

# Child Protection Policy

## Document

<b>Document Name</b>	Child Protection Policy
<b>Brief Description</b>	The Child Protection Policy sets out the commitment of the Sydney Institute of Business and Technology (SIBT) to the safety, protection, and wellbeing of children involved in college activities.
<b>Responsibility</b>	College Director and Principal
<b>Authorised Approver</b>	Senior Management Team
<b>Initial Issue Date</b>	05 May 2010
<b>Date for Next Review:</b>	14 March 2027

## Version Control

Date Approved	Version No.	Summary of Changes	Approver
05/05/10	1	Amended to reflect changes to regulation and used new template. Change includes adding key points and replaced application form name to Application Declaration and Consent form. Changed text to highlight 100-point requirement	Senior Management Team
06/10/11	2	Updated formatting in line with UPD	Senior Management Team
19/06/12	3	Added statement - <i>SIBT may commence applicable disciplinary procedures if a person to whom this policy applies breaches this policy (or any of its related procedures).</i>	Senior Management Team
09/11/12	4	Replaced all references to Department of Education and Training to Department of Education and Communities	Senior Management Team
10/03/16	5	Updated legislation and WWC process	Senior Management Team
14/03/2024	6	Policy statement strengthened. Definitions amended. Responsibilities section updated and aligned with the Recruitment, Appointment, and Induction Policy.	Senior Management Team



## Related Documents

Name	Location
International Students Under 18 Policy	<a href="#">SIBT Website</a>
Recruitment, Appointment, and Induction Policy	<a href="#">SIBT Website</a>
Child Protection (Working with Children) Act 2012	<a href="https://legislation.nsw.gov.au/">https://legislation.nsw.gov.au/</a>
Education Services for Overseas Students (Foundation Program Standards) Instrument 2021	<a href="https://legislation.nsw.gov.au/">https://legislation.nsw.gov.au/</a>
The National Code of Practice for Providers of Education and Training to Overseas Students 2018	<a href="https://legislation.nsw.gov.au/">https://legislation.nsw.gov.au/</a>



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## 1. Purpose

- a) The Child Protection Policy outlines steps SIBT takes to ensure that minors placed in its care are protected from abuse.

## 2. Definitions

Term	Meaning
<b>Working with Children Check (WWCC)</b>	Means an authorisation that is in force under this Act to engage in child-related work. (definition in the Child Protection (Working with Children) Act 2012)
<b>CAAW</b>	Confirmation of Appropriate Accommodation and Welfare Arrangements – is a signed document generated in PRISMS and issued by SIBT which approves a student's accommodation and welfare arrangements while they are under 18 years of age and enrolled at SIBT.

## 3. Application

The Child Protection Policy applies to all SIBT staff and students under 18 who are under the care of SIBT.

## 4. Policy Statement

- a) SIBT is firmly committed to protecting the best interests of SIBT students under 18 and ensure they are safe and treated with respect.
- b) SIBT is responsible for minors placed in its care and will follow the requirements of all related legislation and keep abreast with any changes.
- c) SIBT has zero tolerance of child exploitation, abuse, and harassment, and zero tolerance for inaction in respect to such exploitation, abuse, or harassment.
- d) SIBT will prevent any person from contacting or working with students under 18 if they pose an unacceptable risk to the minor. SIBT will not knowingly engage, directly or indirectly, any individual that poses a risk to SIBT students under 18.
- e) SIBT has set the minimum entry age for international students commencing their studies at SIBT at 17 years.
- f) SIBT will ensure all relevant staff have a current WCCC.

## 5. Responsibilities

- a) SIBT Managers with delegated authority to recruit, will:
  - i. Only employ applicants who are granted a clearance to work with children;
  - ii. Will follow-up with the employee when the system sends an auto email to them both advising the card is due to expire and a request to provide a new WWCC (3 reminder emails sent).
- b) The Navitas HR Department will:
  - i. Obtain original or certified copies of Proof of Identity documents to verify the applicant's identity as well as the current WWCC for academic and non-academic roles designated as having direct contact with children;

- ii. Undertake structured referee checks for all applicants considered for appointment to positions in child-related employment.
- c) All preferred applicants for employment, must obtain a Working With Children's (WWC) Check via the <https://www.service.nsw.gov.au/transaction/apply-for-a-working-with-children-check>.
  - i. The WWCC is a requirement for anyone who works or volunteers in child-related work in NSW. It involves a National Police Check (criminal history record check) and a review of reportable workplace misconduct.
  - ii. Results of a National Police Check can take up to 4 weeks to be received.
  - iii. The outcome of a check is either a clearance to work with children or a bar against working with children. If cleared, the check will be valid for 5 years, however applicants are continuously monitored.
  - iv. For applicants who are a paid employee or self-employed, there is a fee for the WWCC. For applicants who are a volunteer, a student on a professional placement, there is no fee.
- d) All SIBT staff, including employees, volunteers and contractors will:
  - i. Treat SIBT's under 18 students with dignity and respect, acting with propriety and providing a duty of care and protection;
  - ii. Assist under 18 students to develop positive, responsible, and caring attitudes and behaviours which recognise the rights of all people to be safe and free from abuse;
  - iii. Maintain a professional relationship with students whether on campus or in the SIBT digital space; and
  - iv. Undertake any scheduled training and education in order to understand their individual responsibilities in relation to child safety and the wellbeing of children and young people.
- e) Student Support will:
  - i. Ensure the welfare of underage international students, who are under CAAW, is maintained at all times;
  - ii. Ensure that any adult involved in providing international student accommodation or welfare arrangements have Working with Children Checks (WWCC); and
  - iii. Enrol the student to an Under 18 Support Plan that requires they attend an appointment with the Under 18 Coordinator at least five (5) times per study period, or as requested, so that their welfare and academic progress can be adequately monitored.

## 6. Commencement of Employment

- a) To verify applicant's clearance online, Navitas's HR Department requires an applicant's WWC number, surname, and date of birth, using their employer profile with the Office of the Children's Guardian.
- b) If SIBT needs to employ a person urgently and it is not practicable for the Working with Children background check to be undertaken prior to commencement of employment, the employee must complete an Applicant Declaration and Consent form and will be informed that their ongoing employment is conditional upon the satisfactory clearance to work with children.
- c) SIBT will remove any minors from the employee's class and place them in another class where the teacher has approval. The employee will apply for a WWC



immediately and minors will only be placed in the employee's class following clearance.

## 7. Review

- a) This Policy is reviewed every three (3) years by the person delegated with Responsibility and the Quality, Risk and Compliance Manager and updates any changes to the regulatory compliance requirements, legislation, regulation, and guidelines.