National Institute of Construction Skills

Child Safety and Wellbeing Policy

Purpose

The National Institute of Construction Skills (NICS) provides education and training services to apprentices, trainees, school-based students, VETiS students and learners under the age of eighteen (18).

NICS is committed to being a Child Safe Organisation and maintaining safe, inclusive, supportive and respectful learning environments where children and young people are protected from harm and actively supported to participate in Vocational Education and Training (VET).

This policy demonstrates how NICS implements systems, practices and controls to facilitate child safety and wellbeing in accordance with:

- 2025 Standards for Registered Training Organisations (RTOs)
- National Principles for Child Safe Organisations
- Child Safe Organisations Act 2024
- Working with Children (Risk Management and Screening) Act 2000
- Working with Children (Risk Management and Screening) Regulation 2020
- Child Protection Act 1999
- Human Rights Act 2019
- Workplace Health and Safety obligations
- Relevant Queensland legislation and contractual requirements

This policy applies to all NICS staff, trainers, assessors, mentors, workplace supervisors, contractors, volunteers, employers, third parties and any person engaged in activities involving children or young people.

Statement of Commitment

NICS has developed and published a comprehensive Statement of Commitment to Child Safety that is published on our website and is available to all for download.

NICS_08_010 Statement of Commitment to Child Safety

Universal Principle and National Principles

NICS recognises the Universal Principle requiring child safe organisations to provide environments that promote and uphold the rights and cultural safety of Aboriginal and Torres Strait Islander children and young people.

NICS demonstrates commitment to the 10 National Principles for Child Safe Organisations by ensuring:

1. Child safety and wellbeing is embedded in organisational leadership, governance and culture.
2. Children and young people are informed about their rights and participate in decisions affecting them.
3. Families and communities are informed and involved in promoting child safety and wellbeing.
4. Equity is upheld and diverse needs respected in policy and practice.
5. People working with children are suitable and supported to reflect child safe values.
6. Processes for complaints and concerns are child-focused.
7. Staff and volunteers receive ongoing education and training.
8. Physical and online environments promote safety and minimise risk.

9. Child safety systems are regularly reviewed and improved.
10. Policies and procedures document how NICS maintains safe environments for children and young people.

Code of Conduct

All NICS personnel including employees, contractors, volunteers, workplace supervisors and third-party representatives must read, understand and acknowledge this policy prior to engagement with NICS.
NICS has published our Child Safe Code of Conduct on our website and is available to all for download.

NICS_08_011 Child Safe Code of Conduct (NICS Personnel) V1

Guidelines for Managing Challenging Behaviour

NICS staff must ensure responses to challenging behaviour are proportionate, supportive and focused on student wellbeing.

Disruptive Behaviour

Appropriate responses include:

- Calm redirection
- Positive reinforcement
- De-escalation strategies
- Private discussion and support
- Correcting inappropriate language, explaining why the behaviour is not appropriate, without shaming or threatening the child
- Briefly raising your voice to get attention of a noisy /disruptive group of students (without targeting a specific child)

Inappropriate responses include:

- Public humiliation
- Verbal or physical threats
- Aggressive behaviour
- Physical punishment
- Yelling at a child
- Making excessive or degrading demands
- Excluding a child

Unsafe Behaviour

Where a student presents unsafe behaviour in workshops, practical training or workplace activities, trainers must:

- Immediately intervene to ensure safety
- Remove the student from unsafe activities if required
- Notify relevant personnel
- Document the incident
- Implement support or behaviour management strategies where necessary

Guidelines for Physical Contact

NICS recognises that limited physical contact may occasionally be necessary during practical training activities, such as demonstrating safe tool handling, PPE fitting or manual techniques.

Physical contact must:

- Be reasonable, necessary and appropriate
- Be explained beforehand where possible
- Occur in observable environments
- Respect student dignity and privacy
- Be limited to educational or safety purposes only

Physical contact must never:

- Be disciplinary in nature
- Be unnecessary or intrusive
- Occur in isolated or hidden environments
- Be capable of being interpreted as grooming or inappropriate conduct

Any physical intervention required for immediate safety must be documented and reported.

One – on – One Contact with Students

NICS minimises risks associated with one-on-one interactions by ensuring:

- Interactions occur in open or visible environments
- Doors remain open where practical (with consideration given to the child's right to privacy for the communication of sensitive information)
- Another staff member is aware of the interaction
- Online meetings occur through approved systems
- Parents/guardians are involved where appropriate
- The NICS Social Worker, as part of their role will undertake one to one work in accordance with the Australian Association of Social Workers Practice Standards and Code of Ethics.

NICS personnel must not:

- Meet students privately outside approved environments
- Transport students privately unless authorised
- Engage in unauthorised private communication

Electrical Communication and Social Media

NICS personnel must:

- Use approved communication systems only
- Maintain professional communication standards
- Avoid personal social media interactions with students
- Report inappropriate online behaviour
- Protect confidential student information

Students must be educated regarding:

- Cyber safety
- Cyberbullying
- Online privacy
- Safe use of technology

NICS prohibits:

- Private messaging through personal accounts
- Unauthorised livestreaming
- Sharing images without consent
- Online harassment or bullying

Guidelines for Photography and Media

Photographs or videos of students may only be taken:

- For approved educational or assessment purposes
- Where student and parent/guardian consent has been obtained
- Using approved devices or systems

Photographs must:

- Reflect professional training environments
- Be securely stored
- Only be accessible to authorised personnel
- Be relevant to the training activity being undertaken

Photographs or videos must not:

- Be shared publicly without consent (from the student and their guardian)
- Include unnecessary identifying information
- Be distributed through personal devices or accounts
- Portray students in a manner that could be considered disrespectful, discriminatory, culturally insensitive or likely to cause embarrassment or harm

Where cultural, religious or personal beliefs limit or prohibit photography, these preferences will be respected without disadvantage to the student

General Health, Safety and Wellbeing

NICS maintains safe learning environments through:

- WHS procedures and supervision
- PPE requirements
- Emergency and evacuation procedures
- Safe workshop practices
- Equipment inspections
- Incident reporting systems
- Fatigue management
- Sun safety controls
- Hygiene and sanitation measures

Where training occurs at schools or workplaces, NICS staff must comply with the site-specific safety and student protection requirements.

First Nations Cultural Safety

NICS is committed to culturally safe and inclusive practices for Aboriginal and Torres Strait Islander students.

NICS will:

- Respect cultural identity and cultural obligations
- Promote culturally safe learning environments
- Include First Nations perspectives where appropriate
- Engage respectfully with communities and stakeholders
- Maintain zero tolerance for racism or discrimination
- Provide culturally informed support strategies

Organisational Culture

NICS demonstrates commitment to child safe culture by:

- Requiring all personnel to acknowledge this policy
- Including child safety within staff induction
- Providing annual child safety training
- Including child safety in staff meetings and compliance reviews
- Maintaining visible child safety information and reporting pathways
- Appointing a Nominated Child Safety Officer
- Undertaking annual policy reviews and risk assessments
- Maintaining continuous improvement processes

Responsible Officer Matrix

Activity	Position	Timeline
Policy Implementation	NICS / MPA CEO / General Manager	Annual Review
Child Safety Oversight	RTO Compliance Coordinator & Head Trainer	Ongoing
Staff Compliance Monitoring	HR Officer	Ongoing
Staff Training	Social Worker / Support Mentor	Annual
Continuous Improvement	Management Team	Ongoing

General Responsibilities

Position	Responsibilities
CEO / General Manager	Ensure organisational compliance and child safe culture
RTO Compliance Coordinator	Monitor implementation, reporting and compliance
Trainers & Assessors	Maintain safe learning environments and report concerns
Workplace Supervisors	Ensure safe workplace learning conditions
Staff and Contractors	Comply with policy and report concerns
Students	Follow behavioural expectations and report concerns
CEO / General Manager	Ensure organisational compliance and child safe culture

Children's Rights

Children and young people participating in NICS programs have the right to:

- Feel safe and protected
- Be respected and included
- Be heard and taken seriously
- Access support services
- Participate in training safely
- Be free from discrimination and harassment
- Have their privacy respected
- Access accurate information

Recruitment and screening

NICS recruitment processes include:

- Reference checks
- Verification of qualifications and experience
- Blue Card requirements where applicable
- Suitability assessments
- Child safety screening
- National police check
- Induction into safeguarding obligations

NICS applies a "No Card, No Start" approach where Blue Card requirements apply.

All Blue Card information and related compliance evidence will be securely maintained in staff compliance systems.

Staff Training and Ongoing Currency

All NICS personnel must complete:

- Child safety induction
- Ongoing refresher training
- Cultural safety training
- Mandatory reporting awareness
- Professional boundaries training
- Online safety awareness

Evidence of training will be retained within staff records and Trainer Matrixes.

Managing Disclosure or Suspicion of Harm

All disclosures or suspicions of harm must be treated seriously. Workers are to refer to the "Reporting harm (child safety)"

Managing Breaches

Breaches of this policy include:

- Failure to report concerns
- Breaches of professional boundaries
- Unsafe conduct
- Failure to maintain Blue Card requirements
- Inappropriate communication
- Privacy breaches

Breaches will be investigated and may result in:

- Additional supervision
- Further training
- Formal disciplinary action
- Suspension or termination
- Referral to authorities

Complaints

NICS takes all child safety complaints seriously.

Complaints may be made by:

- Students
- Parents or guardians
- Staff
- Employers
- Community members

Complaints will:

- Be managed confidentially
- Be investigated appropriately
- Prioritise child safety and wellbeing
- Be escalated to authorities where required

Community Engagement

NICS encourages feedback from:

- Students, Parents and Guardians
- Employers and Schools
- Community stakeholders
- Child Safe professionals and mentors

Feedback may contribute to ongoing improvement of child safety systems and practices.

Review Process

This policy will be reviewed:

- At least annually
- Following incidents or breaches
- Following legislative changes
- Following stakeholder feedback

Updates will be recorded within NICS continuous improvement systems, and clearly documented in the Document version control section located in the relevant documentation. Document Version Control information is generally located on the last page of NICS documents.

Risk Management

NICS maintains a Child Safety Risk Management Strategy designed to:

- Identify risks
- Assess and analyse risks
- Implement control measures
- Monitor effectiveness
- Maintain safe environments
- Continuously improve safeguarding practices

Reporting Overview

All NICS personnel have obligations to report concerns relating to child harm or abuse.

Situation	Authority	Contact
Immediate Danger	Emergency Services	000
Known sexual offence	Police Link	131 444
Suspected harm or neglect	Child Safety Services	1800 177 135

Failure to report known sexual offences against children may constitute a criminal offence.

Reporting Instructions

NICS personnel must follow four critical actions:

Action 1 – Respond to emergency situations	Ensure immediate safety and contact emergency services where required.
Action 2 – Report to authorities	Report concerns internally and externally as required by legislation.
Action 3 – Contact parents or guardians	This will occur in consultation with Police or Child Safety where appropriate.
Action 4 – Provide ongoing support	NICS will implement wellbeing support strategies and referral pathways

Responsible Conduct Scheme

NICS recognises obligations under the Queensland Reportable Conduct Scheme commencing 1 July 2026.

Workers are to refer to the "Reporting harm (child safety)" which includes Reportable Conduct.

Reporting Requirements

NICS will:

- Maintain confidentiality and privacy
- Securely store records
- Maintain restricted access to reports
- Provide support services where required
- Ensure fair and evidence-based procedures

Policy Coverage and Compliance Requirements

Section	2025 RTO Standards / Compliance	Other Compliance Requirements
Statement of Commitment	Standard 4.3(d)	Child Safe Organisations Act 2024
National Child Safe Principles	Standard 4.3(d)	National Principles for Child Safe Organisations
Code of Conduct	Standard 2.5(b), Standard 4.3(d)	WHS Act 2011
Organisational Culture	Standard 4.3(d)	Continuous Improvement Requirements
Nominated Child Safety Officer	Standard 4.3(d)	Governance Obligations
Children's Rights	Standard 4.3(d)	Human Rights Act 2019
Recruitment and Screening	Standard 4.3(d)	Working with Children (Risk Management and Screening) Act 2000
Staff Training and Currency	Standard 4.3(d)	Staff Professional Development Requirements
Managing Disclosure or Suspicion of Harm	Standard 4.3(d)	Child Protection Act 1999
Managing Breaches	Standard 4.3(d)	Child Safe Organisations Act 2024
Complaints	Standard 4.3(d)	Complaints and Appeals Requirements
Reporting Overview	Standard 4.3(d)	Criminal Code Act 1899
Reportable Conduct Scheme	Standard 4.3(d)	Child Safe Organisations Act 2024
Reporting Requirements	Standard 4.3(d)	Privacy Act 1988
Community Engagement	Standard 4.3(d)	Stakeholder Engagement Requirements
Review Processes	Standard 4.3(d)	Continuous Improvement Framework
Risk Management	Standard 4.3(d)	WHS and Risk Management Obligations

Related Documents

This policy should be read in conjunction with the below documents and any documents that directly relate to the child safety standards.

- NICS_08_010 Statement of Commitment to Child Safety V1
- NICS_08_011 Child Safe Code of Conduct (NICS Personnel) V1

National Institute of Construction Skills

Document Version Control

Department / Organisation Title	National Institute of Construction Skills
Document Name	NICS_01_060 Child Safe and Wellbeing Policy V3
Version No.	Three (3)
Effective Date	07/07/2026

Relevant Qualification (If applicable)
All Qualifications on scope of Registration

Authorship and Approval

Name	Position	Role	Action Date
Dayna Price	Social Worker	Author	07/07/2026
Lauree Skene	RTO Compliance Co Ordinator	Reviewer	07/076/2026

Version History

Version No.	Action Date / Person	Summary of Revisions
Three (3)	07/07/2026 L.Skene D Price	• Amendments to terminology and working inline with resources released on the Child Safety website https://www.qfcc.qld.gov.au/childsafe/reportable-conduct-scheme/resources
Two (2)	02/06/2026 L.Skene D.Price	• Amendments made to the first version to include child safety recommendations inline with the Child Safe principle plan and changing terminology to be more streamlined and user friendly for younger children.
One (1)	07/12/2025 L. Skene	• Revision of document using compliance recommended template etc. • Implemented relevant 2025 RTO standards and referencing • Included hyperlinks to AQF, ASQA and TGA website as applicable • Implemented reviewed document naming convention and amendments to document format.

Distribution List

Position	Name	Notes / Area
President (CEO)	Chris Munday	All NICS / PMA Personnel will have access to the document both in our Staff portal and on our NICS website.
General Manager (GM)	Todd Aitken	
Social Worker	Dayna Price	
RTO Compliance Coordinator	Lauree Skene-Gordon	
Head Trainer	Ruby Harrison	
Marketing Coordinators	Saira Yasir	
Project Coordinator	Jo Kirley	
Administration Coordinator	Paige Reynolds	
Finance / HR Officer	Christina Osbourne	