



## Child and Young Person Safe Environments Policy

### 1 Purpose

- 1.1 Cabra Dominican College is committed to the safety and wellbeing of all children and young people who access our service and site. The College recognises the importance of having a well-established environment that is child-friendly, and where all children and young people are valued and safe.
- 1.2 The College aims to establish an organisation-wide approach to all matters relating to safeguarding children and young people. Our approach involves all persons working at the College. This is achieved by encouraging active participation in promoting and maintaining a safe and secure environment for all children and young people.
- 1.3 The College has a range of strategies, policies and procedures in place to reflect the above. Accordingly, the purpose of this Child and Young Person Safe Environments Policy is to:
  - (a) Set out the College's commitment to safeguarding children and young people.
  - (b) Summarise the College's strategies, policies and procedures.
  - (c) Ensure that all relevant stakeholders involved in the College are aware of their duty of care responsibilities associated with providing a safe and secure environment.
  - (d) Function as a Safeguarding Children and Young People Policy for the purpose of Dominican Education Australia requirements.

### 2 Commitment to Safeguarding Children and Young People

- 2.1 The safety and wellbeing of children and young people is the paramount consideration at Cabra Dominican College.
- 2.2 The College has zero tolerance for children and young people coming to harm of any kind. The safeguarding of our children and young people is intrinsic to our Dominican identity, and College Vision Statement:

*Cabra Dominican College, as a Christian community in the Catholic tradition, strives to nurture and develop the unique gifts of individuals, to liberate them in the search for truth, and to empower them to create a better world.*
- 2.3 The College is actively invested in fostering a community of safeguarding that recognises and upholds the dignity and rights of all children and young people. In alignment with the *Child Safety (Prohibited Persons) Act 2016 (SA)*, the *Children and Young People (Safety) Act 2017 (SA)*, the National Principles for Child Safe Organisations, and the National Catholic Safeguarding Standards, the College is further committed to creating and child safe environment, wherein:
  - (a) Every person within the College who interacts with children and young people commits to establishing safe and supportive relationships.



- (b) Diversity within our community is respected, and each child and young person is valued and treated equitably. The College does not tolerate child harm or risk of harm, bullying, unlawful discrimination and sexual harassment.
- (c) Children and young people are well-informed of their right to feel safe and know who to talk with if they have concerns or are feeling unsafe.
- (d) Activities with children and young people are proactively planned, organised and reviewed; with potential risks duly considered, reduced, mitigated and/or eliminated where possible.
- (e) Our staff (including contractors and volunteers) actively seek to become, and remain informed, of the causes and signs of harm or risks of harm to children and young people, and the strategies to prevent, safeguard against, or respond effectively.
- (f) All concerns raised are treated seriously and are responded to promptly, appropriately, sensitively and thoroughly (including by ensuring that any response is compliant with the College's mandatory reporting and other legal responsibilities).

### 3 Governance

- 3.1 The College is an independent Catholic College governed by the Board of Cabra Dominican College Limited.
- 3.2 Dominican Education Australia (DEA) exercises oversight of Cabra Dominican College. The Trustees of DEA and the College Board assure our Catholicity, fidelity to the Dominican charism, formation of Board members, excellence in teaching and learning and financial stability. For more information about DEA visit: [Dominican Education Australia](#).

### 4 Scope of Policy

- 4.1 This policy applies to all children, young people, their families and all persons working within the College, including Board members, contractors, volunteers, employees, work experience students, and others associated with the College. Collectively, these individuals are referred to as 'staff.' All 'staff' sign off on this policy as part of their induction procedure.

### 5 Definitions

- 5.1 For the purposes of this policy, key terms have been defined below.
- 5.2 **Child or young person** is a person under 18 years of age, as defined under section 16 of the *Children and Young People (Safety) Act 2017 (SA)*.
- 5.3 **Harm** is defined in section 17 of the *Children and Young People (Safety) Act 2017 (SA)* to mean physical or psychological harm (whether caused by an act or omission), including 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.

5.4 **Mandatory Notifiers** are people who are obliged by law to notify the Department for Child Protection SA via the Child Abuse Report Line (CARL) if they suspect on reasonable grounds that a child is or has been harmed or is at risk of harm.

Under section 30 of the *Children and Young People (Safety) Act 2017 (SA)*, the following persons are mandatory notifiers:

- (a) Teachers.
- (b) Employees of, or volunteers in, an organisation that provides health, welfare, education, sporting or recreational, childcare or residential services wholly or partly for children and young people, being a person who –
  - Provides such services directly to children or young people, or
  - 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 or young people.
- (c) Prescribed health practitioners (namely, medical practitioners, pharmacists, registered or enrolled nurses, dentists, psychologists).
- (d) Police officers.
- (e) Community corrections officer under the *Correctional Service Act 1982 (SA)*.
- (f) Social workers.
- (g) Minister of religions.
- (h) Employees of, or volunteers in, an organisation formed for religious or spiritual purposes.

5.5 **Working with Children Check (WWCC)** relates to people working or volunteering with children in South Australia who must, by law, have a valid, 'not prohibited' WWCC. A WWCC is an assessment of whether a person poses an unacceptable risk to children. As part of the process, the Department of Human Services Screening Unit will look at criminal history, child protection information and other information.

5.6 **Safeguarding Officer.** The College has appointed a Student Safeguarding Officer as a first point of contact to provide advice and support to students, parents and staff regarding the safety and wellbeing of students at the College.

The following Student Safeguarding Officers may be contacted to provide advice and support:

Name	Position	Contact details
Dr Helen Riekie	Principal	<a href="mailto:principal@cabra.catholic.edu.au">principal@cabra.catholic.edu.au</a>
Mr Jason Thur	Deputy Principal: Student Wellbeing and Leadership	<a href="mailto:jthur@cabra.catholic.edu.au">jthur@cabra.catholic.edu.au</a>

The Student Safeguarding Officer will receive appropriate training and support in relation to student safety and wellbeing, prevention of harm and risk of harm, and responding to concerns.

The Student Safeguarding Officer are able to act as a source of support, advice and expertise to staff on matters of student safety and wellbeing and liaise with the Principal and the Executive Team to maintain the visibility of student safety and wellbeing. Staff are encouraged to speak with the Student Safeguarding Officer should they hold any concerns relating to student safety and wellbeing.

- 5.7 In addition to internal counselling and wellbeing services available to students, the College is able to provide details of appropriate external services. Key contact information for services that can assist children and young people are accessible on our SEQTA splash page on the Wellbeing tile. Services include:

BEYOND BLUE - 1300 224 636 <a href="http://beyondblue.org.au">beyondblue.org.au</a>	1800 RESPECT - 1800 737 732 <a href="http://1800respect.org.au">1800respect.org.au</a>
REACH OUT <a href="http://au.reachout.com">au.reachout.com</a>	BUTTERFLY <a href="https://butterfly.org.au/">https://butterfly.org.au/</a>
KIDS HELP LINE - 1800 0551 800 <a href="http://kidshelpline.com.au">kidshelpline.com.au</a>	LIFELINE - 13 11 14 <a href="http://lifeline.org.au">lifeline.org.au</a>
HEADSPACE - 1800 650 890 <a href="http://headspace.org.au">headspace.org.au</a>	

## 6 Principles for establishing a safe environment for children and young people

- 6.1 The strategies contained in this policy are based on, and underpinned by, the following principles:

- (a) every student is made in the image of God;
- (b) the welfare and best interests of each student is paramount;
- (c) every student has the right to be safe and free from harm or risk of harm;
- (d) the views and voice of the student must be respected;
- (e) the privacy of the student must be protected;
- (f) staff have a significant role in the prevention of harm or risk of harm to students, and are required to take responsibility for implementing the strategies set out in this policy;
- (g) the safety and wellbeing of students is dependent upon the existence of a student safety and wellbeing culture;
- (h) students from culturally and linguistically diverse backgrounds have the right to special care and support including those who identify as Aboriginal;
- (i) students who have any kind of disability have the right to special care and support;
- (j) student protection goes beyond the face-to-face relationships and extends into the world of online behaviour and interactions.

## 7 Raising and responding to reports that a child or young person may be at risk

- 7.1 The College takes all allegations or disclosures of suspicions that a child or young person is or may be at risk of harm seriously, and responds to such allegations and disclosures promptly, sensitively and thoroughly.
- 7.2 All instances of suspected risks of harm to children and young people, or concerns and complaints relating to student safety and wellbeing, including alleged breaches of the *Staff Code of Conduct*, must be reported to the Principal (or the Principal's delegate), in conjunction with any report to external authorities if required, and will be treated very seriously and consistently according to the College's and individual staff member's internal and external reporting procedures and obligations.
- 7.3 Where a concern relates to the Principal, the concern should be referred directly to the Chair of the College Board at [chair@cabra.catholic.edu.au](mailto:chair@cabra.catholic.edu.au).
- 7.4 If College staff believe a child or young person at the College is at immediate risk of harm, they must phone SA Police on 000.

### Mandatory notifiers

- 7.5 All mandatory notifiers have a legal obligation to report a reasonable belief that a child or young person has been harmed or is at risk of harm.
- 7.6 Non-mandated notifiers are encouraged to make voluntary reports about harm or risk of harm to a child or young person.
- 7.7 If a Mandatory Notifier suspects on reasonable grounds that a child or young person is, or may be, at risk, and that suspicion was formed in the course of the person's employment, that Mandatory Notifier must report that suspicion as soon as is reasonably practicable after forming the suspicion.
- 7.8 A mandatory report can be made by telephoning the Child Abuse Report Line (CARL) on 13 14 78. In cases involving Aboriginal children and young people, support is provided by Yaiya Tirramangkotti - an Aboriginal team, via the CARL number.
- 7.9 That the individual who identifies the harm or risk of harm is the person who makes the report to CARL/SAPOL and this is not reported internally for another staff member to determine if it is a reportable matter.
- 7.10 The College will be guided by the relevant authority (CARL/SAPOL) about whether an internal investigation is appropriate
- 7.11 The College acknowledges that failure by mandated notifiers to report is an offence under the *Children and Young People (Safety) Act 2017 (SA)* and carries a maximum penalty of a \$10,000 fine.
- 7.12 For further guidance on mandatory reporting obligations, Mandatory Notifiers should refer to the *CESA Reporting Harm of Children and Young People Procedure*.

### Receiving a report

- 7.13 Where the College receives allegations of harm and risk of harm (including child abuse, grooming, sexual misconduct, and crossing professional boundaries), the College's response – including decisions about whether an accused staff member should be stood down pending



investigation, and the support made available to a child or young person the subject of a concern - will be guided by the College's *Staff Code of Conduct* and informed by the *CESA Managing Allegations of Sexual Misconduct Policy*.

#### Failure to Report Offence

- 7.14 Refusal or failure by a prescribed person to report child sexual abuse to the police is an offence under section 64A of the *Criminal Law Consolidation Act 1935* (SA).
- 7.15 This applies where the prescribed person knows, suspects or should have suspected that another person (the abuser) has previously engaged in the unlawful sexual abuse of a child while an employee of the College, and the child is still under 18 years, the abuser is still an employee of the College or another institution such as a College, or the unlawful sexual abuse occurred during the preceding 10 year period, or is engaging (or is likely to engage) in the unlawful sexual abuse of a child.

#### Failure to Protect Offence

- 7.16 Failure by a prescribed person to protect a child under the age of 18 years from unlawful sexual abuse is also an offence under section 65 of the *Criminal Law Consolidation Act 1935* (SA).
- 7.17 This applies where there is a substantial risk that another person (the abuser), who is an employee of the College (or another institution such as a College), will engage in the sexual abuse of a child who is under 17 years of age or in relation to whom the abuser is in a position of authority, and the prescribed person has the power or responsibility to reduce or remove that risk but negligently fails to do so.

#### General grievances

- 7.18 Other than allegations of harm or risk of harm, and concerns about the safety and wellbeing of children and young people, the College has in place *Grievances Policies* (available on the College website) for other general grievances which may be raised by children and young people, staff or other members of the College community.

## **8 Participation and Empowerment of Children and Young People**

- 8.1 The College encourages and respects the views of children and young people who access our services. The College recognises that a safe culture for children and young people is also contingent upon the participation and empowerment of children and young people themselves.
- 8.2 The College has engaged children and young people's experiences by conducting a number of surveys within a year. These surveys capture student attitudes and feeling towards the service and facilities provided by the College such that we effectively involve children and young people in decisions that affect them. They also provide children and young people with an avenue to raise matters, complaints, and concerns.
- 8.3 The College ensures that children, young people and their families/caregivers know their rights and how they can access services, advice and complaints processes available to them.
- 8.4 All families also have the ability to provide anonymous feedback to the College at any point in time using provided online surveys. This feedback is incorporated into decision-making by the



College. The College's Student Leaders and Student Representative Council (SRC) are also key avenues by which elected students can raise concerns and provide their ideas and feedback.

- 8.5 The College responds to complaints, ideas, and feedback promptly and fairly in accordance with its grievance policies.

## 9 Safe Employment Practices

- 9.1 The College believes that the safety and wellbeing of children and young people is dependent on the existence of a student safe culture. Establishing that culture requires effective staff recruitment, supervision and management practices.
- 9.2 All positions at the College that involve work connected to children and young people will have a position description, which clearly sets out:
- (a) The position's requirements, duties and responsibilities regarding children and young people safety and wellbeing.
  - (b) The applicant's essential or relevant qualifications, experience and attributes in relation to education and children and young people safety and wellbeing.
  - (c) The College's ethos, values and commitment in respect of children and young people safety and wellbeing.
  - (d) How the College will support those who make disclosures.
- 9.3 The safety and wellbeing of children and young people is a paramount consideration during the recruitment process. All staff working with children and young people must be suitable and share the College's values and commitment to student safety and wellbeing in practice.
- 9.4 The College assesses the suitability of staff to undertake work connected to children and young people through screening (including identity checks), qualification verifications, values-based interviews, work history checks and referee checks.
- 9.5 All prospective and existing staff will be informed of and required to comply with the College's children and young people safety and wellbeing practices (including by not limited to this policy, the College's and individual staff member's record keeping, information sharing and reporting obligations), and be subject to children and young people safety screening in accordance with the College's obligations under legislation (including the *Child Safety (Prohibited Persons) Act 2016 (SA)*).
- 9.6 The College requires that staff act professionally, and in a way that embodies the College's public commitment to children and young people safety and wellbeing throughout their time at the College. The College's *Staff Code of Conduct*, available on the College's website, provides guidelines for staff on expected behavioural standards and responsibilities, and sets out examples of appropriate and inappropriate behaviours. The College will take appropriate



disciplinary action where a staff member is found to have acted contrary to that Code, or the College's other policies and procedures regarding appropriate standards of behaviour.

- 9.7 This policy and the *Staff Code of Conduct* is provided as part of the formal induction and onboarding process and is also available on the internal network for staff (SEQTA and Microsoft TEAMS).
- 9.8 The College is committed to taking all reasonable steps to ensure that all persons recruited are the most suitable and appropriate to work and provide service to children and young people.
- 9.9 Applicants for prescribed positions will be screened for their suitability for employment purposes. The screening will involve the verification of Department of Human Services (DHS) WWCC, Catholic Education South Australia electronic screening, interview, referee checks, Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) accreditation on commencement and refresher training every 3 years after, checking qualifications and previous employment history in working with children and young people.
- 9.10 These procedures are in accordance with the *Child Safety (Prohibited Persons) Act 2016 (SA)*, which requires staff to have a valid, 'not prohibited' WWCC. The College will verify the accuracy of all WWCCs through the DHS Screening Unit organisational portal before any person commences working with children and young people. For existing staff, the College will verify they renew their WWCC every 5 years and the status remains as not prohibited.
- 9.11 If the College is made aware of any serious criminal offence, child protection information or disciplinary or misconduct information regarding any staff member, the College will notify the Screening Unit.
- 9.12 Staff will otherwise be subject to regular supervision, training and periodic children and young people safety checks, to ensure their ongoing suitability for work connected with children and young people.
- 9.13 At least annually, the College will ensure that appropriate guidance and training is provided to relevant staff engaged in work connected with children and young people about:
- (a) Individual and collective obligations and responsibilities for managing the risk of harm to children and young people.
  - (b) Relevant risks in the College environment (including the online environment).
  - (c) The College's strategies for managing risks.
- 9.14 If for any reason, a staff member does not attend a mandatory children and young people safety and wellbeing training or briefing, the College will direct the staff member on the relevant material and resources on College's website (including this policy) which amongst other things, address mandatory reporting obligations, and the offences of failure to protect and failure to report under the *Criminal Law Consolidation Act 1935 (SA)*.

If the training or briefing session is recorded, a copy of the recording and/or module will be provided to the staff member, who must confirm they have viewed and completed the content. Otherwise, the College must arrange for the staff member to complete the training or briefing on an alternate date, as soon as practicable.

## 10 Risk Management

- 10.1 The College is committed to identifying and assessing potential sources of harm and takes proactive actions to ensure the likelihood of the harm is decreased. The risk assessment tools will be utilised where appropriate to determine if a child or young person is at risk.
- 10.2 Please view *Schedule B* for the College's current Risk Management Plan.

## 11 Responsibilities

- 11.1 Society as a whole shares responsibility for promoting the safety and wellbeing, and protection of children and young people from the risk of harm. In the College context, all members of the College community have a role to play.
- 11.2 However, specific responsibilities in respect of student safety and wellbeing are assigned to:
- (a) The Board Directors.
  - (b) The Principal.
  - (c) The Executive Leadership.
  - (d) Staff.

For a summary of these responsibilities, please see *Schedule A*.

## 12 Communication and Implementation

### At Board / Principal Level

- 12.1 This policy is made publicly available on the College's website. This policy can also be accessed via the College's internal Content Management Systems, SEQTA and Microsoft TEAMS.
- 12.2 This policy is available to staff as part of the College's and the Board's internal policies and procedures. Aspects of (and updates to) the College's children and young people safety and wellbeing strategies, including this policy will be addressed in the College's professional development updates, training programs, memos and newsletters.
- 12.3 To properly implement this policy:
- (a) The Board and Principal will review this policy and the College's children and young people safe practices at least once every five (5) years in accordance with the *Children and Young People (Safety) Act 2017 (SA)* (or more frequently after a significant child or young person safety and wellbeing incident) and implement improvements where applicable.
  - (b) The College will lodge a new Child Safe Environments Compliance Statement with the Department of Human Services each time the policy is reviewed and updated.
  - (c) Families and the College community will be afforded the opportunity to contribute to the review and development of the College's children and young people safety and wellbeing strategies (including this policy).
  - (d) Periodic training and refresher sessions on this policy are provided to all staff.

- (e) All staff must ensure that they abide by this policy and assist the College implementing this policy.

### 13 Related Documents and References

#### Legislation

*Child Safety (Prohibited Persons) Act 2016 (SA) Children and Young People (Safety) Act 2017 (SA) Criminal Law Consolidation Act 1935 (SA)*

#### Internal policies

The policies, codes and procedures listed below complement and support the College's student safety and wellbeing strategies:

- Staff Code of Conduct
- Grievance Policies for Students and Community

#### External policies

In addition, the external policies, codes and procedures listed below inform the College's student safety and wellbeing strategies:

- CESA Duty of Care Procedure
- CESA Code of Conduct for Staff Employed in Catholic Education South Australia
- CESA Managing Allegations of Misconduct
- CESA Managing allegations of sexual misconduct in SA education and care settings
- CESA Recruitment of Staff in Catholic Schools
- CESA Engaging and Inducting Volunteers Procedure
- CESA Engaging Contractors in Catholic Schools Procedure

### 14 Revision Record

Document Title	Child and Young Person Safe Environments Policy						
Document Type	Policy						
Document Date	June 2023						
Process Owner	College Principal						
Contact	Dr. Helen Riekie						
Approval Authority	Board of Directors						
Review Date	2028						
Policy Distribution	Website	<input checked="" type="checkbox"/>	MS Teams	<input checked="" type="checkbox"/>	SEQTA	<input checked="" type="checkbox"/>	BoardTrac
Revision History	<b>Edition Number</b>	<b>Date</b>		<b>Description of change</b>			
	1.0	2023		New policy			
	2.0	July 2023		Compliance with DHS requirements - Reviewed by Cabra Dominican College on advice from Russell Kennedy Lawyers			

## Schedule A

### Summary of Responsibilities

#### 1 The Board

- 1.1 The Board is the governing body for the legal entity which operates the College, and as such is ultimately responsible for ensuring that student safety and wellbeing (and in particular the care, safety and welfare of children and young people) is the College's paramount consideration.
- 1.2 Without limiting that responsibility, the Board:
- (a) Acquires information on student safety and wellbeing matters and keeps up-to-date with its student safety and wellbeing obligations through engaging in professional development.
  - (b) Endorses strategies (reflected through policies, procedures, words and actions) to embed a culture of student safety and wellbeing at the College, which comply with the College's legal obligations.
  - (c) Seeks to be satisfied that the Principal has allocated appropriate roles and responsibilities to the Executive Leadership Team, and to staff, for achieving the College's student safety and wellbeing strategies.
  - (d) Ensures that student safety and wellbeing are embedded in the leadership, governance, and culture of the College.
  - (e) Ensures that the College, and in particular the Principal, has adequate resources and support to achieve the College's student safety and wellbeing strategies.
  - (f) Periodically reviews the effectiveness of the College's student safety and wellbeing strategies.

#### 2 The Principal

- 2.1 In accordance with good governance, the Board delegates responsibility for the day-to-day operation of the College – and in particular the care, safety and welfare of students - to the Principal.
- 2.2 The Principal is therefore responsible at a day-to-day level, and accountable, for taking all practical measures to ensure that:
- (a) The College has a student safety and wellbeing culture (including in the online environment), and that this is promoted within the College environment – such as at assemblies and on posters in classrooms.
  - (b) The College's student safety and wellbeing strategies are achieved, both in policy and in practice.
  - (c) The College's student safety and wellbeing strategies are communicated to staff, students and families, and that input is sought regarding policy development and review.
  - (d) Staff are enabled, prepared and supported when managing student safety and wellbeing concerns, including in their support of the student(s) involved (and, where appropriate, their families).

- (e) Staff are educated, and complying with, their professional and statutory responsibilities regarding student safety and wellbeing.
- (f) Staff are enabled, prepared and supported in identifying harm and risks of harm, noting that indicators of harm may vary depending on the differences and needs of the student.
- (g) Concerns about student safety and wellbeing, or harm and risks of harm, are dealt with seriously, promptly and thoroughly, and in accordance with the College's strategies, and any statutory obligations are met.
- (h) The Board receives timely reports regarding student safety and wellbeing concerns and risks, or any developments regarding the College's student safety and wellbeing obligations and strategies.

### 3 Executive Leadership

- 3.1 The College's Executive Leadership is committed to 'leading from the front' and engaging in a preventative, proactive and participatory approach to student safety and wellbeing issues.
- 3.2 Where appropriate, the Executive Leadership will assist the Principal with discharging the student safety and wellbeing strategies contemplated in this policy.

### 4 Staff

- 4.1 All staff are required to comply with the College's student safety and wellbeing strategies (including this policy and the *Staff Code of Conduct*), as well as their legal and professional obligations with respect to the prevention and reporting of actual or suspected harm.
- 4.2 It is each such staff member's individual responsibility to be aware of key risk indicators of harm, or risks of harm, to be observant, and to raise any concerns they may have with one of the Principal or another member of, the Executive Team. In this regard, staff are encouraged to voice their concerns, no matter how minor, trivial or insignificant.



## Schedule B: Risk Management Plan

Risk Management Plan			
Responsible Officer(s)	Executive Leadership	Date of Review	July 2023
Approved by	Principal	Date of Next Review	2028
Date	July 2023		
Organisation Name	Cabra Dominican College		
Purpose	To ensure Cabra Dominican College provides a child-safe environment for all children and young people.		
Locations	In the Cabra Dominican College premises, bus transportation, sports and any other area where teaching, learning or co-curricular activities are held.		

Risk name and Description	Actions to minimise risk
Culture of organisation is not child-safe focused	<ul style="list-style-type: none"> <li>• Child focused Staff Code of Conduct is in place that sets the behavioural standards expected including what happens when a breach occurs.</li> <li>• The culture of Executive Leadership reflects our strong commitment of the College to the safety of children and young people.</li> <li>• All teaching staff at the College are accredited in (or working towards) the Keeping Safe: Child Protection Curriculum (KS: CPC).</li> <li>• National Principles for Child Safe Organisations are embedded in policies and procedures.</li> <li>• We meet the requirements of the <i>Children and Young People (Safety) Act 2017</i> (which mandates child safe environments) and the <i>Child Safety (Prohibited Persons) Act 2016</i> (which mandates Working with Children Checks).</li> <li>• Our child safe environments policies and procedures are made available to staff, volunteers, children, young people and their families, via the College's website, SEQTA and TEAMS.</li> <li>• Child Safeguarding Committee meets once a term to work through concerns, plan professional learning and review processes and practices.</li> <li>• SALT training for staff. The Salt Compliance Learning Management System provides schools with access to a range of online learning modules designed to help schools to meet compliance obligations and to support positive workplace behaviours.</li> <li>• Dedicated staff role in: <ul style="list-style-type: none"> <li>○ Ensuring all staff, volunteers, and visitors meet the safeguarding compliance requirement.</li> <li>○ Monitoring and managing WWCC &amp; Police clearances, RHHAN training.</li> </ul> </li> <li>• Dedicated Risk and Compliance Manager.</li> <li>• Risk Management Assessments completed for all excursions, camps, inductions.</li> </ul>



	<ul style="list-style-type: none"> <li>• Utilise programs to support work in compliance: Consent2Go, Complispace, UKG.</li> <li>• Utilisation of classrooms are considered in regard to accessibility and fire safety.</li> </ul>
<p>Organisational staff (including employees, volunteers, students, contractors etc) harm children/young people</p>	<ul style="list-style-type: none"> <li>• Recruitment processes include undertaking referee checks to ensure the suitability of persons before they are employed/volunteer with our organisation.</li> <li>• Interview questions (no prior preparation by candidate) should gauge an applicant's understanding of Child Safe principles and actions that would be taken to prevent harm to children and young people and include Compulsory questions provided by CESA regarding the candidate's suitability to undertake the role.</li> <li>• All employees and volunteers have WWCC with 'not prohibited' result prior to working with children and young people.</li> <li>• WWCCs are updated every five (5) years.</li> <li>• Information on the College's complaints and feedback processes, and a copy of our Child Safe Environments policy is made available to children, young people, and their families.</li> </ul>
<p>We hold overnight and/or off-site activities with children and young people</p>	<ul style="list-style-type: none"> <li>• Consent of parent/caregiver must be given.</li> <li>• For overnight activities (e.g., camps and excursions), children and young people must be supervised by a minimum of two (2) adults.</li> <li>• Recruitment processes including undertaking referee checks to ensure the suitability of persons before they are employed/volunteer with the College is completed.</li> <li>• All employees/volunteers over the age of 14 years have a 'not prohibited' WWCC.</li> <li>• Children and young people will not be left under the supervision of unauthorised persons.</li> <li>• Sleeping arrangements will not compromise the safety of children or young people such as unsupervised sleeping arrangements.</li> <li>• In the event of billeting arrangements, host adults have a 'not prohibited' WWCC. The host family have children/young person who is currently enrolled.</li> <li>• Children and young people have the right to contact their parents/caregivers if they feel unsafe, uncomfortable, or distressed during the stay.</li> <li>• Risk Assessments are required for all excursions, camps and retreats, both within South Australia, interstate and overseas. Part of the RA process relates staff: student ratio.</li> </ul>



<p>Children/young people do not feel included and children/young people and their families are not supported to report concerns, complaints and feedback.</p>	<ul style="list-style-type: none"> <li>• Children, young people and their families are encouraged to participate in our College and provide feedback by filling out surveys throughout the academic year that helps to express their concerns and share ideas (e.g., Student Learner Conversations, Parent Evenings).</li> <li>• Students regularly complete Wellbeing Pulse survey, which in turn helps shape the Wellbeing Program and support offered to students.</li> <li>• Grievance policies are available on the College website, detailing on how complaints will be handled.</li> <li>• Complaints processes are in place and promoted to children, young people and their families to make sure that they feel safe reporting to the College.</li> <li>• Staff are trained in the process to follow when students disclose to them that they are/have been experiencing harm or engaged in sexual behaviour and are supported by members of the Executive Leadership and College counsellors in undertaking mandatory reports. In such circumstances, students are also followed up by the College counsellors to ensure they are safe.</li> </ul>
<p>Staff (including employees, volunteers, students, contractors etc) do not understand their obligations to report harm and risk of harm to the Child Abuse Report Line and SA Police if child/young person is at immediate risk or requiring an internal reporting process before meeting legal obligations to report to CARL.</p>	<ul style="list-style-type: none"> <li>• All employees and volunteers must abide by the Child Safe Environments Policy and Code of Conduct (the latter being signed upon commencement with the College).</li> <li>• The College meets the requirements of the <i>Children and Young People (Safety) Act 2017</i> (which mandates child safe environments) and the <i>Child Safety (Prohibited Persons) Act 2016</i> (which mandates Working with Children Checks).</li> <li>• The Child Safe Environments Policy is reviewed at least once in every five-year period. When this happens, a new Child Safe Environments Compliance Statement is lodged with the Department of Human Services.</li> <li>• All staff in the College are required to go through the RRHAN-EC training which highlights these responsibilities.</li> <li>• All staff trained in Responding to Risk of Harm and Neglect – Education and Care on commencement and refresher training every 3 years after.</li> </ul>
<p>Physical contact</p>	<ul style="list-style-type: none"> <li>• Any physical contact must be appropriate to the delivery of services being provided.</li> <li>• Where physical contact is required, this is undertaken in a safe way by explaining why contact is required and what will happen and asking the child/young person for their permission (or their family if this is more appropriate) before proceeding.</li> <li>• Unnecessary physical contact is not allowed.</li> </ul>



<p>Online communications</p>	<ul style="list-style-type: none"> <li>• Cyber safety and social media guidelines are in place and provided to all staff.</li> <li>• Staff must not communicate with children or young people via social media.</li> <li>• The College’s IT Department has Content filtering that enable sites that may cause harm to children and young people to be blocked from access.</li> <li>• Teachers monitor all students when they use their laptops.</li> <li>• Social media is blocked for students in the College.</li> <li>• All students are required to adhere to the College’s Mobile Digital Devices Policy, which stipulates that personal electronic devices are not used during the school day.</li> <li>• Educational programs in line with the Child Protection Curriculum about online safety, are taught explicitly, within Pastoral Care programs and Information Evenings for parents/caregivers are provided.</li> </ul>
<p>Transport of children and young people</p>	<ul style="list-style-type: none"> <li>• Staff must not transport a child or young person unless specifically approved.</li> <li>• Parents/caregivers must provide consent before transporting a child or young person.</li> <li>• The staff member must have a valid, unrestricted driver’s licence if they are transporting a child.</li> <li>• The vehicle must be registered, insured and in roadworthy condition.</li> <li>• The staff member must complete a ‘Driver Safety Awareness’ course through CESA SALT training.</li> <li>• A staff member must not be alone in a vehicle with a child or young person.</li> <li>• Parents/caregivers are provided with the Driver Safety Policy and must grant permission for their child/young person to drive and/or transport another student in their care to College events.</li> </ul>
<p>Taking images of children and young people</p>	<ul style="list-style-type: none"> <li>• Consent to take pictures/recordings of children and young people and disclosure as to how the image is to be used, is sought from parents/caregivers at time of enrolment.</li> <li>• A list of students who do not have photo permission is readily available to staff.</li> <li>• The Marketing Team regularly check for changes to photo permissions in Consent2Go and update the list.</li> <li>• The Marketing Team check images before uploaded to websites/socials or used in College publications.</li> <li>• Any events where photography is taken, children or young people who do not have photo permission are noted and excluded accordingly.</li> </ul>



	<ul style="list-style-type: none"> <li>• No names are included with images on social media unless for special occasions when specific permission is sought.</li> <li>• The Principal gives permission for staff to use personal phones to take photos of College events, however, all photos of students captured on staff personal devices are required to be shared with the Marketing Team and promptly deleted from personal devices.</li> </ul>
Physical environment	<ul style="list-style-type: none"> <li>• Maintain a risk register that is reviewed annually to ensure effectiveness.</li> <li>• The College conducts risk assessments for all activities. All risk assessments are reviewed post activity, to ensure a cycle of continuous improvement, in line with WHS best practice.</li> <li>• Ensure all equipment is in good working order.</li> <li>• Workplace Inspections biannually to ensure all classrooms, office and work areas pose no risk to child safeguarding.</li> </ul>
Privacy and confidentiality	<ul style="list-style-type: none"> <li>• Any private or confidential information is only shared with staff members who must be notified about the information.</li> <li>• The College is guided by the SACCS Privacy Policy to deal with private and confidential information.</li> <li>• Multi factor Authentication is used to strengthen security when staff are using laptops and mobile digital devices.</li> <li>• All documents containing confidential information are stored privately in a locked cabinet (or similar place with restricted access).</li> <li>• Digital files containing confidential information shall be protected electronically by restricting the access to only those requiring it to perform their duties.</li> <li>• Staff must not disclose information regarding any child or young person without written consent of the child, young person and their parent/caregiver.</li> <li>• College counsellors also keep their own confidential records, in Posimente.</li> <li>• Staff who hold PORs are briefed on our College's approach to note keeping – based on best practice.</li> <li>• Critical Incident Template developed for use by Executive Leadership.</li> <li>• Secure storage in TEAMS re incidents</li> <li>• Any mandatory reports made online or via phone are documented on a proforma and forwarded to the Principal for secure storage.</li> </ul>