



Child Welfare and Protection Process

1. Purpose

1.1 The purpose of this Child Welfare and Protection Policy and Procedure is to ensure that the Royal Brisbane Institute of Technology (RBIT), as a registered provider of education and training to overseas students under 18 years of age, is committed to providing a safe, supportive, and inclusive environment with respect to National Code Standard 5.

1.2 Our goal is to prevent and respond to any instances of abuse, neglect, or harm towards our students and to support their overall well-being.

2. Policy

2.1 RBIT is dedicated to promoting and maintaining the welfare and protection of all students under 18 years of age enrolled in our programs.

2.2 RBIT will strive to meet all relevant Commonwealth, state, or territory legislation and other regulatory requirements relating to child welfare and protection.

2.3 RBIT will recognise our responsibility to safeguard their well-being and ensure that all staff, volunteers, and third parties engaged by our institution are aware of and adhere to the requirements and expectations outlined in this policy and related procedures.

2.4 Our Child Welfare and Protection Policy is guided by the following principles:

- The best interests of the child are always our paramount concern.
- All student have the right to be safe, respected, and protected from harm.
- Our institution is committed to providing a culturally sensitive, inclusive, and supportive environment for all students.
- We will maintain clear and transparent processes for reporting and responding to child welfare and protection concerns.
- All staff, volunteers, and third parties engaged by our institution will undergo appropriate screening, including working with children clearances (positive notice blue card) and criminal history checks, and to participate in regular child protection training.
- We will continually review and update our policies and procedures to ensure ongoing compliance with relevant legislation and best practices.
- Students will be provided age-and culturally-appropriate information on:
 - the 24 hours emergency contact information RBIT nominated Child Protection Officer (CPO)
 - seeking assistance and reporting any incident or allegation involving actual or alleged sexual, physical or other abuse.

3. Procedures

3.1 Child Protection Training and Awareness

- All staff including Trainers, volunteers, and third parties engaged by our institution will complete child protection training upon commencement .
- This training will cover relevant legislation, our Child Welfare and Protection Policy and Procedure, and appropriate reporting processes.

3.2 Reporting Child Welfare and Protection Concerns

- Staff, volunteers, and third parties are required to report any concerns about a student's welfare or safety, including any suspicion of abuse, neglect, or harm, to the designated CPO immediately.



- The CPO will assess the situation, gather relevant information, and determine the appropriate course of action, which may include: a. Referral to external support services or authorities, such as child protection services or the police. b. Collaboration with the student's parents or guardians. c. Implementation of internal support measures.
- Confidentiality must be maintained at all times, and information should only be shared with those who need to know to ensure the student's safety and well-being.

3.3 Responding to Child Welfare and Protection Concerns

1. The CPO will coordinate our institution's response to any child welfare and protection concerns in consultation with relevant staff members and external agencies as appropriate.
2. Our institution will provide appropriate support to the student, which may include counseling, academic adjustments, or other measures to promote their well-being and continued participation in our programs.
3. We will cooperate with any investigations by external authorities and implement any necessary changes to our policies and practices to prevent future incidents.

3.4 Review and Monitoring

1. Our institution will review and update our Child Welfare and Protection Policy and Procedure at least annually or as required by changes in relevant legislation or best practices.
2. The CPO will maintain a confidential register of all reported child welfare and protection concerns and their outcomes, which will be used to inform future policy and practice improvements.

3.5 Recruitment and Screening

1. Our institution will implement rigorous recruitment and screening processes for all staff, volunteers, and third parties engaged by our institution who will have direct contact with or responsibility for students under 18 years of age.
2. This includes verifying professional references, conducting criminal history checks, and obtaining working with children clearances (or equivalent) in accordance with jurisdictional requirements.
3. All staff, volunteers, and third parties will be provided with a copy of the Child Welfare and Protection Policy and Procedure and will be required to sign a declaration acknowledging their understanding and commitment to upholding the policy.

3.6 Communication and Collaboration with Parents and Guardians

1. Our institution will maintain open and transparent communication with the parents or guardians of students under 18 years of age regarding their child's welfare, protection, and well-being.
2. Parents and guardians will be informed of the Child Welfare and Protection Policy and Procedure upon enrollment and will receive regular updates on any changes or improvements to the policy.
3. In the event of any child welfare or protection concerns, our institution will make all reasonable efforts to involve and collaborate with the student's parents or guardians, unless doing so would put the student at further risk.

3.7 Creating a Safe and Supportive Environment

1. Our institution will foster a culture of safety and respect by promoting positive behavior and values, including empathy, diversity, and inclusion.
2. Staff, volunteers, and third parties will model appropriate behavior and interactions with students, and any form of harassment, discrimination, or abuse will not be tolerated.
3. Students will be provided with age- and culturally-appropriate information on their rights, responsibilities, and avenues for seeking help and reporting concerns.



3.8 Risk Management and Continuous Improvement

1. RBIT will conduct regular risk assessments to identify potential hazards and vulnerabilities in relation to child welfare and protection, and will implement appropriate measures to mitigate these risks.
2. We will monitor and evaluate the effectiveness of our Child Welfare and Protection Policy and Procedure, seeking feedback from students, staff, parents, and guardians to inform ongoing improvements.
3. RBIT is committed to continuous learning and development in the area of child welfare and protection, and will actively seek opportunities to engage with relevant experts, resources, and professional development programs.

By implementing this Child Welfare and Protection Policy and Procedure, our institution demonstrates its commitment to safeguarding the well-being of our overseas students under 18 years of age and ensuring their safety, support, and inclusion in our educational programs.

3.9 Reference

- [Child Protection Act 1999 \(Qld\)](#)
- [Working with Children \(Risk Management and Screening\) Act 2000 \(Qld\)](#)
- [Working with Children \(Risk Management and Screening\) Regulations 2020 \(Qld\)](#)
- [Resources and Publications from Department of Child Safety, Seniors and Disability Services](#)
- [The National Association for Prevention of Child abuse and Neglect \(NAPCAN\)](#)

4. Record-Keeping:

1. RBIT will maintain accurate and up-to-date records, evidence and related documents will be securely stored.
2. For any reports and case evidence relating to Child Abuse, RBIT will work and provide documents as instructed by the relevant authorities handling the case according to the law.