



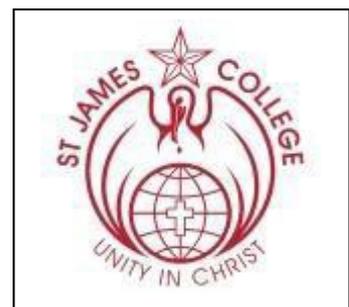
# Catholic Schools Child Safe Schools

**ST JAMES COLLEGE**

## Child-friendly edition of our Child Safety Policy

Date of policy: May 2019

Date of next major review: May 2020



Policy Title	St James College Child-friendly edition of our Child Safety Policy May 2019
Introduction	<p><b>What does our school value and why is child safety important in our school?</b></p> <p>St James College has a moral, legal and mission-driven responsibility to create nurturing school environments where children and young people are respected, and their voices heard, and where they are safe and feel safe.</p> <p>Every person involved in St James College has a responsibility to understand the important and specific role they have individually and collectively to ensure that the wellbeing and safety of all children and young people are at the forefront of all they do and every decision they make.</p>
Purpose	<p><b>Why do we have a policy?</b></p> <p>This policy assists students to:</p> <ul style="list-style-type: none"> <li>Identify the indicators of a child or young person who may be in need of protection.</li> <li>Understand how a ‘suspicion’ or ‘reasonable belief’ is formed</li> <li>Protecting the basic rights, freedoms and responsibilities of members of the school community</li> <li>Make a report about a child or young person who may be in need of protection</li> <li>Make a report if College staff are thought to be acting inappropriately</li> </ul>
Principles	<p><b>What are the important ideas that guide our actions?</b></p> <p>All students deserve, as a fundamental right, safety and protection from all forms of abuse and neglect.</p> <p>Our school works in partnership with relevant groups and all of the school community are engaged in decision-making that have an impact on child safety and protection.</p> <p>All students have the right to an education in all aspects of personal safety.</p> <p>All adults in our school have a responsibility to care for children and young people, to positively promote their wellbeing and to protect them from any kind of harm or abuse.</p> <p>All our processes are based on honest, respectful and trusting relationships between adults, children and young people.</p> <p>All involved in situations where harm is suspected or disclosed must be treated with sensitivity, dignity and respect.</p> <p>All should feel free to raise concerns about child safety, knowing these will be taken seriously by school leadership.</p> <p>Appropriate confidentiality will be maintained, with information being provided to those who have a right or a need to be informed.</p>

## Policy commitments

**What pledges do we make to our school community?****To students:**

We commit to the safety and wellbeing of all children and young people enrolled in our school.

We commit to providing children and young people with positive and nurturing experiences.

We commit to listening to children and young people and empowering them by taking their opinions seriously, and addressing any concerns that they raise with us.

We commit to taking action to ensure that children and young people are protected from abuse or harm.

We commit to teaching children and young people the necessary skills and knowledge to understand and maintain their personal safety and wellbeing.

We commit to seeking input and feedback from students regarding the creation of a safe school environment.

**To parents and carers:**

We commit to communicating honestly and openly with parents and carers about the wellbeing and safety of their children.

We commit to engaging with, and listening to, the views of parents and carers about our child-safety practice, policies and procedures.

We commit to transparency in our decision-making with parents and carers where it will not compromise the safety of children or young people.

We commit to acknowledging the cultural diversity of students and families, and being sensitive to how this may impact on student safety issues.

We commit to continuously reviewing and improving our systems to protect children from abuse.

**To school staff:**

We commit to providing all St James College staff with the necessary support to enable them to fulfil their roles. This will include regular and appropriate learning opportunities.

We commit to providing regular opportunities to clarify and confirm policy and procedures in relation to child safety and young people's protection and wellbeing. This will include annual training in the principles and intent of the Child Safety Policy and Child Safety Code of Conduct, and staff responsibilities to report concerns.

We commit to listening to all concerns voiced by St James College staff, clergy, volunteers, and contractors about keeping children and young people safe from harm.

We commit to providing opportunities for St James College school employees, volunteers, contractors and clergy to receive formal support and counselling arising from incidents of the abuse of a child or young person.

<p>Expectations of our school staff</p>	<p><b>Why do we have a Code of Conduct for adults working in our school?</b></p> <p>At St James College we expect school employees, volunteers, contractors and clergy to proactively ensure the safety of students at all times and to take action if there are concerns about the safety of any child at the school.</p> <p>All school staff must remain familiar with the relevant laws, the Code of Conduct, and policies and procedures in relation to child protection and to comply with all requirements.</p> <p>We have a Code of Conduct - Safeguarding Children and Young People, which recognises the critical role that school staff play in protecting the students in our care and establishes clear expectations relating to how staff interact with children in order to safeguard them against abuse and or neglect.</p>
<p>Student participation</p>	<p><b>How are students involved in child safety discussions and planning for improvements in our school?</b></p> <p>It is important that students have a shared responsibility for child safety in the school. Students will assist in the development of this document and Child Safety practices and processes that will be used to educate and promote this priority throughout the College.</p>
<p>Reporting and responding</p>	<p><b>How do we report our concerns and how do teachers respond?</b></p> <p><u>If you have been abused or feel unsafe</u> you can tell a teacher or any adult at our school. All school staff members have a responsibility to protect any child under their care. They will be able to help you.</p> <p><u>If you think someone has been abused or is unsafe</u>, you should talk to an adult you trust. Any staff member at our school will be able to help. Help your friend by encouraging them to tell a trusted adult. Even if your friend has specifically asked you not to tell an adult, you still should. It is more important to make sure that your friend is helped and feels protected.</p> <p>If you are unable to speak face to face, email can also be used to report a concern.</p> <p>The school records any child safety complaints. All school staff members have a responsibility to protect any child under their care. You will be assisted.</p> <p>The adult will listen to your concerns and help you.</p> <p>The information will not be shared with the person who is making you feel unsafe.</p> <p>Information will only be shared with people who can support and protect you.</p> <p>In some cases the people helping you are required by law to tell the police, the Department of Health and Human Services' Child Protection services and/or your family to prevent any further abuse, or risk of abuse.</p>
<p>Recruitment</p>	<p><b>How are staff selected to work in our school?</b></p> <p>St James College applies a thorough and rigorous screening processes in the recruitment of employees and volunteers. Our commitment to child safety and</p>

	<p>our screening requirements are included in all advertisements and all new staff applicants are provided with copies of the school's Child Safety Code of Conduct and the Child Safety Policy.</p> <p>All teachers must have Victorian Institute of Teaching membership. This guarantees that the staff member has undergone and passed a National Criminal Check.</p> <p>The College routinely checks all employees to ensure they continue to meet Child Safety requirements such as Working With Children Checks.</p>
<p>Professional learning for school staff</p>	<p><b>How does the school support staff to develop their knowledge about child safety?</b></p> <p>All school staff are provided with and are required to sign our Child Safety Code of Conduct and Child Safety Policy These documents outline the expectations for them. Any updates are communicated to all staff.</p> <p>Specific training on Mandatory Reporting is provided through an online course and specific presentations are provided as part of the schools annual training program.</p>
<p>Risk management</p>	<p><b>How does our school identify possible risks, who is involved and what happens next?</b></p> <p>At St James College we are committed to proactively identifying and assessing risks to student safety across our whole school environment and reducing or eliminating (where possible) all potential sources of harm.</p> <p>We document, implement, monitor and periodically review our risk management strategies for child safety and ensure that the strategies change as needed and as new risks arise. The Child Safe Officer, Leadership Team and Year Level Coordinators oversee this process.</p>
<p>Supporting documents</p>	<p><b>What other information do we use to help us?</b></p> <p>The following are all available on the St James College website:</p> <p><b>SJC Child Safety Policy – Identifying and Responding to Abuse</b></p> <p><b>SJC Code of Conduct – Safeguarding Young People and Children</b></p> <p><b>SJC Complaints Procedure</b></p>
<p>Communication</p>	<p><b>How does the school let everyone know about this policy and our plans?</b></p> <p>The College will keep everyone informed through a variety of ways:</p> <p><b>College Newsletter</b></p> <p><b>SIMON / PAM</b></p> <p><b>Posters</b></p> <p><b>Emails</b></p> <p><b>College Website</b></p>

Review

**When will we update this policy?**

At St James College we are committed to continuous improvement of our child safety systems and practices. We intend this policy to be a dynamic document that will be regularly reviewed to ensure it is working in practice and updated to accommodate changes in legislation or circumstance.

The policy will be reviewed annually and will incorporate suggestions from teachers, non-teaching volunteers, students, parents and other relevant bodies.