

# King's Baptist Grammar School Inc

## Safeguarding Children and Young People

### Policy and Procedural matters



King's Baptist  
Grammar School



## POLICY STATEMENT

KING'S BAPTIST GRAMMAR SCHOOL INC (KBGS) is a independent School serving in South Australia, providing a complete ELC-Year 12 experience as a part of a Jesus-centred community. KBGS inspires hope by creating opportunities for people and families to do life better, together.

Our Vision of Faith (Visio Fidei) provides excellence in teaching and learning, in a faith-based community, where every student is provided with a breadth of opportunities; empowering individuals in partnership with their families.

The intention of this policy is to ensure that protective practices for children, young people (under 18 years of age) and families are implemented by King's Baptist Grammar School to keep them safe from deliberate or inadvertent risk of harm and provide them with an understanding of such protective practices.

This policy provides all KBGS personnel with an understanding of their responsibilities to keep children and young people safe, while fostering a culture of openness and respect of cultural diversity, recognising that all children have a right to be safe from harm, regardless of age, culture, religion, gender, sexuality, identity or disability. It also sets out the responsibilities of all workers across KBGS.

All KBGS workers in the school and associated entities who are involved in service to children and young people under the age of 18 years or who have or would reasonably be expected to have contact with a child are expected to comply with this policy and associated procedures.

The recognition and commitment of KBGS to the right of all children to be safe from harm, is consistent with our biblical calling to love and serve all humanity without partiality or prejudice. Such a universal commitment does not compromise KBGS's outworking of its biblical convictions and ethics in terms of KBGS serving standards, roles, responsibilities, and leadership.

# SECTION 1: Safeguarding Children and Young People Policy

## SECTION 2 Safeguarding Procedural Matters



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## Purpose

This child safe environments policy sets out the plan of what King’s Baptist Grammar School Inc will do to create and maintain child safe environments. This policy is supported by a procedural section that guides the outworking of the policy with specific steps KBGS will follow to ensure child safe environments.

The policy will be the prime document for outlining the roles and responsibilities for everyone involved in KBGS in terms of child safe environment culture, communication, and compliance.

## Context

This policy represents the position of KBGS as a prescribed organisation as defined in the South Australian *Children and Young People (Safety) Act 2017 (Chapter 8, s114(7), and Chapter 5)* and the duty KBGS workers have to ensure children and young people are kept safe from harm.

Policy Number	1/26
Applies to	All KBGS Workers
Issued by	KBGS Board
Delegated Authority	KBGS Principal
Policy Custodian	KBGS Board
Version Implementation	March 2026
Version Approval	March 2026
Review Date	March 2029
Confidentiality	Official

## Safeguarding Children and Young People Policy

### Policy in place:

The Principal will ensure that up to date policies and procedures regarding child safe environments and mandatory reporting are in place.

### Policy Review:

The Children and Young People (Safety) Act 2017 requires a review of policies and procedures at least once in a 5-year period. KBGS will review this policy every three years and on an as needs basis to respond to any identified risks. The KBGS Board will be responsible for initiating this process.

The KBGS Board will lodge a new child safe environments compliance statement after each review.

### Policy Scope:

This policy applies to all 'workers' (as defined) of KBGS and associated subsidiary entities involved in governance oversight, provision of direct services to Children and Young People across all settings and activities. All workers must comply with this policy and the associated procedures.

This policy stands in direct relation to the Code of Conduct – Safeguarding Children and Young People.

### Policy Approval:

This policy was approved by the KBGS Board and adopted for use by KBGS on 31 March 2026.

### Policy Access

This policy is available internally via the KBGS Policies Portal on SEQTA in the Care Section.

This policy is available publicly <https://www.King'sbaptist.sa.edu.au/>

### Policy Communication

This 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

**Kings Baptist Grammar School Inc.**  
**Safeguarding Children and Young People Policy**  
**and Procedures**

**Policy Declaration**

**KBGS worker**

**Purpose**

The intention of this policy is to ensure that protective practices for children and young people (under 18 years of age) are implemented by Kings Baptist Grammar School inc to keep them safe from deliberate or inadvertent risk of harm and provide them with an understanding of such protective practices.

This policy provides all KBGS personnel with an understanding of their responsibilities to keep children and young people safe, while fostering a culture of openness and respect of cultural diversity, recognising that all children have a right to be safe from harm, regardless of age, culture, religion, gender, sexuality, identity, or disability.

This recognition and commitment of KBGS to the right of all children to be safe from harm, is consistent with our biblical calling to love and serve all humanity without partiality or prejudice. Such a universal commitment does not compromise KBGS's outworking of its biblical convictions and ethics in terms of KBGS serving standards, roles, responsibilities, and leadership.

This policy applies to all 'workers' (as defined) of KBGS and associated subsidiary entities involved in governance, administrative oversight, and child related services across all settings and activities. All workers must comply with this policy and the associated procedures.

This policy stands in direct relation to the **Appendix I** Code of Conduct – Safeguarding Children and Young People.

By signing this policy and procedural document and completing the online declaration process, I confirm that I have read it and agree to comply with all the requirements outlined in the body of this document and appendices. I recognise the penalties that may apply for any breaches of this policy as detailed in **section 1.10 code of conduct** and **Appendix L**.

Name of Worker \_\_\_\_\_ Role \_\_\_\_\_

Signature \_\_\_\_\_

Name of Witness \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

A copy of this declaration is also to be signed and scanned as **Appendix L** and returned to the KBGS Child Safety Officer (CSO) for lodgement with the HR Manager.

## DEFINITIONS

**At Risk** is defined by the CYP SA: A child or young person will be taken to be at risk if:

- They have suffered harm or there is a likelihood that they will suffer harm, being harm of a kind against which ordinarily they should have been protected
- There is a likelihood they will be removed from the State for the purpose
  - Of a medical procedure that would be unlawful in South Australia (including female genital mutilation)
  - Taking part in a marriage that would be void or invalid under the Marriage Act 1972
  - Taking part in an activity that would be illegal in South Australia
- Their parent or guardians are unable or unwilling to care for them, have abandoned them, cannot be found or are dead
- They are of compulsory school age and are persistently absent from school without explanation
- They are homeless or of no fixed address

### **Board**

is the KBGS Board; a group appointed by KBGS to have the governance oversight of its affairs.

### **CARL**

is the Child Abuse Report Line 13 14 78.

### **Child / Children / Young person / Young people**

are persons under the age of 18 years as defined by *s16(1) Children and Young People (Safety) Act 2017*. Any reference to child or children in this policy also refers to children and young people up to the age of 18. Generally, this document will use 'young people' or 'young person/s' as all-encompassing terms.

### **CPS**

is *Child Protection Solutions* – an organisation providing high-level training and advice in relation to protective practices / child protection.

### **CSO**

Is the KBGS Child Safety Officer; a person or persons appointed by the Board who provides education and support on child safety and care, and serves as the primary contact.

In the absence of a specific appointee, each Head of School will carry this role respective, and the KBGS Principal will be the Lead officer.

### **CYPSA**

is the Children and Young People (Safety) Act 2017 in South Australian legislation that relates to creating safe environments for child and young people.

**Employer school**

means KBGS which employs or engages the worker.

**Harm**

is defined by the CYP SA as physical or psychological harm (whether caused by an act or omission), including harm caused by sexual, physical, mental, or emotional harm, abuse, or neglect.

**Head of School**

means the person responsible for daily operations of a sub-school (Early Years, Primary, Middle, Senior)

**KBGS**

is Kings Baptist Grammar School Inc.

**Mandatory reporting**

is an obligation upon all KBGS workers to report a reasonable suspicion a child/young person is, or may be, at risk of harm, in accordance with s30 & 31 CYP SA.

**Offender**

is in the context of SA child protection legislation means someone who has committed a qualifying offence against a child or young person, or who is subject to a child sex offender registration order.

**Prescribed person**

is defined under the South Australian Statutes Amendment (Child Sexual Abuse) Act 2021 as an adult who is an employee of an institution, including those who are self-employed, under contract, as a minister of religion, undertaking practical training, or volunteering for the institution. The Act also includes individuals who are of a class prescribed by the regulations or those who provide out-of-home care.

**Prohibited person**

is an adult person restricted from working with children. This can occur if they have been issued a prohibition notice under South Australian safeguarding legislation, are prohibited under other state or commonwealth laws, or have been found guilty of a prescribed offense.

**Prohibition Notice:**

is a notice under the Child Safety (Prohibited Persons) Act 2016 prohibiting a person from working with children.

**Principal**

Is the person who has been formally appointed by the School Board (as CEO) to exercise the Executive oversight of the school, programs and appointed staffing. But where a suspected perpetrator of harm is the Principal or someone closely associated with him or her, or where the Principal is not readily available, it means the designated Second in Charge or appropriate delegated Executive.

**PSC**

is an Independent Professional Standards Consultant who may be engaged by KBGS from time to time as required.

**Supervisor(s)**

is any person who, in any capacity, supervises or assists children in KBGS activities.

**Victim**

is a child/young person who is reasonably suspected of being subjected to harm or is at risk of harm.

**WHS**

is Work Health & Safety.

**Worker**

is an KBGS Staff, Leader, Board member, or any other person (paid or unpaid) involved in the oversight of KBGS and/or direct service to children and young people, or who has or would reasonably be expected to have contact with a child.

**WWCC**

is a Current Not Prohibited "Working With Children Check" provided by the Department of Human Services Screening Unit, that has been undertaken within the previous five (5) years.

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## SECTION 1

### Safeguarding Children and Young People

## Biblical Principles

Being a Christian faith-based service, KBGS believes that children are fearfully and wonderfully made in the image of God and should be cherished and nurtured in the Lord by the whole KBGS community.

KBGS should be a place of refuge, given to the care and development of our children and young people.

KBGS believes that any harm to children and young people is contrary to the person and practices of Christ. The principle that should govern all our actions and is the end of the matter is: "Love the Lord your God with all your heart [and] love your neighbour as yourself."

## Preamble

In context of these biblical principles, this Safeguarding Children and Young People Policy demonstrates the strong commitment KBGS has to the safety of children and young people, to protect them as far as possible from being at risk of harm or being harmed and to ensure their safety and wellbeing while they attend school or take part in activities authorised by the school.

KBGS recognises that every child and young person has a right to always be safe from harm. The wellbeing and best interests of children and young people are the responsibility of the entire KBGS community, who must act to ensure that every environment where children and young people are present is safe.

KBGS acknowledges our duty of care to provide a safe and caring environment, where students are enabled to develop and reach their full God-intended potential. So, KBGS will not tolerate the harm, risk of harm, exploitation of children in any form, the protection of offenders, or the cover-up of suspected or known cases of harm or risk of harm to children / young people.











Towards this, KBGS undertakes to:

- take all reasonable care to provide safe premises
  - make use of a comprehensive screening and selection process in the employment of all workers
  - 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 harm or likely harm to children
- regularly review our policy and procedures and the effectiveness of their implementation

## Protection for children: Child Safe Environments

This Policy framework seeks to meet legislative requirements as outlined in the *Children and Young People (Safety) Act 2017*, the *Child Safety (Prohibited Persons) Act 2016*, and aligns with the National Principles for child safe organisations, (a set of 10 national young person safe standards arising out of the Royal Commission into Institutional Responses to Child Sexual Abuse) which were implemented in South Australia from 1 July 2021, and are underpinned by the United Nations Convention on the Rights of the Child.

# National Principles for Child Safe Organisations

 <p><b>1</b> Child safety and wellbeing is embedded in organisational <b>leadership, governance</b> and <b>culture</b>.</p>	 <p><b>2</b> Children and young people are informed about their <b>rights, participate</b> in decisions affecting them and are taken seriously.</p>
 <p><b>3</b> Families and communities are <b>informed</b> and <b>involved</b> in promoting child safety and wellbeing.</p>	 <p><b>4</b> <b>Equity</b> is upheld and <b>diverse needs</b> respected in policy and practice.</p>
 <p><b>5</b> People working with children and young people are suitable and <b>supported</b> to reflect child safety and wellbeing values in practice.</p>	 <p><b>6</b> Processes to respond to <b>complaints</b> and <b>concerns</b> are child focused.</p>
 <p><b>7</b> <b>Staff</b> and <b>volunteers</b> are equipped with the knowledge, skills and awareness to keep children and young people safe through <b>ongoing education</b> and <b>training</b>.</p>	 <p><b>8</b> <b>Physical</b> and <b>online environments</b> promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.</p>
 <p><b>9</b> Implementation of the national child safe principles is <b>regularly reviewed</b> and <b>improved</b>.</p>	 <p><b>10</b> <b>Policies</b> and <b>procedures</b> document how the organisation is safe for children and young people.</p>



Australian Government

For more information, please visit  
<https://pmc.gov.au/child-safety>  
<https://childsafesafe.humanrights.gov.au/>

Aligned to these legislative requirements and National Principles, KBGS aims to create an environment which is both child-safe and child-friendly, and where children and young people feel respected, valued, and are enabled to reach their full potential regardless of their abilities, sex, social economic or cultural background.

In alignment with SA State legislation and the National Principles, KBGS is committed to giving due attention to:

- the safety and protection of children and young people;
- how workers recognise and respond to suspicions a child or young person is being harmed or is at risk of harm;
- standards of care for ensuring the safety of children and young people including standards for addressing bullying by children within KBGS;
- code/s of conduct for workers within KBGS;
- code/s of conduct for children and young people served within KBGS;
- standards of care for workers within KBGS that reflect KBGS's duty of care to children and young people.

This policy further affirms that:

- a. The safety and wellbeing of children is to be the paramount consideration insofar as it is within the power of KBGS to promote it.
- b. Children are to be protected from any form of harm or risk of harm.
- c. In dealing with harm to children, KBGS is to put the interests of victims and children above those of KBGS.

## 1. General Principles

The principles and philosophy that underpin child safety in Australia are based on the United Nations Convention on the Rights of the Child which emphasises that:

- a. *all children have equal rights to protection from abuse and neglect*
- b. *all children should be encouraged to fulfil their potential and inequalities should be challenged*
- c. *all children should be encouraged to participate fully in a cultural and artistic life and appropriate and equal opportunities should be provided for cultural, artistic, recreational and leisure activity*
- d. *everybody has a responsibility to support the care and protection of children*
- e. *organisations shall take all appropriate legislative, administrative, social and educational measures to protect children from all forms of harm or risk of harm, or negligent treatment, while in their care*
- f. *organisations have a duty of care to children with whom they work and with whom their agents, contractors and sub-contractors' work*
- g. *if organisations work through partners (such as contractors, subcontractors, or agents), they have a responsibility to meet minimum standards of protection for the children in their partners' programs.*

KBGS sees such a commitment as flowing naturally from our vision and mission to operate according to Biblical, Christian principles for living, and to recognise the unique value and potential of every person, regardless of age, culture, religion, gender, sexuality, identity or disability. **(Appendix A)**

## 2. Mandatory reporting

An obligation rests upon all KBGS workers to report a reasonable suspicion a child/young person is, or may be, at risk of harm, in accordance with s30 & 31 CYPISA.

All defined workers including those persons who comprise the Governance oversight of KBGS and associated entities are recognised as mandatory reporters and therefore are expected to comply fully with their legal obligations of mandatory reporting under the CYPISA.

In addition to the requirements of mandatory reporting, all workers must also comply with the reforms under the Statutes Amendment (Child Sexual Abuse) Act 2021, which changed the Criminal Law (Consolidation) Act 1935 in relation to the protection of young people from sexual abuse.

Under these changes, religious institutions have been captured in the definition of an institution under section 64 (Division 11B – Institutional child/young person sexual abuse) of the Criminal Law (Consolidation) Act 1935.

This has an impact on all religious institutions with significant penalties for failure to report suspected child/young person sexual abuse (S.64A) and failure to protect a child/young person from sexual abuse (65).

A "prescribed person" under this Act is defined as an adult who is an employee of an institution, including those who are self-employed, under contract, as a minister of religion, undertaking practical training, or volunteering for the institution.

The Act also includes individuals who are of a class prescribed by the regulations or those who provide out-of-home care.

Specifically:

**\*In relation to failure to report suspected child sexual abuse** (Section 64A), penalties apply IF:

- (1) A prescribed person is guilty of an offence if the person knows, suspects or should have suspected that another person (the **abuser**)—
  - (a) has previously engaged in the sexual abuse of a child or young person while an employee of the institution or, if the prescribed person provides out of home care, while also providing out of home care, and—
    - (i) the child is still under the age of 18 years; or
    - (ii) the abuser is still an employee of the institution or another institution or still provides out of home care; or
    - (iii) the sexual abuse occurred during the preceding 10-year period; or
  - (b) is an employee of the institution or, if the prescribed person provides out of home care, is providing out of home care, and is engaging, or is likely to engage, in the sexual abuse of a child/young person.

**\*In relation to failure to protect a child or young person from sexual abuse** (Section 65A), penalties apply IF:

- (1) the prescribed person knows that there is a substantial risk that another person (the **abuser**) who is also an employee of the institution or, if the prescribed person provides out of home care, who is also a provider of out of home care, will engage in the sexual abuse of a child or young person—
  - (a) who is under 17 years of age; or
  - (b) in relation to whom the abuser is in a position of authority; and
- (2) the prescribed person has the power or responsibility to reduce or remove that risk but negligently fails to do so.

As a faith-based entity KBGS recognises these obligations, alongside meeting the legislative requirements of the Children and Young People (Safety) Act 2017.

**Appendix B** provides specific excerpts of this legislation.

### 3. Involvement of perpetrators of harm in school activities

Where KBGS knows, believes or reasonably suspects that any person associated with KBGS is or has been a perpetrator of harm towards young people, it will act to reasonably protect young people from any risk that person might pose, in accordance with **Section 2 Part A, 3 and 4** of the Procedures contained herein, having due regard to the provisions of the Child Safety (Prohibited Persons) Act 2016 and the Statutes Amendment (Child Sexual Abuse) Act 2021.

A key aspect of this is to ensure that all people who undertake child and young person-related work have undergone a comprehensive screening and suitability assessment prior to their engagement by KBGS as detailed in **Section 2 Part B Para 6 - Worker screening and selection processes**

The Child Safety (Prohibited Persons) Act 2016 has established a *Working With Children Check* scheme in South Australia to strengthen and simplify the laws for people working or volunteering with Children and Young People. KBGS will comply fully with the requirements of this Act.

### 4. Co-operation with authorities

KBGS will responsibly and reasonably co-operate with government law enforcement and the Department for Child Protection.

If a worker is found to have been involved in a child protection matter or deemed to be involved in misconduct relating to children, then KBGS recognises its legal obligation to provide this information to the Department of Human Services (DHS) Screening Unit.

### 5. Interim measures pending determination of allegations of harm.

Where a worker is reasonably suspected of perpetrating harm against a young person, their continued role with KBGS during the period taken to report to CARL and gain a final determination of whether that worker is guilty of any offence, is to be determined by the Principal in accordance with **Section 2 Part A Para 3** of the Procedures contained herein.

However, to ensure the safety and protection of young people during this reporting and investigatory stage, the person will not be permitted to work with young people until an outcome is known with no prohibiting reason. It is recognised that even a finding of not guilty may not mean that the person poses no risk to young people. Accordingly, such risk will be assessed and satisfied before any further role engagement.

In performing its function, the Board does not serve as an investigatory body but exists only to determine *interim* measures for engagement of a worker pending any legal investigation.

### 6. Training

KBGS will ensure the provision of specialised training for all workers in child protection issues and mandatory notification requirements. All workers must meet the requirements of 'Responding to Risk of Harm, Abuse and Neglect – Education and Care'. (RRHAN-EC)

## 7. Serving Covenants

All workers must have a current written employment contract. If no contract is in place, a supplementary employment agreement must be signed. **(Appendix G)**

All workers must also sign a general serving covenant **(Appendix F)** which deals with their suitability to be workers and confirms their agreement to these child protection policies and Safeguarding procedures.

## 8. Manual of procedures

KBGS will publish a manual (contained herein) containing procedures matters for implementing this Safeguarding policy.

## 9. Responsible behaviour framework KBGS

KBGS shall adopt a Responsible behaviour framework to guide to all participants in a children or youth service. **(Appendix H)**

## 10. Code of Conduct – Safeguarding Children and Young People.

A Code of Conduct for all Adults who serve children or young people in KBGS shall be adopted by the schools and signed by all workers, and KBGS shall provide a sample template **(Appendix I)**.

This **Code of Conduct** aims to detail the standards of conduct expected by workers and provides guidance in areas where there is a need to make personal and ethical decisions.

This **Code of Conduct** details the standards of conduct expected by workers who serve children and young people and provides guidance where there may be a need to make personal and ethical decisions.

**A breach** this Code of Conduct, will in accordance with KBGS policy and associated serving conditions, lead to the implementation of actions which may include, but are not limited to:

- Temporary suspension from duties while a decision is reached on the breach.
- Modification of duties.
- Imposition of conditions on any continued involvement in KBGS activities.
- Requirement of non-communication with children, young persons, or specified persons.
- Suspension of duties
- Revocation or modification of any previous decision.
- Being reported to the police and charged with a criminal offence.
- Further training, increased supervision or mentoring in the case of more minor infringements.

## 11. Review of policies

The Children and Young People (Safety) Act 2017 requires a review of policies and procedures at least once in a 5-year period. KBGS will review this policy every three years and on an as needed basis to respond to any identified risks. The Board will be responsible for initiating this process.

This policy will be reviewed in March 2029 and the Board will lodge a new child safe environments compliance statement after each review.



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## SECTION 2

### SAFEGUARDING PROCEDURAL MATTERS

#### Safeguarding Children and Young People

**Part A Further definition of “harm”**

**Part B Worker and child/young person safety responsibilities**

**Part C Miscellaneous**

## Preamble

This manual sets out specific procedural matters which give effect to the Safeguarding Children and Young People Policy of the Kings Baptist Grammar School Inc in meeting legislative requirements.

It also prescribes other good practice processes that are expected to be applied in ensuring a child safe environment.

## Definitions

In addition to the general definitions (**preceding**), where legislative references are made in these procedures, the definitions are predominately from the *Children and Young People (Safety) Act 2017*.

# PART A: Meaning of ‘Harm’, risk reporting, & worker management processes

## 1. What is harm?

### Legislative definition of harm (s17 Children and Young People (Safety) Act 2017)

Physical harm or psychological harm (whether caused by an act or omission) and, without limiting the generality of this subsection, includes such harm caused by sexual, physical, mental or emotional abuse or neglect.

Psychological harm does not include emotional reactions such as distress, grief, fear or anger that are a response to the ordinary vicissitudes of life.

The following descriptors relate to the types of harm identified in the CYP SA.

**While not captured in the CYP SA, 1.5 grooming and 1.6 spiritual harm are also included here, as further descriptors, given the faith-based and trust nature of KBGS and the potential for grooming patterns.**

- 1.1. **Emotional harm**, meaning: A chronic attitude or behaviour directed at a child whereby a child’s self-esteem and social competence is undermined or eroded over time or the creation of an emotional environment which is detrimental to or impairs the child’s psychological and/or physical development. Behaviours may include devaluing, ignoring, rejecting, corrupting, isolating, terrorising or being exposed to family violence.
- 1.2. **Physical harm**, meaning: Any non-accidental act inflicted upon a child, which results in physical injury to the child. Physical abuse results from practices such as but not limited to
  - 1.2.1. Hitting, punching, kicking (indicators: marks from belt buckles, irons, fingers, cigarettes, etc.)
  - 1.2.2. Shaking (particularly young babies)
  - 1.2.3. Burning, biting, pulling out hair
  - 1.2.4. Alcohol or other drug administration

- 1.3. **Sexual abuse**, meaning: any sexual behaviour imposed on a child. The child concerned is considered to be unable to alter and/or understand the perpetrator's behaviour due to his or her early stage of development and/or powerlessness in the situation.

Sexual abuse occurs when someone in a position of power to the child uses their power to involve the child in sexual activity.

Such behaviour can include sexual suggestion; exhibitionism, mutual masturbation, oral sex; showing pornographic material; using children in the production of pornographic material; penile or other penetration of the genital or anal region and child/young person prostitution.

- 1.4. **Neglect**, meaning: the failure of a carer to provide a child with the basic necessities of life, and which can occur by deliberate action or inaction, and can stem from an inability to understand and provide basic necessities such as food, clothing, shelter, hygiene, medical treatment and supervision.
- 1.5. **Grooming**, meaning the deliberate actions of a perpetrator to befriend and influence a child, and possibly also that child's family or community, with the intention of engaging in sexual activity of any kind with that child.
- 1.6. **Spiritual Harm**, meaning the use of spiritual or religious beliefs with the intent to hurt, scare or control children or young people, or not allowing them to participate in spiritual or religious practices that are important to them. As a faith-based organisation, KBGS undertakes to take reasonable care to guard young people against spiritual harm. Young people will be encouraged to consider and believe the claims of Jesus and the Bible as good news for them and for the world. Young people will have the freedom to say 'no' to belief in Jesus, and they will be invited to continue exploring His importance to their lives.

## 2. Reporting a suspicion that a young person may be at risk

- 2.1. Any worker who suspects, on reasonable grounds, that a child or young person is, or may be at risk, and this suspicion is formed in the course of their work, must report this suspicion to CARL as soon as practicable.
- 2.2. This obligation is placed on all workers by s30 & s31 CYPsA. It is a criminal offence not to comply with this obligation without a lawful excuse. KBGS cannot negate or modify this obligation (refer Appendix B).
- 2.3. Reporting to CARL is done by telephoning the 24-hour Child Abuse Report Line on 131478.
- 2.4. Reasonable grounds to form a suspicion that a child or young person may be at risk, may include but is not limited to:

- 2.4.1. When a child tells you they are at risk or have been harmed
- 2.4.2. When your own observations of a particular child's behaviour and/or injuries lead you to suspect they are at risk or harm is occurring
- 2.4.3. When a child tells you that they know of someone who is at risk or has been harmed (they may possibly be referring to themselves)
- 2.4.4. When you hear about a child at risk from someone who is in a position to provide reliable information, such as a relative, friend, neighbour or sibling of the child

It does not require proof that any child has or may suffer harm.

Indicators in many cases overlap and can interrelate to all forms of harm and risk of harm. An indicator in isolation does not automatically mean that a child is being harmed.

In responding to a reasonable suspicion that a child is or may be at risk, a worker should:

- Listen to the child
- Not ask leading questions.
- Reassure the child that you believe them.
- Reassure the child that what has happened is not their fault.
- Reassure the child that telling you was the right thing to do.
- Document the child's disclosure as soon as possible.
- When documenting the disclosure use the same terminology as the child.
- Not make promises which cannot be kept, such as confidentiality.
- Reassure the child that there are people who can help to protect them.

A worker is not an investigator and must not do any detective work. Even if the harm that is disclosed has ceased, reporting it is still necessary to protect other young people from the perpetrator.

Where a report is made to CARL in their capacity as a worker, but only if the child and/or the suspected perpetrator of harm is associated with the HVCE, the worker must immediately inform the Principal (as defined) of the incident. A written report in the form of **Appendix C** is also to be given by the worker to the Principal as soon as practicable.

If the concern relates to the Principal, the worker should inform another person in accordance with the Principal definition.

- 2.5. A worker does not require approval to make a report to CARL and must adhere to the reasonable instructions of CARL to ensure that all proper processes are followed.
- 2.6. If a worker has any concern about whether the matter meets the threshold for mandatory reporting, they can contact CARL directly to discuss as soon as possible.

## Child Protection Reporting Overview

### FOR NOTIFICATIONS OF HARM OR LIKELY HARM

**A - WHEN A MANDATED REPORTER OR ANOTHER PERSON HAS REASONABLE SUSPICION A CHILD OR YOUNG PERSON IS AT RISK OF HARM OR LIKELY HARM - CONTACT THE CHILD ABUSE REPORT LINE ON 131 478**

**B - TO REPORT CRIMINAL ABUSE (CHILD SEXUAL ABUSE) UNDER THE STATUTES AMENDMENT (CHILD SEXUAL ABUSE) ACT 2021 - CONTACT SEX CRIMES INVESTIGATION BRANCH (SAPOL) ON 8207 5800**

**C - WHEN YOUNG PEOPLE ARE IN IMMEDIATE DANGER OF HARM CONTACT THE POLICE ON 000**

In the process of safeguarding Children and Young People, the KBGS Principal or delegate will ensure guidance and support of all workers in the process.

#### Key personnel in this process include:

- ◆ **The Principal**, or their absence the designated Second in Charge or appropriate delegated Executive will be responsible for the school's response.

They will:

- a) receive the information as valid
  - b) check that the Child Abuse Report Line has been notified
  - c) preserve confidentiality
  - d) consider immediate measures to protect the safety of the alleged victim and other students
  - e) ensure the school does not undertake an investigation whilst the Child Abuse Report Line are responding, or the Police are conducting an investigation
  - f) ensure that KBGS does not undertake an investigation whilst the Child Abuse Report Line are responding, or the Police or Department for Child Protection are investigating and their action has concluded
  - g) recognise that if the Police or the Child Abuse Report Line wish to interview a student, it is their responsibility to determine when a parent or guardian will be informed
  - h) sight and read any order from the Court if the Department for Child Protection wish to remove a student from school,
  - i) ensure that all reports and actions are documented and securely stored in a discrete file
  - j) ensure relevant information is entered into SEQTA for Heads of School/CPO only.
- ◆ **The Child Protection Officer/s**  
The school will provide a lead Child Protection Officer/s in accordance with the definition in Section2:2. Additionally, male and female staff will serve as reference points for children, young people, parents and staff regarding Child safeguarding matters. These will normally comprise of two members of the Executive leadership.

◆ **The Child Safeguarding Committee**

The Child Safeguarding Committee will meet regularly throughout the year to review and implement the Child Safeguarding 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

**KEY FORMS TO COMPLETE (SEQTA/Staff Information/Forms) (Appendix C)**

There are 2 forms, which have been devised to aid staff when faced with making a notification.

a. **Mandatory Notifiers Record Proforma**

This form is designed to assist in gathering information for making a notification and to make notes while speaking to the Child Abuse Report Line.

This is for the notifier's information only. A checklist is attached to the Proforma to help gather the required information for making a report.

b. **Mandatory Notification Principal's Record**

This form is a record of any notifications that have been made, with minimal details. This document is to be given to the Principal/Principal's P.A. and will be kept in a secure file indefinitely.

These two forms need to be filed securely until the student is 25 years of age..

- 2.7. In addition to the requirements of mandatory reporting, all workers must also comply with the reforms under the Statutes Amendment (Child Sexual Abuse) Act 2021, Refer this policy - **Section 1 No 2.**  
Such reports are made to the Police SEX CRIMES INVESTIGATION BRANCH (SAPOL) ON **8207 5800**

- 2.8. Once the mandatory reporting requirements are met, a worker is not to inform anyone else of the suspected harm or risk of harm (other than in response to government law enforcement and the Department for Child Protection) without the permission of the Operations Manager.

The Principal will normally consult with the PSC to determine who else should be informed of it. (There is a danger of defamation liability against the worker if ultimately an allegation cannot be proved).

### 3. Management of workers subject to a known mandatory report

- 3.1. Where there has been a known mandatory or criminal report against a KBGS worker of perpetrating harm or placing a child at risk of harm, and, having regard to current Employment Contracts or Serving Covenants, their continued service with KBGS during the period taken to receive a final determination of whether that worker is guilty of any offence, is to be decided by the Principal in liaison with the relevant Head of School.

However, the person will not be permitted to work with children and young people until an outcome is known with no prohibiting reasons. The purpose is to ensure the safety and protection of children during this reporting and investigatory stage.

- 3.2. The Principal in consultation with the Head of School, may for the period until the final determination of the allegation, and having due regard to all relevant rights / fair practice:
- 3.2.1.1. Suspend the worker.
  - 3.2.1.2. Modify the duties of the worker.
  - 3.2.1.3. Impose conditions on any continued service or involvement by the worker in the activities of the KBGS.
  - 3.2.1.4. Require that the worker not communicate with specified persons.
  - 3.2.1.5. Temporarily suspend the worker and attendance to KBGS activities while the Board reaches other decisions.
  - 3.2.1.6. Revoke or modify any decision it has made.
- 3.3. In performing its functions within the bounds of procedural fairness, the Board is not an investigatory body.
- 3.4. KBGS workers will responsibly and reasonably cooperate with government law enforcement and the Department for Child Protection in their investigation and any prosecution of harm.
- 3.5. Unless expressly granted by the ED, no worker is to make any statement to the media about any risk of harm or actual harm (either suspected or formally prosecuted) encountered during their service with KBGS. All inquiries about media matters are to be referred to the Principal or the PSC. **(See Section 2, Part C, paragraph 31).**
- 3.6. Workers are not to knowingly make any statements about any risk of harm or actual harm (either suspected or formally prosecuted) encountered during their service with KBGS to any alleged perpetrator or anyone associated with or representing that alleged perpetrator.
- 3.7. Upon receiving any report about risk of harm or actual harm, and a report having been made to CARL, the Principal may consult with the PSC about what steps should be taken in respect of it by the KBGS.

3.8. The Principal is to ensure that all appropriate pastoral care/professional support is made available to all persons associated with KBGS who are impacted by an allegation. This support will align with relevant policies and procedures.

3.9. Workers are to be alert to any indicators of trauma related behaviours including:

- When a child says that they have been harmed.
- When a child or adult says that they know of a child subject to harm; or
- Observations of a child's behaviour, emotional state and or injuries change.

Indicators in many cases overlap and can interrelate to all forms of harm and risk of harm. An indicator in isolation does not automatically mean that a child is being harmed.

Workers should:

- Listen to the child
- Not ask leading questions.
- Reassure the child that you believe them.
- Reassure the child that what has happened is not their fault.
- Reassure the child that telling you was the right thing to do.
- Document the child's disclosure as soon as possible.
- When documenting the disclosure use the same terminology as the child.
- Not make promises which cannot be kept, such as confidentiality.
- Reassure the child that there are people who can help to protect them.

A worker is not an investigator and must not do any detective work. Even if the harm that is disclosed has ceased, reporting it is still necessary to protect other young people from the perpetrator.

## 4. Managing potential perpetrators in KBGS

A child safe organisation is one that creates a culture, adopts strategies, and takes action to promote child wellbeing and prevent harm to children. As a child safe service, KBGS will consciously and systematically create an environment where children's safety and wellbeing are the centre of thought, values, and actions, and create conditions that reduce the likelihood of harm to children and young people.

This proactive intent has specific application in a context where many people who attend a public service, may not be subject to worker or serving provisions, but attend for personal worship.

While the ***Child Safety (Prohibited Persons) Act 2016*** has specific provisions and associated regulations relating to persons who are prohibited from working with children or young people, a person's attendance at a KBGS public activity does not ordinarily constitute work or service. In this regard a person may attend or seek to attend who is or becomes a known convicted sex offender and / or a Prohibited Person.

In such a case, the safety and protection of children must remain paramount, and a specific proactive protective response must be applied.

The intent is not to create obstacles for such persons to attend KBGS activities, but rather to create pathways for that to occur safely. This may include but is not limited to Individual Attendance and Safety Agreements, Accountability mechanisms, an alternative arrangements outside of KBGS, referral to another suitable context, small group, or one on one style encounter.

The specific nature of the response and protective strategies should be determined in liaison with the PSC and may necessarily be more conditional and restrictive than the general provisions of 4.1 following.

4.1. A person who

4.1.1. is the subject of an unresolved report or complaint of alleged harm to a child; or

4.1.2. is reasonably suspected by KBGS of having at any time engaged in harming a child, or placing a child at risk of harm,

is not to be permitted unsupervised access at any premises controlled by KBGS.

If such a person seeks to access to any function controlled by KBGS, it must be ensured that there is no unsupervised contact or communication with any child or young person at that function.

The nature and implementation of this requirement will be managed by the Principal, having regard to the context and particular circumstances.

## PART B: WORKER AND CHILD SAFETY RESPONSIBILITIES

### 5. Role of Workers

Any person in KBGS working with children must:

- Have a current and valid Not Prohibited Working with Children Check conducted by the Department of Human Services (DHS) Screening Unit which is then verified in the DHS Screening Portal by KBGS.
- Be emotionally and spiritually suited to the role to be undertaken.
- Be properly trained in mandatory reporting and protective practice.
- Have been selected for their role in work with young people after a proper investigation and screening of their suitability for such work (see para's 6-8 following).
- Have a current written employment contract or, if not, a supplementary employment agreement. **(Appendix G)**
- Have a signed serving covenant **(Appendix F)** dealing with their suitability to be workers and agreeing to these child protection policies and Safeguarding procedures.

### 6. Worker screening and selection processes

A major form of prevention relates to appropriate and stringent screening and suitability assessment processes. Every worker engaged in child related activities must be interviewed, screened, and then recommended as suitable by the leader who has ultimate oversight or management responsibility for that area.

This process will involve:

- Agreement to undergo a WWCC
- Evidence of a current WWCC which will be verified for accuracy through the KBGS DHS Screening Unit portal (Sighting an email will not be sufficient)
- An immediate report to the DHS screening unit if certain information becomes known concerning serious criminal offence/s, or disciplinary or misconduct matters relating to children or young people
- The completion of an application form
- A planned and prepared interview process approved by KBGS leadership
- Presentation of references
- The follow up of no less than two referees
- Agreement by the applicant to meet with Principal if required
- An agreement to read and sign that the Safeguarding Children and Young People Policy has been read and accepted. **(Appendix L)**

A recommendation must then be prepared by the relevant person who has management/oversight responsibility and be submitted to the Principal or delegate for endorsement/approval.

Under normal circumstances no individual should be permitted to work in the areas of children’s activities until attending KBGS for a period of not less than six months.

The selection process may include a panel such as the Principal, Board member, Committee member, etc., as a part of an accountable recruitment, selection, and appointment team.

It is acknowledged that from time-to-time additional helpers are engaged to provide support in relation to special events/activities. This may include parents or other people within KBGS who generously offer their service in terms of additional transport, or supervision during special events. It is unrealistic to expect those who fall into this category on a random basis to undergo additional training. However, where possible a WWCC should be obtained and in some cases must be obtained (see Para 7 following and the exclusions in **Appendix K**).

In rare instances where a WWCC isn’t obtained for an additional/occasional helper as per the exclusions in the Child Safety (Prohibited Persons) Act, an authorised leader/worker must be in attendance and always accompany an “unauthorised” person. It is a good practice for KBGS to think ahead and have a pool of “occasional” helpers suitably trained and screened.

## 7. Working With Children Checks

To meet the requirements of the *Child Safety (Prohibited Persons) Act 2016* all Workers, governance team members, volunteers over the age of 14 years involved in young people related services, and/or persons who have or would reasonably be expected to have contact with a child, must have a current WWCC issued by the Department of Human Services (DHS) Screening Unit prior to working with young people.

Section 7(6) of the *Child Safety (Prohibited Persons) Regulations 2019* states for the purposes of services or activities provided by religious organisations, a person will be taken to have contact with a young person if:

- the person has physical contact with the child; or
- is in close physical proximity to the child; or
- communicates with the young person (whether orally or by written, electronic or other means).

It is not sufficient for the CSO to only sight a WWCC. Verification of WWCCs must be obtained as part of any Worker screening / application process and will be done online through the KBGS Portal accessed via the DHS Screening Unit in accordance with Section 17(1)(b) of the *Child Safety (Prohibited Persons) Act 2016*, and Section 11(1) of the *Child Safety (Prohibited Persons) Regulations 2019*. The CSO will oversee this process.

It is the responsibility of the CSO to ensure that all existing workers obtain a WWCC every 5 years, to verify the WWCC online to ensure that the status remains as not prohibited, to ensure appropriate training is undertaken every three years and to maintain appropriate records/registers.

Workers who for whatever reason are found to have not undergone a WWCC, are required to immediately do so and cease working with Children and Young People until a Not Prohibited WWCC is obtained and verified through the KBGS Portal via the DHS Screening Unit.

If any current or pending worker refuses to undergo a WWCC check, they must not be appointed to any child-related position and must be excluded from any programs which involve them working with people under the age of 18 years.

A person waiting for their WWCC may not commence in a worker role until a valid and current 'Not Prohibited' WWCC is obtained and verified by KBGS.

If a WWCC check determines a person is prohibited, it will remain the discretion of KBGS to permit individuals to serve within the life of KBGS that does not involve them working with people under the age of 18 years or managing those who work with people under the age of 18 years. Depending on the nature of other offences, strict conditions may be applied to such an individual attending any KBGS programs having regard to **Section 2 Part A Para 4** above.

Although a WWCC does not disclose outcomes, where KBGS becomes aware from any source of sexual abuse related offences, this will preclude that person from having any contact with, or responsibility for young people related activities, or managing people who work with young people. In some cases, an offender may not be permitted to attend KBGS program under any circumstances. All mandatory and criminal reporting obligations will be followed in such cases.

KBGS is registered with the DHS Screening Unit and will receive any advice regarding changes to a worker's WWCC status.

This must all be obtained as part of any worker screening / application process.

Any person undertaking a worker role must complete and sign a worker declaration / agreement form which agrees to the WWCC requirement (**Appendix L**).

## 8. Working with Children Checks – Contractors

All contractors engaged to carry out work on KBGS premises where children and young people are present must produce a current and valid WWCC prior to being engaged/employed. The WWCC must be verified through the KBGS DHS portal process.

Where a contractor is simply delivering an item to an authorised KBGS worker and will not be engaged in any contact with young people, evidence of a WWCC may not normally be required.

It is acknowledged that from time-to-time additional contractors are engaged to provide support in relation to special events/activities. It is unrealistic to expect those who fall into this category on a random basis to undergo additional training. In these instances, an authorised worker must be in attendance and always accompany an "unauthorised" person. However, where required by the Child Safety (Prohibited Persons) Act 2016, a WWCC will be obtained and verified.

## 9. Character Reference Requests

Any worker who is seen to be a KBGS representative is not to accept requests to provide a character reference for anyone known to have been charged with a criminal offence or offences related to young people.

## 10. Worker and Visitor identification

All workers should be issued with and wear identification tags whilst carrying out their appointed responsibilities. This not only identifies accredited workers but communicates a clear message of professionalism and accountability.

All visitors should have photo ID confirmation upon check in to the school.

## 11. Punctuality

Workers should keep to timetables to the best of their ability. If an activity is significantly running overtime, parents should be notified as soon as possible of the new anticipated time that their child/ren may arrive at the pre- determined point. If the activity is off-site and a delay has occurred, it may be appropriate to telephone one person who could inform all parents of the circumstances.

## 12. Moral wellbeing

Workers must ensure that any on-line streaming, television programs, videos, music, magazines and/or displays shown or used as part of KBGS activities are suitable in content, appropriate to the age group represented and have due regard to KBGS values.

Whilst official television and movie ratings should be observed, there will be situations where those in leadership will have the responsibility of approving the viewing of certain material.

Every worker is expected to maintain a high moral code. Foul, demeaning, bullying, racist or sexist language or actions are not acceptable, and will not to be tolerated by anyone working in KBGS service.

## 13. Inappropriate behaviour of a worker

Any person who is concerned about the behaviour of any worker in terms of harm or likely harm, must report the matter first to CARL and then refer the matter to the Principal or a member of the Board for consideration of what response is deemed appropriate.

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

- treat all people with dignity and respect and without favouritism or discrimination.
- be objective in carrying out school procedures, judgements and reporting
- use a Restorative Practice approach to build, repair and maintain healthy relationship
- abide by all Government laws, 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 harm in line with this policy
- maintain professional boundaries, physically and emotionally.
- 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
- 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 these broad expectations in all interactions. Staff should raise concerns, issues and problems with the Principal or relevant Head of School.

A more detailed Code of Conduct to be signed by all workers is provided in **Appendix I**.

## 14. Bullying

Bullying is a form of persistent harassment, which demeans, threatens, intimidates, or humiliates a person. For any worker to act in such a manner is unacceptable, will not be tolerated and must be reported as soon as possible to the relevant Head of School, Principal, or CSO.

The penalty provision as outlined in **Section 2 Part B Para 3** may apply in part or whole.

## 15. Child Safety Responsibilities

15.1. KBGS and its workers are to do everything reasonably available to them to promote the physical, emotional, and mental wellbeing and safety of the children who are involved in the life of KBGS (“the duty of care”). What is reasonable in a particular situation depends on its circumstances including the nature of the risk of harm to children and the practicability of the steps needed to eliminate it.

15.2. While no set of detailed rules can be devised which when applied to a particular situation will clearly show what is the applicable duty of care, the paragraphs 16 to 34 following contain some processes that are prudent to observe.

## 16. Participation of Children

16.1. KBGS has imbedded child safe awareness within the school curriculum, and the school student diary. However, to further instill a culture of safety and awareness, children who attend regular programs and activities will participate in an awareness session led by the workers who oversee these activities. Where practicable this will happen whenever there is first contact with a participant, (if not practicable, other arrangements should be made) and then at least annually. In particular, the process for feedback/complaints should be explained to young people and their family/carers at least annually.

The following may serve as a useful guide to areas that should at least be covered:

- 16.1.1. expectations concerning appropriate behaviour
- 16.1.2. when, how, and who to speak to if they feel uncomfortable
- 16.1.3. protective behaviour strategies
- 16.1.4. Other rights, responsibilities, and expectations in line with the Codes of Conduct and the Safeguarding Children and Young People Policy

16.1.5. Safety information and procedures applicable to child related activities

16.1.6. How to make a complaint or raise a concern over any matter.

For each of the above, workers will use consultation methods suited to each group, considering factors such as young people's age, developmental level, and cultural backgrounds. It will be important to plan ahead to ensure people have any interpretation support that may be required.

Parents should be notified of the details of such consultations ahead of time and be made aware that the KBGS Safeguarding Children and Young People Policies and the Codes of Conduct can be obtained from the KBGS Office.

Whenever there is first contact with a participant and then at least annually, the process for feedback/complaints should be explained to young people and their family/carers.

16.2. Information may be provided in the student diary in a simple hand out and/or on a wall poster about services that can assist young people, and their families (such as the Kids Helpline on 1800 55 1800 and Youth Helpline on 1300 13 17 19) in areas accessed by them.

16.3. Adults and children (who are not prescribed mandated notifiers) can discuss or disclose harm or risk of harm or seek support and advice by contacting the Principal or CSO.

16.4. Children should be enabled to provide feedback on and make suggestions about young people's services through the KBGS communications systems.

This may include focused discussion sessions, survey, suggestion box, etc.) printed feedback forms, as well as email, online, and verbal feedback. The school cultural and communications systems will determine the process. This may include focused discussion sessions, survey, suggestion box, etc). The process will be advised to families and children at least annually as a component of 16.1.

These avenues for feedback are provided on relevant KBGS communication platforms. A copy of this policy document is also readily accessible to children and their parents from KBGS website.

16.5. KBGS will disseminate annually (and more often as required) its latest communication and feedback processes to facilitate the handling of questions, comments, complaints, and compliments. This will be done through Updates flyers and direct email, to all workers.

16.6. As a matter of general practice KBGS will use every opportunity to openly communicate with families and local communities about our child safe focus. This includes canvassing young people, families and local communities for input and comment about our approach.

16.7. The KBGS Code of Conduct/s and Safeguarding Children and Young People Framework are to be readily available to our workers and participants as well as to the public. This includes access online, and by means of worker induction, participant orientation, and provided to anyone upon request.

## 17. Care and supervision ratios of workers to children

17.1. There is no fixed ratio, which will necessarily satisfy the duty of care in all situations. It will depend on all the circumstances which will include:

This will include:

- School regulatory authority guidelines.
- The age needs and behavioural history of the children present.
- The skills and experience of the workers.
- The environment in which the children are placed.
- The nature of any risks to which the children may be exposed.
- The ready availability of backup if there are difficulties.

## 18. Junior Kids programs check in/out procedures

The school will have in place check in and out-processes in relation to students who attend the school.

For example: Children in junior programs (under 12 years of age) once check in must not be permitted to leave unless collected by a parent or authorised person.

General medical permission and information forms (**Appendix E**) should be completed and filed in relation to all children attending the above programs.

## 19. Physical health and safety

The physical environment should always be such that the safety of children is paramount, e.g., any electrical equipment used is in safe working order, floors are kept free of slippery surfaces, food is handled with the utmost care to as far as possible avoid contamination.

It is the role and responsibility of the Board to ensure a Work Place Safety Officer is responsible for and oversees all established standards. Relevant training should be undertaken in compliance with State legislation/policy for the appointed officer to carry out his/her duties.

Any faulty equipment/plant, which constitutes a hazard to the safety of a child, should be immediately removed, where possible, and its condition should be reported to the WHS Officer/school Office, in writing, without delay.

For specific WHS information refer to the Member school WHS document.

## 20. Transportation

During official KBGS activities, driving alone with a child is not permitted except in the case of a genuine emergency. (This does not apply where a family member is transporting a younger sibling to an approved activity). Cars must be registered and only driven by fully licensed drivers, in accordance with the conditions subject to that license and the type and class of vehicle driven.

When a young person is travelling in a vehicle driven by a worker or designated person, the vehicle will be driven carefully, always adhering to the legal speed limits and road laws. At no time should there be more passengers in a car than the number of seat belts which are in working order and available for use.

Negligent driving can have painful emotional and legal consequences. Anyone who is observed or reported as not driving according to prevailing road rules and generally accepted due care, must not transport children. In addition, drivers must take children directly to and from arranged venues and not spontaneously detour or make additional arrangements without parental/leadership consent.

Under no circumstance must any Adult accept a third party into travel arrangements without the prior informed written consent of parents (unless the third party is another KBGS Member). A young person must feel safe and comfortable with the arrangements. This means that they must be asked. Adults are to avoid placing themselves in a situation where young people feel uncomfortable or compromised or where an adult's actions could be misinterpreted.

No driver may provide transport if there is any possibility that they may be driving under the influence of alcohol or illegal, illicit, or prescription drugs that can inhibit a person's ability to drive safely, or any other condition that would inhibit their ability to safely control a motor vehicle. Alcohol must not be consumed eight hours prior to or during KBGS children's or youth activities. It is the responsibility of the driver to inform leaders of any situation that may inhibit their ability to safely be in charge of a motor vehicle.

No young person will be permitted to travel in a vehicle driven by a worker who possesses a learner permit or probationary license unless with written approval by a parent and except in the case of an emergency.

While the registered owner may use motorcycles, the carrying of young people as a pillion passenger during official KBGS activities without parental consent is prohibited. Hitch hiking is always prohibited.

In the event of an accident in which any person is injured, the Principal, workers and parents must be informed as soon as possible. All SA state legislations regarding the reporting of an accident must be followed.

## 21. Risk Management

KBGS recognises that it is not possible to eliminate all risks of child exploitation and harm.

However, the school is accountable for having a due process for identifying, managing, recording and mitigating risks within the school and its environment and to understand the legal requirements involved with safeguarding children as detailed in this policy. (**Appendix K**).

Risk assessment and risk management practices are embedded in procedures for all services, programs or activities authorised by the school.

All persons involved with KBGS who notice matters of concern, must raise these concerns with a relevant leader who will then determine the appropriate response in accordance with this policy.

In situations where a person with a record of offending against a child seeks to attend or join KBGS, the provisions outlined in **Section 2 Part A Para 4** will serve as the prime guide for responding to and managing the process of risk management.

All attendees and workers will be directed to note concerns arising from observations or experience (**Appendix C**). Copies of these completed forms will be stored securely, and indefinitely by KBGS.

For all KBGS activities with children, appropriate risk assessment, management and reporting should be undertaken. (**Appendix K**)

## 22. Camping/Excursions/Risk Activities

The school leadership must approve of and endorse all camps and excursions as an official KBGS activity, and parental consent must be always obtained for activities that are conducted off site. All standards previously identified in this document in terms of transportation, children and young people management, ethical standards and risk management apply.

In the case of camps and off-site special events, parents/guardians must be supplied (in writing) with specific information about the activity, including venue, contact details, all proposed activities as well as transport and sleeping arrangements, emergency/first aid arrangements and the names of designated leader/s.

Special event medical/information forms (**Appendix E**) and permission to attend special event forms (**Appendix D**) must be supplied to, and completed by parents, and maintained by the responsible program/ministry leader and workers.

Workers who have the ultimate oversight and responsibility must be appointed and have undergone all relevant training and preparation for such events. All workers must have completed a KBGS approved mandatory reporting/child protection awareness-training program as well as undergoing a WWCC as described in **section 2 part B para 7**.

For camps/overnight activities each person must have separate bedding and provision must be made for private changing and showering facilities.

No persons other than siblings and parents are permitted to shower together at any time.

Where possible adult leaders supervising children and young people in overnight sleeping arrangements are to be of the same gender as the children they are supervising.

If adults are required to stay overnight with their child, they are not to sleep next to any child unless that child is their own, that is, not between children.

Workers are not permitted to share accommodation with *one* child/young person, unless they are a parent or guardian of the child they are sharing with.

In accordance with our Christian values, other than married couples, leaders and workers are not permitted to share a bed together at any time.

Where adult leaders, who are not the parent of a young person, are required to supervise overnight sleeping arrangements, there will always be at least two leaders present and they must not sleep next to any child.

The guiding principle is that the young person feels safe and has a sense of privacy. Supervision should be within ear shot but not visual as much as possible. Adults are to avoid placing themselves in a situation where young people feel uncomfortable or compromised or where adult's actions could be misinterpreted. If further support is required for a specific young person, then a plan should be put in place with the parent prior to attending an overnight activity.

At no time are leaders or workers permitted to provide, allow, or consume alcohol, or illegal and illicit substances.

If workers are taking prescribed medication that would impair their ability to perform their role effectively, it is their responsibility to advise their designated leader.

In the case of campfires, the workers in charge must follow all local statutory rules and regulations, always including total fire bans and ensure that appropriate fire safety precautions are in place.

Activities where a degree of risk is involved, for example orienteering, air activities, abseiling, bushwalking, rock climbing, water activities, including sailing, scuba diving, canoeing etc., must only be undertaken under the direction and supervision of fully qualified persons. All laws, rules and regulations pertaining to these activities must be always followed.

Workers responsible for swimming/water activities must take precautions. The safety of the swimming area must be thoroughly examined in relation to depth, currents, and obstacles. A worker must be appointed to always oversee and supervise the activity.

It is desirable to pair swimmers off (“Buddy System”) with each swimmer taking responsibility for keeping the other in view and immediately reporting any mishap or disappearance.

At least one person with suitable lifesaving and first aid qualifications must always be present.

All persons participating in swimming must always wear swimming attire.

It is the responsibility of the KBGS workers to familiarise themselves with all legislative standards and safety procedures in relation to activities undertaken.

## **23. Internet Access**

In many cases, activities of KBGS will have internet access, email, social media, and digital communications for the purpose of communication, research, and business purposes.

In using these means of communication, workers hold positions of trust and leadership and are at all times prohibited from: sending, receiving, downloading, displaying, printing or otherwise disseminating material that is sexually explicit, obscene, profane, discriminating, fraudulent, offensive, defamatory, or otherwise in any way unlawful.

The School Digital Citizenship Policy will guide all online digital communications.

## **24. Initiation/secret ceremonies**

Initiations and or secret ceremonies are prohibited.

## **25. Meetings/Locations**

To ensure that safety and integrity is maintained for all concerned, workers should always conduct one on one meetings in an area that is private but not isolated. It is not appropriate to meet with an individual child in a secluded/blind area. Where possible it is desirable that the room used for such meetings have glass inserts in doors, which will maintain confidentiality, whilst eliminating a secluded or blind area.

## 26. Hiring out of KBGS facilities to outside groups

Groups privately hiring or using KBGS facilities where children will be a part of that program must provide proof that the person/s responsible for any program relating to the care and supervision of children, have completed a South Australian Government Child Safe Environment Compliance process and all workers have current valid and verified WWCCs.

## 27. Care/Support/Counselling

It is the responsibility of KBGS to ensure that all workers are made aware of the difference between a qualified “counsellor”, and a person providing “pastoral care” support. The term “counsellor” relates to a suitably qualified person.

Workers should always keep their Principal/Supervisor informed of who they are providing pastoral support to via an ongoing process of supervision and support.

Any form of touching without permission is to be avoided unless for emergency or safety purposes. In a secluded or blind area touching must be always avoided. All touching of a sexual or suggestive manner is not permitted.

Workers must not visit children at home without obtaining parental/guardian permission, and if no other person is present without permission.

Workers must not visit with children at isolated locations without obtaining parental/guardian permission, and if no other person is present without permission.

## PART C: MISCELLANEOUS

### 28. Privacy

All information concerning children must be kept confidential and only disclosed to authorised persons. Procedures for storage of information concerning children associated with the school should be arranged with the Privacy Officer. Refer to the KBGS Privacy Policy as amended from time to time.

### 29. Communication

The KBGS Child Safety Officer (CSO) will annually:

- Communicate the availability of these policies to attendees of KBGS.
- Encourage and facilitate feedback on all KBGS activities relating to children (Refer **paragraph 16.1-16.7**).

### 30. Workers' awareness

The following is only a brief outline. If you wish to know more on these topics, you should seek further advice on them."

Workers should be aware:

- 30.1. Section 166 (4) of the CYPSPA protects workers against civil and criminal liability for having reported suspected risk of harm to CARL. under s30 & 31 of the CYPSPA. S163 (1) of the CYPSPA provides that the identity of a notifier to CARL is not to be disclosed, but by the Serving Agreement this does not prevent some officers of KBGS being told of it.
- 30.2. By s165 of the CYPSPA it is an offence to cause detriment to a person in relation to making a report to CARL.
- 30.3. Apart from a report to CARL a worker who informs another person of suspected risk of harm, which cannot ultimately be proved, can be liable for civil damages for defamation. Extreme care needs to be taken in sharing allegations to anyone other than CARL and the KBGS Principal or delegate. In making an allegation a worker serving KBGS is likely covered by KBGS insurance against any damages, which may be awarded for defamation.
- 30.4. Other than for damages in defamation the Volunteers Protection Act 2001 relieves a volunteer worker acting for KBGS from civil liability for any breach of duty provided they have acted in good faith and without recklessness.

### 31. Media Management

As a part of the KBGS commitment to open, accountable, and professional responses, the persons authorised to make media comment concerning matters pertaining to alleged breaches of the Children and young people safeguarding Policy and any other matters relating to the young person Protection process in this policy, are limited to:

- Senior Leaders (who must first seek approval of the Principal who may receive advice from the DPS)
  - The Principal and/or KBGS Board of Governors Chair



King's Baptist  
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## APPENDICIES

## Appendix A Relevant Bible Teachings

The following Bible teachings underpin this policy and procedures document.

1. Every child is fearfully and wonderfully made in the image of God. We are to welcome children into our families and KBGS as a precious gift from God, and we are to do everything we can to lead them to God. (Genesis 1:26-27, Psalm 127:3, Psalm 139:14, Matthew 19:14).
2. In all things we should “do all to the glory of God” (1 Corinthians 10:31). This provides the overarching goal and guide for planning, managing, and deciding all matters within KBGS.
3. We should practice the commandments of Christ and the fruit of the spirit (John 14:15, 15:14, Galatians 5:22-24; Ephesians 4:17-20; Philippians 4:8).
4. We are to be holy and to abstain from all appearance of evil (1 Peter 1:15-16; 1 Thessalonians 5:22).
5. All forms of harm and likely harm, violate the commandments of Christ and are contrary to the fruit of the spirit (Galatians 5:19-21; Ephesians 5:3-12; 1 Corinthians 6:9-10). God is fiercely opposed to any person or system that would cause harm to a child, including anything that would prevent or otherwise discourage a child from coming to God through faith in the Lord Jesus Christ. (Matthew 18:16, 19:14)
6. We are to love God with all our heart, strength, soul, and mind, and to love our neighbour as ourselves. (Deuteronomy 6:4-5; Leviticus 19:18; Matthew 19:19; 22:37-39; Mark 12:29-31; Luke 10:27; Romans 13:9; Gal 5:14; James 2:8).
7. We should obey the laws of the land in which we live, except where they directly contravene the teachings of the Bible (Romans 13:1-5; Matthew 22:21; Acts 5:29).
8. We have a particular duty of care for those who may be vulnerable or have special needs (Psalm 82:3-4; Proverbs 31:9; Acts 20:35; James 1:27).
9. The Bible provides a guide as to the process to be followed where major transgressions occur (Matthew 18:15-17). The principles of this process should be applied in action taken by individuals and KBGS in responding to any such transgressions. However, this process must never be understood or implemented in such a way so as to be at odds with the laws and procedures of government to prevent, address, and reduce risk of harm to children and young people."
10. We should seek to seek to gently restore anyone who is caught in any wrongdoing. (Galatians 6:1; James 5:19-20).

## Appendix B Excerpts SA Legislation

The main statutory provisions which create and describe the obligation to report a reasonable suspicion that a Young person is, or may be, at risk are set out below and taken from the **Children and Young People (Safety) Act 2017**

### 16—Interpretation

(1) In this Act, unless the contrary intention appears — **young person** means a person who is under 18 years of age;

### 17—Meaning of *harm*

(1) For the purposes of this Act, a reference to **harm** will be taken to be a reference to physical harm or psychological harm (whether caused by an act or omission) and, without limiting the generality of this subsection, includes such harm caused by sexual, physical, mental or emotional abuse or neglect

(2) In this section— **psychological harm** does not include emotional reactions such as distress, grief, fear or anger that are a response to the ordinary vicissitudes of life

### 18—Meaning of *at risk*

(1) For the purposes of this Act, a young person will be taken to be **at risk** if—

- (a) the young person has suffered harm (being harm of a kind against which a young person is ordinarily protected); or
- (b) there is a likelihood that the young person will suffer harm (being harm of a kind against which a young person is ordinarily protected); or
- (c) there is a likelihood that the young person will be removed from the State (whether by their parent or guardian or by some other person) for the purpose of—
  - (i) being subjected to a medical or other procedure that would be unlawful if performed in this State (including, to avoid doubt, female genital mutilation); or
  - (ii) taking part in a marriage ceremony (however described) that would be a void marriage, or would otherwise be an invalid marriage, under the *Marriage Act 1972* of the Commonwealth; or
  - (iii) enabling the young person to take part in an activity, or an action to be taken in respect of the young person, that would, if it occurred in this State, constitute an offence against the *Criminal Law Consolidation Act 1935* or the *Criminal Code* of the Commonwealth; or
- (d) the parents or guardians of the young person—
  - (i) are unable or unwilling to care for the young person; or
  - (ii) have abandoned the young person, or cannot, after reasonable inquiry, be found; or
  - (iii) are dead; or
- (e) the young person is of compulsory organisation age but has been persistently absent from organisation without satisfactory explanation of the absence; or
- (f) the young person is of no fixed address; or
- (g) any other circumstances of a kind prescribed by the regulations exist in relation to the young person

(2) It is immaterial for the purposes of this Act that any conduct referred to in subsection (1) took place wholly or partly outside this State

(3) In assessing whether there is a likelihood that a young person will suffer harm, regard must be had to not only the current circumstances of their care but also the history of their care and the likely cumulative effect on the young person of that history

(4) In this section— **female genital mutilation** means—

- (a) clitoridectomy; or
- (b) excision of any other part of the female genital organs; or
- (c) a procedure to narrow or close the vaginal opening; or

- (d) any other mutilation of the female genital organs, but does not include a sexual reassignment procedure or a medical procedure that has a genuine therapeutic purpose; **sexual reassignment procedure** means a surgical procedure to give a female, or a person whose sex is ambivalent, genital characteristics, or ostensible genital characteristics, of a male

(5) A medical procedure has a genuine therapeutic purpose only if directed at curing or alleviating a physiological disability or physical abnormality

**Part 1—Reporting of suspicion that young person may be at risk**

**30—Application of Part**

(3) This Part applies to the following persons:

- (a) prescribed health practitioners;
- (b) police officers;
- (c) community corrections officers under the Correctional Services Act 1982;
- (d) social leaders;
- (e) ministers of religion;
- (f) employees of, or volunteers in, an organisation formed for religious or spiritual purposes;
- (g) teachers employed as such in a organisation (within the meaning of the *Education and Early Young personhood Services (Registration and Standards) Act 2011*) or a pre-organisation or kindergarten;
- (h) employees of, or volunteers in, an organisation that provides health, welfare, education, sporting or recreational, young person care 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
  - (j) 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;
- (k) any other person of a class prescribed by the regulations for the purposes of this subsection

**31—Reporting of suspicion that young person may be at risk**

(1) A person to whom this Part applies must, if—

- (a) the person suspects on reasonable grounds that a young person is, or may be, at risk; and
  - (b) that suspicion was formed in the course of the person's employment, report that suspicion, in accordance with subsection (4), as soon as is reasonably practicable after forming the suspicion
- Maximum penalty: \$10 000

(2) However, a person need not report a suspicion under subsection (1)—

- (a) if the person believes on reasonable grounds that another person has reported the matter in accordance with that subsection; or
- (b) if the person's suspicion was due solely to having been informed of the circumstances that gave rise to the suspicion by a police officer or young person protection officer acting in the course of their official duties; or
- (c) in any other circumstances prescribed by the regulations for the purposes of this subsection

(3) A person to whom this Part applies may (but need not), if—

- (a) the person suspects on reasonable grounds that the physical or psychological development of an unborn young person is at risk (whether due to an act or omission of the mother or otherwise); and
- (b) that suspicion was formed in the course of the person's employment,
- (c) report that suspicion in accordance with subsection (4)

(4) A person reports a suspicion under this section by doing 1 or more of the following:

- (a) making a telephone notification to a telephone number determined by the Minister for the purposes of this subsection;

**Note** - This telephone line is currently known as the *Child Abuse Report Line* or *CARL*

- (b) making an electronic notification on an electronic reporting system determined by the Minister for the purposes of this subsection;
- (c) by reporting their suspicion to a person of a class, or occupying a position of a class, specified by the Minister by notice in the Gazette;
- (d) reporting their suspicion in any other manner set out in the regulations for the purposes of this paragraph, and, in each case, providing—
  - (i) in the case of an unborn young person—the name and address (if known) of the mother of the unborn young person; or
  - (ii) in any other case—the name and address (if known) of the young person; and
- (e) information setting out the grounds for the person's suspicion; and
- (f) such other information as the person may wish to provide in relation to their suspicion

**163—Protection of identity of persons who report to or notify Department**

- (1) A person who, in the course of the administration, operation or enforcement of this Act, receives a report or notification that a young person may be at risk, or who otherwise becomes aware of the identity of a person who has made such a report or notification, must not disclose the identity of the person who made the report or notification to any other person unless the disclosure—
  - (a) is made with the consent of the person who gave the notification; or
  - (b) is made by way of evidence adduced in accordance with subsections (2) and (3); or
  - (c) is otherwise authorised by the regulations.

Maximum penalty: \$10 000

**South Australia**

**Statutes Amendment (Child Sexual Abuse) Act 2021**

An Act to amend the [Criminal Law Consolidation Act 1935](#), the [Criminal Procedure Act 1921](#), the [Evidence Act 1929](#), the [Sentencing Act 2017](#), the [Summary Offences Act 1953](#) and the [Young Offenders Act 1993](#).

**In addition to the requirements of mandatory reporting under s30 & 31 the Children and Young People (Safety) Act 2017(CYPSA)**, which places an obligation all KBGS workers to report a reasonable suspicion a young person is, or may be, at risk of harm, all workers must **also** comply with the reforms under the [Statutes Amendment \(Young person Sexual Abuse\) Act 2021](#), which changed the Criminal Law (Consolidation) Act 1935 in relation to the protection of young people from sexual abuse.

Simply there are two significant areas for compliance.

**1. Failure to report suspected child sexual abuse** (Section 64A). Penalties apply IF:

- (1) A prescribed person is guilty of an offence if the person knows, suspects or should have suspected that another person (the *abuser*)—
  - (a) has previously engaged in the sexual abuse of a child while an employee of the institution or, if the prescribed person provides out of home care, while also providing out of home care, and—
    - (i) the child is still under the age of 18 years; or
    - (ii) the abuser is still an employee of the institution or another institution or still provides out of home care; or
    - (iii) the sexual abuse occurred during the preceding 10 year period; or

- (b) is an employee of the institution or, if the prescribed person provides out of home care, is providing out of home care, and is engaging, or is likely to engage, in the sexual abuse of a child.

**2. Failure to protect a child from sexual abuse (Section 65A), penalties apply IF:**

- (1) the prescribed person knows that there is a substantial risk that another person (the **abuser**) who is also an employee of the institution or, if the prescribed person provides out of home care, who is also a provider of out of home care, will engage in the sexual abuse of a child —
  - (a) who is under 17 years of age; or
  - (b) in relation to whom the abuser is in a position of authority; and
- (2) the prescribed person has the power or responsibility to reduce or remove that risk but negligently fails to do so.

## Appendix C Risk of Harm Preliminary Report Form



### King's Baptist Grammar School Inc. South Australia (KBGS) Risk of Harm Preliminary Report Forms

There are 2 forms which have been devised to aid staff when faced with making a notification.

a. **Mandatory Notifiers Record Proforma**

(SEQTA/Staff Information/Forms)

This form is designed to assist in gathering information before a notification is made and to make notes while speaking to the Child Abuse Report Line.

This is for the notifier's information only. A checklist is attached to the Proforma to help you gather the required information for making a report.

b. **Mandatory Notification Principal's Record**

(SEQTA/Staff Information/Forms)

This form is a record of any notifications that have been made, with minimal details (This document is to be given to the Principal/Principal's P.A. and it will be kept in a secure file indefinitely.

These forms need to be filed securely until the student is 25 years of age.

a. **Mandatory Notifiers Record Proforma**

To be filed with the notifier

b. **Mandatory Notification Principal's Record**

To be filed with the Principal

## Appendix D Permission For Medical Intervention



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Excursion Description

### King's Baptist Grammar School Inc. South Australia (KBGS) Permission for medical intervention (example)

#### *Excursion Details*

\* Required

1. Students First Name \*

2. Students Surname \*

3. Students Pastoral Class \*

4. Does your child have any medication at school that will need to be taken with them on this excursion? \*

Yes

No

5. If yes, what medication is required and reason please \*

6. I consent for my child to be given Paracetamol if required \*

Yes

No

7. I consent for my child, as named above, to take part in the (Event name) to be held at (event site/venue) and from (Date) to (Date)/or on (Date). \*

Yes

8. I have seen a copy of the program and details for this excursion/camp and acknowledge that risk of injury is inherent in physical activities. While I am aware that staff will take all due care, I recognise that accidents may occur.

The staff and supervisors have my authority to take whatever action they think is necessary to ensure the safety, wellbeing and successful conduct of the participants as a group or individually in this excursion. \*

Yes

9. If my child becomes ill or is accidentally injured, I consent to staff and supervisors obtaining the necessary medical treatment my child requires.

I also acknowledge that the staff and supervisors can accept no personal liability for any personal injury or property loss suffered by my child during the period of the event. \*

Yes

10. Parents/Caregiver Name \*

11. Date of Permission \*

Please input date (dd/MM/YYYY)

## Appendix E Enrolment Medical Permission / Health issues



### King's Baptist Grammar School Inc. South Australia (KBGS) Questions for Enrolment Process – [Online Form](#) (Medical Permissions Excerpt)

1. Student's Name: .....
2. Gender: .....
3. Next of Kin/Primary Contact for notification of any information:  
Relationship: .....  
Contact Number: .....  
Email Address: .....

#### Disability

1. Does your child have a known disability? .....
2. Please give details relating to their disability? .....
3. Is your child on an NDIS plan? .....
4. Which outside agencies are involved in your child's plan? .....
5. Are there any mobility issues that the school needs to be aware of? .....
6. Details of mobility issues .....
7. Has your child received support through a support worker at Kindy or previous school? If so, did they work on: .....
8. What support services does your child access? .....
9. Please list the contact people for these services, including phone number: .....
10. Please list the type and amount of support: .....
11. Will this support continue? .....
12. Will these agencies provide consultancy support in school? .....
13. Does your child require particular supervision or management? If yes, please give details. ....
14. Are there any Occupational Health, Safety and Welfare and Duty of Care issues for your child and others? If yes, please give details. ....
15. Will your child require particular arrangements or consideration to participate in sport, games, camps and excursions? If yes, please give details. ....

#### Medical Permissions & Health Issues

First aid facilities, first aid personnel and first aid kits will be provided in accordance with the WH&S Regulations and relevant Codes of Practice. First aid rooms and Senior First Aid trained staff are located in key areas around the school ensuring that requirements and assistance is available promptly. For more information, please see the [King's First Aid Policy](#).

1. Do you give permission for medical intervention (including ambulance services) in the case of an emergency and you are not able to be contacted immediately. ....
2. Is the student covered by a ..... Fund Name (if applicable): .....  
private medical benefit fund? ..... Medicare Number: .....
3. Regular Dr's Name and details (including address & Phone number) .....
4. Date of most recent tetanus immunisation. ....

5. Are there any medical conditions which the school should be aware of regarding the health and well-being for the student? \_\_\_\_\_
- Asthma \_\_\_\_\_
  - Anaphylaxis \_\_\_\_\_
  - Allergies to food/medicines/drugs \_\_\_\_\_
  - Diabetes \_\_\_\_\_
  - Epilepsy \_\_\_\_\_
  - Convulsions/Seizures \_\_\_\_\_
  - Other \_\_\_\_\_
  - N/A \_\_\_\_\_
6. Please provide brief details for any medical issues selected above. (Relevant medical action plans and other extensive information should be discussed with and emailed to Student Services staff.
7. Does the student have / had any of the following conditions? \_\_\_\_\_
- Speech Disorder \_\_\_\_\_
  - Speech Delay \_\_\_\_\_
  - Mental Illness \_\_\_\_\_
  - Global Development Delay \_\_\_\_\_
  - ASD \_\_\_\_\_
  - ADHD \_\_\_\_\_
  - ADD \_\_\_\_\_
  - Other \_\_\_\_\_
  - N/A \_\_\_\_\_
8. Is the student on any regular prescribed medication for any of the conditions detailed in this section? \_\_\_\_\_
9. If your child is prescribed medication, the School requires you to provide a Health Care Plan and/or Emergency Action Plan for any medical conditions.
10. If you do not already have a Health Action Plan please notify us and we will provide you with a form for your Health Practitioner to complete.
11. Can your child manage personal care needs on their own? \_\_\_\_\_

**Authorisation**

I authorise relevant staff at King's to access and share information which may be of benefit to the education of my child. In granting this authority I understand that it will remain current for the period of my child's enrolment at King's.

Parent Name: \_\_\_\_\_

Dated: \_\_\_\_\_

## Appendix F Serving Covenant

### King's Baptist Grammar School Inc. South Australia (KBGS) Serving Covenant



King's Baptist  
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#### SERVING COVENANT

I, \_\_\_\_\_ of \_\_\_\_\_  
*(name of individual)* *(address)*

1. Declare that except as is stated below I have never:
  - a. Been convicted of, or charged with, an offence, including an offence in relation to children, dishonesty or violence; or
  - b. Been dismissed from any employment or had my services as a volunteer or consultant terminated on the grounds that I was involved in improper conduct with a student or child; or
  - c. Retired or resigned from any employment, consultancy or volunteering activity following allegations that I was involved in improper conduct with a student or child; or
  - d. Been advised by any employer or organisation that my name has been included on a list of those not to be employed or used as a volunteer or consultant on a child-related area of activity.
  - e. Have never committed any criminal offence involving fraud, violence or drugs;
  - f. Am of good character and suitable for service within King's Baptist Grammar School environment.

(If there are any exceptions to the above, please provide the details here)

2. Acknowledge I have read and agreed to the Safeguarding Children and Young People Policy and have signed the Code of Conduct – Safeguarding Children and Young People.
3. Agree I will cooperate with the Director of Professional Standards (DPS) in any investigation undertaken by the DPS in relation to the school.
4. Agree I will attend and take part in any education and training courses deemed necessary by the school to ensure I am fit for service with children.
5. Acknowledge that by signing this covenant no legal contract is created between myself and the School but accept that it acts as a willing consent for the operation of the Safeguarding Children and Young People Policy and Procedure Manual, and compliance with the Code of Conduct – Safeguarding Children and Young People, and that legal consequences may follow if I have knowingly given false answers to any of the questions above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix G Supplementary Employment Agreement

### King's Baptist Grammar School Inc. South Australia (KBGS) Supplementary Employment Agreement



#### SUPPLEMENTARY EMPLOYMENT AGREEMENT

I, \_\_\_\_\_ of \_\_\_\_\_  
(name of employee) (address)

1. Agree that this document contains additional terms for my employment by King's Baptist Grammar School and my continued employment is conditional upon my executing it.
2. Declare that except as is stated below I have never:
  - a. Been convicted of, or charged with, an offence, including an offence in relation to children, dishonesty or violence; or
  - b. Been dismissed from any employment or had my services as a volunteer or consultant terminated on the grounds that I was involved in improper conduct with a student or child; or
  - c. Retired or resigned from any employment, consultancy or volunteering activity following allegations that I was involved in improper conduct with a student or child; or
  - d. Been advised by any employer or organisation that my name has been included on a list of those not to be employed or used as a volunteer or consultant on a child-related area of activity.
  - e. Have never committed any criminal offence involving fraud, violence or drugs;
  - f. Am of good character and suitable for service within King's Baptist Grammar School environment.


(If there are any exceptions to the above, please provide the details here)
3. Acknowledge I have read and agreed to the Safeguarding Children and Young People Policy and have signed the Code of Conduct – Safeguarding Children and Young People.
4. Agree that if any allegation of harm to a child is made against me the Interim Measures Committee (IMC) is to have jurisdiction to determine whether, and on what conditions, my employment should be continued until the allegation is finally determined.
5. Agree I will cooperate with the Director of Professional Standards (DPS) in any investigation undertaken by the DPS in relation to the school.
6. Agree I will attend and take part in any education and training courses deemed necessary by the school to ensure I am fit for service with children.
7. Agree that I have received and provided evidence of a current "not prohibited" WWC

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

## Appendix H Responsible Behaviour

### King's Baptist Grammar School Inc. South Australia (KBGS) Responsible Behaviour



 <b>King's Baptist Grammar School</b>	SUBJECT:	R - 12 Responsible Behaviour Policy	
	CATEGORY:	Behaviour Management Policies	
EFFECTIVE DATE: 01/02/2024		REVIEW DATE: 01/02/2027	VERSION: 2.0

**Policy:** R – 12 Responsible Behaviour Policy

**Audience:** Staff, Parents and Students

**Rationale:**

At King's, we adopt a behaviour policy framework for students in order that they might participate fully and successfully in school life. It indicates the standards of behaviour which are expected by all members of the King's community and in the case of students, the School's responses to behaviour that does not meet this expectation.

The School's aim in dealing with such behaviours, is to work through the process of restoration in order for relationships to be repaired.

Education within King's Baptist Grammar School takes place in the context of a Christian community and therefore, our curriculum delivery and approach are underpinned with God's love for the world. Students will experience a caring environment and will demonstrate the *Fruit of the Spirit* (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control).

The School recognises the individuality of each student, their inherent differences, strengths and God-given gifts.

In all that we think, say and do, the whole King's Community should abide with the Principles of FISHER – **Fairness, Integrity, Service, Humility, Excellence, Respect & Responsibility.**

**Policy Position:**

The School will insist on responsible behaviour because:


- all students have a right to a supportive learning environment
- it is our role to mentor students in a range of matters including behaviour
- it is our role to support parents as they shape their children's character

**Operational Aspects:**

King's has a pastoral structure to support students to choose responsible behaviour. It is every student's right to an education and the partnership between parents, students and staff is critical in achieving optimal outcomes for students.

When students choose to behave in a manner that does not meet the expectation, a model of restorative practice will be implemented. This focusses on four key aspects:

- What happened? – establishing the truth and taking responsibility for the action
- Affect – how have people been affected?
- Repair – how can we fix and restore the damage that has occurred?
- Moving Forward – How can we move forward positively, and what have we learnt that we can take with us?

 <b>King's Baptist Grammar School</b>	SUBJECT:	R - 12 Responsible Behaviour Policy	
	CATEGORY:	Behaviour Management Policies	
EFFECTIVE DATE: 01/02/2024		REVIEW DATE: 01/02/2027	VERSION: 2.0

**Decisions, consequences and sanctions** derived from the policy and procedures, comply with the principles of:

- Procedural fairness
- Rule against bias - impartiality, objectivity and absence of prejudgement
- Rule of opportunity to be heard - reasonable notice and opportunity is given to present participants' points of view
- Rule of evidence - records, both verbal and written, are completed and retained

In an effort to be proactive and mitigate against inappropriate behaviour, each sub-school will embed specific age and gender appropriate programs to assist in building efficacy, understanding and responsibility in our students.

Each sub-school has a sub-school specific procedure document:

- Junior School: Teaching Responsible Behaviour
- Middle School: Teaching Responsible Behaviour
- Senior School: Expecting Responsible Behaviour

**Related Documents:**

- Junior School: Teaching Responsible Behaviour
- Middle School: Teaching Responsible Behaviour
- Senior School: Expecting Responsible Behaviour
- Anti-Bullying and Anti-Harassment Policy
- Workplace Discrimination and Harassment Policy
- National Safe Schools Framework

**Review:** every 3 years

**Policy approved by the Principal on:** 1 February 2024

**Communication:** by Director's through sub-schools; SEQTA

**Version Control:** Director's

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Principal

## Appendix I Code of Conduct

### King's Baptist Grammar School Inc. South Australia (KBGS) CODE OF CONDUCT - staff, volunteers, and contractors



#### Staff Code of Conduct

**Audience:** staff, volunteers, and contractors

**Purpose:**

The purpose of the school's Code of Conduct is to create a safe and supportive learning environment in which students can discover who they are and how to live well with physical, mental, emotional, spiritual and social agility. It aims to guide staff, volunteers and contractors in their conduct to maintain trust and integrity ensuring the desired learning environment [described above] within the school and wider community.

**Rationale:**

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

**Policy Position:**

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.

A breach of the Code of Conduct may result in a grievance or complaint from a student, staff member or parent. If the basis for any such grievance is upheld, a range of disciplinary responses may result, including:

- performance management
- a formal warning
- contact with appropriate authorities [including Teacher Registration Board]
- dismissal

**Related Policies:**

- Social Media Policy
- Child Protection Policy
- Volunteer Policy
- Staff Grievance Policy
- 

**Review:** 3 yearly

**Communication:** via eNews, SEQTA Engage, Policy Pack to go out at the start of each year to parents

**Version control:** Directors

## Appendix J Working With Children Checks (WWCC) exclusions

### King's Baptist Grammar School Inc. South Australia (KBGS) WWCC Exclusions



If the following conditions are met by a worker, they may be eligible for an exclusion and in some circumstances, and may not be required by KBGS to obtain a WWCC:

- Young people under the age of 14 years
- A sworn South Australian Police Officer or an Australian Federal Police Officer
- A person who believes on reasonable grounds that they will not work with young people on more than 7 days (whether consecutive or not) in a calendar year (unless the activity includes an overnight stay or involves close personal contact with a child/young person with a disability)
- A person who, at the time of engaging in particular child/young person-related work on a particular day in a calendar year, had worked with young people on less than 7 days (whether consecutive or not) in that year (unless the activity includes an overnight stay or involves close personal contact with a child/young person with a disability).
- A parent/guardian of a child/young person involved in a young people's services activity.

PLEASE NOTE: it is considered best practice for all volunteers who meet exclusion criteria to obtain a WWCC.

**THE ABOVE EXCLUSIONS CANNOT UNDER ANY CIRCUMSTANCES APPLY IF** a person has ever been prohibited from working with young people in any State or Territory in Australia

## Appendix K Risk Assessment / Management

### King's Baptist Grammar School Inc. South Australia (KBGS) Risk Assessment



Use the following Tables to complete the Child Protection Risk Assessment.

**In Table 1** (a) Detail all activities; (b) Identify associated risks; (c) Determine the level of Likelihood; (d) Decide the level of Consequence; (e) Insert the level of Risk assessed from the **RISK RATING (table 2)**; (f) Develop Strategies to minimise risk.

Any activity area that rates as **High** or **Extreme** must have a specific plan of response and have a heightened awareness by all.

**TABLE 1 – RISK ASSESSMENT**

ACTIVITY AREA (Detail)	RISKS (Identify)	LIKELIHOOD (Determine) -Almost certain - Likely -Unlikely -Rare	CONSEQUENCES (Decide) -Minor -Moderate -Major Catastrophic	RISK RATING (See table below) Low <b>(Green)</b> Med <b>(Yellow)</b> High <b>(Red)</b>	STRATEGIES TO MINIMISE RISK (Develop)

#### ACTIVITY AREA

- Describe the activity.
- State whether it is ongoing or a stand-alone event.
- Describe if it is on or off site.

#### RISKS

- Identify which risks have potential to impact on the exposure and protection of children.

#### LIKELIHOOD

- Determine the likelihood of the identified risk occurring with the controls in place.
- Ratings are: Likely or Unlikely

#### CONSEQUENCES

- Decide re the child and KBGS: Insignificant; Minor; Moderate; Major; Catastrophic

Risks to children and young people could include:

- transportation from one place/environment to another
- taking images of children and young people
- supervision of children and young people
- physical environment
- physical contact
- cyber safety and social media guidelines
- protecting privacy and confidentiality
- offence.

### TABLE 2 RISK RATING

Use this table to insert the relevant RISK level colour in the 'RISK RATING' cell in Table 1 above.

Likelihood	Insignificant Consequences	Minor Consequences	Moderate Consequences	Major Consequences	Catastrophic Consequences
<b>Almost Certain</b>	Low	Medium	High	Extreme	Extreme
<b>Likely</b>	Low	Medium	High	High	Extreme
<b>Possible</b>	Low	Medium	Medium	High	Extreme
<b>Unlikely</b>	Low	Low	Medium	Medium	High
<b>Rare</b>	Low	Low	Medium	Medium	Medium

## Appendix L Policy Declaration - KBGS worker

### King's Baptist Grammar School Inc. South Australia (KBGS) Policy Declaration – KBGS Worker



#### Purpose

The intention of this policy is to ensure that protective practices for children, young people (under 18 years of age) and families are implemented by the KINGS BAPTIST GRAMMAR SCHOOL INC to keep them safe (inclusive of cultural safety) from deliberate or inadvertent risk of harm and provide them with an understanding of such protective practices.

This policy provides all KBGS personnel with an understanding of their responsibilities to keep children and young people safe, while fostering a culture of openness and respect of cultural diversity, recognising that all children have a right to be safe from harm, regardless of age, culture, religion, gender, sexuality, identity, or disability.

This recognition and commitment of KBGS to the right of all children to be safe from harm is consistent with our biblical calling to love and serve all humanity without partiality or prejudice. Such a universal commitment does not compromise KBGS's outworking of its biblical convictions and ethics in terms of Agency serving standards, roles and responsibilities, and Agency leadership.

This policy applies to all 'workers' (as defined) of KBGS involved in governance, administrative oversight, and child related services across all settings and activities, who are expected to comply with this policy and the associated procedures.

This policy stands in direct relation to the **Appendix I** Code of Conduct – Safeguarding Children and Young People.

In signing this policy & procedural document and completing the online declaration process, I confirm that I have read it and agree to comply with all the requirements outlined in the body of this document and appendices. I recognise the penalties that may apply for any breaches of this policy as detailed in **section 1.10 code of conduct**.

Name of Worker \_\_\_\_\_ Role \_\_\_\_\_

Signature \_\_\_\_\_

Name of Witness \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

A copy of this declaration is to be signed, scanned as and returned to the KBGS Child Safety Officer (CSO) for lodgement with the HR Manager.

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