

# INTOWORK AUSTRALIA CARE AND SUPERVISION OF YOUNG PEOPLE POLICY

The objective of this policy is the appropriate care and supervision of children and other young people at IntoWork Australia and the IntoWork Group of businesses.

IntoWork and our businesses are committed to complying with legislative and regulatory obligations applicable to the objective of this policy.

We acknowledge our responsibility for the care and supervision of all people that we employ, supervise and provide services to. It is recognised, however, that children and other young people have specific requirements in addition to this general duty of care.

It is the policy of IntoWork and our businesses that:

Senior management at each business has a defined role, authority and accountability for the appropriate care and supervision of children and other young people as part of their operations

IntoWork maintains a Staff Code of Conduct that establishes the ethical and professional behaviour of management and staff at businesses in the IntoWork Group

A Statement of Commitment is maintained by each business in the Group detailing the key management and operational practices at their business for the implementation of the policy objective

A Code of Practice for the Care and Supervision of Young People is implemented and maintained by each business in the Group for providing guidance to their management and staff on appropriate practices for the implementation of the policy objective

Management and staff at each business are provided with information and instruction on legislative obligations and appropriate behaviour and practices that affect their area of responsibility

Implementation of this policy at each IntoWork business is the responsibility of their Business Leader. The maintenance and review of this policy and Staff Code of Conduct is the responsibility of the Group CEO. The policy review will be conducted in consultation with the Business Leaders of IntoWork businesses.

This policy has been developed in consultation with interested parties and with consideration to access and equity principles and legislative requirements.

A handwritten signature in black ink that reads "Poul Bottern".

Poul Bottern  
Group CEO

11 September 2018

## GUIDANCE NOTES

These Guidance Notes accompany the IntoWork Care and Supervision of Young People Policy. They are provided to assist in achieving the objective of the Policy at each IntoWork business. These guidance notes are not policy and are for guidance use only. Additional information and assistance with the development and implementation of the required management systems is available by contacting IntoWork.

### **1. Senior management at each business has a defined role, authority and accountability for the appropriate care and supervision of children and other young people as part of their operations**

Note that while a 'child' has a legal definition, a definition of 'young people' is not provided in the policy. What constitutes 'young people' will vary between businesses, depending on their scope of operations.

Senior management has the responsibility for the development and implementation of management systems for providing the appropriate care and supervision of children and other young people. The business should be able to demonstrate that a senior management position has been allocated the responsibility and authority. Relevant evidence should be maintained that the person responsible is managing the implementation, maintenance and improvement of the systems. An example could be documenting the role in a position description.

### **2. IntoWork Maintains a Staff Code of Conduct that establishes the ethical and professional behaviour of management and staff at businesses in the IntoWork Group**

IntoWork is responsible for the development and maintenance of a Staff Code of Conduct. The Code must detail the ethical and professional conduct of management and staff at all levels. The Code is applicable to IntoWork and all businesses in the Group. IntoWork should be able to demonstrate the adequacy and effectiveness in meeting the needs of businesses. Relevant evidence could include consultation with businesses on the development and periodic review of the Code. Businesses should have processes for communicating and implementing the requirements of the Code.

### **3. A Statement of Commitment is maintained by each business in the Group detailing the key management and operational practices at their business for the implementation of the policy objective**

Each business is required to develop and maintain their own Statement of Commitment. The Statement addresses the specific management and operational practices at the business in relation to the care and supervision of young people. It would be advisable to identify and define 'young people' in the Statement. The Statement provides the flexibility for each business to address their specific legislative obligations applicable to their scope of operations. Businesses should have processes for communicating and implementing the requirements of the Statement.

### **4. A Code of Practice for the Care and Supervision of Young People is implemented and maintained by each business in the Group for providing guidance to their management and staff on appropriate practices for the implementation of the policy objective**

Each business is required to develop and maintain their own Code of Practice for the Care and Supervision of Young People. The Code addresses the specific practices at the business in relation to the care and supervision of young people. It would be advisable to identify and define 'young people' in the Code. The Code provides the flexibility for each business to address their specific practices and other requirements applicable to their scope of operations. Businesses should have processes for communicating and implementing the requirements of the Code.

**5. Management and staff at each business are provided with information and instruction on legislative obligations and appropriate behaviour and practices that affect their area of responsibility**

The appropriate behavior and practices should be detailed in the Code of Practice for the Care and Supervision of Young People. Businesses should be able to demonstrate processes for providing information, instruction and supervision to facilitate effective implementation of the requirements of the Code. An example could be including the Code in the employee induction program and on-going professional development.

Rev.	Date	Nature of Changes	Approved By
0	[Date of Issue]	Original Issue	[Policy Approver Name]