

Child Safety Policy for TDP's Workshop and Events Updated November 2025

1. Purpose

To establish a safe environment for young participants attending workshops and events, both in Sydney and regional areas, ensuring compliance with NSW child protection laws and Department of Education standards.

2. Scope

This policy applies to all staff, contractors, and volunteers engaged in delivering workshops or associated activities involving young people aged 13–18.

3. Legislative Framework

Our policy adheres to the following key legislative and regulatory requirements:

- **Child Protection (Working with Children) Act 2012 No 51:** Mandates Working With Children Checks (WWCC) for all individuals in child-related work, including workshop staff and volunteers.
- **Children (Education and Care Services) National Law (NSW) – Section 162A:** Requires approved providers to ensure nominated supervisors and persons in day-to-day charge complete government-approved child protection training.
- **NSW Department of Education Child Protection Guidelines:** Provides direction on identifying and managing risk of harm concerns, including mandatory reporting obligations.

4. Staff and Consultant Requirements

4.1 Training

- **Mandatory Child Protection Training:** All staff and consultants must complete government-approved child protection training, such as CHCPRT025 or CHCPRT026, as per Section 162A of the Children (Education and Care Services) National Law (NSW).
- **Induction and Annual Refresher Training:** Staff must undergo induction training upon commencement and annual refresher courses to stay updated on child protection policies and procedures.

4.2 Working With Children Checks (WWCC)

- **Verification:** Ensure all staff and consultants have a valid WWCC clearance before commencing any work with young participants.
- **Ongoing Monitoring:** Regularly verify the status of WWCC clearances to maintain compliance.

4.3 Code of Conduct

All personnel must adhere to a strict code of conduct that includes:

- Maintaining appropriate physical and emotional boundaries with young participants.
- Avoiding one-on-one situations in private settings.
- Refraining from any form of physical or emotional abuse.
- Reporting any concerns or disclosures of abuse promptly.

5. Accommodation and Supervision

- **Accommodation Arrangements:** When providing overnight accommodation, ensure that appropriate adult supervision is in place, with clear policies on room assignments and staff-to-participant ratios.
- **Travel Supervision:** For participants traveling without a parent or guardian, assign designated staff members to supervise and support them throughout the journey.
- **Emergency Procedures:** Establish and communicate emergency procedures to all staff and participants, including contact information for local authorities and support services.

6. Reporting and Responding to Concerns

- **Mandatory Reporting:** All staff are required to report any suspicion or disclosure of child abuse or neglect to the NSW Child Protection Helpline (13 21 11) or local authorities.
- **Internal Reporting Protocols:** Establish clear internal procedures for reporting concerns, including designated safeguarding officers and confidential reporting channels.
- **Support for Affected Individuals:** Provide appropriate support and resources to participants who disclose abuse or express concerns, ensuring their safety and well-being are prioritized.

7. Monitoring and Review

- **Policy Review:** Conduct regular reviews of the child safety policy to ensure its effectiveness and compliance with current legislation.
- **Feedback Mechanisms:** Implement mechanisms for staff, participants, and families to provide feedback on child safety practices and report any concerns.
- **Continuous Improvement:** Use feedback and incident reports to inform ongoing improvements in child safety practices and policies.

Action Plan for Staff and external Consultants

1. Pre-Engagement

- **Verification of WWCC:** Ensure all staff and consultants have valid Working With Children Checks.
- **Completion of Training:** Confirm that all staff have completed the required child protection training.
- **Review of Code of Conduct:** Ensure all staff and consultants have read and understood the code of conduct.

2. During Engagement

- **Adherence to Policies:** Ensure all staff and consultants adhere to the child safety policies and procedures.
- **Supervision and Support:** Provide ongoing supervision and support to staff and consultants, ensuring they have the resources needed to maintain a safe environment.

3. Post-Engagement

- **Debriefing:** Conduct debriefing sessions with staff and consultants to discuss any concerns or incidents.
- **Incident Reporting:** Ensure all incidents are reported and documented according to internal procedures.
- **Feedback Collection:** Collect feedback from staff, consultants, and participants to identify areas for improvement.