

## AGTV Child Safety and Wellbeing Policy

Endorsed by the Committee on 24 June 2024

### Acknowledgement of Country

The AGTV respects Aboriginal and Torres Strait Islander children and young people and their families and recognises their ongoing connection to Country, waters, culture and community. We pay our respects to Elders past and present. We support the reclamation and revitalisation of First Nation languages.

**The AGTV is committed to child safety and has zero tolerance of child abuse and racism.**

### About the AGTV

The Association of German Teachers of Victoria Inc. (AGTV) was founded in 1979 to support the teaching and learning of German. We are a not-for-profit incorporated Association, A00247J. The AGTV is led by an elected volunteer Committee. We do not have an office.

The AGTV is also a registered Student Exchange Organisation (SEO) with the VRQA.

Our main work is organising in person and online professional development for teachers of German, developing materials for teachers and students, advocating for the learning of German, and providing learning opportunities for students of German.

### About our Services for Children and Young People

The Committee provides public access to information and materials on AGTV websites and other digital platforms for students learning German. From time to time, the Committee may host webinars or in person events for students, usually for senior students of German.

Students learning German at AGTV member schools may enter a range of competitions run by the AGTV, usually involving teachers submitting their entries, or students attending an event with their classroom teacher or parent/guardian.

The AGTV is a registered SEO and the Committee coordinates the AGTV-BJR Student Exchange, an approximately 10-week reciprocal exchange program, involving the direct match of students in the state of Bavaria (Germany), with students learning German in AGTV member schools in Victoria.

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| <b>Policy title</b>                            | <b>AGTV Child Safety and Wellbeing Policy</b>  |
| <b>Purpose</b>                                 | <p>The AGTV Child Safety and Wellbeing Policy (Policy) describes how the AGTV prioritises the safety and wellbeing of children and young people we have contact with, provide services for, or are impacted by our work.</p> <p>This Policy outlines how we will meet the Child Safe Standards and Child Wellbeing and Safety Act 2005, and our registration with the Victorian Registration and Qualifications Authority (VRQA) as a Student Exchange Organisation (SEO).</p> <ul style="list-style-type: none"> <li>• <a href="https://www.legislation.vic.gov.au/in-force/acts/child-wellbeing-and-safety-act-2005/043">https://www.legislation.vic.gov.au/in-force/acts/child-wellbeing-and-safety-act-2005/043</a></li> </ul>   |
| <b>Statement of commitment to child safety</b> | <p>The AGTV is committed to child safety and wellbeing of children and young people of all backgrounds, cultures, genders, sexualities, bodies and abilities. We aim to foster a culturally safe, child safe and child friendly environment for all children and young people we have contact with, provide services for, or who are impacted by our work. We will respect their views, listen to their concerns, and take action in response to their concerns.</p> <p><b>The AGTV is committed to child safety and has zero tolerance of child abuse and racism.</b></p>   |
| <b>Scope</b>                                   | <p>This Policy applies to all members of the AGTV, volunteers, third party personnel, and other individuals 18+ involved with the services or support we provide directly or indirectly for children and young people both in person and online.</p>   |
| <b>Responsibilities</b>                        | <p>The Committee is responsible for all activities of the Association involving children and young people and the implementation and review of this Child Safety and Wellbeing Policy and other related policies and procedures.</p> <p>The President and two Vice-Presidents are responsible for maintaining the:</p> <ul style="list-style-type: none"> <li>• Critical Incidents register</li> <li>• Complaints and Appeals Register</li> <li>• AGTV Risk Management Plan (incl. child safety and AGTV BJR Risk Management Plan)</li> </ul> <p>The AGTV Coordinator of the AGTV BJR Student Exchange is responsible for coordinating the exchange program with the support of the BJR subcommittee.</p> <p>The AGTV Coordinator maintains:</p> <ul style="list-style-type: none"> <li>• the Local Area Coordinators register</li> <li>• the School Liaison Officers register</li> <li>• Register of Host Families</li> <li>• the Attendance at Training register</li> <li>• an Exchange Incident register for the exchange and reports on incidents to the Committee</li> <li>• the VRQA Outbound Exchange Student register and forwards it to the VRQA</li> </ul> |
| <b>Definitions</b>                             | <p><b>Organisations</b></p> <p><b>AGTV</b> means the Association of German Teachers of Victoria Inc.</p> <p><b>VRQA</b> means Victorian Registration and Qualifications Authority</p> <p><b>SEO</b> means Student Exchange Organisation</p> <p><b>BJR</b> means the Bayerischer Jugendring (Bavarian Youth Council), a public body commissioned by the Bavarian State Ministry of Education and the Arts responsible for youth affairs.</p> <p><b>VIT</b> means Victorian Institute of Teaching</p> <p><b>People</b></p>   |

**Children and young people** means vulnerable people under the age of 18 years.

**AGTV Committee/Committee** means the AGTV members elected to the AGTV Committee.

**Executive** means the office bearers of the Committee: President, two Vice-Presidents, Treasurer, Secretary and Assistant Secretary.

**BJR subcommittee** means the subcommittee overseeing the AGTV BJR exchange, which must include the AGTV President, Treasurer and AGTV Coordinator of the AGTV BJR Exchange

**AGTV Coordinator** means the person appointed by the Committee to coordinate the AGTV-BJR Student Exchange Program.

**Student services** means events, competitions and other learning opportunities provided in person or online by the AGTV for children and young people learning German in Victorian schools including the AGTV BJR exchange program

**Volunteers and support staff** means volunteers, support staff such as BJR personnel, parents/guardians of exchange students, and other individuals 18+ directly involved with the provision of student services such as Group Leaders for exchange students.

**Terminology**

**Child abuse** means:

- a sexual offence committed against a child under 18
- an offence committed against a child under section 49M(1) of the Crimes Act 1958 (Vic), such as grooming
- physical violence against a child
- causing serious emotional or psychological harm to a child
- serious neglect of a child

**Harm** is damage to the health, safety or wellbeing of a child or young person, including as a result of child abuse by adults or the conduct of other children under 18. It includes physical, emotional, sexual and psychological harm. Harm can arise from a single act or event and can also be cumulative, that is, arising as a result of a series of acts or events over a period of time.

**Concerns**

A concern refers to any potential issue that could impact negatively on the safety and wellbeing of children and young people.

**Complaint**

A complaint is an expression of dissatisfaction to the AGTV related to one or more of the following:

- our services or dealings with individuals
- allegations of abuse or misconduct by an AGTV member, volunteer, support staff, or other individual associated with the AGTV
- disclosures of abuse or harm made by a child or young person
- the conduct of a child or young person involved in the services provided by the AGTV
- the inadequate handling of a prior concern
- general concerns about the safety of a group of children or activity.

**WWC clearance** means that the person has a current Working With Children Check or current VIT registration

**WWCC** means Working With Children Check

**Führungszeugnis** (Certificate of Good Conduct) means an equivalent WWC clearance/federal Criminal Record Check in Germany.

**Other**

**ICIP** mean Indigenous cultural and intellectual property rights

**AGTV BJR Student Exchange/AGTV exchange program** means the reciprocal student exchange program between Bavaria and Victoria for which the AGTV is a registered SEO.

**VRQA Guidelines** means the standard the AGTV must meet to be a registered SEO.

- <https://www2.vrqa.vic.gov.au/student-exchange-organisations>

**AGTV Guidelines for the AGTV BJR Exchange/ AGTV Guidelines** means the information given to Victorian host families prior to their child applying for the exchange. The host family

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|   | <p>must formally agree to abide by the guidelines upon application and confirm this prior to the departure of their child overseas.</p> <p><b>AGTV Administration Handbook</b> means the handbook used by the AGTV Coordinator and BJR subcommittee to manage the exchange within VRQA, AGTV and BJR guidelines.</p>   |
| <b>Related organisational policies and procedures</b> | <p>This policy should be read alongside the:</p> <ul style="list-style-type: none"> <li>• AGTV Risk Management Policy</li> <li>• AGTV Risk Management Plan (incl. child safety and BJR Student Exchange Risk Management Plan)</li> <li>• Critical Incidents Policy</li> <li>• Complaints and Appeals Policy</li> <li>• AGTV Code of Conduct</li> <li>• Privacy Policy</li> <li>• Recordkeeping Policy</li> <li>• Digital Media Policy</li> <li>• AGTV BJR Student Digital Use Policy</li> <li>• Exchange Student Code of Conduct</li> <li>• VRQA Guidelines for student exchange programs</li> </ul>   |
| <b>Access to the policy</b>                           | <p>The policy is published on the AGTV website.</p>  |
| <b>Policy status and review</b>                       | <p>The Committee endorsed the Child Safety and Wellbeing Policy on 24 June 2024.</p> <p>The Policy will be reviewed in June 2025 or earlier in response to breaches of the policy or other legal obligation.</p> <p>For further information or assistance with this policy, or to report a breach of the policy, contact the President of the AGTV.</p> <ul style="list-style-type: none"> <li>• <a href="mailto:president@agtv.vic.edu.au">president@agtv.vic.edu.au</a></li> </ul> <p>or make a complaint at:</p> <ul style="list-style-type: none"> <li>• <a href="mailto:complaints@agtv.vic.edu.au">complaints@agtv.vic.edu.au</a></li> </ul> |

## AGTV Expectations of Child Safety and Wellbeing

All children and young people have the right to be safe from harm and abuse when interacting with the AGTV Committee, other members, volunteers and support staff when participating in or accessing student services in person or online.

The AGTV is committed to child safety and has zero tolerance of child abuse and racism. We will report suspected child abuse and call out racism.

The AGTV Committee will prioritise the safety and wellbeing and model child safe culture in the organisation and provision of services for children and young people. All people 18+ involved in our organisation and working with children and young people must have verified WWC clearance.

We will conduct ongoing risk assessments that include focussing on preventing, identifying, mitigating risks of harm and abuse to children and young people. This includes processes, protocols, services and arrangements, and taking appropriate action to address unsafe practices.

The AGTV Committee will work to create a positive culture around reporting, so that people feel comfortable to raise concerns, report an incident or make a complaint, and how to do that.

We encourage anyone involved with the association to report a child safety concern.

We will take action to investigate and respond to concerns, complaints and reports of harm or abuse. We will keep all parties informed of actions taken, which may involve reporting incidents to other third-parties or complying with mandatory reporting.

**If anyone feels children are in immediate danger of abuse, call triple zero: 000.**

## **Child Safe Standard 1**

### **Providing a culturally safe environment for Aboriginal children and young people**

The AGTV Committee is committed to creating an environment where Aboriginal experiences are acknowledged, where their culture is celebrated, and where Aboriginal children, families and community members are welcomed and included in services provided by the AGTV.

The AGTV has zero tolerance of racism. We will call out racism and work towards promoting respectful relationships and inclusive practices.

We include information and training about Aboriginal culture and protocols in training programs.

Strategies to embed cultural safety for Aboriginal children and young people include:

- an Acknowledgement of Country at in person and online events using Aboriginal name/s for the relevant Country, community or nation
- publishing an Acknowledgement of Country on our websites and in print publications
- addressing racism in Codes of Conduct
- sharing links about Aboriginal communities, protocols and educational materials and support services on our website to promote awareness of these to our members
- promoting awareness of copyright matters and protect Aboriginal rights in relation to Indigenous cultural and intellectual property (ICIP)  
<https://smartcopying.edu.au/guidelines/copyright-basics/indigenous-cultural-and-intellectual-property-rights/>
- promote awareness of Aboriginal Languages  
<https://vacl.org.au/>
- providing training to members and other individuals providing or receiving student services (including exchange students and host families in the AGTV BJR Exchange program) to promote an understanding of the diversity of Aboriginal identities and cultures and their importance to the wellbeing and safety of Aboriginal children  
<https://www.vaeai.org.au/community-understanding-safety-training-online-information-session/>  
<https://www.vic.gov.au/schools-culturally-safe-environments-guidance>
- supporting Aboriginal children and young people to participate and express their identities and cultures

In producing materials or providing professional development to teachers, the Committee will:

- include an Acknowledgement of Country at events and in publications
- consider Aboriginal perspectives related to the production of information or materials to present a truthful representation of the impact of colonisation on Aboriginal communities, as well as a respectful portrayal of Aboriginal communities and cultures, and using Aboriginal place names
- reflect on terminology used to describe historical and contemporary events in Australia including those related to interactions between Aboriginal and German-speaking communities

- follow the protocols related to teaching Aboriginal and Torres Strait Islander culture  
<https://www.education.vic.gov.au/school/teachers/teachingresources/multicultural/Pages/koorieculture.aspx>  
<https://australianstogether.org.au/>
- consult with Local Aboriginal Education Consultative Groups (LAECGs) for advice **before** developing materials or programs about Aboriginal people and culture, Aboriginal history, or artefacts of Aboriginal communities  
<https://www.vic.gov.au/koorie-education-coordinator-contact-details>  
<https://www.vaeai.org.au/>

## Child Safe Standard 2

### Governance, Roles and Responsibilities

The AGTV is a not-for-profit incorporated Association. The members of the AGTV elect a Committee to manage the business of the Association.

All Committee members must have a verified WWC clearance to be on the Committee, as do all others 18+ involved with delivering services to children and young people.

The AGTV Committee provides student services to children and young people under 18 and must comply with the following:

- Child Safe Standards <https://ccyp.vic.gov.au/child-safe-standards/>
  - Reportable Conduct Scheme <https://ccyp.vic.gov.au/reportable-conduct-scheme/>
- and as a registered SEO
- VRQA Guidelines for Student Exchange Organisations  
<https://www2.vrqa.vic.gov.au/student-exchange-organisations>

AGTV members, volunteers and support staff who work with children and young people in the provision of student services are responsible for:

- understanding and complying with this Policy
- providing verifiable evidence of current WWC clearance
- reporting any breaches of this Policy

In addition, the AGTV Committee is also responsible for:

- ensuring all relevant people involved in the provision of student services have read and understood this Policy including coordinators of events and student programs
- ensuring the verification of WWC clearance for people 18+ working with children
- appointing suitable people to positions of responsibility including the AGTV Coordinator of the AGTV BJR Exchange program, and providing training as appropriate
- ensuring the risk assessments are completed for our student services
- monitoring compliance and holding people to account with this Policy
- promoting a culture of reporting that recognises and responds to child abuse and harm
- establishing an ongoing review of this Policy with the input of people involved

The AGTV Committee has guidelines for members, volunteers, support staff and third-party personnel on expected behaviour and responsibilities. These include:

- Statement of Commitment to Child Safety and Wellbeing
- this Child Safety and Wellbeing Policy
- Codes of Conduct
- Critical Incidents Policy

- Recordkeeping Policy
- Privacy Policy
- Digital Media Policy
- Complaints and Appeals Policy
- associated guidelines, agreements and regulations for coordinating the AGTV BJR Student Exchange program in Victoria

Statements and policies will be published on the AGTV website:

- <https://agtv.vic.edu.au/about/policies/>

The AGTV Committee ensures processes to assess risk are in place such as:

- AGTV Risk Management Plan (incl. Child Safety and AGTV BJR Risk Management Plan)
- WWC Clearance register incl. date of verification
- Incident register incl. actions taken
- Registers related to the AGTV BJR Student Exchange program

### **AGTV BJR Student Exchange Program**

The AGTV and BJR must sign a Memorandum of Understanding to confirm the third-party relationship for the operation of the AGTV BJR exchange program between Victoria and Bavaria.

**BJR:** The Bayerischer Jugendring (BJR - Bavarian Youth Council) was founded in 1947 and is a charitable public body commissioned by the Bavarian State Ministry of Education and the Arts with a head office in Munich.

- <https://www.bjr.de/>

**AGTV:** The President is the Principal Executive Officer for the AGTV BJR Exchange in Victoria. The Committee appoint an AGTV Coordinator to manage the day to day operation of the exchange program, including liaising with the BJR in Munich, Germany, and convening the BJR subcommittee.

The BJR subcommittee oversee the management of the exchange program and is responsible for:

- ensuring the AGTV BJR Exchange program complies with this Policy and the requirements of being a registered Student Exchange Organisation (SEO) with the VRQA
- completing risk management assessments, recording breaches, and updating the AGTV BJR Student Exchange Risk Management Plan
- providing training for members, support staff and volunteers 18+ involved in the exchange incl. training on mandatory reporting and the reportable conduct scheme
- developing and implementing processes to monitor the health and safety of exchange students during exchange periods
- verifying WWC clearance and providing training programs for the AGTV Coordinator, volunteers and support staff; and confirm the equivalent Criminal Record Checks in Bavaria
- providing regular reports to the Committee incl. any breaches, incidents and actions taken
- contributing to the review of all related policies and compliance

### **Child Safe Standard 3**

#### **Promoting empowerment and participation**

The AGTV Committee values the ideas, opinions and experiences of children and young people.

We will listen to and canvass the views and suggestions of children and young people at events they attend, through feedback they provide to us directly, to their classroom teacher or their family and passed on to the Committee, or on evaluations forms. Stakeholders may provide feedback at any time by email.

In preparing materials that relate to Australia, we will reflect Aboriginal identities and cultures such as including Aboriginal place names. We will encourage teachers to ask Aboriginal children and young people to make comparisons between Aboriginal languages, cultures and communities.

The AGTV Committee recognises that children and young people are more likely to raise concerns when they feel confident, valued, empowered, and heard.

We have Codes of Conduct to promote respectful relationships with others including children and young people. We will ensure relevant people involved in providing or supporting student services are trained in how to be attuned to signs of harm and how to respond. This will include matters relating to privacy and mandatory reporting.

We will ensure everyone knows how to report concerns and make a complaint. We will listen to children and young people when they raise a concern and we will respond to those concerns. We will record incidents and actions taken to use in the review of policies and risk management plans.

In managing the AGTV BJR Exchange, the BJR Committee in Victoria and BJR personnel in Bavaria provide information to exchange students about their right to feel safe and how to report concerns in Bavaria and Victoria at meetings and in orientation booklets. We formally ask for feedback about the exchange program from exchange students, their families and schools to inform evaluations of the program and to improve our processes and practices.

### **Child Safe Standard 4**

#### **Families and communities are informed and involved in promoting child safety and wellbeing**

The AGTV Committee recognises the important role of families and involves parents/guardians in the lives of their children. Our policies and codes of conduct are published on our public website, including this Child Safety and Wellbeing Policy and our Complaints and Appeals Policy.

We require parental approval for the participation of their child in the AGTV BJR exchange, competitions and when attending in-person events.

Parents/guardians are welcome to provide feedback at any time through our contact email to raise any concern they have with us, or lodge a formal complaint. We ask for feedback from parents/guardians and support staff involved in the AGTV BJR exchange.

Families involved in the AGTV BJR exchange are:

- provided with comprehensive information about the exchange prior to a formal application from their child,



- required to approve of their child's participation and agree to abide by the Guidelines for the AGTV BJR Student Exchange
- required to provide verifiable evidence of WWC clearance for all 18+ household members living in the home during the period of hosting an exchange student
- provided information and training on child safety and wellbeing
- required to complete an Authorisation to Travel form for their child to travel to Bavaria to live with a host family and attend school
- exercise a duty of care as *loco parentis* for exchange students

Feedback is sought from exchange student families at every stage of the exchange to inform our evaluation of the program and to improve processes and practices, including questions about child safety and wellbeing.

## **Child Safe Standard 5**

### **Equity is upheld and diverse needs respected in policy and practice**

The AGTV celebrates and welcomes participation of children and young people and their families of all backgrounds, cultures, genders, sexualities, bodies and abilities. For example, we include these statements on our website:

- The AGTV celebrates, values and includes peoples of all backgrounds, genders, sexualities, cultures, bodies and abilities. (Policies & Statements)
- The AGTV welcomes the participation of student and teachers of all backgrounds, cultures, genders, sexualities, bodies and abilities. (Footer)

Children accessing our student services should feel welcome and included. When planning, delivering and evaluating student services, the AGTV will consider the diverse identities, cultural background, geographic location, languages spoken, socioeconomic status, religion, or other situations that make children and young people feel vulnerable, and consider strategies to support their participation, and provide for their physical safety and emotional wellbeing.

We aim to provide student services at no or low cost to families. In some cases, we may consider reducing, waiving, or providing a subsidy to participate in our services. Families are informed about the costs for the AGTV BJR exchange prior to submitting a formal application.

We provide training for members, support staff and volunteers involved with delivering student services to ensure that they are attuned to the diverse needs of vulnerable children and young people, and know how to respond to their needs. Training will highlight their responsibility for child safety and wellbeing, including mandatory reporting of suspected or alleged child abuse.

We will tell children and young people how to raise concerns or report when they feel unsafe at in-person events. Exchange students in the AGTV BJR exchange program receive information at pre-departure and orientation meetings, and in print in the AGTV Guidelines for the AGTV BJR Exchange and Orientation booklets for inbound and outbound students. Inbound and outbound students receive a Safety Card for use in the host country.

We ask young people applying for the AGTV BJR exchange program if they identify as Aboriginal and Torres Strait Islander and if identified, ensure host families and support staff understand and know how to support their needs. Host families in Germany are provided with information about

Aboriginal and Torres Strait Islander people and cultures at pre-departure meetings, and information is included in the Orientation booklets for inbound and outbound exchange students.

## Child Safe Standard 6

### People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice

The AGTV Committee, volunteers and support staff and other individuals 18+ involved with our student services (e.g. host families) must comply with the AGTV Child Safety and Wellbeing Policy and other related policies and procedures and take all reasonable steps to promote the safety of children and young people.

The AGTV Committee must have current WWC clearance to be elected to the Committee.

The AGTV Committee will ensure all people 18+ involved with our student services have current WWC clearance and that a register of WWC clearances is maintained.

### Recruitment of people who will work with children and young people

The voluntary Committee is elected by the members.

We recruit from AGTV members for committee members and subcommittees, some of whom undertake leadership roles, including roles related to children and young people, such as the AGTV Coordinator of the AGTV BJR exchange. All members and others working with children must submit evidence of a current WWC clearance, which is entered on a register and verified by the Executive.

The AGTV will meet all privacy and employment obligation laws.

If the Association recruits from outside the membership (e.g. School Liaison Officers), then a current WWC clearance must be provided, verified and entered on a register. These people must sign a declaration to follow this Child Safety and Wellbeing Policy and other policies and procedures related to the role they have in our student services.

- <https://www.vic.gov.au/working-with-children-check>

The **Secretary** must maintain a **WWC clearance register\*** of the Committee and other members or individuals working directly with children. The Executive assists in verifying WWC clearances annually or when people are added to the register.

\*The **AGTV Coordinator** of the AGTV BJR exchange maintains the **WWC clearance register** for all members, support staff and 18+ volunteers (incl. host families) involved in the exchange program.

### Participants in the AGTV BJR Student Exchange

**Host families** are not recruited, but students are invited to apply for the exchange.

The AGTV Committee advertise to its members, that Expressions of Interest are open for student learning German in AGTV member schools for the next round of the AGTV BJR exchange program.

The BJR subcommittee prepare information for the AGTV website including an information brochure for interested students, their families and teachers to download from a dedicated page:

- <https://agtv.vic.edu.au/students/agtv-bjr-student-exchange/>

A Victorian student is matched with a student in Bavaria through the direct reciprocal AGTV BJR Student Exchange program. The BJR subcommittee has AGTV Guidelines for the AGTV BJR Student

Exchange (the AGTV Guidelines), which are forwarded to host families after their child has expressed interest, for the family to read before a formal application is submitted.

The AGTV Guidelines provide comprehensive information about the operation of the exchange program, and the roles and responsibilities of everyone involved in the exchange program, including the requirement for WWC clearance for all 18+ members of the household who will be living in the home during the exchange period. The parent/guardian must sign a declaration that they have read and understand the AGTV Guidelines with their child's application and, if matched, declare this before the exchange student arrives in Victoria.

The BJR subcommittee review the guidelines each year prior to them being sent out.

The BJR in Munich advertise their exchange programs on their website.

- <https://www.bjr.de/handlungsfelder/internationale-jugendarbeit/schulaustausch/isa/see-the-world/englischsprachige-optionen>

**School Liaison Officers** are appointed by the exchange student's school to liaise with the AGTV Coordinator. The AGTV Coordinator provides training for School Liaison Officers about their role and responsibilities in relation to the exchange student and the AGTV BJR exchange, including their obligations to child safety and reporting concerns and incidents to the AGTV Coordinator.

The **BJR subcommittee** recruit for **Group Leaders** from AGTV members and former suitable AGTV BJR exchange students for the AGTV BJR exchange program. Prospective Group Leaders are given information about the role and their requirement to have WWC clearance in the Responsibilities for Group Leaders. If appointed, Group Leaders must sign an agreement to abide by the AGTV Guidelines for the AGTV BJR Student Exchange and follow all relevant policies and procedures related to the exchange program. Group Leaders will be trained by the AGTV Coordinator in their roles and responsibilities and they must complete an online child safety module and First Aid certificate.

External online providers may be used for other training programs e.g. conflict resolution.

The **BJR** recruit **Group Leaders**, who must have the equivalent WWC clearance. The BJR provides training for Group Leaders in their roles and responsibilities for exchange students including child safety and the arrangements with the AGTV in Victoria.

### **WWC clearance**

**In Victoria**, the BJR subcommittee, School Liaison Officers, Group Leaders and household members 18+ living in the home/s for the duration of the exchange must have WWC clearance.

The AGTV Coordinator must verify WWC clearances and maintain a **WWC clearance register** of WWCC and VIT registration details for all 18+ people involved in the AGTV BJR exchange program.

**In Germany**, the BJR personnel, Group Leaders, and household members 18+ living in the home/s for the duration of the exchange must have a 'Führungszeugnis' (Certificate of good conduct), the equivalent **Criminal Record Check** in Germany.

The BJR sights and verifies the Führungszeugnis for all 18+ people involved in the AGTV BJR exchange program, and must confirm this by email to the AGTV Coordinator. Federal laws do not permit the BJR to maintain a register of these. That register is maintained by the Federal Office of Justice, who maintain criminal records in Germany:

- [https://www.bundesjustizamt.de/EN/Topics/FederalCentralCriminalRegister/CertificateofConduct/CertificateofConduct\\_node.html](https://www.bundesjustizamt.de/EN/Topics/FederalCentralCriminalRegister/CertificateofConduct/CertificateofConduct_node.html)

## Child Safe Standard 7

### Processes for compliance and concerns are child focussed

The AGTV prioritises the safety of children and young people. We foster a culture that encourages members, volunteers, support staff, parents/guardians, children and young people to feel comfortable to raise concerns and complaints. This makes it more difficult for breaches of Code of Conduct, misconduct or abuse to occur and remain hidden.

We have clear pathways for **raising concerns or complaints** and responding, which are documented in our Complaints and Appeals Policy. This policy is published on our website and includes information for members and volunteers, support staff and third-party personnel about how a complaint will be handled. An easy-to-understand Complaints Information sheet will be provided on our website for children and young people and their families to tell them about how to make a complaint and the complaint process.

If there is a concern about **child safety** or **allegation** or **incident of child abuse or harm**, then members, volunteers and support staff or third-party personnel must report it in accordance with the Critical Incidents Policy and AGTV Code of Conduct. The AGTV, volunteers and support staff are required to prioritise children's safety in any response and to report all potentially criminal conduct to Victoria Police.

If there is concern for the immediate safety of a child, immediately call triple zero 000.

### AGTV BJR Student Exchange

The Complaints Information sheet will be included in the Guidelines for the AGTV BJR Student Exchange with a reference to the Complaints and Appeals Policy, so students and families know how to make a complaint. The Guidelines are forwarded to prospective host families prior to their submission of an application, and addressed at meetings with families.

The Complaints Information sheet will be included in the Orientation booklet for inbound and outbound exchange students, as well as emergency contacts for Victoria and Bavaria.

Inbound and outbound students receive a Safety Card with the contacts of the AGTV Coordinator or BJR personnel and the VRQA. Orientation meetings and monthly contact in-person or by phone by the AGTV Coordinator, BJR personnel or Group Leaders with exchange students provide opportunities to remind students to raise concerns and to check on their welfare.

## Child Safe Standard 8

### Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training

The AGTV is committed to child safety and has zero tolerance of child abuse and racism. We take steps to ensure our members, volunteers, support staff, third-party personnel and others involved in our Association understand their obligations to child safety and wellbeing. We have Codes of Conduct to guide people on appropriate behaviour. We will consider the safety and wellbeing of children and conduct risk management assessments when running in-person and online events.

Committee members must have current WWC clearance to be elected to the Committee. The Committee is involved in the development and review of policies and procedures. The Committee

will invite feedback and conduct evaluations of student services to inform a review policies and procedures.

The Committee will ensure that training programs for members, volunteers and support staff involve a focus on child safety and wellbeing.

## **Child Safe Standard 9**

### **Physical and online environments promote safety and wellbeing minimising the opportunity for children and young people to be harmed**

The AGTV takes measures to reduce the risk of harm to children and young people in both physical and online environments. The AGTV must prioritise the safety of children and young people and balance mitigating risks in the physical and online environments without compromising the child's or young person's right to privacy, access to information, social connections and learning opportunities.

The Committee considers potential risks for children and young people when planning, delivering and evaluating in-person and online student services, including services provided by a third-party. This will involve the completion of a risk management assessment of the service against relevant policies and procedures, and where required, training members, volunteers and support staff.

- AGTV Risk Management Policy and Plans
- AGTV Critical Incidents Policy
- AGTV Code of Conduct
- AGTV Digital Media Policy
- AGTV BJR Student Code of Conduct
- AGTV BJR Student Digital Use Policy
- AGTV Privacy Policy
- AGTV Recordkeeping Policy

The AGTV Administration Handbook for the AGTV BJR Exchange provides information, guidelines and procedures for the BJR subcommittee to coordinate the exchange program in accordance with the standards for a registered SEO with the VRQA, the policies and procedures of the AGTV and BJR, and the Child Safe Standards.

## **Child Safe Standard 10**

### **Implementation of the Child Safe Standards is regularly reviewed and improved.**

The Committee has established processes for the review and ongoing improvement of our child safety and wellbeing policies, procedures and practices.

All policies are reviewed annually or earlier in response to any breaches of policies, codes of conduct, complaints received, or change to legal obligations.

Our Child Safety and Wellbeing Policy is published on the AGTV website with other policies. It will inform our planning, delivery and evaluation of services involving children and young people.

Our AGTV Risk Management Policy requires the completion of risk assessment plans for our services and reviews in response to incidents or complaints.

Complaints and Appeals Policy is published on the AGTV website to provide information on how to make a complaint and how the Committee will handle complaints and appeals. We have a dedicated email to receive complaints: [complaints@agtv.vic.edu.au](mailto:complaints@agtv.vic.edu.au)

We ask for feedback and evaluate our programs to inform the review and improve our policies and procedures.

Any incident or complaint will be recorded in registers with the actions taken.

- Critical Incidents register
- AGTV BJR Incident register
- Complaints register

Standing items on committee meeting agendas are:

- Complaints, Concerns and Safety Incidents
- Breaches of Policies and Codes of Conduct

### **Child Safe Standard 11**

The Committee will champion child safety and model compliance with policies and procedures.

The Committee, support staff, volunteers and other stakeholders 18+ working with children and young people will be informed about or trained in the policies and procedures related to Child Safe Standards and invited to provide feedback to improve our policies and procedures.

The Committee considers advice provided on the Commission for Children and Young People and the VRQA websites when reviewing policies and procedures related to child safety and wellbeing.

Our policies and procedures are easy to understand and accessible to everyone on the AGTV website:

- Child Safety and Wellbeing Policy
- AGTV Risk Management Policy
- Critical Incidents Policy
- Complaints and Appeals Policy
- Digital Media Policy
- AGTV Code of Conduct
- AGTV BJR Student Code of Conduct
- AGTV BJR Student Digital Use Policy
- AGTV Privacy Policy
- Recordkeeping Policy

The Committee develops strategies to plan, mitigate and respond to risk by completing AGTV Risk Management Plans. Risk Management Plans are reviewed annually or earlier in response to incidents, complaints or a change to our policies legal obligations.

The Committee records incidents and complaints

- Registers for incidents
- Register for complaints

## External authorities

### Commission for Children and Young People (CCYP)

Contact:

- by phone: 1300 78 29 78
- by email: [contact@ccyp.vic.gov.au](mailto:contact@ccyp.vic.gov.au) (External link)

CCYP website:

- <https://ccyp.vic.gov.au/>

### CCYP Reportable Conduct Scheme

- <https://ccyp.vic.gov.au/reportable-conduct-scheme/>

Notify CCYP: Organisations must notify the CCYP within three days of the head of the organisation becoming aware of a reportable allegation and should use their secure webform.

- <https://ccyp.vic.gov.au/report-an-allegation/>

FAQ Reportable Conduct Scheme

- <https://ccyp.vic.gov.au/reportable-conduct-scheme/reportable-conduct-scheme-frequently-asked-questions>

Other Resources for the Reportable Conduct Scheme

- Information sheets <https://ccyp.vic.gov.au/resources/reportable-conduct-scheme/reportable-conduct-scheme-information-sheets/#Whats-RCS>
- Investigations <https://ccyp.vic.gov.au/resources/reportable-conduct-scheme/including-children-and-young-people-in-reportable-conduct-investigations/>

### Victorian Registration and Qualifications Authority (VRQA)

Email: [vrqa.schools@education.vic.gov.au](mailto:vrqa.schools@education.vic.gov.au)

Website Link:

- <https://www2.vrqa.vic.gov.au/student-exchange-organisations>

## Legislation

Child Wellbeing and Safety Act (2005)

Children, Youth and Families Act 2005 (Vic) (including reporting to Child Protection)

Crimes Act 1958 (Vic) (including Failure to Protect and Failure to Disclose offences)

Wrongs Act 1958 (Vic) (including Part XIII – Organisational liability for child abuse)