

# Child Protection Policy

## Document

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| <b>Document Name</b>         | Child Protection Policy  |
| <b>Brief Description</b>     | The Child Protection Policy sets out the commitment of the Sydney Institute of Business and Technology (SIBT) to the safety, protection, and wellbeing of children involved in college activities. |
| <b>Responsible Officer</b>   | College Director and Principal   |
| <b>Authorised Approver</b>   | Senior Management Team   |
| <b>Initial Issue Date</b>    | 05 May 2010  |
| <b>Date for Next Review:</b> | 13 February 2028   |

## Version Control

| Date Approved | Version No. | Summary of Changes   | Approver               |
|---------------|-------------|--|------------------------|
| 13/2/25       | 7           | Added legislation and mandatory reporting guide. Strengthened Policy Purpose and embedded mandatory reporting responsibilities throughout the Policy, increased detail on maintaining WWCC currency and mandatory training requirements. Added definitions for Child and Young persons. Added Monitoring to the Review clause. | Senior Management Team |

## Related Documents

| Name   | Location  |
|--|---|
| Admissions Policy  | <a href="#">SIBT Website</a>  |
| International Students Under 18 Policy                         | <a href="#">SIBT Website</a>  |
| Recruitment, Appointment, and Induction Policy                 | <a href="#">SIBT Website</a>  |
| National Police Checks and Working with Children Checks Policy | <a href="#">Navitas Policy</a>  |
| Child Protection (Working with Children) Act 2012              | <a href="https://legislation.nsw.gov.au/">https://legislation.nsw.gov.au/</a> |
| Children and Young Persons (Care and Protection) Act 1998      | <a href="https://legislation.nsw.gov.au/">https://legislation.nsw.gov.au/</a> |
| NSW Mandatory Reporting Guide                                  | <a href="https://nsw.gov.au/mrg">nsw.gov.au/mrg</a>                           |



| Name  | Location  |
|---|---|
| Education Services for Overseas Students (Foundation Program Standards) Instrument 2021         | <a href="https://legislation.nsw.gov.au/">https://legislation.nsw.gov.au/</a> |
| The National Code of Practice for Providers of Education and Training to Overseas Students 2018 | <a href="https://legislation.nsw.gov.au/">https://legislation.nsw.gov.au/</a> |



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## 1. Purpose

- a) The Policy outlines acceptable behaviours towards children and the principles that support the prevention and management of child abuse risks by prohibiting any person from engaging in Child-Related Work at Sydney Institute of Business and Technology (SIBT) unless that person holds a Working With Children Check (WWCC) clearance.
- b) As an education provider, SIBT has mandatory reporting responsibilities and is required by law to report suspected child abuse and neglect to government authorities, which includes but is not limited to SIBT students under 18 years.

## 2. Definitions

| Term  | Meaning  |
|---|--|
| <b>Confirmation of Appropriate Accommodation and Welfare Arrangements' (CAAW)</b> | A signed document generated in PRISMS and issued by SIBT which approves a student's accommodation and welfare arrangements while a student of SIBT and up until they turn 18 years of age.   |
| <b>Working with Children Check (WWCC)</b>   | An authorisation that is in force under the Child Protection (Working with Children) Act 2012 to provide clearance to engage in child-related work.  |
| <b>Mandatory Reporter (education)</b>   | A person who delivers education services, wholly or partly, to children as part of their professional work or other paid employment, and those in management positions in education services including teachers, counsellors and principals. |
| <b>Young Person</b>   | A person who is aged 16 years or above but who is under the age of 18 years.   |
| <b>Child</b>  | A person who is under the age of 16 years.   |

## 3. Application

- a) The Child Protection Policy applies to all SIBT staff who engage with students under 18 who are under the care of SIBT, or to mandatory reporters who become aware of children who may be at risk of harm, such as children of students or staff.

## 4. Policy Statement

- a) SIBT is firmly committed to protecting the best interests of SIBT students under 18 and ensure they are safe and treated with respect.
- b) SIBT is responsible for minors placed in its care and will follow the requirements of all related legislation and keep abreast with any changes.
- c) SIBT has zero tolerance of child exploitation, abuse, and harassment, and zero tolerance for inaction in respect to such exploitation, abuse, or harassment.
- d) SIBT will prevent any person from contacting or working with students under 18 if they pose an unacceptable risk to the minor. SIBT will not knowingly engage, directly or indirectly, any individual that poses a risk to SIBT students under 18.
- e) SIBT has set the minimum entry age for students commencing their studies at SIBT at 17 years (refer [Admissions Policy](#)).

- f) A person who does not meet the minimum age requirement for admission to a course of study but who otherwise satisfies the requirements for admission may be offered a place in that course conditional to:
  - i. Consent granted by the legal guardian at the application stage; and
  - ii. A panel consisting of the SIBT Academic Director and SIBT Director of Student and Academic Services to assess the eligibility of the person and confirm that enrolment is permitted; and
  - iii. Final approval is granted by the College Director and Principal.
- g) SIBT will ensure all relevant staff have a current Working With Children Check (WWCC) clearance; and
- h) If SIBT or Navitas becomes aware that a Worker's WWCC clearance is cancelled, that Worker will be prevented from engaging in Child-Related Work with SIBT.

## 5. Responsibilities

- a) SIBT Managers with delegated authority to recruit, will:
  - i. Only employ applicants, in roles that directly interact with students under 18 years, who are granted a clearance to work with children (refer [Recruitment, Appointment, and Induction Policy](#));
  - ii. Will enrol the new employee in the Child Protection Principles module and monitor completion;
  - iii. Will follow-up with the employee when they receive a notification advising an employee's WWCC is due to expire (3 reminder emails are sent).
  - iv. Send the employees updated WWCC clearance to HR.
- b) The Navitas HR Department will:
  - i. Obtain original or certified copies of Proof of Identity documents to verify the applicant's identity as well as the current WWCC for academic and non-academic roles identified as having direct contact with children (refer [National Police Checks and Working with Children Checks Policy](#));
  - ii. Undertake structured referee checks for all applicants considered for appointment to positions in child-related employment.
  - iii. Maintain a register of WWCC clearances and facilitate notifications to supervising staff and the employee of WWCCs nearing their expiry date.
- c) All preferred applicants for employment are responsible for obtaining a WWCC prior to commencing employment via [Service NSW](#)
  - i. The WWCC is a requirement for anyone who works or volunteers in child-related work in NSW. It involves a National Police Check (criminal history record check that may take up to 4 weeks) and a review of reportable workplace misconduct.
  - ii. The outcome of a check is either a clearance to work with children or a bar against working with children. If cleared, the check will be valid for 5 years, however applicants are continuously monitored.
  - iii. Applicants who are paid employees or self-employed, should seek an employee or self-employed WWCC. Applicants who are a volunteer or a student on a professional placement, should seek a Volunteer WWCC.
- d) All SIBT staff, including employees, volunteers and contractors will:
  - i. Treat SIBT's under 18 students with dignity and respect, acting with propriety and providing a duty of care and protection;

- ii. Assist under 18 students to develop positive, responsible, and caring attitudes and behaviours which recognise the rights of all people to be safe and free from abuse;
  - iii. Maintain a professional relationship with students whether on campus or in the SIBT digital space; and
  - iv. Undertake Child Protection Principles training at commencement or as a refresher and any other scheduled training and education in order to understand their individual responsibilities in relation to child protection legislation and best practice, child safety and the wellbeing of children and young people.
  - v. Maintain the currency of a valid WWCC throughout the life of their employment, including being responsible for the ongoing costs of maintaining the currency of the check.
- e) Student Support will:
- i. Ensure the welfare of underage international students, who are under 'Confirmation of Appropriate Accommodation and Welfare Arrangements' (CAAW), is maintained at all times (refer [International Students Under 18 Policy](#));
  - ii. Ensure that any adult involved in providing international student accommodation or welfare arrangements has a current WWCC; and
  - iii. The Under 18 Coordinator will provide the student with their Under 18 Support Plan that details how their welfare and academic progress will be supported and adequately and regularly monitored, and book support meetings for the session (refer [International Students Under 18 Policy](#));
  - iv. Domestic students who are under 18, will be contacted by the Under 18 Coordinator, and pro-actively offered support and information regarding student services appropriate to their age and educational background.
- f) Mandatory Reporters will:
- i. Use professional judgement when deciding whether concerns about the safety, welfare or wellbeing of a child or a young person warrant a report to the Child Protection Helpline or the CWU. Staff may utilise the [NSW Mandatory Reporter Guide](#) and should consult with their Manager, the Student Counsellor and/or the Department's Child Wellbeing Unit (CWU) to determine whether a report is necessary.

## 6. Commencement of Employment

- a) Verification of a WWCC clearance is conducted online by Navitas's HR Department and requires an applicant's WWCC number, surname, and date of birth.
- b) Any offers of employment or engagement made before a check has been completed will state that the employment or engagement is conditional upon a cleared Working with Children Check.
- c) Where a new employee/contractor is unable to obtain a cleared WWCC within 6 weeks of the commencement of their employment
  - i. SIBT reserves the right to terminate their conditional employment immediately; and
  - ii. the employee/contractor will not have access to any form of appeal.
- d) Under NSW Legislation a person can start working with children once they have an application number (APP) for a WWCC.



- e) In situations where a check is pending, SIBT will remove any minors from the employee's class and place them in another class until the employee has a current WWCC. For non-teaching roles, the employee will not have unsupervised contact with students until WWCC is verified.

## 7. Monitoring and Review

- a) SIBT monitors the effectiveness and appropriateness of the terms under this Policy for the identification of continuous improvement opportunities and risk identification and mitigation.
- b) This Policy is reviewed by the Responsible Officer and the Quality and Compliance Manager a minimum of every three (3) years or when there are any updates to the regulatory compliance requirements, legislation, regulation, and guidelines.