

CHILD SAFETY POLICY

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1. PURPOSE

The purpose of this policy is to articulate **INSCOPE TRAINING PTY LTD**'s commitment to upholding the safety, wellbeing, and rights of children and young people (Under 18 years of age) who engage with the organisation. This policy ensures alignment with the National Principles for Child Safe Organisations (2019), which have been adopted across all Australian states and territories, and supports compliance with relevant state-based child protection legislation and vocational education obligations.

The policy outlines the standards of conduct, procedures, and responsibilities required to create and maintain child-safe environments across all **INSCOPE TRAINING PTY LTD**'s operations, including at delivery sites, during online learning, and at external events where the organisation is the lead provider. It establishes clear expectations for staff and representatives to proactively prevent harm, respond appropriately to concerns or allegations, and ensure that children and young people feel safe, supported, included, and heard.

By embedding child safety into its governance, culture, and daily practices, **INSCOPE TRAINING PTY LTD** demonstrates its commitment to providing equitable, respectful, and protective environments for all children, including those from Aboriginal and Torres Strait Islander backgrounds, culturally and linguistically diverse communities, and children with disability.

2 SCOPE

This policy applies to all persons employed by or representing **INSCOPE TRAINING PTY LTD**, at delivery locations and at events on external premises where **INSCOPE TRAINING PTY LTD** is the lead organisation. This policy aligns with the National Principles for Child Safe Organisations, introduced in 2019, which have been and continue to be adopted by each state and territory. The principles include:

1. Child safety and wellbeing is embedded in organisational leadership, governance and culture.
2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved in promoting child safety and well-being.
4. Equity is upheld, and diverse needs are respected in policy and practice.
5. People working with children and young people are suitable and supported to reflect child safety and well-being values in practice.
6. Processes to respond to complaints and concerns are child-focused.
7. Through ongoing education and training, staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe.
8. Physical and online environments promote safety and well-being while minimising the opportunity for children and young people to be harmed.
9. Implementation of the national child safe principles is regularly reviewed and improved.
10. Policies and procedures document how the organisation is safe for children and young people.

3 POLICY STATEMENT

All persons employed by or representing **INSCOPE TRAINING PTY LTD** must observe the National Principles for Child Safe Organisations when in the company of children. The organisation seeks to maintain an environment that allows children to be safe and uninterrupted in their growth by:

- Being informed on indicators of child abuse and effective actions to take all reasonable steps to protect children from abuse.
- Listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another child.
- Promoting the cultural safety, participation and empowerment of Aboriginal children.
- Promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds.
- Promoting the safety, participation and empowerment of children with a disability.
- Ensuring, as far as practicable, that adults are not left alone with a child.
- Reporting any allegations of child abuse to the RTO Manager & **INSCOPE TRAINING PTY LTD** management, and ensure any allegation is reported to the police or child protection.
- Reporting any child safety concerns to the RTO Manager & **INSCOPE TRAINING PTY LTD** management.
- If an allegation of child abuse is made, ensure as quickly as possible that the child or children are safe.
- Encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.

All persons employed by or representing **INSCOPE TRAINING PTY LTD** must not:

- Initiate or maintain ‘particular’ relationships, that can be perceived as favouritism, with any of the children who come within their care.
- Use physical force with children, particularly in a manner that may be considered ‘rough’ or unnecessary.
- Cause or be complicit in the abuse of a child.
- Ignore suspected or reported instances of child abuse.
- Perform personal tasks for a child that they are capable of doing for themselves.
- Have conversations or communications containing content that is unsuitable for children, that can be seen or heard – this includes using vulgar language, to or in the presence of children.
- Promote personal beliefs on themes such as race, sexuality or cultures in the presence of children.
- Discriminate against any child, including because of culture, race, ethnicity or disability.
- Conduct organised contact with a child or their family outside of our organisation without our RTO Manager’s knowledge and/or consent.
- Have inappropriate online interactions with a child or their family.

By observing these standards, all staff acknowledge individual responsibility to immediately report any breach of this code to the RTO Manager & **INSCOPE TRAINING PTY LTD** management.

4. POLICY

4.1 CHILD RELATED SCREENING AND TRAINING

- a) Before commencing any work with children or young people under 18 years of age, staff, agents or any individual engaged by Inscope Training must undergo comprehensive background screening. This includes a valid Working with Children Check (WWCC) or equivalent, and thorough reference checks conducted through the relevant State Authority. Evidence of these checks will be recorded in the individual’s employment profile. INSCOPE TRAINING PTY LTD will maintain a State register to track the validity and currency of these checks. The register will be reviewed annually, whenever there is a change in role or responsibility, and updated promptly when a staff member exits to ensure they are delinked.

Queensland

Blue Card – valid for 3 years

Register: <https://orgportal.bluecard.qld.gov.au>

New South Wales

Working with Children Checks (WWCC) – valid for 5 years

Process: <https://ocg.nsw.gov.au/child-safe-organisations/working-with-children-check>

Register: <https://ocg.nsw.gov.au/working-children-check>

- b) All staff and volunteers will receive child safety training, which discusses understanding and identifying signs of abuse and neglect, reporting procedures and mandatory reporting obligations and ensuring appropriate interactions with children and young people.

4.1.1 Smart and Skilled Supplier (NSW)

a) As per the Smart and Skilled Agreement, Inscope Training will adhere to the Child Protection (Working with Children) Act 2012 and the Child Protection (Working with Children) Regulation 2013

4.2 CODE OF CONDUCT

a) Inscope Training Pty Ltd has developed appropriate standard of behaviour that are expected of staff, volunteers, third parties and contractors in providing a safe and supportive environment direct at ensuring the safety and wellbeing of children and young people Under 18. These are in the Code of Conduct Policy.

4.3 REPORTING AND RESPONDING TO CONCERNs

a) **INSCOPE TRAINING PTY LTD** encourages staff and students to report any concerns they have about the safety or wellbeing of children and young people, whether it is related to a student, staff member, or external party. All concerns will be treated seriously, investigated promptly, and handled with confidentiality.

b) Reports will be escalated to the appropriate authorities, including child protection services or law enforcement, if necessary.

c) A dedicated RTO Manager will be available to guide staff, students, and others in reporting any incidents or concerns, and to take appropriate action in a timely manner.

d) Support or sensitivity needs must be ascertained and provided to the appropriate level, should persons involved require assistance due to language barrier, disability (physical or intellectual), Aboriginal/Torres Strait Islander background or other cultural background factors

e) Specialised assistance may need to be sourced externally.

f) For a student enrolled in a course funded through the **NSW Smart and Skilled program**, INSCOPE TRAINING PTY LTD must report concerns about the safety, welfare and well-being of students protected under the Child Protection (Working with Children) Act 2012 (NSW), to the NSW Department of Family and Community Services and Justice in accordance with the legislative requirements.

Child Protection Hotline: 13 21 11

Website: <https://dcj.nsw.gov.au/children-and-families/protecting-our-kids/reporting-a-child-at-risk>

4.3.1 Response Plan

RESPONSE PLAN

“Children are to be seen AND heard.”

In all care, support or education spaces, children or young people must be valued.

The following actions are to be actioned by persons who fall within the scope of responsibility for this policy, in circumstances where there is reasonable suspicion or observation of abuse.

An accurate record must be kept of the incident and the response taken.

RESPONSE 1: Urgent Action

If the circumstances do not pose an urgent risk, RESPONSE 2 should be the starting point.

If there is an urgent risk of harm:

- Secure the alleged victim of abuse by calmly separating them from others
- Calling 000 for medical/police assistance
- Alerting the Child Safety Officer to be present to liaise with emergency response staff.

RESPONSE 2: Securing Support

Once urgent support has been provided and the environment is secure, proper reporting must take place. This may be the opportune time to engage with the relevant Child Protection authority.

RESPONSE 3: Contacting Responsible Persons

Child Protection Services should be consulted for guidance as to what information can be relayed to parents/guardians of the affected. It may even be that their professional advice would exclude notifying the parents/guardians. The best interest of the child and their protection is a priority.

RESPONSE 4: Ongoing Support

Ongoing support in the form of Individual Support Plans, with sourced counselling/psychological services, should be set up for the child. Further steps may need to be enforced for the child's physical safety, as part of a safety plan.

4.4 SUPERVISION AND SAFETY DURING ACTIVITIES

- a) Children and young people will be supervised at all times during training and other related activities.
- b) Sufficient staff or responsible adults are present during face-to-face training sessions.
- c) Appropriate online supervision will be provided for students involved in online courses or webinars.
- d) Clear boundaries for interactions, both online and face-to-face, must be established to ensure students are not exposed to inappropriate or unsafe environments.

4.5 PHYSICAL AND EMOTIONAL SAFETY

- a) **INSCOPE TRAINING PTY LTD** is committed to ensuring that training and learning environments, both physical and online, are safe and respectful. A zero-tolerance policy exists for bullying, harassment, or any other forms of abuse or discrimination.
- b) Conflicts or challenging behaviour will be managed to ensure that any issues related to bullying or harassment are addressed immediately.
- c) Where necessary, accommodations will be made for students with disabilities or other special needs to ensure they are able to participate fully and safely in training.

4.6 ONLINE SAFETY

- a) **INSCOPE TRAINING PTY LTD** is committed to ensuring that training and learning environments, both physical and online, will ensure that all online platforms used for training and communication with students are secure and comply with privacy and safety standards.
- b) Clear guidelines will be provided to students about appropriate online behaviour, and staff will monitor interactions to ensure no inappropriate contact takes place.
- c) Online delivery will be structured to minimise risks related to online abuse or exploitation, with clear communication and student engagement protocols.

4.7 MEDIA PERMISSION

- a) Before using any U18 student's personal information—including photographs, digital, audio or video recordings, testimonials, or details such as name, location, and course enrolment—for purposes such as publications, social media, promotional materials, video productions, or public relations activities to promote Inscope Training's courses, services, events, or activities, **INSCOPE TRAINING PTY LTD** will obtain consent from both the student and their parent/guardian.

b) Consent may be withdrawn at any time by contacting Inscope Training Pty Ltd via email admin@inscope.edu.au.

4.8 FAIRNESS IN INVESTIGATION

a) During the organisation's internal investigations into impropriety or abuse, **INSCOPE TRAINING PTY LTD** staff or representatives subject to the investigation will be afforded fair and just treatment. The primary concern must be surrounding the child or children.

4.9 LEADERSHIP AND ACCOUNTABILITY

a. Having a dedicated role to manage child safety in **INSCOPE TRAINING PTY LTD** allows students, trainers, assessors, parents, caregivers and concerned persons to have a point of contact to provide information and receive advice in regard to any situations of concern that may arise.

b. The RTO Manager can be contacted on 1300 579 808 or email admin@inscope.edu.au.

5 GOVERNANCE REVIEW

This policy will be reviewed annually, or as needed, to ensure it reflects any legislative changes, feedback from staff and students, or incidents that may arise. Staff and student feedback will be actively sought regarding the implementation of this policy and any concerns they may have about its effectiveness.

6 CONTINUOUS IMPROVEMENT

INSCOPE TRAINING PTY LTD will continually improve its child safety practices, ensuring that all training and learning environments remain safe and supportive.

7 RISK MANAGEMENT

INSCOPE TRAINING PTY LTD will conduct regular risk assessments to identify potential hazards related to child safety within training environments (including face-to-face and online delivery).

Control measures will be implemented to minimise risks, including ensuring safe and appropriate training venues, clear policies on staff-student interactions, and strict access control measures to prevent any unauthorised individuals from interacting with children or young people.

8 POLICY IMPLEMENTATION

The implementation of this policy is supported by:

- Staff induction and training on child safety requirements
- Internal audits and validation activities
- Stakeholder feedback
- Version control and quality assurance mechanisms

Compliance with this policy will be reviewed at least annually, as part of **INSCOPE TRAINING PTY LTD**'s quality assurance cycle, in alignment with our Self-Assurance Schedule.

9 ACCOUNTABILITY

The following table outlines the key roles within the organisation and their specific responsibilities in relation to the implementation, monitoring, and continuous improvement of this policy. Each role is accountable for ensuring the policy is upheld in practice and integrated effectively into relevant operational and compliance processes.

ROLES	RESPONSIBILITIES
Executive Officers	<ul style="list-style-type: none">• Ensure child safety principles are embedded in organisational governance and culture.• Approve and oversee implementation of child safety policies and procedures.• Allocate resources for staff training, risk management, and compliance monitoring.• Review and endorse annual child safety reports and improvement plans.
Compliance Officer»	<ul style="list-style-type: none">• Maintain and update child safety policies in line with legislative and regulatory changes.• Conduct internal audits to ensure compliance.• Manage version control and quality assurance mechanisms for policy documents.• Monitor adherence to reporting obligations and record-keeping requirements
RTO Manager	<ul style="list-style-type: none">• Act as the primary escalation point for child safety concerns and allegations.• Ensure all staff and volunteers complete mandatory background checks.• Oversee staff induction and training on child safety requirements.• Maintain accurate records of incidents, reports, and compliance actions• Coordinate child safety training for staff.
All Staff	<ul style="list-style-type: none">• Follow the Code of Conduct and child safety standards at all times.• Report any concerns or allegations immediately to the RTO Manager.• Promote cultural safety and inclusion for all children and young people.
Marketing Officer	<ul style="list-style-type: none">• Obtain and keep record of consent prior to using U18 student's personal information for marketing purposes.

10 MONITORING

The Accountable Officer is responsible for ensuring Policy Instruments are reviewed, normally on a 12-month cycle from the date they came into effect or the date of the last review. An earlier review of the Policy Instrument may be initiated if significant regulatory changes occur or a need is identified. A Policy Instrument under review remains in force until the revised Policy Instrument is approved.

POLICY INFORMATION	
Accountable Officer	RTO Manager
Date Effective	04/12/25
Review Date	04/12/26
Version Number	V1.1

11 REGULATORY FRAMEWORK

This policy has been developed with reference to a range of legislative instruments, standards, guidelines, and regulatory principles that govern our operations as an RTO. These frameworks ensure that we operate with integrity, uphold quality training and assessment practices, and meet our legal obligations to students, regulators, and the broader community.

The following documents underpin the principles and practices outlined in this policy and should be considered in its application:

- [Age Discrimination Act 2004](#)
- [Australian Human Rights Commission Act 1986](#)
- [Competition and Consumer Act 2010](#)
- [Disability Discrimination Act 1992](#)
- [Disability Standards for Education 2005](#)
- [Education and Training Reform Act 2006](#)
- [National Principles for Child Safe Organisations 2019](#)
- [National Vocational Education and Training Regulator \(Outcome Standards for Registered Training Organisations\) Instrument 2025](#)
- [Privacy Act 1988](#)
- [Racial Discrimination Act 1975](#)
- [Racial Hatred Act 1995](#)
- [Sex Discrimination Act 1984](#)

QLD Skilled Assure Supplier

- Child Safe Organisations Act 2024

NSW Smart and Skilled

- Child Protection (Working with Children) Act 2012
- Child Protection (Working with Children) Regulation 2013

12 RELATED DOCUMENTS

For a complete and centralised list of interconnected documents - including associated policies, procedures, forms, and checklist - please refer to the Dependency Matrix located within the Quality Manual. This matrix has been designed to support consistency, version control, and alignment across the broader compliance framework.

13 DEFINITIONS

To ensure consistency and clarity across all policies, procedures, and supporting documents, [INSCOPE TRAINING PTY LTD](#) maintains a centralised Definitions Library, located within the Quality Manual. This resource contains standardised definitions of key terms and acronyms commonly used throughout our quality management system and compliance framework. All documents should be read in conjunction with the Definitions Library to support accurate interpretation and application of terminology. Where a term is used within this policy and is not explicitly defined herein, it should be understood according to its definition in the Definitions Library. The Definitions Library is reviewed and maintained regularly to reflect changes to legislation, regulatory standards, and sector-specific terminology. Any suggestions for additions or amendments to the Definitions Library should be directed to the Compliance Team for consideration as part of our continuous improvement practices.