

## CHILD SAFETY AND WELLBEING FOR VET STUDENTS UNDER 18 POLICY AND PROCEDURE

<b>Who is responsible</b>	<p>The director/senior trainer and training coordinator are responsible for following this process.</p> <p>Trainers/assessors are responsible for providing input into developing training and assessment strategies as required.</p> <p>In addition, trainers and assessors are required to follow and adhere to the requirements outlined in the TAS.</p>
<b>When</b>	<p>Upon application to addition/update to scope of registration.</p> <p>As requested, to meet the specific needs of clients.</p> <p>Quality Assurance Schedule</p>
<b>Policy</b>	<p>Asbestos &amp; You is committed to providing a safe, inclusive, and supportive environment for students under 18. Asbestos &amp; You has robust supervision and safeguarding measures to provide clear guidelines to staff and ensure that all training and assessment content is appropriate for younger VET students. The safety and wellbeing of VET students under 18 are a top priority, and Asbestos &amp; You will comply with child protection laws and safeguarding best practices.</p>
<b>Procedure</b>	<p><b>1. Supervision and Safeguarding Measures</b></p> <p>Asbestos &amp; You will ensure that all VET students under 18 are provided with appropriate supervision during all training and assessment activities, on-campus, online, work placements, or community-based learning.</p> <p><b>Supervision protocols will include:</b></p> <ul style="list-style-type: none"> <li>● Designated specific staff members or trainers are to oversee the safety and wellbeing of VET students under 18 during training sessions, breaks, and extracurricular activities.</li> <li>● Ensuring staff are trained in child safety protocols and can identify and respond to potential risks or safeguarding concerns.</li> <li>● Monitoring attendance and tracking student movements to ensure they are accounted for during all activities.</li> </ul> <p><b>2. Safeguarding Measures</b></p> <p>Asbestos &amp; You has implemented comprehensive safeguarding measures to protect VET students under 18 from harm, including physical, emotional, or psychological risks.</p> <p>These safeguarding measures include:</p> <ul style="list-style-type: none"> <li>● Conduct risk assessments for all training environments and activities, particularly those that involve work placements, online learning, or exposure to adult environments.</li> <li>● Ensuring staff-student ratios are appropriate for safe supervision and that VET students under 18 are never left unsupervised in high-risk environments.</li> <li>● Implemented clear protocols for reporting and responding to incidents involving VET students under 18, including any form of abuse, bullying, or misconduct.</li> </ul> <p><b>3. Code of Conduct for Staff:</b></p> <p>All staff members must adhere to a Code of Conduct that outlines their responsibilities for safeguarding VET students under 18. This includes:</p> <ul style="list-style-type: none"> <li>● Always maintaining professional boundaries.</li> <li>● Acting as positive role models and treating VET students respectfully and fairly.</li> </ul>

- Avoid inappropriate verbal, physical, or emotional misconduct.
- Reporting any safeguarding concerns or incidents promptly by the RTO's child safety procedures.

#### **4. Clear Guidelines for Staff**

All staff members, including trainers, assessors, and support staff, ensure the safety and wellbeing of VET students under 18. This includes understanding and complying with all child protection laws and RTO policies.

Staff receive regular training on child safety and safeguarding protocols, including identifying and responding to potential risks and supporting the wellbeing of younger VET students.

Key staff responsibilities include:

- Providing a safe learning environment where VET students under 18 feel supported and protected.
- Ensuring that student safety or wellbeing concerns are reported through the appropriate channels.
- Understanding and complying with mandatory reporting requirements in cases of suspected abuse or harm to VET students under 18.

#### **5. Training for Staff**

During their induction, Staff undergo mandatory child safety training and receive regular updates on safeguarding best practices. This training will cover:

- Recognising signs of abuse, neglect, or exploitation.
- Responding to disclosures of harm from VET students.
- Understanding the RTO's reporting processes for child safety concerns.
- Ongoing professional development is provided to ensure that staff remain informed of changes to child protection laws and relevant industry standards.

#### **6. Ensuring Age-Appropriate Content**

All training and assessment content delivered to VET students under 18 will be age-appropriate and tailored to their developmental needs. Asbestos & You ensures that:

- Course materials are reviewed for suitability in terms of complexity, language, and sensitivity, ensuring that content is appropriate for younger learners.
- Teaching methods used for VET students under 18 are adapted to their age group, considering their learning styles, maturity levels, and cognitive development.
- Sensitive topics, such as adult themes or content with graphic material, are checked prior to ensure appropriateness for younger VET students. They will be carefully managed or omitted from the curriculum (where applicable).

#### **7. Monitoring and Feedback**

Asbestos & You has an established system to monitor the appropriateness of content for VET students under 18 through feedback from trainers, assessors, and VET students.

Trainers review and adapt course materials regularly to ensure they remain suitable for the age group being taught, and any concerns about the content's suitability will be addressed promptly.

#### **8. Parental/Guardian Involvement**

For VET students under 18, Asbestos & You involves parents or guardians in the learning process as appropriate, mainly where sensitive content or external activities (e.g., work placements) are involved.

Parents or guardians are informed of any content that may require their approval, and they will have the opportunity to raise concerns or request adjustments to the curriculum.

### **9. Reporting and Managing Concerns**

#### **Incident Reporting:**

Any concerns related to the safety or wellbeing of VET students under 18 must be reported to the Child Safety Officer or another designated safeguarding officer within Asbestos & You. Staff, VET students, and third parties are encouraged to report concerns without fear of retribution.

Asbestos & You follows the established reporting procedures to ensure that incidents are addressed promptly and in compliance with mandatory reporting requirements.

#### **Child Safety Officer:**

Asbestos & You has a designated Child Safety Officer (training coordinator) who is responsible for overseeing all safeguarding matters, including training, incident management, and compliance with child safety regulations.

The Child Safety Officer is a point of contact for staff, VET students, and parents and ensures that all incidents are properly documented and followed up.