

## R RTO Management

### R8 Under 18s Safety Policy

Standards Evidenced	
Standards Referenced	

### Introduction

This policy was written to demonstrate the strong commitment of the Management and Staff to Under 18s and that their safety is paramount. In addition, it provides an outline of the policies and practices we have developed to keep everyone safe from any harm, including abuse.

### Policy in the TSTCA Collaboration of RTOs

The Board of each RTO will endorse a similar policy to this document and embed both the principles and practices into their individual policies and procedures. TSTCA will, working with the individual RTOs, identify one TSTCA Under 18s Safety Officer who will act on any compliant, suspicion identified as detailed in “Section 8 Reporting an Under 18 Safety Concern or Complaint” (see below).

### Commitment to Persons Under 18

All persons who come to TSTCA (either as a learner of TSTCA or any of the other training organisations) using the facilities of TSTCA who are Under 18, have a right to feel and be safe. All persons Under 18 in our care will always be our first priority and we have a zero tolerance to child abuse. We aim to create a safe and friendly environment where Under 18s feel safe and can undertake their training and assessment without unwanted distractions. This policy was developed in collaboration with all our staff. It applies to all staff, visitors, volunteers, learners, persons Under 18 and individuals involved in our organisation.

### Under 18s Rights to Safety and Participation

TSTCA staff and volunteers encourage persons Under 18 to express their views. We listen to their suggestions, especially on matters that directly affect them. We actively encourage all persons Under 18 who use our services to ‘have a say’ about things that are important to them. We teach persons Under 18 about what they can do if they feel unsafe. We listen to and act on any concerns persons Under 18, or their parents, raise with us.

TSTCA welcomes feedback in all its forms whether a young person chooses to speak directly to the TSTCA Under 18s Safety Officer, a trainer and assessor, or to a member of staff. This contact can be verbal or written and TSTCA will work with the person to ensure that their views are heard and issues addressed whether they be specific or generic.

### Valuing Diversity

We value diversity and do not tolerate any discriminatory practices. To achieve this we:

- promote the cultural safety, participation and empowerment of persons Under 18 and their families from diverse cultural backgrounds including Aboriginal and Torres Straight Islanders
- promote the cultural safety, participation and empowerment of persons Under 18 from culturally and/or linguistically diverse backgrounds and their families
- welcome persons Under 18 with a disability and their families and act to promote their participation

- seek appropriate staff from diverse cultural backgrounds.

## Recruiting Staff, Contractors and Volunteers

TSTCA applies the best practice standards in the recruitment and screening of staff, contractors and volunteers. We interview and conduct referee checks on all staff and volunteers and require Police Checks and Working With Children Checks (or State equivalent) for relevant positions. Our commitment to Under 18 safety and our screening requirements are included in all advertisements.

## Supporting Staff and Volunteers

TSTCA seeks to attract and retain the best staff and volunteers. We provide support and supervision so people feel valued, respected and are treated fairly. We have developed a Code of Conduct to provide guidance to our staff and volunteers, all of whom receive training on the requirements of the Code. All newly recruited staff undergo an induction process and this includes their responsibilities under the Child Safety Legislation for their State.

## Reporting an Under 18 Safety Concern or Complaint

The Chief Executive Officer (CEO) will confirm an individual staff member as the TSTCA Under 18s Safety Officer with the specific responsibility for responding to any issues raised by staff, volunteers, parents or persons under 18. Our process is outlined on the attached diagram.

The TSTCA Under 18s Safety Officer is explicitly authorised by the CEO to undertake whatever investigations are required to confirm (or otherwise) any claims relating to a child’s safety.

Where appropriate and or where the person Under 18 may be at immediate risk, then the TSTCA Under 18s Safety Officer is authorised to take reasonable measure to remove that child from the situation and take appropriate action up to and including reporting the situation to the police.

Following the Code of Conduct, the TSTCA Under 18s Safety Officer will complete an incident report and notify management (as appropriate) with recommendations of action.

## Risk Management

We recognise the importance of a risk management approach to minimise the potential for child abuse or harm to occur and use this to inform our policy, procedures and activity planning. In addition to general occupational health and safety risks, we proactively manage risks of abuse to our persons Under 18.

## Reviewing this Policy

This policy will be reviewed as required, but not more than every two years and we undertake to seek views, comments and suggestions from persons Under 18, parents, carers, staff and employers.

## Supporting processes

The following processes are defined to ensure these policy requirements are met:

Process Name	Purpose
R_QP07 U18s Safety Reporting	Outline the process for safety reporting for U18s

## Supporting Forms and Documents

Document Identifier	Name
R_QP07	U18s Safety Reporting Process
R_FM06	U18s Incident Report
R_FM10	U18s Code of Conduct

## Evidence

To Evidence	Source

--- End of Policy ---

## Version Control

Version #	Date	Changes
1.0	28/07/17	Approved by board
1.1	27/10/17	New format, "student" updated to "learner"