



Australian Institute of
Technology Transfer



AITT Child Safe Policy

AITT RTO 50834

To provide a safe, supportive, and child-safe environment for all young people accessing its services, while meeting legislative and regulatory obligations under the Standards for RTOs 2025.

December 2025

V5.0

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Policy Title: AITT Child Safe Policy**Policy Owner:** Chief Executive Officer**Policy Version:** 5**Approval Date:** December 2025**Review Date:** December 2027**1. Purpose**

The purpose of this policy is to demonstrate AITT's strong commitment to providing a safe working and learning environment for management, employees, volunteers, and students.

This policy supports compliance with AITT's legal obligations under the Children's Protection Act 1993, including:

- Sections 8B-8D – Child safe environments and criminal history assessments for people working with children
- Section 11 – Mandatory reporting

This policy also complies with the Child Safe Environments: Principles of Good Practice and the Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children, as issued by the Chief Executive of the Department for Families and Communities.

2. Scope

This policy applies to all employees, volunteers, and students of AITT.

All students under the age of 18 years have the right to feel safe and be safe. AITT is committed to the safety and wellbeing of all young people accessing its services.

Qualification Code	Qualification Title
CHC30121	Certificate III in Early Childhood Education and Care
CHC50121	Diploma of Early Childhood Education and Care

3. Policy Statement

This policy was developed in collaboration with all stakeholders of AITT.

AITT takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with students under 18 years of age. This includes implementing a range of screening measures, including interviews and referee checks for all employees.

AITT conducts criminal history assessments for people working with children, as set out in Section 8B of the Children's Protection Act 1993. Criminal history

information is managed in accordance with the standards developed by the Chief Executive of the Department for Families and Communities.

All members of AITT are made aware of, and must abide by, all AITT policies. This policy is included in staff development and induction procedures.

4. Mandatory Reporting Obligations

All employees and volunteers understand their obligation to notify the Child Abuse Report Line (CARL) on 13 14 78 as soon as practicable if they have a reasonable suspicion of abuse.

AITT ensures that employees and volunteers are aware of how to make appropriate reports of abuse or neglect. Opportunities are provided for employees and volunteers to attend information sessions on mandatory reporting.

5. Awareness and Induction

AITT will ensure that everyone to whom this policy applies:

- Is aware of the policy
- Has had the opportunity to read the policy

This policy is included in the induction of all new staff members.

6. Related Policies

Related policies to this Child Safe Policy include:

- Code of Conduct
- Harassment and Bullying Policy
- Confidentiality Policy
- Individual Employment Contracts / Employment Arrangements

7. Monitoring and Review

This policy is monitored through:

- Staff induction and training processes
- Criminal history assessment processes
- Compliance monitoring and internal reviews

The policy is reviewed periodically to ensure continued compliance with:

- Legislative requirements
- Child safe environment obligations
- The Standards for RTOs 2025

8. Approval

Policy Title	AITT Child Safe Policy
Policy Owner	CEO – Hanif Kuthubutheen
Policy Version	5
Approval Date	December 2025
Review Date	December 2027
Approved By	CEO – Australian Institute of Technology Transfer (AITT)
Signature	 Hanif Kuthubutheen Chief Executive Officer AITT