

 <p>Catholic Regional College Institute Of Training RTO 22427</p>	<b>Catholic Regional College Institute of Training</b> <b>Registration No. 22427</b>		
<b>Department</b>	Vocational Education & Training		
<b>Quality Controlled Document Title</b>	Child Safety Policy	<b>Date</b>	March 2026
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## Overview

As a Melbourne Archdiocese Catholic Schools (MACS) school-based RTO, delivering training to persons under 18 years of age, and as per the VRQA Guidelines (Guideline 6) Catholic Regional College Institute of Training (CRCIT) is required to comply with the Child Safe Standards made by the Minister for Child Protection under section 17 of the Child Wellbeing and Safety Act 2005.

## Scope

This policy applies to:

- All CRCIT staff, trainers, and assessors
- Contractors, volunteers, and third-party providers delivering training to students under 18
- All students enrolled in CRCIT courses
- All premises, campuses, and locations where CRCIT programs are delivered

## Legislative and Regulatory Framework

CRCIT acknowledges and complies with:

- Child Wellbeing and Safety Act 2005 (Vic.) – Establishes Child Safe Standards.
- Education and Training Reform Act 2006 (Vic.) – Governs education providers, including RTOs delivering to minors.
- Ministerial Order No. 1359 – Outlines seven Child Safe Standards.
- VRQA Guidelines (Guideline 6) – Requires school-based RTOs to have child-safe policies and procedures.
- AQTF Standards 1 & 8 – Governance, administration, and third-party compliance.

## Purpose

The purpose of this Policy is to demonstrate the strong commitment to the care, safety and wellbeing of all students at our school. It provides an outline of the policies, procedures, actions and strategies that will be implemented to ensure that a child safe culture is championed and modelled at all levels of the College, to keep students safe from harm, including all forms of abuse in our school environment, on campus, online and in other locations provided by the College.

To demonstrate compliance with Guideline 6, and as a school-based RTO it has clear policies and procedures in place, enabled and supported by suitable governance and operational arrangements, which achieve the outcomes required for each Child Safe Standard and are appropriate for its student cohort and all premises where services are provided to persons under 18 years of age.

Melbourne Archdiocese Catholic Schools (MACS) has prescribed the following guidelines, policies, procedures and notices that Catholic Regional College Sydenham must implement:

- [Child Safety Code of Conduct](#)
- [Child Safety and Wellbeing Policy](#)
- [Child Safety and Wellbeing Procedures](#)
- [Child Safety and Wellbeing Recordkeeping Procedures](#)
- [Child Safety Recruitment Procedures](#)
- [Engaging Families in Child Safety Policy](#)
- [MACS Commitment to Child Safety](#)
- [PROTECT: Identifying and Responding to Child Abuse – Reporting Obligations Policy](#)
- [PROTECT Procedure – Informing staff of reporting obligations](#)
- [PROTECT Procedure – Police or DHHS Child Protection interviews at school](#)
- [PROTECT Procedure – Responding to all forms of child abuse](#)
- [PROTECT Procedure – Responding to offences under the Crimes Act 1958 \(Vic.\)](#)
- [PROTECT Procedure – Responding to Police and Child Protection requests for further information](#)
- [PROTECT Procedure – Responding to student sexual offending Reportable Conduct Policy](#)
- [Reportable Conduct Procedures](#)

## **Child Safe Standards and Operational Procedures (RTO-specific)**

CRCIT implements the following 11 Child Safe Standards in all RTO activities to ensure a child-safe culture for students under 18 years:

### **6.1 Child Safe Standard 1 – Culturally Safe Environment**

CRCIT establishes a culturally safe environment where the diverse and unique identities of Aboriginal children and young people are respected and valued.

Operational Procedures:

- **Staff Training:** All staff and RTO trainers receive cultural competency training during induction to understand and respect Aboriginal and Torres Strait Islander (ATSI) cultures. (Reference: CRC Sydenham [MACS] Engaging Families in Child Safety Policy; CRC Sydenham [MACS] Child Safety and Wellbeing Policy)
- **Access and Support Programs:** The College facilitates student access to programs and funding opportunities for Aboriginal and Torres Strait Islander students through MACS ATSI initiatives.
- **Cultural Acknowledgements and Symbols:**
  - Acknowledgement of Country is conducted at meetings, assemblies, and masses.
  - Aboriginal and Torres Strait Islander flags are displayed prominently at the College.
  - Indigenous iconography is incorporated throughout the College environment to celebrate and acknowledge culture.

### **6.2 Child Safe Standard 2 – Leadership, Governance, and Culture**

Child safety and wellbeing are embedded in organisational leadership and RTO governance.

Operational Procedures:

- RTO Manager ensures child safety policies are implemented and monitored.
- Leadership regularly communicates expectations regarding child safety to staff and contractors.
- Governance includes risk management, compliance checks, and reporting to MACS/VRQA.

### **6.3 Child Safe Standard 3 – Empowerment and Participation**

Children and young people are empowered about their rights, participate in decisions affecting them, and are taken seriously.

Operational Procedures:

- Students are informed of their rights in RTO courses.
- Mechanisms exist for students to provide feedback and raise concerns safely.

#### **6.4 Child Safe Standard 4 – Families and Communities**

Families and communities are informed and involved in promoting child safety and wellbeing.

Operational Procedures:

- Regular communication with parents/guardians about child safety measures in RTO programs.
- [Engaging Families in Child Safety Procedures](#)

#### **6.5 Child Safe Standard 5 – Equity and Diversity**

Equity is upheld, and diverse needs are respected in policy and practice.

Operational Procedures:

- Policies ensure access and support for students with additional needs or diverse backgrounds.
- Individual learning plans consider student needs while maintaining safety.

#### **6.6 Child Safe Standard 6 – Suitable and Supported Workforce**

People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

Operational Procedures:

- All RTO staff and third-party trainers must have valid Working with Children Checks (WWCC).
- All trainers/Assessors must have either VIT or PTT
- Mandatory ongoing training, and performance review processes embed child safety values.

#### **6.7 Child Safe Standard 7 – Child-focused Complaints**

Processes for complaints and concerns are child focused.

Operational Procedures:

- Clear reporting channels for students to raise concerns safely.
- Staff trained to respond to complaints promptly, confidentially, and appropriately.

#### **6.8 Child Safe Standard 8 – Staff Training and Awareness**

Staff and volunteers are equipped with the knowledge, skills, and awareness to keep children safe.

Operational Procedures:

- Mandatory training on child safety standards.
- Training includes identification of abuse, responding to disclosures, and prevention strategies.

#### **6.9 Child Safe Standard 9 – Safe Physical and Online Environments**

Physical and online environments promote safety and wellbeing while minimising harm.

Operational Procedures:

- All RTO premises are assessed for safety hazards.

## **6.10 Child Safe Standard 10 – Continuous Review and Improvement**

Implementation of Child Safe Standards is regularly reviewed and improved.

Operational Procedures:

- Annual review of child safety policies and procedures.
- Internal audits of compliance and corrective action plans implemented where necessary.

## **6.11 Child Safe Standard 11 – Policies and Procedures**

Policies and procedures document how the RTO is safe for children and young people.

Operational Procedures:

- This Child Safety Policy, along with related MACS and CRCIT procedures, documents all child safety arrangements.
- Policies are accessible to staff, students, and families, and form part of audit documentation

## **References for Further Guidance**

- Commission for Children and Young People (CCYP): [www.ccyp.vic.gov.au](http://www.ccyp.vic.gov.au)
- VRQA RTO Guidance for Child Safe Standards: [www.vic.gov.au/child-safe-standards-rtos](http://www.vic.gov.au/child-safe-standards-rtos)