

Keeping apprentices and trainees safe in your workplace

For Tasmania's young learners to thrive and succeed in their lives and careers, they need to be safe in our community and our workplaces. We can all play a part in keeping our young people safe.

The *Child and Youth Safe Organisations Act 2023* was introduced as a measure to protect Tasmanian children and young people. As part of this, the *Child and Youth Safe Organisations Framework* (the Framework) outlines a best-practice model for promoting and prioritising the safety and wellbeing of young people in workplaces. It acts as an extension to your existing Workplace Health and Safety procedures, with a focus on children and young people.

Do I need to adopt the Framework?

As your organisation is providing vocational learning services (an apprenticeship or traineeship) to people under 18 years of age, you may be required to adopt the Framework. To find out whether this includes you, please refer to the 'Who Must Comply' section of the Office of the Independent Regulator's website – www.oir.tas.gov.au.

Whether you are required to or not, we encourage all organisations to adopt the Framework as a best practice model for keeping young people safe in the workplace.

How do I adopt the Framework?

To adopt the Framework, you will need to implement the Child and Youth Safe Standards and the Reportable Conduct Scheme in your organisation.

You may already be doing everything that's covered by the Framework. But, just to confirm, here's some information to assist you.

Child and Youth Safe Standards and the Universal Principle: The Framework sets out 10 Child and Youth Safe Standards including a Universal Principle for Aboriginal Cultural Safety.

- The Child and Youth Safe Standards and the Universal Principle outline how an organisation can build a culture of child safety and wellbeing. The ten standards work to promote safety and minimise harm.
- The Universal Principle for Aboriginal Cultural Safety is reflected across all ten standards and protects the right for Aboriginal and Torres Strait Island children and young people to cultural safety.
- Rather than being rules that must be followed, the standards are principles that focus on building a strong organisational culture that protects young people and their rights.

Reportable Conduct Scheme: If there is a criminal incident at your workplace, you must still call the police immediately on 000.

- The Reportable Conduct Scheme is an approach for reporting concerns about conduct towards young people by adult workers in your organisation.
- For more information about what types of conduct are reportable, please visit the Office of the Independent Regulator's website at www.oir.tas.gov.au.
- If you have concerns about conduct towards a young person by a worker, please ring the Office of the Independent Regulator for advice on 1800 754 728.
- The Reportable Conduct Scheme does not replace existing reporting obligations. If you suspect a criminal offence, you must notify Tasmania Police.

- If your apprentice/trainee is a DECYP student, we recommend you also call DECYP Vocational Learning on (03) 6165 5404 and/or Skills Tasmania on 1800 655 846 or whoever is your vocational learning provider organisation.

Documentation: As part of your daily practice, you'll likely already have policies and procedures in place to comply with legislation such as:

- *Working with Vulnerable People Act 2013*
- *Work Health and Safety Act 2012*
- *Training and Workforce Development Act 2013.*
- TTAC Policies and Guidelines.

The *Child and Youth Safe Organisations Framework* acts like an extension to these existing practices – with a specific focus on children and young people. It's important that you continue to maintain all documentation to do with these Acts.

To help you adopt the Framework, templates for a Child and Youth Safe Policy and Child and Youth Safe Code of Conduct can be found at www.decyp.tas.gov.au/youth-safe-workplaces.

Websites and Resources

[Apprenticeship Support Australia](#)

[Busy at Work](#)

[Catholic Education](#)

[Independent Schools Tasmania](#)

[MAS National Launceston](#)

[Office of the Independent Regulator](#)

[Skills Tasmania](#)

[TasTAFE](#)

[WorkSafe Tasmania](#)

Contact Numbers

Apprenticeship Support Australia	1300 363 831
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Busy at Work	13 28 79
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Catholic Education	03 6210 8888
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DECYP Vocational Learning	03 6165 5404
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Independent Schools Tasmania	03 6224 0125
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MAS National Launceston	1300 627 628
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Office of the Independent Regulator	1800 754 728
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Police: Criminal incident	000
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Skills Tasmania	1800 655 846
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TasTAFE	1300 655 307
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Victims of Crime Service	1300 300 238
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WorkSafe Tasmania	1300 366 322
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For any further assistance, please visit www.decyp.tas.gov.au/youth-safe-workplaces