

## Child Protection Policy

Australian Skills Academy is aware of its statutory obligations in accordance with the Child Protection (Working with Children) Act 2012 and the Child Protection (Working with Children) Regulation 2013 to report concerns about the safety, welfare and wellbeing of students who are under 18 and to provide an environment where it is safe for young people to engage in learning.

This policy applies to all staff and contractors who come into contact with students under 18.

### Procedure

#### Employment Screening

Australian Skills Academy will conduct appropriate child related employment screening of employees, agents or individuals we engage in accordance with the requirements established by the Office of the Children's Guardian or their successors. Accordingly, we will:

- Register as an Employer in child-related work in the Employer registration section of the Working With Children Check [online form](#)
- Verify a worker's clearance or update our organisation's details in the Verify section of the Working With Children Check [online form](#)

#### Reporting

Australian Skills Academy understands that under the definition of a mandatory reporter in NSW all management and trainers and assessors involved with delivering training and assessment to students under 18 are required to report concerns about their safety, welfare or wellbeing. Reporting should occur when a staff member or contractor has reasonable grounds to suspect that a child is at risk of significant harm; and those grounds arise during the course of or from the person's work.

The process of reporting should be as follows:

Step 1: Collect Sufficient Information

Step 2: Decide What to Do

Step 3: Use the Mandatory Reporter Guide (MRG)

Step 4: Find Local Help

Further information with regard to these steps and the use of the MGR can be found on the NSW Government Child Story Reporter webpage.

## Monitoring, evaluation and reporting requirements

- A record is to be kept of reports to Family and Community Services as confirmation that mandatory reporting requirements have been met. The report reference number should be recorded.
- The record and related papers are to be retained by CEO's in secure storage and kept confidential. These records are to be provided to any successor.

## Training

Australian Skills Academy *will*:

- ensure all relevant staff participate in child protection induction and annual updates
- ensure all staff are aware of the indicators of abuse and neglect of children and young people
- ensure all staff are aware of their obligation to advise the CEO of concerns about the safety, welfare and wellbeing of children and young people that arise during the course of their work
- ensure that all staff are aware of their mandatory obligation to report suspected risk of significant harm and of the procedures for doing so.

## Legislation

- Child Protection (Working with Children) Act 2012
- Child Protection (Working with Children) Regulation 2013
- Crimes Act 1900
- Privacy and Personal Information Protection Act 1998
- Health Records And Information Privacy Act 2002;
- Ombudsman Act 1974

## Evidence

The following will be retained as evidence of compliance:

- Professional Development Records
- Records of any reports made with regard to Child Protection
- Records of meetings held with regard to Child Protection issues

## References

- [NSW Government Child Story Reporter webpage](#)
- [Smart and Skilled Operating Guidelines 2020/Section 2](#)
- [Working with Children Check](#)