



**Schools Industry Partnership**

# CHILD SAFETY AND WELLBEING POLICY

June 2025

# CHILD SAFETY & WELLBEING

## SCHOOLS INDUSTRY PARTNERSHIP:

### Statement of Commitment

Schools Industry Partnership (SIP) supports the rights of children and young people. SIP is committed to providing a safe and supportive environment directed at ensuring their safety and wellbeing.

To support this commitment, SIP is dedicated to our child and youth risk management strategy which has policies and procedures in place to effectively address the safety and wellbeing of children and young people who access SIP's services.

#### Procedure version and revision information:

Procedure authorised by: Ian Palmer  
Title: Chief Executive Officer  
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Procedure maintained by: Frank Garcia  
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# CHILD SAFETY AND WELLBEING POLICY

## Purpose

The purpose of this policy is to:

- a. show Schools Industry Partnership's commitment to the safety and wellbeing of children and young people.
- b. clearly express the strategies for maintaining a child safe environment and preventing harm to children and young people.
- c. to ensure that all staff, paid and unpaid, including Board members, management, volunteers and workers know and are aware of their responsibilities as they relate to child safety and wellbeing in our organisation.

This is achieved by ensuring all staff, volunteers, and contractors are informed of their ethical responsibilities when engaging with children and young people, as well as their specific roles in promoting their safety and wellbeing. It is everyone's duty to safeguard the welfare of children and young people in all contexts, including both online and onsite activities.

## Scope

This policy applies to:

- all people who conduct work for the organisation in a paid or unpaid capacity. This may include board members, executive leadership, staff, volunteers, interns, trainees, contractors and consultants.
- all activities in the organisation which involve, result in or relate to contact with children and young people.

Schools Industry Partnership is committed to implementing  
the National Principles for Child Safe Organisations:



# 1. A COMMITMENT TO CHILD SAFETY AND WELLBEING

Schools Industry Partnership (SIP) supports the rights of children and young people. SIP is committed to providing a safe and supportive environment directed at ensuring their safety and wellbeing.

To support this commitment, SIP is dedicated to our child and youth risk management strategy which has policies and procedures in place to effectively address the safety and wellbeing of children and young people who access SIP's services.

**Schools Industry Partnership is committed to providing a safe and supportive environment directed at ensuring their safety and wellbeing.**

SIP management will ensure that all personnel, including staff and volunteers, read and acknowledge the SIP Child Safe Code of Conduct.

SIP is also committed to upholding its policies and procedures, such as record keeping, information sharing, and external reporting, and will ensure they are followed and reviewed on an annual basis.

## Background

In August 1990, Australia became one of the 194 signatories to the United Nations Convention on the Rights of the Child, and subsequently ratified it on 17 December 1990, bringing child protection obligations into domestic and organisational practice.

As a result, both individuals and organisations working with children across New South Wales now share responsibility for ensuring their safety and wellbeing under state and federal frameworks.

Schools Industry Partnership (SIP) upholds the principles of the Convention on the Rights of the Child and is committed to ensuring that all children and young people who engage with its services are protected from harm at all times.

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## 2. TAKING CHILD PARTICIPATION SERIOUSLY

Schools Industry Partnership (SIP) recognises the importance of active participation of children and young people in creating and maintaining a safe environment.

Across all SIP activities, procedures are in place to ensure their voices are heard and valued.

- Children and young people are actively encouraged to share their thoughts and opinions.
- Children and young people are listened to with respect and genuine consideration.
- Children and young people feedback is regularly sought and welcomed.
- Children and young people are placed at the centre of our work and decision-making processes.
- Support is provided to help children and young people explore and develop new ways of expressing themselves.

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## 3. INVOLVING FAMILIES AND COMMUNITIES

Schools Industry Partnership (SIP) encourages the involvement of families and community organisations to be included in activities and events coordinated by SIP.

This includes, but not limited to:

- Graduation and award events
- Career expos
- Volunteer-based activities in schools, both Primary and Secondary Schools
- Cultural events such as Harmony Day and NAIDOC Week.

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## 4. RESPECTING EQUITY AND DIVERSITY

Schools Industry Partnership (SIP) is committed to creating an environment where the diverse circumstances, backgrounds, and needs of all children and young people are recognised, respected, and valued.

SIP fosters a culture of inclusion and belonging, ensuring that every child feels safe, supported, and welcomed, regardless of their cultural background, abilities, gender identity, or personal circumstances.

By promoting equity and understanding, SIP actively works to eliminate barriers to participation and engagement, creating spaces where children and young people feel empowered, heard, and respected in all aspects of their involvement with SIP programs and activities.

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## 5. ENSURING THAT STAFF ARE SUITABLE AND SUPPORTED

Schools Industry Partnership (SIP) has rigorous recruitment practices for Board members, staff, contractors and volunteers. Through these recruitment practices SIP is able to select the most suitable people who share in SIP's values.

- Staff are selected using panel interviews and rigorous referee checks are conducted prior to making offers of employment.
- All Board members, staff, contractors and volunteers must hold and maintain a current Working With Children Check – NSW (WWCC) during their engagement with SIP.

### Training

- All new staff members, contractors and volunteers who will have direct contact with children and young people during their employment at SIP receive a copy of our Child Safety and Wellbeing Policy, Code of Conduct (to be signed and dated by each person) and related procedures. Their direct manager will set up a meeting to discuss the policies and allow the new worker to ask questions and clarify their understanding.
- All staff members who have direct contact with children and young people during their employment at SIP are required to complete the Child Safe eLearning modules on the Office of the Children's Guardian website.

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## 6. CHILD-FOCUSED COMPLAINT SYSTEM

Positive and negative feedback is a major indicator of customer satisfaction and outlines the extent of any problem or issue. Schools Industry Partnership (SIP) will deal with all complaints it receives in an expedient manner and at an appropriate level of management.

- Anyone, including children and young people and their families, can make a complaint about a staff member, contractor or volunteer.
- All complaints or incidents of customer dissatisfaction must be reported to management.
- All complaints written, verbal or 3rd hand, must also be reported to the CEO.

(Refer to our Complaints Handling Policy for more information.)

### *Reporting of Child Abuse*

Staff, contractors and volunteers who work with SIP have a responsibility to be aware of indicators of child abuse and to report any concerns they may have for the safety and wellbeing of children and young people involved in our workshops, projects and events.

If a staff member, contractor or volunteer has reasonable grounds to suspect that a child or young person is at risk of significant harm they should report this to their direct manager immediately.

Any person within or outside of the organisation may report their concerns for the safety and wellbeing of a child or young person to the Department of Family and Community Services (Child Protection Helpline 132 111).



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## 7. STAFF KNOWLEDGE, SKILLS AND AWARENESS

Schools Industry Partnership (SIP) ensures that all staff and volunteers are trained and informed in all areas relating to child safety.

This training includes:

- Understanding children's rights
- SIP's Child Safety and Wellbeing Policy and Procedures
- Recognising signs of harm and abuse
- Responding to disclosures
- Understanding and responding to harmful behaviours by a child towards another child
- Record keeping
- Risk assessment
- External reporting obligations
- Creating culturally safe environments

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## 8. SAFE PHYSICAL AND ONLINE ENVIRONMENTS

Schools Industry Partnership (SIP) is committed to identifying, assessing and mitigating risks to the safety and wellbeing of children and young people in both physical and online environments. SIP ensures that risk management practices support child safety while upholding the rights of children and young people to privacy, access to information, social connection, and learning.

This policy applies to all staff, volunteers, contractors, and any third parties engaged by the organisation who work with, or provide services to, children and young people.

The organisation recognises that effective risk management is a vital preventative strategy in safeguarding children and young people. SIP is committed to reducing the risk of harm in all settings where children and young people engage with our services, whether in person or online.

The use of technology in our organisation supports learning, communication, and those seeking help.

Risks associated with these platforms are mitigated through comprehensive measures, including:

- Education and training for children and young people, families, staff and volunteers on safe and respectful online behaviour.
- Implementation of safety filters and monitoring tools.
- Application of clear communication protocols aligned with the organisation's Code of Conduct.

The organisation will:

1. Ensure staff and volunteers identify and manage risks in online and physical environments, without compromising a child's right to privacy, social connection, or access to learning.
2. Require all engagement in online environments to comply with the organisation's Code of Conduct and child safety and wellbeing policies.
3. Develop and apply risk management plans that address risks related to organisational settings, activities, and the physical environment.
4. Implement procurement policies that ensure third-party contractors delivering facilities or services maintain robust child safety measures.

This policy will be evidenced by the following practices:

A documented risk management strategy that addresses both physical and online risks, including risks related to interactions between children and adults or peers, and the condition of physical spaces.

Policies that promote the safe use of digital platforms for learning, communication, and accessing support.

Consideration of cultural safety in the design and layout of physical environments.

Staff and volunteers who are trained and proactive in identifying and mitigating environmental and online risks.

Consistent adherence by staff and volunteers to the Code of Conduct and communication protocols in all online interactions.

Communication with children, young people, and families, in culturally appropriate formats, about the organisation's use of technology and associated safety tools.

Contracts with third-party service providers that include requirements for child safety and wellbeing.

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## 9. REVIEW OF CHILD SAFETY POLICY AND PROCEDURES

Senior management at Schools Industry Partnership (SIP) will conduct an annual review of the Child Safety and Wellbeing Policy.

This review will encompass a comprehensive analysis of complaints, incidents, and concerns from the previous year to identify the causes and systemic deficiencies.

Based on the findings, SIP will implement targeted improvements to address and mitigate these vulnerabilities.

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## 10. DOCUMENTING POLICIES AND PROCEDURES

Schools Industry Partnership (SIP) has ensured that all policy and procedures are located on the staff online portal (SharePoint).

Those who do not have access to this portal, can access the necessary documents on SIP's website: [schoolsindustry.com.au](http://schoolsindustry.com.au)

# DEFINITIONS

<i>Abuse</i>	A term that is used to describe different types of harm or maltreatment.
<i>Child</i>	A person aged under 18 years. Note that under child protection legislation a child is defined as aged under 16 years for mandatory reporting purposes, and as aged under 18 years for the reportable conduct scheme.
<i>Child-Safe Organisation</i>	An organisation that creates cultures, adopt strategies and act to prevent harm to children, including sexual abuse.
<i>Mandatory Reporting</i>	The legal requirement for any person delivering a service to children or young person, or in management of a service for children or young people, to report concerns for a child at risk of significant harm.
<i>Reportable Conduct</i>	<p>Any offensive behaviour or misconduct committed against, with or in the presence of a child or young person, including but not limited to:</p> <ul style="list-style-type: none"><li>- ill treatment of a child</li><li>- assault against a child</li><li>- neglect or failure to protect a child from abuse or a harmful environment</li><li>- inflicting psychological harm on a child</li><li>- sexual offence or misconduct, with or in the presence of a child</li></ul>
<i>Wellbeing</i>	A sense of comfort, happiness and health
<i>Working With Children Check (WWCC)</i>	An official clearance to work with children and young people provided by the NSW Office of the Children's Guardian in relation to anyone in a position classified as one involving child-related work
<i>Young Person</i>	A person that is 16 or 17 years of age

# CHILD SAFETY CODE OF CONDUCT

All paid and unpaid staff, including volunteers, interns or trainees of Schools Industry Partnership are responsible for the safety and wellbeing of children and young people who engage with Schools Industry Partnership.

All paid and unpaid staff are expected to act in accordance with this Code of Conduct in their physical and online interactions with children and young people under the age of 18 years.

## I will:

- act in accordance with Schools Industry Partnership child safety and wellbeing policies and procedures at all times.
- behave respectfully, courteously and ethically towards children and young people and their families and towards other staff.
- listen and respond to the views and concerns of children and young people, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well.
- promote the human rights, safety and wellbeing of all children and young people in Schools Industry Partnership.
- demonstrate appropriate personal and professional boundaries.
- consider and respect the diverse backgrounds and needs of children and young people.
- create an environment that promotes and enables children and young people's participation and is welcoming, culturally safe and inclusive for all children and young people and their families.
- involve children and young people in making decisions about activities, policies and processes that concern them wherever possible.
- contribute, where appropriate, to Schools Industry Partnership's policies, discussions, learning and reviews about child safety and wellbeing.
- identify and mitigate risks to children and young people's safety and wellbeing as required by Schools Industry Partnership's risk assessment and management policy or process.
- respond to any concerns or complaints of child harm or abuse promptly and in line with Schools Industry Partnership's policy and procedure for receiving and responding to complaints.
- report all suspected or disclosed child harm or abuse as required by relevant legislation:
  - ❖ the Children and Young Persons (Care and Protection) Act 1998 (NSW)
  - ❖ the Child Protection (Working With Children) Act 2012 (NSW) (the WWC Act)
  - ❖ the Ombudsman Act 1974 (NSW) (the Ombudsman Act).
- Comply with all relevant legislation including but not limited to:
  - ❖ the Children and Young Persons (Care and Protection) Act 1998 (NSW)
  - ❖ the Child Protection (Working With Children) Act 2012 (NSW) (the WWC Act)
  - ❖ the Ombudsman Act 1974 (NSW) (the Ombudsman Act).

## **I will NOT:**

- engage in any unlawful activity with or in relation to a child or young person.
- engage in any activity that is likely to physically, sexually or emotionally harm a child or young person.
- unlawfully discriminate against any child or young person or their family members.
- be alone with a child or young person unnecessarily.
- arrange personal contact, including online contact, with children and young people I am working with for a purpose unrelated to Schools Industry Partnership's activities.
- disclose personal or sensitive information about a child or young person through any means whatsoever, including images of a child or young person, unless the young person, child and their parent or legal guardian consent or unless I am required to do so by Schools Industry Partnership's policy and procedure on reporting.
- use inappropriate language in the presence of children and young people, or show or provide children and young people with access to inappropriate images or material through any means whatsoever.
- work with children and young people while under the influence of alcohol or prohibited drugs.
- ignore or disregard any suspected or disclosed child harm or abuse.

## **If I think this Code of Conduct has been breached by another person in Schools Industry Partnership I will:**

- act to prioritise the best interests of children and young people.
- take actions promptly to ensure that children and young people are safe.
- promptly report any concerns to my manager, Schools Industry Partnership's Chief Executive Officer or another manager, leader or the Chairperson of the Board or a member of the Board in Schools Industry Partnership.
- follow Schools Industry Partnership's policies and procedures for receiving and responding to complaints and concerns.
- comply with legislative requirements on reporting if relevant, and with Schools Industry Partnership's policy and procedure on internal and external reporting.

# CHILD SAFETY AND WELLBEING

## EMPLOYEE COMMITMENT FORM

I understand that this Child Safety and Wellbeing Policy contains important information, including:

- Statement of Commitment
- Child Safety Code of Conduct
- Child Safety Policies and Procedures

I confirm that I have read this policy carefully and will refer to it during the course of my engagement. I understand that if I have any questions regarding the contents of this policy and/or what is expected of me, I should initially consult with my manager.

I appreciate that the information described in the Child Safety and Wellbeing Policy is subject to change from time to time and that those changes will be communicated to me in a manner best determined by Schools Industry Partnership.

By signing below, I acknowledge that I have received this Child Safety and Wellbeing Policy and I understand that it is my responsibility to read and comply with the policies and procedures contained within it, and with all revisions that may be made to it.

Signed: \_\_\_\_\_

Full Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

(Please sign and return this page to the Chief Operations Officer.)