

Child Safe Policy

Version: 2

Policy Owner: People & Culture

Approved by: CEO

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Next review Date: July 2028

Purpose

The purpose of this Child Safe Policy is to outline For Purpose Education's commitment to provide and consistently maintain a culture that enhances the safety and wellbeing of children.

The policy embeds child safety in our leadership, governance and culture through detailed direction to all roles about their responsibilities to always act in the best interests of children and young people in any operational environment and keep them safe from harm and abuse.

Scope

This policy applies to all staff, contractors, volunteers, and third-party service providers engaged by For Purpose Education across any of our Registered Training Organisations (RTOs) when taking part in any all activities in the organisation which involve or relate to contact with children.

Definitions

Term	Definition
Child	In accordance with the United Nations Convention on the Rights of the Child, child means any human under the age of 18 years.
Child Exploitation	One or more of the following: • committing or coercing another person to commit an act or acts of abuse against a child • possessing, controlling, producing, distributing, obtaining or transmitting child exploitation material • committing or coercing another person to commit an act or acts of grooming or online grooming • using a minor for profit, labour, sexual gratification, or some other form of personal or financial advantage.
Child Protection	An activity or initiative designed to protect children from any form of harm, particularly that arising from child exploitation and abuse.



Child Safe Organisation	An organisation that places the best interests of children and young people first.
Consent	Consent is the free, informed, specific, and voluntary agreement to an action or arrangement, given by a child or their parent/carer, with the understanding of what is being agreed to. For children, consent must be appropriate to their age, maturity, and capacity to understand the implications of their decision. Consent can be withdrawn at any time and must never be assumed based on silence, compliance, or previous agreement.
Child Safe Standards	A set of national guidelines developed to promote safe environments for children and young people.
Learner	Is an individual who actively seeks to acquire new knowledge, skills, and attitudes. They are willing to take risks, face challenges, and adapt to new situations to grow and improve their practice.
Mandatory Reporting	Refers to the legislative requirement for specified individuals to report suspected child abuse and neglect to government authorities.
National Principles for	A national approach to embed a child safe culture across all sectors of Australian society in which children are involved.
Child Safe Organisation	Refers to organisations which provide a national approach to embedding a child safe culture across all sectors of Australian society in which children are involved and underpinned by a child-rights approach.
Child-related work	Means being engaged in: - work activities where contact (physical, face-to-face, oral, written or electronic contact) between a staff member and a child would reasonably be expected as a normal part of the work and such contact is not occasional (infrequently or irregularly) and incidental (occurring by chance) to the work, or - work that requires a Working with Children Check (WWCC) in the state or territory jurisdiction in which the work is being undertaken.
Reasonable belief	A person is likely to have a reasonable belief if they: - observed the conduct themselves - heard from a child that the conduct occurred - received information from another source (including another person who witnessed the reportable conduct or misconduct)
Reportable allegation	An allegation is reportable if a person forms a reasonable belief that a staff member may have committed reportable conduct or misconduct that may involve reportable conduct.
Reportable conduct	Reportable conduct includes the following behaviours: - a sexual offence committed against, with or in the presence of a child, - whether or not a criminal proceeding in relation to the offence has been commenced or concluded - sexual misconduct committed against, with or in the presence of a child - physical violence committed against, with or in the presence of a child - any behaviour that causes significant emotional or psychological harm to a child or - significant neglect of a child.

RTO Standards 2025	The compliance standards set by the Australian Skills Quality Authority (ASQA) for Registered Training Organisations which describe the standards that must be met to attain and maintain registration.
Safeguarding	Refers to child protection and the actions taken to prevent harm and ensure the welfare of children within organisations.
Staff	Refers to those employed by an organisation, engaged by an organisation on a subcontract basis, or engaged by an organisation on a voluntary or unpaid basis, staff can include paid staff, or volunteers, interns, learners, trainees and consultants.
Working with Children Checks (WWCC)	An assessment of whether a person poses an unacceptable risk to children. As part of this process, the applicant's criminal history, child protection information and other information is checked. A Working with Children Check may also be known under other names, such as a Working with Vulnerable People Check, a Blue Card, Working with Children Clearance, Ochre Card, etc.

Principles

Aligned to the National Principles (2019) and the Department of Education's Child Safe Policy (2024), this policy is based on the following guiding principles:

Accountability and Responsibility: We are led by our values and Code of Conduct, and we take responsibility for the safety and wellbeing of children seriously. This includes maintaining child-safe practices and reporting any concerns promptly.

Child-centric: We place the needs, wellbeing and safety of children at the centre of our decision making and our practice. This ensures all children are treated with respect and their feedback incorporated, regardless of their background or circumstances, and that diversity is embraced.

Respecting Privacy and Consent: We are committed to the privacy of children and young people. We will always be mindful of how we communicate with them, what we present to them, how they are represented. We do not tolerate the misuse of images of children and young people. We do not tolerate the use of images of children and young people without prior written consent from parents or legal guardians. We do not tolerate presenting children and young people with any content that has not been approved/ part of curriculum. We do not tolerate engaging with children or young people using any unauthorised or inappropriate content in any format or forum.

Compliance: We embed child safe planning into our course delivery and ensure our policies complies with legal, regulatory, and industry-specific standards, particularly those relevant to our RTOs.

Empowerment: We empower our staff and learners by educating them about the rights and interests of children and we provide channels for learners and staff to report concerns.

Prevention: We proactively identify risk to mitigate harm through staff training, clear and well communicated policies, and appropriate child safety checks.

Transparency: We maintain clear and open communication with our stakeholders about child protection practices and incident response.

Reportable Conduct Scheme: Process Flow

Focus	•Do you have a reasonable belief of a reportable allegation •Ensure the child or young person is safe
Protect	•Assess the immediate safety of all other children or young people •Ensure they are removed from any unsafe environment
Document	•Write down what you saw, heard or were told •Use the child / young person's words where relevant
Report - internal	•Contact your manager or P&C immediately and complete an online report •Include full detail of the incident including your details, child / young person's details, time, place, allegation type, summary of allegation, people present, other relevant details, supporting documentation
Report - external	•Delegated staff to make a police report and/or report to the appropriate state authority.
Respect privacy	•Only discuss with authorised staff
Investigate	•Delegate assesses all information to determine an outcome •Substantiated
Cooperate	•Be prepared to support an internal and / or external investigation

Responsibilities

Role	Key Responsibilities
Board	Receive reports from the CEO on any material breaches of the Child Safe Policy. Provide oversight of all legal matters pertaining to any material breach.
CEO	Lead the implementation of the policy, ensuring child safety and wellbeing is embedded into practice. Ensure appropriate budget and resource to support policy implementation, review, monitoring and management. Receive reports on any breach of the policy. Report to the board on any material breaches.
SLT	Ensure teams participate in training to support child safety and are aware of their obligations re mandatory reporting, to immediately report any suspicion of child abuse or neglect to the People and Culture Manager or CEO or directly to the authorities. Ensure staff know that verbal reports must be made promptly and followed with a written report. Promote a Child Safe culture across the organisation ensuring any allegation or breach is promptly and transparently follow up. Ensure child safety is considered when developing risk plans for any functions that are associated with children within their business area.



	Actively participate in the annual review of the Child Safety Policy to ensure it is current, relevant and fit for purpose.
Head, Quality & Curriculum	Ensure child protection practices are up to date and implemented in day-to-day operations. Communicate Child Safe policy and expectations about providing child-safe learning environments. Ensure child safety in the design of programs and policies that impact upon children. Provide guidance and resources to ensure child safety is integrated into the organisation's strategic planning. Monitor legislative requirements and communicate changes as they occur. Conduct regular audits to ensure compliance with child protection procedures and guidelines across all RTOs. Liaise with People & Culture on training and awareness programs for all employees. Act as the first point of contact for any concerns and encourage staff to use formal channels to make any breach reports.
Trainers / educators	Create and maintain a safe, respectful learning environment that focusses on the welfare, safety and wellbeing of children. Ensure child protection standards are adhered to during training and assessment.
People & Culture	Ensure all staff, contractors, and / or volunteers working directly with children in any For Purpose Education entity provide current evidence of Working with Children Checks (WWCC) and completion of mandatory national child safety training (as regulated under the National Quality Framework (NQF)) before commencing work. Be responsible for the Reportable Conduct Scheme and actively monitor the portal for reports of allegations or breaches to take action as required. Provide training and communicate expectations to employees on child safety. Ensure roles which have direct contact with children understand how to manage a disclosure by a child and understand they must listen only to the disclosure and then immediately report it to their manager. Provide access to counselling services and guidance for staff dealing with sensitive child protection issues.
Employees	Uphold the behaviours set out in our Code of Conduct and always adhere to the Child Safe Policy. Maintain a contemporary knowledge of child safe practices to ensure compliance with relevant legislation including WWCC, mandatory training and mandatory reporting requirements. Subscribe to updates from the Australian Human Rights Commission Report any concerns via formal channels. If you have concerns about the immediate safety of any person, call 000. Participate in training as required.

References and Related Policies

Reference	Document Type
Australian Human Rights Commission Act 1986 (Cth)	Legislation
Australian Skills Quality Authority (ASQA) RTO Standards 2015 & 2025	Regulation
Code of Conduct	Code
Corporations Act 2001 (Cth)	Legislation
Commission for Children and Young People	Website
Child Protection (Working with Children) Act 2012 (Vic)	Legislation
Child Protection (Working with Children) Regulation 2013	Regulation
Child Safe Standards 2022 (Vic)	Standards
Criminal Code Act 1995	Legislation
Diversity, Equity and Inclusion	Policy
National Principles for Child Safe Organisations (2019)	Principles
National Vocational Education and Training Regulator Act 2011 (Cth)	Legislation
Occupational Health and Safety Act 2004	Legislation
Privacy Policy	Policy
United Nations Convention on the Rights of the Child (CRC)	Convention
Working with Children Check (WWCC) in Victoria & New South Wales	Regulation
Workplace Health and Safety Act 2011 (Cth)	Legislation
Workplace Health and Safety	Policy

Training and Development

All employees engaged in any part of the business are bound by this legislation and are required to complete training.

Training name	Training type	Aim	Identified staff	Frequency
Mandatory national <u>child safety training</u>	Educative	Ensure all employees are aware of child safety management obligations and the rights of the child.	All roles that work or volunteer in an early childhood education and care service.	Induction Every two years.
Mandatory reporting of child abuse and neglect	Educative	To provide information on mandatory reporting laws, which require specified people to report designated types of suspected child maltreatment to specified state or territory authorities	All roles with direct or indirect contact with children.	Induction At least annually



Display the National Principles for Child Safe Organisations	Educative	Ensure all staff have access to and awareness of the National Principles for Child Safe Organisations.	All	At all FPE offices to be updated annually and twinned with signing of Code of Conduct.
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Version Control and Revision Information

For Purpose Education reserves the right to vary, replace or terminate this policy at any time.

Version #	Approval Date	Approved By	Details
1	April 2025	CEO	New policy
2	July 2026	CEO	Inclusion of new mandatory national child safety training requirements. Updated template to new business name For Purpose Education, with and name updated throughout policy.