

Child Safety Policy

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Responsible Officer	RTO Manager		
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Related Documents	<i>National Principles for Child Safe Organisations 2019</i> <i>Student Support Policy</i> <i>Access and Equity Policy</i> <i>Reasonable Adjustment Policy</i> <i>Discrimination, Bullying and Harassment Prevention Policy</i> <i>Work, Health and Safety Policy</i> <i>Complaints and Appeals Policy</i> <i>Privacy Policy</i>		
Version	Authorised by	Approved	Effective Date
V1.0	Chief Executive Officer	20/05/2025	26/05/2025

1. Purpose

Barrington Training Services (BTS) is committed to the safety of children and young people. We are committed to providing an environment that is safe for children and young people, and to ensuring that this is reflected in all aspects of our RTO operations.

This Policy outlines the general principles, expected behaviours and responsibilities of all Barrington Training Services (BTS) staff, volunteers, and associates to ensure the safety and wellbeing of children and young people in our RTO, including online learning environments, in line with the relevant legislation and the *National Principles for Child Safe Organisations 2019*.

2. Scope

This Policy and Code of Conduct applies to all employees, volunteers, contractors, and any other individuals involved in BTS's operations.

BTS is committed to ensuring the safety and wellbeing of all students, workers, and visitors to our organisation. However, this Policy specifically addresses our commitment to the safety and wellbeing of youths and children at our organisation. Throughout this Policy, we use the terms "child", "children", "young people", or "youth" to refer generally to people under 18 years of age.

BTS requires all workers to sign a copy of this Policy to agree in writing that they accept and will act in accordance with this Policy and the Child Safe Code of Conduct.

3. Principles

BTS's approach to Child Safety is guided by the following principles:

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a) Child Safety and Wellbeing

- Commitment to safety: Prioritise the safety and wellbeing of children in all actions and decisions.
- Create an environment where children feel safe, valued, and heard.
- Implement proactive measures to prevent harm and promote wellbeing.

b) Respect and equity

- Treat all children with respect and dignity, regardless of their background, abilities, or circumstances.
- Uphold equity and inclusion, and respect diverse needs in all policies and practices.
- Ensure culturally safe environments for Aboriginal and Torres Strait Islander children and young people.

c) Engagement and participation

- Inform children about their rights and involve them in decisions affecting them.
- Encourage and support children to express their views and participate in the RTO's activities.
- Provide platforms for children to give feedback and contribute to decision-making processes.

d) Family and community involvement

- Engage with families and communities to promote child safety and wellbeing.
- Provide accessible information and encourage feedback from families and communities.
- Work collaboratively with families and communities to ensure a holistic approach to child safety.

e) Suitability and support

- Screening and recruitment: Ensure all individuals working with children are suitable and supported to reflect child safety values.
- Conduct appropriate screening, induction, and ongoing training for all staff and volunteers.
- Provide support systems for staff and volunteers to uphold child safety standards.

f) Complaints and concerns

- Implement child-focused processes to respond to complaints and concerns, in accordance with the **Complaints and Appeals Policy**.
- Ensure complaints are taken seriously and responded to promptly and thoroughly.
- Maintain transparency in handling complaints and concerns, ensuring all parties are informed.

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g) Education and training

- Equip staff and volunteers with the knowledge, skills, and awareness to keep children safe through ongoing education and training.
- Promote continuous learning and professional development in child safety practices.
- Implement awareness programs to educate staff, volunteers, and students about child safety.

h) Safe environments

- Promote safety and wellbeing in physical environments, ensuring they are free from hazards.
- Promote safety and wellbeing in online environments, using safety filters and communication protocols.
- Risk management: Identify and mitigate risks without compromising children's rights to privacy and access to information.

i) Continuous improvement

- Regularly review and improve child safe practices.
- Analyse complaints and incidents to identify systemic issues and inform continuous improvement.
- Integrate feedback from stakeholders to enhance child safety measures.

j) Documentation and compliance

- Document policies and procedures to ensure the RTO is safe for children.
- Ensure all stakeholders understand and comply with policies and procedures.
- Monitor compliance with child safety policies and procedures regularly.

4. Child Safe Code of Conduct

- a) BTS has a Child Safe Code of Conduct for working with children and young people, as set out in Sections 4.1 and 4.2 below. We expect all workers to understand and accept this Code of Conduct and ask BTS if they need more information or have any questions.
- b) All workers are responsible for promoting and protecting the safety and wellbeing of young people by following BTS's Child Safety Policy and Code of Conduct at all times and taking all reasonable steps to ensure the safety and protection of children and young people.

4.1. Expected behaviours

a) Positive role modelling

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- Act as a positive role model to children and young people by demonstrating respectful, inclusive, and supportive behaviour.
- Encourage positive interactions and foster a safe and welcoming environment.
- Promote healthy relationships and social skills among students.

b) Professional boundaries

- Maintain appropriate boundaries and avoid any behaviour that could be perceived as inappropriate or harmful.
- Ensure interactions with children are professional and focused on their educational and developmental needs.
- Avoid any form of favouritism or special treatment that could be misinterpreted.

c) Confidentiality

- Respect the privacy and confidentiality of children and their families.
- Handle personal information with care and ensure it is only shared with authorised personnel.
- Protect sensitive information and avoid discussing personal details in public or non-secure settings.

d) Reporting obligations

- Report any concerns, suspicions, or disclosures of harm to the appropriate authorities promptly, by contacting the **Child Abuse Report Line (13 14 78)**
- Follow the RTO's procedures for reporting and documenting incidents.
- Respond quickly, fairly and transparently to any complaints made by a child, young person or their parent/guardian, in accordance with the **Complaints and Appeals Policy**.
- Ensure that all reports are handled with sensitivity and confidentiality.

e) Supportive environment

- Recognise the unique needs of young learners and implement specific measures to ensure their safety, wellbeing, and academic success as specified in the **Student Support Policy**.
- Create a supportive environment where children feel comfortable expressing their concerns and seeking help.
- Be approachable and available to listen to children's issues and provide guidance.
- Encourage open communication and foster trust between staff and students.

f) Inclusivity

- Promote inclusivity and respect for diversity in all interactions and activities, in accordance with the **Access and Equity Policy**.

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- Ensure that all children, regardless of their background, abilities, or circumstances, feel valued and included.
- Adapt teaching methods and materials to accommodate diverse needs and learning styles, in accordance with the **Reasonable Adjustment Policy** and the relevant **Training and Assessment Strategy**.

4.2. Unacceptable behaviours

a) Abuse and Neglect

- Any form of abuse or neglect towards children is strictly prohibited.
- Physical, emotional, or sexual abuse, as well as neglect, will not be tolerated under any circumstances.
- Engage in rough physical games.
- Immediate action will be taken against any individual found to be engaging in abusive or neglectful behaviour.

b) Discrimination

- Discrimination based on race, ethnicity, gender, disability, religious beliefs or any other characteristic is not tolerated.
- Ensure that all children are treated equally and fairly, without bias or prejudice, in accordance with the **Discrimination, Bullying and Harassment Prevention Policy** and the **Access and Equity Policy**.
- Address and challenge any discriminatory behaviour or practices within the RTO.

c) Inappropriate relationships

- Engaging in inappropriate relationships with children or young people is forbidden.
- Avoid any form of personal or intimate relationship with students that could be perceived as exploitative or harmful.
- Do things of a personal nature that a child or young person can do for themselves, such as toileting or changing clothes.
- Maintain professional boundaries at all times and avoid situations that could lead to conflicts of interest.
- Ensure another adult is always present or in sight when conducting one-to-one consulting, coaching, instruction or other activity.

d) Breaches of privacy

- Unauthorised sharing of personal information about children or their families is not allowed.
- Ensure that all personal and sensitive data is handled in accordance with the **Privacy Act 1988**, the **Australian Privacy Principles (APPs)** and the **BTS Privacy Policy**.
- Avoid discussing or disclosing sensitive information in public or non-secure settings.

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e) Bullying and harassment

- Bullying, harassment, or any form of intimidation towards children or young people is strictly prohibited.
- Foster a culture of respect and kindness, and address any instances of bullying or harassment promptly.
- Implement measures to prevent and respond to bullying and harassment within the RTO, in accordance with the ***Discrimination, Bullying and Harassment Prevention Policy***.

f) Substance abuse

- The use of alcohol, drugs, or other substances that impair judgment or behaviour is strictly prohibited while working with children.
- Ensure a drug-free and alcohol-free environment during all RTO activities and interactions with students.
- Take immediate action against any individual found to be under the influence of substances while engaging with children.

5. General worker responsibilities

- a) BTS's workers must uphold our organisation's values and demonstrate behaviour that is consistent with this Policy and those values, including by doing the following:
- Remaining alert and aware of possible safeguarding risks to children.
 - Guarding children against harmful environments with appropriate actions.
 - Taking positive steps to maintain the safety and wellbeing of children engaging with our organisation.
 - Reporting concerns expeditiously and appropriately.
 - Understanding the duty to report specific concerns (and how this interplays with confidentiality).
 - Challenging any inappropriate or harmful behaviour of any other adult and reporting this accordingly.
 - Acting appropriately in the presence of children.
 - Ensuring that any children who come into contact with our organisation or access our services understand their rights and responsibilities.
 - Ensuring that any children who come into contact with our organisation or access our services are supported and receive any necessary assistance with exercising their rights and responsibilities.
 - Communicating clearly and respectfully with children using appropriate language for their age and developmental level.

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- b) BTS's workers are responsible for ensuring that they personally comply with all applicable laws in the state or territory where they are based, including any applicable Commonwealth laws.

6. Expected behaviours in online learning environments

- a) Professional conduct: Maintain professional behaviour and communication when engaging with students online.
- b) Approved platforms: Use only BTS-approved online platforms and accounts for interactions with students.
- c) Privacy and confidentiality: Protect the privacy and confidentiality of students' personal information.
- d) Monitoring and reporting: Be vigilant for any signs of harm or abuse and report concerns promptly.
- e) Boundaries: Avoid sharing personal details or engaging in social interactions with students online outside of educational contexts.
- f) Safety tools: Utilise safety filters and communication protocols to ensure a safe online environment.

7. BTS responsibilities, compliance and monitoring

- a) All staff, volunteers, and contractors must acknowledge and sign this Code of Conduct and adhere to its principles and behaviours.
- b) Regular training and updates will be provided by BTS to ensure ongoing compliance.
- c) In accordance with applicable legislation, BTS requires that any workers who work with children or young people have a current **Working With Children Check (WWCC)** in all relevant jurisdictions.
- d) To ensure we engage the most suitable people to work with children and young people, we have the following recruitment practices:
 - Our commitment to child safety is included in all job advertisements.
 - Clear Position Descriptions that include our commitment to child safety and wellbeing.
 - Written applications from applicants.
 - Face-to-face interviews that use behavioural questions to determine the applicant's knowledge of child safeguarding.
 - At least two reference checks and qualification checks.

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- e) BTS will record all workers' WWCC and maintain their currency in the ***Working With Children Check Register***.

8. Breaches

- a) Breaches or suspected breaches of the Code of Conduct will be reported as soon as practicable to management either in person or using the Complaint and Appeal Form.
- b) Breaches or suspected breaches of the Code of Conduct will be taken seriously and dealt with quickly, fairly and transparently.
- c) Any worker who breaches the Code of Conduct will face disciplinary action in accordance with the relevant legislation and the *Code of Conduct and Misconduct Procedure*, and depending on the severity of the breach, the worker may have their employment terminated.

9. References

National Principles for Child Safe Organisation 2019

Family Law Act 1975 (Cth)

Document History:

Version	Date	Author	Reason	Sections
0.1	19/05/2025	Ivan Negro	Document Creation	All
1.0	20/05/2025	Allen Barry	CEO Approval	All

This document is UNCONTROLLED once printed.

Appendix 1 – Wheel of Child Safety

Source: Australian Human Rights Commission



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Appendix 2 - National Principles for Child Safe Organisations

Source: Australian Human Rights Commission

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.

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