

Child Safety Policy

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Policy



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Australian Government
Australian Skills Quality Authority

ASQA

(Working together)

Contents

Purpose	2
Background	2
Requirements	2
Risk assessments	2
Compliance and Training	3
Adoption of the National Principles for Child Safe Organisations	3
Publish	3
Appendix	4

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Page 1

Purpose

This policy provides ASQA with an internal child safe policy that meets the requirements under the [Commonwealth Child Safe Framework](#) (Framework).

ASQA will ensure this Child Safe Policy is a resource for everyone in the agency. It demonstrates our commitment to the safety and wellbeing of children¹ and young people by complying with applicable state, territory and Commonwealth legislation.

Background

In December 2018, the Royal Commission into Institutional Responses to Child Sexual Abuse² published its findings about creating environments that are safe for children. The Australian Government introduced the Framework as a whole-of-government policy that sets minimum standards for creating and embedding a child safe culture and practice in Commonwealth entities.

The Framework applies to all Commonwealth non-corporate entities who are responsible for the implementation of the Framework and comply with its requirements. It aims to protect children and young people from the risk of harm or abuse.

ASQA's role is the national regulator for vocational education and training. Limited functions within the agency may have contact with children through engaging with Registered Training Organisations (RTOs). RTOs have protocols in place that are governed by each state, territory and Commonwealth legislation where there are children, and must comply with those obligations thereby limiting the risk.

Requirements

The core requirements under the Framework for Commonwealth entities are:

1. Undertake risk assessments annually in relation to activities of the entity, to identify the level of responsibility for, and contact with, children, evaluate risks to child safety, and put in place appropriate strategies to manage identified risks.
2. Establish and maintain a system of training and compliance, to make staff aware of, and compliant with, the Framework and relevant legislation, including Working with Children Checks / Working with Vulnerable People Checks and mandatory reporting requirements.
3. Adopt and implement the [National Principles for Child Safe Organisations](#) (National Principles)
4. Publish an annual statement of compliance with the Framework including an overview of the entity's child safety risk assessment (conducted under Requirement 1).

Risk assessments

In April 2022, ASQA undertook an annual Risk Assessment into the operations of its business areas to identify staff's exposure to children. As a result of this assessment, it was identified that staff have minimal exposure to children. *Refer to Appendix A.*

¹ Child or children – In Accordance with the United Nations Convention on the Rights of the Child, child means any human under the age of 18 years.

² See <https://www.childabuseroyalcommission.gov.au/>

ASQA will continue to undertake an annual Risk Assessment in relation to child safety activities, to identify the level of responsibility for, and contact with children. Staff identifying potential contact with children must ensure that the child safety, protection, and reporting requirements of the relevant state or territory are considered and complied with when developing their own risk plans.

Compliance and Training

All staff are required to adhere to their responsibilities in regard to this policy. Staff who identify possible contact with children as part of their day-to-day work must complete their own risk assessment plan that captures the assessment of child safe risks and complies with applicable state, territory and Commonwealth legislation.

Staff can access online training from the [Child Safe, Human Rights Commission, Learning hub](#)

Adoption of the National Principles for Child Safe Organisations

ASQA will adopt and implement the National Principles which provides a benchmark against which to measure ASQA's child safe practices and performance and will operate in accordance with them, these are:

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

Publish

ASQA will publish an annual statement of compliance with the Framework including an overview of the agency's child safety risk assessment (conducted under Requirement 1) in its Annual Report.

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Appendix

Appendix A. 2022 Risk Assessment – Child Safety

Risk ID	Risk	Risk owner	Controls	Control effectiveness	Current consequence	Current likelihood	Current risk rating	Accept current risk?	Treatments	Treatment due dates	Residual consequence	Residual likelihood	Residual risk
CS-1	ASQA fails to meet relevant state or territory reporting requirements and other child safety obligations	Director, Risk, Assurance and Program Coordination	1. ASQA Child Safety Plan	1. Fully effective	Minor	Rare	Low	Yes					
CS-2	ASQA fails to protect personal information that relates to children	General Counsel	1. ASQA Privacy Policy 2. ASQA Information Security Policy	1. Fully effective 2. Fully effective	Minor	Rare	Low	Yes					

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