

# 02.33 - Care and Supervision of Young People Policy

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## Purpose

The provision of appropriate care and supervision of children and other young people that AGA have responsibility for as part of their operations.

It is acknowledged that AGA has a responsibility for the care and supervision of all people that they employ, train or supervise. It is recognised, however, that children and other young people have specific needs in addition to this general duty of care. AGA is committed to the protection of children and implementation of the Victorian Child Safe Standards.

To assist in achieving the purpose of this policy a child is defined as a person under the age of 18 and a young person is defined as being over the age of 18 and under 21.

## Policy Objectives

AGA is committed to continuous improvement in the employment, training and supervision practices for children and other young people.

It is the policy of AGA that:

- A Code of Practice for the Care and Supervision of Young People is implemented and maintained for providing guidance to management and staff on appropriate behavior with children and other young people
- The Code of Practice contains a Child Safe Statement providing a commitment to child safety and the prevention of child abuse
- This policy and the Code of Practice and other pertinent information is communicated to relevant staff, contracted trainers and other interested parties
- This policy and the Child Safe Statement are maintained on the organisation's web site
- Competencies are developed and maintained for employees with roles and responsibilities for the effective implementation of the Code of Practice
- Relevant documents, records and data are created and maintained for the effective implementation and compliance with the Code of Practice
- Senior management implement a periodic review of the management systems for providing care and supervision to children and other young people so that they remain effective and appropriate

**Responsibility: CEO**

## Code of Practice and Child Safe Statement

A Code of Practice for the Care and Supervision of Young People and a Child Safe Statement are to be developed, maintained and reviewed periodically to ensure they remains appropriate and effective. The review is to be conducted in consultation with interested parties.

**Responsibility: GM Employment, Development and Projects and GM Training, Development and Risk**

## Instruction in Code of Practice and Statement

Staff and other relevant parties with responsibility for the care and supervision of children and young people are to be provided information and instruction in the requirements of the Code of Practice and Statement. They are to be advised of any amendments or additional requirements and any other pertinent information.

***Responsibility: GTO Manager and Training Operations Manager***

## Implementing Code of Practice and Statement

Staff and other relevant parties with responsibility for the care and supervision of children and other young people are required to implement the requirements of the Code of Practice and Statement.

The Code is applicable to any child or young person being employed, trained or being supervised by AGA staff or person being contracted to provide these services on behalf of AGA.

***Responsibility: All fulltime staff and contracted staff***

## Relevant Documents, Records and Data

Documents, records and data that are required for the effective implementation of the policy shall be identified, developed or created. Records and data will be maintained to demonstrate compliance with the policy requirements and for a process of review and continual improvement.

***Responsibility: GM Employment, Development and Projects and GM Training, Development and Risk***

## Management Review

Senior management will review the continuing suitability, adequacy and effectiveness of the arrangements for the care and supervision of children and other young people.

The review will include, and change where appropriate, the policy, Code of Practice, Child safe Statement, management systems and other elements in response to changing circumstances and a commitment to continual improvement.

***Responsibility: GM Employment, Development and Projects and GM Training, Development and Risk***

### Reference Documents

Child Safe Statement

Code of Practice for the Care and Supervision of Young People Victorian Child Safe Standards

**Policy Approved by:** General Manager - Training, Development and Risk

**Distributed to:** All sites via the Intranet (<https://intranet.intowork.com.au>)