



Australian Institute of
Technology Transfer



AITT Child Safe Environment Policy (South Australia)

AITT RTO [50834](#)

Setting out the child safe environment AITT provides in South Australia — the roles, responsibilities, screening, reporting and risk management that keep children and young people safe under the Children and Young People (Safety) Act 2017 and the Child Safety (Prohibited Persons) Act 2016.

September 2026

V1.3

Table of Contents

1. Purpose.....	3
2. Scope and Commitment.....	3
3. Legislative Framework.....	3
4. Engagement with Children, Young People and Families.....	4
5. Complaints, Concerns and Feedback.....	4
6. Code of Conduct.....	5
7. Recruitment, Supervision, Training and Support.....	5
8. Working with Children Checks.....	5
9. Reporting and Responding to Harm or Risk of Harm.....	6
10. Risk Management.....	7
11. Roles and Responsibilities.....	7
12. Related Policies and Procedures.....	8
13. Review and Compliance Statement.....	8
14. Definitions.....	8
15. Document History.....	9
16. Approval.....	10

Policy Title: AITT Child Safe Environment Policy (South Australia)

Policy Owner: Chief Executive Officer

Policy Version: 1.3

Approval Date: September 2026

Review Date: December 2027

1. Purpose

This policy provides information on the roles, responsibilities and the child safe environment provided by AITT under the Children and Young People (Safety) Act 2017 and the Child Safety (Prohibited Persons) Act 2016. It applies to all employees, volunteers and students of AITT. This policy was developed in collaboration with all stakeholders of AITT.

All students under the age of 18 years have a right to feel and be safe. AITT is committed to the safety and wellbeing of all children and young people accessing our services, and provides an environment where children and young people are protected and feel respected, valued and encouraged to reach their full potential.

2. Scope and Commitment

AITT is committed to the safety of children and young people, and believes the protection of children and young people is a shared responsibility and is the priority when delivering services to children and young people.

This policy applies to staff, employees, contractors, students, services working alongside AITT, volunteers, children, young people and families. All stakeholders of AITT are made aware of and must abide by all policies of AITT.

AITT is committed to diversity, inclusive practices and providing equity within our organisation regardless of children and young people's cultural heritage, socio-economic circumstances, sex, gender or abilities, with zero tolerance for harassment and bullying.

AITT and its staff will provide information regarding services that children and young people can access for support, including organisations, community services, phone helplines, online websites and medical facilities.

3. Legislative Framework

AITT's commitment complies with and is aligned to:

- Children and Young People (Safety) Act 2017 (SA)
- Child Safety (Prohibited Persons) Act 2016 (SA)
- Child Safety (Prohibited Persons) Regulations 2019 (SA)
- National Principles for Child Safe Organisations

- Standards for RTOs 2025 — Standard 4.3(2)(d), which requires risks to the safety and wellbeing of students under 18 to be identified and managed in accordance with the National Principles for Child Safe Organisations

On request, AITT will provide a copy of the organisation's child safe environment policy and procedures, in accordance with Chapter 8, section 114(5) of the Children and Young People (Safety) Act 2017. All stakeholders of AITT, including employees, volunteers and students, are given information regarding policies and procedures at induction or through the Student Handbook, where they can review them and are provided opportunities for clarification and understanding at any time.

4. Engagement with Children, Young People and Families

AITT is committed to engaging with children and young people, their families and stakeholders to ensure they understand their rights, the environment we will provide, what it means to feel safe, and what roles and responsibilities we have to ensure their voice is being heard.

Information on how feedback, concerns and complaints can be shared is provided at induction, and reminders are given throughout the relationship with AITT. Our engagement is based on individual needs, and on the understanding that everyone has the right to be heard and to feel valued.

5. Complaints, Concerns and Feedback

Children, young people and their families can make a complaint verbally to any AITT staff member by telephone on 08 8252 1455, in person at our Elizabeth SA office, or by email to training@aitt.com.au.

AITT encourages feedback and accepts concerns and complaints as opportunities to work with individuals to improve the child safe environment we provide. All complaints and feedback are dealt with promptly, sensitively and fairly.

Once a complaint or feedback has been made, the information is communicated by email to management for review. Management will follow up verbally with staff, children, young people or families for further details. Once the information has been discussed, communication is provided by email to all those involved and affected. A complainant is given the same respect and equitable opportunity as those who provide feedback.

Complaints and appeals from students are also managed under the AITT Student Complaints and Appeals Policy and recorded in the AITT Complaints and Appeals Register. Nothing in this policy limits or delays the reporting obligations set out below — where a complaint concerns harm or risk of harm to a child or young person, the reporting obligations take precedence and apply immediately.

6. Code of Conduct

AITT practices align with our code of conduct for working with children and young people. The code of conduct states the professional standards we adhere to, with a particular focus on professional boundaries when working with children and young people.

The code of conduct is shared at induction of employment and, on request, AITT will provide a copy to any stakeholder, including children, young people, volunteers and support services.

A breach of the code of conduct will be managed immediately, ensuring all voices are heard. Where it is identified that a breach occurred, documentation and a formal warning, or cessation of employment or engagement with AITT, will be implemented.

7. Recruitment, Supervision, Training and Support

AITT takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children and young people. We employ a range of screening measures, including job role commitment to a child safe and wellbeing environment, an in-depth interview with AITT management involving communication of information and behaviours related to child protection, and at least two reference checks.

AITT ensures that employees and volunteers are aware of how to make appropriate reports of harm or risk of harm. We provide opportunities for employees and volunteers to attend an information session on mandatory reporting. Access to further training and resources is provided on request and as professional development.

On-the-job supervision occurs regularly with a focus on child safety and wellbeing. Management supports discussions and follows up when presented with situations of concern, including support from the organisation's child safety officer.

Policies and procedures for record keeping, information sharing and reporting obligations are regularly reviewed, and roles and responsibilities — both individual and organisational — are shared at induction and accessible on request.

8. Working with Children Checks

AITT conducts assessments for people working with children as set out in the requirements of the Child Safety (Prohibited Persons) Act 2016, which requires that staff and volunteers hold a current, 'not prohibited' Working with Children Check issued by the DHS Screening Unit.

AITT verifies that new employees hold a current, not prohibited Working with Children Check before employing them to work with children and young people. For existing employees, AITT verifies that the Working with Children Check has been renewed every five years and that the status remains not prohibited.

Verification is carried out online through the Organisation Portal accessed via the DHS Screening Unit.

AITT will advise the Screening Unit where we become aware of certain information regarding any person involved with our organisation, including any serious criminal offence, child protection information, or disciplinary or misconduct information.

9. Reporting and Responding to Harm or Risk of Harm

Staff who work directly and indirectly with children and young people as students in VET training and delivery are mandated notifiers within AITT. Administration and records staff are also mandated notifiers, as they engage with children and young people throughout course enquiries, enrolment and resulting.

All mandated notifiers have a legal obligation to report a reasonable belief that a child or young person has been harmed or is at risk of harm. All other staff are encouraged to make voluntary reports about harm or risk of harm to a child or young person.

Once harm or risk of harm is identified, AITT will act as follows:

- Reports regarding the reasonable belief that a child or young person is, or may be, at risk of harm are made to the Child Abuse Report Line (CARL) on 13 14 78, or if at immediate risk, to South Australia Police (SAPOL) on 000. In cases involving Aboriginal children and young people, support is provided by Yaitya Tirramangkotti, an Aboriginal team, via the CARL number.
- The individual who identifies the harm or risk of harm is the person who makes the report to CARL or SAPOL. It is not reported internally for another staff member to determine whether it is a reportable matter.
- AITT will be guided by the relevant authority — the Department for Child Protection or South Australia Police — about how to proceed after a notification.
- The child safety officer and management are notified after the report to CARL or SAPOL regarding a child or young person receiving a service from the organisation.
- If a person in our organisation is reported to authorities for causing harm to a child or young person, they are removed from any role that involves children or young people.
- Documentation and records are kept of the report, findings, action taken and any further information relevant to the ongoing safety of all children and young people.
- All private and confidential records are stored within the AITT electronic system, with access restricted to approved management.
- AITT will continue to provide a service to the child or young person and their family, and monitor their circumstances.
- Staff, volunteers, children and young people and their families receive continual support and guidance once a report has been made, from the child safety officer and management, including support information outside AITT's scope.

10. Risk Management

AITT reviews the policies and procedures associated with providing a child safe environment to ensure risk management is embedded in our service practices.

Risks reviewed include, but are not limited to: the culture of the organisation not being child-safe focused; children and young people not feeling included; children, young people and their families not being supported to report concerns, complaints and feedback; children and young people not being supported when harm occurs; allowing a person to work with children or young people while a Working with Children Check is being processed; not allowing children and young people to participate in spiritual or religious practices that are important to them; supervision of children and young people; the physical environment; and protecting privacy and confidentiality.

These considerations are embedded in daily practice, and are reviewed and acted on when a situation arises that requires it. A risk assessment for child safe environments is completed when a risk or potential risk is identified, to ensure action is implemented for best practice.

Child safety risks are also recorded in the AITT Risk Register and managed under the AITT Risk Management Policy, which requires a documented risk assessment for students under 18 to be reviewed at least annually and whenever a new partnership, delivery location or training product is introduced.

11. Roles and Responsibilities

Chief Executive Officer

Owns this policy, ensures the organisation meets its obligations under the Acts, lodges the child safe environment compliance statement, and removes any person reported to authorities from roles involving children or young people.

Child Safety Officer

Supports staff when concerns arise, is notified after any report to CARL or SAPOL, and provides ongoing support to those affected.

All staff, contractors and volunteers

Hold a current, not prohibited Working with Children Check; understand and meet their reporting obligations; apply the code of conduct; and raise concerns without delay.

Management

Verifies Working with Children Checks before engagement and at renewal, provides supervision with a focus on child safety, and reviews and acts on concerns and complaints.

12. Related Policies and Procedures

Related policies and procedures to the child safe environment policy are as follows:

- AITT Code of Conduct
- Enrolment and parent consent — AITT Policy on Under-Age Enrolments and the AITT Enrolment Form
- Harassment and bullying — AITT Zero Tolerance Policy and AITT Student Code of Conduct
- Privacy and confidentiality — AITT Privacy Policy and AITT Records Management Policy
- AITT Child Safe Policy
- AITT Risk Management Policy
- AITT Student Complaints and Appeals Policy and Procedure

13. Review and Compliance Statement

AITT will evaluate and review this policy and the related procedures at a minimum of once every five years, as required by the Children and Young People (Safety) Act 2017, or earlier where other circumstances require a review.

AITT will lodge a new child safe environments compliance statement with the Department of Human Services each time this policy is reviewed and updated, including the date the policy was approved and the date the policy is next due for review.

14. Definitions

Child or young person	Persons under 18 years of age.
Complainant	A person who makes a complaint.
Environment	A place that is physically safe — in terms of structure, being free from threats of violence and similar — and a space that is safe figuratively, in terms of sharing experiences or information without fear of judgement.
Harm	Section 17 of the Children and Young People (Safety) Act 2017 defines harm to mean physical or psychological harm, whether caused by an act or omission, including harm caused by sexual, physical, mental or emotional abuse or neglect.
National Police Check	A summary of an individual's offender history in Australia and a record of their criminal history relating to convictions, findings of guilt or pending court proceedings. Available from South Australia Police (SAPOL) or organisations accredited by the Australian Criminal Intelligence Commission. It is an organisational decision whether a National Police Certificate is required for workers or volunteers; however, the organisation can no longer use it to assess whether a person is suitable to work or volunteer with children in South Australia. That must be determined by a valid, not prohibited Working with Children Check.

Parent or carer	Parent is defined in section 3 of the Act as a person having parental responsibility for the child or young person. This may therefore apply to persons other than the biological parent, such as persons exercising parental responsibility within the kinship group of the child or young person.
Working with Children Check	People working or volunteering with children in South Australia must, by law, hold a valid, not prohibited Working with Children Check. A Working with Children Check is an assessment of whether a person poses an unacceptable risk to children. As part of the process, the Screening Unit will look at criminal history, child protection information and other information.

15. Document History

Version	Approved	Change
1.0	December 2022	Original policy approved.
1.2	April 2023	Reviewed and updated.
1.3	September 2026	Re-issued in the AITT controlled document format with an approval block, footer and version control. Content carried across from v1.2 unchanged. Reference to Standard 4.3(2)(d) of the Standards for RTOs 2025 added, the complaints contact changed from a personal email address to training@aitt.com.au, and cross-references to the Risk Management Policy and the Student Complaints and Appeals Policy added.

16. Approval

Policy Title	AITT Child Safe Environment Policy (South Australia)
Policy Owner	CEO – Hanif Kuthubutheen
Policy Version	1.3
Approval Date	September 2026
Review Date	December 2027
Approved By	CEO – Australian Institute of Technology Transfer (AITT)
Signature	 Hanif Kuthubutheen Chief Executive Officer AITT