

PP28 – Child safety and welfare policy

1. Purpose

This policy outlines the commitment of AEATS to protect the safety, welfare, and wellbeing of all students under the age of 18. It ensures that all training and assessment delivery to minors is undertaken in compliance with the National Principles for Child Safe Organisations, as well as the NVETR Act section 191A.

2. Scope

This policy applies to:

- All students under the age of 18
- All staff

3. Definitions

Term	Definition
Child	A person under the age of 18.
Child Safe Organisation	An entity that fosters a culture of child safety, supports child wellbeing, and takes steps to prevent child abuse or harm.
Mandatory Reporter	A person who is legally required to report suspected child abuse or neglect.
Working with Children check	The Working with Children Check is a Government screening process for assessing or re-assessing people who work with or care for children

4. Legislative References

- Standards for RTOs 2025 – Outcome Standard 4.3
- National Principles for Child Safe Organisations
- Child Safety and Wellbeing Act (as applicable per state)
- National Vocational Education and Training Regulator Act 2011 – s191A

5. Policy Statement

Australian Employment and Training Services (AEATS) is committed to ensuring the safety, welfare, and wellbeing of all students, including those under the age of 18, who engage in our training and assessment services. Our commitment to being a Child Safe Organisation:

- To protect children and young people from harm, abuse, neglect, and exploitation while engaged in training and assessment with AEATS.
- To ensure staff and trainers are aware of their responsibilities in relation to child safety and welfare, including mandatory reporting requirements where applicable.
- To foster an environment where the rights of minors are respected, their voices are heard, and their safety and wellbeing are prioritised.

- To implement risk management strategies that consider the presence of students under the age of 18 in adult learning environments.
- To ensure policies and procedures are regularly reviewed and updated to remain compliant with relevant child safety legislation and standards.

6. Procedure – Step-by-Step

Step	Action	Responsible Person
1	Identify under-18 students at the time of enrolment through the Enrolment Form. Flag and communicate with Compliance Manager before confirming enrolment.	Enrolment Officer
2	Each student under the age of 18 will require a Parent or Guardian consent form.	Enrolment Officer
3	Discuss the training content, delivery mode, and delivery environment with the guardian.	Enrolment Officer/ Student Support Officer
4	Ensure all trainers working with students under 18 have a valid Working with Children Check (WWCC) and have participated in the staff induction process that covers child safety requirements.	Compliance Manager
5	Provide Child Safety and Mandatory Reporting training to all staff during induction.	Managing Director
6	Include child safety topics during staff meetings when required	Compliance Manager
7	For work placement, confirm host organisation has child safety policies and WWCC-compliant staff.	Placement Coordinator
8	Provide age-appropriate safety, wellbeing, and support contact information to students (via email and conversations with the Student and their Guardian).	Student Support Officer
9	Respond immediately to disclosures or suspicions of harm. Notify relevant authorities.	Managing Director
10	Record all incidents and update any risk controls as needed.	Compliance Manager
11	Annually review the child safety and welfare policy and processes.	Compliance Manager

7. Risk Management Measures discussed with Guardian

- Age-based risk assessments for delivery mode (e.g. online vs face-to-face).
- As we deliver courses in Aged Care, Disability and Child Care, there will be course content that covers topics that are considered adult conversations such as: Death, Abuse, Nudity. Is their minor mature enough and ready for such topics.
- Emergency contact and parent/guardian authority recorded in SMS and provided to the Trainer Assessor.

8. Monitoring and Review

- Child safety procedures are reviewed annually or earlier if an incident occurs.
- Annual internal audit includes a review of child safety practices and WWCC validity.
- The Compliance Manager leads investigations and ensures corrective actions.

9. Related Documents

- Child Safety Code of Conduct
- Incident Response Flowchart – Child Harm
- Risk Register
- Trainer Induction Checklist (includes Child Safety content)
- National Principles for Child Safe Organisations