NextGen Jobs
JOB TRAINING FOR THE 21ST CENTURY

Child Safety

1 GROUP TRAINING ORGANISATION (GTO) NATIONAL STANDARDS

NextGen Jobs is a GTO, committed to meeting the following national compliance standard/s:

Standard 2 – Monitoring and Supporting Apprentices and Trainees to Completion

2.5: Where there are any performance issues with an apprentice/trainee, NextGen Jobs manages these issues fairly, and records the outcome and the feedback provided to the apprentice or trainee.

When working with people under 18, screening, supervision, training and other human resources practices that reduce the risk of child abuse are implemented in line with Child Safety standards.

2 CHILD SAFETY POLICY

Child Safety standards apply to NextGen Jobs as the organisation that works with children from the ages of 15 to 17.

3 PURPOSE

To protect NextGen Jobs employees under the age of 18 from abuse.

4 SCOPE

This policy applies to all NextGen Jobs directors, board members, officers, managers, employees, contractors, Employer Partners, job seekers and Government agencies.

Definitions

Child – an individual who is under the age of 18 years.

Child Safety – in the context of the Child Safety standards, child safety means measures to protect children from abuse.

Child safety is applied to all NextGen Jobs operations, in particular to:

- Screening applicants
- Supervision of employees/apprentices/trainees
- Training services and other human resources

NextGen Jobs is bound by relevant Acts and standards in each operating state.

- Child Safety and Wellbeing Act 2005 (VIC)
- Children and Young Persons (Care and Protection) Act 1998 (NSW)
- Child Protection Act 1999 (QLD)
- Community and Children's Services Act 2004 (WA)

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5   KEY RESPONSIBILITIES

Board

- Review and approve this policy as required by the Document Control Policy

General Manager

- Be an exemplar of child safety at all times
- Ensure employees adhere to this policy

Child Safety Officer

- Ensure all staff have a current Working with Children Check relevant to the state they are working in
- Centralise and keep all Working with Children Checks current
- Provide advice and guidance to the General Manager on Child Safety legislative requirements
- Promote this policy

Employees

- Comply with this policy at all times

6   POLICY

NextGen Jobs is committed to protecting children under the age of eighteen.

The appointed Child Safety Officer is the Manager – Executive Office.

NextGen Jobs implements practices that reduce the risk of child abuse.

All staff who have direct contact with children will undertake a Working with Children Check.

NextGen Jobs will ensure employees apply for a Working with Children Check before commencing work with children.

NextGen Jobs will maintain a register to ensure the currency of Working with Children Checks.

NextGen Jobs expects that all employees will be committed to the safety, participation and empowerment of all children and have a legal and moral obligation to contact authorities.

NextGen Jobs is committed to preventing child abuse and identifying risks early on and removing and reducing these risks.

NextGen Jobs is committed to regularly training and educating its employees and volunteers on child abuse risks.

NextGen Jobs commits to Child Safety standards and in particular will ensure the safety of its employees (internal and apprentices/trainees) under the age of eighteen.

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NextGen Jobs will:

- Promote the cultural safety of Aboriginal children
- Promote the cultural safety of children from culturally and/or linguistically diverse backgrounds
- Promote the safety of children with a disability
- Promote the safety of all able bodied children
- Will adhere to the Child Safety Acts pertinent to each state and they are the overarching documents for this policy
- Maintain zero tolerance for child abuse and will commit to protecting all employees who are affected as defined in the Child Safety standards
- Actively work to listen to and empower children
- Has 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
- Promote the participation and empowerment of children in line with the Victorian Child Safety standards

7   PROCEDURE

At the orientation point, new employees will complete the Working with Children Check (WWCC) form, if relevant and lodge with the relevant State Government authority.

All WWCC clearances are to be filed in the individual's file:

- Apprentices/trainees – filed by Administration
- Internal employees – filed by the Manager – Executive Office

In the case where a WWCC returns back revealing convictions, the Child Safety Officer:

- Informs the General Manager and discussions/agreements on how to proceed case by case will take effect
- Inform the relevant Industry Consultant (for apprentices/trainees) or General Manager (for internal employees) of the matter for an outcome/decision

The Child Safety Officer logs all internal WWCC using the Application, Trello.

Every six months, the Child Safety Officer assesses whether all the WWCC are current.

One month prior to a WWCC expiring, the Child Safety Officer contacts the relevant Industry Consultant or relevant State Manager and consults with the individual to lodge a new application.

Where it is identified that there is suspected child abuse the Child Safety Officer will report the finding to the relevant State Government authority.

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8   RECORDS

Related Documents/Forms/Policies	Storage
Code of Conduct – Internal Policy	SharePoint
Diversity Policy	SharePoint
Document Control Policy	SharePoint
Working with Children Check form	Relevant State website
Working with Children Check Register	SharePoint

End of Document

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