

Address: PO Box 70, Blaxcell NSW 2142**Website:** www.iame.com.au/training-education | **Email:** training@iame.com.au | **Phone:** (02) 9782 1100

PO-41 CHILD PROTECTION AND SAFETY POLICY

1. Purpose

The purpose of this policy is to ensure that IAME RTO No. 90409 upholds its legal and ethical obligations to protect children and young people engaging with our services. We are committed to fostering a 100% child-safe culture across all training, promotional, and school-based engagements, particularly where students are under 18 years of age.

This policy outlines how we support and protect the safety, mental wellbeing, educational development, and career aspirations of students as young as 14 years, including those with LLN+D (Language, Literacy, Numeracy and Disability) support needs.

2. Scope

This policy applies to:

- All IAME RTO employees, contractors, and trainers
- Volunteers, career advisers, and third-party visitors
- School students, including SBAT participants and career function attendees
- All physical and online environments where children may engage with the RTO

3. Legislative and Standards References

This policy complies with:

- SRTO 2025 (Standards for RTOs) – Clauses related to student wellbeing, safety, and access
- Child Protection (Working with Children) Act 2012 (NSW)
- Children and Young Persons (Care and Protection) Act 1998 (NSW)
- National Principles for Child Safe Organisations
- Modern Slavery Act 2018 (Cth)
- Work Health and Safety Act 2011 (Cth & State)
- Disability Discrimination Act 1992 (Cth)
- Australian Human Rights Commission Act 1986 (Cth)
- Privacy Act 1988 (Cth)
- WWCC (Working With Children Checks) – Required for all trainers/representatives involved with minors
- National Police Checks – Required prior to engagement with any child-facing activity

4. Definitions

- Child or Young Person: Anyone under the age of 18 years
- SBAT: School-Based Apprenticeship or Traineeship
- LLN+D: Language, Literacy, Numeracy and Disability
- WWCC: Working with Children Check
- Child Abuse: Includes physical, emotional, sexual abuse, neglect, grooming, or exposure to violence

5. Child Safety Principles

We commit to the following:

- Upholding the best interests of the child as a primary consideration
- Zero tolerance for child abuse, harassment, bullying, or discrimination
- All staff in contact with minors must hold valid WWCC clearance and be subject to a National Police Check
- All children and young students must be treated with dignity, respect, and understanding of their development stage and LLN+D needs
- Recognition that younger students may have unformed or evolving career aspirations, which must be supported without pressure, coercion, or misrepresentation
- Ensuring that no staff member is left alone in one-on-one situations with a child unless visibility is ensured (e.g., open-door policy, visible glass panels)

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6. Mental Health and Wellbeing

The IAME RTO recognises that early exposure to adult environments (such as mechanical workshops or training facilities) can impact a child's sense of safety or self-worth.

We commit to:

- Applying trauma-informed practices in all training and promotional settings
- Ensuring that all staff are trained to identify signs of distress, anxiety, or mental health concerns
- Encouraging open dialogue and access to confidential support for all students
- Recognising that wellbeing issues may be linked to learning difficulties, social factors, or abuse

Support services may include:

- Kids Helpline (1800 55 1800) – Free, confidential 24/7 counselling
- Headspace (<https://headspace.org.au>) – Mental health support for young people
- eSafety Commissioner (<https://www.esafety.gov.au>) – Help with online safety and cyberbullying
- Lifeline (13 11 14) – Crisis support

7. Staff Responsibilities and Conduct

All IAME RTO trainers and representatives must:

- Maintain professional boundaries at all times
- Not exchange personal contact details or communicate privately with minors via social media or messaging apps
- Report any suspected abuse or grooming behaviours to the relevant child protection authority immediately
- Complete annual child protection training
- Avoid discussing inappropriate topics or allowing personal bias to influence career guidance
- Foster respect for diversity, cultural safety, and gender inclusion

8. Physical and Digital Environment Safety

- All venues used for training and promotion (including mobile setups) must comply with WHS standards and be risk-assessed for age-appropriateness
- All digital platforms used to communicate with or about students under 18 must comply with privacy laws and be moderated to prevent online abuse or grooming
- Marketing materials must not depict children in unsafe settings and must comply with SRT0'25 and Australian marketing guidelines

9. Reporting Concerns

All staff must report:

- Child abuse or neglect
- Bullying, cyberbullying, or harassment
- Inappropriate behaviour by staff or other students
- Workplace or training environment risks

Reporting Pathways:

- NSW Child Protection Helpline: 132 111
- IAME Designated Child Safety Officer: [Insert Name and Contact]
- Police (for emergencies): 000

Reports can be made anonymously and will be acted upon with confidentiality and urgency.

10. Continuous Improvement and Review

This policy will be reviewed annually or when significant changes occur in child safety law, RTO operations, or training scope. Feedback from students, families, and schools will inform improvements.

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11. Related Policies and Procedures

- PO-38 Student Code of Conduct
- PO-29 Student Disciplinary Policy
- PO-24 WHS Policy
- PO-17 Mental Health Policy
- PO-16 Student Student Wellbeing Policy
- PO-05 Bullying and Harassment Policy
- PO-10 Privacy Policy
- PO-49 Data Breach Response Protocol and Policy
- PO-40 Marketing and Advertising Policy
- PO-42 Email & Digital Communications Policy
- PO-14 First Nations Policy
- PO-19 Cultural Understanding Policy

13. Monitoring and Review

The policy will be reviewed annually to ensure alignment with regulatory requirements and industry standards.

Document Control Information and History				
Version	Date	Created / Modified	Created by	Approved by
V1.0	02/07/2025	Created	Peter Blanshard Chief Executive Officer – IAME / RTO	Jeffrey Richards Chairperson: IAME Board of Directors

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