



Child Welfare and Protection Process

1. Purpose

This policy outlines RBIT's approach to safeguarding the welfare and protection of students under 18 years of age. It establishes principles, responsibilities, and processes to ensure compliance with:

- ESOS Act 2000
- National Code of Practice 2018 – Standard 5
- Relevant State/Territory Child Protection legislation
- 2025 Standards for RTOs

This policy supports a safe, supportive, and compliant environment for international students under 18 and should be read in conjunction with the policy: International Under 18 Welfare (CAAW) Procedure

2. Policy

2.1 Safeguarding Principles

RBIT is committed to:

- The safety, welfare, and best interests of students under 18
- Preventing harm, neglect, and exploitation
- Acting promptly on any concerns relating to student welfare
- Maintaining appropriate supervision and care arrangements
- Complying with all applicable legal and regulatory obligations

2.2. Roles and Responsibilities

2.2.1 RBIT (Provider)

RBIT will:

- Maintain appropriate systems to support student welfare and protection
- Ensure all accommodation and welfare arrangements are approved and monitored
- Maintain records of welfare arrangements and any incidents
- Ensure compliance with Standard 5 and relevant legislation
- Appoint a designated **Child Protection Officer (CPO)**

2.2.2 Child Protection Officer (CPO)



The CPO is responsible for:

- Overseeing child welfare and protection matters
- Receiving and assessing reports of concerns
- Coordinating internal response and escalation where required
- Liaising with external authorities when necessary
- Maintaining records of incidents and actions taken
- Undergoing Child Protection Training and awareness

2.2.3 Staff

RBIT ensures that **relevant staff are made aware of the Child Welfare and Protection processes**, including their responsibilities to:

- Identify potential risks or concerns
- Report concerns promptly to the CPO or designated officer
- Maintain confidentiality and professional conduct
- Support the safety and well-being of students

2.2.4 External Parties (Accommodation / Guardians)

RBIT requires that:

- All adults involved in student accommodation or welfare arrangements must be 21 years old and hold **valid Working with Children Checks (WWCC)** or equivalent
- Accommodation providers comply with relevant safety and child protection requirements
- Any concerns relating to student welfare are reported to RBIT immediately

3. Procedure

3.1 Incident Reporting

An incident may include (but is not limited to):

- Harm, abuse, or suspected abuse (physical, emotional, sexual, or neglect)
- Unsafe or inappropriate accommodation conditions
- Missing student or unexplained absence
- Serious behavioural concerns affecting safety
- Any situation posing a risk to the student's welfare

3.2 Reporting Process

- All concerns must be reported **as soon as practicable** to the CPO



- The CPO will assess the concern and determine appropriate action
- Where required, incidents may be escalated to external authorities
- All incidents and actions are documented and retained securely

3.3 External Reporting

Where required by law, RBIT will report matters to:

- Police
- Child Protection Authorities
- Relevant Government Agencies

RBIT will cooperate fully with all external investigations.

3.4 Risk Response and Escalation

RBIT will:

- Assess the level of risk associated with any reported concern
- Take immediate action where there is an **imminent risk to safety**
- Implement interim safety measures where required
- Review and monitor the situation until resolved

3.5. Student Support and Information

a) RBIT ensures that students under 18 are provided with:

- 24-hour emergency contact details (including the CPO)
- Information on how to report concerns or incidents
- Access to appropriate welfare and support services

b) Communication

Students will be informed of:

- Their rights and responsibilities
- Welfare arrangements
- Emergency procedures and support contacts

3.6 References

a) Related Regulations



- [National Code 2018 – Standard 5](#)
- [Child Protection Act 1999](#)

b) Related RBIT Process & documents

- RBIT Student Handbook
- General student support services: [Student Support and Wellbeing Policy](#)
 - ◊ with additional safeguards applied for students under 18.
- [International Under 18 Welfare \(CAAW\) Procedure](#)

4. Record-Keeping:

RBIT will:

- Maintain accurate and secure records of all welfare and protection matters
- Store records in accordance with regulatory and privacy requirements
- Retain records for a minimum of **2 years or as required by legislation**
- Ensure records are accessible for audit and regulatory review