

# Child Protection and Safety Policy

<b>Approved by</b>	School Council	<b>Person Responsible</b>	Senior Vice Principal
<b>Date of Approval</b>	28 July 2016	<b>Prospective Review Date</b>	28 July 2017
<b>Circulation</b>	<input type="checkbox"/> Members of School Council, Foundation Board, Governance Committees <input type="checkbox"/> Staff <input type="checkbox"/> Volunteers (including parent volunteers) <input type="checkbox"/> Contractors <input type="checkbox"/> Parents	<b>Briefing History</b>	

## I. Rationale

1.1 Mentone Girls' Grammar School ("the School") has developed the following Child Protection and Safety Policy. This policy is an overarching document that provides key elements of our approach to protecting children from child abuse.<sup>1</sup> It is designed to be communicated through our public website as well as through other media such as newsletters, our annual report and in induction and welcome packs for members of the Mentone Girls' Grammar School Council, the Mentone Girls' Grammar School Foundation, and members of School Governance Committees, staff, contractors and volunteers.

## 2. Our Child Protection and Safety Policy

### 2.1 Statement of Commitment to Child Safety

- 2.1.1 Child abuse includes sexual offences, grooming, physical violence, serious emotional or psychological harm, serious neglect and a child's exposure to family violence. The School is committed to the protection of all children from all forms of child abuse and demonstrates this commitment through the implementation of a comprehensive Child Protection Program designed to keep children safe.
- 2.1.2 At the School we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm. The School regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.

### 2.2 Child Safe Principles

- 2.2.1 Mentone Girls' Grammar School's commitment to child safety is based on the following overarching principles that guide the development and regular review of our work systems, practices, policies and procedures to protect children from abuse.
- a. All children have the right to be safe.
  - b. The welfare and best interests of the child are paramount
  - c. The views of the child and a child's privacy must be respected.

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<sup>1</sup> **child abuse** includes:

- a) any act committed against a child involving –
  - i. a sexual offence; or
  - ii. an offence under section 49B(2) of the *Crimes Act 1958* (grooming); and
- b) the infliction, on a child, of –
  - i. physical violence; or
  - ii. serious emotional or psychological harm; and
- c) serious neglect of a child.

- d. Clear expectations for appropriate behaviour with children are established in our Code of Conduct and Staff and Student Professional Boundaries Policy.
- e. The safety of children is dependent upon the existence of a child safe culture.
- f. Child safety awareness is promoted and openly discussed within our School community.
- g. Procedures are in place to screen all staff, **Direct Contact Volunteers\*\*** third party contractors and external education providers who have direct contact with children.
- h. Child safety and protection are everyone's responsibility.
- i. Child protection training is mandatory for all members of the Mentone Girls' Grammar School Council, Mentone Girls' Grammar School Foundation and School Governance Committees, staff and Direct Contact Volunteers.
- j. Procedures for responding to alleged or suspected incidents of child abuse are simple and accessible for all members of the School community.
- k. Children from culturally or linguistically diverse backgrounds have the right to special care and support including those who identify as Aboriginal or Torres Strait Islander.
- l. Children who have any kind of disability have the right to special care and support.

*\*\*Direct Contact Volunteers are those volunteers who are involved in providing support, guidance and supervision directly to students and could potentially have direct unsupervised contact with students during the normal course of providing the volunteer service.*

*Examples of Direct Contact Volunteer activities may include volunteers involved in School camps and excursions, coaching sporting teams, private music tuition or assisting in learning activities.*

### 3. Objectives

3.1 This policy provides the framework for:

- the development of work systems, practices, policies and procedures that promote child protection within Mentone Girls' Grammar School;
- the creation of a positive and robust child protection culture;
- the promotion and open discussion of child protection issues within the School; and
- complying with all laws, regulations and standards relevant to child protection in Victoria.

### 4. Child Protection Program

4.1 The School is committed to the effective implementation of our Child Protection Program and ensuring that it is appropriately reviewed and updated. We adopt a risk management approach by identifying key risks and assessing child safety risks 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.

4.2 Our Child Protection Program relates to all aspects of protecting children from abuse and establishes work systems, practices, policies and procedures to protect children from abuse. It includes:

- clear information as to what constitutes child abuse and associated key risk indicators;
- clear procedures for responding to and reporting allegations of child abuse;
- strategies to support, encourage and enable staff, volunteers (direct and indirect), third party contractors, external education providers, parents and students to understand, identify, discuss and report child protection matters;

- procedures for recruiting and screening members of the Mentone Girls' Grammar School Council, the Mentone Girls' Grammar School Foundation, and members of School Governance Committees, staff and Direct Contact Volunteers;
- pastoral care strategies designed to empower students and keep them safe;
- policies with respect to cultural diversity and students with disabilities;
- a child protection training program;
- information regarding the steps to take after a disclosure of abuse to protect, support and assist children;
- guidelines with respect to record keeping and confidentiality;
- policies to ensure compliance with all relevant laws, regulations and standards (including the Victorian Child Safe Standards); and
- a system for continuous improvement and review.

4.3 As a part of Mentone Girls' Grammar School's induction process, all staff and Direct Contact Volunteers are required to complete a selection of training modules on the content of our Child Protection Program.

4.4 All staff, Direct Contact Volunteers and members of Mentone Girls' Grammar School Council, the Mentone Girls' Grammar School Foundation, and members of School Governance Committees are provided with additional, ongoing child protection training.

4.5 Staff, volunteers (direct and indirect), third party contractors and external education providers are supported by the Mentone Girls' Grammar School's Child Protection Officers: the **Vice Principal Wellbeing / Head of Senior School**, the **Head of Junior School** and the **Senior Vice Principal** to ensure that they are compliant with the School's approach to child protection.

## 5. Responsibilities

5.1 Child protection is everyone's responsibility. At Mentone Girls' Grammar School all members of the Mentone Girls' Grammar School Council, the Mentone Girls' Grammar School Foundation, and members of School Governance Committees and staff, as well as direct and indirect volunteers, have a shared responsibility for contributing to the safety and protection of children. Specific responsibilities include:

### 5.1.1 School Council

Each member of the Mentone Girls' Grammar School Council is required to ensure that appropriate resources are made available to allow Mentone Girls' Grammar School's Child Protection and Safety Policy and the Child Protection Program to be effectively implemented within the School and are responsible for holding the Principal and Strategic Management Team accountable for effective implementation.

### 5.1.2 The Principal

The Principal is responsible, and will be accountable for, taking all practical measures to ensure that this Child Protection and Safety Policy and the School's Child Protection Program are implemented effectively and that a strong and sustainable child protection culture is maintained within the School.

### 5.1.3 School Child Protection Officers

A number of senior staff members are nominated as Mentone Girls' Grammar School's Child Protection Officers. Our Child Protection Officers, the Vice Principal Wellbeing/Head of Senior School, Head of Junior School and the Senior Vice Principal receive additional specialised training with respect to child protection issues. They are the first point of contact for raising child protection concerns within the School. They are also responsible for championing child protection within Mentone Girls' Grammar School and assisting in co-ordinating responses to child protection incidents.

#### **5.1.4 Staff Members**

All staff are required to be familiar with the content of our Child Protection and Safety Policy and our Child Protection Program and their legal obligations with respect to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with either the Vice Principal Wellbeing/Head of Senior School, Head of Junior School or the Senior Vice Principal.

#### **5.1.4 Direct Contact Volunteers**

All Direct Contact Volunteers, as defined in this policy, are required to be familiar with the content of our Child Protection and Safety Policy and our Code of Conduct and their legal obligations with respect to the reporting of child abuse.

It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the School's Child Protection Officers, either the Vice Principal Wellbeing/Head of Senior School, Head of Junior School or the Senior Vice Principal.

#### **5.1.5 Indirect Contact Volunteers**

Indirect Contact Volunteers (or 'indirect volunteers') are those volunteers who are involved in providing support and services whilst not directly assisting a specific group of students. Indirect contact volunteers are not responsible for supervising students and would not have 'unsupervised' contact with students during the normal course of providing the volunteer service.

All indirect volunteers are responsible for contributing to the safety and protection of children in the School environment.

All indirect volunteers are required by the School to be familiar with our Child Protection and Safety Policy and our Child Protection Program.

Examples of Indirect Contact Volunteer activities may include assisting with School functions, or the School canteen and fundraising barbeques.

#### **5.1.6 Third Party Contractors**

All Third Party Contractors (service providers) engaged by the School are responsible for contributing to the safety and protection of children in the School environment.

All service providers engaged by the School are required by the School to be familiar with our Child Protection and Safety Policy and our Child Protection Program.

The School may include this requirement in the written agreement between it and the service provider.

#### **5.1.7 External Education Providers**

An external education provider is any organisation that Mentone Girls' Grammar School has arranged to deliver a specified course of study that is part of the curriculum, to a student or students enrolled at Mentone Girls' Grammar 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 children in the School environment.

All external education providers engaged by the School are required by the School to be familiar with our Child Protection and Safety Policy and our Child Protection Program. The School may include this requirement in the written agreement between it and the external education provider.

## **6. Reporting Concerns**

6.1 Our Child Protection Program provides detailed guidance for members of the School Council, staff and Direct Contact Volunteers as to how to identify key risk indicators of child abuse and how to report child abuse concerns to one of our School's nominated Child Protection Officers. It also contains detailed procedures with respect to the reporting of child abuse incidents to relevant authorities.

6.2 Third party contractors, external education providers, indirect contact volunteers, students, parents/carers or other community members who have concerns that a child may be subject to abuse are asked to contact one of the Mentone Girls' Grammar Schools' Child Protection Officers, **either the Vice Principal Wellbeing/Head of Senior School, Head of Junior School or the Senior Vice Principal.**

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

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

## **7. Related Policies and Procedures**

- Code of Conduct
- Risk Management Program
- Compliance Program
- Human Resources Program
- Student Care Program
- Occupational Health & Safety Program
- Child Protection Staff Training
- Recruitment & Selection Procedures
- Induction Procedures

## **8. Policy & Program Review**

8.1 The School is committed to the continuous improvement of our Child Protection Program. The Program is regularly reviewed for overall effectiveness and to ensure compliance with all child protection related laws, regulations and standards.