

# RTO Child Protection Policy



## 1. Purpose

To provide a safe, inclusive, and supportive environment for all children under 18 years of age who engage in our programs and our services. This policy outlines our commitment to the protection of children and young people from harm, abuse, and neglect in accordance with the Child Protection Act 1999 (Qld).

## 2. Definitions

**Child or Children** means any individual under the age of 18.

**Child Abuse** means any form of physical, emotional, sexual, or psychological harm inflicted on a child.

**Neglect** means failure to provide necessary care, supervision, or protection for a child's safety and wellbeing.

**Mandatory Reporting** means the legal requirement to report certain types of abuse or neglect to child protection authorities.

## 3. Policy statement

### Commitment to Child Safety

Racing Queensland is committed to:

- Ensuring the safety and well-being of all children participating in our training programs.
- Promoting the rights of children and protecting them from harm, abuse, and neglect.
- Creating an inclusive training and assessment environment where children feel valued, safe, and supported.
- Providing support to child students to enable them to successfully participate in selected training programs.

### Responsibilities

Training staff may come into contact with children during the delivery of training and assessment services. We have a responsibility to the children who come into contact with our staff and the families of those children to ensure that children are protected from any type of abuse.

Racing Queensland is committed to protecting the welfare of children and young people, ensuring that their safety, rights, and wellbeing are safeguarded at all times.

All staff members must uphold the highest standards of behaviour and take immediate action to report and prevent any form of child abuse or misconduct.

All staff must maintain professional boundaries and appropriate behaviour in interactions with children.

All staff must comply with the *Child Safe Code of Conduct*.

### Staff recruitment and training

Any person convicted of a sex offence will not be permitted to either work or seek work in a position with Racing Queensland where that person's duties will potentially involve direct contact with children and where that contact is unsupervised.



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All trainers who work directly with children, need to provide a current *Working with Children Check relevant to the state they are training in*, and these will be reviewed annually to ensure they remain current.

Child protection and safeguarding topics are included in the staff induction, including recognising signs of abuse, reporting procedures, and behaviour expectations.

All employees and contractors must agree to the *Child Safety Code of Conduct* and sign the Code of Conduct as a condition of their engagement or employment.

## Child protection - behavioural guidelines

Racing Queensland staff will:

- Treat every child with dignity and respect regardless of individual differences.
- Conduct themselves in a manner consistent with their position as a representative of our organisation.
- Promote child safety and wellbeing.
- Immediately raise any concerns for the safety or wellbeing of a child in accordance with our reporting procedures (see next section).
- Listen to children, take their concerns seriously and allow them to have a say in the decisions that affect them; and
- Avoid being alone with children and ensure that other adults are present when working around children.

Racing Queensland staff will not:

- Use prejudice, oppressive behaviour or language with children.
- Discriminate on the basis of age, gender, race, culture, vulnerability or sexuality.
- Initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves.
- Develop 'special' relationships with specific children for their own needs.
- Show favouritism through the provision of gifts or inappropriate attention; and
- Have contact with children outside of Racing Queensland duties.

## How to recognise abuse in children

The following are the general indicators of child abuse and neglect that may be observed. It should be noted that the presence of one or more of these indicators does not by itself prove child abuse, but it may alert you to the possibility of child abuse.

- A child or young person tells you that he or she is being abused or hurt.
- You notice sudden or unexplained changes in mood or behaviour of a child or young person.
- You notice frequent or unexplained bruises or injuries on a child or young person.
- You see a child or young person with low self-esteem.
- You see a child or young person with poor hygiene.
- You notice that a child or young person becomes withdrawn or unresponsive.
- You notice a child or young person with a lot of exaggerated fears.
- You notice that a child or young person seems to lack trust in familiar adults.
- You notice that a child or young person has serious difficulties relating to peers and/or adults.
- You see a child or young person who is always angry or aggressive.
- You find out that a child or young person has difficulty sleeping and experiences nightmares.
- You notice a child or young person experience a change in eating patterns.



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## Reporting

All allegations of child abuse or neglect will be taken seriously. Any suspicion, allegation, or disclosure of child abuse must be reported immediately to the Executive Manager to report to the CEO.

## Complaints Handling

Information on our complaint handling processes is provided to children and young people in the *Student Handbook* and in our Complaints Handling Policy and Procedure. Complaints are taken seriously and responded to promptly and thoroughly.

The complaints handling policy prioritises the safety and wellbeing of children and young people and recognises the role of families and communities in understanding and using the policy. Children and young people may engage a support person, family member or carer to assist them in making a complaint.

Where a complaint relates to alleged criminal or illegal activity (e.g. sexual or physical abuse of a child) and it is considered outside the scope and expertise of Racing Queensland to investigate the matter, Racing Queensland will report these allegations to law enforcement authorities.

## Privacy and Confidentiality

All reports and documentation related to child protection cases must be kept secure and confidential. Only individuals directly involved in a case should have access to relevant information. Records will be maintained following data protection laws and kept secure.

## 4. References & Related Documents

Document	Document
Child Protection Act 1999	Talent Acquisition Guideline
Child Safe Code of Conduct	Student Handbook
Complaints & Appeals Procedure	Complaints & Appeals Policy
Student Support & Wellbeing Procedure	Student Support & Wellbeing Policy
Behaviour & Misconduct Procedure	Behaviour & Misconduct Policy

## 5. Version History

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V01	25/09/2025	Compliance Officer	Re-Design to meet new Child Protection Standards
V01.1	18/12/2025	Compliance Officer	Minor update to referencing

