

## RTO POLICY

### Child Safe / Protection Policy

#### PURPOSE

The purpose of this policy is to ensure that our employees, trainers / assessors and any other individual working on behalf of Master Plumbers Association of SA Inc comply with our requirements to ensure the safety of students under the age of 18. This serves to protect people and reduce any risks of abuse and/or harm.

#### POLICY

Master Plumbers Association of South Australia Inc will ensure:

- A duty of care is maintained towards staff and students at all times
- A child safe environment for students under the age of 18 years is established and maintained
- All students, irrespective of age will be respected and treated fairly at all times
- All Trainers / Assessors, including those from a third party who come into contact with students under the age of 18 meet the appropriate child protection requirements
- All Trainers and Assessors must abide by the terms and conditions of MPA's Policies at all times, including Child Protection Policies
- All Staff, including Trainers and Assessors work in a professional manner at all times, including their use of language, presentation, manner and punctuality.
- All Staff, including Trainers and Assessors respect the privacy of the child and their family, and only disclose personal information where the appropriate permission has been provided.
- All conflicts will be resolved fairly and ethically and any breaches of conditions will be treated seriously and appropriately
- Any abuse or neglect which has been identified or is suspected is reported to the **Child Abuse Report Line on 13 14 78** immediately
- Staff, including trainers and assessors **do not:**
  - Abuse, neglect or treat any students in an unfair manner
  - Take advantage of any students in any way, shape or form
  - Develop a sexual relationship with a person / student under the age of 18 years
  - Discriminate on the basis of age, gender, race, culture, religion, vulnerability or sexuality
  - Use prejudice, oppressive behaviour or language toward children or any other student
  - Initiate unnecessary contact with children under the age of 18 years

### RTO POLICY (Continued)

- Staff, including trainers and assessors **do not:**
  - Develop 'special' relationships with specific children / students for personal gain
  - Show favouritism through the provision of gifts or inappropriate attention

**Master Plumbers Association of SA Inc ensures the above policies are met by:**

- Ensuring Trainers and Assessors complete and return the Trainer and Assessor Application / Renewal form (which includes a Declaration on services).
- Ensuring Trainers and Assessors hold the relevant Police Clearance / DSCI Clearance to provide Training and Assessment Services to Students under 18 years of age.
- Ensuring all Trainers and Assessors have been provided the Trainer and Assessor Handbook and have the opportunity to request another copy at any time
- Ensuring any individual - including staff, visitors and/or third party representatives have a clearance to visit/provide training to students under the age of 18 years old
- Ensuring grievance and complaint / appeals policies and procedures are in place
- Ensuring all staff and trainers are familiar with and agree to abide by MPA's policies and procedures
- Maintaining a current list of staff, trainers and assessors files

### Revision Record

Date	Version	Revision
24/6/2013	1.0	Document created to ensure child safe / protection methods and policies are followed
1/5/2014	2.0	Updated process / policies
26/6/2016	3.0	Updated policies to incorporate current requirements / databases
5/6/2018	4.0	Updated to incorporate change of process.

### Policy Approval

<b>Approved By:</b>	Andrew Clarke	<b>Position:</b>	Executive Officer
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