

Document title:		Child Protection Policy
Approving authority:		Board of Directors
Related policies:		Workplace Learning Policy Work Experience Policy Trainer and Assessor Requirements Policy Client Interaction and Service Excellence Policy Digital Communication Policy Employee Code of Conduct and Ethics Policy Respectful and Inclusive Workplace Policy Access and Inclusion Policy for Students Access and Inclusion Reasonable Adjustments Policy
Next review:		01/06/2026
Version	Release date	Comment
V1.0	01/06/2023	Initial release

1. Purpose

The purpose of this Child Protection Policy is to provide guidelines for ITAC employees and trainee students to ensure the safety, well-being, and protection of children during their placement in schools and at other times in connection with ITAC activities. This policy aims to create an environment where children are safe from harm, abuse, and neglect while participating in ITAC-affiliated programs and activities.

2. Scope

This policy applies to all ITAC employees, trainee students, and any other individuals associated with ITAC who may interact with children during their placement in schools and at other times.

3. Definitions

For the purposes of this policy:

- "Child" refers to any person under the age of 18.
- "Child abuse" includes physical, sexual, emotional abuse, neglect, and grooming.
- "Child protection" refers to the measures taken to ensure the safety and well-being of children.

4. Legislative Compliance

ITAC is committed to complying with all relevant child protection legislation, including the applicable state and territory laws and regulations related to working with children, mandatory reporting, and criminal background checks.

5. Behaviour Towards Children

Children should always be treated appropriately. This includes, but is not limited to:

- Treating all children with respect and dignity
- Maintaining appropriate professional boundaries
- Avoiding situations where an adult is alone with a child without a valid reason
- Reporting any concerns about a child's safety or well-being to the appropriate authorities
- Not making physical contact with any child unless necessary such as for first aid.
- Following school and department policies and guidelines.
- Using appropriate language, tone and choice of topic around children.
- Not raising your voice to intimidate, harass or belittle.
- Modelling appropriate behaviour at all times, including where a child may witness behaviour outside of the school environment i.e. at a shopping centre or other public place.
- Not recording, receiving or storing images or videos of children.
- Not contacting any child via online or other electronic or digital means, including by phone or text, unless with the school's explicit permission and for purposes directly linked to school activities.
- Taking steps to ensure nothing is done that could be construed as failing to meet community expectations or this policy.

6. Recruitment and Screening

ITAC will implement a thorough recruitment and screening process for employees who may have contact with children in schools. This process includes:

- Conducting reference checks and verifying qualifications
- Obtaining a valid Working with Children Check or equivalent clearance as required by relevant legislation
- Providing training on this and other related policies and procedures.

7. Reporting Procedures

ITAC employees and trainee students must promptly report any suspected child abuse, neglect, or any concerns about a child's safety or well-being to the appropriate authorities in accordance with

applicable laws and ITAC's reporting procedures. Confidentiality must be maintained during the reporting process, and information should only be shared on a need-to-know basis.

8. Training and Education

ITAC will provide ongoing training and education on child protection, including:

- Familiarizing employees and trainee students with this policy
- Providing information on relevant legislation and reporting requirements
- Conducting regular refresher training and updates on best practices in child protection.

9. Monitoring and Evaluation

ITAC will regularly monitor and evaluate the implementation and effectiveness of this Child Protection Policy by:

- Reviewing incident reports and trends
- Assessing compliance with legislative requirements
- Seeking feedback from employees, trainee students, and external stakeholders
- Updating the policy and procedures as required to ensure best practice

10. Review and Modification

This policy will be reviewed periodically and may be amended to ensure ongoing compliance with relevant legislation, industry standards, and the evolving needs of the business.
