

UNSW College

Child Protection Policy

1. Purpose

All children (ie: persons under 18 years of age) at UNSW College (the College) have a right to feel safe, protected and included.

All staff are required to recognise, respond to and report safety, welfare and wellbeing concerns for children enrolled at the College.

This policy is part of the College's ongoing commitment to protecting the children in our care from harm and abuse.

This Policy outlines the child safe practices that the College has in place to minimise the risks to child safety and sets out what is required from staff, including volunteers and others who interact with UNSW College, so they know what is expected from them to keep children safe.

2. Scope

This policy applies to all College staff, students, volunteers, alumni, guests, and affiliates, including contractors and organisations working with the College.

It applies in all College environments, both physical and online, and on-site and off-site College grounds (e.g. camps, excursions and related activities).

Any person, whether internal or external to the College, can report a child safety concern related to the College.

3. Statement of Commitment to Child Safety and Wellbeing

- (a) All children and young people who come to the College have a right to feel and to be safe.
- (b) The College is committed to providing an environment where children and young people are safe and are able to actively participate in decisions that affect their lives.
- (c) The College has zero tolerance for child abuse and is committed to acting in students' best interests and keeping them safe from harm.
- (d) The College regards its child protection responsibilities with the utmost importance and is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and maintaining a child safe culture.
- (e) Every member of the College has an individual and collective responsibility to prioritise the wellbeing and safety of all students in their actions and decision-making.

(f) The UNSW College's Statement of Commitment to Child Safety has been designed to reflect the [National Principles for Child Safe Organisations](#).

4. Behaviours the College Expects

(a) All staff employed by UNSW College, and all individuals participating in a College activity involving children must adhere to the following behaviours, including but not limited to:

- i. treat all children with respect;
- ii. wherever possible, ensure that another adult is present when working with or near children, or that interactions with children occur in open, visible and observable settings;
- iii. ensure that valid consent is obtained from a child's parent or guardian prior to undertaking filming or photography involving the child;
- iv. not use physical punishment towards a child;
- v. not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate;
- vi. not engage children under the age of 18 (U18) in any form of sexual intercourse or sexual activity including paying for sexual services;
- vii. never use any computers, mobile phones, video cameras, cameras or social media to exploit or harass children, or access child exploitation material through any medium;
- viii. Ensure that information about children is managed in accordance with the College's data handling guidelines.

(b) The College has a zero tolerance for the following behaviours below. Child abuse and other associated forms of unacceptable behaviours include, but are not limited to the following:

- i. Neglect
- ii. Physical abuse
- iii. Injuries
- iv. Sexual abuse
- v. Emotional abuse

5. International U18 Students

The College is responsible for the accommodation, support, and welfare of international students aged under 18, who are not living with a parent or nominated relative and have a Confirmation of Appropriate Accommodation and Welfare (CAAW) arrangement in place with the College until they turn 18 years of age.

The [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#) sets out specific requirements for the management and protection of younger overseas students (standard 5).

To manage the welfare and protection of overseas students under the age of 18, staff must follow the requirements of [International Students Under18 policy](#)

6. Working with Children Checks

- a) All student-facing staff must hold a valid Working with Children Check (WWCC).
- b) Contractors, volunteers, and honorary appointees may also be required to obtain a WWCC.
- c) If a person refuses or fails to obtain a WWCC, this may impact their employment or engagement with the College.
- d) Responsibility to maintain the currency of WWCCs lies with the Head of HR, UNSW College.
- e) If the outcome of a WWCC is a bar against working with children, the supervisor, in consultation with HR must ensure that the barred individual is immediately:
 - i. Suspended from any student related work or activities pending further investigation; and
 - ii. Denied access to any systems, interactions or involvement with UNSW College students.

7. Reporting Concerns

- (a) All staff have a responsibility to recognise and respond to child safety, welfare or wellbeing concerns, and to report a disclosure or any degree of concern regarding student safety in accordance with staff mandatory reporting requirements.
- (b) All concerns are taken seriously and handled with procedural fairness, respect and confidentiality.
- (c) If students have any concerns for a child's safety these can be reported via:
 - i. the [UNSW College Reporting Portal](#);
 - ii. 24/7 UNSW Campus security (02 9385 6666);
 - iii. To their teacher, course convenor or a member of the Student Wellbeing team.
- (d) Students may report concerns on the handling of a reported incident to the Head of Student Experience located at Student Services, Level 1 of the UNSW College L5 Building.
- (e) Staff can report concerns about child safety to the Chief Operating Officer.
- (f) Staff may report concerns on the handling of a reported incident to the Head of Human Resources and Head of Legal and Compliance.

8. Roles, Responsibilities and Delegations

Role	Responsibility
CEO	Oversight of policy implementation in all business units across the College Escalates to UNSW stakeholders.
Chief Operating Officer	Administers and coordinates child safety concerns as outlined in this Policy.
Executive Team	Administer and coordinate child safety concerns as outlined in this Policy.
Head of Legal, Risk, Compliance	Oversight of corporate compliance. Administration of reportable concerns as outlined in this Policy.
Head of HR	Oversight of Working with Children Check processes. Administration of reportable concerns as outlined in this Policy.
Head of Student Experience	Child Safety Officer – Oversight and support for students under the age of 18.
Senior Manager Student Wellbeing	Lead the management and support of students under the age of 18.



9. Definitions and Acronyms

Definitions and Acronyms	
Child	A person under 18 years of age.
Child Abuse	Physical or online violence, sexual abuse, serious emotional or psychological abuse, or serious neglect.
Emotional Abuse	Behaviour of the parent or caregiver that damages the confidence and self-esteem of the child or young person, resulting in serious emotional deprivation or trauma.
Guest	A visitor invited to contribute to College activities.
Injuries	Bruising, lacerations or welts, burns, fractures or dislocation of joints. Hitting a child around the head or neck and/or using a stick, belt or other object to discipline or punish a child (in a non-trivial way) is a crime.
Neglect	The continued failure by a parent or caregiver to provide a child or young person with the basic things needed for his or her proper growth and development, such as food, clothing, shelter, medical and dental care or adequate supervision.
Physical Abuse	A non-accidental injury or pattern of injuries to a child or young person caused by a parent, caregiver or any other person. It includes but is not limited to injuries which are caused by excessive discipline, severe beatings or shakings, cigarette burns, attempted strangulation and female genital mutilation, attempted strangulation and female genital mutilation.
Volunteer	A person who provides unpaid service to the College.
Safer Community	A physical and online place of safety for children
Sexual Abuse	When someone involves a child or young person in a sexual activity by using their power over them or taking advantage of their trust. Often children are bribed or threatened physically and psychologically to make them participate in the activity. Child sexual abuse is a crime.
Sexual Misconduct	Conduct with, towards or in the presence of a child that is sexual in nature but is not a sexual offence.

Related Policy Documents and Supporting Documents	
Legislation	Child Protection (Working with Children) Act 2012 (NSW) Child Protection (Working with Children) Regulation 2013 (NSW) Crimes Act 1900 NSW National Principles for Child Safe Organisations Office of the Children's Guardian
Policy	Acceptable Use of ICT Resources Policy (Staff) Acceptable Use of ICT Resources Policy (Students) Employment Policy Equity Diversity and Inclusion Policy



	International Students Under 18 Policy Staff Code of Conduct Student Code of Conduct Privacy Policy Student Misconduct Policy Sexual Misconduct Policy
Procedures	Child Protection Procedure International Students Under 18 Procedure Working with Children Procedure Student Misconduct Procedure Sexual Misconduct Procedure (Staff)

10. Policy Governance

Child Protection Policy	
Category/Business Group	Corporate
Published Externally (Yes/No)	Yes
Approver	CEO
Responsible Officer	Chief Operating Officer
Contact Officer	Head of Legal and Compliance
Effective Date	18 December 2025
Next Review Date	May 2026 or as required by the Office of the Children's Guardian
Version	1.0

11. Revision History

Version	Approved by	Approval date	Effective Date	Sections Modified
1.0	CEO, Sarah Lightfoot	18 December 2025	18 December 2025	New policy

Please visit our website to ensure that you have the latest version of this policy. Policies are available at: <https://www.unswcollege.edu.au/about/policies>