



# King's Baptist Grammar School

**Policy:** Children's Protection Policy

**Audience:** The King's Community

**Rationale:** This policy sets out to direct staff and volunteers in their work with the students of the School. The School is bound by the Children's Protection Act (1993)\*\* and the belief that all people, created in the image of God, should be treated with dignity, respect, compassion and justice.

**Policy Position:** King's Baptist Grammar School is a child safe school. We acknowledge that abuse\* of any kind must not be tolerated. We are committed to the safety and well-being of all the students while they attend school or take part in activities authorised by the school. Education is relational and interactive and thus it is not feasible to devise a policy that is completely risk free.

## **Operational Aspects:**

We acknowledge our duty of care to provide a safe and caring environment, where students are able to develop and reach their full God-intended potential. Therefore, we undertake to:

- ◆ reinforce to adults working with students the boundaries to guide their behaviour
- ◆ equip students to recognise when boundaries have been crossed
- ◆ outline the appropriate process of response to an allegation of these boundaries being crossed
- ◆ take all reasonable care to provide safe premises
- ◆ make use of a comprehensive screening and selection process in the employment of all staff
- ◆ make use of appropriate screening and training processes for all volunteers
- ◆ develop an ongoing cycle of professional development and training for staff in Risk Assessment and Protective Practices
- ◆ take all reasonable care to provide procedures which ensure that no student is exposed to inappropriate risk of harm
- ◆ respond promptly to any allegations of inappropriate behaviour
- ◆ regularly review our policy and procedures and the effectiveness of their implementation

### 1. Screening

- i. National Criminal History Checks to be completed on a 3 year cycle
  - a. Teachers who are currently registered will have been through a National Police History Check
  - b. All other paid staff, including Instrumental Teachers and non-volunteer coaches are **required** to undergo a Child-related Employment Screening Check

- c. All volunteer coaches are **required** to undergo a Child-related Employment Screening Check.
- d. All other volunteers are **required** to undergo a National Police Check
- e. **Screening is required for:**
  - Contractors, sub-contractors and agents (see flow chart page 7 – Figure 2)
  - Visitors who come to work with students in small group situations or 1:1
  - Visitors who attend the School more than once to present to classes/cohorts.

Staff co-ordinating these visits need to request and sight this evidence.

**Screening is not required for:**

  - Visitors to the School who are presenting to a whole class or more on a single occasion.

Teacher supervision must be in place at all times during the visit.
- f. For Excursions/Camps:
  - Companies providing staff for Outdoor Education purposes (including swimming) are **required** to provide the School with a letter stating that staff working with King's students have been appropriately screened to work with children.
  - Staff planning excursions must ask if the organisation they are visiting have had their staff appropriately screened. If yes, this is to be noted on the excursion form. If no, a risk assessment needs to be discussed with the appropriate Director.
- g. Billeting family members over 18 years of age are **required** to undergo a Child-related Employment Screening Check and provide 2 referees.
- h. Student Teachers will undergo a Child-related Employment Screening Check through their University.

ii. Statutory Declarations

All staff and volunteers are **required** to complete and sign a Statutory Declaration Form at the commencement of their employment or volunteer status.

iii. References

All paid Staff (Senior Management), Instrumental Teachers (Instrumental Co-ordinator), Coaches (PE, Aerobics and Dance Co-ordinators), Billeting Families (Homestay Co-ordinators) and Outdoor Education Assistants (Outdoor Education Co-ordinator) are **required** to provide at least 2 referees with their application. *Reference checks will include the question: 'Do you have any reservations regarding this person working with children?'* Records of attendance at training and reference checks will be held by the co-ordinators of relevant Departments as shown above in brackets.

2. Training and Induction Procedures

*Staff* – All staff will undergo an induction at the commencement of employment which will include the Child Protection Policy, Code of Conduct and Duty of Care

Policy. At the commencement of each school year, all staff will be reminded of these policies.

*Volunteers* – must attend a training session every 3 years as outlined in the Volunteer Policy.

*Volunteer Coaches* – must attend an additional Level 1 Coaches training session every 3 years as outlined in the Volunteer Policy.

*Instrumental Teachers and Paid Coaches* – must attend an induction session conducted by the relevant Co-ordinator.

*Student Teachers and other Tertiary Students*– Sub-school Directors (or the Outdoor Education Co-ordinator) will be responsible for Student Teacher induction, which includes The Child Protection Policy, Code of Conduct and Duty of Care Policy.

*TRT's* – must attend a Volunteer Mini-training session in order to register as a TRT.

*Contractors* – Co-ordinators of relevant departments will issue any contractors with a copy of the King's Code of Conduct.

### 3. Code of Conduct for Staff, Volunteers and TRT's

The Code is based on the ethical principles of - **Fairness, Integrity, Service, Humility, Excellence and Respect**. King's is a child-safe school. We also support the rights and well-being of our staff, volunteers and TRT's. Therefore, we encourage the active participation of staff, volunteers and TRT's in building and maintaining a safe environment for all within the school community.

All staff and volunteers:

#### i. Will:

- ◆ conduct themselves in a manner consistent with their position as a positive role model to children and young people and as a representative of King's
- ◆ take directions from the member of staff listed as the line manager
- ◆ follow organisational policy, procedures and guidelines regarding the safety of children as outlined in all related policies
- ◆ treat all children and young people with respect and take notice of their reactions to tone of voice or manner
- ◆ raise all concerns, issues and problems with their line manager as soon as possible
- ◆ make sure all allegations or suspicions of abuse are recorded and acted upon
- ◆ show confidentiality on issues or problems the child or young person is experiencing
- ◆ resolve disputes calmly
- ◆ refer to the Protective Practices guidelines held with this policy as Appendix 1

#### ii. Will not:

- ◆ engage in rough physical games or activities

- ◆ physically restrain or grab any child unless a safety issue is involved
- ◆ use any inappropriate, abusive or threatening language or behaviour including name calling, swearing, yelling and gesturing
- ◆ hold, kiss, cuddle or touch children or young people in an inappropriate and/or culturally insensitive way
- ◆ make sexually suggestive comments to a child or young person, even as a joke
- ◆ do things of a personal nature that a child or young person can do for themselves, such as going to the toilet or changing clothes
- ◆ take a child to your home, or encourage meetings outside the program activity
- ◆ show favouritism or develop a 'special' relationship with a child or young person
- ◆ establish connections with current students other than at a professional level. Communications, where necessary, should be via school-endorsed technologies (e.g. School Letterhead, the School electronic portal). Social Networking sites are not School-endorsed and should not be used for communicating with students.
- ◆ consume alcohol at any function at which they have a duty of care. For events beyond normal school hours, the direction of the Principal is to be sought.
- ◆ as a parent of King's, use information or means, unavailable to other parents, to resolve a parental issue.

iii. Volunteers will not

- ◆ assume responsibility for any behaviour management beyond simple re-direction (coaches please refer to procedure in Out of School Sporting Teams Operations Manual – Level 1)

#### 4. Curriculum

Protective Behaviours curriculum will continue to be developed and taught across the year levels.

#### 5. Family Court Orders and Intervention Orders

- ◆ if there is a Family Court Order or Intervention Order operating at the time of a student's commencement, a copy is filed in the Principal's file
- ◆ if a Family Court Order or Intervention Order becomes operable during the time a student attends King's, a copy is filed in the Principal's file (*the Director, Class Teacher and Chaplain should be notified*)
- ◆ each 'Welcome Pack' given to students when they commence at King's includes a 'Student and Family Master Record' (*this asks for information regarding any Court or Intervention Orders in operation*)
- ◆ an alert field with reference to Family Court Orders, Intervention Orders or Access details, is in place on PC School (*information is therefore accessible to those who require it via SEQTA*)
- ◆ it has been recommended to the school by the Legal Services Commission that the school does not act as a mediator in matters of child access. Unless there is a court order to the contrary, each parent will be given equal rights to information regarding their child/children.

## 6. Risk Assessment & Management

All Staff and Volunteers will take reasonable care to identify risks in regard to any activity they provide, and take reasonable steps to provide a safe experience for the students. Before an excursion, Outdoor Ed/Camp experience or overseas trip, one of 3 Risk Management forms must be completed.

Excursion: King's Risk Management Form A

Outdoor Ed/Camp: King's Risk Management Form B

Overseas Trip: King's Risk Management Form C

Completed forms are to be discussed with the appropriate Director and filed with other excursion documentation, including permission slips.

## 7. Child Protection Officer/s

The School will provide both a male and female Child Protection Officer as reference points for children, young people, parents and staff in regards to Child Protection issues. Currently these are the school Chaplains.

## 8. Child Protection Committee

The Child Protection Committee will meet regularly throughout the year to review and implement the Child Protection Policy and procedures. Their role will include:

- ◆ being trained in and keeping up to date with the issues of child abuse and neglect, including the nature, indicators and prevention of child abuse
- ◆ keeping staff and volunteers informed of any new information and training
- ◆ taking responsibility for communicating this policy to the school community
- ◆ taking responsibility for ongoing evaluation and review of this policy

### Definitions:

\*Abuse or neglect in relation to a child is defined in the Children's Protection Act (1993) as:

(a) Sexual abuse of the child; or

(b) Physical or emotional abuse of the child, or neglect of the child to the extent that:

- i. the child has suffered or is likely to suffer physical or psychological injury detrimental to the child's well-being; or
- ii. the child's physical or psychological development is in jeopardy.

*As a Christian school, we also undertake to take reasonable care to guard students against spiritual abuse. Students will be encouraged to explore Scripture, and discover how God's story and their story can be brought together, and given opportunities to express that through classroom, worship and service experiences. Students will have the freedom to say 'no' to God's story, but are invited to continue exploring its relevance to their lives.*

**\*\* Child Safe Environments: Reporting Child Abuse and Neglect. (formerly Mandatory Notification)**

*Under Section 11 (1) and (2) of the Children's Protection Act 1993, the following persons who may be involved in a school are obliged by law to notify the Child Abuse Report Line if they suspect on reasonable grounds that a child has been or is being abused or neglected and suspicion is formed in the course of the person's work (whether paid or voluntary) or in carrying out official duties:*

*(h) **a teacher in an educational institution** (including a kindergarten);*

*(j) any other person who is an **employee of, or volunteer in**, a Government department, agency or instrumentality, or local government or **non-government organisation that provides** health, welfare, **education**, sporting or recreational, child care or residential services wholly or partly for children, being a person who:*

*(i) is engaged in the actual delivery of those services to children; or*

*(ii) holds a management position in the relevant organisation the duties of which include direct responsibility for, or direct supervision of, the provision of those services to children.*

The purpose of this legal obligation is to protect children and young people from further harm. Therefore, the school will ensure staff and volunteers are made aware of their legal obligations and are educated in the area of child protection and mandatory notification. All staff & volunteers will have 'Child Safe Environments: reporting abuse and neglect' training every three years.

### **Support Agencies**

SAPOL

Child Abuse Report Line 13 14 78

AISSA

Baptist Community Services

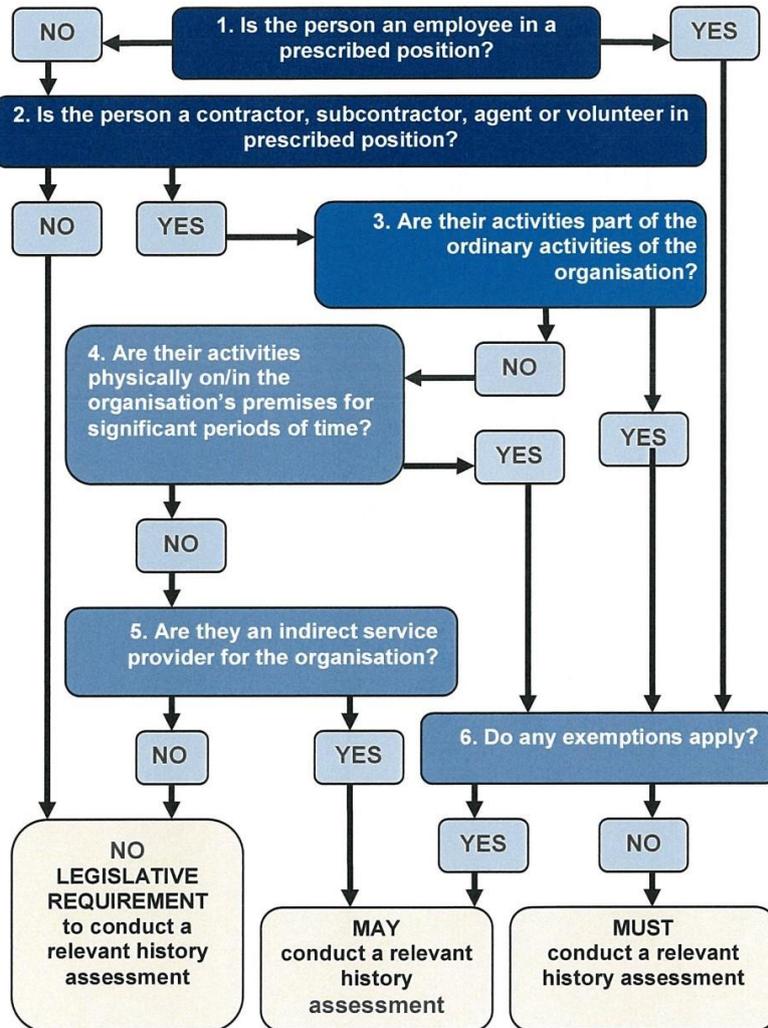
Baptist Churches of SA

Golden Grove Baptist Church

Keithcot Farm Primary School

Other schools in the local area

Figure 2: Test to identify which prescribed positions require a relevant history assessment<sup>21</sup>



<sup>21</sup> Note this test is only to be applied to people occupying or acting in a prescribed position.

**References:**

- Draft Child Protection Kit (AIS, June 2002)
- Choose with Care (ECPAT Australia, 2001)
- AUSSIE SPORT Codes of behaviour (Australian Sports Commission, 2004)
- The Family Law Act: Its Implications for Schools (AIS – Nov 2007)
- Child Safe Environments: Principles of Good Practice (Families SA – Oct 2007)
- Child Safe Environments: Dealing with information obtained about the criminal history of employees and volunteers who work with children (Families SA – Sept 2007)
- Child Safe Environments: Reporting Abuse and Neglect (Families SA 2010)
- Protective Practices for staff in their interactions with children and young people (DECS, Catholic Ed and AISSA – 2011)
- Children's Protection Regulations 2010
- AISSA Child Protection Update June 2014

**Related Policies:**

- Volunteers Policy
- Behaviour Management Policies
- Student Absence, Arrival and Departure Protocol R-12
- Digital Citizenship Policy
- Drug Policy
- WH&S Policies
- Risk Assessment Procedures
- Duty of Care
- Code of Conduct

**Review:**

This policy is reviewed annually by the Child Protection Committee and is next due for review in 2016. As part of the review, each Co-ordinator will submit to the committee, documentation that shows their record-keeping in regards to this policy.

**Policy approved by the Principal on 2<sup>nd</sup> November, 2015**

**Communication:** The Child Safe Policy will be regularly communicated to the parent body, staff and students. This will happen through:

- ◆ access on the Intranet
- ◆ availability on the website
- ◆ an abbreviated version in the school diary
- ◆ reference to the policy in both the Prospectus and Welcome Packs
- ◆ updates when appropriate through The Noticeboard and in Staff meetings

The school will communicate to the parent body, staff and students to make them aware of changes to legislation, policy and procedures.

Staff and volunteers will acknowledge in writing that they have read and understood the school's Child- Safe Policy and Procedures.

**Version Control:** The Principal's Assistant.

## School Response Practices and Procedures

### Response to Possible Inappropriate Behaviour

#### Key Principles:

1. The safety and care of the child is paramount
2. Concerns are addressed expeditiously
3. Reporting Child Abuse and Neglect requirements are followed
4. Risk of inappropriate behaviour in the future is considered and addressed
5. Allegations are addressed fairly having regard to the interests of all involved
6. Responses by the school are guided by due consideration not emotion
7. The school has an on-going duty of care responsibility to all students, not only the student(s) covered by the allegations
8. Details regarding alleged abuse will be kept confidential for the sake of the alleged victim and alleged offender wherever possible. Exceptions will be when non-disclosure could pose a risk to the safety of other children or the Child Abuse Report Line or the Police have advised that disclosure is appropriate.

#### Actions:

If a child discloses an incident to a school employee or volunteer, the employee or volunteer should:

- a) reassure the child he/she is not to blame, and the school will do all it can to protect them
  - b) remember the child may feel:
    - **Scared** about getting their abuser, who maybe someone they know and love, into trouble
    - **Guilty** that they are to blame for the abuse
    - **Ashamed** that they have been abused and may believe they are responsible
    - **Angry** that they have been abused and not protected
    - **Powerless** to change their situation
    - **Confused** about the consequences of telling
  - c) Show care and concern by:
    - **Staying calm** and in control of your feelings
    - **Listening** to the child
    - *Letting the child know you believe them*
    - *Letting the child know it is **not their fault** and that they are not responsible for their abuse*
    - *Telling the child they did the **right thing** by telling you*
    - *Letting the child know **what will happen next***
- Do not make promises you cannot keep, e.g. that you won't tell anyone.**
- d) make notes of the disclosure as soon as possible
  - e) follow Reporting Child Abuse and Neglect requirements and contact the Child Abuse Report Line (13 14 78)
  - f) advise Director of School or Principal as soon as possible
  - g) keep the disclosure confidential

If a school parent raises a concern, the school employee or volunteer should:

- a) accept the concerns as valid
- b) not comment on the likelihood of an incident having occurred
- c) advise the parent that the employee or volunteer is required to take further action
- d) follow Reporting Child Abuse and Neglect requirements and contact Child Abuse Report Line on (13 14 78)
- e) arrange a discussion with the appropriate Director of School or Principal as soon as possible
- f) make notes of the discussion as soon as possible
- g) keep the disclosure confidential

The Principal, or in his/her absence, the appropriate Director of School will be responsible for the school's response. He/she will:

- a) accept the information as valid
- b) preserve confidentiality
- c) check that the Child Abuse Report Line has been notified
- d) consider immediate measures to protect the safety of the alleged victim and other students
- e) consider the rights of the alleged offender and the impact of the allegations on that person
- f) the school will not undertake an investigation whilst the Child Abuse Report Line or the Police are conducting an investigation
- g) if the Police or the Child Abuse Report Line are to interview a student, it is their responsibility to determine when a parent or guardian will be informed
- h) if the Child Abuse Report Line wish to remove a student from school, they will have an order from the Youth Court. The Principal or Director of School will sight and read this document and make a copy for school records
- i) the school may undertake an investigation if the Child Abuse Report Line or the Police are not going to conduct their own investigation or their action has concluded
- j) the adult to whom the student confided may or may not be present at any interviews with the child
- k) all reports and actions will be documented and securely stored in a discrete file with the Principal
- l) basic information will be entered into SEQTA for Directors access only

Discussions with the Child Abuse Report Line will include:

- a) what appropriate action the school needs to take
- b) whether an investigation will be conducted, by whom and how
- c) advising the parents/guardians of the child – who, how, when, where
- d) when the alleged offender can be told – who, where, how

Industrial Relations

- a) the school is able to suspend an employee on full pay pending the matter being resolved

- b) the school will issue specific written directions to the employee, such as:
  - behaviour the school considers to be inappropriate
  - not to have contact with certain members of the school community
  - a change of duties
- c) any written directions will include a statement that if the employee breaches the directions, it will be considered misconduct
- d) the employee is entitled to natural justice before any disciplinary action is determined, including the right to respond, make submissions on any proposed course of action and be represented

#### Communication

- a) Advise Chairman of the Board of Governors
- b) Maintain a collaborative and cooperative relationship with the Child Abuse Report Line
- c) Develop strategy to communicate with:
  - alleged victim's family
  - alleged offender and his/her representative
  - senior management
  - school employees
  - students
  - other members of the school community
  - records will be maintained of these communications

The goal would be to maintain confidentiality, but recognising that in a large school community this may not be maintained, or it may become appropriate to advise others.

The strategy will include who is authorised to release what information.

#### Media

A general media release will be prepared by the Principal (or Director) and the Chairman of the Board, in case the media becomes aware of the issue.