



## CHILD PROTECTION POLICY

### **Our commitment to Child Safety**

Tintern Grammar is committed to child safety.

We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers.

We are committed to the safety, participation and empowerment of all children.

We have **zero tolerance** of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.

We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.

Tintern Grammar is committed to preventing child abuse and identifying risks promptly, and removing and reducing these risks.

Tintern Grammar has robust human resources and recruitment practices for all staff and volunteers. Tintern Grammar is committed to regularly training and educating our staff and volunteers on child abuse risks.

We are committed to the cultural safety of Indigenous children of Aboriginal descent, the cultural safety of children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.

**If you believe a child is at immediate risk of abuse phone 000.**

### **Our Children**

This policy is intended to empower children who are vital and active participants in Tintern Grammar. We involve them when making decisions, especially about matters that directly affect them. We listen to their views and respect what they have to say.

We promote diversity and tolerance in Tintern Grammar, and people from all walks of life and cultural backgrounds are welcome. In particular we:

- promote the cultural safety, participation and empowerment of Indigenous children
- promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds
- ensure that children with a disability are safe and can participate equally.

### **Our Staff and Volunteers**

This policy guides our staff and volunteers on how to behave with children in Tintern Grammar. All of our staff and volunteers must agree to abide by our code of conduct which specifies the standards of conduct required when working with children. All staff and volunteers, as well as children and their families, are invited to contribute to the development of the code of conduct.

### **Training and Supervision**

Training and education is important to ensure that everyone in Tintern Grammar understands that child safety is everyone's responsibility.

Tintern Grammar aims for all staff and volunteers (in addition to parents/carers and children) to feel confident and comfortable in discussing any allegations of child abuse or child safety concerns. We



train our staff and volunteers to identify, assess, and minimise risks of child abuse and to detect potential signs of child abuse.

We also support our staff and volunteers through ongoing supervision to: develop their skills to protect children from abuse; and promote the cultural safety of Aboriginal children, the cultural safety of children from linguistically and/or diverse backgrounds, and the safety of children with a disability.

New employees, contractors and volunteers will be supervised regularly to ensure they understand Tintern Grammar's commitment to child safety and that everyone has a role to play in protecting children from abuse, as well as checking that their behaviour towards children is safe and appropriate (to understand appropriate behaviour further, please refer to Tintern Grammar's Child Safety Code of Conduct as well as Tintern Grammar's Code of Conduct – Parents, Guardians & Volunteers Policy).

Any inappropriate behaviour is to be reported through appropriate channels, including the Department of Health and Human Services and Victoria Police, depending on the severity and urgency of the matter as outlined in our Procedural Document: Four Critical Actions for School Staff - Responding to Incidents, Disclosures and Suspicions of Child Abuse

### **Recruitment**

We take all reasonable steps to employ skilled people to work with children. We develop selection criteria and advertisements which clearly demonstrate our commitment to child safety and an awareness of our social and legislative responsibilities. Tintern Grammar understands that when recruiting staff and volunteers we have ethical as well as legislative obligations.

All people engaged in child-related work, including volunteers, are required to hold a Working with Children Check and to provide evidence of this Check. Please see the [Working with Children Check](http://www.workingwithchildren.vic.gov.au) website [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au) for further information.

We carry out reference checks and police record checks to ensure that we are recruiting the appropriate people. Police record checks are used only for the purposes of recruitment and are discarded after the recruitment process is complete. We do retain within our own records (but not the actual criminal record) if an applicant's criminal history affected our decision making process. If during the recruitment process a person's records indicate a criminal history then the person will be given the opportunity to provide further information and context.

### **Fair Procedures for Staff**

The safety and wellbeing of children is our primary concern. We are also fair and just to employees. The decisions we make when recruiting, assessing incidents, and undertaking disciplinary action will always be thorough, transparent, and based on evidence.

We record all allegations of abuse and safety concerns using our incident reporting form located on our user forms section of our student database, including investigation updates. All records are securely stored.

If an allegation of abuse or a safety concern is raised, we provide as appropriate updates to children and families on progress and any actions we as an organisation take.



## Privacy

All personal information considered or recorded will respect the privacy of the individuals involved, whether they be staff, volunteers, parents or children, unless there is a risk to someone's safety because of this. We have safeguards and practices in place to ensure any personal information is protected. Everyone is entitled to know how this information is recorded, what will be done with it, and who will have access to it.

## Legislative Responsibilities

Tintern Grammar takes our legal responsibilities seriously, including:

1. Failure to disclose: Reporting child sexual abuse is a community-wide responsibility. All adults in Victoria who have a reasonable belief that an adult has committed a sexual offence against a child under 16 have an obligation to report that information to the police.
2. Failure to protect: People of authority in Tintern Grammar will commit an offence if they know of a substantial risk of child sexual abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.<sup>1</sup>
3. Any staff who are mandatory reporters must comply with their duties.<sup>2</sup> All adults are required by legislation to take responsibility for Mandatory Reporting.

## Risk Management

In Victoria, organisations are required to protect children when a risk is identified (see information about failure to protect above). In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children.

We have risk management strategies in place to identify, assess, and take steps to minimise child abuse risks, which include risks posed by physical environments (for example, any doors that can lock), and online environments (for example, no staff or volunteer is to have contact with a child in organisations on social media).

## Regular Review

This policy will be reviewed at least every two years and in addition following significant incidents, if they occur. We will ensure that families and children have the opportunity to contribute to the development of this policy. Where possible, we do our best to work with local Aboriginal communities, culturally and/or linguistically diverse communities and people with a disability.

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<sup>1</sup> Further information about the failure to protect offence is available on the [Department of Justice and Regulation website](https://www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+protect+offence)

<[www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+protect+offence](https://www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+protect+offence)>.

<sup>2</sup> Mandatory reporters (doctors, nurses, midwives, teachers (including early childhood teachers), principals and police) must report to child protection if they believe on reasonable grounds that a child is in need of protection from physical injury or sexual abuse. Non mandated staff who believe on reasonable grounds, that a child is in need of protection, should report their concerns to the principal immediately.

Non mandated staff include:

- registered psychologists
- social workers, speech pathologists, aides
- non-teaching staff including administration, canteen staff, cleaners.

See the Department of Health and Human Services website for information about [how to make a report to child protection](https://www.dhs.vic.gov.au/about-the-department/documents-and-resources/reports-publications/guide-to-making-a-report-to-child-protection-or-child-first) <[www.dhs.vic.gov.au/about-the-department/documents-and-resources/reports-publications/guide-to-making-a-report-to-child-protection-or-child-first](https://www.dhs.vic.gov.au/about-the-department/documents-and-resources/reports-publications/guide-to-making-a-report-to-child-protection-or-child-first)>.



### **Allegations, Concerns and Complaints**

Tintern Grammar takes all allegations seriously and has practices in place to investigate thoroughly and quickly. **Our staff and volunteers are trained to deal appropriately with allegations of child abuse.**

We work to ensure all children, families, staff and volunteers know what to do and who to tell if they observe abuse or are a victim, and if they notice inappropriate behaviour.

We all have a responsibility to report an allegation of abuse if we have a reasonable belief that an incident took place (see information about failure to disclose above).

If an adult has a reasonable belief that an incident has occurred then they must report the incident.

Factors contributing to reasonable belief may be:

- a child states they or someone they know has been abused (noting that sometimes the child may in fact be referring to themselves)
- behaviour consistent with that of an abuse victim is observed<sup>3</sup>
- someone else has raised a suspicion of abuse but is unwilling to report it
- observing suspicious behaviour.

### **Approval**

Policy Approved By: Tintern Grammar Executive

Date Approved: July, 2016

Revision Date: August, 2018

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<sup>3</sup> For example behaviour, please see [An Overview of the Victorian child safe standards:](http://www.dhs.vic.gov.au/__data/assets/word_doc/0005/955598/Child-safe-standards_overview.doc)  
<www.dhs.vic.gov.au/\_\_data/assets/word\_doc/0005/955598/Child-safe-standards\_overview.doc>