



# **Child Protection Policies and Protocol**

Presented by College Council – 28<sup>th</sup> September 2006  
**Reviewed and Updated May 2018**

**Any human society is under an obligation to protect its more vulnerable members, among whom one must note especially the elderly and the children. This document focuses on the children in our charge as a College. The Christian not only has an obligation to care for his or her neighbour, but in a special way to protect the weak and the innocent. The sad facts of child abuse are now quite well known, and any institution which accommodates young people must now take special care to ensure that such tragedies might not occur.**

The relationship between teacher and child is a special one, and the teachers must always be conscious of the trust that parents have placed in the teacher by allowing their child into his or her care. Schools being places of young life, they are places of exuberance where emotions and sentiments are often acted out with spontaneity. The best type of relationship between a teacher and a child is that of mutual respect, trust and affection. Schools are places also of bodily contact, in the playground and in student games, and they are places where ordinary signs of encouragement or consolation may require some form of physical contact between teacher and child, such as the pat on the back for encouragement or holding a hand when distressed.

What must be avoided as poisonous to the good atmosphere of a school is an attitude of mind that destroys trust. One's presumption must be that people act well, and teachers are people who have committed their lives to the care of the young. They would be among the last categories of those who would seek to hurt a child, and this positive presumption should characterise Saint Ignatius' College. But it would be the height of folly in a school to ignore the possibility that people can and do offend and breach proper canons of conduct. The teacher is a person of authority in the eyes of a young person, and the child must be protected from someone abusing that authority, especially for improper purposes. Being places of young life, schools must govern themselves to ensure that they are not destructive of young life, and abuse can cause seeds of destruction to be carried by a child for many years after such occurrences.

Christ was a teacher. He is referred to by that title. He was a man of peace, the gentle Christ, and the vehemence of his denunciation of those who hurt children is thereby all the more powerful when He said that a millstone should be tied around the neck of such offenders. He also said that little children should be permitted to come to Him "for it is to such as these that the Kingdom of Heaven belongs", and that is also what any good teacher says.

## **1. Application**

- 1.1 This policy applies to all personnel associated with the College, who are engaged in sustained contact with the students or who are on the same premises with the students for sustained periods. It therefore refers to:
- All paid employees of the College, teaching and non-teaching.
  - All volunteers working on behalf of the College with the students, e.g. sport coaches, student teachers, volunteers with the Learning Assistance Programme, people assisting with Outdoor Education excursions, etc.
  - Persons contracted externally to work with students on College property for a sustained period (e.g. visiting instructors for musical instruments, uniform shop personnel, etc.)

## **2. Introduction**

- 2.1.1 At Saint Ignatius' College, we have an obligation to:
- Protect our students
  - Provide a secure and safe environment for our students so that they are protected from foreseeable harm and know that staff will act on their behalf
  - Intervene on behalf of our students
  - Actively work towards empowering our students so that they are aware of their rights in relation to personal safety
  - Ensure the principles of care, protection and safety are implemented
- 2.1.2 The Provincial of the Society of Jesus has and is taken to have the ultimate responsibility for ensuring:
- That Jesuit schools are and remain institutions in which the security and total well-being of students committed to the care of the Society and its lay collaborators are safeguarded by all prudent means;
  - That the Principal of each Jesuit school in consultation with its Board prepares and recommends for approval of the Provincial appropriate measures conformable with those guidelines and also with the spirit and traditions of the particular school by which the guidelines may be applied to the administration of that school.
- 2.3 The guidelines of general application are intended to identify areas requiring particular attention, in the light of the experience of other schools or of the Society's own experience of or advice as to the legal obligations accepted by a school administration or as a matter of what is due in justice to those entrusting students to our care, to the students themselves and to the members of the teaching and general staff.
- 2.4 In the event that a matter of abuse, as defined in 3.1 and 3.2 is reported or is reasonably suspected, the guidelines are intended to facilitate an appropriate and effective response. The measures and their administration will emphasise that the staff have the trust and support of the Principal.
- 2.5 Reference is made within this document to "Protective practices for staff in their interactions with children and young people" a document prepared by Catholic Education South Australia, the Department for Education and the Association of Independent Schools of South Australia. According to the Foreword of that document:

*“Protective practices for staff in their interactions with children and young people provides clear advice to adults for the establishment of positive, caring and respectful relationships with children and young people in education and care settings. The main intent of this document is to safeguard the emotional and physical wellbeing of children and young people by promoting in adults an enhanced understanding of appropriate boundaries in relation to their professional role and all interactions with children/young people. In respecting these boundaries, staff can feel confident about meeting their responsibilities to children and young people and meeting professional ethics and conduct obligations of the professional communities in which they work.”*

These guidelines assume a commitment from all staff -

to ensure that student safety and well being is paramount within our schools, and  
to contribute to a culture of staff safety and wellbeing.

### **3. Relationship of Policy with Legal Obligations**

3.1 According to the South Australian "Children's Protection Act 1993"

"Abuse or neglect" in relation to a child, means -

- (a) Sexual abuse of the child; or
- (b) Physical or emotional abuse of the child, or neglect of the child, to the extent that -
  - (i) The child has suffered, or is likely to suffer, physical or psychological injury detrimental to the child's well-being; or
  - (ii) The child's physical or psychological development is in jeopardy, and "abused" or "neglected" has a corresponding meaning;

3.2 The South Australian "Children's Protection Act" provides that "child" is a person under eighteen years of age, "abuse or neglect" in relation to a child, includes a reasonable likelihood of the child being killed, injured, abused or neglected by a person with whom the child resides. It is mandatory for any personnel associated with the College in a supervisory capacity, employee or volunteer, to notify the Department of Family and Community Services where

- Such a person suspects on reasonable grounds that the child has been or is being abused or neglected; and
- The suspicion is formed in the course of the work of the College personnel (whether paid or volunteer) or in the course of carrying out official duties.

### **4. Duty of Care**

4.1 In the school context, "duty of care" is a common law concept that refers to the responsibility of school staff to provide students with adequate level of protection against harm, according to standards set by the Courts and the community at large.

4.2 The general obligation of this duty of care means:

- Staff responsible for supervising students or volunteers have appropriate training and experience.
- Adequate supervision is provided for students.
- Clear school procedures and policies are available and applied in the school environment.

- The responsibility for exercising duty of care cannot be delegated.
- Risk to students through school activities are minimized through the assessment of possible risks.

## **5. Procedure for Reporting Complaints**

5.1 If parents wish to register a complaint related to “abuse or neglect” as defined in Section 3.1 above, they have various options including:

- Contact the College Principal (preferred option) (08) 8334 9321
- Contact the College Rector (08) 8334 9321
- Contact the Jesuit Province’s Office for Professional Standards (03) 9810 7300
- Contact the Department for Child Protection ‘Child Abuse Report Line’ (CARL) 131 478
- Parents may also refer their complaint to the SA Police Department (SAPOL) if they believe the ‘*abuse or neglect*’ to be of a criminal nature 131 444

5.2 If a student notifies the Principal or any member of staff regarding abuse as a child, the Principal or staff member must contact the Department for Child Protection (131 478), and the Jesuit person responsible in this area.

In addition, the Principal must ensure that the SA Police Department have been informed of any allegation of abuse to a child.

5.3 If a complaint of abuse refers to a current staff member, the staff member will be directed to step aside from current duties with students or at the discretion of the Principal take paid ‘special’ leave while the claim is investigated.

A staff member in this situation would be advised to seek whatever support may be helpful to them, including counselling (College EAP), legal or industrial support.

Any investigation would be guided by advice from appropriate authorities, including the Department for Child Protection and the SA Police Department.

5.4 If the complaint refers to the Principal, then initial contact can be made either with the College Rector, or the State Professional Standards office (8223 5890), or the Jesuit Province’s Office for Professional Standards, (03 9810 7300).

Such a complaint should also be made directly to the SA Police Department.

5.5 Alternatively, the parent or in some circumstances (except where it is considered that a crime may have been committed) an old scholar may wish to work through the National Committee for Professional Standards, a committee established by the Australian Catholic Bishops’ Conference and the Australian Conference of Leaders of Religious Institutes. The committee has established a set of principles and procedures for responding to complaints of abuse titled “Towards Healing”. The South Australian contact is the State Professional Standards office and the contact number is (08) 8223 5890.

5.6 In such matters, the concern should not be discussed with any other person before a report is made, nor should there be anything in the nature of private enquiries made. Breaches of this principle can have serious consequences for the alleged victim or victims, for the conduct of proper enquiries and for innocent third parties.

**6. Procedures for Reporting Reasonably Held Concerns to the Principal Involving a Staff Member**

- 6.1 These procedures refer to allegations against a staff member of improper conduct including, but not limited to, conduct requiring mandatory notification. A complainant may be a parent, guardian, other adult or student.
- 6.2 If the complaint is from an ex-student or otherwise relates to conduct alleged to have involved a former student of a teacher or an ex-teacher at the school, the process detailed below must be followed just as it would be for allegations concerning a current student.
- 6.3 In following these procedures the prime concern at all times must be the safety and care of all students in the school. It is not the intention of the guidelines to be punitive towards the staff member or to pre-judge the outcome of any legal processes. Confidentiality must be restricted to appropriate personnel to protect the identity and reputation of those involved.
- 6.4 A staff member must report any concern or any disclosure regarding a fellow staff member to the Principal or, if the concerns relate to the Principal, then to the Rector. Alternatively, complaints can be made directly to the Jesuit Province's Office for Professional Standards (03 9810 7300).
- 6.5 If a complaint of improper conduct of a sexual nature on the part of a staff member is received, the Principal must document full details of the complaint from the complainant. If a student has initiated the complaint, the Principal must not attempt to interview the student beyond what is necessary to obtain full details of the complaint. Intrusive questioning which seeks to go beyond what the student wishes to say at that time should be avoided.
- 6.6 The Principal must immediately inform the Provincial or his delegate, the Department for Child Protection, SA Police and the Chair of the Board. The Provincial or his delegate, Department for Child Protection, SA Police, or any statutory bodies required and the Principal after consultation with the Chair of the Board together will determine the next step to be taken. The Principal may need to verify dates, places and personnel involved. This preliminary information gathering:
- (i) must not directly involve the person against whom the complaint is made;
  - (ii) must not involve in a direct manner any other persons possibly involved in the alleged behaviour or incidents;
  - (iii) must not take longer than twenty-four (24) hours.
- 6.7 If the complaint requires or the complainant requests notification to a statutory authority such notification will be made by the Principal. If the conduct alleged is, or appears to be, criminal conduct the complainant is to be so advised.
- 6.8 The Provincial or his delegate and the Principal will determine how and in what terms the accusation is put to the person concerned and what, if any, other immediate administrative steps should be taken.
- 6.9 The Principal must as soon as is reasonable possible inform the allegedly offending staff member that the complaint has been made and its terms and he/she should be encouraged to contact his or her union and/or to seek legal advice if he/she so chooses.
- 6.10 The presumption of innocence and the need for confidentiality will both be respected.

6.11 The Provincial or his delegate and the Principal after consultation with the Chair of the Board or Board will be responsible for the appropriate briefing of parents and instruction of students on procedures to be followed.

6.12 It is expected that decisions requiring consultation in matters of gravity will wherever possible be made by consensus. In the unlikely event of a persisting difference of opinion the decision of the Provincial will be acted upon.

## **7. Measures for the Protection of Staff**

7.1 Complaints made against members of staff may prove entirely baseless and may be prompted by malice and vindictiveness. This possibility is to be kept in mind.

7.2 Whilst administrative steps maybe necessary to remove some or all of the responsibilities of a member of staff who is accused of wrong-doing, any such action must be limited to the minimum considered necessary, should be as far as possible private and temporary and must not be understood or depicted as implying guilt. Such measures are intended for the protection of the member of staff as well as the student and to facilitate a prompt resolution.

7.3 All practicable measures will be taken to preserve the good name of the member of staff affected and to maintain his or her professional standing and self-esteem.

7.4 Members of staff should be informed that the school will regard false allegations against members of staff as a grave wrong.

7.5 The pastoral care of all those affected by complaints, whether soundly based or otherwise, will be addressed with sensitivity and the best professional advice.

### **PUTTING THE POLICY INTO PRACTICE**

## **8. Recruitment of Teaching and General Staff**

8.1 Before an applicant can be accepted for appointment as a member of the teaching or general staff the College must be provided by the applicant with:

(i) The names of three responsible persons, one of which is to be from his immediate past employer to whom the applicant is known personally and who can attest that he/she is of good character and that there are no circumstances known to the referee that would make the applicant unsuitable for appointment to a position in a school involving working with young persons.

(ii) A written statement stating that the applicant has not been charged with or convicted of any criminal offence or of any conduct which would reasonably be considered by the College administration to render the applicant unsuitable for employment in a school. A form to this effect will be forwarded by the College to the applicant.

8.2 Before an applicant can be accepted for appointment as a member of the teaching and general staff the College must:

(i) contact the referees and confirm that the applicant is personally known to each, that each referee is in a position to speak of the applicant's good character and that there are no circumstances known to ether referee that would appear to make the applicant unsuitable for appointment to a position in a school involving working with young persons;

- (ii) in the case of non-teaching employees of the College, contact the South Australian Police for a Police Clearance Certificate using the procedures recommended by Catholic Education South Australia;
- (iii) in the case of a teacher applicant, note the applicant's possession of a Police Clearance Certificate and contact the South Australian Teachers' Registration Board and Catholic Education South Australia to receive the assurance of no relevant criminal record;
- (iv) in the case of a member of the Society of Jesus being appointed to the staff, a Police Clearance Certificate must be obtained using the procedures recommended by Catholic Education South Australia;
- (v) record the result of each enquiry annotated by the person who made the enquiry; and
- (vi) store the record of each enquiry in a standard form and filed in a secure central location.

8.3 These procedures are to be followed in every case where an applicant is short-listed for appointment. No appointment is to be made unless these procedures have been followed and the result is favourable to the application being proceeded with.

8.4 Any doubt raised by these procedures (for example, if the referees named by the applicant are not the persons with best knowledge of the applicant's character or prior service) should be reported to the Principal and his guidance obtained.

8.5 A similar procedure, appropriately modified, will be followed with regard to volunteers for duties involving extensive interaction with students, e.g. as coaches of sport, teachers' aides, parents assisting at school camps or as hosts for outings, tours or overseas students. The necessity for this should be explained.

8.6 Clearance checks are to be made for all employees, volunteers and other workplace participants at the College as per the following table, using the Catholic Education South Australia Police Check procedures as a model.

	Teacher Registration	CEO Check	Mandatory Reporting	Basic Casualty Care	Identification	Declaration	Police Check	Ref. Check	Driver's Licence
Teaching Staff	✓	✓	✓	✓	✓	✓	✓	✓	✓
TRT	✓	✓	✓	✓	✓	✓	✓	✓	
OSHC		✓	✓	✓	✓	✓	✓	✓	
Admin (incl. Maintenance, Uniform Shop)		✓	✓	✓	✓	✓	✓	✓	✓
Music		✓	✓		✓	✓	✓	✓	
LAP		✓	✓		✓	✓	✓	✓	
Coaches: • Parent • Non-parent/adult • Old Scholars		✓	✓		✓ ✓ ✓	✓ ✓ ✓	✓ ✓ ✓	✓ ✓ ✓	
Tuckshop & Book Room		✓	✓		✓	✓	✓		✓



8.7 A record of the above checks will be kept on Denbigh as part of the Saint Ignatius' College Accreditation Register

### **9. *Instruction of Staff on Induction and In-service***

9.1 Before an applicant is formally accepted on to the teaching or general staff, he or she should sign an acknowledgment of having read, understood and accepted this policy.

9.2 Applicants for appointments for teaching and members of general staff will be informed that improper conduct of a sexual, physical or psychologically abusive nature by a staff member against a student either during or outside school hours will, if proven, be grounds for summary dismissal.

9.3 In addition applicants for appointment as members of the teaching or general staff and present members of staff will be informed of the standards of decorum and prudential conduct to be observed by members of staff in the following terms which will be revised from time to time:

- Members of staff have the trust and confidence of the school community. Conduct on the part of a member of staff that could give rise to even baseless belief or suspicion that the person is not deserving of the trust placed in members of staff is to be avoided.
- Such conduct might include undue familiarity in speech or conduct (including 'sex-talk'), unnecessary physical contact, being or remaining with another unnecessarily in places or circumstances which are isolated or private (including 'Child-Minding'), permitting or responding to exaggerated expressions of affection or esteem, appearing to promote or defend immoral acts, conduct or relationships, particularly among those who maybe influenced to act upon what is said.
- Staff are prohibited from at any time supplying students with alcohol, cigarettes or drugs or material of a pornographic nature. If this occurs it may be grounds for summary dismissal.
- The need for extreme caution in such matters is accepted as a professional necessity by professionals in other fields.
- If there is an imperative need for sound reasons to disregard some of these prudential counsels in a particular case and for a particular purpose or time, this will occur most rarely and should always be reported at the time or immediately afterwards to the Principal or other responsible person.
- Any person who believes himself or herself to be open to complaint or misconduct, or who believes another to be open to such complaint, should inform the Principal of the concerns held and the reason for them."

9.4 In-service instruction will be provided to all members of staff on statutory obligations binding on them and on in-house procedures for acting on reasonable concerns that there has been improper conduct of a nature affecting students or staff. This in-service instruction will occur annually for a minimum of 2 hours

## **GENERAL INFORMATION**

### **10. Maintaining Professional Boundaries with Students**

- 10.1 Teaching is a nurturing profession and all school staff can have significant influence in students' lives. The relationship of an adult staff member and student is characterised by differing roles and an imbalance of power based on age, authority and gender. Caring, protective and encouraging forms of touch are healthy and important elements of human interaction. The intent of these guidelines is to encourage staff to continue relating to students with warmth, honesty and respect. They are also intended to provide clarity about when, and in what ways interactions with students can cause harm. Staff members are responsible for maintaining a professional role with the student. This means establishing clear professional boundaries with students that serve to protect everyone from misunderstandings or a violation of the professional relationship.
- 10.2 Professional boundary violations by a staff member represent a breach of trust and a failure to meet a duty of care to students. Boundary violations will
- have a harmful consequence for the student
  - seriously undermine the learning process
  - seriously undermine the professional reputation of the staff member
  - result in disciplinary action for the staff member.
- 10.3 The following self-assessment may assist staff members in assessing their application of professional boundaries:
- Am I dealing in a different manner with a particular student than with others under the same circumstances?
  - Is my dress/availability/language different with this person than is the normal custom for me?
  - Would I do or say this if a colleague was present?
  - Would I condone my conduct if I observed it another adult?
  - Are the consequences of my actions likely to have negative outcomes?
  - Would I want an adult behaving this way towards my own children?
- 10.4 Staff must not, under any circumstances, engage in an intimate, overly familiar or sexual relationship with a student. Improper conduct of a sexual nature by a staff member against a student includes sexual intercourse and any other form of child abuse as well as but not limited to the following:
- Obscene language or gestures of a sexual nature.
  - Suggestive remarks or actions.
  - Unwarranted and inappropriate touching.
  - Undressing in front of students.
  - Correspondence with students in respect of the staff member's sexual or personal feelings for the student (including electronic communication such as but not limited to: email, social network sites, SMS and other forms of media communications).
  - Non-professional contact with students

- Deliberate exposure of students to sexual behaviour of others, including sexual images of a pornographic nature, other than in the case of prescribed curriculum material in which sexual themes are contextual.
- Possession of child pornography in the workplace
- Grooming Behaviour. Grooming behaviour is a process whereby sexual offenders ‘condition’ and build rapport with children or young people in order to reduce their resistance to, and increase compliance with, sexual abuse. The grooming process can include such aspects as:
  - misleading children or young people by pretending to them that they are trustworthy – spending inappropriate special time with the child, inappropriately giving gifts, showing special favours to them but not with other children or young people, allowing the children or young people to overstep the rules etc
  - testing of boundaries – undressing in front of children or young people, allowing the children or young people to sit on the lap, talking about sex, ‘accidental’ touching of genitals etc.
  - Such behaviours may not be indicative of grooming if occurring in isolation. If however, there is a pattern of behaviour occurring, consideration needs to be given whether that behaviour is part of a grooming process
  - Strategies such as mentoring, coaching or tutoring programs in schools often target students for the individual attention of a supportive, caring and compassionate nature from employees such as teachers. Appropriate conduct within these programs that is consistent with College policies should not be confused with grooming behaviour.

*The above advice regarding the maintenance of professional boundaries applies regardless of the age of the student involved.*

10.5 The following examples will assist staff in establishing and maintaining appropriate boundaries.

Boundary	Example of Violation
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Inappropriate comments about a student’s appearance</li> <li>• Inappropriate conversation of a sexual nature</li> <li>• Use of inappropriate pet names</li> <li>• Jokes of a sexual nature</li> <li>• Obscene gestures and language</li> <li>• Facilitating access to pornographic or overtly sexual material</li> <li>• Correspondence of a personal nature including letters, email, phone, SMS text (not including class postcards/bereavement cards etc.)</li> </ul>

<b>Personal Disclosure</b>	<ul style="list-style-type: none"> <li>• Discussing personal details of lifestyle or self or others. It is appropriate and necessary at times, however, to draw on relevant personal life experiences when teaching</li> <li>• Sharing of personal information about other staff or students</li> </ul>
<b>Physical Contact</b>	<ul style="list-style-type: none"> <li>• Unwarranted, unwanted and/or inappropriate touching of a student</li> <li>• Initiating or permitting inappropriate physical contact by a student e.g. massage, tickling games</li> </ul>
<b>Place</b> <i>(Without school's authority)</i>	<ul style="list-style-type: none"> <li>• Inviting students home</li> <li>• Attending students' homes or parties for personal reasons</li> <li>• Being alone with a student after hours</li> <li>• Watching students in a change room when not in a supervisory role</li> <li>• Driving a student unaccompanied</li> </ul>
<b>Targeting Individual Students</b> <i>(grooming by exclusive attention to specific student)</i>	<ul style="list-style-type: none"> <li>• Gifts and special favours</li> <li>• Tutoring (outside education sectors' directives)</li> </ul>

## **11. Appropriate Physical contact by a Staff member to Assist or Encourage a Student**

11.1 At times, staff members will be required to give practical assistance to a student who is hurt or needs particular assistance or encouragement. Physical contact with students as a clear expression of nurturing is appropriate where by the student gives consent. The following examples of physical contact that are acceptable are:

- Administration of first aid.
- Helping a child who has fallen.
- Non-intrusive gestures to comfort a child who is experiencing grief and loss.
- Non-intrusive touch e.g. congratulating a student by shaking hands or a pat on the back for the efforts well done.

### 11.2 Good Practice

- Seek students permission to touch
- Avoid touching a student anywhere other than the hand, arm, shoulder or upper back.
- Avoid being with a student one-on-one, out of sight and never touch a student in such a situation.
- Do not presume that a hug or a touch is acceptable to a particular student.
- Respect and respond to signs that a student is uncomfortable with touch.
- Use verbal directions rather than touching. If touch is essential for safety reasons always tell the student that you need to hold them in a particular way and seek his/her permission to do so.

### 11.3 Using Non-Physical Intervention in a Student Management Situation

Non-physical intervention is the recognised means of managing student conduct. Where a problem with a student becomes apparent, non-physical interventions include:

- Directing other students to move away from the situation.
- Talking with the individual student (telling the student to stop the behaviour, and telling the student what will happen if they do not stop).
- Directing the students to a safe place.
- Directing other students to a safe place.
- Sending for assistance from other staff, or in extreme cases, the police.

Use of verbal directions is always preferred to physical intervention. It is not appropriate to make physical contact with a student (e.g. pushing, grabbing, poking, pulling, et cetera) in order to ensure they comply with directions. Under no circumstances should staff engage in any form of conduct which might cause physical or emotional harm to students.

### 11.4 Using Physical Restraint where a Student's Safety is threatened.

Staff may need to make legitimate use of physical restraint, if all non-physical interventions have been exhausted and a student is:

- Attacking another student or teacher.
- Posing an immediate danger to themselves or others.

Staff are to use physical interventions only as a last resort and only when the safety of the student or others is seriously threatened. Maintaining good order is never a reasonable justification for using force or restraint. Physical interventions are never to be used as a means of punishment, or as a response to:

- Property destruction
- School disruption
- Refusal to comply
- Verbal threats , or
- Leaving a classroom or the school, unless their safety is clearly threatened (e.g. a student with a disability).

## 12. **General Guidelines for each Campus**

- All employees are required to wear identification tags.
- Music peripatetics must present at the front office of either the Junior or Senior School prior to going to the music rooms.
- Volunteers are required to present at the front office and collect a visitor's badge before entering the College grounds.
- No corporal punishment is to be used at any time.
- Staff are to avoid close, physical contact with students. Teachers are to be very mindful of the prudence required in all contact with students, including active signs of encouragements or congratulations. Refer to section 10 on Maintaining Professional Boundaries.

- In some cases, the matter may be best dealt with by using the College's Anti-Harassment Policy.

### **13. Specific Guidelines for each Campus**

#### **13.1 Overnight Supervision**

In general, students are not permitted to stay overnight with a member of staff under the same roof. Exceptions to this include school camps or interstate and overseas excursions in which case students and staff will be in separate rooms and parental permission has been given. When staff are responsible for the supervision of toilets and change rooms, as well as dormitories and tents on camps, they are required to randomly check but not use student facilities. Staff are to conduct these duties in pairs.

Another exception that may exist is that if the member of staff has a child at the College who wishes to have friends stay overnight. In this case contact between the member of staff and parents should be made.

#### **13.2 Interviewing students**

Staff are to ensure they are in a well lit, randomly interruptible place when dealing with students. Staff are to leave office doors open where possible when dealing with students. Glass panels have been placed in all office and classroom doors to ensure that our students and staff are visible at all times. Staff are to sit on a separate seat from students so that some distance exists between the staff member and the student and in a position where they are clearly visible from the open doorway/glass panels. Staff are to keep the tone of interviews/meetings with students very professional and to ensure a record is made and placed in student file.

#### **13.3 Giving students lifts in private vehicles**

Staff are not permitted to transport students in their own vehicles unless parental approval has been obtained. However, as teaching staff have a duty of care should a situation arise where a student does not have transport home after a co-curricular activity the following procedure may be employed. Having exhausted all possible means of contacting parents/guardians and the member of staff believes that his/her duty of care requires that the student is transported in a private vehicle, the staff member should contact the relevant Head of School, or the Principal if the Head of School is not available, to advise that person of the need to drive a student in a private vehicle.

#### **13.4 Billeting**


On various occasions throughout the year the need arises to billet visiting students. Once the required number of families for billeting has been identified and secured the following process is envisaged.

In line with procedures followed by other educational sectors, College Board asks that police checks be undertaken by billeting families. This includes all adults (18 years and over) residing in the household. Police checks remain valid for a period of three years. If special circumstances arise that constrain this process, a declaration by the billeting family asserting that there is nothing that would make their hosting of a child inappropriate is still, nonetheless required.

Requirements for Billeting of students should include: ability to lock bathrooms and toilets, billeted student having own room or sharing with child of same sex and similar age, freedom to access telephones and internet services.

Reciprocal arrangements are to be in place for students of the College who are billeted out for activities.

It is the responsibility of the activity director (Coordinator of Sport, Coordinator of Arts and Activities, Teacher in Charge) to ensure that these requirements are met.

<b>Original Policy Developed</b>	September 2006
<b>Policy Review Date</b>	May 2018
<b>Policy Review Due</b>	May 2019
<b>Policy Responsibility</b>	Principal
<b>Principal's Signature</b>	
<b>Date</b>	29 May 2018

## Mandatory Notification Procedures

Staff at the College are obliged to notify the Department for Child Protection if they suspect on reasonable grounds that a child/young person has been or is being abused or neglected.

**Contact CARL: Child Abuse Report Line 13 14 78**

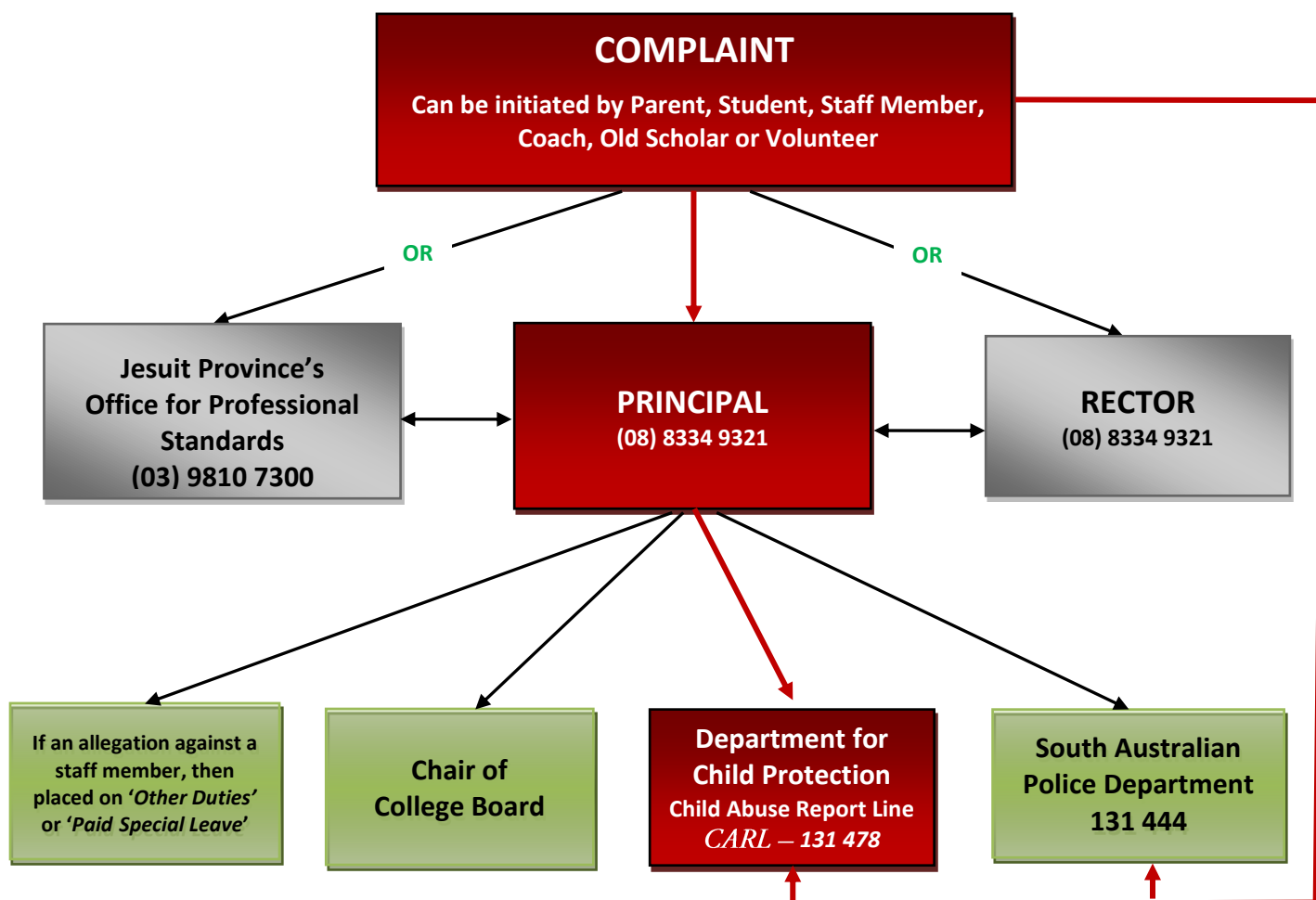
You must accompany your notification with a statement of the observations, information and opinions on which your suspicion is based. You are immune from civil liability for your reporting your suspicions in good faith.

Details you may need to provide include

- Full name, age, address, contact number, school and ethnicity of the child
- Name, age, address, relationship with the child, current whereabouts of the alleged perpetrator.
- Your own details (this will not be disclosed, except to other persons acting in an official capacity or if required by a court of law)
- Details of concern

Note: *It is not necessary to have all this information before making a report.*

### CHILD PROTECTION COMPLAINT PROTOCOL FLOW CHART 2018 (Simplified)



**RED – indicates College line of reporting**