

Child Protection Policy

ELC to Year 12



**LORETO
COLLEGE**

1. Introduction

At Loreto College Marryatville we hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our College. The Loreto College Marryatville Child Protection Policy demonstrates the strong commitment of the College to child safety and establishing and maintaining child safe and child friendly environments, where children feel respected, valued and encouraged to reach their full potential. Employees and volunteers of Loreto College will act in a positive way to develop a safe environment for the children and young people in their care.

2. Statement of Commitment to Child Safety

Loreto College is committed to the safety and wellbeing of all children and young people at the College. We support the rights of the child and will act without hesitation to ensure a child safe environment is maintained at all times. The College also supports the rights and wellbeing of our staff and volunteers and encourage their active participation in creating and maintaining a secure environment for all members of the College community.

3. Policy Objectives

The Child Protection Policy provides the framework for:

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

This policy has been developed in accordance with Principle 2 of the Child Safe Environments Principles of Good Practice, *Department for Education and Child Development*.

4. Related Documents

Legislation

- Children and Young People (Safety) Act 2017

External Standards/Conventions/Frameworks

- United Nations Convention of the Rights of the Child
- Child Safe Environments Principles of Good Practice, *Department for Education and Child Development*
- Royal Commission into Institutional Responses to Child Sexual Abuse
- Protective Practices for Staff in their Interactions with Children and Young People (2017 update)
- Responding to Problem Sexual Behaviour
- Managing Allegations of Sexual Misconduct in SA education and care settings 2019
- Interagency code of practice – investigation of suspected child abuse or neglect
- Information sharing guidelines - <http://www.ombudsman.sa.gov.au/isg/>
- SACCS Policy for the Care, Wellbeing and Protection of Children and Young People 2011

5. Definitions

In this policy context, the following definitions apply (*taken from the Child Safe Environments Principles of Good Practice, Department for Education and Child Development*).

Child: means a person under 18 years of age. A child or a young person enrolled as a student at the College.

Child Abuse or Neglect means:

- sexual abuse of the child, or
- physical or emotional abuse of the child, or neglect of the child, to the extent that either:
 - the child has suffered, or is likely to suffer, physical or psychological injury detrimental to the child's well being
 - the child's physical or psychological development is in jeopardy.

Child Neglect is any serious omission or commission by a person which jeopardises or impairs a child's psychological, intellectual or physical development. Neglect is characterised by the failure to provide for the child's basic needs. Behaviours may include:

- inadequate care and supervision of young children for long periods of time
- failure to provide adequate nutrition, clothing or personal hygiene
- failure to provide necessary health care/medical treatment
- disregard for potential hazards in the home
- forcing the child to leave home at an early age
- allowing children to engage in chronic truancy.

Child Physical Abuse is any non-accidental act inflicted upon a child which results in physical injury to the child. Physical abuse results from practices such as:

- hitting, punching, kicking (indicators: marks from belt buckles, irons, fingers, cigarettes)
- shaking (particularly young babies)
- burning, biting, pulling out hair
- alcohol or other drug administration.

Child Sexual Abuse is any sexual behaviour imposed on a child. The child concerned is considered to be unable to alter and/or understand the perpetrator's behaviour due to his or her early stage of development and/or powerlessness in the situation. Sexual abuse occurs when someone in a position of power to the child uses her/his power to involve the child in sexual activity. Behaviour can include:

- sexual suggestion
- exhibitionism, mutual masturbation, oral sex
- showing pornographic material eg DVDs, Internet
- using children in the production of pornographic material
- penile or other penetration of the genital or anal region
- child prostitution

Child Emotional Abuse is a chronic attitude or behaviour directed at a child whereby a child's self-esteem and social competence is undermined or eroded over time or the creation of an emotional environment which is detrimental to or impairs the child's psychological and/or physical development. Behaviours may include:

- devaluing
- ignoring
- rejecting
- corrupting
- isolating
- terrorising
- family violence

Bullying is repeated verbal, physical or social behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons.¹

Cyber-bullying uses e-technology as a means of victimising others. It is the use of an internet service or mobile technologies – such as email, chat room, discussion groups, instant messaging, web pages or SMS (text messaging) – with the intention of harming another person. Examples include communications that seek to intimidate, control, manipulate, put down or humiliate the recipient.

Direct contact volunteers are those volunteers who are involved in providing support, guidance and supervision directly to students and could potentially have direct unsupervised contact with students during the normal course of providing the volunteer service. Examples of direct contact volunteer activities may include volunteers involved in camps and excursions, coaching sporting teams or assisting in learning activities.

Direct contact contractors are third party contractors who have direct unsupervised contact with students during the normal course of their work or contractors who may be in a position to establish a relationship of trust with a student. Examples of direct contact contractor activities may include music tutors, sport coaches and casual teachers.

Harm means physical, sexual, emotional or psychological abuse and neglect of children. Harm is any detrimental effect of a significant nature on a child's physical, psychological or emotional wellbeing.

Duty of Care is a common law concept that refers to the responsibility of employees and volunteers to provide children with an adequate level of protection against harm. It is usually expressed as a duty to take reasonable care to protect children from all reasonably foreseeable risk of harm. The question of what constitutes reasonable care in any given case will be determined objectively by a court and will depend on the individual circumstances of each case. In their relationships with children, employees and volunteers are required to ensure that the physical and emotional welfare of students is safeguarded, and that their own behaviour with children is always regulated by this duty of care.²

Employee means a person employed for remuneration under a contract of employment.³

¹ DECD Child and Student Wellbeing www.decd.sa.gov.au/speced2/pages/default.

² Department for Education and Child Development, Association of Independent Schools of South Australia & Catholic Education SA *Protection Practices for Staff in their Interactions with Students: Guidelines for Schools, Preschools and Out of School Hours Care*. DECD: Adelaide, 2005.

³ *Fair Work Act 1994 (SA)*.

Volunteering means an activity which is of benefit to the community, is done of one's free will and is undertaken without monetary reward.⁴

Organisation means all groups of persons organised for some end or work. This includes: voluntary or otherwise; an association whether incorporated or not; a non-profit organisation; a society, club, institution or body. It may also consist of a single person.

Background checking in the context of working with children involves obtaining information about potential employees and volunteers, on the basis that the information is deemed relevant to working in a child-related area. The information gathered may include details concerning previous employment and relevant experience; verification of qualifications and professional registration; relevant history information; thorough reference checks; and work history reports. Background checking includes, but is not limited to the assessment of a criminal history report.⁵

Risk is the likelihood of anything occurring that can cause harm or loss to a child.

Risk assessment in the context of child protection refers to a process of evaluating the information received to reach a decision about the risk of harm a person may pose to children.⁶

Risk management is identifying and assessing all potential sources of harm, and taking steps to decrease the likelihood that harm will occur.⁷

Risk of harm is the likelihood of inflicting harm to children (either directly or as a consequence of other actions) and the severity of that harm.

Screening in the context of minimising the risk of harm to children in their dealings with organisations is generally understood to refer to the combined process of background checking, risk assessment and decision-making concerning acceptance/exclusion of persons in areas of child related employment/volunteering.⁸

6. Child Safe Values and Principles

Loreto College's commitment to child safety is based on the following overarching principles that guide the development and regular review of our work systems, practices, policies and procedures to protect children from abuse, grooming and neglect.

1. All children have the right to be safe;
2. The welfare and best interests of the child are paramount.
3. The views of the child and a child's privacy must be respected.
4. Clear expectations for appropriate behaviour with children are established in our Code of Conduct and our Protective Practices for Staff in their Interactions with Children and Young People Guidelines.
5. The safety of children is dependent upon the existence of a child safe culture.
6. Child safety awareness is promoted and openly discussed within our College community.
7. Procedures are in place to screen the Principal, Board members, members of the College Executive, all staff, volunteers, third party contractors and external education providers who have direct contact with, or work in close proximity to, students on a regular basis.

⁴ *Advancing the Community Together A Partnership between the Volunteer Sector and the South Australian Government*, 2003, p2. <http://www.ofv.sa.gov.au/act.htm>.

⁵ Community and Disability Services Ministers Conference, 2006, above n.28, p.2.

⁶ Community and Disability Services Ministers Conference (2007) *Creating Safe Environments for Children: Organisations, Employees and Volunteers*.

⁷ Graff, 2003, above n 19.

⁸ Community and Disability Services Ministers Conference, 2007, above n.28, p.6..

8. Child safety and protection is everyone's responsibility.
9. Child protection training is mandatory for all College Board members, staff, direct contact volunteers and direct contact contractors.
10. Procedures for responding to alleged or suspected incidents of child abuse, grooming or neglect are simple and accessible for all members of the College community.
11. Children from culturally and linguistically diverse backgrounds have the right to special care and support including those who identify as Aboriginal or Torres Strait Islander.
12. Children who have any kind of disability have the right to special care and support.

7. Student Safety and Participation

At Loreto College, we actively encourage all students and young people to openly express their views and feel comfortable about giving voice to the things that are important to them.

We teach students about what they can do if they feel unsafe and enable them to understand, identify, discuss and report on child safety. We listen to and act on any concerns students, or their parents or carers, raise with us. The College has developed the SEAD (Social, Emotional and Academic Development) Program which is aimed at facilitating girls' understanding of themselves as learners, responsible citizens and as positive friends.

If students feel unsafe or have concerns, or their parents or carers have concerns, information is available:

- through the College intranet, Loreto Connect on the SEAD landing button;
- flyers on Loreto Connect outlining what students can do if they feel unsafe; and
- grievance guidelines for students.

8. Child Protection Program

The safety of children and young people is Loreto College's paramount obligation and must not be overridden by other interests.

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

- clear information as to what constitutes child abuse and associated key risk indicators;
- clear procedures for responding to and reporting allegations of child abuse;
- strategies to support, encourage and enable staff, volunteers, third party contractors, external educator providers, parents/guardians and students to understand, identify, discuss child protection matters;
- strategies to support, encourage and enable staff to undertake good practice with pre-school age (birth to 5 years of age) children;
- procedures for recruiting and screening College Board members, staff, direct contact volunteers and direct contact contractors;
- wellbeing strategies designed to empower students and keep them safe;
- policies with respect to cultural diversity and students with disabilities;
- child protection training program;
- guidelines with respect to record keeping and confidentiality;
- child safety matters as an agenda item for all Leadership and Board meetings;
- Board reports to have updates on the implementation of child protection practices;
- policies to ensure compliance with all relevant laws, regulations and standards (including the requirements for a child safe environment); and
- a system for continuous improvement and review.

Child Protection Program Initiatives	What it means
<ul style="list-style-type: none"> • clear information as to what constitutes child abuse and associated key risk indicators; 	<ul style="list-style-type: none"> • definitions outlined in Child Protection Policy • key risk indicators outlined in Child Protection Policy as examples of behaviour
<ul style="list-style-type: none"> • clear procedures for responding to and reporting allegations of child abuse; 	<ul style="list-style-type: none"> • Child Protection Policy identifies person(s) to report allegations of child abuse • Responding to Abuse and Neglect training is undertaken by staff and volunteers
<ul style="list-style-type: none"> • strategies to support, encourage and enable staff, volunteers, third party contractors, external educator providers, parents/guardians and students to understand, identify, discuss child protection matters; 	<ul style="list-style-type: none"> • update on Child Protection Policy and Child Safety Code of Conduct conducted annually for staff • volunteers updated on Child Protection Policy annually • third party contractors and external educator providers are informed with the College's Child Protection Policy and child protection program • child protection topics form part of the SEAD (Social, Emotional and Academic Development) program for students. This will include wellbeing resources and contacts for support for students and parents via the Loreto Connect SEAD program • information to parents and guardians is available via Loreto Connect about the Child Protection Policy and Child Safety Code of Conduct expectations of all staff, volunteers, third party contractor and external educator providers
<ul style="list-style-type: none"> • strategies to support, encourage and enable staff to undertake good practice with pre-school age (birth to 5 years of age) children; 	<ul style="list-style-type: none"> • when children indicate they want comfort, ensure that it is provided in a public setting and that it is in keeping with the guidelines provided • signs of discomfort in children such as stiffening, pulling away or walking away must be respected. In these situations the child must continue to be observed/monitored until his/her distress is managed • children must not be left in states of high distress for long periods. Parents need to be contacted under these circumstances • staff should follow the site's toileting and nappy changing policy and individual toileting plans where these have been documented with parents.
<ul style="list-style-type: none"> • procedures for recruiting and screening College Board members, staff, direct contact volunteers and direct contact contractors; 	<ul style="list-style-type: none"> • all board members, staff, direct contact volunteers and direct contact contractors to hold a current Working with Children Check (DCSI Child Related Employment Screening Check) • all board members, staff, direct contact volunteers and direct contact contractors undergo an internal electronic applicant screening

	<ul style="list-style-type: none"> • applicants complete an Employment Declaration seeking information about any charges or convictions of any criminal offence or of any conduct which would reasonable be considered by the College to render the applicant unsuitable for employment in the College.
<ul style="list-style-type: none"> • wellbeing strategies designed to empower students and keep them safe; 	<ul style="list-style-type: none"> • wellbeing strategies actively taught as part of the SEAD (Social, Emotional and Academic Development) program for students • wellbeing resources available to students and parents via Loreto Connect SEAD program • direct student access to school and external support, eg Clinical Psychologist, Kids Help Line, Youth Help Line, Reachout, Youth Beyond Blue and Headspace
<ul style="list-style-type: none"> • policies with respect to cultural diversity and students with disabilities; 	<ul style="list-style-type: none"> • a Student Diversity Policy ensures child protection matters are evident
<ul style="list-style-type: none"> • child protection training program; 	<ul style="list-style-type: none"> • College Executive outline the Child Protection Policy, Child Safety Reporting and the Child Safety Code of Conduct on an annual basis. This will also occur at the time of employment. Contract staff will be asked to attend specific meetings to receive this training. • staff sign the Child Safety Code of Conduct document that they have received training in the details of this policy • all staff undertake the Responding to Abuse and Neglect training updates every three years • Board members sign the Child Safety Code of Conduct • a designated person can be contacted for advice or support • Employee Assistance Program (EAP)
<ul style="list-style-type: none"> • guidelines with respect to record keeping and confidentiality; 	<ul style="list-style-type: none"> • confidential records are kept of the following: <ul style="list-style-type: none"> - staff and volunteer training - criminal history checks (DCSI and Employment Declaration Forms) - reports of any abuse or neglect and associated documentation
<ul style="list-style-type: none"> • child safety matters as an agenda item for all Leadership and Board meetings; 	<ul style="list-style-type: none"> • all Leadership and Board agendas include child safety matters as an item for discussion
<ul style="list-style-type: none"> • Board reports to have updates on the implementation of child protection practices; 	<ul style="list-style-type: none"> • Director of Staff provides monthly updates on the implementation of child protection practices
<ul style="list-style-type: none"> • policies to ensure compliance with all relevant laws, regulations and standards (including the requirements for a child safe environment); 	<ul style="list-style-type: none"> • Director of Staff to ensure compliance is met
<ul style="list-style-type: none"> • a system for continuous improvement and review 	<ul style="list-style-type: none"> • College utilises a risk management strategy that identifies, assesses and takes steps to minimise the risks of harm to children

	<ul style="list-style-type: none"> the Child Protection Policy and Child Safety Code of Conduct is reviewed annually
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9. Responsibilities

Child protection is the responsibility of everyone employed or volunteering at Loreto College Marryatville. All members of the College Board, staff, volunteers, third party contractors and external education providers have a shared responsibility for contributing to the safety and protection of children. Specific responsibilities include:

College Board

- Each member of the College Board is required to ensure that appropriate resources are made available to allow the College's Child Protection Policy and Child Protection Program to be effectively implemented within the College and are responsible for holding the Principal and Executive team accountable for effective implementation.

Principal

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

Staff Members

All staff are required to comply with our Child Protection Program and their legal obligations with respect to reporting of child abuse. This is achieved by:

- creating an environment for children and young people to be safe and to feel safe;
- upholding high principles and standards for all staff, volunteers and contractors;
- promoting models of behaviour between adults and children and young people based on mutual respect and consideration;
- treating children and young people with dignity and respect, acting with propriety, providing a duty of care and protecting children and young people in their care;
- following the legislative and internal school processes in the course of their work, if they form a reasonable belief that a child or young person has been or is being abused or neglected;
- providing a physically and psychologically safe environment where the wellbeing of children and young people is nurtured;
- undertaking regular training and education in order to understand their individual responsibilities in relation to child safety and the wellbeing of children and young people;
- assisting children and young people to develop positive, responsible and caring attitudes and behaviours which recognise the rights of all people to be safe and free from abuse.

It is each individual's responsibility to be aware of key risk indicators of child abuse, grooming and neglect, to be observant and to raise any concerns they may have relating to child abuse, grooming and neglect with a member of Executive and/or Senior Leadership.

Staff, as a condition of employment at the College, must adhere to the College's Child Protection Policy and Child Protection Program and to the Protective Practices for Staff in their Interactions with Children and Young People (2017 update).

Direct Contact Volunteers

- All Direct Contact Volunteers, as defined in this Policy, are required to comply with our Child Protection Program and their legal obligations with respect to the reporting of child abuse.
- It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant and to raise any concerns relating to child abuse with a member of the Executive and/or Senior Leadership.

Indirect Contact Volunteers

- Indirect Contact Volunteers are those volunteers who are involved in providing support and services whilst not directly assisting a specific group of students. Indirect Contact Volunteers are not responsible for supervising students and would not have "unsupervised" contact with students during the normal course of providing volunteer service.
- All Indirect Contact Volunteers are responsible for contributing to the safety and protection of children in the College environment.
- Examples of Indirect Contact Volunteer activities may include assisting with College functions, College Tuckshop and fundraising events.

Third Party Contractors

- All Third Party Contractors engaged by the College are responsible for contributing to the safety and protection of children in the College environment.
- Third Party Contractors include, for example, consultants, casual teachers, music tutors and sport coaches.
- This also includes visiting other extra-curricular teachers and allied health specialists who are engaged by students and their families, rather than the College, but have an agreement with the College to use the College's facilities.
- In the College's Child Protection Program, Third Party Contractors are classified as either "Direct Contact Contractors" or "Indirect Contact Contractors".

Direct Contact Contractors are:

- those who have direct unsupervised contact with students during the normal course of their work;
- those who may be able to establish a relationship of trust with a student notwithstanding that unsupervised access to students would be rare; and
- any contractors whom a school is legally required to screen.

Indirect Contact Contractors are:

- those contractors who do not meet the definition of "Direct Contact Contractors".

All Third Party Contractors engaged by the College are required by the College to be familiar with our Child Protection Policy and Child Protection Program.

The College may include this requirement in the written agreement between it and the Third Party Contractor.

External Education Providers

- An External Education Provider is any organisation that the College has arranged to deliver a specified course of study that is part of the curriculum, to a student or students enrolled at the College.
- The delivery of such a course may take place on College premises or elsewhere.
- All External Education Providers engaged by the College are responsible for contributing to the safety and protection of children in the College environment.

- All External Education Providers engaged by the College are required to comply with our Child Protection Program and their legal obligations with respect to reporting of child abuse, grooming and neglect.
- Each External Education Provider is required to have appropriate child protection policies and procedures within their organisation. Loreto College may include this requirement in the written agreement between it and the External Education Provider.

10. Reporting Concerns

The College's Child Protection Program provides detailed guidance for all members of the Loreto College community as to how to identify key risk indicators of child abuse, grooming or neglect and how to report child protection concerns. It also contains detailed procedures with respect to the reporting of child abuse, grooming or neglect incidents to relevant external authorities.

Staff, Third Party Contractors, External Education Providers, Volunteers, students, parents/carers and other community members who have concerns that a child may be subject to abuse, grooming or neglect are asked to contact the College's Principal or a member of Executive, by phoning 08 83344247 or emailing principal@loreto.sa.edu.au.

Child protection concerns relating to the Principal are asked to report to the Chair of the College Board. Any child protection concerns relating to a member of the Executive are asked to report to the Principal.

All communication will be treated confidentially on a 'need to know' basis and without threat of punishment or victimisation. Whenever there are concerns that a child is in immediate danger, the Police should be called on 000.

Child Safety Reporting will:

- be based on principles of procedural fairness for all parties;
- treat complainants respectfully, supportively and professionally;
- be as open and transparent as possible, whilst respecting people's rights to privacy and confidentiality;
- take a humane view, rather than a legalistic approach;
- reflect a commitment to address past grievances and provide a pathway towards recovery and healing;
- endeavour to ensure staff maintain confidentiality and appropriate record-keeping;
- consider the complainant's expressed wishes, gender, culture, language and accessibility, throughout the process;
- respect the rights of the alleged perpetrator with regard to untested allegations;
- use de-identified information where it is possible to do so, in the course of the investigation;
- where a crime appears to have been committed, the complainant will be encouraged to report it to the Police;
- the College will always act in a way consistent with its legal and ethical obligations. The authorities will always be advised, where that is mandated under law, or in circumstances where the College views that as appropriate to prevent further harm (eg where the perpetrator is still teaching at the College or elsewhere). To this extent, the College may not be able to provide an undertaking as to confidentiality to either the complainant or the alleged perpetrator.

11. Accountability

The Principal is responsible for determining the most appropriate response to the complaint and any reparations offered.

The Principal is ultimately accountable for ensuring that complaints from current or past students are handled in accordance with this Policy and its procedures. The Principal is also responsible for ensuring that

the Loreto Marryatville Board is informed of all findings and recommendations which result from complaint investigations.

The Director of Staff is responsible for acting as a 'Designated Person' in accordance with this Policy and its procedures in handling all complaints. The Director of Staff is responsible for maintaining a register and file system of all complaints.

12. Screening and Recruitment

Loreto Marryatville will apply thorough and rigorous screening processes in the recruitment of employees and volunteers involved in child-related work. Our commitment to child safety and our screening requirements are included in all advertisements for employee, volunteer and contractor positions and all applicants are to be provided with a copy of the College's Child Protection Code of Conduct and the Child Protection Policy.

Suitability for working directly or indirectly with children and young people will be monitored throughout the period of engagement with Loreto College, in line with the College's current screening and recruitment procedures.

When recruiting and selecting employees, volunteers and contractors involved in child-related work, the College will make all reasonable effort to:

- undertake a comprehensive reference and background check as is reasonable in the employment context
- ensure that all teaching staff hold a current Teacher's Registration Certificate
- ensure all non-teaching staff, volunteers and contractors hold a current Working With Children Check (DCSI Child Related Employment Screening Check)
- obtain proof of identity and any professional or other qualifications
- ensure all applicants complete an Employment Declaration seeking information about any charges or convictions of any criminal offence or of any conduct which would reasonable be considered by the College to render the applicant unsuitable for employment in the College.
- maintain HR systems to ensure that Teacher's Registration and DCSI clearances held by staff and volunteers remain current
- ensure that when contractors come on site regularly in circumstances where they would not be directly supervised by a staff member holding a teacher's registration or DCSI clearance, they must have a current DCSI clearance letter
- obtain references that address the applicant's suitability for the position and working with children

Loreto College Marryatville will monitor and assess the continuing suitability of College staff to work with children, including regular reviews of the status of the DCSI clearances and teaching staff professional teacher's registration.

- A register of complaints/allegations is to be held by the Director of Staff.

13. Child Safety – Education and Training

Loreto College Marryatville provides employees and volunteers with regular and appropriate opportunities to develop their knowledge of, openness to and ability to address child safety matters. This includes induction, ongoing training and professional learning to ensure that everyone understands their professional and legal obligations and responsibilities and the procedures for reporting suspicion of child abuse and neglect.

- The College Executive will outline the Child Protection Policy, Child Safety Reporting and the Child Safety Code of Conduct on an annual basis. This will also occur at the time of employment. Contract staff will be asked to attend specific meetings to receive this training.

- Staff will sign the Child Safety Code of Conduct document that they have received training in the details of this policy.
- All staff will undertake the Responding to Abuse and Neglect training updates every three years.
- Board members will be required to sign the Child Safety Code of Conduct.
- The Director of Staff is responsible for acting as 'Designated Person' in accordance with the Policy and its procedures in handling all complaints.
- All staff have access to the Employee Assistance Program (EAP)

14. Risk Management

At Loreto Marryatville we are committed to proactively and systematically identifying and assessing risks to student safety across our whole school environment and reducing or eliminating (where possible) all potential sources of harm. The College will 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. Loreto Marryatville has nominated the person responsible for the process to be the Director of Staff.

Appendix 1

Child Safety Code of Conduct

At Loreto College Marryatville we hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our College.

Loreto College Marryatville has the following expectations of behaviours and boundaries for all adults interacting with students and whilst in our College community. This includes all students, staff (teaching and non-teaching), volunteers, parents/carers, Third Party Contractors, External Education Providers, Board members, pre-service teachers on placement at the College and visitors to the College.

Acceptable Behaviours

- adhering to the College's Child Protection Policy and Child Protection Program and upholding the College's commitment to child safety at all times;
- taking all reasonable steps to protect children from abuse;
- behave as positive role models to students;
- treating everyone in the College community with respect, dignity, sensitivity and fairness;
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child;
- promote the safety, participation and empowerment of students with a disability;
- promote the cultural safety, participation and empowerment of linguistically and culturally diverse students;
- promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children;
- help provide an open, safe and supportive environment for all students to interact and socialise;
- intervene when students are engaging in inappropriate bullying behaviour towards others or acting in a humiliating or vilifying way;
- report any child safety concerns to the College's Executive or Senior Leadership and ensure that your legal obligations to report allegations externally are met;
- where an allegation of child abuse 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.

Unacceptable Behaviours

- ignore or disregard any suspected or disclosed child abuse;
- engage in any form of inappropriate behaviour towards students or expose students to such behaviour including high risk behaviours such as bullying or harassment of a child;
- develop any 'special' relationships with students that could be seen as favouritism (for example, the offering of gifts or special treatment for specific students);
- exhibit behaviours with children that may be construed as unnecessarily physical (for example inappropriate sitting on laps);
- engage in inappropriate or unnecessary physical contact or behaviours including unwarranted and/or inappropriate touching of a child or doing things of a personal nature that a student can do for themselves, such as toileting or changing clothes;

- express personal views on cultures, race or sexuality in the presence of students or discriminate any student based on culture, race, ethnicity or disability;
 - use inappropriate language in the presence of students;
 - engage in any form of physical violence towards a student including inappropriately rough or physical play;
 - have contact with a student or their family outside of school without a valid reason or context (for example, a staff member may be a family friend and social contact is understandable or may be involved in community activities outside of school);
 - engage in inappropriate personal communications with a student through any medium, including online contact or interactions with a student (social media, email, instant messaging, etc);
 - take or publish (including online) photos, movies, or recordings of a student without parent/carer consent;
 - exchange personal contact details such as phone number, social networking sites or email addresses without a valid reason or context;
 - post online any information about a student that may identify them, such as their full name, age, email address, telephone number, residence, school or details of a club they may attend;
 - supervise or work with children whilst under the influence of alcohol or illegal drug.
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Staff (Board) Attestation

I,confirm that I have:

1. been made aware that Loreto College Marryatville is committed to child protection;
2. been made aware of my responsibilities and obligations in relation to child protection;
3. read and understood the Loreto Marryatville Child Safety Code of Conduct and commit to its implementation.

Signed:.....

Date:.....

Document Control

Prepared by:

Position	Incumbent	Date
Director of Staff	Anna Fitzpatrick	December 2018

Reviewed by:

Position	Incumbent	Date
Principal	Nicole Archard	
Deputy Principal	Penny Minchin	
Director of Staff	Anna Fitzpatrick	
Business Manager	Phil Kightley	

Approved by:

Position	Incumbent	Date	Signature
Principal	Nicole Archard		
Director of Staff	Anna Fitzpatrick		

History

Issue Status	Description of Change	Date	Review Date
1	New document	December 2018	December 2019