

CHAPTER 2

HEALTH, PROTECTION AND SAFETY IN THE DEFENCE WORK EXPERIENCE PROGRAM POLICY

INTRODUCTION

3.2.1 Ensuring the health, protection and safety of participants in the Defence Work Experience Program (DWEPE) is at the core of achieving the program's goals and delivering a positive experience for youth.

3.2.2 Defence recognises its legal duty of care to participants undertaking work experience placements. To fulfil this legal obligation, all personnel engaging with youth participants must be aware of and consider the specific needs of youth when planning and delivering a work experience placement.

DEFINITIONS

3.2.3 **Youth protection** encompasses matters relating to protecting all youth from child abuse, managing the risk of child abuse, providing support to youth at risk of child abuse and responding to incidents or allegations of child abuse.

3.2.4 **Youth Safety** means the application of the Defence Safety Framework to youth.

3.2.5 **Duty of care** is a legal duty to take reasonable care to prevent harm to another person that could be reasonably foreseen.

POLICY INTENT

3.2.6 The intent of this policy is to ensure Defence personnel engaging with youth during a DWEPE placement:

- a. understand the rationale and strategies employed to manage youth protection during a work experience placement
- b. effectively administer the youth protection risk controls detailed below to keep youth safe from harm throughout a DWEPE placement

3.2.7 This policy should be read in conjunction with the DWEPE Roles, Responsibilities and Accountabilities policy (Section 1 Chapter 1) and the DWEPE Risk Management policy (Section 3 Chapter 1).

POLICY

3.2.8 All Defence and non-Defence personnel engaging with youth during a work experience placement must take reasonable steps to minimise the risk of harm to all

DWEP participants by:

- a. complying with all Defence WHS and youth protection policies to foster a youth safe environment
- b. implementing strategies to prevent unacceptable behaviour, misconduct and abuse of youth
- c. ensuring youth safety and protection hazards and risks are identified and effectively managed
- d. ensuring youth safety and protection events/incidents, including complaints are reported and managed in accordance with WHS policies; Part 1, Section 3 Chapters 3 and 4 and this Part.

DUTY OF CARE

3.2.9 Defence's duty of care for each work experience participant commences when the participant arrives at the designated location and is met by the Person Conducting the Activity (PCA) or Authorised Personnel. That duty of care ceases when the participant departs the designated location at the conclusion of the placement.

3.2.10 For work experience placements where Defence personnel pick-up or drop-off participants from an airport/bus/train station, Defence's duty of care commences when the participant arrives at the designated transfer location until the participant departs the designated transfer location.

3.2.11 Prior to allowing participants onto a Defence base, the PCA must collect and review all documentation required of the participant to allow entry onto the Defence unit/base. This includes, but may not be limited to the [Covid-19 Risk Factors Advice and Acknowledgement Form](#) (Annex A).

INDUCTION

3.2.12 The PCA must conduct a work experience placement induction and safety briefing using the Induction Checklist in the Unit Guide (Section 1 Chapter 1 Annex A), as a guide. The induction must confirm, at a minimum, that participants have understood and signed the Code of Conduct and have read the DWEP Participant Handbook (Annex B).

3.2.13 A Defence site-specific induction and safety briefing must also be delivered at the commencement of the placement and on other occasions as required during the placement.

3.2.14 PCAs and/or Authorised Personnel must regularly note a participant's attendance. At a minimum, this must occur at the commencement and conclusion of the placement and at the commencement and conclusion of any subsequent day/s.

MANAGING ALLERGIES, DIETARY REQUIREMENTS, MEDICAL CONDITIONS AND PRE-EXISTING INJURIES

3.2.15 Each participant's parent/s or guardian/s is responsible for providing the Educational Institution (EI) with accurate and current participant information in the relevant Defence Work Experience Placement Agreement (Annexes C-F).

3.2.16 If allergies, dietary requirements, medical conditions or pre-existing injuries are disclosed in the Defence Work Experience Placement Agreement, the WELO must advise the PCA prior to the commencement of the placement, using the Nominal Roll.

3.2.17 The Nominal Roll must include the following information for each participant:

- a. emergency contact information
- b. emergency contact information for the participant's EI
- c. information relating to allergies, dietary requirements, medical conditions, behavioural issues, or pre-existing illnesses or injuries and each participant's treatment plan.

3.2.18 The PCA must review and sign the Nominal Roll coversheet (Annex G) and return to the WELO prior to the commencement of the placement. The PCA must retain relevant information for each participant during a placement to be readily accessed as required.

3.2.19 If a participant's medical treatment plan specifies medication is required, PCAs must ensure the participant carries this medication at all times.

3.2.20 If a participant does not bring the required medication to the placement, the PCA should immediately notify the WELO who will contact the EI to discuss the appropriate course of action. A participant may not be permitted to participate in a placement activity if there is a likelihood of the participant being injured or ill without their medication.

3.2.21 If a participant advises a previously undisclosed allergy, dietary requirement, medical condition or pre-existing injury or illness during a placement, the PCA must notify the WELO. The WELO must contact the participant's EI and parent/s or guardian/s to confirm the participant's needs and discuss whether those needs can be accommodated, as far as reasonably practicable, for the remainder of the placement. A participant may not be permitted to participate in any or all of the placement activities if there is a likelihood of illness or an injury occurring if any of the participant's needs cannot be accommodated.

3.2.22 The POC or PCA must notify the Mess manager of participants' special dietary needs in advance of the placement. The POC or PCA must confirm suitable meals are provided for each participant with special dietary needs.

CONSENT TO UNDERTAKE ACTIVITIES

3.2.23 The Defence Work Experience Placement Agreement seeks specific parental consent for participants under 18 years for the following activities:

- a. Defence physical training activities
- b. travelling in Defence vehicles (including cars, trucks, aircraft and/or ships)
- c. supervised use of computer-based Defence weapons simulator systems
- d. handling unloaded firearms under supervision
- e. being photographed and videoed.

3.2.24 If consent is not granted for any of the activities in 3.2.23, participation must not occur and alternate arrangements must be made.

3.2.25 Additional or alternative activities (for example, an activity not included in the original activity schedule) should not include any activity for which parent/guardian approval would normally have been required.

PLANNING ACTIVITIES

3.2.26 DWEP workplace learning activities are classified as follows:

- a. **Approved activity:** activities that are relevant to the intended career(s) being considered by a participant and do not fall into the category of DWEP Excluded Activities (Annex H), or activities requiring additional consideration or approval
- b. **Adventure activity:** a physical activity such as abseiling, orienteering and water activities
- c. **Special consideration activity:** a placement activity that requires additional consultation between the EI and Defence
- d. **Excluded activity:** an activity from which one or more participants are excluded due to conditions or rulings determined by an EI, EI's insurance provider, Defence and/ or DWEP (Annex H).

3.2.27 Prior to planning a DWEP activity, the PCA must consult with the relevant WELO to confirm the activity's classification and determine appropriate planning action. When planning a DWEP activity, the WELO and PCA must take into consideration that DWEP participants are not militarily trained and activities must be appropriately tailored. Program and placement risk assessments are undertaken in accordance with, Section 3, Chapter 1.

3.2.28 Activities conducted on DWEP placements must be planned in accordance with Defence policy and comply with relevant State/Territory Department of Education guidelines. Some EIs may identify additional activities that are not covered by their

Certificate of Currency. Special consideration and Excluded Activities for each State and Territory are provided in Annex H

3.2.29 Participants must be supervised during adventure activities. Where appropriate, additional supervision requirements must be included in the activity specific risk assessment.

3.2.30 Regional DWEP personnel must confirm the currency of Excluded Activities with the relevant Department of Education statutory schedule of Excluded Activities, on at least an annual basis.

3.2.31 Students travelling interstate for placements remain subject to any special consideration or Excluded Activity specified by their home State or Territory, the EI and/or the EI's insurer.

3.2.32 When there are placements involving participants from more than one jurisdiction, PCAs and Authorised Personnel must ensure participants do not undertake any activity which is excluded within their home State or Territory. Excluded participants must be supervised while the rest of the group completes the activity.

USE OF MOBILE PHONES AND SOCIAL MEDIA

3.2.33 PCAs must carry a mobile phone at all times unless not practicable or prohibited (for example, in a secure area).

3.2.34 As part of the DWEP Induction, PCAs must remind students to adhere to the DWEP Social Media policy (Section 2 Chapter 3) and their undertakings under the Code of Conduct.

3.2.35 During free time, participants may be permitted to use a personal mobile device (subject to the caveats in Annex A, Section 2, Chapter 3). Use of mobile phones and other electronic devices during a placement will be addressed in the Induction.

SUPERVISION

3.2.36 Whenever any adult engages with youth during a DWEP placement, as far as is reasonably practicable, another participant or adult should be present. If one-on-one interaction is unavoidable, it must take place in a well-lit area, visible to other adults.

3.2.37 When transporting only one under 18 participant in any vehicle, two adults should be present whenever possible.

3.2.38 Authorised Personnel must be present at all times during a work experience placement. A minimum of two Authorised Personnel must accompany participants at all times, except for activities involving five or less participants. For example:

- a. If a day activity includes 16 participants, there must be a minimum of two Authorised Personnel accompanying the group
- b. If a day activity includes 21 to 40 participants, there must be a minimum of three Authorised Personnel accompanying the group. This meets both the 1:20

staff to participant ratio and the requirement that a minimum of two staff accompany participants on all activities

3.2.39 The table below outlines minimum supervision ratios by activity type¹.

Type of Activity	Minimum Staff ²	Authorised Personnel to Participant Ratio
Day activities – occur between 6.00am and 5.00pm	2	1:20 (additional Authorised Personnel required every 1-20 participants above cap)
Overnight activities occur between 5.00pm and 6.00am the following day	2	1:10
Activities involving five or less participants	1	

3.2.40 For mixed gender groups undertaking overnight placements, there must be at least one Authorised Personnel of each gender in attendance in accordance with the prescribed ratio.

3.2.41 Guest speakers should not be included in minimum staff/participant ratios.

BATHROOM, TOILET AND SHOWER FACILITIES

3.2.42 Bathroom, shower and toilet facility use must be separated by gender (for example, female participants only share facilities with other female participants and male participants only share facilities with other male participants). If a participant identifies as gender X, the participant's preferences should be considered in advance of the work experience placement to confirm whether the participant's needs can be accommodated while taking into consideration the needs of all other participants.

3.2.43 Wherever possible, PCAs and Authorised Personnel should use different facilities to participants or wait until the participants have vacated the facility.

SPECIAL CONSIDERATIONS FOR OVERNIGHT ACTIVITIES

3.2.44 Participants' sleeping arrangements must be separated by gender (for example, female participants must only share a room with another female participant/s and male participants must only share a room with an/other male participant/s). WELOs and PCAs must be sensitive to the needs of participants identifying as gender X when planning sleeping arrangements, including appropriate supervisory ratios.

¹ Based on good practice, supervision ratios specified by [Australian Curriculum, Assessment and Reporting Authority Student-Teacher Ratio](#); [Victorian Department of Education and Training Staffing and Supervision Guidelines](#); and [NSW Department of Education Teacher Staffing Entitlements](#)

² Must include at least one Authorised Personnel.

3.2.45 The PCA and/or Authorised Personnel's overnight accommodation must be in a separate room from the participants, but located in the same building to enable effective supervision.

3.2.46 Participants may have up to two hours of free time after dinner, before lights out. If organising leisure activities, such as a movie screening or board games, the PCA and/or Authorised Personnel should consider the participant cohort to make age and culturally appropriate choices.

3.2.47 PCAs should set standard lights out and wake up times for the placement which are age-appropriate and considerate of the activity schedule. As a general rule, 6.00am is an appropriate wake up time and no later than 10.00pm for lights out.

Annexes:

- A. [Covid-19 Risk Factors Advice and Acknowledgement Form](#)
- B. DWEP Participant Handbook
- C. ADF Work Experience Placement Agreement Under 18 years
- D. ADF Work Experience Placement Agreement Over 18 years
- E. APS Work Experience Placement Agreement Under 18 years
- F. APS Work Experience Placement Agreement Over 18 years
- G. Nominal Roll Coversheet
- H. DWEP Excluded Activities Guide

Accountable Officer: Chief of Joint Capabilities (CJC)

Policy Owner: Head Joint Support Services Division (HJJSD)