



**St Michael's**  
Lutheran Primary School

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# CHILD SAFE POLICY

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Version	2	
Publication Date	September 2022	
Review Date	September 2023	
Responsibility	Principal	
Endorsed by	School Board	Date: 23 September 2022

## Related School Policies, Procedures and Documents

<ul style="list-style-type: none"> <li>• National Principles for Child Safe Organisations</li> <li>• Mandatory Notification Procedure</li> <li>• Bullying and Harassment Policy</li> <li>• Child Safe Human Resources Management</li> <li>• Staff and Volunteer Induction Procedure</li> <li>• Digital Technologies Policy</li> <li>• Social Media Policy</li> <li>• Child Safe Code of Conduct – students, adult</li> </ul>	<ul style="list-style-type: none"> <li>• Pastoral Care Program</li> <li>• Excursion, Camps and Sporting Events Policy</li> <li>• Growing Deep</li> <li>• Valuing Safe Communities</li> <li>• Lifelong qualities for learners</li> <li>• Procedures for Responding to and Reporting Child Safety Incidents and Concerns</li> <li>• Child Safe Complaints Management</li> </ul>
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### 1. Introduction

This Child Safe Policy has been developed in accordance with and implements Principle 1 of the [National Principles for Child Safe Organisations](#) (National Principles).

The Child Safe Policy is published on our Learning Community’s public website and provided to new Staff, and to Direct Contact Volunteers and Direct Contact Contractors at induction. It is also communicated through other mediums such as our website, welcome/induction packs, Annual Report, and newsletters.

### 2. Purpose

Our Child Safe Policy, which includes our Statement of Commitment to Child Safety, was written to demonstrate the strong commitment of the Learning Community to promoting children’s wellbeing and safeguarding children from harm, and to provide an outline of the policies and practices that we have developed to keep our students safe, including from abuse or other harm.

It is an overarching policy that provides the key elements of our approach to the Learning Community as a child safe organisation and sets the tone for the Learning Community’s entire Child Safe Program.

The Child Safe Policy provides the framework for:

- implementing the National Principles
- developing systems, practices, policies and procedures that promote child protection within the Learning Community

- creating a safe and supportive Learning Community environment and a positive and robust child protection culture
- promoting and openly discussing child safety issues within the Learning Community
- complying with all laws, regulations, and standards relevant to child protection in South Australia.

### 3. Scope

The Learning Community's Child Safe Policy applies to all adults in the Learning Community, including Staff, Volunteers, Contractors, External Education Providers, parents/carers and other family members. This Policy applies in all Learning Community environments, both physical and online, and on-site and off-site Learning Community grounds (e.g. camps and excursions).

### 4. Statement of Commitment to Child Safety

Refer to: [Valuing Safe Communities: Statement of values](#)

All children and young people who come to St Michael's have a right to feel and be safe. We are committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives.

We have a zero tolerance for harm to children and young people and are committed to acting in students' best interests and keeping them safe from harm.

The Learning Community regards its child safety responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintaining a child safe culture.

Each member of the Learning Community has a responsibility to understand the important and specific role that they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all that they do and every decision that they make.

### 5. Child Safe Standards

The National Principles were developed by the Australian Human Rights Commission in response to recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse. The National Principles are comprised of 10 Principles that were informed by, but go further than, the 10 Child Safe Standards recommended by the Royal Commission. They are:



## 6. Children and Young People’s Rights to Safety, Information and Participation

St Michael's is a child safe and child-centred organisation. Our environment is friendly and welcoming to all children and young people.

We actively seek to include students in decisions that affect them. This includes decisions about organisational planning, delivery of services, management of facilities, and learning and assessment environments.

We ensure students know about their rights to safety, information and participation. We recognise the importance of friendships and support from peers. We actively seek to understand what makes students feel safe in our Learning Community and regularly communicate with students about what they can do if they feel unsafe.

## 7. Parents/Carers, Families and Community Involvement at the Learning Community

The Learning Community recognises that parents and carers have the primary responsibility for the upbringing and development of their children. We ensure they participate in decisions affecting their children.

We ensure that families and relevant communities (Aboriginal and Torres Strait Islander communities, culturally and linguistically diverse communities, other communities that make up our Staff and student cohort, and the local community in which our Learning Community operates) know about the Learning Community's operations and policies, including the Child Safe Policy and Child Safe Codes of Conduct, record keeping practices, risk management, and complaints and investigation processes.

We actively seek to include families and relevant communities in decisions about organisational planning, delivery of services, management of facilities, and learning and assessment environments.

We build cultural safety at the Learning Community through partnerships with relevant communities.

## 8. Valuing Diversity in the Learning Community

Our Learning Community values diversity and does not tolerate any discriminatory practices. To achieve this, we:

- support the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students and their families
- support the cultural safety, participation and empowerment of students from culturally and linguistically diverse backgrounds and their families
- support students with a disability and their families and act to promote their participation
- welcome students and families of diverse sexuality and act to promote their participation
- seek to recruit a workforce that reflects a diversity of cultures, abilities and identities
- ensure that all Staff, Direct Contact Volunteers and Direct Contact Contractors have training about Aboriginal and Torres Strait Islander cultures, disability, culturally and linguistically diverse backgrounds, and communities with particular experiences or need

- have a physical environment that actively celebrates diverse cultures and recognises cultural difference
- commit to ensuring that our facilities promote the inclusion of students of all abilities.

## 9. Our Child Safe Program

St Michael's is committed to the effective implementation of our Child Safe Program and ensuring that it is appropriately reviewed and updated. We adopt a risk management approach by identifying key risk indicators and assessing child safety risks based on a range of factors including the nature of our Learning Community's activities, physical and online environments and the characteristics of the student body.

Our Child Safe Program relates to all aspects of child safety and protecting students from harm, and establishes work systems, practices, policies and procedures to create and maintain a child safe environment and culture at the Learning Community. It includes:

- Child Safe Codes of Conduct
- clear information as to what constitutes harm and associated key indicators of different forms of harm to children and young people
- procedures for reporting to external agencies, including Mandatory Notifications to the Department for Child Protection (DCP), and Reporting to Police, which make clear that all Staff, Volunteers and Contractors must,
  - as their first priority, fulfill their legal obligations to report harm or risk of harm to a child to the Child Abuse Report Line (CARL) and to Police
  - procedures for reporting to external agencies, including Mandatory Notifications to DCP, and Reporting to Police, which make clear that all Staff, Volunteers and Contractors must, as their first priority, fulfill their legal obligations to report harm or risk of harm to a child externally
  - clear procedures for reporting child safety incidents or concerns internally, and for responding to incidents or allegations of harm to a child or young person
  - strategies to support, encourage and enable Staff, Volunteers, Contractors, parents/carers and students to understand, identify, discuss and report child safety matters

- procedures for recruiting and screening members of the Leadership Team, Staff, Volunteers and Contractors
- pastoral care strategies designed to empower students and keep them safe
- strategies to support and encourage the participation and inclusion of Aboriginal and Torres Strait Islander students, students from culturally and/or linguistically diverse backgrounds and students with disability
- child safety training
- information regarding the steps to take after a disclosure of harm to protect, support and assist students
- guidelines with respect to record keeping and confidentiality
- policies to ensure compliance with all relevant laws, regulations and standards (including the National Principles)

## 10. Reporting Child Safety Incidents or Concerns to the Learning Community

**Any person, including a staff member, Volunteer, Contractor, parent/carer or a student, can at any time report a reasonable suspicion about harm to a child or young person directly to CARL on 13 14 78 or online.**

CARL is open 24 hours a day, seven days a week.

**Whenever there are concerns that a child is in immediate danger the Police should be called on 000.**

If you need guidance on making a report, or have questions regarding child safety, contact one of the Child Safety Officers.

Our Child Safe Program provides detailed procedures with respect to the reporting of child safety incidents and concerns to relevant external authorities.

It also contains detailed guidance for Members of the Board, Staff, Volunteers and Contractors on how to identify key indicators of different forms of harm to children and young people and how to report child safety incidents or concerns:

- to relevant external authorities, including DCP and the Police
- internally to one of our Learning Community's Child Safety Contact Officers.

**Students** at the Learning Community are provided with information about and encouraged to use multiple pathways to raise child safety incidents or concerns about or at the Learning Community. These include by contacting CARL and/or by reporting internally to the Learning Community via informal and formal ways, an 'anonymous' way, and through external child advocacy or child safety organisations.

**Parents/carers, family members and other community members** who have child safety concerns or who suspect that a child or young person associated with the Learning Community may be subject to harm should immediately contact CARL. They should then also contact:

- the Learning Community's Senior Child Safety Officer Terri Taylor, by phoning 0417 646 011 or emailing ttaylor@stmichaels.sa.edu.au, or
- if the concern relates to the Principal, the Chair of the Board.

Any person can also contact the Senior Child Safety Officer, or School Board Chair if they have concerns regarding the Learning Community's leadership in relation to child safety.

Communications will be treated confidentially on a "need to know basis".

**Whenever there are concerns that a child is in immediate danger the Police should be called on 000.**

## 11. Responsibilities for Child Safe at the Learning Community

Child Safe is everyone's responsibility. All adults in the Learning Community have a shared responsibility for contributing to the safety and protection of students. Specific responsibilities include:

### **The Learning Community's Child Safety Officers**

A number of senior staff members are nominated as the Learning Community's Child Safety Officers. Our Child Safety Officers receive additional specialised training with respect to child safety and protection issues and can support Staff and Volunteers making a report to CARL. They are a point of contact for raising child safety concerns within the Learning Community, subsequent to reporting directly to CARL. They are also responsible for championing child safety within the Learning Community and assisting in coordinating responses to child safety incidents.

Contact details for our Child Safety Officers are set out below:



Name	Position	Contact No.	Email Address
Terri Taylor	Senior Child Safety Contact Officer	0417 646 011	ttaylor@stmichaels.sa.edu.au
Darlene Hall	PYP Coordinator	0422 844 393	dhall@stmichaels.sa.edu.au

St Michael's has also appointed Terri Taylor as the Learning Community's Senior Child Safety Officer. The Senior Child Safety Officer is contactable by phone on 0417 646 011 or by emailing ttaylor@stmichaels.sa.edu.au.

The Senior Child Safety Officer has additional child safety responsibilities, such as being the Learning Community's contact person for child safety concerns or queries by parents/carers and other members of the wider Learning Community, and coordinating the Learning Community's response to child safety incidents in consultation with the Leadership Team and the Board.

### **The Board**

The Board is the Learning Community's governing body. It is responsible for approving our Child Safe Program and ensuring that the Learning Community has appropriate resources to effectively implement the National Principles, and our Child Safe Program.

### **The Principal**

The Principal is responsible, and will be accountable for, the operational management of the Learning Community, and the Child Safe Program. The Principal is responsible for taking all practical measures to ensure that this Child Safe Policy and the Learning Community's Child Safe Program is implemented effectively and that a strong and sustainable child safe culture is maintained within the Learning Community.

### **The Learning Community Leadership Team**

Each member of the Learning Community Leadership Team is required to ensure that appropriate resources are made available in their area of operations to allow the Learning Community's Child Safe Program to be effectively implemented within the Learning Community, and to support the Principal in the practical application of the Learning Community's child safety strategies, policies, procedures and work systems.

### **Staff Members**

All Staff are required to comply with our Child Safe Policy and Child Safe Codes of Conduct, be familiar with our Child Safe Program and understand their legal obligations with respect to the reporting of harm and risk of harm to children and young people and Working with Children Checks.

Each current and new Learning Community staff member is required to sign a written statement indicating that they have read and acknowledged the Learning Community's Child Safe Policy and Child Safe Codes of Conduct.

It is each individual's responsibility to be aware of key indicators of harm and risk of harm, to be observant, to meet their legal obligations to report harm and risk of harm directly to CARL and the Police, and subsequently raise all child safety incidents and concerns with one of the Child Safety Officers.

### **Volunteers**

All Volunteers at the Learning Community are responsible for contributing to the safety and protection of students in the Learning Community environment.

All Volunteers are required to comply with our Child Safe Policy and Child Safe Codes of Conduct. Direct Contact and Regular Volunteers are required to understand their legal obligations with respect to the reporting of harm and risk of harm to children and young people.

Relevant Volunteers are required to maintain a valid Working with Children Check as set out in the Child Safe Human Resources Management section, below.

It is each individual's responsibility to be aware of key indicators of harm to children and young people, to be observant, to meet their legal obligations to report harm and risk of harm directly to CARL and the Police, and subsequently raise all child safety incidents and concerns with one of the Child Safety Officers.

### **Contractors**

All Contractors engaged by the Learning Community are responsible for contributing to the safety and protection of students in the Learning Community environment.

All Contractors engaged by the Learning Community are required to comply with our Child Safe Policy and Child Safe Codes of Conduct. Direct Contact and Regular Contractors are required to understand their legal obligations with respect to the reporting of harm and risk of harm to children and young people.

Relevant Contractors, as set out in the Child Safe Human Resources Management section below, are required to maintain a valid Working with Children Check.

The Learning Community may include these requirements in the written agreement between it and the Contractor. Relevant contractors are required to maintain a valid Working with Children Check as set out in the Child Safe Human Resources Management section, below.

Direct Contact and Regular Contractors include, for example, maintenance and building personnel, consultants, casual teachers, tutors, sports coaches and Learning Community cleaners. This also includes music teachers and other extra-curricular teachers and instructors who are engaged by students and their families directly, rather than the Learning Community, but have an agreement with the Learning Community to use the Learning Community's facilities.

### **External Education Providers**

An External Education Provider is any organisation that the Learning Community has arranged to deliver a specified course of study that is part of the curriculum, to a student or students enrolled at the Learning Community. The delivery of such a course may take place on Learning Community premises or elsewhere.

All External Education Providers engaged by the Learning Community are responsible for contributing to the safety and protection of students in all Learning Community environments. They must have lodged a child safe environments statement to the Department of Human Services prior to being engaged by the Learning Community.

All External Education Providers engaged by the Learning Community are required by the Learning Community to comply with our Child Safe Policy and Child Safe Codes of Conduct.

The Learning Community may include these requirements in the written agreement between it and the External Education Provider.

## **12. Child Safe Human Resources Management**

St Michael's applies best practice standards in the recruitment and screening of Staff and Direct Contact and Regular Volunteers. Our recruitment procedures comply with the Learning Community's Child Safe Human Resources Management and ensure that all reasonable steps are taken to engage the most suitable and appropriate people to work with children and young people. All Staff, Direct Contact and Regular Volunteers and Direct Contact and Regular Contractors at the Learning Community are required to maintain a valid Working with Children Check.

The Learning Community ensures that the Learning Community Leadership Team, Staff and relevant Volunteers and Contractors undergo child safety induction, and ongoing education and training as part of our commitment to safeguarding children and young people from harm.

Staff, Direct Contact Volunteers and Direct Contact Contractors are provided with regular supervision and performance monitoring by their manager/a senior member of Staff.

The Learning Community ensures that professional development programs for Staff include child safety education and training programs.

## 13. Child Safe Risk Management

The Learning Community recognises the importance of a risk management approach to minimising the potential for harm to children and young people to occur and we use this information to inform our policies, procedures and activity planning.

The Learning Community has developed a comprehensive Risk Management Program to assist in the identification, assessment and management of child safety risks in all Learning Community environments.

## 14. Record Keeping

The Learning Community has a Child Safe Record Keeping policy and is committed to best practice record keeping.

In accordance with our policy, and as required by our Procedures for Responding to and Reporting Child Safety Incidents or Concerns, all internal and external reports of child safety incidents and concerns, as well as any other responses by the Learning Community are recorded using the Responding to an Incident, Disclosure or Suspicion of Harm to a Child or Young Person Template.

When keeping records of child safety incidents or concerns, the Learning Community maintains confidentiality and privacy for students and families in accordance with federal privacy legislation.

## 15. Program Review

St Michael's is committed to the continuous improvement of our Child Safe Program. The Program as a whole is reviewed annually for overall effectiveness and to ensure compliance with all child protection related laws, regulations and standards.

When undertaking these reviews, the Learning Community to actively seeks, actions, and incorporates feedback from students, families, the wider Learning Community, Staff, Volunteers and Contractors, and will communicate any adjustments or amendments widely throughout the Learning Community.

## 16. Non-Compliance with our Child Safe Policy

St Michael's enforces this Child Safe Policy and our Child Safe Codes of Conduct. In the event of any non-compliance, we will instigate a review that may result in a range of measures including (depending on the severity of the breach):

- remedial education
- counselling

- increased supervision
- the restriction of duties
- suspension or
- in the case of serious breaches, termination of employment, contract or engagement.