



Inspiring Training Academy Pty Ltd

Child Safe Standards Policy

Review Date	Reviewed By	Next Review Date
15/7/2024	Natalie Stevens	15 July 2025

Policy title	Inspiring Training Academy Pty Ltd Child Safety and Wellbeing Policy.
Purpose	This Child Safety and Wellbeing Policy outlines how our organisation prioritises the safety and wellbeing of children and what steps we will take to do this. It sets out our organisation's expectations about child safe practices for staff, volunteers and the broader organisational community.
Statement of commitment to child safety	<p>Inspiring Training Academy Pty Ltd (ITA) is committed to providing a safe environment for all staff and students. A part of this commitment is to understand and work within the Child Safety Standards as set out by the Child Wellbeing and Safety Act 2005 and the VRQA Guideline 6.</p> <p>As part of ITA's commitment to child safety we will not tolerate child abuse or harm.</p> <p>This Child Safety and Wellbeing Policy includes how ITA will achieve it's commitment to child safety and other child safety objectives including:</p> <ul style="list-style-type: none"> • zero tolerance for child abuse • actively work to listen to and empower children • have systems to protect children from abuse, and will take all allegations and concerns very seriously and respond to them consistently in line with the organisation's policies and procedures • is committed to promoting cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability, gender diversity, intersex status, sexual orientation or living out of home.
Scope	<p>Who this policy applies to:</p> <ul style="list-style-type: none"> • ITA's Child Safety and Wellbeing Policy applies to all people who conduct work for, or are connected to, ITA in a paid or unpaid capacity. This may include but is not limited to management, staff, volunteers, and clients. <p>What this policy applies to:</p> <ul style="list-style-type: none"> • This Child Safety and Wellbeing Policy applies to all activities within ITA which involves contact with children, in this instance, the delivery of course materials.
Responsibilities	<p>Staff members within the ITA framework are responsible for particular aspects of child safety and wellbeing within the organisation. ITA's PEO and EO are responsible for:</p> <p>Policy development and ongoing review and updates</p> <p>Implementing and complying with aspects of the organisation's child safety and wellbeing including:</p> <ul style="list-style-type: none"> • policy • recruitment and screening practices • staff induction, training, supervision and support

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	<ul style="list-style-type: none"> • policy or procedure for receiving and responding to complaints • risk assessment and management process • policies or procedures on external reporting, record keeping and information sharing • Code of Conduct. <p>All training and administration staff are responsible for following this policy to ensure the safety and wellbeing of all children whilst in our academy or under our care.</p>
<p>Definitions</p>	<p>Definition of key terms used in this policy.</p> <p>This may include terms relevant to the particular context of ITA, for example, categories of paid staff, particular positions or governance structures in the organisation.</p> <p>It may also include definitions of standard terms such as:</p> <ul style="list-style-type: none"> • ITA – Inspiring Training Academy Pty Ltd • child/children – relates to all young people under the age of 18 • Abuse – includes all forms of abuse including sexual abuse, grooming, physical abuse, causing emotional or psychological harm and neglect • mandatory reporting – refers to the Reportable Conduct Scheme • complaints - is an expression of dissatisfaction to an organisation • cultural safety – refers to the positive recognition and celebration of cultures • Aboriginal – inclusive of Aboriginal and Torres Strait Islander peoples • Senior Management – refers to the PEO (Principal Executive Officer) and/or EO (Executive Officer) • Students – ITA engages students ranging in ages from 15 years to 18 years • Trainers – ITA staff employed for the purpose of training and assessing students • A more comprehensive list of definitions can be found in the Glossary section of the Guide for Creating a Child Safe Organisation
<p>Relevant legislation and standards</p>	<ul style="list-style-type: none"> • United Nations Convention on the Rights of the Child. • Child Wellbeing and Safety Act 2005 (Vic) • Reportable Conduct Scheme • Child Safe Standards. • RTOs - culturally safe environments • RTOs - child safety and wellbeing • Commission for Children and Young People
<p>Related organisational policies and procedures</p>	<ul style="list-style-type: none"> • Code of Conduct • complaint handling policy • risk management plan • Staff Handbook • policies or procedures on record keeping, information sharing and external reporting. • Student Handbook • Commission for Children and Young People Guide for Creating a Child Safe Organisation
<p>Access to the policy</p>	<ul style="list-style-type: none"> • https://inspiringbeauty.com.au/ • Staff Handbook

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	<ul style="list-style-type: none"> ITA Staff Dropbox
Policy status and review	<p>This policy was created by ITA's PEO, Robyn Bartley</p> <p>For further information or assistance with this policy including any identified breaches, please contact Robyn Bartley directly via email: robyn@inspiringbeauty.com.au</p> <p>Updated by ITA's EO and Child Safety Officer, Natalie Stevens, 15th July 2024</p> <p><i>This policy is due for review 15th July 2025</i></p>

Cultural safety for Aboriginal children

6.1 Child Safe Standard 1: *Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.*

Strategies used by ITA to create a culturally safe environment for Aboriginal children.

- ITA will actively recruit from diverse backgrounds to bring a varied perspectives into the workplace.
- ITA endeavour to create an inclusive and welcoming physical and online environment for Aboriginal children and their families through ensuring all staff have completed indigenous cultural awareness training.
- ITA will promote inclusivity, such as flexible holidays for cultural observances and support for various cultural practices.
- ITA will support, guide and train staff to understand, respect and value different cultures and to understand the importance of this to the safety and wellbeing of Aboriginal children. This is done in our staff induction days and Professional development days throughout the school year.
- ITA staff will encourage and support children to express their culture and enjoy their cultural rights. ITA also encourages indigenous students to educate non-indigenous students throughout NAIDOC weeks.
- ITA's enrolment process asks all students entering our facility of cultural traditions we need to be aware of to be able to incorporate into our facility to make our students feel culturally included.
- ITA will support and facilitate participation and inclusion within the organisation by Aboriginal children and their families.
- ITA has a zero tolerance of racism and will take all matters of reported racism seriously by conducting investigations and addressing outcomes with appropriate consequences and education of those accused.
- ITA encourages the participation and inclusion of Aboriginal children and their families.
- ITA will regularly monitor all policies, procedures, systems and processes to ensure they create a culturally safe and inclusive environment
- ITA staff members will be trained to identify racism that includes anything that offends, insults, humiliates, negatively views or unfairly treats a person or group of people because of their race, colour, descent, nationality, ethnicity, or migrant status. This is to be conducted during ITA's termly internal PD's as well as encourage staff to seek their own PD's in this area
- ITA have open channels for employees to share their experiences and suggestions related to cultural awareness, ensuring their voices are heard.
- ITA staff members will allow aboriginal student to submit work in paintings and drawing with our trainers verbally assessing this student to allow our indigenous students to continue their cultural traditions. This is also a ASQA Fair and Flexible way of assessing our indigenous students.

A commitment to child safety and wellbeing

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6.2 Child Safe Standard 2: *Child safety and wellbeing is embedded in organisational leadership, governance and culture.*

Describe how the organisation puts into practice its commitment to child safety and wellbeing and how a child safe culture is championed and modelled at all levels of the organisation.

- ITA is commitment to child safety and wellbeing.
- ITA’s staff interviewing process will include a vigorous child safe interview process.
- ITA new staff are required to complete a child safety induction program, complete a questionnaire to ensure understanding and sign.

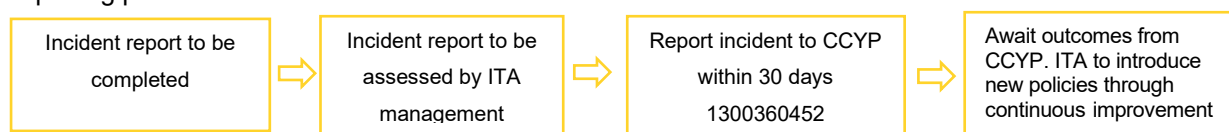
All new staff will be required to complete the module of Protecting Children: Mandatory Reporting and other obligations <https://www.vic.gov.au/protecting-children-mandatory-reporting-and-other-obligations> and will need to submit their completion certificate within 1 month of commencing

- All ITA staff, including management, will champion a child safe culture, we will support our staff through ongoing supervision to:
 - develop their skills to protect children from abuse
 - promote the cultural safety of Aboriginal children
 - The cultural safety of children from linguistically and/or diverse backgrounds,
 - The safety of children with a disability
 - Children who are living out of home
 - Young people from differing sexual orientations.

We train our staff to identify, assess, and minimise risks of child abuse, to detect potential signs of child abuse and to report any inappropriate behaviours to ITA’s Child Safety Officer, Natalie Stevens

- ITA’s Child Safe Staff Code of Conduct outlines the expected behaviours of all staff within the organisation as well as unacceptable behaviours both physically, emotionally and through social media.
- ITA staff are to report any concerns of abuse to the ITA management via an incident report form, found on the ITA website, <https://inspiringbeauty.com.au/policies-procedures> as soon as any abuse concerns have been identified, this is then reviewed and reported according to the Reportable Conduct Scheme to the Commission for Children and Young People within 3 business days.
- ITA Risk Assessment schedule will be updated
 - Child Safety Complaints register will be updated
 - Information will be added to the continuous improvement register <https://www.dropbox.com/scl/fi/wh4pkqcyvrisrxs0139c6/Child-Safe-Continuous-Improvement-register.xlsx?rlkey=flbh90ldxjquyo842vfv14f3&dl=0>

Reporting process:



- In some instances, allegations may also be reported to Victoria Police, should our student being reported to Victoria police and they are from an aboriginal community we will ask the police to liaise with an aboriginal advisor within the force for the students cultural safety.
- All records will be kept and maintained in accordance with ITA’s privacy policy.

Taking child participation and empowerment seriously

6.3 Child Safe Standard 3: *Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.*

- ITA will educate and engage with the young people within in our training about their rights, safe environments and how to raise concerns and access support services. This will be conducted firstly on orientation day through the ITA powerpoint presentation, secondly on Induction Day where students will be involved in creating posters on ITA’s child Safety Welfare commitments to our students.

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- We involve them when making decisions, especially about matters that directly affect them. We listen to their views and respect what they have to say
- ITA seeks the feedback of our students and encourages their participation, including on safety and wellbeing issues through regular informal conversations as well as formal bi-annual questionnaires.
- Information or training is provided to staff and volunteers so they understand the rights of children, are skilled at engaging with children and helping them participate in decision-making and can recognise and act on the signs of child abuse and harm.
- ITA promotes friendships and peer support to our students via classroom practical activities that are designed to allow individuals to meet and mix with their peers in a safe and encouraging environment. ITA encourages students to actively engage with each other in buddy systems and group work.
- Where relevant, sexual abuse prevention information will be offered to our students through the formal training of units of competency that cover codes of conduct in the workplace. The unit of competency is Comply with organisational requirement within a personal services industry.
- ITA staff will actively listen to young people’s perspectives and take their input seriously, demonstrating respect for their views.
- ITA staff also have access to relevant online information that can be passed onto any student who discloses a need for such information
- ITA staff will create an environment where young people feel safe and confident to share their opinions without fear of judgment.
- By focusing on these areas, we can foster a culture where children and young people feel empowered, valued, and heard.

Involving families and communities

6.4 Child Safe Standard 4: *Families and communities are informed and involved in promoting child safety and wellbeing.*

- ITA encourages families to participate in decisions that impact their child, including their participation in their course and having their permission to leave the training campus
- Families and communities have access to ITA’s child safety and wellbeing policies via the student handbook and the ITA website. www.inspiringbeauty.com.au
- Families and communities have access to ITA’s governance and operations, complaints processes and disciplinary processes.
- ITA welcomes and responds to feedback from family and community members via online surveys found on the ITA website as well as Google reviews
- Ways the organisation seeks the input of families and communities on the organisation’s approach to child safety and wellbeing.
- ITA engages with families and communities to build cultural safety for children in the organisation through ongoing connections with the families via emails and informal conversations.

By involving families and communities, we can create a more holistic approach to child safety and wellbeing, leading to better outcomes for children.

Respecting equity and diversity

6.5 Child Safe Standard 5: *Equity is upheld and diverse needs respected in policy and practice.*

- ITA demonstrates its commitment to equity and inclusion through regular practices within the organisation of meeting the needs of the individuals, to do this, staff are encouraged to educate themselves on each of the diversities within their cohort to ensure they are respectful and understanding of the individual as well as their community.
- ITA will recognise and respect the diverse needs of all students and provide ways for students or their families to identify their individual needs. ITA can access this information through the Mullum and Sellen portal from information uploaded from the student’s secondary school. Should ITA require

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further information ITA management will contact schools, parents or carers to ensure we can assist each student to our fullest commitment.

- ITA will provide students with access to information, support and complaints processes in ways that are culturally safe, accessible and easy to understand. ITA has a focal point within its centre locating students on where and how to access this support, this information is also easily accessible through the ITA website www.inspiringbeauty.com.au
- ITA will respond to the needs of all children, with a particular focus on those experiencing vulnerability or disadvantage in a sensitive and respectful manner.
- ITA upholds equity for all students and prevents child abuse and harm resulting from discrimination based on disability, race, ethnicity, religion, sex, intersex status, linguistically diverse, young people living out of home, young people of aboriginal culture, gender identity or sexual orientation by providing staff with educational access on a diverse range of social needs.

ITA provides training access and professional development for staff and volunteers on identifying and responding to children with diverse circumstances and needs

Ensuring that staff are suitable and supported

6.6 Child Safe Standard 6: *People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.*

- ITA's approach to recruitment, including advertising, position descriptions, selection criteria, pre-employment screening and referee check is robust and emphasises child safety and wellbeing.
- ITA will conduct initial and annual check of all qualifications, Working with Children Check and other registration or ongoing screening checks to ensure they remain valid.
- ITA staff will be provided an induction on their child safety and wellbeing responsibilities, the organisation's child safety and wellbeing policies and procedures, external reporting obligations (such as mandatory reporting), the Code of Conduct, the complaints process, reporting process, information sharing and record keeping.
- All new staff will be required to complete the module of Protecting Children: Mandatory Reporting and other obligations <https://www.vic.gov.au/protecting-children-mandatory-reporting-and-other-obligations> and will need to submit their completion certificate within 1 month of commencing
- ITA will be offering regular and ongoing supervision, support and performance management of staff, including regular staff meetings.

Child-focused complaint systems

6.7 Child Safe Standard 7: *Processes for complaints and concerns are child-focused.*

- ITA's approach to receiving, responding to and investigating concerns or complaints of child abuse or harm is of the highest priority. All complaints or concerns will be taken seriously and investigated promptly and thoroughly
- The student's safety and well-being is prioritised throughout this process, ITA also encourages each student to bring a support adult to any consultation meeting required.
- ITA provides child-friendly and accessible information to students, families and community members about how they can raise concerns and how those concerns will be responded to and investigated via the student handbook and posters throughout our facility
- Staff should respond to children who disclose abuse in a sensitive manner, demonstrating they are taking them seriously and value what they are saying.
- All complaints or concerns are to be reported to ITA's Child Safety Officer, Natalie Stevens using the Child Safety Incident Report Form found on the ITA website
- ITA's approach to privacy and confidentiality is in accordance with the ITA's privacy policy as well as the Privacy Act 1988, however, where a complaint or safety issue is raised, then there may be instances where ITA may be required to divulge private information to either the Commission for children or young people of the Victoria Police upon request.
- ITA understands any criminal behaviour will be reported to Victoria Police

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- ITA will maintain records for ongoing review of policies annually to ensure procedures are effective
- Where a student discloses concerns or complaints relating to abuse or harm caused to a child by another child, ITA will treat the incident with priority. ITA will investigate and document the claims, and where necessary, ITA will include the family of the children in the process
- ITA will endeavour to conduct thorough investigations to identify and then respond to risks to the safety of children when a complaint or safety concern is raised.
- ITA will offer ongoing support to those making a complaint and those involved in the complaint process. In some cases, ITA will outsource for appropriate support.

FOUR CRITICAL ACTIONS FOR SCHOOLS

Responding to Incidents, Disclosures and Suspicions of Child Abuse

YOU MUST TAKE ACTION

As a school staff member, you play a **critical role** in protecting children in your care.

- You must act by following the Four Critical Actions, as soon as you witness an incident, receive a disclosure or have a reasonable belief that a child has or is at risk of being abused.
- You must act if you form a suspicion and have not directly observed child abuse, eg. if the victim or another person tells you about the abuse.
- It is strongly recommended that you use the **Responding to Suspected Child Abuse** template to keep a clear and comprehensive record, even if you make a decision not to report.

*A reasonable belief is a substantially low threshold. This enables schools to investigate and take action.

1 RESPONDING TO AN EMERGENCY

If there is not a set of immediate actions to go to **Action 2**.

If a child is at immediate risk of harm you **must** contact the police by:

- separating alleged victims and others involved
- calling **000** for urgent medical and/or police assistance to respond to immediate health or safety concerns
- identifying a contact person at the school for liaison with Police.

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

2 REPORTING TO AUTHORITIES / REFERRING TO SERVICES

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 to report physical and sexual child abuse, may amount to a criminal offence.

Q: Where does the source of suspected abuse come from?

WITHIN THE SCHOOL

VICTORIA POLICE
You must report all instances of suspected child abuse involving a school staff member, contact the victim and refer to Victoria Police.

You **must also** report internally to:

- GOVERNMENT SCHOOLS**
 - School principal and/or leadership team
 - Employee Conduct Branch
 - DET Incident Support and Operations Centre
- CATHOLIC SCHOOLS**
 - School principal and/or leadership team
 - Diocesan education office
- INDEPENDENT SCHOOLS**
 - School principal and/or leadership team
 - Commission for Children and Young People on **1300 782 878**

All allegations of suspected child abuse **must** be reported as soon as possible to:

- GOVERNMENT SCHOOLS**
 - Employee Conduct Branch
- CATHOLIC SCHOOLS**
 - Diocesan education office
- INDEPENDENT SCHOOLS**
 - Commission for Children and Young People on **1300 782 878**

WITHIN THE FAMILY OR COMMUNITY

DHHS CHILD PROTECTION
You **must** report to DHHS Child Protection if you did not consider to do:

- in need of protection from child abuse
- at risk of being harmed for reasons related to the harm he/she, or is likely to, receive, as a result of the child's injury, illness or development.

VICTORIA POLICE
You **must also** report all instances of suspected sexual abuse (including grooming) to Victoria Police.

You **must also** report internally to:

- GOVERNMENT SCHOOLS**
 - School principal and/or leadership team
 - DET Incident Support and Operations Centre
- CATHOLIC SCHOOLS**
 - School principal and/or leadership team
 - Diocesan education office
- INDEPENDENT SCHOOLS**
 - School principal and/or leadership team

3 CONTACTING PARENTS/CARERS

Your principal **must** consult with DHHS Child Protection or Victoria Police to determine what information can be shared with parents/carers. They may advise:

- not to contact** the parent/carer (eg. in circumstances where the parents are alleged to have engaged in the abuse or the child has a medical minor and does not wish for their information to be shared)
- to contact** the parent/carer and provide agreed information (this will be done as soon as possible, preferably on the same day of the incident disclosure or suspicion)
- how to communicate** with all relevant parties with consideration for their safety.

4 PROVIDING ONGOING SUPPORT

Your school **must** provide support for children impacted by abuse. This should include the development of a Student Support Plan in consultation with relevant professionals.

This is an essential part of your duty of care requirements. Strategies may include: development of a safety plan, direct support and referral to well-being professionals and support.

You **must** know the Four Critical Actions every time you become aware of a further disclosure of child abuse. This also reporting new information to support files.

CONTACT

<p>DHHS CHILD PROTECTION AREA</p> <p>North Division 1300 664 977 South Division 1300 655 795 East Division 1300 360 381 West Division 1300 075 599 West Division Melb 1300 664 977</p> <p>AFTER HOURS After hours, weekends, public holidays 13 1278</p> <p>CHILD FIRST http://www.childfirstvic.gov.au/ info@childfirstvic.org.au</p> <p>ORANGE DOOR http://www.orange-door.vic.edu.au/ http://www.orange-door.vic.edu.au/</p>	<p>VICTORIA POLICE 000 or your local police station</p> <p>DET INCIDENT SUPPORT AND OPERATIONS CENTRE 1800 126 126</p> <p>INCIDENT MANAGEMENT AND SUPPORT UNIT 1800 126 126</p> <p>EMPLOYEE CONDUCT BRANCH (03) 9637 2595</p> <p>DIOCESAN OFFICE Melbourne (03) 9287 0228 Ballarat (03) 8337 7185 Shepparton (03) 5322 5500 Sunbury (03) 5443 2377</p>	<p>INDEPENDENT SCHOOLS VICTORIA (03) 9825 7200</p> <p>THE LOOKOUT The LOOKOUT has a services directory, information and evidence-based guidance to help respond to family violence: http://www.lookout.vic.gov.au</p> <p>Family violence victims/survivors can be referred to 1800 Respect for counselling, information and a referral service: 1800 727 732</p>
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Staff knowledge, skills and awareness

6.8 Child Safe Standard 8: Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

ITA promotes child safety and wellbeing by ensuring that staff and volunteers are provided with relevant knowledge and skills on an ongoing basis.

Staff need training and information on issues such as:

- children's rights
- the organisation's child safety and wellbeing policies and procedures
- recognising signs of child abuse or harm
- responding to disclosures
- understanding and responding to harmful behaviours by a child towards another child
- record keeping
- risk assessment and management

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- external reporting obligations
- creating culturally safe and inclusive environments and responding to racism through the anti-discrimination laws.

ITA will:

- Identify training needs for staff through research and discussions surrounding the issues/concerns of children's safety, ITA staff meet regularly at staff meetings, evidence of this will be done through meeting minutes and then actioned.
- Attendance and or evidence of this training will be recorded in the staff's PD log this is to be on a regular basis not a onetime occurrence
- Information will be made available to staff via the staff RTO portal, this will be checked and updated regularly by the RTO's senior management, PEO or EO. This includes links to online training and publications including the Guide for Creating a Child Safe Organisation
- ITA will provide support for staff through by providing opportunities for debriefing and where to access further support externally if required.
- ITA staff liaise with students secondary school coordinators and or parent via email to keep updated regularly on students wellbeing. This is documented via email links
- ITA staff members are competent in First Aid training and CPR to handle emergencies until professional help arrives
- ITA staff educate students about online bullying and conducting appropriate behaviour through the unit of competency SIRXOSM002 Maintain ethical and professional standards when using social media and online platforms

By committing to comprehensive and ongoing education and training, we can create a robust framework for protecting children and young people, ensuring that everyone involved is well-prepared to respond effectively to any safeguarding concerns.

Safe physical and online environments

6.9 Child Safe Standard 9: *Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.*

- ITA will consult with staff and key stakeholders to develop and implement risk management plans.
- Risk management plans will be informed by and responsive to the views of staff, volunteers, parents and carers and children. These will be review and revised every 1 year or if there has been an incident.
- Students have access to the internet for classroom online learning and research. ITA staff will encourage this to be the only purpose of using phones and computers during class times to help minimise risks of child abuse and harm without compromising children's right to privacy, access to information, social connections and learning opportunities.
- ITA staff often use social media platforms and social media messaging as a form of communication with their student's, to ensure the safety within Online environments there will always be a senior management staff included within this platform. All groups are set to private with no outside parties allowed, unless they are directly involved in the student's learning and must be approved by ITA's senior management. Parents are welcome to join if they wish to do so.
- ITA will not tolerate online bullying/harassment behaviours within their social media platforms
- ITA provide staff with ITA email addresses that are to be used **only** for communications between students, staff and other 'work related' parties. ITA discourages the use of personal emails or phone numbers to be shared with students.
- ITA will on occasions upload photos of students within the classroom. ITA asks for permission on the student's application form, however, ITA will also check with the student individually prior to any uploading of photos. If ITA has a photo online and a student withdraws their permission, the photo will be taken down within 7 days
- On occasions, ITA may engage a guest speaker for their students, ITA will ensure an ITA staff member will always supervise when there has been any procurement by the organisation to ensure child safety and wellbeing.

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At times, trainers or ITA staff members require private meetings with students to discuss their course progress or any areas of concern. Private one-on-one meetings with student's are always conducted with another staff member in the room or a parent/carer present if required.

Review of child safe policies and practices

10.1 Child Safe Standard 10: *Implementation of the Child Safe Standards is regularly reviewed and improved.*

- This policy will be reviewed 12 monthly by the PEO in consultation with the EO, trainers, staff and other key stakeholders or sooner if there has been a safety incident involving a child or any legislation changes.
- ITA management will regularly check in with staff and students to make sure the organisation has fully implemented each of the Standards.
- ITA will engage children, families, communities, staff and volunteers in review processes and provide feedback on review outcomes by way of annual surveys and feedback reviews
- ITA will regularly analyse complaints, concerns, incidents or significant breaches of policy to identify causes or systemic weaknesses and implements improvements periodically through consultation with key staff members and stakeholders
- ITA will make the findings and actions taken in response to reviews available to the community excluding any personal details upon request.

Documenting policies and procedures

6.11 Child Safe Standard 11: *Policies and procedures document how the organisation is safe for children and young people.*

Inspiring Training Academy Pty Ltd (ITA) is committed to providing a safe environment for all staff and students.

The following documents address the ITA Child Safe Standards -

- Staff - Code of Conduct & Handbook
- Student – Code of Conduct & Handbook
- Risk assessment and management plans
- Complaint handling policy
- Recruitment policy
- Policies on record keeping and information sharing

These documents are informed by Victoria's Child Safe Standards and the Guide for Creating a Child Safe Organisation available from Commission for Children and Young People <https://ccyp.vic.gov.au/>

- ITA management will monitor if staff understand child safety and wellbeing policies and procedures and have Professional development days incorporating the latest child safety education available. And through senior management modelling child safe behaviours at all times and though regular, open discussions surrounding child safety within the organisation. Staff will meet weekly each Thursday to discuss in detail each class and any concerns the staff may have with a student showing signs of abuse or trauma.
- The expectation for all staff is in complying with and implementing child safety and wellbeing policies and procedures at all times, any breaches will lead to disciplinary action and in some cases may lead to legal action.

Resources

- <https://www.dropbox.com/scl/fi/p84ppdpbqy83esfl45zdi/caldlearnerscd-1.pdf?rlkey=caj652me4k3d6kpihvccvic3&dl=0>
- <https://www.dropbox.com/scl/fi/kh2xbj7chcj1javj13qf0/A-guide-for-creating-a-Child-Safe-Organisation-27.04.23.pdf?rlkey=qooyicppz1yja7y31eewx99g&dl=0>

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- <https://www.dropbox.com/scl/fi/gffctd6fv0dk78ry75hmz/CCYP-Investigation-guide.pdf?rlkey=jpvjvv2nwwytcohrs0vadzc8&dl=0>
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Resources

- Consultation with staff at Nazareth College
- Consultation with Carol Macreadie – Auditor
- Consultation with Bronwyn Pratt – Headstart Coordinator
- Maree Bisby – Aboriginal Cultural awareness facilitator

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