



Schools Industry Partnership

CHILD SAFETY AND WELLBEING RECORD AND DOCUMENT CONTROL PROCEDURE

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Procedure authorised by: Ian Palmer
Title: Chief Executive Officer
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Procedure maintained by: Frank Garcia
Title: Chief Operations Officer
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RECORD AND DOCUMENT CONTROL PROCEDURE

Purpose

Schools Industry Partnership ('SIP') recognises that formalising and maintaining documented policies, procedures, and work practices is essential to the long-term success of our Child Safety and Wellbeing program. SIP is committed to properly documenting Child Safety and Wellbeing in order to:

- ensure a current and consistent response to our issues;
- support our training requirements;
- enable us to effectively audit our programs for continuous improvement purposes;
- provide demonstrable evidence of our commitment to Child Safety and Wellbeing; and
- promote awareness on what is needed to achieve our stated policy objectives.

APPLICATION OF PROCEDURE

This Procedure applies to all SIP employees, agents, contractors (including temporary contractors) and 'workers' as otherwise defined under relevant legislation, collectively referred to in this policy as 'workplace participants'.

This procedure does not form part of any employee's contract of employment. Nor does it form part of any other workplace participant's contract for service.

DEFINITIONS

In this Policy, the following terms are defined as:

<i>Personal Information:</i>	refers to information or an opinion about employees from which an employee's identity can reasonably be ascertained. This includes any personal information or opinions about the person, whether true or not, no matter how the information or opinions are recorded. SIP only collects Personal Information that it needs for a Relevant Purpose.
<i>Sensitive Information:</i>	is a special category of Personal Information and includes information about a person's health, race or ethnic origin, political or religious beliefs, membership of a trade union or association, sexual preference or criminal record.
<i>Relevant Purpose:</i>	is a purpose related to the participant's interaction or engagement with SIP whether it be prospective, current or retrospective. Examples of a Relevant Purpose include but are not limited to, coaching, employment services, training, development, consulting, counselling, or engagement of services.
<i>Confidential Information:</i>	includes (but is not limited to) the following, SIP's and its Related Bodies Corporate: trade secrets; intellectual property; confidential know-how; policies, systems and protocols; information about the business and its affairs such as pricing and fee information, marketing or strategic plans, commercial and business plans, financial information and data, and operational information and methods; methodologies and supporting documentation; software products, manuals and associated tools; commercial information in relation to current and prospective operations; information about suppliers, dealers, clients or customers such as their specific requirements, arrangements and past dealings; client lists, customer lists, supplier lists, dealer lists; customer, client and supplier lists; business cards and diaries, calendars or schedulers; reports; working papers; training manuals; equipment; computer information and programs; Personal and financial information of which employee's become aware, and all other information obtained from SIP or obtained in the course of an employee's employment with SIP that is by its nature confidential

RESPONSIBILITY

The Business Operations Manager has the responsibility to ensure that the document control procedures are followed correctly, which includes:

- the approval of documents prior to issue;
- the review and update of documents as necessary;
- identification of changes and the current revision status of documents;
- availability of relevant versions of applicable documents at points of use;
- documents remain legible and readily identifiable;
- relevant documents of external origin are identified and their distribution controlled;
- prevention of unintended use of obsolete documents, and to ensure that they are suitably identified as such if they are retained for any purpose;
- ensuring all amendments to records and documents are recorded in writing; and
- changes to all records and documents are advised to all relevant personnel.

DOCUMENT IDENTIFICATION

A document identification system will be established to facilitate ease of identification. All documents will include a box at the end of the document that identifies the:

- document authoriser and maintainer
- created on date;
- date for review;
- version number, where the first version will be Version 1

CHANGES TO DOCUMENTS

Where workplace participants consider that a change to controlled documents/data is necessary, they may request the change by reporting the matter to the Business Operations Manager.

The original issue of all Child Safety and Wellbeing documentation will be described as Version 1. Any change in the revision status will be dated and that document given a new consecutive revision number. For example, the first change would be labelled as Version 2, the second revision as Version 3 and so on.

The Chief Operations Officer will ensure that all controlled copies are effectively updated, and that changes are recorded.

STORAGE AND RETENTION

Schools Industry Partnership's records will be retained for the periods prescribed in the Document Register.

Timeframes have been established by reference to prevailing legislative requirements and recognised best practice principles.

Documents to be retained for legal or historical reasons should be identified accordingly.

Records associated with particular issues may be kept for longer than the specified period at the discretion of senior management, otherwise records are to be destroyed upon reaching their retention limit.

Records will be stored in areas that guarantee, as far as is reasonably practicable, protection against any disaster such as fire or flood. In the case of fire, attention would also need to be paid to providing some protection against water damage or any other damage that could occur as a result of the immediate disaster management actions. The records are to be kept in the locations identified on the Document Register. Care should be taken to ensure that locations chosen are accessible and situated where operations essential to the effective functioning of the system are performed.

Documents can be retained in hardcopy, film or electronically.

CONFIDENTIALITY AND DISCLOSURE OF INFORMATION

Employees of SIP are not permitted to disclose Confidential or Personal Information which is collected by SIP about its participants, clients, suppliers, customers, agents or contractors. If an employee is not sure whether information is Confidential or Personal, they must check with the Business Operations Manager or their immediate manager.

Confidential and Personal Information is information that is not in the public domain. It includes, but is not limited to, the following types of information:

- any Personal Information about an individual which has been collected by SIP;
- any information about a participant, client, supplier, customer, agent or contractor of SIP;
- any Personal Information about an employee or colleague (including a prospective or former employee); and
- any information about SIP's business affairs or business systems.

BREACHES OF THIS POLICY

A breach of this Policy may lead to disciplinary action including, but not limited to, termination of employment.

DISTRIBUTION

Procedures or rules relating to hazard and work processes will be publicly displayed for ease of reference of visual reinforcement of SIP's requirements.

VARIATIONS

SIP reserves the right to vary, replace or terminate this procedure from time to time.