AUSTRALIAN INSTITUTE OF TRAINING SOLUTIONS

Child Safety Policy

Relevant Standards	Linked Documents
Outcome Standards 4.3(d)	• Staff Code of Conduct • Reportable Conduct Policy • Student Code of Conduct • Privacy Policy

1. Purpose

The Child Safety Policy establishes how AITS manages its responsibilities under the Standards for Registered Training Organisations 2025, Outcome Standard 4.3(d), and ensures compliance with the National Principles for Child Safe Organisations.

The National Principles for Child Safe Organisations is the framework endorsed by the Australian Government to ensure child safety in all organisations engaging with children.

Registered Training Organisations (RTOs) that engage with students under 18 years of age have a critical responsibility to uphold the National Principles and create a safe, supportive and inclusive learning environment. They must ensure that child safety is embedded in governance, policies, staff training and daily operations to protect young students from harm.

2. Scope

This policy applies to all AITS staff and outlines the AITS policies that meet the requirements of the National Principles for Child Safe Organisations, which are:

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 wellbeing.
4. Equity is upheld and diverse needs respected in policy and practice.
5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
6. Processes to respond to complaints and concerns are child focused.
7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
8. Physical and online environments promote safety and wellbeing 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 Governance

This policy has been developed with consideration of the following regulatory requirements:

- National Principles for Child Safe Organisations
- Standards for Registered Training Organisations (RTOs) 2025
- Vocational Education and Training Act
- Public Sector Management Act 1994
- Work Health and Safety Act 2020
- Disability Discrimination Act 1992
- Equal Opportunity Act 1984
- Working with Children (Criminal Record Checking) Act 2004
- Children and Community Services Act 2004
- Parliamentary Commissioner Amendment (Reportable Conduct) Act 2022
- Mandatory reporting obligations

4. AITS Guideline

4.1 Child Safe Committee

The AITS Child Safe Committee is convened as required to deal with child-related matters. The Committee is chaired by the General Manager Organisational Services.

The purpose of the Child Safe Committee is to facilitate continuous improvement, respond to policy advice and work toward best practice to ensure a child-safe environment and culture at AITS. The Committee has been established as a formal channel through which matters related to child safety and protection can be addressed.

The Child Safe Committee:

- reviews, responds to and, where appropriate, supports the implementation of new child safety policy, both State and Commonwealth;
- reviews the steps taken by AITS in responding to complaints and feedback that relate to minors, to identify opportunities for better practice and any risks or gaps in current policy and practice;
- reports opportunities for improvement to the Corporate Executive where necessary;
- acts on matters referred to it by the Corporate Executive; and
- maintains confidentiality in matters relating to privacy.

4.2 Oversight

Through the Child Safe Committee, oversight is provided to ensure the requirements of the National Principles for Child Safe Organisations are met at AITS, so that children and young people under 18 years of age are safe, respected and protected from harm. This includes ensuring that:

- any risks to the safety and wellbeing of people under 18 years associated with AITS' training delivery and assessment are identified and managed appropriately, in accordance with the National Principles for Child Safe Organisations; and
- child safety is embedded into governance, policy, culture and day-to-day operations.

5. Documents Supporting This Policy

- Staff Code of Conduct
- Reportable Conduct Policy
- Student Code of Conduct
- Privacy Policy

6. Policy Review and Communication

All staff will be notified of new policies and policy changes, and the documents will be available on the Quality System.

7. Policy Approval

Approved and endorsed by	Chief Executive Officer
Date	20/10/2025