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REFERENCES : National Framework for Protecting Australia's Children 2009-2020  
State & Territory Acts, Standards and Regulations – *refer Attachment 1 & 2*  
Working with Children (Criminal Record Checking) Act 2004  
Complaint & Appeal Policy  
Staff Selection & Recruitment Policy  
Student Support & Intervention Policy  
Professional Learning & Development Policy  
Risk Management  
Dissemination of Information  
Code of Conduct Employee  
Student Code of Conduct  
IT Internet Email  
Access Equity & Fairness  
VET Quality Framework  
Standards for Registered Training Organisations (RTOs) 2015 Cwlth.  
National Vocational Education and Training Regulator Act 2011

AUTHORISED :  DATE : 16/01/2018  
EXECUTIVE OFFICER

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## PURPOSE

Under the Children's Protection Act 1993 and the regulations and Acts passed by individual States and Territories it is law that all persons tasked with the care of minor children (under the age of 18) must have current Criminal History Checks and best practice that they undertake Child Safe Environment training.

The Children's Protection Act 1993 and other Commonwealth and State Acts related to Child Safety place a duty of care on the organisation and all persons individually who deal with children under the age of 18 years of age whether in an employed or voluntary capacity.

The purpose of this document is to ensure that all SGAE employees and contractors are aware of their responsibilities in relation to the protection of children as it applies to their engagement with SGAE.

## DEFINITIONS

- Abuse : For the purposes of this policy/procedure 'abuse' will include but may not be limited to inappropriate behaviours such as:
- inappropriate physical contact;
  - inappropriate discussion;
  - threatening behaviour;
  - mental or physical cruelty/mistreatment;
  - solicitous behaviour;
  - taking images of children for any purpose other than those required for RTO and having written permission on file from the parent;
  - discriminatory behaviours including harassment and bullying.
- Act : Encompasses the National Framework for Protecting Australia's Children 2009-2020 and all State & Territory Acts, Standards and Regulations as listed in *Attachment 1* and that may be amended from time to time.
- Authority : The State or Territory Authority responsible for Children's Protection within their jurisdiction. Refer *Attachment 2*
- Child Safe Compliance Statement : Statement that must be lodged with the Authority by all organisations that demonstrates they comply with the minimum requirements for establishing and maintaining a child safe environment.

Child Safe Environment Accreditation :	Accredited training for trainers of Child Safe Environment Training as may be required by each Authority.
Child Safe Environment Training	<p>As may be required by each Authority a course for all persons working with children and in particular Mandated Notifiers that teaches the identification of signs of possible child abuse and legal reporting requirements.</p> <p>SGAE Internal training specifically designed for the protection of Children and Vulnerable People.</p>
Children	<p>: Persons less than 18 years of age.</p> <p>For the purposes of this procedure Children will also refer to any student or participant older than 18 years of age who identifies a potential or actual risk to a child of less than 18 years of age.</p>
Criminal History Check Assessment :	<p>includes a National Police Clearance and an assessment based on the resultant report as to the suitability of the individual for the role applied for.</p> <p>This check may be incorporated by some Authorities within their Child-related Employment Screenings.</p>
Federal Police Clearance	<p>: includes a National Police Clearance and an assessment based on the resultant report as to the suitability of the individual for the role applied for.</p> <p>: This check may be incorporated by some Authorities within their Child-related Employment Screenings.</p>
Children's Protection Officer	<p>: SGAE's CPO is Kathryn Hamill, VCAL Coordinator</p> <p>The CPO's role is to manage all reports of Child Abuse or Neglect and to support child and parent/guardian in the most culturally appropriate and sensitive manner.</p>
Mandated Notification	: Legal requirement to report suspected cases of abuse or neglect by all employed and voluntary workers working with Children.
Minor Child (Children)	: A person aged less than 18 years
Operations support contractors	: A person or entity subcontracted by SGAE to provide services that are directly related to the

provision of training operations e.g. Compliance Officers, Trainer/Assessors, and Business Development Officers. This does not include persons or entities who provide trade services such as plumbers, carpenters unless they are in direct contact with minor children for an extended period of time such as a building project of several weeks.

Child-related Employment : A criminal history check undertaken by the relevant Authority to ensure the suitability of the person engaged to work with Children.

This check may include a National Police Clearance conducted by the Federal Police.

Vulnerable People's Protection Officer: SGAE's Vulnerable People Officer is Linda Stickland, Learning Executive.

## **SYNOPSIS OF SGAE'S CHILDREN AND VULNERABLE PEOPLE'S PROTECTION POLICY**

### **Compliance**

The policy and this procedure comply with

- Acts and Regulations and
- Mandatory Reporting requirements and
- Child Safe Environments: Principles of Good Practice and Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children

as applicable to each State or Territory of Australia.

### **Child Safe & Vulnerable People Policy**

It is the policy of SGAE to ensure that all children and vulnerable people who may access SGAE services feel and are safe and respected.

SGAE adopts zero tolerance towards all behaviours that are unsafe for children and vulnerable people, no matter how minor they may appear to an individual.

It is the policy of SGAE to ensure that all persons who will or may have contact with minor children or vulnerable people will be required to:

- meet the requirements of Working with Children and Vulnerable People by providing evidence of current Child-related Employment Screening and National Police Clearance at commencement and renewing these as a minimum every 3 years and

- undertake Child Safe & Vulnerable People Environment Training, either as required by each State Authority or SGAE's internal training and renew that training every 3 years.

For the generation of the Child-related Employment Screening and National Police Clearance SGAE will utilise the services of the applicable Authority in each State or Territory as may be applicable for the employee.

Where the service is not available through an Authority SGAE will use the services of the Federal Police.

All Child-related Employment Screenings and National Police Clearances will be conducted on a minimum of a 3 yearly rotation.

### **Commitment to Child Safety**

SGAE is committed to the safety and wellbeing of all of our clients and of particular priority that of children and vulnerable people.

Children and vulnerable people will be supervised at all times during SGAE service provision.

All staff dealing with children and vulnerable people will be provided with:

- access to and must sign off on SGAE's Child Protection Policy and Standards and
- appropriate Child Safe and Vulnerable People Environment Training and
- all reasonable support and supervision.

### **CHILDREN'S PROTECTION OFFICER**

SGAE has appointed Kathryn Hamill, VCAL Coordinator, as the Children's Protection Officer and Linda Stickland, Learning Executive, as the Vulnerable People's Protection Officer.

The Children's Protection Officer and Vulnerable People's Protection Officer's role will include:

- Lead Officer in any report of abuse or neglect;
- First point of contact to provide advice and support to children, vulnerable people, parents/guardians, staff and other SGAE stakeholders in regards to child and vulnerable people's safety and wellbeing; and
- Maintaining up to date knowledge of Children's and Vulnerable People's Protection legislation, regulations and issues; and
- Acting as the information and procedural conduit between regulatory authorities, Executive Officer, Executive Staff, staff, children and parents/guardians and other SGAE stakeholders.

## **CHILDREN & VULNERABLE PEOPLE'S PARTICIPATION**

Children and Vulnerable People who access SGAE's services will be:

- encouraged to make suggestions and provide their point of view, particularly in respect to issues that affect children;
- provided guidance and support in reporting situations where they feel or are unsafe;
- encouraged to raise concerns and have those concerns acted upon.

## **CHILD AND VULNERABLE PEOPLE'S SAFE ENVIRONMENT TRAINING**

Child and Vulnerable People's Safe Environment Training is not a legal obligation in all States and Territories however SGAE requires all employees and contractors who work directly with or have direct contact with minor children and Vulnerable People to undertake the training internally as a minimum every 3 years. This includes registered Teachers.

All persons are required to provide the Children's Protection Officer or Vulnerable People's Protection Officer with evidence of currency every 3 years. Where this is not received the Child Protection Officer or Vulnerable People's Protection Officer, as may be the case, will follow up.

Any person refusing to undertake the training will be stood down until they complete the training or will have their employment terminated if they continue to refuse to participate.

## **NON TRAINING CONTRACTORS AND EXTERNAL PROVIDERS AND THIRD PARTIES**

When a non-training contractor (not delivering training), external training providers and/or Third Parties are contracted to provide all or a portion of a program SGAE will ensure and have documented in a legally binding Memorandum of Understanding that the external provider:

- has competent and appropriately qualified and screened staff available for SGAE's program; and
- has a compliant Child and Vulnerable People related Employment Screening process for any individual and/or entity acting on their behalf; and
- meets the requirements of the Child and Vulnerable People related Employment Screening as outlined in the relevant Authorities Acts or Regulations; and
- employees will evidence comprehensive understanding of Child and Vulnerable People Safe Environments and Mandated Notification requirements; and
- has the appropriate level of public liability insurance; and
- indemnities, disclaimers or other documents are not signed which absolve them or any individual or entity working on their behalf from liability for negligent acts or omissions and in particular related to Children and Vulnerable People's Protection.
- Representatives of the non-training contractor (not delivering training), external training provider and/or Third Parties will be required:



- to provide evidence of the above prior to each renewal of the MoU which will not be more than 3 calendar years; and
- advise SGAE immediately of any changes to circumstances for any of the above.

Representatives of the non-training contractor (not delivering training), external training provider and/or Third Parties will be required to undertake an Induction when attending the SGAE premises for the first time and for any purpose which will require them to engage with any minor child or vulnerable person on premises. SGAE will require the representative to produce evidence of items 2 and 3 above if SGAE has not been provided these as attachments to the MoU.

## **SCOPE**

The scope of this document applies to the protection of:

- of all minor children (under 18 years of age) students and participants of SGAE programs and
- all youth (18 years to 25 years) students and participants of SGAE programs who identify a potential or actual risk to a minor child and
- all vulnerable people students and participants of SGAE programs irrespective of their age.

The scope of the responsibility to follow the directives of this document includes all students, participants, staff, contractors and sub-contractors and internal and external stakeholders of SGAE.

## **ACCESS**

All SGAE students and participants, their parents/guardians and SGAE staff have access to fair equitable, professional and timely support mechanisms and networks.

SGAE adheres to the principles of Natural Justice at all times.

## **PROCEDURE**

### **Electronic Media**

SGAE will ensure that any access to internet will have parental controls and restricted sites preventing the accessing of inappropriate and/or dangerous sites for Children and Vulnerable People.

All SGAE stakeholders should refer to IT Internet Email policy and in particular that it is prohibited for SGAE staff and stakeholders to access, download or in any way engage in pornographic or illicit sites, dispersing of emails containing such content including jokes, accessing Facebook and other social media that is not specifically designed for the support of learning by SGAE.

Failure to comply with the IT Internet Email Policy will result in disciplinary action to the extent of dismissal from employment and termination of contracts.



## **Pre Employment**

### ***Interview***

At interview all candidates for employment or contract work for any position within SGAE will be advised of the requirements to provide at a minimum within their probationary period and permit SGAE to retain copies of Child and Vulnerable People Safe Environment evidence being:

- evidence of current Child and Vulnerable People Safe Environment Training;
- a satisfactory Child and Vulnerable People related Employment Screening.

Work with minor children and vulnerable people until satisfactory evidence is provided will be under supervision at all times.

Continuance of employment will be dependent upon successful completion of probationary period and a clear Child and Vulnerable People related Employment Screening and current Child and Vulnerable People Safe Environment Training.

### ***Pre Employment Screening***

Prior to employment/engagement of new employees and/or contractors SGAE will either:

- request and assess current Child and Vulnerable People related Employment Screening and National Police Clearance provided by the candidate/ contractor;
- request Child and Vulnerable People related Employment Screening and National Police Clearance through the relevant Authority or Federal Police in relation to the candidate/contractor.

### ***External Providers & Third Parties***

SGAE will require all External Providers & potential Third Parties working with any SGAE Minor Children or Vulnerable People student(s) to:

- provide evidence that they comply with the Child and Vulnerable People related Employment Screening as required by the relevant Authorities; and
- provide evidence that they have relevant and active policies and procedures in place to support their claims; *and*
- allow SGAE to review the above on a regular basis as may be determined by SGAE; and
- allow SGAE to retain copies of the evidence.

### ***Employees & Contractors***

SGAE will require all employees and contractors working with minor children to provide evidence in the first week of July of every 3 year cycle of

- current Child and Vulnerable People Safe Environment Training and
- Child and Vulnerable People related Employment Screening and
- National Police Clearance.

Where this evidence is not provided the Children's Protection Officer or Vulnerable People's Protection Officer, as may be the case, will follow up. Where a person refuses to undertake the training or screenings they will be stood down until these are complete. Where a person continues to refuse to participate their contract of employment or engagement will be terminated.

SGAE will ensure that employees who work with children or vulnerable children have ongoing supervision, support and training to ensure the promotion of a child and vulnerable persons safe environment in which children and vulnerable people can develop safely.

### **CHILDREN AND VULNERABLE PEOPLE'S COMPLAINTS PROCESS**

Children and Vulnerable People may make a complaint verbally and directly to any SGAE staff member with whom they feel most comfortable to do so.

The staff member will:

- immediately advise the Children's Protection Officer or the Vulnerable People's Protection Officer, as may be the case, of the allegations. Initial verbal advice is to be followed by a comprehensive written statement;
- then in collaboration with the Children's Protection Officer or Vulnerable People's Protection Officer as the Lead Officer, assist the child or children or vulnerable person or persons and their parent(s)/guardian(s) to access and formalise the relevant Authorities reporting process;
- then in collaboration with the Children's Protection Officer or Vulnerable People's Protection Officer as the Lead Officer, assist the child or children or vulnerable person or persons and their parent(s)/guardian(s) to access and formalise the SGAE complaints process. Please refer Complaints Policy.
- throughout the process both the employee and the Children's Protection Officer or Vulnerable People's Protection Officer must ensure that the child or children or vulnerable person or persons and their parent(s)/guardian(s) are treated and provided support in culturally appropriate and sensitive manner and ensuring the highest degree of confidentiality.

### **REPORTING OF SUSPECTED ABUSE OR NEGLECT BY SGAE REPRESENTATIVE**

#### **Recording**

When recording events/reports that relate to a SGAE representative the following must be followed:

- ensure accuracy of content - the allegations and responses are to be recorded in detail at the time the allegations are reported;

- include:
  - name and contact details of all parties to the report and of parent/guardians;
  - date and time;
  - statement that the person recording the allegations has advised the alleged victim that they are required by law to report the allegations to the authorities;
- must not include terminology that expresses the reporter's feelings or opinions;
- must be word processed the same day;
- reports must be signed and dated by all parties to the report;
- copy given to the alleged victim(s);
- where the allegation has been reported to the authorities, record
  - how the report was made and
  - date and time and
  - name and contact details of the person the report was made to.

Where the allegation relates to a SGAE representative a copy is to be given to the alleged perpetrator.

### **Secure Records Management**

A scanned fully signed electronic copy of the report is to be saved only into the Children's Protection Officer or Vulnerable People's Protection Officer's secure directory.

### **REPORTING OF SUSPECTED ABUSE OR NEGLECT BY SGAE REPRESENTATIVE**

Where an allegation is made to a SGAE representative and involves a non SGAE representative the member of SGAE representative must report the allegation immediately and directly to the relevant Authority.

The procedure as documented above for Reporting of Suspected Abuse or Neglect by SGAE Representative is to be followed.

### **INVESTIGATION OF SUSPECTED ISSUE INTERNAL TO SGAE AND/OR IT'S THIRD PARTIES**

Where an allegation involves a SGAE representative in all instances of suspected abuse or neglect the child or children's or vulnerable person or persons' responses will be taken to be valid and will be the catalyst for actions. This should not be interpreted as SGAE's determination of guilt on the part of the alleged perpetrator prior to a complete investigation. SGAE will take the actions it considers most appropriate to protect all parties.

SGAE will conduct all investigations in a respectful, fair and open manner, applying the laws of natural justice and complying with relevant legislation and in the quickest possible timeframe.

### **Initial Investigation by Children's Protection Officer or Vulnerable People's Protection Officer**

All staff, contractors and other stakeholders must report **immediately and directly to the Children's Protection Officer or Vulnerable People's Protection Officer any suspected or actual evidence of abuse or neglect** of a child or vulnerable person client by any member of SGAE staff or its stakeholders.

The Children's Protection Officer or Vulnerable People's Protection Officer will advise the Executive Officer.

The Children's Protection Officer or Vulnerable People's Protection Officer will **immediately investigate** the situation by:

- **immediately** removing the alleged perpetrator from access to the child or children or vulnerable person or persons and other children or vulnerable persons;
- contacting the parent(s)/guardian(s);
- speaking with the child or children or vulnerable person or persons in question with their parent(s)/guardian(s) present;
- speaking with all witnesses and where the witness is a child or a vulnerable person with their parent(s)/guardian(s) present or with their consent;

### **Insufficient Evidence**

Where there is insufficient evidence to confirm or deny the allegation the Children's Protection Officer or Vulnerable People's Protection Officer will report the allegation to the relevant Authority.

### **Report Made in Error**

Where the Children's Protection Officer or Vulnerable People's Protection Officer finds no foundation for the report and the report was made in error by the SGAE representative the representative will be provided with additional Child and Vulnerable People Safe Environment training.

### **Malicious Report by SGAE Representative**

Where the Children's Protection Officer or Vulnerable People's Protection Officer finds no foundation for the report and that the report was maliciously or frivolously made without substance by the SGAE representative the SGAE representative having made the report will face disciplinary action which at its fullest extent will include termination of employment or contract or expulsion from study with SGAE.

### **Malicious Report Made by Child or Children**

Where the Children's Protection Officer or Vulnerable People's Protection Officer finds no foundation for the report and that the report was maliciously or frivolously made without substance by the child or children or the vulnerable person or persons the parent(s)/guardian(s) of the child or children or vulnerable person or persons will be requested to seek counselling for the child or children or vulnerable person or persons

prior to their return to study. Where this request is not acceded to the child or children or vulnerable person or persons will not be permitted to return to study with SGAE.

### **Justified Report**

Where the Children's Protection Officer or Vulnerable People's Protection Officer determines that the report is justified and that potentially abuse has occurred or that there is sufficient evidence to indicate the possibility of abuse or neglect a report will be made immediately to the relevant Authority.

## **STAKEHOLDER INVESTIGATION OR CHARGED WITH SERIOUS CRIMINAL OFFENCE**

### **Investigation – Staff Member**

Where a SGAE staff member is under investigation for Child or Vulnerable Person Abuse or Neglect SGAE will require that individual to be stood down with pay until the matter is resolved. The suspension of work or services does not indicate prejudgement of innocence or guilt.

### **Investigation – Non-staff Member Stakeholder or Third Party**

Where a SGAE non-staff member stakeholder or third party is under investigation for Child or Vulnerable Person Abuse or Neglect SGAE will require that individual and/or entity to cease all works with SGAE without payment until the matter is resolved. The suspension of work or services does not indicate prejudgement of innocence or guilt.

### **Allegations Not Upheld**

Where allegations are not upheld and SGAE, comprising the Children's Protection Officer or Vulnerable People's Protection Officer, Executive Officer and the Board of Directors, has reasonable and serious concerns that the alleged perpetrator may have conducted themselves in an inappropriate manner SGAE reserves the right to terminate the individual or entities employment, contract or services. Legally required payments will be made.

Where allegations are not upheld and SGAE, comprising the Children's Protection Officer or Vulnerable People's Protection Officer, Executive Officer and the Board of Directors, has reasonable unsupported concerns that the alleged perpetrator may have conducted themselves in an inappropriate manner SGAE reserves the right to reinstate the individual or entities employment, contract or services on a probationary period with the condition of close monitoring/supervision for a period to be decided by SGAE.

Where allegations are not upheld and SGAE comprising the Children's Protection Officer or Vulnerable People's Protection Officer, Executive Officer and the Board of Directors, is sufficiently convinced that the alleged perpetrator did not conduct themselves inappropriately SGAE will reinstate the employment, contract or services of the individual or entity.

### **Allegations Upheld**

Where allegations are upheld, i.e. charges are laid, please refer to Criminal Offence Charges below.

### **Criminal Offence Charge**

Where charges are laid SGAE will maintain suspension of employment or services, without payment, until such time as the issue has been resolved.

### **Criminal Offence Charges Not Upheld**

Where charges are not upheld and SGAE comprising the Children's Protection Officer or Vulnerable People's Protection Officer, Executive Officer and the Board of Directors, has reasonable and serious concerns that the alleged perpetrator may have conducted themselves in an inappropriate manner SGAE reserves the right to terminate the individual entities employment, contract or services. Legally required payments will be made.

Where allegations are not upheld and SGAE is sufficiently convinced that the alleged perpetrator did not conduct themselves inappropriately SGAE will reinstate the employment, contract or services of the individual or entity. Payment for the suspension period will be back paid in this case.

## **PRIVACY & CONFIDENTIALITY**

All reports of suspected issues must be treated with the highest confidentiality and in line with SGAE Privacy Policy and the Privacy Act 1988 - Privacy Amendment (Enhancing Privacy Protection) Act 2012. The only persons privy to reports are:

- the SGAE representative making the report – limited to the lodgement of their report only;
- the parties involved (children or vulnerable person(s) and parents/guardians) – limited to their input only;
- the Children's Protection Officer – all information provided from all parties;
- Relevant Authority's representatives and those delegated by law to investigate and conduct further proceedings;
- Executive Officer – initially that a report has been made and following that involvement in the determination to reinstate or terminate a staff member or entity following investigation or criminal charges;
- Board of Directors - involvement in the determination to reinstate or terminate a staff member or entity following investigation or criminal charges.

A notifier must not discuss any report, whether proven or not, with any individual or entity not directly involved in the process unless required to do so by law.

All discussions related to Child Abuse or Neglect must be kept confidential and records and information relating to the intervention must be recorded and filed in line with this policy and procedure, SGAE Privacy Policy, Record Management Policy and the Australian Privacy Principles of the Privacy Act 1988. Where there is a difference between any of these the greater level of privacy will be implemented.



## **BREACH OF PRIVACY**

Breaches of privacy related to Child or Vulnerable Person Abuse and Neglect will be subject to disciplinary action:

- for SGAE employees – summary termination of employment;
- contractors – termination of contract;
- third parties and partner RTOs – cancellation of contract
- host employers – cancellation of Vocational Hosting arrangements for Host Employers.

## **RESPONSIBILITIES**

### **Children & Vulnerable People's Protection Officer's**

It is the Children's Protection Officer and Vulnerable People's Protection Officer's responsibility to:

- immediately action any report of abuse or neglect in line with this procedure;
- determine the validity of the report and if uncertain to report the relevant Authority;
- make a report for external intervention under Mandated Notification;
- ensure that all employees, contractors, external providers and partners meet the obligations of this policy and the relevant Act and Regulations of their State or Territory;
- SGAE does not breach the provisions of this policy or the relevant Acts and Regulations and acts within Mandated Notification requirements;
- maintain current working knowledge of the relevant Acts and Regulations of each State and Territory within which SGAE conducts business that includes working with Children and Vulnerable People and updating the Executive Officer and Board of Directors in relation to any changes;
- updating policy and procedure to meet any amendments in the relevant Acts and Regulations of each State and Territory within which SGAE conducts business that includes working with children or vulnerable people;
- assist the Training Executive, where required, in the development of Child and Vulnerable People Safe Environment Training;
- organising and/or delivery of Child and Vulnerable People Safe Environment Training to SGAE staff on commencement and a 3 year rotation as a minimum;
- maintain the following registers:
  - Child and Vulnerable People Safe Environment/Child and Vulnerable People related Employment Screenings and
  - National Police Clearance where separate and



- Child and Vulnerable People Safe Environment Training  
for SGAE employees and all contractors, third parties and partner RTOs

### **Executive Officer**

It is the Executive Officers responsibility to:

- to ensure the safety and wellbeing of minor children and Vulnerable People within SGAE's care through the implementation of appropriate and strong policy and procedure, training and support for all SGAE stakeholders; and
- through the Children's Protection Officer and Vulnerable People's Protection Officer ensure that all staff, contractors, stakeholders, third parties and partner RTOs meet the obligations of the SGAE Children's Protection Policy and Standards.

### **Employees & Contractors**

It is the responsibility of all employees and contractors to:

- ensure that when in direct contact with children or vulnerable people they conduct themselves in an appropriate and respectful manner at all times;
- to not cause or allow Abuse or Neglect, no matter how minor it may appear to the individual, to occur;
- abide by the Code of Conduct – Employees;
- ensure that they abide by the requirements of the relevant Act and Regulations of their State or Territory in regards to suspected reportable situations;
- to comply with this policy and provide the Children's Protection Officer or Vulnerable People's Protection Officer with evidence of currency for Employment Screenings, National Police Clearance and Child and Vulnerable People Safe Environment Training in a timely manner;
- to immediately report to the Children's Protection Officer or the Vulnerable People's Protection Officer, as may be relevant, their suspicions that a participant may harm themselves or others, or that the participant is suffering from serious/critical personal issues;
- to immediately report to the Children's Protection Officer or the Vulnerable People's Protection Officer their suspicions that a SGAE staff member, stakeholder, contractor, External Provider or Partner is harming a child or vulnerable person and/or not meeting their obligations under this Policy.

### **External Provider and Third Parties**

It is the responsibility of External Providers and Third Parties to ensure that they meet the requirements of this policy and in particular:

- compliance with the Child and Vulnerable People related Employment Screening as outlined in the relevant Act and Regulations of their State or Territory;

and

- maintaining relevant and active policies and procedures in place to support their claims.

### **Students**

Help us to keep you safe.

It is the responsibility of all students, minor or adult, to:

- abide by the Student Code of Conduct;
- immediately report any instance of suspected or actual abuse by any stakeholder to any person by informing the person with whom they feel most comfortable doing so.

## **APPLICABLE STANDARDS**

### **Standards for Registered Training Organisations 2015**

***Standard 1: - The RTO's training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses.***

#### ***Clause 1.7:***

The RTO determines the support needs of individual learners and provides access to the educational and support services necessary for the individual learner to meet the requirements of the training product as specified in training packages or VET accredited courses.

**ATTACHMENT 1****CHILDREN'S PROTECTION ACTS & REGULATIONS*****APPLICABLE LEGISLATION & REGULATIONS***

ACT	Children and Young People Act 2008 (ACT)
New South Wales	Children and Young Persons (Care and Protection) Act 1998 (NSW)
Northern Territory	Care and Protection of Children Act 2007 (NT)
Queensland	Child Protection Act 1999 (Qld)
South Australia	Children's Protection Act 1993 (SA)
Tasmania	Children, Young Persons and their Families Act 1997 (Tas.)
Victoria	Children, Youth and Families Act 2005 (Vic)
Western Australia	Children and Community Services Act 2004 (WA)

***OTHER RELEVANT ACTS/LEGISLATION***

ACT	Adoption Act 1993 (AC) Human Rights Act 2004 (ACT) Human Rights Commission Act 2005 (ACT) Public Advocate Act 2005 (ACT) Family Law Act 1975 (Cth)
New South Wales	Children and Young Persons (Care and Protection) Amendment (Parental Responsibility Contracts) Act 2006 (NSW) Child Protection (Offenders Registration) Act 2000 (NSW) Crimes Act 1900 (NSW) Commission for Children and Young People Act 1998 (NSW) The Ombudsman Act 1974 (NSW) Family Law Act 1975 (Cth) Children and Young Persons (Care and Protection) Amendment Bill 2009
Northern Territory	Information Act 2006 (NT) Disability Services Act 2004 (NT) Criminal Code Act 2006 (NT) Family Law Act 1975 (Cth)

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South Australia	Young Offenders Act 1994 (SA) Adoption Act 1988 (SA) Children's Protection Regulations 2006 (SA) Family Law Act 1975 (Cth) Family and Community Services Act 1972 (SA)
Tasmania	The Family Violence Act 2004 (Tas.) Family Law Act 1975 (Cth) Children, Young Persons and their Families Amendment Act 2009 (Tas.)
Victoria	Working with Children Act 2005 (Vic.) Child Wellbeing and Safety Act 2005 (Vic.) The Charter of Human Rights and Responsibilities Act 2006 (Vic.) Family Law Act 1975 (Cth) The Commission for Children and Young People Act 2012 Working with Children Regulations Act 2006 Disability Act 2006
Western Australia	Working with Children (Criminal Record Checking) Act 2004 (WA) Family Court Act 1997 (WA) Adoption Act 1994 (WA) Family Law Act 1975 (Cth) Child Care Services Act 2007

**ATTACHMENT 2****CHILDREN'S PROTECTION REPORTING AUTHORITIES**VICTORIA

- Authority : <http://www.dhs.vic.gov.au/for-individuals/children,-families-and-young-people/child-protection>
- Child Protection Crisis Line : 13 12 78 (urgent concerns)
- Contact Numbers : <http://www.dhs.vic.gov.au/for-individuals/children,-families-and-young-people/child-protection/child-protection-contacts>
- Child Protection Page : <http://www.dhs.vic.gov.au/for-individuals/children,-families-and-young-people/child-protection>

ACT

- Authority : <http://www.communityservices.act.gov.au/ocyfs>
- Telephone : 13 22 81
- Mandated reporters: : 1300 556 728
- Email : [childprotection@act.gov.au](mailto:childprotection@act.gov.au)
- General public : 1300 556 729
- Child & Youth Protection Services : <http://www.communityservices.act.gov.au/ocyfs>

NEW SOUTH WALES

- Authority : <http://www.facs.nsw.gov.au/>
- Telephone : (02) 9716 2222
- Urgent/Mandatory : 13 36 27
- Child Protection Help Line : 13 21 11
- : TTY: 1800 212 936
- Non-imminent Reports : <https://kidsreport.facs.nsw.gov.au/>
- Reporting Suspected Suspected Abuse or Neglect : <http://www.community.nsw.gov.au/preventing-child-abuse-and-neglect/reporting-suspected-abuse-or-neglect>

### NORTHERN TERRITORY

Authority : [https://childrenandfamilies.nt.gov.au/#Children\\_and\\_families](https://childrenandfamilies.nt.gov.au/#Children_and_families)

Telephone : (08) 8922 7111

Child Protection  
Hotline : 1800 700 250 (24 hrs)

Child Abuse Page : <https://nt.gov.au/community/child-protection-and-care/child-abuse>

### QUEENSLAND

Authority : <http://www.communities.qld.gov.au/childsafety>

Telephone : (07) 3224 8045

Child Safety After Hours: 1800 177 135

Locate nearest Child  
Safety Centre : 1800 811 810

Regional Intake Services : <http://www.communities.qld.gov.au/childsafety/about-us/contact-us/child-safety-service-centres/regional-intake-services>

### SOUTH AUSTRALIA

Authority : <http://www.families.sa.gov.au/default.asp?navgrp=366>

Telephone : (08) 8124 4185

Child Abuse Report  
Line : 13 14 78

After Hours Crisis Care: 13 16 11

Online Report : <http://www.reportchildabuse.families.sa.gov.au/>

New Users Reg : <http://www.decd.sa.gov.au/docs/documents/1/EcarlChildAbuseReportingO.pdf>

Protecting Children Page: <http://www.families.sa.gov.au/pages/protectingchildren/>

TASMANIA

Authority : [http://www.dhhs.tas.gov.au/children/child\\_protection\\_services](http://www.dhhs.tas.gov.au/children/child_protection_services)

Telephone : 1300 135 513

: 24 hour contact number: 1300 737 639

Online report : [http://www.dhhs.tas.gov.au/children/child\\_protection\\_services/what\\_can\\_i\\_expect\\_when/child\\_protection\\_notification\\_for\\_m](http://www.dhhs.tas.gov.au/children/child_protection_services/what_can_i_expect_when/child_protection_notification_for_m)

WESTERN AUSTRALIA

Authority : [Department for Child Protection and Family Support](#)

Phone : (08) 9222 2555

TTY : (08) 9325 1232

Country Free Call : 1800 622 258

After Hours : (08) 9223 1111

: Country Free Call: 1800 199 008

Mandated Reporter : 1800 708 704

Written Mandatory Reporting : <http://mandatoryreporting.dcp.wa.gov.au/Pages/Home.aspx>

: Mandatory Reporting Form  
<http://mandatoryreporting.dcp.wa.gov.au/Documents/MR%20Form%20060209.pdf>