



Child Safe Program

Child Safe Policy

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

The Child Safe Policy is published on our School's public website and provided to new Staff, and to Direct Contact Volunteers at induction.

It is provided to parents/carers on enrolment, and a child-friendly version is provided to all students.

Purpose

Our Child Safe Policy, which includes our Statement of Commitment to Child Safety and Wellbeing, was written to demonstrate the strong commitment of the School to promoting children and young people's wellbeing and to safeguarding children and young people from harm.

It is an overarching policy that provides an outline of the policies and practices that we have developed to keep our students safe, including from harm.

It sets out the key elements of our approach to the School as a child safe organisation and sets the tone for the School's entire Child Safe Program.

The Child Safe Policy provides the framework for:

- implementing the National Principles
- complying with the Department for Education's Protective practices for staff in their interactions with children and young people: Guidelines for staff working or volunteering in education and care settings (Protective Practices), Managing allegations of sexual misconduct in SA

[education and care settings](#) (Managing Sexual Misconduct), [Sexual behaviour in children and young people: Procedure and Guideline](#) (Sexual Behaviour Guidelines), and [Responding to online safety incidents in South Australian Schools](#) (Managing Online Safety Incidents) guidelines

- developing work systems, practices, policies and procedures that promote child safety within the School
- creating a safe and supportive School environment and a positive and robust child safe culture
- promoting and openly discussing child safety issues within the School
- complying with all laws, regulations and standards relevant to child protection and safety in South Australia.

Scope

The School's Child Safe Policy promotes the safety and protection of all students at the School.

It applies to all adults in the School community, including Staff, Volunteers, Contractors, External Education Providers, parents/carers and other family members.

It applies in all School environments, both physical and online, and on-site and off-site School grounds (e.g. camps and excursions).

Definitions

Definitions of terms used in the Child Safe Policy can be found in [child safe Program Definitions](#).

Of particular importance to this Policy are the following definitions:

Child/Child and Young Person

The term "child" and the phrase "child and young person" refer to a person who is under the age of 18.

Student

The term "student" refers to all students enrolled at the School, including those aged 18 and above.

Harm

“Harm” is defined in section 17 of the Children and Young People (Safety) Act 2017 (SA) (Safety Act), and for the purposes of this Policy, as “physical harm or psychological harm (whether caused by an act or omission)”. It includes – but is not limited to – “harm caused by sexual, physical, mental or emotional abuse or neglect”.

It does not matter how the harm occurs or by whom.

Child Safety Incident or Concern

St Paul Lutheran School uses the phrase, “child safety incident or concern”, which includes, but goes further than, the concept of “harm”.

Child safety incidents or concerns can take many forms. These include not only harm to a child or young person by their parents/carers, but also conduct by other people that can cause harm to a child or young person or to a student aged 18 or over.

We define a “child safety incident or concern” as:

- “harm” to a child or young person, or to a student aged 18 or over, as defined in the Safety Act
- a child or young person being “at risk” as defined in the Safety Act, such as:
 - the child or young person has suffered harm
 - there is a likelihood that the child or young person will suffer harm
 - there is a likelihood that the child will be removed from the state for the purposes of an unlawful medical or other procedure (including female genital mutilation), child marriage or an activity or action that would be a criminal offence, if it occurred in the state
 - the child or young person’s parents or guardians are unable or unwilling to care for them, have abandoned them, or cannot be found or are dead
 - the child or young person is persistently absent from school with no explanation; or
 - the child or young person is homeless
- an offence against a child, young person, or student aged 18 or over under the Criminal Law Consolidation Act 1935 (SA) (Criminal Law Act), such as:
 - assault
 - causing physical or mental harm
 - failure, by a person who is liable, to provide necessary food, clothing or accommodation to a child aged under 16 or a vulnerable adult, without lawful excuse

- criminal neglect
- sexual offences, including unlawful sexual intercourse and sexual abuse of a child
- grooming offences
- offences related to child exploitation material and commercial sexual activities
- offences related to institutional child sexual abuse
- bringing a child into or removing a child from the state for the purposes of child marriage
- performing the female genital mutilation of a child or removing the child from the state for the purposes of female genital mutilation
- a breach of our Child Safeguarding Codes of Conduct, such as:
 - a teacher engaging in unauthorised after-hours meetings with a student
 - a Volunteer sports coach engaging in inappropriate online personal communications with a student
 - a Contractor music tutor publishing online photos, movies or recordings of a student without parental/carer consent.

Roles and Responsibilities

Child safety and wellbeing is everyone's responsibility. All adults in the School community have a shared responsibility for contributing to the safety, wellbeing and protection of students.

Specific responsibilities are summarised at the end of this Policy.

Statement of Commitment to Child Safety and Wellbeing

In the Lutheran learning communities the gospel is to "inform all programs, relationships and activities" (LCA and Its School statement). The love of God in Jesus Christ is to govern all that is done, in response to this love, people in the school community are directed to their fellow human beings. Where they love others, they love him. Christ's promise is that whatever is done for others is done for him. Informed and transformed by God's creative, redemptive and sanctifying love, God's people are concerned with the total needs of their fellow human beings.

The Child Safe Program in place at each learning community defines power as the capacity to set and care for boundaries. Boundaries are the structures which support human development within

community; boundaries may be personal, communal, spiritual, psychological or physical. In Christ, there is an empowerment by the gospel to recognise boundaries and prevent their destructive crossing and to care for those who have been violated. Our responsibility of leadership is to care for professional boundaries through the establishment of structures that protect them. Structures provide for support, examination, and action to ensure that leaders, staff and students act according to boundaries that help, protect and uphold the dignity, worth and safety of each individual. (Valuing Safe Communities: Statement of values)

All children and young people who come to the Learning Community have a right to feel and be safe. We are committed to the safety and wellbeing of all children and young people. We are committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe, and are able to actively participate in decisions that affect their lives.

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

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

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

Child Safe Principles and Standards

The National Principles for Child Safe Organisations

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





St Paul Lutheran School's Policy

Child Safe Codes of Conduct

The School has a Child Safe Code of Conduct that sets boundaries and expectations for appropriate behaviours between all adults at the School and students, in both physical and online environments. Our Staff and Student Professional Boundaries Policy sets out additional behaviour boundaries and expectations for Staff, Volunteers and Contractors, no matter their age. We also have a Student Code of Conduct, which includes standards of behaviour for students relevant to child safe.

Together, we refer to these as our Child Safe Codes of Conduct.

Our Child Safe Codes of Conduct include clear processes to report inappropriate behaviour. We publish them on our public website so that everyone can easily find out what behaviours are acceptable and unacceptable at our School and how to report inappropriate behaviour.

We also provide specific information about the Child Safe Codes of Conduct, to students and families, to ensure that they know what behaviours are acceptable and unacceptable and how to report inappropriate behaviour.

Children and Young People's Rights to Safety, Information and Participation

St Paul Lutheran School is a child safe and child-centred organisation. Our environment is friendly and welcoming to all children and young people.

We actively seek to include students in decisions that affect them. We do this through Student Representative Council, Community meetings and class meetings as well as informal mechanisms such as notice board interaction, class meetings and classroom discussions.

We ensure that students know about their rights to safety, information and participation, through age-appropriate education, and by providing age-appropriate, simple, and accessible information to students about how to raise, and the School's procedures for responding to, child safety concerns.

We recognise the importance of, and have implemented specific strategies to support, friendships and support from peers. We actively seek to understand what makes students feel safe in our School and regularly communicate with students about what they can do if they feel unsafe.

Parents/Carers, Families and Community Involvement at the School

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

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

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

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

Valuing Diversity in the School Community

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

- support the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students and their families
- support the cultural safety, participation and empowerment of students from culturally and linguistically diverse backgrounds and their families
- support students with disability and their families and act to promote their participation
- support students and families of diverse sexuality and gender and act to promote their participation
- seek to recruit a workforce that reflects a diversity of cultures, abilities and identities
- ensure that all Staff and Direct Contact Volunteers have training about Aboriginal and Torres Strait Islander cultures, disability, culturally and linguistically diverse backgrounds, and communities with particular experiences or needs
- have a physical environment that actively celebrates diverse cultures and recognises cultural difference
- commit to promoting the inclusion of students of differing abilities.

Embedding a Culture of Child Safe - Our Child Safe Program

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

- policies and procedures for complying with the Protective Practices, Managing Sexual Misconduct and Managing Online Safety Incidents guidelines
- Child Safe Codes of Conduct
- clear information as to what constitutes harm and associated key indicators of different forms of harm
- procedures for reporting to external agencies, including Mandatory Notifications to the Department for Child Protection (DCP), and Reporting to Police, which make clear that all Staff, Volunteers and Contractors must, as their first priority, fulfill their legal obligations to report harm or risk of harm to a child to the Child Abuse Report Line (CARL) and to Police
- clear procedures for reporting Child Safe incidents or concerns internally, and for responding to incidents or allegations of harm
- strategies to support, encourage and enable Staff, Volunteers, Contractors, parents/carers and students to understand, identify, discuss and report child safety matters
- procedures for recruiting and screening members of the Leadership Team, Staff, students on placement at the School, Volunteers and Contractors

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

Complaints and Reporting Processes: The School's Response to Child Safety Incidents or Concerns

St Paul Lutheran School fosters a culture that encourages everyone in the School community to raise concerns and complaints about child safety. We have clear pathways for raising complaints and concerns set out in the **Procedures** below and in our Complaints Handling Policy.

We also have clear procedures that all Staff, Volunteers and Contractors must follow whenever they witness, suspect, or receive a complaint about a child safety incident or concern involving a student, a staff member, a Volunteer, a Contractor or the School, set out in the **Procedures** below.

The School will take appropriate, prompt action in response to all child safety incidents or concerns, including:

- complaints, allegations or disclosures of harm
- breaches of our Child Safe Codes of Conduct
- inappropriate behaviour by Staff, Volunteers, Contractors, students, parents/carers or anyone else

whenever these are reported to the School.

The safety and wellbeing of the student/s involved in the matter will be the paramount consideration when responding to child safety incidents and concerns. The School follows the National Office of Child Safety's [Complaint Handling Guide: Upholding the rights of children and young people](#) when investigating and responding to child safety incidents and concerns.

The School's response will include:

- reporting all matters that meet the required relevant thresholds to CARL and/or the Police (if not already reported), depending on the issues raised
- fully cooperating with any resulting investigation by an external agency
- complying with the Department for Education's Protective Practices, Managing Sexual Misconduct, Sexual Behaviour Guidelines and Managing Online Safety
- protecting any student connected to the child safety incident or concern until it is resolved and providing ongoing support to those affected
- taking particular measures in response to child safety incidents or concerns about an Aboriginal or Torres Strait Islander student, a student from a culturally and linguistically diverse background, a student with disability, and other vulnerable students (such as students who are unable to live at home or students who identify as lesbian, gay, bisexual, transgender or intersex)
- sharing information with, or requesting information from, external people or agencies as permitted or required under the law
- securing and retaining records of the child safety incident or concern and the School's response to it
- taking broader actions to improve child safety at the School (including systemic reviews and resulting improvements).

Child Safe Human Resources Management

Recruitment and Screening

St Paul Lutheran School applies best practice standards in the recruitment and screening of Staff, Volunteers and Contractors to engage the most suitable and appropriate people to work with children and young people.

Our practices include:

- making our commitment to child safety and wellbeing clear in recruitment advertising and documentation
- meeting the requirements of the Child Safety (Prohibited Persons) Act 2016 (SA) by:
 - requiring all Staff, Direct Contact and Regular Volunteers and Direct Contact Contractors at the School to undergo a Working with Children Check (WWCC), be "not prohibited" from

working with children, and renew their WWCC every five years, in order to work or volunteer at the School

- being registered with the DHS Screening Unit and linking all WWCCs
- verifying the accuracy of all WWCCs with the DHS Screening Unit, before employing or engaging a staff member, Direct Contact or Regular Volunteer, and Direct Contact Contractor, and again every five years, as required by law
- advising the DHS Screening Unit when the School becomes aware of certain information relevant to WWCCs about any staff member, Volunteer or Contractor (such as serious criminal offences, child protection information, and disciplinary/misconduct information)
- using additional selection, background checking and screening processes that take into account child safe considerations
- providing all Staff, Direct Contact Volunteers and Direct Contact Contractors with regular supervision and performance monitoring by their manager/a senior member of Staff
- ensuring that professional development programs for Staff include child safe education and training programs.

Training On and Information About the Child Safe Program

As a part of St Paul Lutheran School's induction process, we require all Staff, as well as Direct Contact Volunteers to complete our child safeguarding induction program, which includes:

- Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) training, provided by the Department for Education
- an induction in our child safe policies, practices and procedures.

All Staff, as well as Direct Contact Volunteers must also complete refresher and ongoing child safe training at least annually, and refresher RRHAN-EC training every three years.

The School provides all Visitors to the School, including Casual Volunteers and Contractors, with information about the Child Safe Codes of Conduct and how to report child safety incidents or concerns to the School and to relevant external authorities.

Ongoing Supervision, Management and Support

The School's Child Safety Contact Officers and Leadership Team provide supervision and support to all Staff, Direct Contact and Regular Volunteers, and Direct Contact and Regular Contractors to ensure that they are compliant with the School's approach to child safety.

Our child safe supervision and support program includes:

- immediately contacting the DHS Screening Unit when we become aware of information regarding any staff member, Volunteer or Contractor that is relevant to their WWCC (such as serious criminal offences, disciplinary information or other misconduct or child safe information)
- probationary periods for new staff members, where these are permitted by law or under an enterprise agreement
- annual performance reviews for all staff members
- appointing a supervising staff member to Direct Contact Volunteers/Contractors and to those Regular Volunteers/Contractors who work when students are present or expected to be present
- professional development programs for Staff that include child safe education.

Child Safe Risk Management

St Paul Lutheran School recognises the importance of a risk management approach to minimising the potential for harm to children or young people to occur and we use this information to inform our policies, procedures and activity planning.

The School has developed a comprehensive [Risk Management Program](#) to assist in the identification, assessment and management of child safety risks in all School.

We identify, assess and manage Child Safe risks in all School environments based on a range of factors including the nature of our School's activities, physical and online environments and the characteristics of the student body. We use this information to inform our policies, procedures and activity planning.

Record Keeping

The School is committed to best practice record keeping about child safety incidents and concerns.

All internal and external reports of child safety incidents and concerns, as well as any other responses by the School are documented using the Insert Name of Child Protection Reporting Form/Method, available Insert Link to/Location of Child Protection Reporting Form/Method.

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

Communication

St Paul Lutheran School is committed to communicating our child safety strategies, policies and procedures to our School community through the measures set out in the **Implementation** section below. In addition, we:

Insert a bullet point list of the methods used to communicate child safe procedures to parents, carers and the school community.

Child Safe Program Review

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

When undertaking these reviews, the School:

- actively seeks, actions, and incorporates feedback from students, families, the wider School community, Staff, Volunteers and Contractors
- analyses any complaints, concerns and child safety incidents that may have occurred
- communicates any adjustments or amendments to policy and practice widely throughout the School community.

LESNW lodges a new Child Safe Environments compliance statement with the Department of Human Services each time that any policy within the Child Safe Program is updated (whether as a result of a review or otherwise, such as due to a change in legislation), or every five years as required by law.

Child Safe Procedures

Reporting Child Safety Incidents or Concerns Externally and to the School

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

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

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

If you need guidance on making a report, or have questions regarding child safety, contact a Child Safety Contact Officer.

Staff, Volunteers and Contractors

At St Paul Lutheran School, the following people are Mandated Notifiers and **must** report reasonable suspicions about harm or risk of harm to a child or young person to CARL:

- School Board members
- the Principal and Leadership Team
- teachers, including student teachers
- all other School staff who provide services directly to students
- the School counsellor
- Direct Contact Volunteers
- Direct Contact Contractors
- ministers of religion.

All Staff must follow our Procedures for Responding to and Reporting Child Safety Incidents or Concerns and, after fulfilling their legal obligations to report harm or risk of harm to CARL and to Police as their first priority, must also report all child safety incidents or concerns internally to a Child Safety Contact Officer or the Principal.

Where the incident or concern involves the Principal, internal reports should instead be made to the Chair of the Board, after the report to CARL has been made.

We recognise that some children and young people face additional vulnerabilities to harm, as well as additional barriers to disclosing child safety incidents or concerns. Our Child Safe Program provides guidance on identifying additional vulnerabilities and barriers, and contains strategies for supporting

these individuals to participate in the School community and for enabling them to disclose child safety incidents or concerns to the School.

Students, Parents/Carers and Community Members

Students at the School who have child safety concerns about themselves or any other child, young person or student aged 18 or over can:

- contact CARL on 13 14 78 or [online](#)
- disclose the child safety incident or concern to any staff member, Volunteer or Contractor. This might be done:
 - verbally
 - in writing
 - through electronic means (such as email)
 - indirectly (such as in written assignments, in artworks or in any other way)
- use the School's anonymous I need help box for students, which is located on the corner table in the school office to disclose anonymously
- contact Insert Preferred External Child Advocacy Organisation (e.g. ChildWise; Bravehearts).

For more information, refer to Insert Link to/Description of Where the Child-Friendly Child Safe Complaints Policy is Available.

Parents/carers, family members and other community members who have child safety concerns or who suspect that a child or young person associated with the School may be at risk of or subjected to harm should immediately contact CARL on 13 14 78 or [online](#). They should then also contact:

- the School's Senior Child Safety Contact Officer Leila Mattner, by phoning 08 8260 2655 or internal ext 102 or emailing lmattner@stpaulba.sa.edu.au or
- if the concern involves the Principal, the Chair of the Board by boardchair@stpaulba.sa.edu.au.

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

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

The School's Response to and External Reporting of Child Safety Incidents or Concerns

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

Our Child Safe Program sets out the procedures that the School will follow for any child safety incident or concern involving a student, School staff member, Volunteer, Contractor or Visitor, or other person connected to the School or the School environment.

It also provides guidance for all Staff, Volunteers and Contractors on their obligations to respond to, and to report to CARL and the Police, child safety incidents and concerns.

These procedures and guidance are summarised in this Policy and our public-facing [public-facing Procedures for Managing Child Safety Incidents or Concerns At or Involving the Learning Community or its Staff Members](#).

Support for Students, Families and Staff Following Child Safety Incident or Disclosure

Child safety incidents or concerns can cause trauma and significantly impact on the mental health and wellbeing of children and young people, as well as on their families. In addition to reporting and referral to the relevant authorities, the School plays a central role in addressing this trauma and has a duty of care to ensure that students feel safe and supported at school.

The School employs a range of measures to support students affected by a child safety incident or concern, depending on the particular circumstances of the matter and of the student and their family such as:

- Child Safety Contact Officers may work with the student and their family to develop a Student Support Plan
- support strategies that could be considered for students and/or their families might include offering or organising referrals to internal or external support, such as the School counsellor, bi-cultural workers and/or translators, or an external support agency and/or child advocacy organisation that specialises in supporting children and young people impacted by abuse or other harm.

The School offers former students who may disclose historical child safety incidents or concerns from their time at the School similar support.

Witnessing a child safety incident or receiving a disclosure of harm can be a distressing experience for Staff, Volunteers and Contractors involved. The School assists impacted Staff, Volunteers and Contractors to access necessary support.

Responsibilities for Child Safe at the School

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

The School's Child Safety Contact Officers

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

Our Child Safety Contact Officers are:

Name	Position	Contact No.	Email Address
Leila Mattner	Principal	08 8260 2655 or internal ext 102	lmattner@stpaulba.sa.edu.au
Jessica Robinson	Deputy Principal- Wellbeing	08 8260 2655 or internal ext 121	jrobinson@stpaulba.s a.edu.au
Graham Buxton	Deputy Principal- Teaching and Learning	08 8260 2655 or internal ext 103	gbuxton@stpaulba.sa. edu.au

Rebecca Heinjus	SPLASH (OSHC) Director	0408 838 637	rheinjus@stpaulba.sa.edu.au
-----------------	---------------------------	--------------	-----------------------------

St Paul Lutheran School has also appointed Leila Mattner as the School's Senior Child Safety Contact Officer. The Senior Child Safety Contact Officer is contactable by phone on 08 8260 2655 or internal ext 102 or by emailing lmattner@stpaulba.sa.edu.au.

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

School Board

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

The Principal

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

The School Leadership Team

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

Staff Members

All Staff are required to comply with our Child Safe Policy and Child Safe Codes of Conduct, be familiar with our Child Safe Program and understand their legal obligations with respect to the

reporting of harm and risk of harm to children and young people and Working with Children Checks.

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

To meet these obligations, all School Staff must:

- undergo a Working with Children Check and be “not prohibited” from working with children, in order to work at the School (St Paul Lutheran School will verify all WWCCs in the DHS Screening Portal)
- acknowledge in writing or online/electronically that they have read and understood the School's Child Safe Policy and Child Safe Codes of Conduct
- participate in child safe induction and ongoing training provided by the School
- always follow the School's child safe policies and procedures in the Child Safe Program
- act in accordance with the Child Safe Codes of Conduct
- identify, report and raise child safety incidents and concerns in accordance with our Procedures for Responding to and Reporting Child Safety Incidents or Concerns
- ensure that students' views are taken seriously and their voices are heard when making decisions that affect them
- implement inclusive practices that respond to the diverse needs of students.

Volunteers

A Volunteer is someone who works without payment or financial reward for the School. Volunteers may be family members of students, or from the wider School or local community.

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

To meet these obligations:

- all Volunteers must comply with our Child Safe Policy and Child Safe Codes of Conduct and are required to understand their legal obligations with respect to the reporting of harm and risk of harm to children and young people
- relevant Volunteers, as set out in the Child Safe Human Resources Management section above, must undergo a Working with Children Check and be “not prohibited” from working with

children, in order to volunteer at the School (St Paul Lutheran School will verify all WWCCs in the DHS Screening Portal)

- Direct Contact Volunteers (and, if required by the School, other Volunteers, such as Regular Volunteers) must:
 - participate in child safe induction and ongoing training provided by the School
 - be aware of key indicators of harm and risk of harm to children and young people
 - understand and meet their legal obligations to report harm and risk of harm directly to CARL and the Police
 - subsequent to any external report, raise all child safety incidents and concerns with a Child Safety Contact Officer.

Contractors

A Contractor is someone engaged by the School to perform specific tasks. Contractors are not employees of the School.

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

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

To meet these obligations:

- all Contractors engaged by the School must comply with our Child Safe Policy and Child Safe Codes of Conduct
- relevant Contractors, as set out in the Child Safe Human Resources Management section above, must undergo a Working with Children Check and be "not prohibited" from working with children, in order to work at the School (St Paul Lutheran School will verify all WWCCs in the DHS Screening Portal)
- Direct Contact Contractors (and, if required by the School, other Contractors such as Regular Contractors) must:
 - participate in child safe induction and ongoing training provided by the School or provide evidence of other training
 - be aware of key indicators of harm and risk of harm to children and young people

- understand and meet their legal obligations to report harm and risk of harm directly to CARL and the Police
- subsequent to any external report, raise all child safety concerns with a Child Safety Contact Officer.
- Direct Contact Contractors that are a business providing services to children and young people must provide evidence that they have lodged a child safe environments statement with the Department of Human Services prior to being engaged by the School.

The School may include these requirements in the written agreement between it and the Contractor.

External Education Providers

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

All External Education Providers engaged by the School are responsible for contributing to the safety and protection of students in all School environments.

All External Education Providers engaged by the School must:

- have lodged a child safe environments statement with the Department of Human Services prior to being engaged by the School
- comply with our Child Safe Policy and Child Safe Codes of Conduct
- ensure that their personnel undergo a Working with Children Check and be “not prohibited” from working with children, in order to work at the School (the School will either itself verify all WWCCs in the DHS Screening Portal, or may require the External Education Provider to do this and to provide the School with evidence of the WWCC status of every person engaged to provide the course).

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

Implementation

The Child Safe Policy is published on our School’s public website.

It is provided to new Staff, and to Direct Contact and Regular Volunteers and Direct Contact and Regular Contractors at induction or prior to them commencing their work at the School.

The School provides all Visitors to the School, including Casual Volunteers and Casual Contractors, with information about the Child Safe Policy (including in particular the Child Safe Codes of Conduct and how to report child safety incidents or concerns to CARL and the Police, and subsequently to the School).

We provide a child-friendly version of the Child Safe Policy and our Statement of Commitment to Child Safety to all students that can be found [Insert Link to/Description of Where the School's Child-Friendly Child Safe Policy is Available](#).

Breach of the Child Safe Policy

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

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

Policy Review

This Child Safe Policy has been approved by School Board on 20 July 2022.

School Board reviews it at least biennially, or earlier if required (such as due to changes in legislation), in light of experience, the effectiveness of its procedures and the publication of relevant research. A new Child Safe Environments compliance statement is lodged with the Department of Human Services each time this Policy is reviewed and updated.

The next review date is [Insert Next Review Date for Child Safe Policy \(or equivalent\)](#).

Source of Obligation

St Paul Lutheran School's Child Safe Policy implements, and is to be read and understood in conjunction with:

- the [National Principles for Child Safe Organisations](#).

Related Policies

- [Child Safe Codes of Conduct](#)
- [Child Safe Complaints Management](#)
- [Child Safe Risk Management](#)