

1. PRINCIPLE

The Training Alliance Group and its related entities recognise their responsibilities to safeguard and promote the welfare of children. This policy is based on the welfare of children and their right to safety and protection from abuse, regardless of their age, culture, disability, gender, language, ethnic origin, religious belief, or sexual orientation. Training Alliance Group is committed to promoting and protecting the interests and safety of children and requires all employees to exercise a duty of care over the safety and protection of children and reporting on incidents of child abuse or risk to child safety. The organisation maintains a zero-tolerance stance on child abuse.

2. AIM

The Training Alliance Group aims to create a safe environment within which children and young people can thrive and employees can work with the protection of clear guidance.

3. PURPOSE

The Child Safety and Wellbeing Policy of the Training Alliance Group is guided by the National Principles for Child Safe Organisations, endorsed by members of the Council of Australian Governments. These principles underscore our commitment to child safety, participation, involvement of families and communities, equity and diversity, staff support, child-focused complaints, staff education, safe environments, and continuous improvement.

The purpose of this policy is to:

- Clearly demonstrate the Training Alliance Group's commitment to the safety and wellbeing of children and young people.
- Inform all leaders, staff, and volunteers of their obligations to act ethically towards children and their roles and responsibilities in ensuring the safety and wellbeing of children.
- Provide guidance on the processes and procedures that aim to ensure children's safety and wellbeing across all areas of the organisation's work.
- Facilitate the prevention of child abuse or risk to safety occurring within the Training Alliance Group.
- Work towards an organisational culture of child safety.
- Prevent risk of child abuse or neglect of child safety within the organisation.
- Ensure that all parties are aware of their responsibilities for identifying possible occasions for safety or child abuse risk and for establishing controls and procedures for preventing such risk and/or detecting such risk when it occurs.
- Provide guidance to staff/volunteers/contractors as to action that should be taken where they suspect any abuse or risk to safety within or outside of the organisation.
- Provide a clear statement to staff/volunteers/contractors forbidding any child abuse or safety neglect.
- Provide assurance that all cases of suspected abuse or risk to safety will be reported and fully investigated.
- Assure all employees that the organisation will fully support and protect anyone who in good faith reports their concerns.

4. SCOPE

This policy applies to:

All people who conduct work for the Training Alliance Group in a paid or unpaid capacity, including board members, executive leadership, staff, volunteers, interns, trainees, contractors, and consultants.

All activities within the organisation which involve, result in, or relate to contact with children, including digital or online interactions.

5. DEFINITIONS

Child: A person below the age of 18 years unless otherwise stated under the law applicable to the child.

Child protection: Any responsibility, measure, or activity undertaken to safeguard children from harm.

Child abuse: All forms of physical abuse, emotional ill-treatment, sexual abuse and exploitation, neglect or negligent treatment, risk to safety, commercial (e.g., for financial gain), or other exploitation of a child, including cultural safety.

Child Sexual Assault: Any act that exposes a child to or involves a child in sexual processes beyond their understanding or contrary to accepted community standards.

Reasonable grounds for belief: A belief based on reasonable grounds that child abuse has occurred when all known considerations or facts relevant to the formation of a belief are taken into account and these are objectively assessed.

Risk matrix: A tool used to document identified risks, their potential impact, and the strategies for mitigating these risks.

Incident management: The process of reporting, investigating, and responding to incidents related to child safety and wellbeing.

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 if:

- a) a child states that they have been physically or sexually abused;
- b) a child states that they know someone who has been physically or sexually abused (sometimes the child may be talking about themselves).
- c) someone who knows a child states that the child has been physically or sexually abused.
- d) professional observations of the child's behaviour or development leads a professional to form a belief that the child has been physically or sexually abused or is likely to be abused; and/or
- e) signs of abuse lead to a belief that the child has been physically or sexually abused.

Safety: Ensuring a secure environment for children, free from harm or hazards, through implemented policies and practices.

6. POLICY

Training Alliance Group is committed to promoting and protecting the best interests of children involved in its programs. All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse or risk to their safety.

All employees of Training Alliance Group are responsible for the care and protection of the children within our programs and reporting information about suspected child abuse.

Training Alliance Group is committed to the cultural safety of Aboriginal children, and those from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children living with a disability.

If any person believes a child is in immediate risk of abuse, telephone 000.

WA Department of Communities Call the Central Intake Team on 1800 273 889 or email cpduty@communities.wa.gov.au

Crisis Care – 24-hour telephone service (08) 9223 1111 or free call 1800 199 008

WA Police 131 444 or 000 (emergencies only)

Kids Helpline 1800 55 1800

7. PROCEDURES

RESPONSIBILITIES

DIRECTORS OF TRAINING ALLIANCE GROUP

Ultimate responsibility for the detection and prevention of child abuse.

Ensuring appropriate internal control systems are in place.

Overseeing the development and implementation of Child Safety Policies and the Child Safety Code of Conduct.

COO OF TRAINING ALLIANCE GROUP

Investigating reports of child abuse.

Ensuring awareness of relevant laws, policies, and Code of Conduct among staff, contractors, and volunteers.

Providing support for staff in their child safety responsibilities.

Implementing the National Principles for Child Safe Organisations.

Conducting annual risk assessments and updating risk management strategies.

Ensuring compliance with Working with Children Laws and mandatory reporting requirements.

MANAGERS

Promoting child safety within their areas of control.

Educating employees about the prevention and detection of child abuse.

Facilitating the reporting of inappropriate behaviour or suspected abuse.

ALL EMPLOYEES, VOLUNTEERS, AND CONTRACTORS

Required to understand and implement the Child Safety and Wellbeing Policy and report any incidents or risks promptly.

Participate in ongoing training and awareness programs to stay informed about the latest child safety practices.

8. ONLINE CHILD SAFETY

The Training Alliance Group recognises the increasing importance of safeguarding children and young people in online environments. In addition to the broader child safety measures outlined in this policy, specific guidelines and procedures are established to address risks associated with digital interactions and activities.

GUIDELINES FOR ONLINE INTERACTIONS

All digital interactions with children and young people must prioritise their safety and protection.

Staff and volunteers should use official communication channels provided by the organisation for all online interactions with children and young people.

Personal phones, emails, and social media should only be used for direct communication with children and young people when necessary and approved by a designated supervisor.

When using personal devices for approved communication, staff and volunteers must ensure that interactions are professional, respectful, and conducted within appropriate boundaries.

Staff and volunteers should never share personal contact information, including phone numbers, email addresses, or social media profiles, with children or young people.

TAKING AND STORAGE OF DIGITAL CONTENT

Photos or any other digital content involving children and young people should be captured and shared responsibly, with explicit consent from their parent or guardian.

A publicity consent form provided by the Department of Employment and Workplace Relations must be used when working with children who are linked to an Employment Service and retained on file.

Avoid capturing or sharing identifying information unless necessary for the intended purpose.

Ensure that digital content is stored securely on password-protected devices or cloud storage systems with restricted access.

MONITORING AND REPORTING

Regular monitoring of online activities involving children and young people should be conducted to detect and prevent potential risks or abusive behaviour.

Any concerns or incidents related to online child safety should be reported immediately to the designated child protection officer or relevant authority within the organisation.

Staff and volunteers should be vigilant in recognising signs of online abuse or exploitation and take prompt action to address them.

9. EMPLOYMENT OF NEW PERSONNEL

Training Alliance Group undertakes a comprehensive recruitment and screening process for all workers and volunteers that aims to:

- a) promote and protect the safety of all children in the organisation's programs.

b) identify the safest and most suitable people who share Training Alliance Group values and commitment to protect children; and

c) prevent a person from working at Training Alliance Group if they pose a risk to children.

Training Alliance Group requires all workers/volunteers to pass through the organisation's recruitment and screening processes prior to commencing their engagement with Training Alliance Group.

Training Alliance Group may require applicants to provide a police check in accordance with the law and as appropriate, before they commence working at Training Alliance Group and during their time with Training Alliance Group at regular intervals.

Training Alliance Group require all employees that interact, work with or duties involve contact with children to hold, maintain and update a Working with Children check for all these employees, throughout the duration of employment.

Training Alliance Group will undertake thorough reference checks as per the approved internal procedure.

Training Alliance Group require all relevant workers to complete all 11 of the Child Safe Organisations National Principal e-learning modules, with annual review and re-completion.

Once engaged, workers/volunteers must review and acknowledge their understanding of this Policy and complete an internal Child Safety Policies assessment

10. RISK MANAGEMENT

In accordance with National Principle 9, our organisation is committed to identifying and managing risks related to child safety and wellbeing. The Training Alliance Group is responsible for identifying potential risks and maintaining a comprehensive risk matrix. This matrix will document identified risks, their potential impact, and the strategies for mitigating these risks. Regular reviews and updates of the risk matrix will ensure that emerging risks are promptly addressed and managed.

LOCATION MANAGEMENT

Training Alliance Group, when operating from a shared site location, we recognise the potential risks associated with having multiple users on the same premises. To mitigate these risks, we have implemented and will continue to maintain the following measures:

- Controlled Access Points – Where possible a designated, entrance and exit point to support sites servicing multiple contracts and services.
- Supervision on site – Children on site will be supervised when moving through shared common areas, either by a Training Alliance Group employee or their parent/guardian. In line with Parental Supervision Policy, Parent/guardian holds the responsibility to manage their children.
- Communication with site – Maintaining open and ongoing communication with site's employees.
- Conducting Emergency Procedures – Ensuring emergency planning and emergency drills are conducted, for all site staff on all locations.
- Emergency Management – Clearly signed exits, first aid kits, extinguishers, fire wardens and first aiders on site.

PARENTAL SUPERVISION POLICY

To ensure the safety and well-being of children participating in Training Alliance Group's programs, the following outlines the expectations for parental or guardian involvement and supervision. The policy applies to all children under the age of 15 present at any of the Training Alliance Group sites.

- **Parental Responsibilities**

Parents and legal guardians bear full responsibility for the conduct, safety, and general well-being of their children while on Training Alliance Group premises.

- **Supervision Requirement**

Children under the age of 15 must be accompanied and supervised by a parent or designated responsible adult at all times. Parents and legal guardians are expected to ensure that children do not interfere with business operations or compromise workplace safety standards.

- **Unattended child**

The organisation facilities are not intended for use as recreational or unsupervised childcare spaces. Staff and volunteers are not responsible for monitoring unattended children. The presence of unsupervised children may create safety risks for themselves and others.

- **Behavioural standards**

If a child does not follow the Code of Conduct, parents or guardians may be reminded of the policies, and depending on the situation, may be asked to take a break or step away from the program.

- **Open Communication**

Training Alliance Group encourages open, respectful, and solution-focused communication between visitors and staff, fostering a supportive and safe environment for all participants.

COMPLAINT MANAGEMENT

At Training Alliance Group, we treat all complaints with the utmost seriousness. Our complaint management process covered under the Complaints Management Policy is designed to be accessible, responsive and improvement-orientated. This Policy is reviewed in line with our document control procedures to ensure it remains current and effective.

All Training Alliance sites are equipped with paper copies of the Customer Feedback Register and the Complaints Form, ensuring clients have easy and direct access to provide feedback or raise concerns. Completed forms to be submitted to a Training Alliance Group Employee, who will direct the form to the appropriate department, outlined on the form.

In addition, all staff can access these forms digitally through our internal management system, Skytrust. Our stakeholder are able to utilise our Contact Us page on our website, which is then directed to the appropriate team member for direct follow-up with the person submitting the form

11. INCIDENT MANAGEMENT

All incidents related to child safety and wellbeing will be managed according to our Incident Management Procedure. This procedure includes clear guidelines for reporting and investigating incidents. Any staff

member, volunteer, or community member who becomes aware of a potential incident must report it immediately to the designated child safety officer.

When an incident involves a reasonable belief that another staff member may be implicated, the procedure ensures that:

- The incident is reported to the appropriate authorities.
- An independent investigation is conducted to ensure impartiality and fairness.
- The safety and wellbeing of the child or children involved are prioritised throughout the investigation process.
- Confidentiality is maintained to protect all parties involved, in accordance with our privacy obligations.

REPORTING

Any employee, volunteer, or contractor who has grounds to suspect abusive activity must immediately notify the appropriate child protection service or the police. They should also advise their supervisor about their concern, except in situations where the supervisor is suspected of involvement in the activity. In such cases, the matter should be reported to the next highest level of supervision.

All incidents, including those involving suspected abuse, must be reported and managed according to the Incident Management Procedure. This procedure ensures a thorough investigation while maintaining confidentiality and the rights of all parties involved.

If the appropriate child protection service or the police decide to investigate a report, all employees, contractors, or volunteers must co-operate fully with the investigation. Whether or not the authorities decide to investigate, the Directors will consult with the authorities to determine whether an internal investigation is appropriate. If it is decided that such an investigation will not conflict with any proceeding of the authorities, the Directors may decide to conduct such an investigation.

If it is alleged that a member of staff, contractor, or volunteer may have committed an offence or breached the organisation's policies or Code of Conduct, the person concerned may be stood down (with pay, where applicable) while an investigation is conducted.

If the investigation concludes that on the balance of probabilities an offence (or a breach of the organisation's policies or Code of Conduct) has occurred, then disciplinary action may follow, up to and including dismissal or cessation of involvement with the organisation. The findings of the investigation will also be reported to any regulatory authority, as required.

RESPONDING

If it is alleged that a member of staff, contractor or a volunteer may have committed an offence or have breached the organisation's policies or its Code of Conduct, the person concerned may be stood down (with pay, where applicable) while an investigation is conducted.

If the investigation concludes that on the balance of probabilities an offence (or a breach of the organisation's policies or Code of Conduct) has occurred, then disciplinary action may follow, up to and including dismissal or cessation of involvement with the organisation. The findings of the investigation will also be reported to any regulatory authority, as required.

12. CONFLICT OF INTEREST

The Training Alliance Group is committed to maintaining the highest standards of integrity and transparency in all its operations. To this end, we have established a comprehensive Conflict of Interest Policy designed to identify, manage, and mitigate potential conflicts that may arise in the course of our work. This policy applies to all employees, volunteers, contractors, and board members.

POLICY REFERENCE

For detailed information regarding our Conflict-of-Interest Policy, please refer to appropriate section of the HR Manual. This section outlines the principles, procedures, and responsibilities related to identifying and managing conflicts of interest.

CONFLICT OF INTEREST DECLARATION FORM

All employees, volunteers, and contractors are required to complete the Conflict of Interest as required. The form is designed to disclose any personal, financial, or other interests that could potentially conflict with their duties and responsibilities within the organisation.

CONFLICT OF INTEREST REGISTER

To ensure transparency and accountability, all disclosed conflicts of interest are recorded in the Conflict-of-Interest Register. This register is maintained by the HR Department and is subject to regular review to ensure that all potential conflicts are appropriately managed and mitigated.

For more information or to review the Conflict-of-Interest Register, please contact the HR Department.

REPORTING AND MANAGEMENT

If you identify a potential conflict of interest, it is your responsibility to report it immediately to your supervisor or the HR Department. The organisation will take appropriate steps to assess and manage the conflict in accordance with our policy and procedures.

13. PRIVACY

All personal information considered or recorded will respect the privacy of the individuals involved unless there is a risk to someone's safety. Training Alliance Group will have safeguards and practices in place to ensure any personal information is protected. Everyone is entitled to know how the personal information is recorded, what will be done with it, and who will be able to access it.

14. CONSULTATION AND DOCUMENTATION

The Training Alliance Group has established a Child Safety Committee that provides a platform for all stakeholders to participate in the development and review of child safety policies and procedures. The involvement of children, young people, parents, and families ensures that our policies are relevant, effective, and responsive to the needs of our community. The committee meets regularly to discuss and address any concerns related to child safety and wellbeing, ensuring that all voices are heard and considered in our decision-making processes.

The organisation also fosters an inclusive and welcoming environment for children and young people through thoughtfully designed spaces and a tailored approach to engagement and interaction. We prioritise clear and accessible communication by offering a range of contact methods, including phone, SMS, and email, to ensure they feel confident and comfortable reaching out. We encourage them to bring a support person of their

choice to any appointment—such as a parent, guardian, caseworker, or support worker—to foster a sense of safety and autonomy. During these initial interactions, we provide a comprehensive overview of the support available, including illustrative examples to help them envision how our services may align with their individual needs. Throughout ongoing contact, we invite and incorporate their preferences regarding how support is delivered and the specific areas in which they wish to be assisted. This approach allows us to deliver flexible, responsive services while maintaining a strong commitment to person-centred practice.

15. REVIEWING

Our Child Safety and Wellbeing Policy addresses all ten National Principles for Child Safe Organisations. The policy is documented in a clear and accessible language, ensuring it is understandable by staff, volunteers, families, and children. Regular audits and reviews of our policies and procedures will be conducted to ensure ongoing compliance and to incorporate best practices.

The Child Safety and Wellbeing Policy will be reviewed regularly to ensure it remains current with legislative requirements and best practices in child safety and wellbeing. The frequency of policy reviews will be determined by the Child Safety Committee but will occur at least annually.

16. RELATED DOCUMENTS

RELEVANT LEGISLATION

- United Nations Convention on the Rights of the Child.
- Relevant Commonwealth, state, or territory legislation and regulations, such as requirements for working with children checks and mandatory reporting.
- National Principles for Child Safe Organisations.
- National Standards for Out-of-Home Care.
- Local government regulations and policies.

RELATED ORGANISATIONAL POLICIES AND PROCEDURES:

- Child Safe Code of Conduct
- Privacy policy
- Incident Management Procedure
- Complaints policy
- Risk Management policy
- HR manual

This policy must be read in conjunction with:

- the law of the Commonwealth or of the relevant state or territory.
- the organisation's code of conduct.
- Termination of Employment Policy and Misconduct Procedures.