



# Child Protection Policy

Custodian  
Ratified by Custodian

Headmaster  
February 2020

Last Review     May 2021  
Next Review     April 2022

## 1 DEFINITIONS

Employees	paid members of staff, whether full-time, part-time, casual or contract.
Head of Relevant Entity	refers to the School Headmaster and, in his absence, his delegate.
Rights of Children	Children have the right to be protected from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child. (United Nations Convention on the Rights of a Child).
School community	includes employees, volunteers and all students and families of the School.
Student	any person who is enrolled in the School, whether a child (under the age of 16 years) or a young person (between the ages of 16 and 18), or a person over the age of 18 years.

## 2 CONTEXT

The School considers all people precious as they are made in God's image and must be treated with honour and respect. It is committed to fulfilling its legal obligations and responsibilities relating to Child Protection and to being a Child Safe Institution. The Headmaster strives to create a Child Safe culture by adopting effective strategies and procedures for monitoring, communicating and managing matters relating to Child Protection.

## 3 PURPOSE

The purpose of this Policy and the accompanying Guidelines is to provide a framework and rationale for Child Protection practices within the School. The accompanying Guidelines specify preventative and responsive actions and practices that the School adopts to help children, parents, volunteers and employees recognise unacceptable behaviours and respond appropriately in the event that they become aware of, or suspect, a violation of the rights of a child.

## 4 POLICY STATEMENTS

The School:

- 4.1 complies with all current Child Protection legislation;
- 4.2 places the utmost importance on the safety and wellbeing of both students and employees and therefore considers it the responsibility of all members of the School community;
- 4.3 recognises that families have the primary responsibility for the upbringing and development of their child and therefore it affords them the right to participate in decisions affecting their child;
- 4.4 seeks to provide a Child Safe culture that evaluates, manages and reduces the risk of harm to children;
- 4.5 seeks to promote a culture that, in all circumstances, meets the cultural, linguistic and emotional needs of all members of its community without undermining procedural fairness;
- 4.6 The School maintains procedures for monitoring, communicating and managing Child Protection matters.
- 4.7 The School will only employ persons with a valid Working With Children's Check clearance.
- 4.8 The School undertakes to educate and equip employees, parents, volunteers and students regarding their rights and responsibilities with regards Child Protection.
- 4.9 The School will treat all Child Protection related complaints very seriously.
- 4.10 Child Protection investigations will be conducted without undue delay, using evidence-based practices.
- 4.11 The School complies with confidentiality and privacy requirements; and
- 4.12 The School securely maintains records relevant to this policy.



## 5 GUIDELINES

More detailed guidelines for the internal management of Child Protection related matters are itemised in a separate statement for staff. Other members of the School community should be guided by staff at relevant times.

- 5.1 Members of the School community must treat any Child Protection concern with strict confidentiality and report the matter to the relevant authority as soon as practicable. If the concern is in relation to:
- 5.1.1 a student at 'risk of significant harm,' report to the relevant Head of School;
  - 5.1.2 an employee involved in inappropriate behaviour or 'reportable conduct,' report to the Headmaster;
  - 5.1.3 an employee who is the subject of any reportable allegation or conviction,' report to the Headmaster.
- 5.2 If the concern is in relation to the Headmaster, inform the Chair of the School Board of Directors in writing via the School's postal address.

## 6 POLICY ADMINISTRATION

### 6.1 Origins

- 6.1.1 Requirements – This policy meets the requirements of the following legislation and regulations
- Children and Young Persons (Care and Protection) Act and Regulation 1998 (NSW) (as amended)
  - Child Protection (Working with Children) Act and Regulation 2013 (NSW) (as amended)
  - Child Protection (Prohibited Employment) Act 1998 (NSW)
  - Children's Guardian Act 2019 (NSW)
  - Crimes Act 1990 (NSW)
  - Education Act 1990 (NSW)
  - Education and Care Services National Law Act 2010 [and National Regulations 168(2)(h)]
- 6.1.2 Consultation – The authors undertook consultation of the BMGS executive in formulating this policy.
- 6.1.3 Acknowledgements – AIS Sample Child Protection Policy, Penrith Christian School Child Protection Policy and Arndell Anglican School Child Protection Policy.

### 6.2 Related Documents

- Child Protection Guidelines
- Codes of Conduct
- Complaints and Appeals Policy

### 6.3 Accessibility

This policy will be made available to the School Community via the School's website, to its staff via a shared network drive. The Guidelines will be made available to staff via a shared network drive and a summary will be made available to volunteers in their induction training/manual.

### 6.4 Implementation

The Wellbeing Custodian will implement this policy and ensure the associated guidelines are embedded and maintained in practice.

### 6.5 Training

Specific training in various practices contained in the Guidelines will be provided to staff periodically and to volunteers in their induction training/manual

### 6.6 Communication

Relevant content will be communicated to:

Students	each term
Parents	annually
Volunteers	at induction
Staff	annually.

### 6.7 Compliance

Those staff with specific Wellbeing Roles will ensure the compliance of their staff and the practices of their teams with this policy.

### 6.8 Review and Evaluation

The Wellbeing Custodian is responsible for monitoring legislation, regulations and industry best-practice and for regularly evaluating this policy and its guidelines in the light of them. The Wellbeing Custodian will coordinate a review as necessary or at the date specified.

