

Safeguarding Children Induction and Training Plan

1. Purpose

These induction and training requirements have been developed to ensure that employees, volunteers, and contractors are provided with the information they need to undertake their duties in accordance with our organisation's policies, procedures, and guidelines, in particular that they:

- are aware of and remain alert to the risk of child abuse
- understand our commitment to preventing and responding to child abuse
- understand how they are expected to behave towards children and young people
- know how to identify and respond to child abuse, and
- understand their responsibility in relation to identifying and responding to child abuse.

These requirements detail how and when our organisation supports ongoing education and training for personnel in relation to how keeping children and young people safe will be fulfilled.

2. Scope

This plan applies to all personnel, including Team members, Leadership team, volunteers and contractors involved with *TassieCare*.

This plan applies in all our operational environments and without fail wherever children and young people are participating in our organisation's activities, programs, services and / or facilities.

3. Responsibilities

Case Manager's and Line Manager's are responsible for ensuring that our organisation's induction and training requirements are met.

The responsibility of each role in relation to the development and compliance of these requirements is detailed in [section 9] of this document.

4. Key Requirements

Induction

Except as outlined in this document all TassieCare employees, will undergo an induction process provided by our organisation that provides guidance relating to an individual's role and safeguarding children and young people responsibilities, offering an opportunity to seek clarity in relation to the commitments and behavioural expectations set out in our organisation's safeguarding policies and procedures.

Our organisations induction process includes new personnel being provided with copies of and being supported to understand our organisations safeguarding children and young people policies, procedures, and practices, including but not limited to:

- Safeguarding Children and Young People Policy
- Code of Conduct
- Reporting Policy
- Recruitment Policy
- Supervision requirements
- Guidelines for parents and care givers
- Guidelines for children and young people

As part of our organisation's induction process personnel are required to:

- acknowledge their commitment by signing our organisation's 'Safeguarding Children and Young People Form', and
- complete the Australian Childhood Foundation Safeguarding Children Online Training at least every three years (*for Accreditation Participants*).

Ongoing Training and Education

Our organisation ensures personnel will receive ongoing training and education in relation to how keeping children and young people safe will be fulfilled.

The following mechanisms will be used to ensure personnel remain informed of our organisation's safeguarding policies, procedures, and practices in keeping children and young people safe:

Regular and Ongoing:

- Safeguarding children and young people will feature as a standing agenda item for all key meetings, including, Leadership Team and other team meetings (for example).

At least every 6 months:

- Organisation-wide discussions of agreed safeguarding issues and scenarios in staff meetings will take place.

At least annually:

- Training sessions regarding children and young people's rights, voices and participation, cultural safety and humility will be provided.
- Safeguarding children and young people refresher training to include, at a minimum:
- Review of key requirements as per the Safeguarding Children and Young People Policy, Code of Conduct and Reporting Policy. Refresher training will also take into consideration any new information personnel need to be made aware of in the area of safeguarding, as well as a focus on trends experienced in the previous 12 months, that will shape the way the organisation moves forward with its safeguarding commitment.
- Managers and supervisors and mandated reporters are required to complete additional training on reporting and incident management.

- Board level safeguarding children refresher training that as a minimum will focus on high level trends experienced in the previous 12 months, that will shape the way the organisation moves forward with its safeguarding commitment.

Periodically:

- When there are any updates or changes to our organisations policies and procedures, they will be communicated to all personnel and stakeholders and relevant training resulting from such policy changes will be provided.

Short Term Employees, Volunteers, Consultants and Contractors

Induction and training requirements for some positions may vary, in particular for some short-term appointees, volunteers, consultants and contractors. The requirements are dependent on their level of interaction with children and young people both in terms of the level of unsupervised contact they may have and the duration of that. To determine the requirements, refer to the [\[Recruitment, Screening & Induction Matrix\]](#) in the Recruitment Policy.

5. Records and documentation

We maintain records of our induction and training processes including records of:

- completion of ACF Safeguarding Children Online training
- signed 'Commitment to Safeguarding Children and Young People Form'
- completion of all other formal training and professional development opportunities.

6. Communication

We communicate our induction and training requirements to all personnel We communicate any significant alterations to these requirements and resources to all personnel.

7. Monitoring and Review

This document will be reviewed every 3 years, in consultation with stakeholders. Some circumstances may trigger an early review, this includes but not limited to legislative changes, organisational changes, incident outcomes and other matters deemed appropriate by the *TassieCare Directors*, We retain records of each review undertaken. Such records may include minutes of meetings and documentation of changes to policies and procedures that result from a review.

External audit and verification based on a sample, conducted by the Australian Childhood Foundation shall occur at 3 yearly intervals. (*Accreditation organisations only*)

8. Related Policies and Documents

- Commitment to Safeguarding Children and Young People Form
- Recruitment Policy

9. Related Framework & Legislation

- Our induction and training policies and procedures comply with relevant legislation.

- Working with Children Check, legislated training for Mandated Reporters, Teachers, childcare workers.

10. Roles and Responsibilities

Case Managers and Line Managers are responsible for ensuring that our organisation's induction and training requirements are met.

Position	Responsibility
Director	<ul style="list-style-type: none"> • Implement policies and procedures across the organisation. • Ensure personnel have access to and understand this policy and related procedures. • Ensure all managers/supervisors have access to support and advice to understand and implement policies and procedures
Workforce HR / Quality	<ul style="list-style-type: none"> • Review and update this document and supporting resources in consultation with relevant stakeholders. • Support the coordination of the SCYP framework and implementation. • Provide training and advice in the application of policies and procedures
Managers	<ul style="list-style-type: none"> • Ensure policies and procedures are followed and implemented.
Employees	<ul style="list-style-type: none"> • Compliance with policy and procedure

For clarification regarding this policy, please contact:

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