduct* and sign the Code of Conduct as a condition of their engagement or employment. (Refer to: *PP3.1 - Workforce Planning, Recruitment and Induction*).

## 3.4 Child protection - behavioural guidelines

Transform Training staff will:

- Treat every child with dignity and respect regardless of individual differences;
- Conduct themselves in a manner consistent with their position as a representative of our organisation;
- Promote child safety and wellbeing;
- Immediately raise any concerns for the safety or wellbeing of a child in accordance with our reporting procedures (see next section);
- Listen to children, take their concerns seriously and allow them to have a say in the decisions that affect them; and
- Avoid being alone with children and ensure that other adults are present when working around children.

Transform Training staff will not:

- Use prejudice, oppressive behaviour or language with children;
- Discriminate on the basis of age, gender, race, culture, vulnerability or sexuality;
- Initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves;
- Develop ‘special’ relationships with specific children for their own needs;
- Show favouritism through the provision of gifts or inappropriate attention; and
- Have contact with children outside of Transform Training duties.

### **3.5 How to recognise abuse in children<sup>1</sup>**

The following are the general indicators of child abuse and neglect that may be observed. It should be noted that the presence of one or more of these indicators does not by itself prove child abuse, but it may alert you to the possibility of child abuse.

- A child or young person tells you that he or she is being abused or hurt.
- You notice sudden or unexplained changes in mood or behaviour of a child or young person.
- You notice frequent or unexplained bruises or injuries on a child or young person.

---

<sup>1</sup> [www.stopchildabuse.com.au](http://www.stopchildabuse.com.au)

- You see a child or young person with low self-esteem.
- You see a child or young person with poor hygiene.
- You notice that a child or young person becomes withdrawn or unresponsive.
- You notice a child or young person with a lot of exaggerated fears.
- You notice that a child or young person seems to lack trust in familiar adults.
- You notice that a child or young person has serious difficulties relating to peers and/or adults.
- You see a child or young person who is always angry or aggressive.
- You find out that a child or young person has difficulty sleeping and experiences nightmares.
- You notice a child or young person experience a change in eating patterns.

## **3.6 Reporting**

All allegations of child abuse or neglect will be taken seriously. Any suspicion, allegation, or disclosure of child abuse must be reported immediately to the CEO.

## **3.7 Complaints Handling**

Information on our complaint handling processes is provided to children and young people in the *Student Handbook* and in our Complaints Handling Policy and Procedure (Refer to: *PP2.9 – Complaints Handling*). Complaints are taken seriously and responded to promptly and thoroughly.

The complaints handling policy prioritises the safety and wellbeing of children and young people and recognises the role of families and communities in understanding and using the policy.

Children and young people may engage a support person, family member or carer to assist them in making a complaint.

Where a complaint relates to alleged criminal or illegal activity (e.g. sexual or physical abuse of a child) and it is considered outside the scope and expertise of Transform Training to investigate the matter, Transform Training will report these allegations to law enforcement authorities.

## **3.8 Privacy and Confidentiality**

All reports and documentation related to child protection cases must be kept secure and confidential. Only individuals directly involved in a case should have access to relevant information. Records will be maintained following data protection laws and kept secure.

## 4. Considerations

None.

## 5. Procedure

Steps	Person/s responsible
<b>Identify and report any suspicion, allegation, or disclosure of child abuse</b>	
i. <b>Identify</b>  All staff are to observe children under 18 for any indicators of child abuse or neglect – refer to Section 3.5 above for indicators of child abuse.	Trainers, all staff
ii. <b>Initial response</b>  If you see or suspect abuse or a child discloses information to you, remain calm, listen carefully, and reassure the child. Make notes - record what you observe. Date and sign the entry.	All staff
iii. <b>Report to CEO</b>  Report the incident or suspicion as soon as possible to the CEO, providing as much detail as possible.	CEO, trainers, all staff
iv. <b>Record</b>  Document the incident in detail, including dates, times, individuals involved, and what was said or observed using the <i>Incident Report</i> . Sign and date the report.	CEO
v. <b>Raise concerns with the child's parent or guardian</b>  Talk to the child's parent, guardian or representative and raise your concerns. Gain an acknowledgement that your concerns have been taken seriously and record their response. Follow-up with the child's	CEO

	representative no longer than 24 hours later to monitor how your concerns have been dealt with.	
vi.	<p><b>Report to authorities</b></p> <p>The CEO will assess the report and decide whether to escalate it to child protection authorities or law enforcement. In some cases, further information may be gathered discreetly.</p> <p>If required, call the appropriate child protection authorities. The child protection worker will ask you for certain information, including:</p> <ul style="list-style-type: none"> <li>– Details - the child's or young person's name, age and where you encounter them.</li> <li>– Indicators of harm - the reason for believing that the injury or behaviour is the result of abuse or neglect.</li> <li>– Reason for reporting - the reason why the call is being made now.</li> <li>– Safety assessment - assessment of immediate danger to the child or children.</li> <li>– Description - description of the injury or behaviour observed.</li> <li>– Child's whereabouts - the current whereabouts of the child or young person if known.</li> <li>– Cultural characteristics - any specific cultural or other details which will help to care for the child - for example, Aboriginality, interpreter or disability needs.</li> </ul> <p>Please note - a notification should still be made, even if you don't have all the information listed above.</p>	CEO
vii.	<p><b>Follow-Up:</b> The CEO will monitor the case and ensure support for the child and any staff involved.</p>	CEO

## 6. Other documents to consider with this policy

---

### Policies

---

- PP1.4 - Training Safety
- PP2.1 - Workforce Planning, Recruitment and Induction
- PP2.4 - Student Support and Wellbeing
- PP2.9 – Complaints Handling

### Forms

---

- Child Safety Code of Conduct
- Incident Report

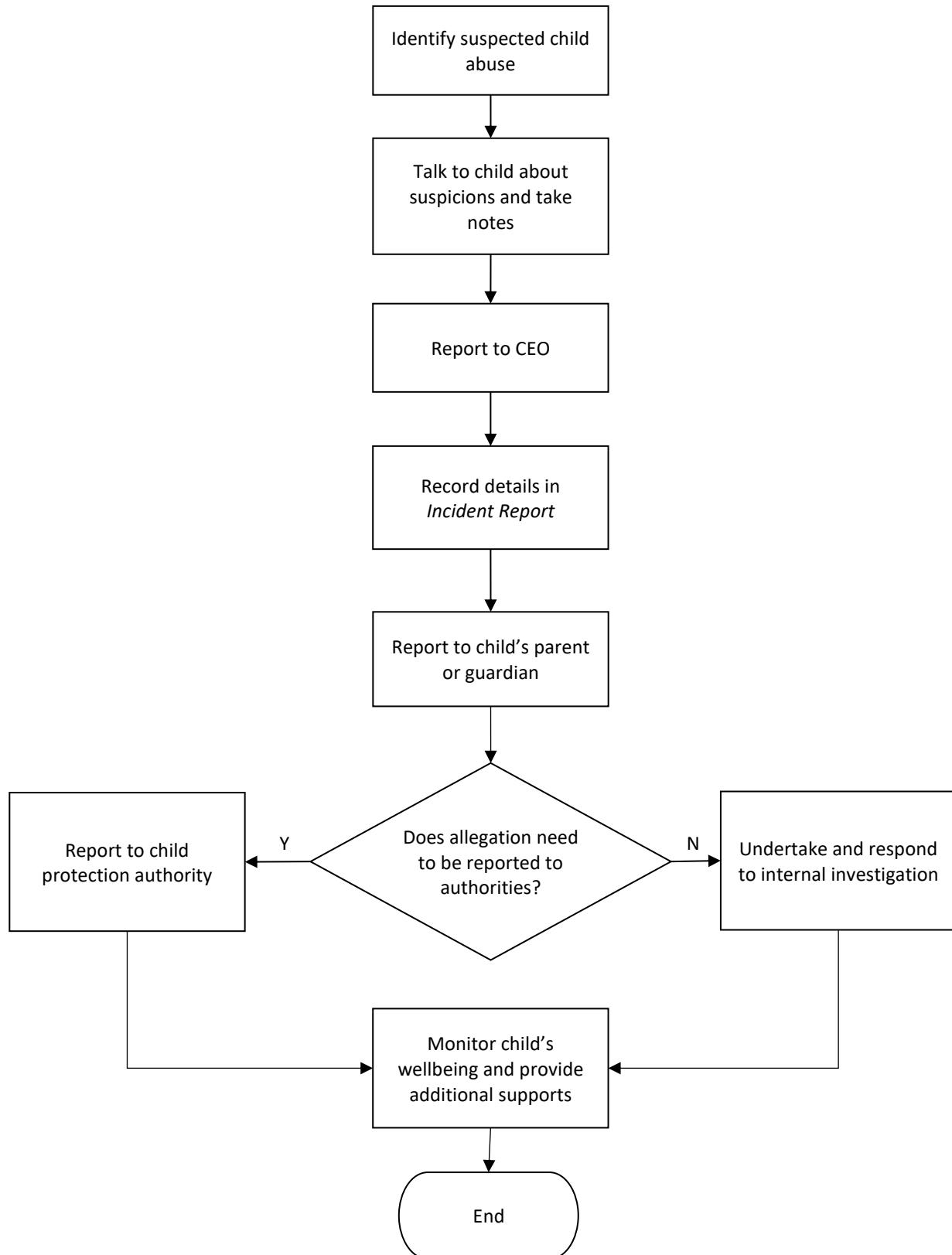
### Handbooks, manuals or other documents

---

Nil

## 7. Flow chart

### Identify and Report Child Abuse



## 8. Reference(s)

Outcome Standards for RTOs, Standard 4.3. Risks to VET students, staff and the RTO are identified and managed. The RTO demonstrates:

- (a) it identifies, manages and reviews risks to VET students, staff and the RTO
- (b) it manages financial risks to the organisation, including by maintaining a financial plan and appropriate monitoring and oversight of the RTO's financial position, financial performance and cashflows
- (c) a system for identifying, managing and disclosing (as relevant) real or apparent conflicts of interest
- (d) where the RTO offers training or assessment to VET students aged under 18, risks to their safety and wellbeing are identified and managed consistent with principles for child safe organisations, having regard to the training content and mode(s) of delivery.

National Principles for Child Safe Organisations: [National Principles for Child Safe Organisations](#)

Australian Childhood Foundation: [www.childhood.org.au](#)

Kids Helpline: [www.kidshelp.com.au](#)

National Child Protection Clearinghouse: [www.aifs.gov.au](#)

National Association for Prevention of Child Abuse and Neglect (NAPCAN): [www.napcan.org.au](#)

### Important phone contacts

South Australia - Child Abuse Report Line: 13 14 78

### Legislation:

Commonwealth – *Child Protection Act 1999*

South Australia – *Children's Protection Act 1993*