



CHILD SAFE STANDARDS

POLICY AND PROCEDURES – STUDENT HANDBOOK

MultiSkills Training

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PURPOSE

MultiSkills Training has a ZERO Tolerance to child abuse and is responsible for ensuring that all students can participate in an environment that is not only engaging but safe in all aspects of its operations.

This handbook has been specifically designed to assist any under aged student enrolled with MultiSkills Training who may be the victim of child abuse.

Should you be in immediate danger:

CONTACT

VICTORIA POLICE

000 or contact your local police station

OR

DHHS CHILD PROTECTION

AREA

North Division 1300 664 9777

South Division 1300 655 795

East Division 1300 360 391

West Division (Rural) 1800 075 599

West Division (Metro) 1300 664 9777

AFTER HOURS

After hours, weekends, public holidays 13 12 78

OR

CHILD FIRST

www.dhs.vic.gov.au

Also, please contact MultiSkills Training personnel that have been appointed to assist you, their details are on the next page.

CHILD SAFETY OFFICER

MultiSkills Training has appointed several personnel that you can contact should you be the victim of abuse.

Role/Decision/Action	Responsibility	Conditions and limitations
Responding to and reporting suspected child abuse. Coordinates personnel and relevant agencies	Chelsea Skinner - Director / Chief Operating Officer 1800 754 557	First point of contact in all instances
Establishing processes for responding to and reporting suspected child abuse	Graham Bowman – CEO 1800 754 557	Alternative point of contact
Implementation of Child Safe Standards by the RTO	Simon Cochaud - Compliance Manager 1800 754 557	Alternative point of contact

PRIVACY

Any information you provide is kept private and can only be disclosed to relevant government agencies in accordance with prevailing legislation, regulations, standards and codes of practice:

- *Child Wellbeing and Safety Act 2005* (Vic);
- *Crimes Act 1958* (Vic);
- United Nations Convention on the Rights of the Child;
- Victorian Charter of Human Rights and Responsibilities;
- Victorian Child Safe Standards; and
- *Working with Children Act 2005* (Vic).

The following section has been sourced from the *Victorian Department of Health and Human Services*.

DEFINITION OF CHILD ABUSE

Child abuse is an act by parents or caregivers which endangers a child or young person's physical or emotional health or development. Child abuse can be a single incident, but usually takes place over time.

In Victoria, under the Children Youth and Families Act 2005 a child or young person is a person under eighteen years of age.

TYPES OF ABUSE

PHYSICAL ABUSE

Physical abuse occurs when a child suffers or is likely to suffer significant harm from an injury inflicted by a child's parent or caregiver. The injury may be inflicted intentionally or may be the inadvertent consequence of physical punishment or physically aggressive treatment of a child. The injury may take the form of bruises, cuts, burns or fractures.

SEXUAL ABUSE

Sexual abuse occurs when a person uses power or authority over a child to involve the child in sexual activity and the child's parent or caregiver has not protected the child. Physical force is sometimes involved. Child sexual abuse involves a wide range of sexual activity. It includes fondling of the child's genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or other object, or exposure of the child to pornography.

EMOTIONAL ABUSE

Emotional Abuse occurs when a child's parent or caregiver repeatedly rejects the child or uses threats to frighten the child. This may involve name calling, put downs or continual coldness from the parent or caregiver, to the extent that it significantly damages the child's physical, social, intellectual or emotional development.

NEGLECT

Neglect is the failure to provide the child with the basic necessities of life such as food, clothing, shelter, medical attention or supervision, to the extent that the child's health and development is, or is likely to be, significantly harmed.

The Standards seek to create a culture and environment that is supportive and protective of children and young people under the age of 18, in addition to your organisation's policies and procedures. The Standards are minimum Standards. The Standards should reinforce each other rather than be considered as separate individual areas.

FOCUS

A particular focus for the Standards is recognition that children or young people under the age of 18 from some groups are at a higher risk of abuse than others. As such, each of the Standards must also be understood and applied in the context of:

- The cultural safety of Aboriginal children and young people under the age of 18
- The cultural safety of children and young people under the age of 18 from a culturally and/or linguistically diverse background
- The safety of children and young people under the age of 18 with a disability.

The following information has been sourced from the Victorian Department of Education and Training (*Guidance for TAFEs and Registered Training Organisations in meeting the Standards*).

FURTHER SUPPORTS

Department of Education and Training:

Web: <http://www.education.vic.gov.au/about/programs/health/protect/Pages/default.aspx>

Email: child.safe.schools@edumail.vic.gov.au

The Commission for Children and Young People:

Web: childsafestandards@ccyp.vic.gov.au

Email: <http://www.ccyp.vic.gov.au/child-safe-standards.htm>

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