



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 and Young People (Safety) Act 2017* (SA) 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

Screening is required as follows:

- a. All staff and volunteers are required to undergo a *Working With Children Check (WWCC). Teachers are also required to be registered with The Teachers Registration Board of South Australia. Part of their registration includes a National Police Clearance.
- b. Contractors, sub-contractors and agents (see flow chart page 7– Figure 2)
- c. Visitors who come to work with students in small group situations or 1:1 and 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.
- d. 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 a WWCC. 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.
- e. Billeting family members over 18 years of age are **required** to undergo a WWCC. Homestay Co-ordinators will reference check each family who has nominated with the appropriate Director.
- f. Student Teachers will undergo a WWCC through their University.

*** A current DCSI or DHS Clearance will be deemed to be a WWCC until the expiry date.**

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.

Statutory Declarations

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

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 be reference checked. *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, Duty of Care Policy and Social Media 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 view an additional Volunteer 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.

Pre-service Teachers and other Tertiary Students– Sub-school Directors will be responsible for Pre-service Teacher induction, which includes The Child Protection Policy, Code of Conduct, Duty of Care Policy and Social Media Policy.

TRT's – must complete a 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

Our whole-school approach affirms God's idea of community, reflected through the school's FISHER principles:

- to be **Fair** in our relationships and interactions
- to live with **Integrity** in the seen and unseen parts of our lives
- to follow Jesus' example to **Serve**, not to be served
- to learn to be **Humble** and comfortable with who we are, without pride or arrogance
- to strive for our own **Excellence** in all our endeavours
- to show **Respect** to all people and in all environments
- to take **Responsibility** for our actions and choices

As role models for our students, and as ambassadors of King's Baptist Grammar School, staff, volunteers and contractors will meet the following conduct expectations:

- treat all people with dignity and respect and without favouritism or discrimination.
- be mindful of the reactions of others to your tone and manner
- be objective in carrying out school procedures, judgements and reporting
- use a Restorative Practice approach to build, repair and maintain healthy relationships
- observe strict confidentiality on all matters requiring student issues

- abide by all Government laws and school policies, procedures and guidelines regarding the safety of children
- perform all tasks with diligence and the highest standards
- follow lawful directions from the line manager
- promptly raise all concerns, issues and problems with the line manager
- promptly report and record all allegations or suspicions of abuse or neglect
- maintain professional boundaries, physically and emotionally. In particular:
 - *do not engage in rough physical games or activities*
 - *do not physically restrain or grab any child unless there is an issue of safety*
 - *do not use inappropriate, abusive or threatening language [or behaviour] including name calling, swearing, yelling, gesturing or throwing any object*
 - *never hold, kiss, cuddle or touch children or young people in an inappropriate and/or culturally insensitive way*
 - *do not make sexually suggestive comments to a child or young person, even as a joke*
 - *do not 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*
 - *do not take a child to your home, or encourage meetings outside the program activity*
 - *do not establish connections with current students other than at a professional level, using only school endorsed technologies*
- display care for the school's property and environments, inside and out
- refrain from public comment about the school
- ensure the ethical use of information and school resources
- to not consume alcohol at any function at which staff have a Duty of Care.
(For events beyond normal school hours, the direction of the Principal is to be sought)

All who work alongside students are expected to familiarize themselves with and follow this Code in all interactions. Staff should raise concerns, issues and problems with the Principal or relevant Director.

Volunteers will not

- ◆ assume responsibility for any behaviour management beyond simple re-direction with the exception of coaches. Coaches must refer to procedures in the Out of School Sporting Teams Operations Manual paying particular attention to the Coach, Player and Spectator Codes of Conduct. Any behaviour management issues must be referred to the Co-ordinator of the sport.

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 with the Principal (*the Director, Class Teacher and Chaplain should be notified as required*)
- ◆ 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*)
- ◆ 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*)
- ◆ 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 Director of Spiritual Formation and a school Chaplain.

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 legislation, 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.

Responding to Abuse and Neglect – Education and Care (formerly Mandatory Notification)

Under Chapter 5, Part 1 Section 30 of the Children and Young People (Safety) Act 2017, the following persons who may be involved in a school are obliged by law to notify the Child Abuse Report Line (CARL) 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) employees of, or volunteers in, an organisation that provides health, welfare, education, sporting or recreational, childcare or residential services wholly or partly for children and young people, being a person who—

- (i) provides such services directly to children and young people; or*
- (ii) holds a management position in the organisation the duties of which include direct responsibility for, or direct supervision of, the provision of those services to children and young people.*

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 responding to abuse and neglect. All staff & volunteers will complete 'Responding to Abuse and Neglect – Education and Care' training every three years.

Support Agencies

SAPOL

Child Abuse Report Line (CARL) 13 14 78

AISSA

Baptist Community Services

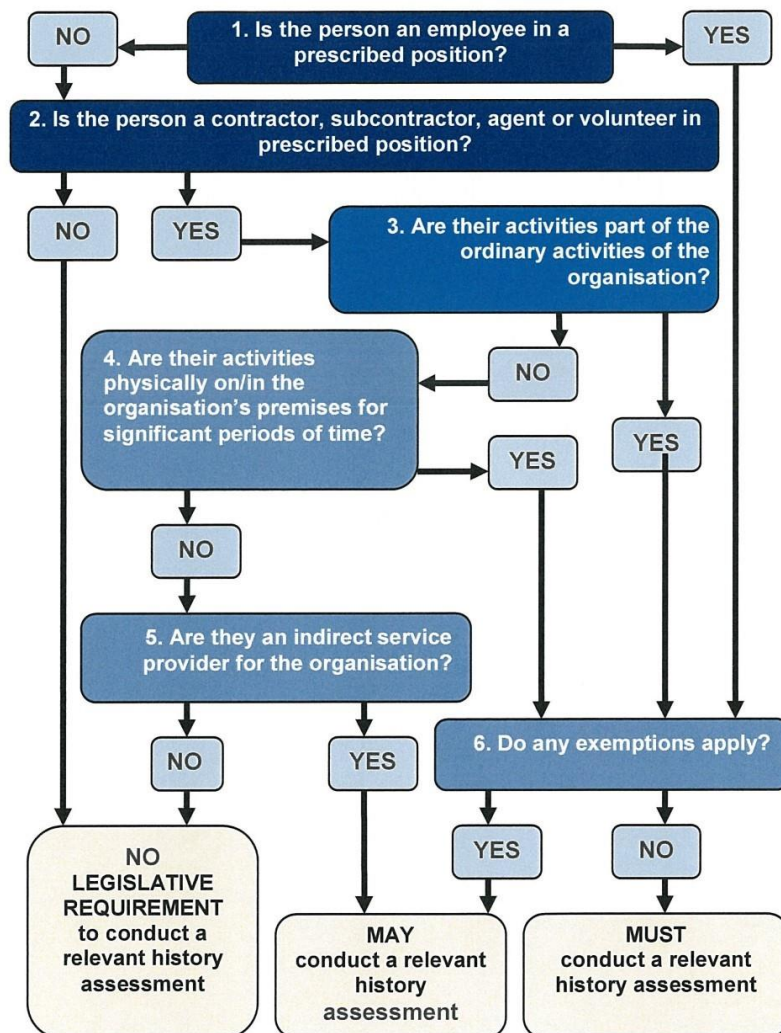
Baptist Churches of SA

King's Baptist Church

Keithcot Farm Primary School

Other schools in the local area

Figure 2: Test to identify which prescribed positions require a relevant history assessment²¹



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

References:

- Children's Protection Act 1993 (SA)
- Draft Child Protection Kit (AIS, June 2002)
- Choose with Care (ECPAT Australia, 2001)
- Teacher Registration and Standards Act 2004 (SA)
- AUSSIE SPORT Codes of behaviour (Australian Sports Commission, 2004)
- The Family Law Act: Its Implications for Schools (AIS – Nov 2007)
- Responding to Abuse and Neglect – Education and Care 2018
- Protective Practices for staff in their interactions with children and young people (DECS, Catholic Ed and AISSA – 2017)
- Children's Protection Regulations 2010
- Children and Young People (Safety) Act 2017
- Child Safety (Prohibited Persons) Act 2016

Related Policies/Procedures:

- Volunteer 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
- Frequent Absence Procedure
- Social Media Policy
- Out of School Sporting Teams Operations Manual

Review:

This policy is reviewed annually by the Child Protection Committee. As part of the review, each Co-ordinator will submit to the committee evidence of their record-keeping in regards to this policy.

Policy approved by the Principal on 24 September 2020

Communication: The Children's Protection Policy will be regularly communicated to the parent body, staff and students. This will happen through:

- ◆ access on SEQTA
- ◆ an abbreviated version in the school diary
- ◆ reference to the policy in both the Prospectus and Welcome Packs
- ◆ updates when appropriate through the E-Newsletter 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 Children's Protection Policy and Procedures.

Version Control: The Child Protection Committee.

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 Responding to 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 Responding to 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 delegate) and the Chairman of the Board, in case the media becomes aware of the issue.