

CHAPTER 1

YOUTH PROTECTION AND SAFETY ROLES, RESPONSIBILITIES AND ACCOUNTABILITIES IN DWEP

INTRODUCTION

1.1.1 The Defence Work Experience Program (DWEP) has a duty of care to ensure the health, protection and safety of participants during a work experience placement. DWEP is a collaborative program undertaken by the Groups and Services under the direction of Head, Joint Support Services Division (HJSSD). The intent of this policy is to reflect the concept and practice of shared responsibility both at the program level and in the delivery of a DWEP placement. The identification of the roles, responsibilities and accountabilities of all those involved in a DWEP placement outlined below demonstrate this concept.

1.1.2 This policy complements [Part 1, Section 1 Chapter 1](#) and applies to:

- a. Defence personnel involved in developing and managing DWEP placements and supervising DWEP participants
- b. Defence personnel who, through their normal duties, may be in contact officially or unofficially with DWEP participants
- c. Educational Institutions entering into a Defence Work Experience Placement Agreement (refer Section 3 Chapter 2 Annexes C-H)
- d. DWEP participants and their parent/s or guardian/s.

DEFINITIONS

1.1.3 **DWEP National Manager.** The DWEP National Manager is a Defence APS position responsible for the delivery of the DWEP program, providing strategic oversight of a national network of personnel who facilitate and administer Defence work experience opportunities at Defence establishments across the country.

1.1.4 **Work Experience Liaison Officer (WELO)** is a Defence APS position which is responsible for assisting in the planning, coordination and delivery of a DWEP placement and activity.

1.1.5 **Work Experience Administration Officer (WEAO)** is a Defence APS position which provides administrative support to the WELO, for example, the advertising and coordination of DWEP placements.

1.1.6 **Officer Authorising Activity (OAA)** is the officer in command of a military unit or establishment, often known as the Commanding Officer.

1.1.7 **Host Unit Point of Contact (POC)** is the point of contact nominated by the OAA to engage with the WELO in the planning and execution of the DWEP placement.

The POC and the Person Conducting the Activity (PCA) can be the same person.

1.1.8 **Person Conducting the Activity (PCA)** is the primary interface with the youth participants and provides supervision of participants on a DWEP placement.

1.1.9 **Authorised Personnel** are nominated ADF, including Reserve members, and/or APS personnel allocated to support the PCA by providing supervision and engaging with youth during a DWEP placement.

POLICY INTENT

1.1.10 DWEP is committed to taking all reasonably practicable steps to achieve Defence's vision for youth engagement as expressed in the [Introduction to the Youth Policy Manual](#). This includes a commitment to:

- a. meeting statutory obligations under the *Work Health and Safety Act 2011*
- b. complying with the Commonwealth Child Safe Framework (CCSF), National Principles for Child Safe Organisations (NPCSO) and applicable legislation.

1.1.11 The intent of this policy is to ensure that roles, responsibilities and accountabilities for youth protection and safety in DWEP are defined and understood by all personnel to whom this policy applies.

1.1.12 The intent of this policy is to reflect the concept and practice of shared responsibility both at the program level and in the delivery of a placement. As a result, the WELO, PCO and/or the PCA are jointly responsible for the overall review, analysis and mitigation of all youth protection and youth safety factors, taking into consideration participants' age, maturity, fitness levels and risk tolerance.

POLICY

1.1.13 Enterprise level youth protection roles, responsibilities and accountabilities are defined in [Part 1, Section 1 Chapter 1](#). Those responsibilities and accountabilities extend across all Defence Youth Programs including DWEP and are non-delegable.

ROLE DESCRIPTION AND RESPONSIBILITIES

1.1.14 **DWEP National Manager.** The National Manager is responsible for:

- a. fostering a youth safe culture within the DWEP team and promoting that culture across hosting units/establishments, so that DWEP placements are conducted in youth safe environments
- b. managing and providing guidance and direction to WELOs and WEAOs to ensure DWEP personnel are aware of and accept their responsibilities for the health, protection and safety of youth participating in a DWEP placement

- c. completing an annual Program level Risk Assessment (refer Part 1, Section 3 Chapter 1 and Part 3, Section 3, Chapter 1)
- d. ensuring all DWEP team members in Youth-related Work Positions:
 - (1) obtain and maintain Working With Children Check(s) (WWCC) and/or Working with Vulnerable People (WWVP) clearance(s) for the States and/or Territories relevant to their youth-related work in accordance with each relevant jurisdiction's requirements
 - (2) are aware of their obligation to advise Director Youth of any event or issue that impacts or could impact their current WWCC/WWVP clearance(s)
 - (3) sign and adhere to the [Defence Youth Safe Code of Conduct \(Adult\)](#) and complete relevant youth protection training.
- e. ensuring outcomes of paragraph 1.1.14.d are recorded in PMKeyS and stored on the individual's personnel file in Objective.

1.1.15 **WELOs** are responsible for:

- a. ensuring all signatories to a Defence Work Experience Placement Agreement (the Agreement) have read, understood and adhere to the terms, conditions and obligations contained within the Agreement
- b. providing coordination, support and youth protection subject matter expertise to the OAA and other personnel during the planning and delivery of a work experience placement to ensure all activities are conducted in a youth safe manner, consistent with youth protection policies
- c. developing and coordinating DWEP placements in consultation with the OAA, the Host Unit POC and the PCA or Authorised Personnel, taking into account available resources, workloads and operational requirements
- d. liaising with the POC and/or the PCA and/or Authorised Personnel to complete and sign a DWEP Placement Risk Assessment (Section 3 Chapter 1 Annex B). Once signed, the WELO must ensure all Risk Assessments are stored in Objective prior to the commencement of each placement
- e. providing the OAA with the Unit Guide (refer Annex A)
- f. accurately recording all relevant participant information on the Nominal Roll and providing a copy to the OAA in advance of a placement
- g. confirming the Mess manager receives notification of participants' food allergies and/or special dietary needs and that the POC and PCA are aware of participants' medical or health requirements in advance of the placement and that reasonable adjustments can be made. In some circumstances a

participant may be excluded from any or all of the placement if there is a likelihood that their medical condition would result in injury or illness. A risk based, case-by-case assessment will be undertaken

- h. completing a Post Activity Report in consultation with the POC and/or the PCA
- i. if requested, assisting the OAA, PCA and/or POC to manage a youth protection complaint or event/incident which occurs during a work experience placement
- j. providing advice and support to Authorised Personnel and any other unit/base personnel involved in a youth protection complaint or event/incident which occurs during a work experience placement.

1.1.16 **OAA.** The OAA has overarching responsibility for:

- a. the conduct of a work experience placement, which includes the protection and safety of youth during the placement
- b. extending the scope of their WHS roles, responsibilities and accountabilities to include youth protection
- c. approving work experience placements and associated activities to proceed
- d. nominating certain DWEP placement/activity roles and responsibilities (for example, POC/PCA), subject to the capacity and capability of the unit
- e. ensuring all Defence personnel engaging with DWEP participants are aware of their WHS/ youth protection responsibilities and comply with Defence youth policy
- f. ensuring Defence personnel who engage with youth during a DWEP placement have completed relevant youth protection training and (for overnight placements) have a current WWCC/ WWVP clearance
- g. reviewing and approving the DWEP Placement Risk Assessment, including associated activity-specific risk assessments
- h. managing any WHS or youth protection event/incident that occurs during a work experience placement in accordance with Part 1, Section 3 Chapter 3 (the WELO, PCA and/or PCO may provide assistance with this process as required).

1.1.17 **POC.** The POC is responsible for the timely and efficient flow of information and completed documentation between the hosting unit and the WELO.

1.1.18 **PCA.** The PCA is responsible for:

- a. obtaining the Nominal Roll from the WELO, confirming that participants' medical conditions or dietary requirements have been communicated to relevant areas on the base/ unit and confirming participant needs are, as reasonably practicable, being met during the placement
- b. providing participants with a site-specific induction briefing at the commencement of the placement in accordance with the Induction Checklist in the Unit Guide and base instructions and processes
- c. completing Youth Protection Training Levels 1 (Awareness) and 2 (Supervisor) training, signing a Youth Safe Code of Conduct (Adult) and (for overnight placements) have current WWCC/ WWVP clearance
- d. ensuring that Authorised Personnel assisting with any DWEP activity act in a manner which reflect Defence values and community expectations when engaging with youth participants
- e. assisting any participant wishing to make a complaint or report a youth protection event or incident, including but not limited to inappropriate or unacceptable behaviour
- f. the initial reporting of a youth protection complaint or event/ incident to the unit chain of command in accordance with unit reporting processes and procedures ([Part 1, Section 3 Chapter 3](#)) and assisting the OAA to manage a youth protection event/incident.

1.1.19 **Authorised Personnel.** Authorised Personnel may be nominated by the OAA or the DWEP team to support the PCA to provide supervision and engage with youth during the placement. Authorised Personnel must have completed Level 1 Youth Protection Awareness training, signed a Youth Safe Code of Conduct (Adult) and, if supervising an overnight activity, have a current WWCC/ WWVP clearance.

1.1.20 DWEP, through HJSSD, takes its youth safety and youth protection responsibilities seriously. Responsibility for youth safety, which is undertaken in a WHS and youth protection context during a DWEP placement, is shared between the host unit/ base and DWEP. To maximise a safe placement environment, DWEP will provide support to a unit on its youth safety responsibilities in the planning and conduct of a placement/activity. The diagram in Annex A illustrates the hierarchy of roles and responsibilities for youth safety and youth protection in DWEP. It specifies the roles with shared responsibility and those which are specific to the OAA or PCA when a placement/activity is being conducted. This will encompass the dual requirements of youth safety (WHS) and youth protection.

1.1.21 In addition to the roles identified above, educational institutions, parents/ guardians and DWEP participants themselves have a responsibility to contribute to ensuring and maintaining the safety and protection of youth during a placement.

1.1.22 **Educational Institution (EI).** The EI is an entity which supports a DWEP placement. The EI is responsible for:

- a. completing a Defence Work Experience Placement Agreement which contains accurate participant information, including the participant's medical and behavioural information and parent/ guardian contact information
- b. providing the WELO with details of a nominated EI point of contact prior to the commencement of the placement
- c. submitting the EI's Insurance Certificate of Currency
- d. ensuring that a correctly completed and signed Defence Work Experience Placement Agreement is returned to the WELO by the due date
- e. where appropriate, advising the WELO that the EI's insurance will not cover participation in a work experience placement.

1.1.23 **Parents/Guardians.** Parents/guardians of participants under 18 years of age are responsible for:

- a. reading, completing and signing the Defence Work Experience Placement Agreement (Participant Under 18 Years)
- b. providing the EI with accurate and current participant information in the signed Defence Work Experience Placement Agreement, including contact information, participant's medical, dietary and behavioural information and participant's acknowledgement and agreement
- c. immediately informing the WELO (through the EI) of any changes to the information previously provided, preferably before the placement commences
- d. providing alternative food options (for participants with severe allergies and dietary requirements)
- e. advising the EI of any activity types in the placement that they do not wish their child to participate in or that the child is unable to participate in.

1.1.24 **DWEP participants.** DWEP participants are responsible for:

- a. reading, completing and signing the Defence Work Experience Placement Agreement and returning it to the WELO by the due date
- b. reading, signing and complying with the DWEP Participant Code of Conduct throughout the work experience placement
- c. immediately informing the WELO and the EI of any illness or absence affecting their participation during the DWEP placement.

Annex

A. Unit Guide – Conducting a Defence Work Experience Placement

Accountable Officer: Chief of Joint Capabilities (CJC)

Policy Owner: Head Joint Support Services Division (HJSSD)