



St Michael's Collegiate

Safeguarding Practices and Behaviour Guidelines and Procedures

Reference Number	<i>HR13a Version 4</i>
Source Policy	<i>Safeguarding Children Practices Policy</i>
Start date	<i>August 2018</i>
Date last amended	<i>November 2023</i>
Date of next review	<i>March 2026</i>
Coverage	All St Michael's Collegiate School personnel, including Board Members, School Executive, Staff, contractors and volunteers.

Background

St Michael's Collegiate School (School) is committed to establishing safeguarding children standards that are consistently applied across all parts of the School. Staff and Other Persons are expected to model the values of the School at all times.

It is expected that all Staff and Other Persons (as defined in the St Michael's Collegiate School Safeguarding Students and Children Policy) at the School endorse the principles of safeguarding children as a vitally important responsibility and it is within this context that this procedure been prepared.

This procedure has been developed to embed a culture of safeguarding students and children engaged in our education and care programs and have been formally approved and endorsed by our Senior Management Team and School Board.

Scope

All Staff and Other Persons at the School, including Board Members, School Executive, Staff, contractors and volunteers, are required to observe and adhere to the Safeguarding Practices and Behaviour Guidelines.

The Residential Boarding program has a tailored set of safety strategies given the nature of the work and the context in which this is performed.

Purpose

The purpose of procedure is to provide clear advice for the establishment of positive, caring and respectful relationships with students and children, their families, and with colleagues in our School, Pool and Early Learning Centre.

This procedure form part of a set of child safe practices that have been developed by the School under the Australian Childhood Foundation Safeguarding Children Framework and endorsed by the Board.

This procedure applies in all our operational environments and without fail wherever students and children are participating in our organisation's activities, programs, services and/or facilities, including while escorting students on camps, excursions and tours within or outside Australia.

This document will assist employees in fulfilling their legal and professional responsibilities in this critical area of their work to achieve a safe and supportive environment.

A key element in providing a child safe environment is transparency. It is crucial that as a Staff member or volunteer you seek clarification from the Principal, Deputy Principal, Head of School or Manager in the event that you need advice, have concerns or there is potential for actions to conflict with our Safeguarding Practices and Behaviour Guidelines.

The School considers a failure to observe these guidelines as misconduct and will take appropriate disciplinary action. Such disciplinary action may, depending on the seriousness of the misconduct, include suspension while matters are investigated and/or dismissal. In addition to any internal disciplinary proceedings, we will report to the police all instances in which a breach of the law has or may have occurred.

It should be noted that Staff and Other Persons must always act with in accordance with law.

St Michael's Collegiate School has established guidelines to direct and affirm appropriate personal behaviour for all Staff or Other Persons. All Staff and Other Persons are required to read and adhere to the Safeguarding Practices and Behaviour Guidelines and to sign the Safeguarding Children Statement of Commitment declaring that they have read this procedure and understand their responsibility. It is the School's expectation that following these guidelines will contribute to a safer, happier and more successful learning environment for all the people who learn and work here.

Definitions

Students and Children	Refers to any student or child who participates in educational, co-curricular or recreational programs run by the School.
Staff and Other Persons	Refers to all personnel/employees contracted on a relief, casual, fixed term, or continuing basis and volunteers of St Michael's Collegiate School.

Duty of Care

St Michael's Collegiate School has a duty of care to its Staff, Other Persons and students and children. It is expected that all Staff and Other Persons contribute towards the fulfilment of this legal duty. Such a duty includes providing and maintaining a safe and healthy work environment, ensuring safe systems of work, and providing information, instruction, training and supervision to ensure health and safety.

Staff and Other Persons are to exercise diligence in the duty of care that they owe to students and children. In addition, Staff and Other Persons are expected to take all reasonable steps to protect students and children from the risk of harm. Mandatory reporting in consultation with the Principal is part of this duty of care (refer to Mandatory Reporting Policy).

Embedding a Positive Culture

The School expects all students to adhere to the Student Code of Conduct. Positive behaviour by students and children in this School fosters the development and experience of responsible self-discipline amongst students and children and promotes the wellbeing, safety and effective management of the School community. It is the responsibility of Staff and volunteers to develop effective, consistent and appropriate strategies in their interactions with students and children as a preventative system of behaviour support in accordance with the School's relevant policies.

Responsibilities to parents / guardians and families of students and children

In their interactions with parents / guardians and families, Staff, contractors and volunteers at St Michael's Collegiate School (as applicable) have a responsibility to:

- Establish relationships based on courtesy, mutual trust, and open communication and:
 - negotiate constructively when appropriate to achieve the best possible learning outcomes for students and children;
 - engage parents / guardians through developing effective partnerships;
 - consider parent / guardian perspectives regarding the education of their children; and
 - ensure parents / guardians understand relevant rules, regulations, and procedures that affect their children and themselves.
- Respect family privacy and treat information with an appropriate level of confidentiality and:
 - maintain confidentiality of information unless disclosure serves a compelling professional purpose or is required by law, or unless the personal safety of a student, child, Staff member or Other Person at the School is at risk;
 - if you are unsure about the appropriate level of confidentiality in any situation, please contact the Principal or Deputy Principal.
- Respect parents' and guardians' rights of inquiry, consultation and information with regard to their children and:
 - use honesty and discretion in presenting facts regarding the educational development of their children; and
 - share general knowledge of child development and be sensitive to legal implications of differing family structures.
- Respect the characteristics and uniqueness of each student' or child's family background and:
 - respect cultural diversity;
 - consider the family perspective; and
 - respect family values and opinions while enabling students and children to examine a variety of viewpoints.

Adhering to Professional Role Boundaries

It is expected that Staff and Other Persons at St Michael's Collegiate School will be caring, compassionate adults who take an interest in students and children and who set appropriate boundaries within employee-student relationships.

Staff and Other Persons must be aware that their interactions with students and children are based on being in a position of trust arising from the nature of their work, and that those relationships are open to scrutiny.

Staff and Other Persons must always treat students and children with respect. There is no place for sarcasm, derogatory remarks, offensive comments or any other inappropriate conduct that may result in emotional distress or psychological harm to a student or child.

Staff and Other Persons at the School should not, of their own volition, act outside the confines of their duties (as specified in their position description) when helping to deliver our educational program or other school activities.

Staff and Other Persons at the School:

- must not provide unauthorised transportation to students and children, for example, giving a lift home from a sporting event;
- must not engage in personal email, social networking sites, telephone contact etc. with students and children;
- must not provide any form of support that could be regarded as inappropriate (grooming) to a student or children or their family.
- must not seek contact with students or children outside the School; and must not engage in open discussions of a mature or adult nature in the presence of students or children (for example, personal social activities).

Dual Roles

This procedure does not seek to restrict interactions where a Staff member has a dual role.

These guidelines aim to provide standards in relation to interaction with students or children where dual relationships occur (e.g. a Staff member's child attends Collegiate, a Staff member's relative attends Collegiate or the student is a child of a family friend). Each employee should disclose to the School details of any such dual role, which should be done immediately and in writing. When interactions and events are not sanctioned by the School, Staff need to be mindful of their professional reputation and the reputation of St Michael's Collegiate School.

Staff and Other Persons are required to seek guidance from the Principal if a personal relationship exists with a student or child's family. Where there are many relationships between Staff and students' or children's families, the Principal may wish to give a general directive to Staff at the beginning of each school year.

Use of language and tone of voice

Language and tone of voice used in the presence of children and young people should: provide clear direction, boost their confidence, encourage or affirm them not be harmful to children – in this respect, avoid language that is:

- discriminatory, racist or sexist
- derogatory, belittling or negative, for example, by calling a child a 'loser' or telling them they are 'too fat'
- intended to threaten or frighten- profane or sexual.

Promoting equity and diversity

All personnel must ensure that their approach and interactions with children and young people are sensitive, respectful and inclusive of all backgrounds and abilities.

Where our organisation has involvement with children who are Aboriginal or Torres Strait Islander, from culturally and/or linguistically diverse backgrounds, who have a disability or who identify as Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual or having another gender identity or sexual orientation (LGBTQIA+), our personnel will promote their safety (including cultural safety), participation and empowerment.

Sexual Misconduct of Staff and Other Persons

Under no circumstances is any form of 'sexual behaviour' to occur between, with, or in the presence of our students or children. Engaging in sexual behaviour either during or outside school hours is prohibited even if the student or child involved may be above the legal age of consent.

Improper conduct of a sexual nature by a Staff member or other person at the School with a student or child includes sexual intercourse and any other form of behaviour as defined below:

‘Sexual behaviour’ needs to be interpreted widely, to encompass the entire range of actions that would reasonably be considered to be sexual in nature, including but not limited to:

- ‘contact behaviour’, such as sexual intercourse, kissing, unwarranted and inappropriate touching, fondling, sexual penetration or exploiting a child through prostitution; and
- ‘non-contact behaviour’, such as flirting, sexual innuendo, obscene language of a sexual nature, suggestive remarks or actions, undressing in front of students and children, sexual exhibitionism, inappropriate photography or exposure to pornography or nudity, possession, distribution or display of pornography, deliberate exposure of students and children to sexual behaviour of others, other than in the case of prescribed curriculum materials in which sexual themes are contextual.

Staff engaged in a pastoral care role must be cautious of the content and context of their discussions with students and children.

Staff and Other Persons at the School must exercise caution when:

- making personal comments about a student or child or asking questions that probe a student or child sexuality or personal relationships;
- discussing personal details of lifestyle of self or others; and
- disclosing their personal contact details to students and children.

Staff and Other Persons at the School must not:

- discuss with a student or child matters of a sexual nature relating to themselves or any other person; and
- discuss their own personal issues or problems with a student or child.

Should any student or child engage, or attempt to engage, in inappropriate behaviour of a sexual nature with a Staff member or other person at the School then immediate steps must be taken to discourage the student or child and the matter should be immediately reported to the Principal, Deputy Principal, Manager and/or the Head of School or Faculty.

Staff and Other Persons at the School must notify the Principal immediately should they suspect a situation involving any form of risk of harm to students and children. Staff and Other Persons at the School must also be aware of individual mandatory reporting requirements under the:

- *Collegiate’s Mandatory Reporting Policy*
- *Children, Young Persons and their Families Act 1997 (as amended 2009),*
- *Registration to Work with Vulnerable People Act 2013*
- *Family Violence Act 2004; and*
- *Family Law Act 1975.*

Unacceptable Behaviours

Behaviour that may cause psychological harm to a student or child includes:

- targeted and sustained criticism, belittling, teasing or excessive or unreasonable demands, hostility, verbal abuse, rejection, scape-goating or gaslighting (to manipulate by psychological means into doubting their own sanity);
- using inappropriate locations or social isolation, outside of the School’s behaviour management policy, as punishment;
- any form of corporal punishment unless that physical contact is reasonable and necessary for the protection of any person;
- using an object, such as a ruler, book, duster, chalk or whiteboard marker to gain a child’s attention in a hostile or an inappropriate physical manner;
- restraining a student or child for any purpose other than a student or child’s actions causing

- imminent harm to self or others;
- hitting or kicking a student or child;
- holding a student or child (other than for the circumstances where the student or child may harm themselves or others);
- pushing, pulling, shoving, grabbing, pinching or poking a student or child;
- shaking or throwing a student or otherwise intimidating a student or child;
- swearing at a student or child;
- using sarcasm to humiliate;
- locking a student or child in a confined space;
- refusing biological necessities as a means of punishment;
- applying painful or noxious conditions;
- criticising a student or child rather than the student's or child's action;
- using fear or practices which instil fear as a means of controlling a student or child;
- exposing a student or child to material that contains adult concepts or themes that are inappropriate to the student or child's age or the relevant curriculum expectations;
- exposing a student or child to material of a sexual or violent nature and inappropriate sexual messages; and/or
- the use of psychotropic medication to manage a student or child's behaviour, as opposed to treatment for a diagnosed condition.

Staff and Other Persons at the School must always treat students and children in an equitable manner without inappropriate familiarity or spending 'special time' with a student or child.

Some indicative behaviours that may suggest a student or child is not being treated in a consistent manner could include:

- giving gifts to a child (for example, giving a birthday gift to a particular student or child when this is not the practice with other students or children, or asking the student or child to keep the gift a secret from others). Collegiate employees and Other Persons are required to comply with the Gifts and Benefits Policy (HR19);
- showing special favours e.g. exemption from an assignment's due date, sitting in the front of the bus/vehicle;
- allowing a student or child to over-step rules, except where it is clearly articulated in a student's Individual Education Plan or a student or child's Individual Behaviour Management Plan;
- sharing secrets with a student or child; and/or
- inconsistent consequences or allowances.

Staff and Other Persons must be conscious that their position places extra obligations on them and they should exercise discretion and caution if and when engaging in social activities with students and children outside of school.

If any of our Staff and Other Persons at the School become aware of a situation in which students and children require assistance that is beyond the confines of that person's role, they should seek advice at the earliest opportunity.

Physical Contact with Students and Children

When physical contact with a student or child is a necessary part of the teaching/learning experience, Staff and Other Persons must exercise caution to ensure that the contact is appropriate and acceptable for the duty to be performed. Staff and Other Persons at the School must ask permission and advise the student or child that they will be touching them e.g. to demonstrate how to hold a musical instrument, before doing so.

The physical contact referred to is only acceptable if the contact was reasonable for the purpose of teaching a skill, behaviour support, management or care of the student or child. The contact

must also be appropriate given the age, maturity, health or other characteristics of the student or child.

Physical contact with a student or child should be consistent with any Individual Behaviour Plan in place for that student or child.

Other examples of situations in which physical contact with a student or child may be appropriate include:

- assessing a student or child who is injured or ill may necessitate touching. An employee should advise the student or child of what they intend to do and, where possible, seek the student or child's consent;
- teaching sport, swimming instruction, music and other activities may require the physical handling of a student or child to demonstrate a particular action or skill; and
- costume fittings.

Under no circumstances should any of our Staff or Other Persons at the School have contact with students and children that:

- involves touching:
 - of genitals
 - of buttocks
 - of the breast area (female children)that is other than as part of delivering medical or allied health services;
- would appear to a reasonable observer to have a sexual connotation;
- is intended to cause pain or distress to the student or child – for example corporal punishment;
- is overly physical – for example, wrestling, horseplay, tickling or other rough-housing;
- is unnecessary – for example, assisting with toileting when a child does not require assistance; and
- is initiated against the wishes of the student or child, except if such contact may be necessary to prevent injury to the student or child or others who may be affected by the student's or child's actions.

Staff and Other Persons at the School are required to report to the Principal any physical contact initiated by a student or child that is sexual and/or inappropriate, for example, acts of physical aggression, as soon as possible, to enable the situation to be managed in the interests of the safety of the student or child, our Staff and any other participants.

Physical Intervention

Physical interventions (including physical restraint or removal) to contain and/or control the behaviour of students and children should only be employed as measures of last resort to ensure safety and protection. The use of physical intervention is restricted to occasions when the student or child, other students or children, Staff or others are being harmed or are in imminent danger of being harmed. Only such force as is reasonably necessary in the circumstance is permitted.

Some examples of when it may be appropriate to use physical intervention as a last resort include:

- a student or child attacking a Staff member or other person at the School;
- a student or child attacking another student or child;
- students physically fighting;
- a student or child causing, or at risk of causing, injury to self or others; and
- a student or child misusing dangerous materials, substances or objects where it is likely that this will cause imminent harm.

As any physical intervention involves some risk of injury to the student, child, Staff member or other person at the School, persons must weigh this risk against the risks involved in failing to

physically intervene when it may be warranted. All Staff and Other Persons using physical interventions are responsible and accountable for the manner in which they exercise that authority.

Advice on Electronic Communications / Social Networking Sites (SNS)

While the School values the use of electronic communications as a way to connect with students and children and their families for educational purposes, the School has instituted measures to ensure safe and clear channels are maintained.

Guidelines for electronic communication with students and children can be summarised as follows:

- electronic communication is only acceptable within the School's established systems which are maintained by the School. This communication should only be in the context of school work or school activities;
- limit the personal or social content in such communications to what is required to convey the service-related message in a polite, friendly manner. In particular, do not communicate anything that a reasonable observer could view as being of a sexual nature;
- email and text messages sent to a student or child should, wherever possible, be copied to their parent or guardian;
- do not use such communication to promote unauthorised 'social' activity or to arrange unauthorised contact;
- do not request a student or child to keep communication a secret from their parents / guardians;
- do not communicate with a student or child using Internet chat rooms or similar forums such as social networking sites, game sites or instant messaging; and
- once students and children have left the School it is recommended that communicating through SNS should only occur after a period of 5 years of leaving the School and the past student should be over 18 years of age.

Inappropriate electronic communication with students and children can be summarised as follows:

- is social rather than professional in nature;
- involves the voluntary but often inadvertent 'lowering' of professional boundaries;
- Staff and Other Persons lose control of communications with students and children e.g. students and children having mobile number; email address or Facebook access etc., allows students and children to initiate contact with Staff;
- can expose Staff and Other Persons to extended and irrelevant information about students and children to initiate contact with Staff;
- can expose Staff and Other Persons to information about students' and children's personal lives; and
- can expose students and children to extended and irrelevant information about the personal life of Staff and Other Persons.

All employers, volunteers and Other Persons at the school are required to follow our:

- Social Media Policy; and
- Use of Electronic Facilities Policy (employees, contractors only) in relation to browsing websites on our School's computers.

Our Staff and Other Persons are required to ensure appropriate monitoring of students and children when they use our School's electronic communication equipment to ensure that they do not inadvertently place themselves at risk of abuse or exploitation via social networking sites, gaming sites, or through web searches or inappropriate email communication. Our students are required to follow our School's campus specific Cyber Safety Agreement. This outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

Tuition / Coaching Outside of School Hours

Staff and Other Persons may only engage in tutoring or coaching students/children outside of school hours in accordance with this procedure. Staff should be aware that safeguarding issues may arise in these circumstances and should continue to follow their obligations under this procedure.

Working Alone with Students and Children

Staff or Other Persons should avoid, as far as possible, situations where they are alone with a student or child. At the time of interactions should also be during normal school hours where possible.

In the conduct of their professional duties, some Staff or other person may be required to work in a one to one situation with a student or child. In such situations Staff or other person must follow the School's policy and procedures including but not limited to Professional Standards for Teachers and Code of Conduct and Workplace Behaviours.

When teachers are required to have a one-on-one interaction with a student or child, whether it be testing, tutoring, assessment or assistance of any manner, the following expectations should be adhered to:

- all interactions should be in a public place, in rooms with glass for visibility and/or doors should be kept open. The more public and the more visible the better;
- have previously discussed arrangements with the Principal or their delegate e.g.; HOF
- communicate through the School authorised system, do not use private emails or private phones to make arrangements; and
- make sure the interaction is known to the HOS or HOF and, where possible, the parents are informed and have given consent for planned interaction prior to the activity taking place.

Supervision of Students and Children

Teaching Staff are responsible for duty of care by actively supervising students of the School. The supervisory role of Staff in relation to students and children is aimed at enhancing a student or child's educational opportunities, building self-esteem, and ensuring students and children are safe and supported. Whilst in a supervisory role, the Staff member has an obligation to fulfil duty of care requirements. There may be times when business services Staff and volunteers are in a supervisory role, such as bus drivers where duty of care principles apply.

Staff must comply with the arrangements for student or child supervision put in place by the School for all activities where the student or child is under the care and control of a Staff member. Playground supervision is an integral part of this responsibility. Staff must actively supervise their designated area, be vigilant and mobile. Punctuality is an essential element of this compliance.

Staff should take all reasonable steps to ensure the behaviour of our students and children is in line with the School's expectations. They should also be alert to bullying or any other form of harassment or discriminatory behaviour, and act on and report incidents in accordance with the School's anti-bullying policy. Ill or injured students and children should be attended to by the supervising Staff member. Should additional assistance be required, Staff should contact Reception to ring an ambulance or obtain assistance from an appropriate member of Staff.

Overnight stays (camps and excursions) and sleeping arrangements

Overnight stays are to occur only with the authorisation of the Principal and of the parents/guardians of the students or children involved.

Practices and behaviour by our Staff and Other Persons during an overnight stay must be consistent with the practices and behaviour expected during delivery of our outdoor and other education programs at other times.

Standards of conduct that must be observed by Staff and Other Persons during an overnight stay include:

- providing students and children with privacy when bathing and dressing;
- observing appropriate dress standards when students and children are present – such as no exposure to adult nudity;
- not allowing students and children to be exposed to pornographic material, for example, through movies, television, the Internet or magazines;
- not leaving students and children under the supervision or protection of unauthorised persons;
- not involving sleeping arrangements that may compromise the safety of students and children such as unsupervised sleeping arrangements, or an adult sleeping in the same bed as a student or child;
- the right of students and children to contact their parents, or others, if they feel unsafe, uncomfortable or distressed during the stay; and
- understand that students/children can make contact with their parents if needed.

Change Room/Bathroom Arrangements

Staff and Other Persons may be in some instances required to supervise students and children in change rooms/bathrooms while balancing that requirement with a student or child's right to privacy. In addition:

- they should avoid one-to-one situations with a student or child in a change room/bathroom area;
- they are not permitted to use the change room/bathroom area to, for example, undress, while students and children are present;
- they need to ensure adequate supervision in 'public' change rooms/bathrooms (e.g. Aquatic Centre) when they are used;
- they need to provide the level of supervision required for preventing abuse by members of the public, adult service users, or general misbehaviour, while also respecting a child's privacy; and
- females Staff are not to enter male change rooms/bathrooms and male Staff are not to enter female change rooms/bathrooms.

Uniform or Identity Card / Name Badge

Staff must wear an identification card or Collegiate name badge when working or delivering an activity on each of the School's campuses.

Early Learning and Pool Staff are required to wear uniforms as part of their position.

Volunteers, sports coaches, instrumental and academic tutors and outdoor education Staff are required to wear identification (Collegiate photographic ID lanyards).

Use, possession or supply of alcohol or drugs

While on duty, Staff and Other Persons must not:

- use, possess or be under the influence of an illegal drug;
- use or be under the influence of alcohol;
- be incapacitated by any other legal drug such as prescription or over-the-counter drugs; or
- supply alcohol or drugs (including tobacco) to students and children.

Use of legal drugs other than alcohol is permitted, provided such use does not interfere with the ability to care for students and children involved in our school/service and is duly disclosed to the School as applicable.

Transporting Students and Children by Private Vehicle

It is inadvisable for any Staff and Other Persons to transport students or children in their car, however, from time to time this might occur when a student or child who is unwell is transported home or when a student or child is not collected after an event. This would only happen during the course of normal school programming. Guidelines are outlined below:

- Specific permission is obtained from the parent / guardian and Principal / Deputy Principal, in accordance with School policy.
- Staff and Other Persons who, through necessity, need to transport a student or child using a private vehicle should, wherever possible, inform and gain the approval of the Deputy Principal in advance. The approval request should outline the form of transport proposed, the reason for the journey, the route to be followed including any stops, details of anyone who will be present during the journey;
- In the event of an unscheduled situation, Staff should attempt to obtain parental consent and also report the matter to the Principal / Deputy Principal, where possible, prior to the journey commencing;
- Staff and Other Persons should always try to ensure that another adult accompanies them on such occasions;
- students and children are to be transported only in certain circumstances in line with the School policy that are directly related to school activities / excursions and so on;
- Staff and Other Persons should exercise their independent judgement about whether to allow students or children to travel with people other than the child's parent or close family member;
- if transport is to an official school event, the School should seek written parental consent for students or children to travel by private car; and
- in circumstances where an employee must transport a single student or child, and where no other adult is available to accompany this student or child, the employee should, where possible seek approval of the parent and/or the Principal or their delegate.

Photographs of Students and Children

We permit only school photography as approved by the Principal or Deputy Principal under the following guidelines:

- students and children are to be photographed while involved in our school / educational program only if:
 - the context is directly related to participation in a school activity;
 - the student or child is appropriately dressed and posed; and
 - the image is taken in the presence of others.
- images are not to be distributed (including as an attachment to an email) to anyone outside our School other than the child photographed or their parent, without approval from the Principal or Deputy Principal. ;
- images (digital or hard copy) are to be stored in a manner that prevents unauthorised access by others, for example:
 - if in hard-copy form, in a locked drawer or cabinet;
 - if in electronic form, in a 'password protected' folder.
- images (digital or hard copy) are to be destroyed or deleted as soon as they are no longer required;
- images are not to be exhibited on our website without parental knowledge and approval, or such images must be presented in a manner that de-identifies the students and children. Any caption or accompanying text may need to be checked so that it does not identify a student or child if such identification is potentially detrimental;
- when an image is taken with a personal phone see [Storage of photos of students on personal devices guidelines.](#) Photos are to be stored on the School's Server. It is expected that all images taken of students and children are uploaded onto this space. When images are no longer required the Staff member should ensure they are destroyed.

Billeting Students

When organising overseas trips or exchanges we must discuss the Host Schools' arrangements for Child Protection to ensure they are in line with our Safeguarding practices. Students should be briefed on their right to safety and alternative arrangements should concerns arise. Where possible billets should be in pairs. The School requires all members of a family over 16 years of age where students are being billeted locally to have a WWVP card.

Seeking Guidance from the Principal

Any employee/s who have concerns or questions about perceived or actual contraventions of any of these boundaries as set out in any of the School's Policies, whether by themselves or by colleagues, should not hesitate to speak to the Principal or Deputy Principal for guidance. Notification of any possible contraventions is essential given the duty of care owed to students/children within the School environment. In addition, all Staff or Other Persons are to notify any allegation of student or child harm of which they become aware in accordance with current legislation and the Mandatory Reporting Policy.

Examples of situations when Staff or Other Persons are to seek guidance from the Principal include:

- visiting students or children at their home;
- inviting students or children to visit the Staff or other person's home;
- making telephone calls of a personal nature to students or children;
- sending emails of a personal nature to students or children;
- sending SMS (text) messages to students or children;
- having a student babysit; and
- driving a student or child home.

Communication

We communicate our Safeguarding Practices and Behaviours requirements to all our Staff and Other Persons involved with students and children in our School. We involve our Staff and Other Persons in reviews of our Safeguarding Practices and Behaviours requirements. We communicate any significant alterations to our Safeguarding Practices and Behaviours requirements and resources to all.

Responsibilities

Position	Responsibility
Board	<ul style="list-style-type: none"> • Review and approve policies and procedures to ensure they are in alignment with legislative responsibilities. • Receive information on mandatory reports as appropriate. • Receive information regarding compliance with policies as appropriate. • Ensure that the School has appropriate resources to effectively embed a culture of safeguarding students and children.
Principal	<ul style="list-style-type: none"> • Ensure management understand their obligations in accordance with the Safeguarding Students and Children (SSC) policies and procedures. • Ensure annual organisational reporting is completed. • Implement policy and procedures across the organisation. • Ensure all managers / supervisors have access to support and advice to understand and implement procedures.
Senior Management Team	<ul style="list-style-type: none"> • Plan organisational resources and requirements for implementation of the procedure. • Implementation of the Safeguarding Practices policy and procedures across the organisation. • Ensure personnel have access to and understand this procedure and related procedures. • Build and promote a culture that reflects Collegiate's commitment to SSC, where all people are encouraged and empowered to take steps to protect students and children.
HR / Deputy Principal	<ul style="list-style-type: none"> • Review and update this document and supporting resources in consultation with relevant stakeholders. • Support the coordination of the SSC framework and implementation. • Ensure any significant changes to relevant legislation and/or licencing regulations are adhered to and reflected in any policies that might require updating. • Provide training and advice in the application of procedures.

Managers / Supervisors	<ul style="list-style-type: none"> • Ensure procedure is followed and implemented. • Ensure contractors comply with the procedure. • Ensure all Staff and volunteers have access to a copy of these SSC Procedures, are aware of their own SSC obligations, and are aware of risk indicators, legal requirements and reporting processes. • Build and promote a culture that reflects Collegiate's commitment to SSC, where all people are encouraged and empowered to take steps to protect students and children.
Mentors, Year Level Coordinators and/or Head of School	<ul style="list-style-type: none"> • Students need to be reminded on a regular basis how to report a concern they may have. Mentors need to demonstrate how to access the online form. • The Mentor or teacher dealing with any concerns raised must follow up a week or an appropriate time later. • New students should be given an induction in using myCollegiate and shown where to find the complaint form, especially if they join the school halfway through the year.
Employees / Volunteers	<ul style="list-style-type: none"> • Take all reasonable steps to protect and safeguard students and children from any form of child abuse. • Participate in approved education / training programs as required. • Review, understand and adhere to the Safeguarding Practices and Behaviour Guidelines. • Participate in required reporting protocols. • Maintain a valid Registration to Work with Vulnerable Persons (WWVP).
Other Persons (contractors, consultants etc)	<ul style="list-style-type: none"> • Work within the provisions of these procedures. <p>Note: This document applies to Other Persons who will have or are likely to have direct contact with students and children, or that are unsupervised and in the presence of students and children.</p>

Monitoring, Evaluation and Review

This document will be reviewed every 3 years, in consultation with stakeholders. Some circumstances may trigger an early review, this includes but is not limited to legislative changes, organisational changes, incident outcomes and other matters deemed appropriate by the Board and/or Principal. We retain records of each review undertaken. Such records may include minutes of meetings and documentation of changes to policies and procedures that result from a review.

External audit and verification based on a sample, conducted by the Australian Childhood Foundation, shall occur at 3 yearly intervals.

Resources

Children, Young Persons and their Families Act 1997 (as amended 2009)
The Family Violence Act 2004
Family Law Act 1975

Supporting Documents

Code of Conduct Policy
Safeguarding Students and Children Policy
Safeguarding Students and Young People Statement
Commitment to Safeguarding Children Form
Safeguarding Practices and Behaviour Guidelines and Procedure
Workplace Behaviour Policy
Mandatory Reporting (responding to child abuse reports and allegations policy)
Incident Management Policy
Social Media Policy
Use of Electronic Facilities Policy
Responding to Child Abuse Reports and Allegations

Appendix 1

Self-Assessment

The following self-assessment may assist Staff or Other Persons in assessing their application of professional boundaries:

	Am I dealing with a particular student/child in a different manner than with others under the same circumstances?
	Would I do or say this if a colleague was present?
	Is my dress / availability / language different from the norm with a particular student(s)/child?
	Are the consequences of my actions likely to have negative outcomes?
	Are my personal feelings translating into inappropriate actions?
	Could my conduct with a student/child be perceived as demeaning or belittling?
	Is this communication prohibited under industrial relations?
	Is it advancing the best interests of the child – or personal interests?
	What is the purpose of the communication?
	Is the communication professional or social in nature?
	If it is for a purpose, can the communication be achieved through official resources / means?
	Is it an appropriate time of day to contact students/children?
	Should the communication be directed to student's/child's parents / guardians?
	If the issue is of an urgent and serious nature, should the School hierarchy be involved?
	Can the communication be misinterpreted or misconstrued?
	Would I be happy for this conduct to be professionally and publicly scrutinised?