

Child Safety and Wellbeing Procedures

1. COMPLIANCE OBLIGATION SUPPORTED

[Child Safety and Wellbeing Policy](#)

[Working With Children \(Screening\) Act 2004 \(WA\)](#)

[Parliamentary Commissioner Act 1971 \(WA\)](#)

[National Principles for Child Safe Organisations](#)

2. PROCEDURAL DETAILS

2.1. In the event of an emergency or imminent threat to the safety of a child, follow the [University emergency processes](#).

2.2. Child safety education, training and communication

2.2.1. The University will provide education and training to employees, University Associates and other parties in relation to child safety, conduct and behaviour, including:

- (a) [Work Essentials mandatory training](#) on the University's Code of Conduct and Health and Safety;
- (b) Research Integrity Training; and
- (c) for the National Principles for Child Safe Organisations:
 - (i) training determined as mandatory by Deputy Vice-Chancellor Research for researchers whose research project involves contact with children, and employees, students and University Associates whose activities under a project involve contact with children; and
 - (ii) opt-in training for employees in relevant support areas, including Research Integrity; Risk, Compliance and Audit; Legal Services; and Office of the Academic Registrar.

2.2.2. Employees, University Associates and other parties assigned mandatory training are responsible for completing assigned training, and non-completion of training will be automatically escalated to line management for remedial action.

2.2.3. Manager Research Integrity will provide an annual report to the Deputy Vice-Chancellor Research on any non-completion of mandatory training for National Principles for Child Safe Organisations for remedial action.

2.3. Risk assessment, management and mitigation of child safety risks

2.3.1. Risk, Compliance and Audit will ensure operational risk registers for relevant areas include mandatory consideration of child safety risks and as appropriate, required controls and treatment action plans.

2.3.2. Researchers for research projects that will or are likely to involve contact with children will undertake a child safety risk assessment in accordance with section 2.5 (Child safety in research).

2.4. Child safety in recruitment and employment

2.4.1. People and Culture will undertake screening and pre-employment checks of candidates, including checks in accordance with the [Working With Children Check Procedures](#) and [National Police Check Assessment Procedures](#).

2.4.2. People and Culture will ensure that recruitment advertising states that screening and pre-employment checks, including in regard to child safety where appropriate, will be undertaken prior to selection and appointment.

2.5. Child safety in research

2.5.1. Researchers will, for each research project, consider during the research initiation phase whether the project is likely to have contact with children (whether face-to-face, online or via any other means).

- 2.5.2. If the researcher identifies that a research project will or is likely to have contact with children– whether during the research initiation phase or at any subsequent time – they:
- (a) will complete the Research Initiation Guide (RIG); and
 - (b) within four weeks, will submit a risk assessment that considers and addresses child safety risks for approval by the relevant line manager.
- 2.5.3. The researcher will use the approved risk assessment to manage and mitigate child safety risks. Over the life of the research project, the researcher will annually (i) review the risk assessment (to ensure that risks are being appropriately managed and that treatment action plans have been completed) and (ii) re-submit the risk assessment to the relevant line manager.

2.6. **Child safety where Curtin is not the sole funding organisation**

- 2.6.1. Employees, University Associates and students will, when participating in research activities where Curtin is not the sole funding organisation, comply with all relevant research ethics and compliance obligations for child safety, including those required by and agreed with partners and funding bodies.

2.7. **Child safety in procurement**

- 2.7.1. As part of the procurement planning phase and in accordance with the [Procurement Procedures](#), employees will undertake due diligence to ensure that prospective suppliers do not have an unacceptable track record on child safety. Further, suppliers may be required to demonstrate commitments to child safety consistent to those of the University.

2.8. **Reporting**

- 2.8.1. Any individual can make or provide a report, complaint, allegation or expression of concern in relation to child safety through the [Integrity and Standards Unit](#).
- 2.8.2. Employees and any person engaged by the University who provides services to children will, in accordance with the [WA Ombudsman's Reportable Conduct Scheme](#), report reportable conduct via the [University's Complaints Portal](#). Reportable conduct includes reportable convictions and reportable allegations (any information that leads a person to form the belief on reasonable grounds) in relation to:
- (a) Sexual offences (against, with, or in the presence of a child);
 - (b) Sexual misconduct (against, with, or in the presence of a child);
 - (c) Physical assault (against, with, or in the presence of a child).
- See the [WA Ombudsman's website on Reportable Conduct Scheme](#) for further details.
- 2.8.3. The University will take action and investigate reportable conduct, as required, to the WA Ombudsman, per the Reportable Conduct Scheme.
- 2.8.4. Risk, Compliance and Audit will report on child safety matters (including reportable conduct) to regulatory bodies (including the Corruption and Crime Commission, Public Sector Commission, WA Ombudsman, WA Police, and relevant grant bodies) as required.
- 2.8.5. Risk, Compliance and Audit will analyse reports, complaints, allegations and expressions of concern to identify trends to be reported to the University governance bodies.

3. **RESPONSIBILITIES**

Responsibilities are as set out in Section 2.

4. **SCOPE OF PROCEDURES**

These procedures apply to the University community, including Council members, students, employees, University Associates, Curtin controlled entities, and all persons participating in University business or activities, including whether as a visitor, service provider, contractor or volunteer.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Child/Children

Person under eighteen years of age.

6. SCHEDULES

Nil

7. RELATED DOCUMENTS/LINKS/FORMS

- [University emergency processes](#)
- [WA Ombudsman's Reportable Conduct Scheme](#)
- [Working With Children Check Procedures](#)
- [National Police Certificate Assessment Procedures](#)
- [Procurement Procedures](#)
- [Curtin University's Integrity and Standards Unit website](#)
- [Staff Portal webpage on Work Essentials mandatory training](#)
- [Complaints Portal](#)

Policy Compliance Officer	Melinda Simpson , Director Health & Safety
Policy Manager	Chief Operating Officer
Approval Authority	Chief Operating Officer
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REVISION HISTORY *(filled out by Risk, Compliance and Audit)*

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes & Notes
New	Approved	10/08/2023	Chief Operating Officer	EM2320	