

TODAY'S STUDENTS TOMORROW'S LEADERS

VICTORIAN WORKPLACE MENTORING PROGRAM 2020

Tuesday 10 March - Friday 26 June, 2020

A workplace education and employability skills program by **Girledworld Pty Ltd** (ABN 49 615 613 388 / ACN 615 613 388) sponsored by the Victorian State Government, participating Victorian businesses, and registered schools and enrolled students across the State of Victoria. (Please note [girledworld Pty Ltd](#) is the primary organisation responsible for design and delivery of this [Victorian activation](#).)

CHILD WELLBEING & SAFETY ACT

At girledworld, children and young people's safety and well-being is at the forefront of our award-winning work across national educational program design and delivery, because we know that children and young people learn and thrive when they *feel* safe - and *are* safe.

All of our educational programs, activations, events and workshops comply with the *National Principles for Child Safe Organisations*, the [Child Wellbeing and Safety Act](#) (2005) and all our facilitation team members have valid [Working With Children Checks](#) (WWWC Victoria).

We also undertake all due diligence in ensuring our risk management processes for student and school placements at partner organisation and host companies comply with the [Child Well-Being & Safety Act](#) (2005), and [The Child Safe Standards](#).

RISK MANAGEMENT APPROACH

The risk management process for the **girledworld Workplace Mentoring Program 2020** is outlined below:

Participating Schools and Participating Students

1. In meeting [The Child Safe Standards](#) (via the [requirements of Ministerial Order No. 870](#)), participating schools must take into account their additional responsibilities to enrolled

students outside of the school's main campuses (including when on placement at host companies as part of the *girledworld Workplace Mentoring Program 2020*).

2. Student participants will be required to obtain and submit an excursion form (signed by an authorised parent or guardian) to their school, as per standard school excursion policies, and will undertake registered *girledworld Workplace Mentoring Program 2020* placements accompanied by a nominated school representative who will remain with them whilst onsite at Victorian host companies.
3. Schools have a responsibility to nominate a teacher/school supervisor who will attend the host workplace with students on placement day, and for the entire duration of the placement, to ensure students have a school supervisor present at the host company at all times.
4. Students will be in a group environment at all times throughout the *girledworld Workplace Mentoring Program 2020* host company and organisation placement visits. This ensures students will not be in an unsupervised, one-on-one environment with organisational representatives at any stage throughout the host placement, and students are placed in groups of a minimum of 5 to a maximum of 50 students.
5. Upon arrival to the host workplace, the nominated accompanying teacher/school supervisor will sign in to the workplace upon arrival, and be familiarised with basic OH&S requirements for the host company to ensure they are compliant with all known OH&S risks and considerations whilst onsite at the host company.
6. Girledworld will provide participating schools with a *girledworld Workplace Mentoring Program 2020* excursion risk management matrix to ensure provision of relevant risks to nominated school supervisors.

Participating Organisations and Host Companies

1. Participating organisations and host companies in the *girledworld Workplace Mentoring Program 2020* are required to be aware of their obligations under the *Child Safety Act (2005)* and *The Child Safety Standards*, to ensure that all host workplaces are safe environments for youth participants. For an overview of *The Child Safety Standards*, it is recommended that all host organisations watch this [video](#) prior to students placements on-site. A more detailed video can be viewed [here](#).

Note: *The Child Safety Standards* recognise that all host organisations are different, and that the *girledworld Workplace Mentoring Program 2020* will provide various programs, skill-building activities and host company employee / student mentorship, which will result in varying degrees of supervised group interaction with children. Therefore, *The Child Safety Standards* are not proscriptive, and can be applied flexibly.

2. A nominated host company or organisation key contact will be required to obtain a valid Victorian WWCC under the *Working with Children Act (2005)*. This WWCC is free of charge for “volunteer” status and can be applied for [here](#). Only the key contact at the host company or organisation needs to obtain or provide the valid WWCC.

Note: There are several scenarios in the *Working with Children Act (2005)* where those doing child-related work are exempt and don't need a Check. To see what's defined as

child-related work, see the [when you need a Check](#) page. (Note that these exemptions don't apply if you've previously failed the Check and been given a Negative Notice.)

3. The primary organisation or host company representative/s will provide the nominated school supervisor/teacher with basic workplace induction and familiarisation with standard OH&S procedures upon arrival at the host company or organisation venue.
4. The host company or organisation representative will supply a representative from girledworld Pty Ltd and the participating school nominee / teacher with the *girledworld Workplace Mentoring Program 2020* host company placement agenda / itinerary, which will be provided to schools prior to their placement visit.
5. Organisations can be asked to provide proof of insurance to girledworld Pty Ltd representatives and participating schools upon request.

REFERENCES + RESOURCES

1. *Child Safe Standards* - Links to more information

https://www.youtube.com/watch?time_continue=7&v=vR4_Ak7dxuo&feature=emb_logo

https://www.youtube.com/watch?time_continue=6&v=YJBD_LSU5nQ&feature=emb_logo

2. *Child Wellbeing and Safety Act 2005* (Victoria)

http://www.austlii.edu.au/cgi-bin/viewdoc/au/legis/vic/consol_act/cwasa2005218/s1.html

3. Compliance with *Child Safe Standards*

[Child Safe Standards](#) aim to:

- promote the safety of children
- prevent child abuse
- ensure organisations and businesses have effective processes in place to respond to and report all allegations of child abuse.

All organisations working with children must take steps to prevent abuse. They cannot assume that child abuse does not, and cannot, happen within their organisation.

The standards are a result of recommendations of the Betrayal of Trust inquiry and evidence of what works to prevent child abuse.

The Child Safe Standards (the Standards) are compulsory minimum standards for all organisations that provide services to children including Victorian schools. The aim of the Standards is to ensure organisations are well prepared to protect children from abuse and

neglect. It is recognised that many schools will have existing policies and procedures that aim to keep children safe.

The Standards provide a framework to identify gaps and improve policy and practices around child safety. On 26 November, 2015, the Victorian Parliament passed the [Child Wellbeing and Safety Amendment \(Child Safe Standards\) Bill](#) (2015), which amended the *Child Safety and Wellbeing Act 2005* to introduce the [Child Safe Standards](#) that would apply to all organisations involved in child-related work in Victoria.

[The Victorian Registration and Qualifications Authority](#) (VRQA) as regulator for all Victorian schools has responsibility for ensuring compliance with the *Child Safe Standards* in schools. The Standards* are:

Standard 1: Strategies to embed an organisational culture of child safety

Standard 2: A child safety policy or a statement of commitment to child safety

Standard 3: A Child Safety Code of Conduct

Standard 4: Screening, supervision, training and other human resources practices that reduce the risk of child abuse

Standard 5: Procedures for responding to and reporting suspected child abuse

Standard 6: Strategies to identify and reduce or remove risks of child abuse

Standard 7: Strategies to promote child participation and empowerment.

**The Standards apply to all organisations that provide services to children.*

4. Ministerial Order 870 - Relevant to Schools

<https://www.vrqa.vic.gov.au/childsafepages/documents/Min%20Order%20870%20Child%20Safe%20Standards.pdf>

Ministerial Order 870 - [Child Safe Standards](#) - Managing the Risk of Child Abuse in Schools provides guidance on how the Standards apply to a school setting. It came into effect on 1 August 2016.

To implement the minimum Standards for maintaining 'child-safe environments' for all organisations with direct (and regular) contact with children, in accordance with the Order, school governing authorities must comply with the following as outlined: <https://www.vrqa.vic.gov.au/childsafepages/documents/Min%20Order%20870%20Child%20Safe%20Standards.pdf>