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| RESPONSIBLE MANAGER: | Executive |
| CATEGORY: | Governance |
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| RELATED DOCUMENTS: | Legislation: Ministerial Order 1359 – Child Safe Standards Child Wellbeing and Safety Act 2005 Child Safe Standards 2016 Privacy and Data Protection Act (amended) 2014 (Vic) Privacy Act 1988 (Commonwealth) Documents: PPP012 Child Safety & Wellbeing Guideline PPP083a Code of Conduct - Child Safety PPP106 Police and Working with Children Check PPP105 Recruitment and Selection Guidelines PPP141 Complaint Resolution and Appeal Procedure PPP141a Student Complaints-Easy English PPP149 Student Code of Conduct PPP149a Student Code of Conduct-Easy English PPP149b Student Code of Conduct–addendum PPP149c Student Code of Conduct–addendum – Easy English PPP161 Risk Management Framework PPP284 Reportable Conduct Scheme PPP292 Child Safety Incidents – Reporting and Recording Procedure TOR018 Child Safety and Wellbeing Reference Group -Terms of Reference SWTAFE Induction program & Annual Corporate Refresher Child Safe Standards – VRQA guidelines and resources Department of Education and Training – Child Protect Resources Child Safe Standards – Information for Young People Child Safe Standards Translated Resources CCYP Reportable Conduct Scheme |

1. Introduction

South West TAFE (SWTAFE or the 'Organisation') has a zero tolerance to child abuse and is committed to embedding an organisational culture of child safety. This Policy demonstrates a strong commitment to ensuring that children are safe when in the care of the organisation.

A Child Safety and Wellbeing Policy sets out the organisation's expectations, practices and approach in relation to each of the Child Safe Standards. (11.1, 11.2 and links to 2.3)

- ◆ 11.1 Policies and procedures address all Child Safe Standards.
- ◆ 11.2 Policies and procedures are documented and easy to understand.
- ◆ 2.3 Governance arrangements facilitate implementation of the Child Safety and Wellbeing Policy at all levels.

2. Scope

This Policy is applicable to all employees, students, visitors and contractors of SWTAFE

3. Definitions

For the purposes of implementing a child safe culture and environment, a child is inclusive of anyone under the age of 18 years of age. It is not restricted to students of SWTAFE

4. Policy

SWTAFE is passionate about the safety and wellbeing of all members of the SWTAFE community, especially children and younger people. SWTAFE is a child safe organisation committed to the protection of children from all forms of abuse. SWTAFE regards its child protection responsibility with the utmost importance and as such, is committed to providing the necessary resources to ensure alignment with all relevant child protection laws and regulation in order to maintain a child safe culture. SWTAFE has zero tolerance towards child abuse.

All enrolled students and any child visiting SWTAFE have the right to be safe. This commitment is demonstrated through the implementation of our Child Safe Program promoting the safety of all children including cultural safety for Aboriginal Children, children from a culturally and/or linguistically diverse (CALD) background and children with a disability.

5. Reportable Conduct Scheme Victoria (Commission for Children and Young People)

As an organisation registered to deliver Senior Secondary Programs, SWTAFE is bound by the Victorian Reportable Conduct Scheme. This seeks to improve organizational responses to allegations of child abuse and neglect by their workers and volunteers. The scheme is established by the Child Wellbeing and Safety Act 2005 (the Act). The Reportable Conduct Scheme is focused on worker and volunteer conduct, and how organisations investigate and respond to allegations of child abuse. From 1 July 2024, organisations will also need to notify the Commission about reportable allegations for labour hire workers, secondees, directors of companies and individual business owners and investigate under the Scheme. The Reportable Conduct Scheme has been designed to ensure that the Commission will be aware of every allegation of certain types of misconduct involving children in relevant organisations that exercise care, supervision and authority over children.

There are five types of 'reportable conduct' listed in the *Child Wellbeing and Safety Act 2005*:

- sexual offences (against, with or in the presence of, a child)
- sexual misconduct (against, with or in the presence of, a child)
- physical violence (against, with or in the presence of, a child)
- behaviour that causes significant emotional or psychological harm
- significant neglect.

The Reportable Conduct Scheme does not replace the need to report allegations of child abuse, including criminal conduct and family violence to Victoria Police. Refer to PPP284 Reportable Conduct Scheme for detailed information.

6. Reporting & Record Keeping

Data on complaints, investigations or incidents relating to Child Safety is collected in a Central Register and managed in-line with legislative and privacy requirements. Actions taken to investigate and resolve the issue are recorded. Any reporting to third parties will only use de-identified data unless required by law. Where data indicates systemic issues and causes, items will be added to the Continuous Improvement Register for further action.

7. Diversity, Equity and Inclusion

SWTAFE is committed to making diversity, equity and inclusion part of everything we do, including in the implementation of this policy/procedure/guideline. For more information, please visit the 'Our Values' page on our [website](#) [external] or the Diversity, Equity & Inclusion Homepage on ECHO [internal].

[Diversity, Equity & Inclusion \(DEI\)](#)

8. Statement of Commitment to Child Safety

SWTAFE is committed to the protection of all children from all forms of child abuse and demonstrates this commitment through the implementation of a Child Safe Program designed to keep children safe within our organisation. For Child Safe key documents, resources, contact officer details please go to: [Child Safe Commitment](#)