

Child Safety Policy

1 GROUP TRAINING ORGANISATION (GTO) NATIONAL STANDARDS

WPC Group is a GTO, committed to meeting the following national compliance standard/s:

GTO Standard 2 – Monitoring and Supporting Apprentices and Trainees to Completion

2.5: Where there are any performance issues with an apprentice/trainee, the GTO manages these issues fairly, and records the outcome and the feedback provided to the apprentice or trainee.

When working with people under 18, screening, supervision, training and other human resources practices that reduce the risk of child abuse are implemented in line with Child Safety standards.

2 CHILD SAFETY POLICY

Child Safety standards apply to WPC Group as the organisation that works with children from the age of 15 to 17.

3 PURPOSE

To protect WPC Group employees under the age of 18 from abuse.

4 SCOPE

This policy applies to all WPC Group employees, Board members, employer partners, trainers, contractors, job seekers and Government agencies.

The Child Safety Standards apply to WPC Group as it works with children from the age of 15 to 17.

Definitions

Child	An individual who is under the age of 18 years.
Child safety	In the context of the child safe standards, child safety means measures to protect children from abuse.

Child safety is applied to WPC Group operations, in particular to:

- Screening applicants
- Supervision of employees/apprentices/trainees
- Training services and other human resources

WPC Group is bound by relevant Acts and standards in each operating State.

- Child Safety and Wellbeing Act 2005 (Victoria)
- Children and Young Persons (Care and Protection) Act 1998 (New South Wales)
- Child Protection Act 1999 (Queensland)
- Community and Children's Services Act 2004 (Western Australia)

5 KEY RESPONSIBILITIES

Board

- To review and approve this policy.

WPC Group General Manager

- To be an exemplar of child safety at all times.
- To ensure employees adhere to this policy.

Child Safety Officer

- Ensure all staff have a current Working with Children's Check relevant to the State they are working in.
- Centralise and keep all working with children checks current.
- Provide advice and guidance to the Manager on Child Safe legislative requirements.
- Promote this policy.

All Employees

- At all times comply with this policy
- Agree and abide by the WPC Group Code of Conduct

6 POLICY

WPC Group is committed to protecting children under the age of eighteen.

The appointed Child Safety Officer at WPC Group is the Manager – Executive Office.

WPC Group implement practices that reduce the risk of child abuse.

All staff who have direct contact with children will undertake a Working with Children Check.

WPC Group will ensure employees apply for a 'check' before commencing work with children.

WPC Group will maintain a register to ensure the currency of Working with Children Checks.

WPC Group expects that all employees will be committed to the safety, participation and empowerment of all children and have a legal and moral obligation to contact authorities.

WPC Group is committed to preventing child abuse and identifying risks early on and removing and reducing these risks.

WPC Group is committed to regularly training and educating its employees and volunteers on child abuse risks.

WPC Group commit to Child Safety Standards and in particular will ensure the safety of its employees (internal and apprentices/trainees) under the age of eighteen.

WPC Group will:

- Promote the cultural safety of Aboriginal children.
- Promote the cultural safety of children from culturally and/or linguistically diverse backgrounds.
- Promote the safety of children with a disability.
- Promote the safety of all able bodied children.
- Will adhere to the Child Safety Acts pertinent to each State and they are the overarching documents for this policy.
- Has zero tolerance for child abuse and will commit to protecting all employees who are affected as defined in the Child Safety Standards.
- Actively work to listen to and empower children.
- Has systems to protect children from abuse, and will take all allegations and concerns very seriously and respond to them consistently in line with the organisation’s policies and procedures.
- Promote cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.
- Promote the participation and empowerment of children in line with the Victorian Child Safety Standards

7 PROCEDURE

- 7.1 At the orientation point, new employees will complete the Working with Children Check (WWCC) form, if relevant and lodge with the relevant State Government authority.
- 7.2 All WWCC clearances are to be filed in the individual’s file.
 - 7.2.1 Apprentices/trainees – filed by Administration.
 - 7.2.2 Internal employees – filed by the Manager – Executive Office.
- 7.3 In the case where a WWCC returns back revealing convictions, the Child Safety Officer:
 - 7.3.1 Informs the General Manager and discussions/agreements on how to proceed case by case will take effect.
 - 7.3.2 Inform the relevant Industry Consultant (for apprentices/trainees) or General Manager (for internal employees) of the matter for an outcome/decision.
- 7.4 The Child Safety Officer logs all internal WWCC using the Application, Trello.
- 7.5 Every six months, the Child Safety Officer assesses whether all the ‘checks’ are current.
- 7.6 One month prior to a WWCC expiring, the Child Safety Officer contacts the relevant Industry Consultant or relevant State Manager and consults with the individual to lodge a new application.
- 7.7 Where it is identified that there is suspected child abuse the Child Safety Officer will report the finding to the relevant State Government authority.

8 RECORDS

Related documents/forms/policies	Storage
Diversity Policy	Intranet
Code of Conduct Policy	Intranet
Working with Children Check Register	Trello
Working with Children Check Form	State bodies

End of Document

Warning – Uncontrolled when printed! Please ensure that you are using the latest version by checking the intranet.