



Australian Government

Australian Trade and Investment Commission

Austrade Child Protection Procedure

23 September 2021



Introduction

After early findings of the Royal Commission into Institutional Responses to Child Sexual Abuse the Australian Government committed to creating and implementing the Commonwealth Child Safe Framework (CCSF). The CCSF states minimum standards for creating and embedding child safe culture and practices in non-corporate Commonwealth entities:

Austrade is committed to promoting and maintaining a culture that does not permit or tolerate child abuse. This procedure sets out the process and procedures Austrade has implemented to provide a safe environment for children.

The procedures were developed to ensure Austrade meets its obligations under the CCSF. Austrade will:

- 1.** undertake an annual risk assessment to identify the level of responsibility for, and contact with, children and young people, evaluate the risk of harm or abuse, and put in place appropriate strategies to manage identified risks.
- 2.** establish and maintain a system of training and compliance to make their staff aware of, and compliant with, the CCSF and relevant legislation including working with children checks and mandatory reporting requirements.
- 3.** adopt and implement the National Principles for Child Safe Organisations
- 4.** publish an annual statement of compliance with the Framework, including an overview of the entity's child safety risk assessment.

Scope

This procedure applies to all employees.

Principles

PRINCIPLE 1: ZERO TOLERANCE FOR CHILD EXPLOITATION AND ABUSE

Austrade has a zero tolerance approach to child exploitation or abuse and recognises that it is the shared responsibility of all adults to prevent exploitation and abuse.

Austrade will not knowingly engage—directly or indirectly—anyone who poses a risk to children.

PRINCIPLE 2: ASSESS AND MANAGE CHILD PROTECTION RISK AND IMPACT

While it is not possible to entirely eliminate risks of child exploitation and abuse, careful management can identify, mitigate, manage or reduce the risks to children that may be associated with Austrade functions and programs.

Austrade will undertake annual risk assessments to identify the level of responsibility for, and contact with children and young people, evaluate the risk of harm or abuse and put in place appropriate strategies to mitigate identified risks.

PRINCIPLE 3: SHARING RESPONSIBILITY FOR CHILD PROTECTION

To effectively manage risks to children, Austrade requires the commitment, support and cooperation of all individuals who help to deliver our services.

Austrade will establish and maintain a system of training and compliance to make sure staff are aware and compliant with the CCSF, and relevant legislation including working with children checks and mandatory reporting requirements.

PRINCIPLE 4: PROCEDURAL FAIRNESS

Austrade will apply procedural fairness when making decisions that affect a person's rights or interests.

All Austrade employees are expected to adhere to this principle when responding to concerns or allegations of child exploitation and abuse.

PRINCIPLE 5: RECOGNITION OF THE BEST INTEREST OF THE CHILD

Australia is a signatory to the United Nations Convention on the Rights of the Child. Austrade is committed to upholding the rights of the child and Australia's obligations under this convention. In all actions concerning children, the best interests of the child shall be a primary consideration.

Austrade will take into consideration the safety of children that are involved in the services and activities that Austrade funds and impose child safety requirements consistent with the CCSF on any individual or organisation they fund to provide services or activities that involve children, including funding arrangements for grants and procurements (subject to discussion)

Austrade, as a DFAT portfolio partner, has adopted DFAT's [Child Protection Policy](#).

Steps in procedure

CHILD PROTECTION AND PROFESSIONAL BEHAVIOURS STATEMENT

Austrade employees must read and agree to the child protection – professional behaviours statement on an annual basis through myHR.

IDENTIFICATION OF KEY POSITIONS

Austrade will conduct an annual stocktake of positions to identify the level of responsibility, and or contact with children and young people. The results of the stocktake will be evaluated to determine the risk of harm or abuse, and review the strategies that have been put in place to mitigate any identified risks.

Staff who are identified as being in a position that has 'contact with children, or 'working with children will undertake DFAT's eLearning program, and, or where applicable, attend DFAT's face-to-face training in co-located posts.

If any position is identified as 'working with children', the staff member will be required to undertake a Working with Children (WWC) vulnerable children check. A record of who has a WWC, and their expiry date will be maintained in myHR. A reminder will be forwarded to each identified staff member prior to the expiration date.

REPORTING TO THE EXECUTIVE

The stock take results and risk mitigation strategies will be reported to the Executive in the June quarterly executive report each year. The CEO statement of compliance will be revised to reflect the stock take results and uploaded onto Austrade's website by October each year.

Definitions

Provide a summary of the key terms and acronyms used in the policy.

CCSF	Commonwealth Child Safe Framework – a whole-of-government policy that sets minimum standards for creating and embedding a child safe culture and practice in Commonwealth entities.
Overseas Engaged Employee (OEE)	An Austrade employee engaged in a country other than Australia to perform work in that country for Austrade under section 74 of the <i>Public Service Act 1999</i> and the terms and conditions of employment for the country where the position is located
A-based employee	An Austrade employee who is an Australian citizen and employed under the <i>Public Service Act 1999</i>

Essential Supporting Documents

[DFAT Child Protection Policy](#)

A-based Code of Conduct

OEE - Code of Conduct

Related Documents

Child Protection Statement (myHR)

[CEO Statement of Commitment](#)

References

[Commonwealth Child Safety Framework](#)