



Child Protection and Safety Policy

Message from the CEO | Principal

Every student matters every day. This entails having an absolute commitment to ensure the safety of children and young people in our care from all forms of abuse and harm.

The legal framework in this area continues to be strengthened, and it is incumbent upon all of us to understand all relevant laws and to uphold them.

The enforcement of laws is, however, only one layer in the protection of children, and we must think about child safety beyond the requirements of legal compliance.

Ultimately, it is the ownership and responsibility we take as individuals which has the greatest impact on the safety of children. Our action or inaction, our behaviours and the behaviours we encourage and accept in others, are the factors that contribute to our culture at Haileybury. We must, collectively and as individuals, do everything in our power to ensure that our culture is one of safety and empowerment for children and young people.

This Policy is our statement of commitment to the protection of children from harm. I hope that it resonates with each member of our community personally, as it does with me. I encourage every person in the Haileybury community to read and thoroughly understand this Policy and consider how each of us can play a role in making Haileybury safe for our students. We must live our motto that 'Every student matters every day'.

Derek Scott, CEO | Principal

Purpose

Haileybury's Child Protection and Safety Policy sets out the School's commitment and approach to creating and maintaining a child safe organisation where children and young people are safe and feel safe, and provides the policy framework for the School's approach to the Child Safe Standards.

Specifically, this policy provides the framework for:

- Development of systems, practices, policies and procedures which promote child safety within the School environment
- Creating a positive and robust child-safe culture
- Meeting the School's legislative and moral obligations for the protection of children from harm.

Scope

The Child Protection and Safety Policy is applicable to all activities and locations where children are under the supervision or care of Haileybury. This includes physical and virtual environments.

Everyone associated with the School must abide by this policy, including staff, parents, visitors and contractors, and those who visit the School's online environments.

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Document Name: Child Protection and Safety Policy

Authorised by: CEO | Principal
Authorised Date: 19/10/2020



Commitment to Child Safety

Haileybury is committed to the safety and wellbeing of all children, including those under the care and supervision of the School. The School recognises the importance of, and its responsibility for, ensuring a safe and supportive environment which respects the rights of children and fosters their enrichment and wellbeing.

Haileybury's approach to creating and maintaining a child safe environment is guided by the core belief that every student matters every day. The School's mission '*to develop high-achieving students who are connected globally, to each other and to the communities in which they live and serve*', can only be achieved if its students are safe, feel safe and are empowered to participate in decisions which affect their lives.

Haileybury has zero tolerance for child abuse in any form.

National Principles for Child Safe Organisations

Haileybury subscribes to the National Principles for Child Safe Organisations. The National Principles, along with the Victorian Child Safe Standards, inform the School's Child Protection Program.

National Principles for Child Safe Organisations:

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 in 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 focussed
7. Staff and volunteers are equipped with 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 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.



Victorian Child Safe Standards

Haileybury is committed to upholding the Victorian Child Safe Standards, which are enforced under Ministerial Order 870. The requirements of each Standard are addressed through the School's Child Protection Program.

There are seven Child Safe Standards and a principal of inclusion:

Standard 1: Strategies to embed an organisational culture of child safety

Standard 2: A child safety policy or a statement of commitment to child safety

Standard 3: A child safety code of conduct

Standard 4: Screening, supervision, training, and other human resources practices that reduce the risk of child abuse

Standard 5: Procedures for responding to and reporting suspected child abuse

Standard 6: Strategies to identify and reduce or remove risks of child abuse

Standard 7: Strategies to promote child participation and empowerment

Principle of Inclusion: The School must take account of, and make reasonable efforts to accommodate, the diversity of all children, including (but not limited to) the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable.

Child Protection Program

Haileybury upholds its commitment to child safety by the implementation of the School's Child Protection Program. The Child Protection Program addresses the Child Safe Standards and adheres to the National Principles for Child Safe Organisations.

The Child Protection Program includes:

- This Child Protection and Safety Policy, the Child Safe Code of Conduct and the Staff and Student Professional Boundaries Policy
- Procedures for responding to and reporting allegations of child abuse
- Procedures for child safe recruitment practices, including screening of new employees
- Strategies for child protection risk management
- Guidance on, and procedures for, the participation and empowerment of children and young people, including supporting equity and diversity
- Designated Child Protection Officers who are first points of contact for raising child protection issues and act as 'child protection champions' in the School
- Information on the key risk indicators of child abuse
- Annual training incorporating key elements of the program for all staff.



The Child Protection Program is made available to all staff via the School's policy management platform. Other relevant aspects of the program are communicated to parents, contractors and volunteers through the School's myHaileybury app and parent facing policy portal.

Key policies, including the Child Protection and Safety Policy and the Child Safe Code of Conduct, are made publicly available on the School's website The Child Safe Code of Conduct is also included in the Staff Employment Manual.

Child Protection Officers

The School has appointed Child Protection Officers, led by a Senior Child Protection Officer, whose role includes acting as a resource to assist and advise in child safety matters and being a first point of contact for raising child protection concerns. The role of Child Protection Officer is held by the School Psychologists at each campus.

The Senior Child Protection and Safety Officer is the primary point of contact for members of the community to raise child safety concerns.

Haileybury's Senior Child Protection Officer is:

Pamela Chamberlain, Senior Vice Principal (Student Welfare) and Head of Senior Schools

Phone: (03) 9904 6000

Email: Pamela.Chamberlain@haileybury.vic.edu.au

Responsibilities

School Council

Each member of the School Council is responsible for:

- Acquiring and maintaining up-to-date knowledge of child protection matters
- Having an understanding of the nature of the School's operations and child protection risks associated with these operations
- Ensuring that the School has appropriate resources to effectively implement its Child Protection Program
- Ensuring that the School has appropriate processes for receiving and considering information regarding child protection issues and can respond in a timely way to that information
- Ensuring that the School has and implements processes to ensure that the School is complying with its legal and regulatory obligations with respect to child protection, and
- Ensuring that the School has and implements processes to ensure ongoing monitoring to verify the provision and use of the resources that have been allocated to the management of child protection issues within the School, and their effectiveness.



CEO | Principal

The CEO | Principal, as a delegate of the School Council, is responsible for taking practical measures to ensure that:

- The School's Child Protection Program is implemented effectively
- All available resources are effectively deployed
- Appropriate Child Protection Officers are appointed and trained
- A strong and sustainable child protection culture is maintained within the School
- Any child protection incidents arising are dealt with professionally and in a timely manner
- The School Council receives regular reports with respect to child protection matters, and
- The School is complying with its legal and regulatory obligations with respect to child protection.

Child Protection Officers

The role of Child Protection Officer is assigned to the School's campus psychologists. Key responsibilities of the School's Child Protection Officers include:

- Having a sound working knowledge of the School's Child Protection Program
- Without replacing any legal reporting obligations any person may have, promptly managing the School's response to an allegation or disclosure of child abuse, and ensuring that the allegation or disclosure is taken seriously
- Helping to ensure that the School's Child Protection and Safety Policy is clearly communicated to key stakeholders
- Helping to ensure that the School's Child Protection Program is being implemented effectively
- Helping to ensure that there are clear procedures to allow people to report child protection concerns to the School
- Promoting child protection issues within the School community and responding to general queries with respect to the School's Child Protection Program
- Acting as 'Child Protection Champions' and helping to ensure a strong and sustainable child protection culture is embedded within the School
- Assisting staff and direct contact volunteers to identify signs of abuse, and to understand how to respond and when to make a referral either internally or to an external agency
- Being a first point of contact for staff, or other members of the School community, raising child protection concerns within the School, and
- Assisting the CEO | Principal, Senior Child Protection Officer and other senior staff members in coordinating appropriate responses to child protection incidents, including liaising with the Police and other external agencies and responding to a child who makes, or is affected by, an allegation of child abuse.



The Senior Child Protection Officer is responsible for:

- Being a first point of contact for child protection concerns or queries from the wider community
- Ensuring that the Child Protection Officers understand and comply with their key responsibilities
- Ensuring that all child protection officers undergo appropriate annual training in the School's Child Protection Program, their legal responsibilities, and how to effectively respond to child protection concerns and incidents
- Coordinating the School's response to child protection incidents in consultation with the CEO | Principal and other members of the School's Senior Executive
- Reviewing and assessing the effectiveness of the School's response to a child protection incident, and
- Ensuring that the School's Child Protection Program is effectively implemented and communicated to all relevant stakeholders.

All Staff

All Haileybury staff, including contractors and external education providers, are responsible for:

- Complying with this Child Protection and Safety Policy, the Child Safe Code of Conduct and the Staff and Student Professional Boundaries Policy
- Being aware of key risk indicators of child abuse, being observant to, and raising any concerns relating to child protection with one of the School's Child Protection Officers or a member of Senior Management
- Reporting child abuse in accordance with their legally mandatory reporting obligations, and
- Helping to implement the School's Child Protection Program in a manner commensurate with their role in the School.

Direct Contact Volunteers

Direct Contact Volunteers are responsible for:

- Complying with this Child Protection and Safety Policy, the Child Safe Code of Conduct and the Staff and Student Professional Boundaries Policy
- Being aware of and complying with their legal obligations for the mandatory reporting of child abuse
- Being aware of key risk indicators of child abuse, being observant to, and raising any concerns relating to child protection with one of the School's Child Protection Officers or a member of Senior Management



Indirect Contact Volunteers

Indirect Contact Volunteers are responsible for:

- Complying with this Child Protection and Safety Policy and the Child Safe Code of Conduct, and
- Being aware of and complying with their legal obligations for the mandatory reporting of child abuse.

Definitions

Child Abuse includes:

- Any act committed against a child involving:
 - A sexual offence, or
 - Grooming, and
- The infliction, on a child, of:
 - Physical violence, or
 - Serious emotional or psychological harm, and
- Serious neglect of a child.

Child Safety or **Child Protection** encompasses matters related to protecting all children from child abuse, managing the risk or child abuse, providing support to a child at risk of child abuse, and responding to incidents or allegations of child abuse.

Direct Contact Volunteers are volunteers who are involved in providing support, guidance and supervision directly to students and could potentially have direct contact with students during the normal course of providing the volunteer service.

The Working with Children Act 2005 (Vic) defines 'direct contact' as any contact between a person and a child (aged under 18) that involves:

- Physical contact, or
- Face to face contact, or
- Contact by post or other written communication, or
- Contact by telephone or other oral communication, or
- Contact by email or other electronic communication.

Electronic communication includes video conferencing and online messaging.

Indirect Contact Volunteers are those volunteers who are involved in providing support and services whilst not directly assisting a specific group of students.



Governing Legislation

Children, Youth and Families Act 2005

Child Wellbeing and Safety Act 2005

Children and Justice Legislation Amendment (Youth Justice Reform) Act 2017

Commission for Children and Young People Act 2012

Education Training and Reform Act 2006

Working with Children Act 2005

Crimes Act 1958

Family Violence Prevention Act 2008

Ministerial Order No. 870

Related Documents

Child Safe Code of Conduct

Staff and Student Professional Boundaries Policy



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1	Original Draft	August 2016
2	Review of policy. New format and references to new policies and programs. Addition of definition of “Direct Contact Volunteers”.	August 2018
3	Scheduled review. Updated format and align to National Principles. Updated definition of responsibilities.	19 October 2020

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