

CHILD SAFE ENVIRONMENTS

VERSION: 1.0

This Child Safety Policy was approved by Australian Workplace Training Pty Ltd (AWT) on 18/11/2011 and endorsed by Management/Directors. It is due to be **reviewed on 18/11/2012.**

This policy was written to demonstrate the strong commitment of management, employees and volunteers to child safety and establishing and maintaining child safe and child friendly environments.

Commitment to safety of young people

All young people who access the services of AWT have a right to feel and be safe.

AWT is committed to the safety and wellbeing of all children and young people accessing our services and the welfare of the children in our care will always be our first priority. We aim to create a child safe and child friendly environment where young people feel safe and enjoy learning.

Where personal contact is required as part of the training provided, the appropriate procedures will be explained to the young person prior to the training being undertaken.

Scope

This policy applies to all employees, volunteers, young people, visitors and individuals who access the services of AWT.

Young people's rights to safety and participation

AWT management, employees and volunteers encourage young people to express their views, and make suggestions, especially on matters that directly affect young people. We actively encourage all young people who access our services to 'have a say' about those things that are important to them. We value diversity and do not tolerate any discriminatory practices.

We advise young people about what they can do if they feel unsafe. We listen to and act on any concerns young people, or their parents, raise with us.

Recruitment of employees and volunteers

AWT applies the best practice standards in the recruitment and screening of employees and volunteers. Our statement of commitment to child safety and our

Australian Workplace Training

Level 1, Raleigh Chambers
Elizabeth Shopping Centre
50 Elizabeth Way
Elizabeth SA 5112

Ph (08) 8282 7600
Fax (08) 8252 0977
www.awt.edu.au

requirements are included in all recruitment activities.

We conduct criminal history assessments for people working with children, as set out in section 8B of the Children's Protection Act 1993. We ensure that criminal history information is dealt with in accordance with the standards developed by the Chief Executive of the Department for Families and Communities.

Support for employees and volunteers

AWT seeks to attract and retain the best employees and volunteers. We provide support and supervision so people feel valued, respected and fairly treated. We have a code of conduct to provide guidance to our employees and volunteers, all of whom acknowledge the requirements of the code.

Reporting and responding to suspected abuse and neglect

AWT will not tolerate incidents of child abuse.

AWT is responsible for ensuring that employees and volunteers are aware how to make appropriate reports of abuse or neglect.

Employees and volunteers must notify the Child Abuse Report Line on 13 14 78 as soon as practicable if they have a reasonable suspicion that a young person has been or is being abused or neglected.

We will also provide opportunities for employees and volunteers to undertake child safe environment training.

A person does not necessarily exhaust his or her duty of care to a child by making a report to the Child Abuse Report Line – they may still have a role in supporting the child or young person. For example, employees and volunteers may also report any form of abuse to the Director of Studies for further support or to ensure that Australian Workplace Training takes all reasonable steps to keep the child and others safe.

AWT will support any employee and volunteer that makes a report to the Child Abuse Report Line.

AWT will have an identified Child Protection Contact Person.