

Name of the Policy	PP40 Child Safety Policy and Procedure
Distribution:	All Staff and Students
Entity relating to	Stirling Institute of Australia Pty Ltd trading as Academy of Hypnotic Science Stirling Institute of Counselling Stirling Institute Stirling Institute of Hypnotherapy Stirling Institute of Business Stirling Institute of Children's Services
Reference to HESG:	FC 4.2 (b) (d), Schedule 1 Clause 2.4 (d)
Related Documents:	PP03 Student Enrolment Policy and Procedure PP07 Students Complaints and Appeals Policy and Procedure PP13 Issuing AQF Certificates and Statement of Attainment Policy & Procedure PP16 Practical Placement Policy & Procedure PP17 Withdrawal Policy & Procedure PP20 Access and Equity Policy & Procedure PP25 Fair Treatment and Equal Opportunity Policy & Procedure Form 01 Enrolment Form Form 14 Extension Form Student Handbook Form 05a Withdrawal Form (VTG) Form 18 Skills First Program Eligibility Check 2016 Form Form 19 Students Complaints and Appeals Form Form 26 Student Evaluation Form
Statutory References	<ul style="list-style-type: none"> • National Vocational Education and Training Regulator Act 2011 • Standards for Registered Training Organisation 2015 • Student Identifiers Act 2014
Legislative Context	<ul style="list-style-type: none"> • Commonwealth Human Rights and Equal Opportunity Commission Act 1986 • Commonwealth Disability Discrimination Act 1992 • Commonwealth Disability Standards for Education 2005 • The Disability Act 2006 • Victorian Equal Opportunity Act 1995 • Working with Children Act 2005 (VIC); • Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015 (VIC); • Child Safe Standards (VIC). • Children, Youth and Families Act 2005 (Vic.) • Crimes Act 1958 (Vic.)

Table of Contents

1. Policy	3
2. Purpose	3
3. Scope	3
4. Stirling Institute Commitment to Child Safety	3
5. Definitions	4
6. Requirements, Process & Procedures	5
6.1 CHILD ABUSE:	5
6.2 REASONABLE BELIEF:	5
6.3 RECRUITMENT PRACTICES	6
6.4 CHILD SAFETY OFFICER	6
6.5 CODE OF CONDUCT	6
6.6 PERSONNEL MUST NOT:	7
6.7 RISK MANAGEMENT	7
6.8 TRAINING AND SUPERVISION	7
6.9 SUPPORT FOR EMPLOYEES	8
6.10 FAIR PROCEDURES FOR PERSONNEL	8
6.11 PROFESSIONAL DEVELOPMENT FOR STAFF	9
6.12 WORKING WITH CHILDREN CHECKS	9
6.13 PRIVACY	9
7. Responsibility	12
8. Review Date	13
9. Major Version History	14
10. Flow Chart	14
11. Example Risk Management Planning Items	15
12. Appendix	16
Appendix I	16
Appendix II	17

1. Policy

Stirling Institute of Australia is committed to child safety and plays a pivotal role in modelling best practice and behaviour always. Stirling Institute of Australia is committed to ensuring compliance with all relevant child protection laws, regulations and in developing and maintaining a child safe culture.

This policy complies with:

- Children's Protection Act 1993, including:
 - Section 8B – 8D – Child Safe Environments and criminal history assessments for people working with children; and
 - Section 11 – Mandatory reporting.
- Child Safe Environments: Principles of Good Practice and Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children issued by the Chief Executive of the Department for Families and Communities.

2. Purpose

This policy outlines how Stirling Institute of Australia will take appropriate actions to:

- Facilitate the prevention of child abuse occurring within the organisation.
- Work towards an organisational culture of child safety and prevention of child abuse.
- Ensure that all parties are aware of their responsibilities for identifying possible occasions for child abuse and for establishing controls and procedures for preventing such abuse and/or detecting such abuse when it occurs.
- Provide guidance to staff/volunteers/contractors as to action that should be taken where they suspect any abuse within or outside of the organisation.
- Provide assurance that all suspected abuse will be reported and fully investigated.

3. Scope

This policy statement applies to all Stirling institute staff and includes contract staff, staff working with students and volunteers, Stirling Institute's delivery locations and learning activities inclusive of both physical and online environments.

4. Stirling Institute Commitment to Child Safety

All students under eighteen (18) years of age who are supported by Stirling Institute of Australia have a right to feel and be safe. We want children to be safe, happy, and empowered. We support and respect all children. We are committed to the safety, participation, and empowerment of all children.

We promote diversity and tolerance, and people from all walks of life and cultural backgrounds are welcome. In particular, we:

- Promote the cultural safety, participation, and empowerment of Aboriginal children;

- Promote the cultural safety, participation, and empowerment of children from culturally and/or linguistically diverse backgrounds; and
- Ensure that children with a disability are safe and can participate equally.

We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures. We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.

Stirling Institute of Australia is committed to preventing child abuse and identifying risks early, and removing and reducing these risks. We have robust human resources and recruitment practices for all personnel and committed to regularly training and education our personnel on child abuse risks.

Stirling Institute of Australia is committed to establishing and maintaining child safe environments and has designed services with a particular focus on Child Safe Standards (VIC).

As a child safe organisation, Stirling Institute of Australia:

- Has a visible culture of child safety that is part of everyday practice;
- Has strong leadership driving a culture of child safety;
- Has the safety of children as its prime consideration;
- Has well-articulated policies and procedures to implement its child safe approach;
- Actively encourages participation, empowerment and serves to protect children;
- Has actively considered risks of abuse within the organisation;
- Engages with children to create a child safe environment and empowers children to speak up if something is wrong; and
- Has inclusive approaches for children with a disability, Aboriginal children and children from culturally and/or linguistically diverse backgrounds.

5. Definitions

Child: any person under the age of 18.

Child Abuse:

1. Any act committed against a child involving:
 - A sexual offence
 - The offence of grooming
2. The infliction, on a child of:
 - Physical violence
 - Serious emotional or psychological harm
3. Serious neglect of a child

Child neglect: The failure by a parent or caregiver to provide a child (where they are in the position to do so) with conditions that are culturally acceptable as being essential for the child's physical and emotional development and wellbeing.

Child Safety: encompasses matters related to protecting all students from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to incidents or allegations of child abuse.

Failure to Disclose: A new offence came into effect on 27 October 2014 for adults who fail to disclose child sexual abuse to police. The new offence applies to all adults, not just professionals who work with children. Any adult who holds a reasonable belief that a sexual offence has been committed by an adult against a child in Victoria must report that belief to police, unless they have a reasonable excuse for not reporting.

Failure to Protect: A new 'failure to protect' offence came into effect on 1 July 2015 that applies to people within organisations who knew of a risk of child sexual abuse by someone in the organisation and had the authority to reduce or remove the risk, but negligently failed to do so

6. Requirements, Process & Procedures

6.1 CHILD ABUSE:

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

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

Call the police on 000 if you have immediate concerns for a child's safety.

All Stirling Institute of Australia 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.

6.2 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 sexually abused;
- A child states that they know someone who has been sexually abused (sometimes the child may be talking about themselves);
- Someone who knows a child states that the child has been sexually abused;
- Observations of the child's behaviour or development leads to a belief that the child has been sexually abused; or
- Signs of sexual abuse lead to a belief that the child has been sexually abused.

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

If a person 16 years or older provided you with the information and they do not have an intellectual disability and they do not want the information reported to the police, an individual is then not required to report to police.

Stirling Institute of Australia will not tolerate incidents of child abuse. 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, abused or neglected by a member of their family or any other individual:

- Victoria Child Protection Crisis Line – 13 12 78

6.3 RECRUITMENT PRACTICES

Stirling institute of Australia 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 and volunteers. We interview and conduct referee checks on all employees.

We conduct criminal history assessment for people working with children, as set out in Section 8B of the Children’s Protection Act 1993. Criminal history assessments are required for anyone within our organisation that:

- has regular contact with young people and is not directly supervised at all times;
- works in close proximity to young people on a regular basis and is not directly supervised at all times; or
- supervises or manages persons who:
 - have regular contact with young people or
 - work in close proximity to young people on a regular basis; or
- has access to sensitive records relating to young people.

Exemptions from this requirement may apply in some circumstances.

We ensure that criminal history information is dealt with in accordance with the Child Safe Environments: Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children, issued pursuant to Section 8A, Children’s Protection Act 1993.

6.4 CHILD SAFETY OFFICER

Stirling Institute of Australia has appointed a child safety officer for its RTO operations, being the designated person to hear or be informed about all allegations or concerns, and providing support to other personnel.

6.5 CODE OF CONDUCT

All Stirling Institute of Australia personnel are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children and are responsible for supporting the safety, participation, wellbeing, and empowerment of children by:

- Adhering to Stirling Institute of Australia’s child safe policy at all times / upholding Stirling Institute of Australia’s statement of commitment to child safety at all times.
- Taking all reasonable steps to protect children from abuse.
- Listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another child.
- Promoting the cultural safety, participation, and empowerment of Aboriginal children.

- Promoting the cultural safety, participation, and empowerment of children with culturally and/or linguistically diverse backgrounds.
- Promoting the safety, participation, and empowerment of children with a disability.
- Ensuring as far as practicable that adults are not left alone with a child.
- Reporting any allegations of child abuse to the Child Safety Officer & Stirling Institute of Australia management, and ensure any allegation to reported to the police or child protection.
- Reporting any child safety concerns to the Child Safety Officer & Stirling Institute of Australia management.
- If an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe.
- Encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.

6.6 PERSONNEL MUST NOT:

- Develop any 'special' relationships with children that could be seen as favoritism.
- Exhibit behaviours with children which may be construed as unnecessarily physical.
- Put children at risk of abuse.
- Do things of a personal nature that a child can do for themselves.
- Engage in open discussions of a mature or adult nature in the presence of children.
- Use inappropriate language in the presence of children.
- Express personal views on cultures, race or sexuality in the presence of children.
- Discriminate against any child, including because of culture, race, ethnicity or disability.
- Have organised contact with a child or their family outside of our organisation without our child safety officer's knowledge and/or consent.
- Have any inappropriate online contact with a child or their family.
- Ignore or disregard any suspected or disclosed child abuse.

By observing these standards all personnel acknowledge individual responsibility to immediately report any breach of this code to the Child Safety Officer & Stirling Institute of Australia management.

6.7 RISK MANAGEMENT

Stirling Institute of Australia ensures the protection of children when a risk is identified. In addition to general occupational health and safety risks, we proactively manage risks of abuse to children.

We have risk management strategies in place to identify, assess, and take steps to minimise child abuse risks, which include risks posed by physical environments and online environments.

6.8 TRAINING AND SUPERVISION

Stirling Institute of Australia culture aims for all individuals to feel confident and comfortable in discussing any allegations of child abuse or child safety concerns.

Stirling Institute of Australia has specific policies, procedures and training in place that support our leadership team and personnel to achieve these commitments. We support personnel through ongoing

supervision to ensure they understand our organisation's commitment to child safety and that everyone has a role to play in protecting children from abuse, as well as checking that their behaviour towards children is safe and appropriate.

6.9 SUPPORT FOR EMPLOYEES

Stirling Institute of Australia seeks to attract and retain the best employees. We provide support and supervision so people feel valued, respected, and fairly treated. We ensure that employees who work with young people have ongoing supervision, support, and training so that their capacity is developed and enhanced to promote the establishment and maintenance of a safe environment for our student

Strategies we have implemented include:

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

6.10 FAIR PROCEDURES FOR PERSONNEL

The safety and wellbeing of children is our primary concern. We are also fair and just to personnel. The decisions made by Stirling Institute of Australia when recruiting, assessing incidents, and undertaking disciplinary action will always be thorough, transparent, and based on evidence.

We record all allegations of abuse and safety concerns using our incident reporting form, including investigation updates. All records are securely stored.

If an allegation of abuse or a safety concern is raised, we provide updates to children and families on progress and any actions we as an organisation take.

In response to any report to the concerning a member, or employee of this organisation, disciplinary action will be taken.

Other protective actions may also be introduced to ensure the safety of children and young people within our organisation.

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

- Transportation
- Taking images of young people
- Complaints procedures around safety
- Physical contact
- 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.

6.11 PROFESSIONAL DEVELOPMENT FOR STAFF

From time to time we provide opportunities for employees to attend information sessions about these mandatory reporting obligations. We also ensure that employees have access to relevant information resources such as:

- Flowchart: [A step-by-step guide to making a report to Child Protection or Child FIRST\(PDF 270kb\)](#)
- Handout: [Protecting the safety and wellbeing of children and young people](#)
- Reporting: [Mandatory Reporting eLearning Module](#)
- Department of Health:
 - [Child Protection](#)
 - [Child FIRST](#)
- [Victoria Police Sexual Offences and Child Abuse Investigation Teams \(SOCIT\)](#)
 - http://www.police.vic.gov.au/content.asp?Document_ID=36222
 - <http://www.education.vic.gov.au>

We ensure that support is also available for the employee making the report

6.12 WORKING WITH CHILDREN CHECKS

All Stirling Institute of Australia personnel are required to undertake, as a component of the recruitment process, a **National Criminal Check** to ensure suitability in meeting Stirling Institute of Australia's legislative and contractual obligations. National criminal checks are valid for, and must be renewed every three years.

www.nationalcrimecheck.com.au

In addition to the above national check, all personnel providing services in Victoria must undertake a Victorian "**Working with Children**" check as a component of the recruitment process, in line with the Working with Children Act 2005 (VIC). Checks are valid for five years.

<http://www.workingwithchildren.vic.gov.au/>

6.13 PRIVACY

All personal information considered or recorded will respect the privacy of the individuals involved, whether they be personnel, parents, or children, unless there is a risk to someone's safety. Stirling Institute of Australia has safeguards and practices in place to ensure any personal information is protected.

If a child discloses an incident of abuse

- Try and separate them from the other children discreetly and listen to them carefully.
- Let the child use their own words to explain what has occurred.
- Reassure the child that you take what they are saying seriously, and it is not their fault and that they are doing the right thing.
- Explain to them that this information may need to be shared others, such as with their parent/carer, specific people in your organisation, or the police.

- Do not make promises to the child such as promising not to tell anyone about the incident, except that you will do your best to keep them safe.
- Do not leave the child in a distressed state. If they seem at ease in your company, stay with them.
- Provide them with an incident report form to complete, or complete it together, if you think the child can do this.
- As soon as possible after the disclosure, record the information using the child's words and report the disclosure to the Child Safety Officer and Stirling Institute of Australia management as well as police or child protection as relevant.
- Ensure the disclosure is recorded accurately, and that the record is stored securely.

If a parent/carer says their child has been abused or raises a concern

- Explain that Stirling Institute of Australia has processes to ensure all abuse allegations are taken very seriously.
- Ask about the wellbeing of the child.
- Allow the parent/carer to talk through the incident in their own words.
- Advise the parent/carer that you will take notes during the discussion to capture all details.
- Explain to them the information may need to be repeated to authorities or others, such as the Stirling Institute of Australia management or Child Safety Officer, the police or child protection.
- Do not make promises at this early stage, except that you will do your best to keep the child safe.
- Provide them with an incident report form to complete, or complete it together.
- Ask them what action they would like to take and advise them of what the immediate next steps will be.
- Ensure the report is recorded accurately, and that the record is stored securely.
- Be aware that:
 - o Individuals from Aboriginal, culturally and/or linguistically diverse backgrounds may face barriers in reporting allegations of abuse.
 - o Individuals with a disability may experience barriers disclosing an incident.

Personnel must follow the Critical Actions below every time you become aware of a further instance or risk of abuse. This includes reporting new information to authorities.

If personnel believe that a child is not subject to abuse, but still hold significant concerns for their wellbeing they must still act.

YOU MUST TAKE ACTION

- Personnel play a critical role in protecting children in our care.
- You must act, by following the Four Critical Actions below, as soon as you witness an incident, receive a disclosure, or form a reasonable belief that a child has, or is at risk of being abused.
- You must act if you form a suspicion/reasonable belief, even if you are unsure and have not directly observed child abuse (e.g. if the victim or another person tells you about the abuse).
- You must use an incident reporting form to keep clear and comprehensive notes.

ACTION 1: Responding to an emergency

- If there is no risk of immediate harm go to ACTION 2.
- If a child is at immediate risk of harm you must ensure their safety by:
 - Separating alleged victims and others involved.
 - Administering first aid.
 - Calling 000 for urgent medical and/or police assistance to respond to immediate health or safety concerns.
 - Identifying a contact person in your organisation for future liaison with Police.

Where necessary you may also need to maintain the integrity of the potential crime scene and preserve evidence.

Action 2: Reporting to authorities

As soon as immediate health and safety concerns are addressed you must report all incidents, suspicions, and disclosures of child abuse as soon as possible. Failure to report physical and sexual child abuse may amount to a criminal offence.

You must report all instances of suspected child abuse or suspected sexual abuse (including grooming) to Police.

You must also report internally to the Child Safety Officer and Stirling Institute of Australia management.

If the source of suspected abuse is from within the family or community, you must report the suspected abuse to the relevant Child Protection Authority in the State or Territory jurisdiction.

This includes if a child is considered to be:

- In need of protection from child abuse
- At risk of being harmed (or has been harmed) and the harm has had, or is likely to have, a serious impact on the child's safety, stability, or development.

Action 3: Contacting parents / carers

The Child Safety Officer and Stirling Institute of Australia management must consult with Child Protection and / or Victoria Police to determine what information can be shared with parents/carers. They may advise:

Not to contact the parents/carers (e.g. in circumstances where the parents are alleged to have engaged in the abuse, or the child is a mature minor and does not wish for their parents/carers to be contacted); or

To contact the parents/carers and provide agreed information (this must be done as soon as possible, preferably on the same day of the incident, disclosure or suspicion).

Action 4: Providing ongoing support

Stirling Institute of Australia must provide support for children impacted by abuse. This includes the development of a Student Support Plan developed in consultation with wellbeing professional and/or counselling staff.

Strategies may include development of a safety plan, direct support and referral to wellbeing professionals.

7. Responsibility

DIRECTORS

It is the Director'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 Director Studies 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; and
- Stirling Institute of Australia does not breach the provisions of this policy or the Act.

CHILD SAFETY OFFICER

It is the Children's Protection Officers' responsibility to:

- determine whether a breach in privacy is justified to ensure the safety and well-being of a minor child and make a report for external intervention under Mandated Notification;
- ensure that all employees, contractors, external providers and partners meet the obligations of this policy and the Act;
- the College does not breach the provisions of this policy or the Act and acts within Mandated Notification requirement

EMPLOYEES & CONTRACTORS

It is the responsibility of all employees and contractors to:

- ensure that when in direct contact with children they conduct themselves in an appropriate and respectful manner at all times;
- abide by the Code of Conduct – Employees;
- ensure that they abide by the requirements of the Act in regards to suspected reportable situations;
- to comply with this policy and provide the College with evidence of currency the first week of July each year along with their Professional Development evidence;
- to immediately report to the Child Safety Officer their suspicions that a participant may harm themselves or others, or that the participant is suffering from serious/critical personal issues;
- to immediately report to the Child Safety Officer their suspicions that an External Provider or Partner is not meeting their obligations under this Policy.

STUDENTS

It is the responsibility of all students, minor or adult, to:

- abide by the Student Code of Conduct;
- immediately report any instance of abuse by any stakeholder to any person
- by informing the person with whom they feel most comfortable doing so.

MANDATORY REPORTING

Information about making appropriate reports of abuse or neglect is available from the Department of Human Services website <http://www.dhs.vic.gov.au/for-individuals/children,-families-and-young-people/child-protection/about-child-abuse>

Stirling Institute of Australia will not tolerate incidents of child abuse. All employees understand their obligation to notify the Child Protection Crisis Line 13 12 78 (24 hours, 7 days a week, toll free within Victoria) as soon as practicable if they have a reasonable suspicion that a child has been, or is being, abused or neglected. Staff are referred to Stirling Institute of Australia's policy, Child Protection-Mandatory Reporting.

ALLEGATIONS, CONCERNS, AND COMPLAINTS

Stirling Institute of Australia 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 children, families and personnel know what to do and who to tell if they observe abuse or are a victim, and if they notice inappropriate behaviour. We all have a responsibility to report an allegation of abuse if we have a reasonable belief that an incident took place.

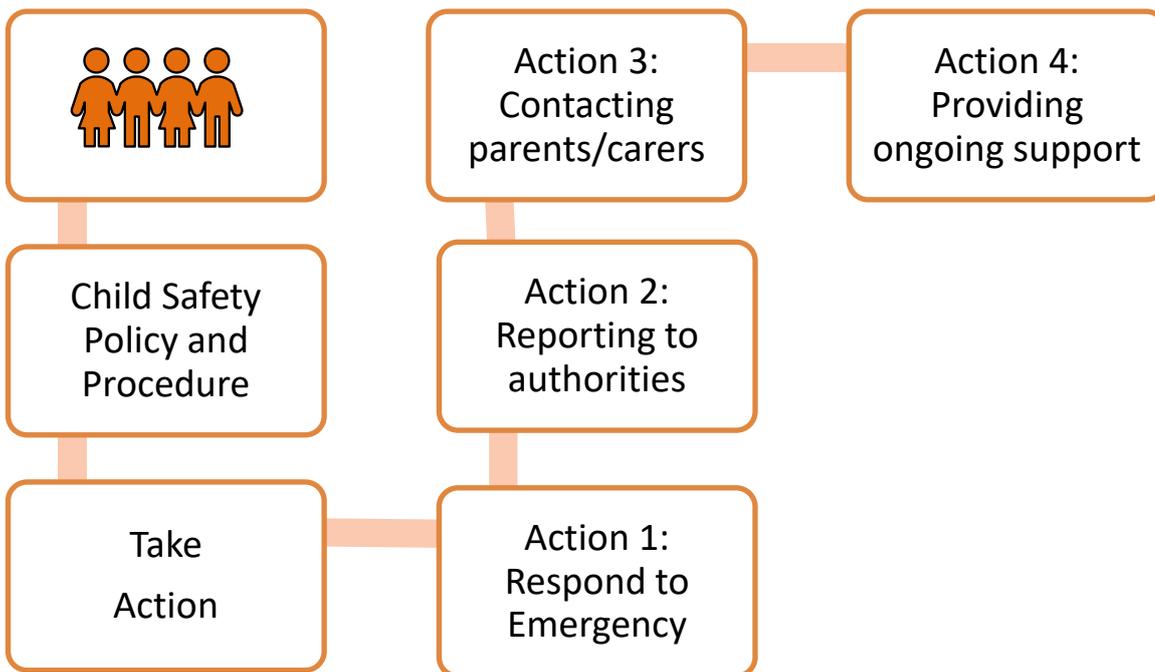
8. Review Date

Stirling Institute of Australia reviews this policy regularly and following any significant incidents should it occur. Where possible we do our best to work with families, children, local Aboriginal communities, culturally and/or linguistically diverse communities and people with a disability.

9. Major Version History

Date	Reason for change	Prepared By	Approved By
03.01.2017	Initial Release	Quality & Compliance Manager- JS	Director (initials)

10. Flow Chart



11. Example Risk Management Planning Items

Business Activity	Output	Effect of Output	Risk (H-M-L)	Impact (H-M-L)	Mitigating Tools	Last Review	Reviewer
Child Safety	Protection of minors Reinforcement / protection of brand	Organisational culture of safety for children and young people under the age of 18 – leadership, public commitment and frequent messaging	H	H	Child Safety Policy Code of conduct for child safety Strategies to embed organisational culture of child safety implemented Statement of commitment to safety for children and young people under the age of 18 is publicly available		
	Trust of personnel	Trust of personnel & culture of child safety	M	M	Code of conduct for child safety Strategies implemented to embed a culture of safety for children and young people under the age of 18 Clear child safety reporting procedures		
	Recruitment of appropriate personnel	Trust of personnel & culture of child safety	M	H	Recruitment & Induction Policy & processes Processes in place for Criminal history search (NCC), child safety (WWCC) and pre-employment reference checks		
	Engagement with children and young people under the age of 18 online	Avoidance of or appropriate engagement with children and young people under the age of 18 online	M	H	Code of conduct for child safety Strategies implemented to embed culture of child safety including online aspects		

12. Appendix

Appendix I

Our Commitment to Child Safety

Stirling Institute of Australia is committed to safety and wellbeing of all children and young people. This will be the primary focus of our care and decision - making.

Stirling Institute of Australia has zero tolerance for child abuse. Stirling Institute of Australia is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved in Stirling Institute of Australia has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

David Youssf

(Director)

For display to public.

Appendix II

Child Protection Guidelines for Employees (Code of Conduct)

Caring for young people brings additional responsibilities for employees of this organisation.

All employees of this organisation are responsible for promoting the safety and well-being of young people by:

- *Ensuring the safety and welfare of the young person is paramount at all times.*
- *Treating all young people with dignity, equality, and respect.*
- *Adhering to this organisation's child safe policy at all times.*
- *Listening and responding appropriately to the views and concerns of young people within the organisation.*
- *Taking all reasonable steps to ensure the safety and protection of young people within the organisation.*
- *Ensuring young people understand their rights and explaining to the young person in age appropriate language what they can expect when participating in a service, activity or program offered by the organisation.*
- *Responding quickly, fairly, and transparently to any serious complaints made by a young person or their parent/guardian.*
- *Notifying the Child Protection Crisis Line 13 12 78 (24 hours, 7 days a week, toll free within Victoria) as soon as practicable if they have a reasonable suspicion that a young person has been or is being abused or neglected. This is an after-hours emergency service.*

Employees will not:

- *Take part in any unnecessary physical contact with a young person.*
- *Discriminate against any young person because of age, gender, cultural background, religion, vulnerability or sexuality.*
- *Develop any 'special' relationships with young people outside of the professional relationship.*
- *Contact any student on social media.*