

## CHAPTER 1

# YOUTH PROTECTION TRAINING AND EDUCATION POLICY

### INTRODUCTION

5.1.1 All Defence and non-Defence personnel, including contractors and volunteers, have an obligation to protect youth. Personnel must complete appropriate training depending on their level of interaction with youth.

5.1.2 Defence Youth Protection (DYP) training should enable personnel to develop awareness and insights into their attitudes towards youth, and have an understanding of youth development. Training should also ensure personnel engaging with youth on behalf of Defence are:

- a. aware of and comply with Defence policies in relation to youth protection
- b. aware of indicators of child abuse, report suspicions, respond effectively to youth and their families and support their colleagues
- c. able to respond appropriately to youth who disclose they are experiencing abuse within or outside of the organisation.

### POLICY INTENT

5.1.3 The intent of this policy is to ensure:

- a. Commanders, managers and supervisors understand their responsibilities to ensure Defence and non-Defence personnel complete training which equips them with the knowledge and skills appropriate to their role and level of engagement with youth
- b. all personnel, including volunteers and contractors<sup>1</sup> who engage with youth on behalf of Defence know and understand their training obligations to ensure youth are safe when engaging with Defence and to recognise indicators of abuse
- c. youth engaged with Defence know their training obligations, are aware of their rights and responsibilities and demonstrate acceptable behaviours.

5.1.4 Defence Youth Protection Training and Education policy is consistent with the following [National Principles for Child Safe Organisations](#):

- a. Principle 1: *Child safety and wellbeing is embedded in organisational leadership, governance and culture*

(1) Key Action Area 1.2: *A child safe culture is championed and modelled*

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<sup>1</sup> Currently, only contractors with access to Defence Protected Network can access the learning platform.

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*at all levels of the organisation from the top down and the bottom up*

- b. Principle 7: *Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training*
- (1) *Key Action Area 7.1: Staff and volunteers are trained and supported to effectively implement the organisation's child safety and wellbeing policy*
  - (2) *Key Action Area 7.2: Staff and volunteers receive training and information to recognise indicators of child harm including harm caused by other children and young people*
  - (3) *Key Action Area 7.3: Staff and volunteers receive training and information to respond effectively to issues of child safety and wellbeing and support colleagues who disclose harm*
  - (4) *Key Action Area 7.4: Staff and volunteers receive training and information on how to build culturally safe environments for children and young people.*

5.1.5 This policy should be read in conjunction with:

- a. Youth Safe Culture policy (refer [Section 2, Chapter 1](#))
- b. Suitability Screening and Working with Children Checks policy (refer [Section 3, Chapter 2](#)).

### TRAINING RESPONSIBILITIES AND ACCOUNTABILITIES

5.1.6 Chief of Joint Capabilities (CJC) is the authority for the Defence Education and Training domain, sponsor of the [Defence Learning Manual](#) and appointed owner for youth protection training.

5.1.7 Head Joint Support Services Division (HJSSD) is responsible to CJC for:

- a. developing, maintaining and issuing enterprise-level youth protection training for Defence which aligns with the Systems Approach to Defence Learning
- b. monitoring and reporting on the implementation of youth protection training by the Groups/Services.

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**5.1.8 Mandatory Workplace Behaviour Training.** Defence’s Mandatory Workplace Behaviour Training<sup>2</sup> includes youth protection content to inform all Defence personnel of their obligations to keep youth safe. Depending on their position or role, personnel may be required to undertake additional training.

**5.1.9 The Defence Youth Protection Training Continuum.** The Defence Youth Protection (DYP)<sup>3</sup> training continuum comprises the following training packages:

- a. Level 1 - Awareness
- b. Level 2 - Practitioner
- c. Level 3 – Leader
- d. Level 6 – Youth.
- e. Level 6 – Young Adult

5.1.10 In addition to the requirements specified in the Suitability Screening and Working with Children Checks policy (refer [Section 3, Chapter 2](#)) Defence personnel required to engage with youth must complete DYP training in accordance with Table 1 below.

DYP Training Level	Mandatory Requirement for	Prerequisite	Expiry (years)
<b>L1- Awareness</b>	Any adult ADF member, APS staff or contractor undertaking <b>Youth-related Work</b> <sup>4</sup>	None	Three <sup>5</sup>
<b>L2- Practitioner</b>	Any adult ADF member, APS staff or contractor in an annotated <b>Youth-related Work Position</b>	L1	Three
<b>L3- Leader</b>	Any ADF member, APS staff or contractor supervising Practitioners	L1	Three
<b>L6- Youth (under 18)</b>	All youth in ADF, APS, or working as a contractor	None	Three

**Table 1:** Youth Protection Training Requirements for Defence Personnel

5.1.11 All Australian Defence Force Cadets (ADF Cadets) personnel must complete DYP training in accordance with Table 2 below.

<sup>2</sup> Owned and managed by WHS Branch

<sup>3</sup> DYP training packages on Campus use the superseded terminology Defence Youth Safety Training. Titles will be amended following a review of youth-related training in 2021

<sup>4</sup> Youth-related Work and Youth-related Work Positions are defined in the [Abbreviations and Glossary](#)

<sup>5</sup> Annual refresher training is provided through *Workplace Behaviour* mandatory training

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<b>DYP Training Level</b>	<b>Mandatory Requirement for</b>	<b>Prerequisite</b>	<b>Expiry (years)</b>
<b>L1- Awareness</b>	All adults in the ADF Cadets	None	Three
<b>L2- Practitioner</b>	ADF Cadets adults in Youth-related Work Positions	L1	Three
<b>L3- Leader</b>	ADF Cadets adults who are in positions supervising Practitioners	L1	Three
<b>L6- Youth (under 18)</b>	All youths in ADF Cadets	None	Three
<b>L6- Young Adult (18 - 25)</b>	All ADF Cadets on turning 18	None	Three

**Table 2:** Youth Protection Training Requirements for ADF Cadets and Cadets Adults

5.1.12 **Youth Protection Training for Youth Turning 18.** L1 Awareness training must be completed by personnel including volunteers, when they turn 18 if they have not completed that level of training within the preceding 12 month period.

5.1.13 **Other Youth Protection Training.** HJSSD may develop other youth related training for specific purposes, for example at the direction of the Enterprise Business Committee. Commanders, managers and supervisors must ensure that other training is completed by relevant personnel, including youth and ADF Cadets adult volunteers.

**RECORDING TRAINING COMPLETIONS**

5.1.14 Commanders, managers and supervisors must ensure training completions are recorded appropriately<sup>6</sup> and stored in accordance with the requirements defined in [Section 1 Chapter 2](#).

**REPORTING TRAINING COMPLIANCE**

5.1.15 DYP training completion data is one of four key performance indicators against which youth protection performance is measured.

5.1.16 Commanders, managers and supervisors must ensure youth protection performance, including training compliance, is analysed, aggregated and reported in accordance with the requirements specified in Youth Protection Performance Management policy, (refer [Section 4, Chapter 1](#)).

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<sup>6</sup> PMKeyS for ADF members; CadetNet for ADF Cadets; and Objective for contractors

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5.1.17 Training compliance data for all annotated Youth-related Work Positions must be tabled by JSSD for discussion by Groups and Services at each Joint Gender Peace and Security, Reserve, Youth and Cadet Policy Committee meeting.

5.1.18 The learning outcomes of DYP training must be regularly analysed by JSSD to ensure effectiveness in supporting all personnel to implement Defence's youth protection policies.

**Accountable Officer:** Chief of Joint Capabilities (CJC)

**Policy Owner:** Head Joint Support Services Division (HJSSD)