

Integrity Business College Child Safe Policy

Contents

Definitions:	3
1.0 Purpose	4
2.0 Responsibilities	4
3.0 Scope	5
4.0 Principles	5
5.0 Legislative Framework	7
6.0 Staff Procedures	8
• Code of Conduct	8
• Child Harm	8
• What is a 'reasonable belief'?	8
• Recruitment Practices	8
• Support and Training for Employees	9
• Fair Procedures for Staff	9
• Allegations, Concerns and Complaints	9
• Supporting Young People and their Families	9
• Mandatory Reporting	10
7.0 Communication	12
8.0 Review Date	12
Appendix – 1 – South Australia	13
Reporting	13
Recruitment	13
Training	14
Risk Management	15
Review	16
Appendix – 2 - Victoria	17
Legislation	17
Child harm reporting	17
Recruitment	17
Reporting	17
Risk Management	17
Appendix 3 – Western Australia and the Christmas and Cocos (Keeling) Islands.	18
Appendix 4 – Tasmania	18
Appendix 5 – Northern Territory	20

Definitions:

Child means a person below the age of 18 years unless, under the law applicable to the child, majority is attained earlier.

Child protection means any responsibility, measure or activity undertaken to safeguard children from harm.

Child harm means all forms of physical harm, emotional ill-treatment, sexual harm and exploitation, neglect or negligent treatment, commercial (e.g. for financial gain) or other exploitation of a child and includes any actions that results in actual or potential harm to a child.

Child sexual assault is any act which exposes a child to, or involves a child in, sexual processes beyond his or her understanding or contrary to accepted community standards. Sexually abusive behaviours can include the fondling of genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, fondling of breasts, voyeurism, exhibitionism, and exposing the child to or involving the child in pornography. It includes child grooming, which refers to actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child to lower the child's inhibitions in preparation for sexual activity with the child.

Reasonable grounds for belief is a belief based on reasonable grounds that child harm has occurred when all known considerations or facts relevant to the formation of a belief are taken into account and these are objectively assessed. Circumstances or considerations may include the source of the allegation and how it was communicated, the nature of and details of the allegation, and whether there are any other related matters known regarding the alleged perpetrator.

A reasonable belief is formed if a reasonable person believes that:

- (a) The child is in need of protection,
- (b) The child has suffered or is likely to suffer "significant harm as a result of physical injury",
- (c) The parents are unable or unwilling to protect the child.

A 'reasonable belief' or a 'belief on reasonable grounds' is not the same as having proof, but is more than mere rumour or speculation. A 'reasonable belief' is formed if a reasonable person in the same position would have formed the belief on the same grounds. For example, a 'reasonable belief' might be formed if:

- a) A child states that they have been physically or sexually harmed;
- b) A child states that they know someone who has been physically or sexually harmed (sometimes the child may be talking about themselves);
- c) Someone who knows a child states that the child has been physically or sexually harmed;
- d) Professional observations of the child's behaviour or development leads a professional to form a belief that the child has been physically or sexually harmed or is likely to be harmed; and/or
- e) Signs of harm lead to a belief that the child has been physically or sexually harmed.

1.0 Purpose

- 1.1 This policy outlines how Integrity Business College (IBC) will take appropriate actions to:
- Provide a child safe and friendly environment
 - Facilitate the prevention of child harm or harm occurring within the organisation.
 - Work towards an organisational culture of child safety and prevention of child harm.
 - Ensure that all parties are aware of their responsibilities for identifying possible occasions for child harm and for establishing controls and procedures for preventing such harm and/or detecting such harm when it occurs.
 - Provide guidance to staff/volunteers/contractors as to action that should be taken where they suspect any harm within or outside of the organisation.
 - Provide assurance that any and all suspected harm will be reported and fully investigated.
 - This policy applies to all states and territories. For all states/ Territories with additional requirements, a corresponding appendix is provided.

2.0 Responsibilities

- 2.1 Managing Director. It is the MD's responsibility to:
- determine whether a breach in privacy is justified to ensure the safety and well-being of a minor child and implement an external intervention; and
 - through the Operational Manager, to ensure that all employees, operations support contractors, external providers and partners meet the obligations of this policy and the Working with Children (Criminal Record Checking) Act 2004;
- 2.2 The Operations Manager will act as Child Safety Officer. In the absence of the MD, it is the Child Safety Officer's responsibility to:
- ensure that all employees, contractors, external providers and partners meet the obligations of this policy and the Act;

3.0 Scope

This policy, from the date of endorsement, applies to all people involved in the organisation, including:

- This policy applies to all employees, volunteers, students and contractors referred to throughout the policy collectively as workers.
- All workers are required to agree in writing to accept and act in accordance with the policy.

4.0 Principles

- 4.1 All students under eighteen (18) years of age, who enrol or enquire about enrolment at IBC have a right to feel and be safe.
- 4.2 IBC's Commitment to child safety in response to 2022 the National Child Safety Standards and the National Principles for child safe organisations:
 - IBC is committed to the safety, participation and empowerment of all students as.
 - IBC have zero tolerance of child harm, and all allegations and safety concerns will be treated very seriously and consistently within the guidelines of our robust policies and procedures.
 - IBC have legal and moral obligations to contact authorities when concerned about the safety of a student under the age of 18.
 - IBC is committed to preventing child harm and identifying risks early and removing and reducing these risks.
 - IBC has robust human resources and recruitment practices for all staff, including the requirement of Working With Children checks relevant for the state or territory the trainer and student are located.
 - IBC is committed to regularly training and educating our staff on child safety in the online environment.
 - IBC supports and respects all students and staff. We are committed to the cultural safety of Aboriginal students, the cultural safety of students from a culturally and/or linguistically diverse backgrounds, and to providing a safe online environment for students with a disability.
- 4.3 Students at IBC

This policy is intended to empower all students to report any issues with trainers and/or the workplace. IBC involves students when making decisions, especially about matters that directly affect them. IBC listens to their views and respect what they have to say. IBC promotes diversity and tolerance in our organisation, and people from all walks of life and cultural backgrounds are welcome. In particular we:

 - promote the cultural safety, participation, and empowerment of students from culturally and/or linguistically diverse backgrounds
 - promote the cultural safety, participation and empowerment of Aboriginal

students

- ensure that students with a disability are safe and can participate equally.

IBC will:

- Take a preventative, proactive and participatory approach to child safety.
- Implement child safety policies and procedures which support ongoing assessment and amelioration of risk;
- Value and empower students to participate in decisions which affect their lives;
- Foster a culture of openness that supports all persons to safely disclose risks of harm to students;
- Respect diversity in cultures and child rearing practices while keeping child safety paramount;
- Provide written guidance on appropriate conduct and behaviour towards students by both students and trainers;
- Engage only the most suitable people to work with students and have high quality professional development to support this;
- Ensure students know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues;
- Report suspected harm, neglect or mistreatment promptly to the appropriate authorities;
- Share information appropriately and lawfully with other organisations where the safety and wellbeing of students is at risk; and
- Value the input of and communicate regularly with employers and families.

4.4 Commitment to the safety of children and young persons

We are committed to providing a safe environment to all children and young people. Our policy aligns with the National Principles for Child Safe Organisations 2022 and complies with the relevant national, state and international legislation detailed in section 5.1

We value and respect children and young people and welcome them regardless of their abilities, sex, gender, or social economic or cultural background. Bullying and harassment won't be tolerated.

5.0 Legislative Framework

- 5.1 Providing services nationally IBC has implemented a Child Safe framework aligned to national, state and territory legislative requirements including, but is not limited to:

Jurisdiction	Name of legislation/standard
Australia	<u>Crimes Act 1914</u> <u>Criminal Code Act</u> <u>1995 Privacy Act</u> <u>1988</u> <u>Public Service Act 1999</u> <u>National Principles for Child Safe Organisations</u> <u>Online Safety Act 2021</u>
Jurisdiction	Name of legislation/standard
	<u>Commonwealth Child Safe Framework</u>
ACT	<u>Working With Vulnerable People (Background Checking) Act 2011</u> <u>Working With Vulnerable (Background Checking) Amendment Act 2019</u>
NSW	<u>Child Protection (Working With Children) Act 2012</u>
NT	<u>Care and Protection of Children Act 2007</u>
QLD	<u>Child Protection Act 1999</u> <u>Working with Children (Risk Management and Screening) Act 2000</u>
SA	<u>Children and Young People (Safety) Act 2017</u> <u>Child Safety (Prohibited Persons) Act 2016</u>
TAS	<u>Education and Care Services National Law (Application) Act 2011</u> <u>Registration to Work with Vulnerable People Act 2013</u>
VIC	<u>Working With Children Act 2005</u> <u>Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2021 (VIC):</u> <u>Child Protection Standards - July 2022</u>
WA	<u>Working With Children (Criminal Record Checking) Act 2004</u>
National	National Principles for Child Safe Organisations
International	<u>The United Nations Convention on the Rights of the Child</u> <u>Geneva Declaration of the Rights of the Child</u>

6.0 Staff Procedures

- **Code of Conduct**

All workers are made aware of, and must abide by, our Code of Conduct.
See below Integrity Business College Code of Conduct



IBC Staff Code of
Conduct v2.1.pdf

- **Child Harm**

Reporting child harm is a community-wide responsibility. Child harm includes any act committed against a child involving:

- Physical violence;
- Sexual offences;
- Serious emotional or psychological harm; and
- Serious neglect

IBC personnel are required to report to police if they know or reasonably believe that a sexual offence has been committed Please refer to relevant states (Appendix) of process of reporting.

- **What is a 'reasonable belief'?**

A 'reasonable belief' is not the same as having proof. A 'reasonable belief' is formed if a reasonable person in the same position would have formed the belief on the same grounds. For example, a 'reasonable belief' might be formed when:

- A child states that they have been harmed/
- A child states that they know someone who has been harmed/ (sometimes the child may be talking about themselves);
- Someone who knows a child states that the child has been harmed
- Observations of the child's behaviour or development leads to a belief that the child has been harmed; or
- Signs of harm/harm lead to a belief that the child has been harmed

A reasonable belief is a deliberately low threshold. This enables authorities to investigate and take action.

IBC will not tolerate incidents of child harm. All personnel understand their obligation to notify relevant authorities as soon as practicable if they have a reasonable suspicion that a minor has been, or is being, harmed or neglected by a member of their family or any other individual:

- **Recruitment Practices**

IBC takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with our students. We employ a range of screening measures and apply best practice standards in the screening and recruitment of employees.

We interview and conduct referee checks on all employees.

Exemptions from this requirement may apply in some circumstances.

- **Support and Training for Employees**

IBC seeks to attract and retain the best employees. We provide support so people feel valued, respected and fairly treated. We ensure that employees who work with young people have ongoing support and training so that their capacity is developed and enhanced to promote the establishment and maintenance of a safe online environment for our students. Strategies we have implemented include:

- All new employees undergo induction and receive a copy of our child safe policy and sign our code of conduct.
- All employees receive regular sessions that include a focus on ongoing learning about child protection and other matters that affect students.

- **Fair Procedures for Staff**

In addition to making a report to the Child Harm Report Line, employees must also report to the Operations Manager if reasonable suspicion is formed that a child has been, or is being, harmed or neglected by another employee. In response to any report to the Operations Manager concerning a member, or employee of IBC disciplinary action will be taken. Other protective actions may also be introduced to ensure the safety of young people within our organisation.

- **Allegations, Concerns and Complaints**

IBC takes all allegations seriously and has practices in place to investigate thoroughly and quickly. Personnel are trained to deal appropriately with allegations. We work to ensure all students and personnel know what to do and who to tell if they observe harm or are a victim. We all have a responsibility to report an allegation of harm if we have a reasonable belief that an incident took place.

- **Supporting Young People and their Families**

Child Protection is everyone's responsibility. IBC recognises that even where a report is made, we may still have a role in supporting the young person. This support may include:

- Referring the young person or their family to other appropriate services.

- **Mandatory Reporting**

Information about making appropriate reports of harm or neglect is available from the state or territory website listed. All employees understand their obligation to notify the appropriate authority as soon as practicable if they have a reasonable suspicion that a child has been, or is being, harmed or neglected and should be reported to the Child Safety Officer via email noted 'Strictly Confidential' in the subject bar. IBC will not tolerate incidents of child harm.

State	Further information on mandatory reporting
Australia	From 20 March 2020: Criminal Code Act 1995 Div 273B (Protection of children)
ACT	https://www.communityservices.act.gov.au/ocyfs/children/child-and-youth-protection-services/report-child-abuse-and-neglect Phone: 1300 556 728 Email the ACT Child Protection team at childprotection@act.gov.au
NSW	https://reporter.childstory.nsw.gov.au/s/ Email the NSW Child Story Reporter team at childstory.support@facs.nsw.gov.au Phone: 1300 356 696
NT	https://nt.gov.au/law/crime/report-child-abuse You can report suspected child harm to: • Police on 131 444 or the local police station • the child harm hotline on 1800 700 250 • Crime Stoppers on 1800 333 000
QLD	https://www.csyw.qld.gov.au/child-family/protecting-children/about-child-protection/mandatory-reporting If you have a reason to suspect a child in Queensland is experiencing harm, or is at risk of experiencing harm or being neglected, contact Child Safety Services and talk to someone about your concerns: • During normal business hours contact the Regional Intake Service:

	Brisbane: 1300 682 254 South East Queensland: 1300 679 849 South West Queensland: 1300 683 390 North Coast: 1300 703 921 North Queensland: 1300 706 147 Central Queensland: 1300 703 762 Far North Queensland: 1300 684 062 After hours and on weekends – contact the Child Safety After House Service Centre on 1800 177 135 (24 hours a day).
SA	https://www.childprotection.sa.gov.au/reporting-child-abuse To report a suspected case of child harm or neglect call the Child Harm Report Line (CARL): 13 14 78.
TAS	https://www.dhhs.tas.gov.au/children/child_protection_services/what_can_i_expect_when If you have concerns for the safety or welfare of a child, call the Advice and Referral Line on 1800 000 123.
VIC	https://providers.dhhs.vic.gov.au/mandatory-reporting To make a report contact the child protection intake service covering the local government area where the child normally resides. Telephone during business hours Monday to Friday • North Division intake: 1300 664 977 • South Division intake: 1300 655 795 • East Division intake: 1300 360 391 • West Division intake - metropolitan: 1300 664 977 • West Division intake - rural and regional: 1800 075 599
WA	https://mandatoryreporting.dcp.wa.gov.au/Pages/Home.aspx Anyone who is concerned that a child is suffering any form of harm or neglect within the Metro area should report their concerns to the Department through the Central Intake Team on 1800 273 889 or email the Central Intake Team on CPDUTY@cpfa.wa.gov.au

7.0 Communication

This child safe policy and related documents are available on our website, on request and provided as part of a welcome pack at the first visit.

This child safe policy and related documents are provided to all workers as part of their induction following recruitment.

We encourage and respect the views of children and young people and involve them in decision making as appropriate. We provide clear age-appropriate or developmentally appropriate explanations to children and young people including their right to safety, their right to be listened to and that they can provide feedback or make a complaint if they have a concern, to any worker or ask their parent/guardian to do this on their behalf. We will listen to and act upon any complaints or concerns that a child or young person raises with us.

8.0 Review Date

12 months from the date of this version, or as required by each state.
Please refer to Appendix for state specifics.

Appendix – 1 – South Australia

Reporting

We aim to ensure that children and young people are safe from harm and risk of harm. Section 17 of the Safety Act defines 'harm' to mean physical or psychological harm (whether caused by an act or omission), including harm caused by sexual, physical, mental or emotional harm or neglect.

All adult workers (even if not a mandated notifier) have a legal obligation to report child sexual harm to the police and to protect a child from sexual harm. Failure to meet these obligations may be considered a criminal offence

Mandated notifiers in our organisation are workers who:

- provide services to children and young people
- hold a management position in the organisation the duties of which include direct responsibility for, or direct supervision of, the provision of those services to children and young people.

Mandated notifiers have a legal obligation to notify the Child Harm Report Line (CARL) on 13 14 78 as soon as practicable if they have a reasonable belief that a child or young person is or may be at risk of harm. If the child or young person is at immediate risk, report to South Australia Police (SAPOL) on 000. In cases involving Aboriginal children and young people, support is provided by Yaitya Tirramangkotti – an Aboriginal team, via the CARL number.

Even if not a mandated reporter, any person can report harm or risk of harm to a child or young person. The individual who identifies the harm or risk of harm is encouraged to make the report to authorities and can request the support from another worker to do so if required.

Information about making appropriate reports of harm or risk of harm is available from the South Australian Department of Child Protection website:

<https://www.childprotection.sa.gov.au/reporting-child-harm>.

Following a report being made to CARL or SAPOL workers must make an internal report to management.

We will be guided by the Department for Child Protection and/or SAPOL after a report has been made as to whether we can conduct an internal investigation.

If a worker is reported to CARL or SAPOL for causing harm or risk of harm to a child or young person, they will be removed from any role that involves working with any child or young person until authorities have concluded their investigation.

Following a report to CARL or SAPOL we will support the child or young person by:

referring the child, young person or their family to other appropriate services
continuing to provide a service to the child, young person and their family and monitor their circumstances.

We will document all information received regarding the report and store this securely in a separate file.

Recruitment

To ensure we engage the most suitable people to work with children and young people we have the following recruitment practices in place:

- our commitment to child safety is included in all job advertisements
- clear position descriptions that include our commitment to child safety and wellbeing
- written applications from applicants

- face-to-face interviews that use behavioural questions to determine the applicant's knowledge of child safeguarding
- at least 2 referee checks and qualification checks.

In accordance with the Child Safety (Prohibited Persons) Act 2016, our organisation is registered with the DHS Screening Unit and we link all Working with Children Checks (WWCC). All workers who will be working in a role with children and young people must hold a current, not prohibited WWCC issued by the Screening Unit of the Department of Human Services, provide evidence of this prior to employment and renew this every 5 years. We will verify the accuracy of all WWCCs in the DHS Screening Unit portal as required by law.

We will immediately contact the Department of Human Services Screening Unit when we become aware of certain information regarding any person involved with our organisation, including any serious criminal offence, child protection information, or disciplinary or misconduct information.

Training

We have strategies in place to supervise, train and support workers to understand our organisation's child safe policy, their mandatory reporting obligations, how to build culturally safe environments and their responsibilities to create a child safe and friendly environment. Our strategies include:

- Training:
 - ensure all workers read and understand the Mandatory Notification Information Booklet available at:
https://dhs.sa.gov.au/data/assets/pdf_file/0003/103179/CSE-Mandatory-notification-information-booklet.PDF during induction
 - complete Safe Environments: Through their eyes training every 3 years.
 - include child safety as a standing item on meeting agendas
- Supervision:
 - regular supervision sessions that include a focus on child safety and wellbeing
- Support:
 - an induction process for all new workers including a copy of this policy document
 - regular performance appraisals that discuss child safeguarding
 - appointing a child safety officer who has an educative role within your organisation. (IBC Operations Manager)

Risk Management

Identified risk	Actions to minimise risk
Culture of organisation is not child-safe focussed	- child focused Code of Conduct is in place that sets the behavioural standards expected including what happens when a breach occurs - culture of management reflects our strong commitment to the safety of children and young people - the National Principles for Child Safe Organisations are embedded in policies and procedures - we meet the requirements of the <i>Children and Young People (Safety) Act 2017</i> (which mandates child safe environments) and the <i>Child Safety (Prohibited Persons) Act 2016</i> (which mandates Working with Children Checks)
Organisational workers harm children/young people	- recruitment processes including undertaking referee checks to ensure the suitability of persons before they are employed/volunteer with our organisation - interview questions (no prior preparation) should gauge an applicant's understanding of child safe principles and actions that would be taken to prevent harm to children and young people - all workers have WWCC with 'not prohibited' result prior to working with children and young people - WWCCs updated every 5 years and status remains as not prohibited - children and young people and their families are given a copy of our Child Safe Environments policy and complaints and feedback process
Organisational workers don't understand their obligations to report harm and risk of harm to the Child Abuse Report Line (or SA Police if child/young person is at immediate risk)	- all workers trained in Safe Environments – Through their Eyes on commencement and refresher training every 3 years after - all workers trained in Responding to Risk of Harm and Neglect – Education and Care on commencement and refresher training every 3 years after - all workers must abide by the child safe environments policy and Code of Conduct (latter is signed on commencement with organisation)
Online communications	- cyber safety and social media guidelines are in place and provided to all workers - appropriate supervision is provided for all online activities - workers must not communicate with children or young people via social media

Privacy and confidentiality	• all documents containing confidential information will be stored privately in a locked filing cabinet (or similar place with restricted access) • digital files containing confidential information shall be protected electronically by restricting the access to only those requiring it to perform their duties • workers must not disclose information regarding any child or young person without written consent of the child, young person and their parent/guardian
-----------------------------	---

Review

We will, at a minimum, review this policy and the related procedures once every 5 years as required by the Children and Young People (Safety) Act 2017. We will also review this policy when:

- new or added risks are identified for children or young people, which may require a change in the policy or procedures
- a critical incident where a child or young person has experienced harm through involvement in the organisation
- concerns are raised by anyone involved in your organisation about child safety or welfare in the organisation
- awareness or compliance to the child safe policy and/or procedures is low
- legislative changes/requirements.

We will lodge a new child safe environments compliance statement with the Department of Human Services each time we review and update this policy.

Policy Date: 01/04/2024

Review Date: 01/04/2029

Appendix – 2 - Victoria

Legislation

It complies with the Education and Training Reform Act 2006, Child Wellbeing and Safety Act 2005 (Vic), amendment 2022, Child Safe Standards – Managing the Risk of Child Harm in Schools, Ministerial Order No 870. See section 5 for a full list of relevant legislation and standards.

Child harm reporting

IBC personnel are required to report to police if they know or reasonably believe that a sexual offence has been committed by an adult against a child under the age of 16. It is a criminal offence (failure to disclose) to fail to comply with this obligation across jurisdictions.

Recruitment

In Victoria we require a Valid Working With Children (WWC) cards are required for all employees having direct/online contact with students under the age of 18 if they:

- have regular contact with young people and is not directly supervised at all times;
- work in close proximity to young people on a regular basis and is not directly
- have access to sensitive records relating to young people

Reporting

If a person 17 years or younger provided to any staff of Integrity Business College with information it must be reported to the police.

Risk Management

Examples of strategies to minimise risk include the development of further policies and procedures which may address (but are not limited to):

- Taking images of young people
- Complaints procedures around safety
- Procedure for breaches of policy
- Training/cyber safe guidelines
- Protecting privacy and confidentiality in issues around child safety
- Procedures for dealing with situations where a member is being investigated for, or is charged with, a serious criminal offence.

Evaluation of these strategies and the development of additional strategies to minimise and control risks to children and young people occur as part of our ongoing risk management process.

Appendix 3 – Western Australia and the Christmas and Cocos (Keeling) Islands.

All employees that have ongoing contact with students that are under the age of 18 are required to obtain a current and Valid Working with Children Check for WA.

The WWC Screening Unit recommends organisations keep:

- a list of all individuals engaging in child-related work with the organisation and their WWC Check application number (where applicable), WWC Card number and expiry date
- a list of individual engaging in child-related work who are exempt from requiring a WWC Check and any expiry date to their exemption, e.g child volunteer
- copies of WWC Cards for all individuals engaging in child-related work
- copies of any [online card validations\(link is external\)](#).
- copies all notifications received from the WWC Screening Unit, including Interim Negative Notices or Negative Notices and any actions taken by the organisation.

Appendix 4 – Tasmania

Legislative Framework

In Tasmania, Integrity Business College (IBC) complies with the **Registration to Work with Vulnerable People Act 2013**, ensuring that all employees and contractors who work with children are appropriately registered. This aligns with the National Principles for Child Safe Organisations and supports IBC's commitment to safeguarding children and young people.

Working with Vulnerable People (WWVP) Registration

1. Requirement:

- All IBC personnel who engage with children or young people in Tasmania are required to hold a valid **WWVP registration** unless they fall under one of the exemptions outlined in the Act (e.g., police or correctional officers, emergency management workers, or short-term engagements of seven days or less per calendar year).

2. Employer Obligations:

- IBC acknowledges its responsibility under Section 9 of the Act to require WWVP registration for any personnel interacting with students or trainees. If a host employer or training site mandates WWVP registration, IBC will ensure compliance for attending staff.

3. Verification:

- IBC maintains a system to verify and track WWVP registration for all relevant personnel, including renewal dates and status checks.

Child Safety Training and Support

1. All IBC staff operating in Tasmania will receive training on:
 - Tasmania-specific child safety laws and procedures.
 - Recognising and reporting signs of child harm.
 - Maintaining cultural safety for Aboriginal and culturally diverse children.
 - Supporting children with disabilities in the learning environment.
2. Staff induction includes signing the IBC Child Safe Policy and the Code of Conduct, with a specific focus on compliance with the **Registration to Work with Vulnerable People Act 2013**.

Mandatory Reporting

1. Obligations:

- All personnel must report any reasonable belief of child harm or risk of harm to:

- The **Advice and Referral Line** on **1800 000 123** for non-emergencies.
- **Tasmania Police** for immediate risks or criminal offences.
- 2. **Internal Reporting:**
 - Reports must also be submitted to IBC's Operations Manager (Child Safety Officer) for internal documentation and follow-up.
- 3. **Process:**
 - After reporting to external authorities, IBC will:
 - Provide support to the affected child or young person, including referrals to appropriate services.
 - Monitor the situation while maintaining regular communication with relevant agencies.

Risk Management

1. **Identified Risks:**
 - Risks associated with working with children in Tasmania are regularly reviewed, with specific attention to compliance with the **WWVP Act**.
2. **Preventative Strategies:**
 - IBC enforces strict guidelines on staff behaviour and online communication.
 - All employees are required to follow cyber safety protocols and avoid personal communication with students via social media or other informal channels.
3. **Incident Response:**
 - Breaches of child safety policy will result in immediate investigation and, where necessary, removal of the staff member from duties involving children until the matter is resolved.

Exemption for a working with Vulnerable People Registration

In Tasmania, a person may be exempt for a Working with Vulnerable People Registration under the Act if:

- You are working or volunteering with children for 7 days or less per calendar year
- You hold a current registration in a similar regulated activity and are not a resident of Tasmania
- You are a Police or Correctional officer
- You are an emergency management worker dealing with an emergency

However under Section 9 of the Act, the employer (Of the student/ trainee) can require a Working with Vulnerable People registration. If this is required, then IBC will abide by this and ensure if an IBC consultant is to attend the premises of the student/ trainee then they will have a Working with Vulnerable People Registration.

Child and Youth Safe Organisations Framework (Tasmania)

Integrity Business College is committed to upholding the principles and practices outlined in Tasmania's Child and Youth Safe Organisations Framework, established under the Child and Youth Safe Organisations Act 2023. This framework ensures the safety and well-being of children and young people in organisational settings.

As part of our commitment, Integrity Business College adheres to the following key components of the framework:

1. Child and Youth Safe Standards

We implement and uphold the ten Child and Youth Safe Standards, fostering a culture of safety, inclusivity, and accountability. These standards guide our approach to prioritising the safety and well-being of all children and young people engaged with our organisation.

2. **Reportable Conduct Scheme**

We take all allegations of inappropriate conduct by adults towards children and young people seriously. Integrity Business College ensures that such allegations are reported promptly to the Independent Regulator and investigated thoroughly in accordance with the Scheme.

Trainers will report to the Operations Manager (Child Safety Officer) to ensure correct reporting process.

3. **Independent Regulatory Compliance**

Integrity Business College actively works with the Independent Regulator to meet compliance obligations, reviews, reporting, and the implementation of necessary safety measures.

All trainers will have appropriate checks in place when dealing with any persons under the age of 18, this check is done either before commencing employment with INC or before commencing training with the student.

4. **Information Sharing Provisions**

We responsibly share relevant information as permitted under the framework to enhance the safety and protection of children and young people within our care. This information will only be shared once we have received consent to do so, unless doing so would place the student at greater risk. Information will be shared with; Relevant authorities, child protection agencies, Parents/ guardians.

By embedding these principles and practices, Integrity Business College demonstrates its commitment to creating and maintaining a safe, supportive, and inclusive environment for all children and young people engaging with our organisation.

Appendix 5 – Northern Territory

Care and Protection of Children Act 2007 (Northern Territory)

Integrity Business College (IBC) is committed to complying with its obligations under the *Care and Protection of Children Act 2007* (NT) to ensure the safety and well-being of children and young people. As a Registered Training Organisation (RTO) operating in the Northern Territory, we adhere to the following:

1. **Working with Children Clearance (Ochre Card)**

All staff and trainers who may work with children and young people as part of their role are required to hold a current Working with Children Clearance (Ochre Card). This ensures that individuals are screened and deemed suitable to work with children and young people.

2. **Risk Management and Reporting Obligations**

Integrity Business College is committed to proactive risk management and fulfilling mandatory reporting obligations.

○ **Reporting Concerns:**

If any staff member has reasonable grounds to believe a child or young person is at risk of harm, abuse, or neglect, they are required to report their concerns to:

▪ **Territory Families, Housing and Communities (Child Protection Services):**

▪ Phone: **1800 700 250** (24-hour Child Protection Hotline)

▪ **Police (000)** or the nearest local police station for immediate threats to safety.

○ **Internal Reporting Process:**

Concerns must also be documented internally and escalated to the designated **Child Safety Officer** within IBC. The Operations Manager (Child Safety Officer) will ensure that appropriate reports are submitted to the relevant NT authorities promptly and with all necessary details.

3. Ongoing Compliance

- Integrity Business College ensures that all staff maintain valid clearances and are aware of their reporting obligations through regular training and reviews.
- Staff are required to notify the organisation immediately of any changes to their clearance status.

By implementing these measures, Integrity Business College demonstrates its commitment to creating a safe and supportive environment for children and young people, ensuring compliance with the *Care and Protection of Children Act 2007 (NT)*.