

# Child Safe Statement of Commitment

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Work & Training is committed to the safety of children for which we have responsibility for as part of our operations. Children have the same right to a safe training and work environment as other people in our workplaces.

While our commitment to the care and supervision of young people includes children, we also acknowledge our obligations under the Children, Young Persons and their Families Act 1997.

## Purpose

Its purpose is to guide the design and implementation of Work & Training policies, procedures and practices with the aim of protecting children from abuse.

This statement provides an overview of the key principles of our approach to child safety and their protection from abuse.

Work & Training and its Board:

- Have a zero tolerance for child abuse
- Is committed to acting in the best interests of children
- Promotes cultural safety for children from indigenous and culturally and/or linguistically diverse backgrounds
- Have systems in place to protect children from abuse
- Works towards informing and empowering children
- Is committed to providing a safe environment for children
- Will take any allegations of abuse seriously and respond to them promptly in line with organisation's procedures

## Scope

This statement is applicable to any Work & Training staff and other relevant parties engaged in child-connected work.

Staff and relevant parties are individuals employed or contracted as full-time, part-time or on a casual basis by Work & Training.

## Child Abuse

For the purpose of this statement, abuse constitutes any act committed against a child involving the categories below:

**Physical violence** - occurs when a child suffers or is likely to suffer significant harm from a non-accidental injury or injuries inflicted by another person.

**Sexual offences** - occur when a person involves the child in sexual activity, or deliberately puts the child in the presence of sexual behaviors that are exploitative or inappropriate to their age and development.

**Serious emotional or psychological abuse** - occurs when harm is inflicted on a child through repeated rejection, isolation, derogation, teasing or by threats of violence.

**Serious neglect** - is the continued failure to provide a child with the basic necessities of life, such as food, clothing, shelter, hygiene, medical attention or adequate supervision, to the extent that the child's health, safety and/or development is, or is likely to be, jeopardised. Serious neglect can also occur if adequate measures are not taken to ensure the safety of a child exposed to dangerous or life threatening situations.

## Roles and Responsibility

The Board has a due-diligence responsibility to monitor the adherence and appropriateness of the organisation's policies and procedures for protecting children from abuse.

The Chief Executive Officer is responsible for promoting an organisational culture and implementing policies and procedures that aim to protect children from abuse.

Managers and supervisors have a responsibility to raise awareness of the importance of child safety at Work & Training and in the community that we operate. They have a defined role and responsibility for providing information and advice in relation to child safety and managing inquiries, concerns and complaints in relation to child safety or abuse.

Staff and other relevant parties with responsibility for the care and supervision of children and other young people will be provided with information and instruction in the requirements of the:

- IntoWork Care and Supervision of Young People Policy,
- Work & Training Code of Practice for the Care and Supervision of Young People, and
- This Child Safe Statement of Commitment

Staff and other relevant parties engaged in child-connected work must agree to abide by our Code of Practice for the Care and Supervision of Young People. The Code of Practice provides guidance on how to behave with children and the standards of conduct.

## Communicating this Statement

The Child Safe Statement is available to interested parties on the Work & Training web site.

The Statement is communicated to Work & Training staff and other relevant parties engaged in child-connected work via its inclusion in induction material.

The Statement is included in induction material for our clients engaged in child-connected work and children who utilise our services.

## Privacy

Work & Training manage personal information in accordance with the Australian Privacy Principles. We are committed to maintaining the right to privacy and our responsibility for protecting personal information. Work & Training takes reasonable steps in order to comply with these obligations.

## Risk Management

A systematic approach to managing risk is applied to Work & Training operations based on the principles and guidelines contained in AS/NZ ISO 31000:2018. A risk management process is utilised for the identification, assessment and control of risks for any situation where an undesirable or unexpected outcome may have a significant impact.

This risk management approach is applied to the protection of children, in addition to the general duty of care under health and safety legislation for all people in our workplaces.

## Contact for Further information and Raising a Complaint or Concern

The following details can be used to raise a complaint or to obtain further information regarding the management of child safety at Work & Training or child safety and abuse:

Any Work & Training staff member that an allegation has been made to; or

Leanne Wallace, Chief Executive Officer. Phone 0419044719 or email [leanne.wallace@workandtraining.com.au](mailto:leanne.wallace@workandtraining.com.au)

Staff and all people using our services are informed on reporting procedures if they observe abuse or are subject to abuse, and if they observe a dangerous situation or inappropriate behavior.

Work & Training take allegations of child abuse and safety concerns seriously. Procedures are in place to thoroughly investigate matters raised in a prompt manner. Arrangements are in place to access independent investigation services if required.

## Review and Continual Improvement

Senior management will review the continuing suitability, adequacy and effectiveness of the arrangements for the care and supervision of young people. The review is to be conducted at intervals that are determined appropriate. The review must be documented and reported to the Chief Executive Officer

The review process must ensure that the necessary information is collected and that interested parties are consulted to allow management to carry out the evaluation.

The review is to determine whether the organisation's care and supervision arrangements:

- Are being properly implemented and maintained, and
- Are effective in meeting the objectives of the IntoWork Care and Supervision of Young People Policy

The review will include, and change where appropriate, the:

- Code of Practice for the Care and Supervision of Young People
- Child Safe Statement of Commitment, and
- Management systems and other elements in response to changing circumstances and a commitment to continual improvement.

## REVIEW AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
0	06/03/19	Original Release	Leanne Wallace
1	06/09/21	Update reference to AS/NZ ISO 31000:2009 to 2018 version.	Leanne Wallace