



University of
South Australia

Centre for
English Language

CHILD SAFE ENVIRONMENT POLICY

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SECTION A - INTRODUCTION

A.1 Purpose

SAIBT-CELUSA is committed to child safety and the provision of an environment where children are treated with respect and protected from harm. This policy outlines the standards of behaviour and practices that SAIBT-CELUSA has implemented for staff working or volunteering with children.

It complies with the Child safe environments: Principles of good practice and Child safe environments: Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children.

A.2 Scope

This policy applies to all students and staff of South Australian Institute of Business and Technology Pty Ltd (SAIBT) and the Centre for English Language in the University of South Australia (CELUSA).

A.3 Definitions

Word/Term	Definition
Child or young person	A person aged under 18 years of age as defined in the Children and Young People (Safety) Act 2017
Staff	Employees (permanent and casual), volunteers, contractors, sub-contractors, work experience students, indirect service providers, any other individual involved in this organisation

A.4 Acronyms

Abbreviation	Phrase or Word
CELUSA	Centre for English Language in the University of South Australia
DHS	Department of Human Services
SAIBT	South Australian Institute of Business and Technology

SECTION B - POLICY STATEMENT

B.1 Principles

All children who come to SAIBT-CELUSA have a right to feel and be safe. SAIBT-CELUSA is committed to the safety and well-being of all children and young people and the creation of a child safe and child friendly environment where all children are valued and feel safe.

B.2 Policy

1 Children's participation

- 1.1 SAIBT-CELUSA encourages and respects the views of children and young people. SAIBT-CELUSA listens to and acts upon any concerns raised by children, young people or their families.
- 1.2 SAIBT-CELUSA ensures that children, young people and their families know their rights and how to access the complaints procedures available to them.
- 1.3 SAIBT-CELUSA values diversity and does not tolerate any discriminatory practices.

2 Recruitment practices

- 2.1 SAIBT-CELUSA takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children. A range of measures are used in the screening and recruitment of employees and volunteers. Interviews and referee checks are conducted for all employees.
- 2.2 Child related employment screenings are undertaken by the DHS screening unit for people working within our organisation that:
 - have regular contact with children and are not directly supervised at all times
 - work in close proximity to children on a regular basis and are not directly supervised at all times or
 - supervise or manage persons who:
 - have regular contact with children or
 - work in close proximity to children on a regular basis or
 - have access to sensitive records relating to children or young people

Exemptions from this requirement may apply and will be considered on a case-by-case basis.

3 Code of conduct

- 3.1 All employees are made aware of, and must abide by, the **Navitas Values in Action**.
- 3.2 All students are made aware of, and must abide by, the **Student Code of Conduct**.

4 Support for employees and volunteers

- 4.1 SAIBT-CELUSA seeks to attract and retain the best employees and volunteers. We provide support and supervision so people feel valued, respected and fairly treated. We ensure that employees/volunteers who work with children may undertake training so that their capacity is developed and enhanced to promote the establishment and maintenance of a child safe environment.

5 Reporting and responding to suspected child abuse and neglect

- 5.1** Incidents of child abuse will not be tolerated. Please refer to the **Mandatory Notification Policy**.

6 Supporting children, young people and their families

- 6.1** Child Protection is everyone's responsibility. Even where a report is made, SAIBT-CELUSA may still have a role in supporting the child or young person.
- 6.2** Support may include:
- Referring the child, young person or their family to other appropriate services
 - Displaying information about services that can assist children and their families (such as the Kids Helpline and Youth Healthline) in areas accessed by children and their families.

7 Strategies to manage risk

- 7.1** To help maintain a safe environment for children, SAIBT-CELUSA reviews its risks regularly and implements strategies to minimise and manage these risks.

8 Harassment/bullying

- 8.1** SAIBT-CELUSA opposes all forms of harassment, discrimination and bullying. Refer to the **Navitas Values in Action**.

9 Communication

- 9.1** It is a requirement that all SAIBT-CELUSA staff read and abide by this policy.

SECTION C - GOVERNANCE

C.1 Responsibility

Identification	Child Safe Environment Policy
Policy Owner	SAIBT College Director
Approving Authority	SAIBT Executive Group (SEG)
Initial Issue date	July 2023
Directory Location	Quality Unit, Document Management, Policies, SAIBT-CELUSA

C.2 Version Control

Current Version Number	1.0
Date of Effect	07/2023
Review Date	07/2026
Privilege Level	Public

C.3 Legislative and Organisational Context

Name
Children and Young People (Safety) Act 2017
Child Safe Environments: Principles of Good Practice
Child Safe Environments: Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children issued by the Chief Executive

SECTION D - PROCEDURE

D.1 Related Procedures

None

D.2 Related Policies

Mandatory Notification Policy

Navitas Recruitment Policy

Risk Management Policy

Student Code of Conduct (SAIBT)