Child Safe Policy

Annesley Junior School

Dare to Become

Annesley Junior School

Annesley Junior School Inc Child Safe Policy

1. Introduction

Annesley Junior School's Child Safe Policy has been developed in accordance with and implements Principle 1 of the National Principles for Child Safe Organisations (National Principles).

The Annesley Junior School's Child Safe Policy is published on our public website and provided to new Staff, and to Direct Contact Volunteers and Contractors at induction. It is provided to parents/carers on enrolment, and a child-friendly version is provided to all students.

1.1 Purpose

Our Annesley Junior School's 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 as a child safe organisation and sets the tone for the school's entire Child Safety Program. The Annesley Junior School's 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.

1.2 Scope

The Annesley Junior 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 (e.g., camps and excursions).

1.3 Definitions

Definitions of terms used in the Annesley Junior School's Child Safe Policy can be found in child safety

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" refers to a person who is under the age of eighteen.
- 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 Annesley Junior 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.
- We define a "child safety incident or concern" as:
  - "harm" to a child or young person 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 or young person under the Criminal Law Consolidation Act 1935 (SA) (Criminal Law Act), such as:
  - assault o causing physical or mental harm
  - failure, by a person who is liable, to provide necessary food, clothing, or
  - accommodation to a child without lawful excuse
  - criminal neglect
- sexual offences, including unlawful sexual intercourse and persistent 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 Safe 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.

2. Statement of Commitment to Child Safety and Wellbeing

Annesley Junior School is committed to providing education and care to children and young people to assist them to develop into high achieving, supported students, positively connected to each other and to the communities in which they live and which they will serve.

All children and young people who come to Annesley Junior School have a right to feel and be safe.

We are committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe and can 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 school regards its child safe 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 maintaining a child safe culture.

Each member of the school 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.

3. 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.

4. Child Safety 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:

1. Child safety and wellbeing is embedded in organisational leadership, governance, and culture.
2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved in promoting child safety and wellbeing.
4. Equity is upheld and diverse needs respected in policy and practice.
5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
6. Processes to respond to complaints and concerns are child focused.
7. Staff and volunteers are equipped with the knowledge, skills, and awareness to keep children and young people safe through ongoing education and training.
8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
9. Implementation of the national child safe principles is regularly reviewed and improved.
10. Policies and procedures document how the organisation is safe for children and young people.

5. Child Safe Codes of Conduct

Annesley Junior 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.

Additionally, the school requires that all staff, volunteers and contractors (no matter their age) abide by

'protective practices for staff in their interactions with children and young people: guidelines for staff working or volunteering in education or care settings.'

We also have a Student Code of Conduct which includes standards of behaviour for students relevant to child safety.

Our Child Safe Code of Conduct includes clear processes to report inappropriate behaviour. It is published 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.

6. Annesley Junior Schools Policy

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

Annesley Junior School is a child safe and child-centred school. Our environment is friendly and welcoming to all children and young people.

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.

We actively seek to include students in decisions that affect them. This includes decisions about organisational planning, delivery of services, management of facilities, and learning and assessment environments.

We ensure that students know about their rights to safety, information, and participation.

We recognise the importance of friendships and support from peers.

6.2 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 Annesley Junior School's Child Safe Policy and Child Safety 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.

6.3 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
- have a physical environment that actively celebrates diverse cultures and recognises cultural difference
- commit to promoting the inclusion of students of differing abilities.

7. Our Child Safe Program

Annesley Junior School is committed to the effective implementation of our Child Safe Program and ensuring that it is appropriately reviewed and updated. We adopt a risk management approach by identifying key risk indicators and assessing Child Safe 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.

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 Safety 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 Safety Codes of Conduct
- clear information as to what constitutes harm and associated key indicators of different forms of harm

- How to identify key indicators of different forms of harm to children and young people.
- 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 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 Safety 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 safety 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.

8. Training On and Information About the Child Safe Program

As a part of Annesley Junior School induction process, all Staff, as well as Regular and Direct Contact Volunteers are required to complete induction program in our child safe policies, practices, and procedures, which includes Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) training, provided by the Department for Education.

All Staff, as well as Regular and Direct Contact Volunteers and Contractors must also complete refresher and ongoing child safety training at least annually, including refresher RRHAN-EC training every 3 years.

Staff, Direct Contact and Regular Volunteers, and Direct Contact and Regular Contractors are supported and supervised by the School's Child Safe Officers and Leadership Team to ensure that they are compliant with the school's approach to child safety.

9. Complaints and Reporting Processes

Providing opportunities for complaints and feedback ensures that children, young people and their families feel valued and respected and enables us to improve the quality of our service. Children, young people and their families are informed that they can provide feedback or make a complaint during the enrolment process.

To provide feedback/complaints/grievances please refer to our Grievance policy.

10. Reporting Child Safety Incidents or Concerns Externally and to the school

We aim to ensure that children and young people are safe from harm and risk of harm. Section 17 of the Safety Act defines 'harm' 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.

10.1 Mandated Reporters

At Annesley Junior School, the people working in the following roles are Mandated Reporters:

- School Council members
- the Principal and Principal and by delegation, the Business Manager
- teachers, including student teachers
- All other School staff who provide services directly to students
- the School Chaplain & Counsellor
- Direct Contact Volunteers
- Direct Contact Contractors and external education providers
- Ministers of religion.

Mandated reporters have a legal obligation to notify the Child Abuse Report Line (CARL) on 13 14 78 as soon as practicable if they have a suspicion that a child or young person has been harmed or may be at risk of harm. If the child or young person is at immediate risk, report to South Australia Police (SAPOL) on 000 (triple zero).

The person that identifies the harm is the person that is required to make the report to CARL/Police.

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 Safe Officer or the Principal (Senior Child Safe Officer). Where the incident or concern involves the Principal, internal reports should instead be made to the Chair of Council - ChairofCouncil@annesley.sa.edu.au, after the report to CARL has been made.

10.2 All Adult Workers

All adult workers (even if not a mandated reporter) have a legal obligation to report child sexual abuse by another worker, to the police and to protect a child from sexual abuse by another worker. Failure to meet these obligations may be considered a criminal offence

10.2 Any person

Even if not a mandated reporter, any person in the school community, can at any time report a reasonable suspicion about harm to a child or young person directly to the Department for Child Protection (DCP) using the Child Abuse Report Line (CARL) on 13 14 78 or online (CARL is open 24 hours per day/7 days per week)

https://www.childprotection.sa.gov.au/reporting-child-abuse/report-child-abuse-or-neglect

Information about making appropriate reports of harm or risk of harm is available from the South Australian Department for Child Protection website: <https://www.childprotection.sa.gov.au/reporting-child-abuse>

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

Once a report is made the reporter should then also contact:

- the School's Senior Child Safe Officer the Principal, by phoning (08) 8422 2288 or emailing principal@annesley.sa.edu.au; or,
- if the concern involves the Principal, the Chair of Council - ChairofCouncil@annesley.sa.edu.au by email.

For further information and /or support please contact a Child Safe Officer at school. All communications will be treated confidentially on a 'need to know' basis.

10.4 Students

Students at the School are provided with information about and encouraged to use multiple pathways to raise child safety incidents or concerns about or at the school. These include;

- The promotion of reporting any concerns a student may have to someone listed on their support network (early years curriculum), and/or
- in later primary years, students are provided with information on contacting CARL and/or by reporting internally to the school via informal and formal ways,
- through external child advocacy or child safety organisations,
- SAPOL also attend on-site to discuss personal safety matters and cyber-safety with students and address how to report concerns.

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

- contact CARL on 13 14 78 or online
- Disclose the child safety incident or concern to a trusted adult, staff member, Volunteer or Contractor. This might be done:
- verbally
- in writing
- through electronic means (such as email)
- ndirectly (such as in written assignments, in artworks or in any other way)

- Contact Bravehearts or Kids Help Line.

10.5 The Schools Response

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

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's response will include:

- reporting all matters that meet the required relevant thresholds to CARL and/or the Police (if not already reported).
- Where an external report has been made, the school will be guided by the Department for Child Protection and/or SAPOL after a report has been made as to whether the school can conduct an internal investigation.
- Where an external investigation commences, the school will fully cooperate with the investigation.
- Comply with the Department for Education's Protective Practices, Managing Sexual Misconduct, Sexual Behaviour Guidelines and Managing Online Safety.
- If a worker is reported to CARL or SAPOL for causing harm or risk of harm to a child or young person, a risk assessment will be conducted by the Child Safe Officers to determine whether the person involved will be removed from any role that involves working with any child or young person until authorities have concluded their investigation.
- taking broader actions to improve child safety at the School (including systemic reviews and resulting improvements).

10.6 Support for students and families

Following a report to CARL or SAPOL we will support the child or young person by:

- Referring the child, young person or their family to other appropriate services
- Continuing to provide a service to the child, young person and their family and monitor their circumstances.
- Child Safe Officers may work with the student and their family to develop a Student Support Plan

11. Child Safety Human Resources Management

Annesley Junior 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 Volunteers and Direct Contact Contractors at the School to hold a current 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)
- Where necessary, complete the Responding to Risks of Harm, Abuse and Neglect – Education and Care training.
- using additional selection, background checking and screening processes that consider child safety considerations.
- ensuring that the Leadership team, staff, and Direct Contact Volunteers undergo child safe induction, and ongoing education and training as part of the school's commitment to safeguarding children and young people from harm,
- 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 safety education and training programs.

12. Ongoing Supervision, Management and Support

The school's Child Safe 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 safety supervision and support program include:

- 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 safety 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 safety education.

13. Child Safety Risk Management

The school recognises the importance of a risk management approach to minimising the potential for harm to children and 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 environments.

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

Key Child Safe Risks and Mitigation Strategies

Identified risk	Actions to minimise risk
Physical contact	• any physical contact must be appropriate to the delivery of services being provided • 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 • Code of conduct and 'protective practices guidelines must be adhered to. • Physical restraint is only used when there is imminent harm to a child and/or bystander. • unnecessary physical contact is not allowed
Online communications	• cyber safety and social media guidelines are in place and provided to all workers • appropriate supervision is provided for all online activities • app review process - ICT and Risk and Compliance Review (personal information) prior to approval and download • workers must not communicate with children or young people via social media
Transport of children and young people	• workers must have approval to transport a child or young person • parents/guardians must provide consent before transporting a child or young person • worker must have a valid, unrestricted driver's licence • vehicle must be registered, insured and in roadworthy condition • Thorough risk assessment completed prior to travelling on private or public transport • worker must not be alone in a vehicle with a child or young person (unless their own child).
Supervision	• children and young people are to be supervised by parents/guardians or teachers/staff at all times. • if child/young person not collected by parent/guardian at end of the day the student is placed in OSHC. Parent notified. • one to one consultation with a child or young person, will occur in a location where they can be in line of sight of another adult.
Taking images of children and young people	• consent of child or young person and parent/guardian required • volunteers are not permitted to take photos of students. • images are only permitted to be taken by school staff for school purposes or school devices. • Images of children are only used for external communication with parent consent. • images must be presented in a way that de-identifies the child or young person
Physical environment	• maintain a risk register that is reviewed annually to ensure effectiveness • prepare review and approve risk assessments for all activities • ensure all equipment is in good working order • hazard and the incident reporting available to staff/volunteers/contractors.
Privacy and confidentiality	• documents containing confidential information will be stored securely with restricted access • digital files containing confidential information shall be protected electronically with restricted access • Privacy policy, staff induction, volunteer induction. • workers must not disclose information regarding any child or young person without written consent of the child, young person and their parent/guardian unless legally required to
Overnight and/or off-site activities	• consent of parent or guardian must be given • Excursion pre-depature checklist must be completed. • Risk Assessment must be completed and approved by the Principal. • In accordance with the Risk assessment, there is a sufficient staff to student ratio (ELC 1:4, Water Excursions 1:6, OSHC 1:8, Junior School 1:10). • privacy when children or young people are bathing, toileting and dressing must be provided • children and young people will not be left under the supervision of unauthorised persons • sleeping arrangements will not compromise the safety of children or young people such as unsupervised sleeping arrangements, or children or young people sharing a bed or room as a child or young person • Volunteers and staff must have a valid WWCC and must not be prohibited from working with children. • children and young people have the right to contact their parents, or another adult, if they feel unsafe, uncomfortable, or distressed during the stay
Change room requirements	• a minimum of two adults of the same gender as the children or young people must be present • supervision will be provided ensuring the child or young person's right to privacy • adults must not shower or change whilst supervising children or young people • Adults supervising provide support to students where requested, with minimal intervention under taken. • phones, cameras and recording devices must not be used in change room

14. Child Safe Behaviours and Boundaries

While all staff, volunteers and contractors are required to acknowledge and comply with policies and procedures specific to their relationship with Annesley School, which includes those relating to child protection, the School has the following expectations of behaviours and boundaries for all adults interacting with children and young people within our school.

DO:

- Uphold and act in accordance with the School's Child Safe Policy at all times.
- Comply with guidelines with respect to child safe, such as protective practices, and the Code of Conduct.
- Behave respectfully, courteously and ethically towards children and their families and to staff.
- Behave as a positive role model to students.
- Promote the safety, welfare and wellbeing of children and young people.
- Be vigilant and proactive with regard to student safety and child safe practices.
- Provide age-appropriate supervision for children and young people.
- Treat all members of the learning community with dignity, respect, sensitivity, and fairness regardless of culture, religion, identity, or other differences.
- Promote the safety, participation and empowerment of children and young people with a disability.
- Promote the cultural safety, participation, and empowerment of linguistically and culturally diverse children and young people.
- Use positive and affirming language toward children and young people.
- Encourage students to 'have a say' and then listen to them with respect.
- Respect cultural, religious and political differences.
- Help provide an open, safe, and supportive environment for all children and young people to interact and socialise.
- Intervene when children and young people are engaging in inappropriate behaviour towards others.
- Report any breaches of the Code of Conduct internally as per the breach section of the code of conduct policy.
- Report concerns about child safety to the Child Abuse Report Line (13 14 78) and ensure that your legal obligations to report allegations externally are met. Follow up internally by notifying the Senior Child Safe Officer (Principal).
- Where an allegation of child harm is made, ensure as quickly as possible that the student involved is safe.
- Call the Police on 000 if you have immediate concerns for a student's safety.
- Respect the privacy of students and their families and only disclose information to people who have a need to know in line with the School's Privacy Policy.

DO NOT:

- Engage in any form of inappropriate behaviour towards children and young people or expose them to such behaviour including high-risk behaviours such as bullying or harassment.
- Use prejudice, oppressive behaviour or inappropriate language with children and young people.
- Express personal views on cultures, race or sexuality in the presence of students or discriminate against any student based on these traits.
- Engage in open discussions of an adult nature in the presence of children and young people.
- Engage in any form of sexual conduct with a child or young person including making sexually suggestive comments and sharing sexually suggestive material.
- Engage in inappropriate or unnecessary physical conduct or behaviours including unwarranted and/or inappropriate touching of a student or doing things of a personal nature that a student can do for themselves, such as toileting or changing clothes.
- Engage in any form of physical violence towards a student including inappropriately rough physical play.
- Use physical means or corporal punishment to discipline or control a student.
- Engage in any form of behaviour that has the potential to cause a child or young person serious emotional or psychological harm.
- Develop 'special relationships' with children or young people that could be seen as favouritism (for example, the offering of gifts or special treatment for specific students).
- Engage in undisclosed private meetings with a child or young person who is not your own child.
- Engage in meetings with a student who is not your child, outside of school hours and without permission from the learning community and the child's parent.
- Engage in inappropriate personal communications with a child or young person through any medium, including any online contact or interactions.
- Take or publish (including online) photos, movies or recordings of a child or young person without parental or caregiver consent.

- Post online any information about a student that may identify them such as their full name, age, e-mail address, telephone number, residence, school, or details of a club or group they may attend.
- Ignore or disregard any suspected or disclosed harm or risk of harm to children or young people.

15. Record Keeping

The school has a Child Safe Record Keeping policy and is committed to best practice record keeping.

In accordance with our policy, and as required by our Procedures for Responding to and Reporting Child Safety Incidents or Concerns, all internal and external reports of child safety incidents and concerns, as well as any other responses by the school are recorded using the Record of Allegation and Record of Meeting forms available via the staff portal.

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.

16. Responsibilities for Child Safety 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:

16.1 The School's Child Safe Officers

Several senior staff members are nominated as the school's Child Safe Officers. Our Child Safe 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, after 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 Safe Officers are:

- The Principal (appointed Senior Child Safe Officer)
- Director of Learning and Teaching
- Director of Primary
- Director of ELC
- Chaplain and Counsellor

Contact can be made via email: principal@annesley@sa.edu.au or by telephone on (08) 8422 2288.

The Senior Child Safe 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 the School Council.

16.2 The School Council

The School Council is responsible for approving the school's Child Safe Program and ensuring the school has appropriate resources to effectively implement the National Principles and Child Safe Program.

16.3 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.

16.4 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.

16.5 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.

Each current and new staff member is required to sign a written statement indicating that they have read and acknowledged the School's Child Safe Policy and Child Safe Codes of Conduct.

It is everyone's responsibility to be aware of key indicators of harm, risk of harm, and abuse, to be observant, to meet their legal obligations to report harm and risk of harm to DCP and the Police, and to raise all Child Safe incidents and concerns with one of the School's Child Safe Officers.

To meet these obligations, all Staff must:

- Hold a current Working with Children Check and be "not prohibited" from working with children, in order to work at the School (Annesley Junior 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 safety induction and ongoing training provided by the School
- always follow the school's child safety policies and procedures in the Child Safety Program

- act in accordance with the Child Safety 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.

16.6 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 Annesley Junior School's Child Safe Policy and Child Safety 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 Safety Human Resources Management section above, must have a current Working with Children Check and be "not prohibited" from working with children, to volunteer at the school (Annesley Junior 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 safety 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 as mandated reporters to report harm and risk of harm directly to CARL and the Police
- after any external report, raise all child safety incidents and concerns with a Child Safe Officer.

16.7 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 Annesley Junior School's Child Safe Policy and Child Safety Codes of Conduct
- relevant Contractors, as set out in the Child Safety Human Resources Management section above, must have a current Working with Children Check and be "not prohibited" from working with children, to work at the School (Annesley Junior 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 safety 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 as mandated reporters to report harm and risk of harm directly to CARL and the Police
- after any external report, raise all child safety concerns with a Child Safe 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 Annesley Junior School.

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

16.8 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 the School environment.

All External Education Providers must:

- Lodge a child safe environments statement to the Department of Human Services.
- Comply with our Child Safe Policy and Child Safe Codes of Conduct.
- Ensure that their personnel undergo a Working withChildren 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).
- Ensure their personnel have undergone mandatory reporting training.

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

17. Implementation

The Annesley Junior School's Child Safe Policy is published on the 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.

18. Program Review

Annesley Junior School is committed to the continuous improvement of our Child Safety Program.

The Policy and Program 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, and will communicate any adjustments or amendments widely throughout the school community.

The school lodges a new Child Safe Environments compliance statement with the Department of Human Services each time that any policy within the Child Safety Program is updated (whether because of a review or otherwise, such as due to a change in legislation).

19. Non-Compliance with Our Child Safe Policy

Annesley Junior 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
- appointment to an alternate role
- suspension
- in the case of serious breaches, termination of employment, contract, or engagement.

20. Source of Obligation

Annesley Junior School's Child Safe Policy to be read and understood in conjunction with:

- National Principles for Child Safe Organisations

21. Associated Documents

Legislation

- Child and Young People (Safety) Act 2017
- Child Safety (Prohibited Persons) Act 2016
- Child Safety (Prohibited Persons) Regulations 2019
- Education Act 2013 (Cth)
- Teacher Registration and Standards Act 2004 (SA)

External standards/conventions/ frameworks

- Protective Practices for staff in their interactions with children and young people
- Education and Early Childhood Services (Registrations and Standards) Act 2011 (SA)

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Dare to Become