



# Child Safe Environment Policy

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<b>DOCUMENT OWNER</b>	Eddie Blass, CEO

## Revision History

VERSION	DATE	REVISION AUTHOR	SUMMARY OF CHANGES
1	11/05/23	Eddie Blass	Initial document
	15/8/24	Lyn Bosanquet	Review – no changes
	May 2025	Policy Review Team	Next Scheduled Review

## Distribution

NAME	TITLE
All staff	All staff
All Learners	All Learners

## Approval

NAME	POSITION	SIGNATURE	DATE
Eddie Blass	CEO	E Blass	11/05/23

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## 1 Purpose

This document specifies Inventorium RTO Pty Ltd.'s (Inventorium RTO) policy for maintaining a child safe environment. The purpose of this policy is to state the Inventorium's RTO's commitment to creating and maintaining a safe physical and virtual environment that promotes and enhances the safety, welfare, and well-being of children.

## 2 Scope

This document applies to all Inventorium and Inventorium RTO staff, contractors, and stakeholders.

## 3 Policy Statement

- A. The Inventorium RTO aims to create a child safe and child friendly environment where all children and young people are respected, valued and encouraged to reach their full potential.
- B. As the Inventorium RTO delivers its services online, we appreciate the need for online safety, and hence our policy relates to physical and virtual environments
- C. All Inventorium staff must adhere to *Inventorium Code of Conduct*.
- D. All personal and sensitive student information must be recorded appropriately to ensure that students records are accurately maintained and labelled appropriately to ensure their security.
- E. Correspondence with third parties should occur through private email or over the telephone and not through any group communication processes. Students are discussed in weekly team meetings and in staff development sessions which are 'in confidence' discussions to support staff in working with children and young people. Confidentiality of these discussions is core to the *Inventorium code of conduct*.
- F. All staff working with children and young people are registered with the State TRB, and hence have a current working with children check, have completed their First Aid and Responding to Abuse and Neglect Courses. References and identity checks are undertaken as part of the recruitment process.
- G. Staff are supervised through weekly team meetings and individual support from team managers. In addition, new staff are given induction training which includes 'buddy training' from existing members of staff.

- H. If a staff member suspects a person is, or may be, at risk they will contact the case worker (if there is one), the school, or other relevant body and report their suspicions in line with the current guidelines outlined in the RAN training. They will also discuss the matter with their team manager to ensure support for them in dealing with the matter, and to check that the matter is dealt with appropriately.

## 4 Non-Compliance with Policy

If our child safe environments policy is breached, the member of staff in breach will be called to discuss the matter by their team manager and appropriate remedial action will be taken. If necessary, the member of staff may be asked to repeat some training (eg RAN). If there are persistent breaches, then the staff member will be referred to the CEO for disciplinary action which could ultimately result in dismissal.

## 5 Code of Conduct

All staff must always adhere to the Inventorium Code of Conduct. The Code of Conduct can be found at: [\*Inventorium Code of Conduct\*](#).