



Child Safe Policy

This Child Safe Policy has been developed in accordance with and implements Principle 1 of the National Principles for Child Safe Organisations (National Principles).

The Child Safe Policy is published on our College's public website and provided to new Staff, and to Direct Contact Volunteers and Direct Contact Contractors at induction.

It is also communicated through other mediums such as our website, policies, ongoing training, spot audits, College risk mitigation processes, posters, assemblies, student input at class, leadership and College level; word of mouth, signed staff employment documents with specific reference to child protection, careful follow-up of AISSA staff warning bulletins, immediate communication on needs to know basis of youth suicide cases, imbed deep in student curriculum, parent info evenings with guest speakers, promoting staff research and PD, welcome/induction packs, annual report, newsletters..

Purpose

Our Child Safe Policy, which includes our Statement of Commitment to Child Safety and Wellbeing, was written to demonstrate the strong commitment of the College to promoting children's wellbeing and safeguarding children from harm, and to provide an outline of the policies and practices that we have developed to keep our students safe, including from harm.

It is an overarching policy that provides the key elements of our approach to the College as a child safe organisation and sets the tone for the College's entire Child Safe Program.

The Child Safe Policy provides the framework for:

- implementing the National Principles
- developing work systems, practices, policies and procedures that promote child protection within the College
- creating a safe and supportive College environment and a positive and robust child safe culture
- promoting and openly discussing child safety issues within the College

- complying with all laws, regulations and standards relevant to child protection and safety in South Australia.

Scope

The College's Child Safe Policy applies to all adults in the College community, including Staff, Volunteers, Contractors, External Education Providers, parents/carers and other family members.

This Policy applies in all College environments, both physical and online, and on-site and off-site College grounds (e.g. camps and excursions).

Definitions

Definitions of terms used in the Child Safe Policy can be found in [child safe Program Definitions](#).

Roles and Responsibilities

Child safety and wellbeing is everyone's responsibility. All adults in the College community have a shared responsibility for contributing to the safety, wellbeing and protection of students.

Specific responsibilities are summarised at the end of this Policy.

Statement of Commitment to Child Safety and Wellbeing

In the Lutheran learning communities the gospel is to "inform all programs, relationships and activities" (LCA and Its School statement). The love of God in Jesus Christ is to govern all that is done, in response to this love, people in the school community are directed to their fellow human beings. Where they love others, they love him. Christ's promise is that whatever is done for others is done for him. Informed and transformed by God's creative, redemptive and sanctifying love, God's people are concerned with the total needs of their fellow human beings.

The Child Safe Program in place at each learning community defines power as the capacity to set and care for boundaries. Boundaries are the structures which support human development within community; boundaries may be personal, communal, spiritual, psychological or physical. In Christ, there is an empowerment by the gospel to recognise boundaries and prevent their destructive crossing and to care for those who have been violated. Our responsibility of leadership is to care for professional boundaries through the establishment of structures that protect them. Structures provide for support, examination, and action to ensure that leaders, staff and students act according to boundaries that help, protect and uphold the dignity, worth and safety of each individual. (Valuing Safe Communities: Statement of values)

All children and young people who come to Learning Community have a right to feel and be safe. We are committed to the safety and wellbeing of all children and young people. We are committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe, and are able to actively participate in decisions that affect their lives.

We have a zero tolerance for harm to children and young people and are committed to acting in students' best interests and keeping them safe from harm.

The Learning Community regards its child safety responsibilities with the utmost importance and is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintaining a child safe culture.

Each member of the Learning Community has a responsibility to understand the important and specific role that they play individually, and collectively, to ensure that the wellbeing and safety of all students is at the forefront of all that they do, and every decision that they make.

Child Safe Principles and Standards

The National Principles for Child Safe Organisations

The National Principles were developed by the Australian Human Rights Commission in response to recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse. The National Principles are comprised of 10 Principles that were informed by, but go further than, the 10 Child Safe Standards recommended by the Royal Commission. They are:

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 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 focused.
7. Staff and volunteers are equipped with the 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 children and 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.

Tatachilla Lutheran College's Policy

Children and Young People's Rights to Safety, Information and Participation

Tatachilla Lutheran College is a child safe and child-centred organisation. Our environment is friendly and welcoming to all children and young people.

We actively seek to include students in decisions that affect them.

We ensure that students know about their rights to safety, information and participation. We recognise the importance of friendships and support from peers. We actively seek to understand what makes students feel safe in our College and regularly communicate with students about what they can do if they feel unsafe.

Parents/Carers, Families and Community Involvement at the College

The College recognises that parents and carers have the primary responsibility for the upbringing and development of their children. We ensure that they participate in decisions affecting their children.

We ensure that families and relevant communities (Aboriginal and Torres Strait Islander communities, culturally and linguistically diverse communities, other communities that make up our Staff and student cohort, and the local community in which our College operates) know about the College's operations and policies, including the Child Safe Policy and Child Safe Codes of Conduct, record keeping practices, risk management, and complaints and investigation processes.

We actively seek to include families and relevant communities in decisions about organisational planning, delivery of services, management of facilities, and learning and assessment environments.

We build cultural safety at the College through partnerships with relevant communities.

Valuing Diversity in the College Community

Our College values diversity and does not tolerate any discriminatory practices. To achieve this, we:

- support the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students and their families
- support the cultural safety, participation and empowerment of students from culturally and linguistically diverse backgrounds and their families
- support students with disability and their families and act to promote their participation

- support students and families of diverse sexuality and gender and act to promote their participation
- seek to recruit a workforce that reflects a diversity of cultures, abilities and identities
- ensure that all Staff and Direct Contact Volunteers and Direct Contact Contractors have training about Aboriginal and Torres Strait Islander cultures, disability, culturally and linguistically diverse backgrounds, and communities with particular experiences or needs
- have a physical environment that actively celebrates diverse cultures and recognises cultural difference
- commit to promoting the inclusion of students of differing abilities.

Embedding a Culture of Child Safe

Our Child Safe Program

Tatachilla Lutheran College is committed to the effective implementation of our Child Safe Program and ensuring that it is appropriately reviewed and updated. We adopt a risk management approach by identifying key risk indicators and assessing Child Safe risks based on a range of factors including the nature of our College's activities, physical and online environments and the characteristics of the student body.

Our Child Safe Program relates to all aspects of child safety and protecting students from harm, and establishes work systems, practices, policies and procedures to create and maintain a Child Safe environment and culture at the College. It includes:

- Child Safe Codes of Conduct
- clear information as to what constitutes harm and associated key indicators of different forms of harm
- procedures for reporting to external agencies, including Mandatory Notifications to the Department for Child Protection (DCP), and Reporting to Police, which make clear that all Staff, Volunteers and Contractors must, as their first priority, fulfill their legal obligations to report harm or risk of harm to a child to the Child Abuse Report Line (CARL) and to Police
- clear procedures for reporting Child Safe incidents or concerns internally, and for responding to incidents or allegations of harm
- strategies to support, encourage and enable Staff, Volunteers, Contractors, parents/carers and students to understand, identify, discuss and report child safety matters
- procedures for recruiting and screening members of the Executive Leadership Team, Staff, Volunteers and Contractors
- pastoral care strategies designed to empower students and keep them safe

- strategies to support and encourage the participation and inclusion of Aboriginal and Torres Strait Islander students, students from culturally and/or linguistically diverse backgrounds and students with disability
- child safe training
- information regarding the steps to take after a disclosure of harm to protect, support and assist students
- guidelines with respect to record keeping and confidentiality
- policies to ensure compliance with all relevant laws, regulations and standards (including the National Principles)
- a system for continuous review and improvement.

Training On and Information About the Child Safe Program

As a part of Tatachilla Lutheran College's induction process, we require all Staff, as well as Direct Contact Volunteers and Direct Contact Contractors to complete induction in our child safe policies, practices and procedures. All Staff, as well as Direct Contact Volunteers and Direct Contact Contractors also receive refresher and ongoing child safe training.

The College provides all Visitors to the College, including Casual Volunteers and Contractors, with information about the Child Safe Codes of Conduct and how to report child safety incidents or concerns to the College and to relevant external authorities.

The College provides Staff, Direct Contact and Regular Volunteers, and Direct Contact and Regular Contractors with support and supervision by their Manager's, the College's Child Safety Contact Officers and /or the Executive Leadership Team to ensure that they are compliant with the College's approach to child safety.

The College's Response to Child Safety Incidents or Concerns

The College will take appropriate, prompt action in response to all child safety incidents or concerns, including all complaints, allegations or disclosures of harm to a child or young person, when Staff, Volunteers, Contractors, students, parents/carers or anyone else reports these to the College.

The College's response will include:

- externally reporting all matters that meet the required relevant thresholds to CARL and/or the Police (if not already reported), depending on the issues raised
- fully cooperating with any resulting investigation by an external agency

- protecting any student connected to the child safety incident or concern until it is resolved and providing ongoing support to those affected
- taking particular measures in response to child safety incidents or concerns about an Aboriginal or Torres Strait Islander student, a student from a culturally and linguistically diverse background, a student with disability, and other vulnerable students (such as students who are unable to live at home or students who identify as lesbian, gay, bisexual, transgender or intersex)
- sharing information with, or requesting information from, external people or agencies as permitted or required under the law
- securing and retaining records of the child safety incident or concern and the College's response to it
- taking broader actions to improve child safety at the College (including systemic reviews and resulting improvements).

Child Safe Human Resources Management

Tatachilla Lutheran College applies best practice standards in the recruitment and screening of Staff, Volunteers and Contractors to engage the most suitable and appropriate people to work with children and young people.

Our practices include:

- requiring all Staff, Direct Contact and Regular Volunteers and Direct Contact and Regular Contractors at the College to maintain a valid Working with Children Check
- ensuring that all Staff and Direct Contact Volunteers and Direct Contact Contractors undergo child safe induction, and ongoing education and training
- providing all Staff, Direct Contact Volunteers and Direct Contact Contractors with regular supervision and performance monitoring by their manager/a senior member of Staff

ensuring that professional development programs for Staff include child safe education and training programs.

Child Safe Risk Management

LESNW and Tatachilla Lutheran College recognises the importance of a risk management approach to minimising the potential for harm to children and young people to occur and we use this information to inform our policies, procedures and activity planning.

The College has developed a comprehensive Risk Management Program to assist in the identification, assessment and management of child safety risks in all College.

We identify, assess and manage Child Safe risks in all College environments based on a range of factors including the nature of our College's activities, physical and online environments and the characteristics of the student body. We use this information to inform our policies, procedures and activity planning.

Record Keeping

The College is committed to best practice record keeping about child safety incidents and concerns.

All internal and external reports of child safety incidents and concerns, as well as any other responses by the College are documented using the Responding to an Incident, Disclosure or Suspicion of Harm to a Child or Young Person Template, available here.

When keeping records of child safe incidents or concerns, the College maintains confidentiality and privacy for students and families in accordance with federal privacy legislation.

Child Safe Program Review

Tatachilla Lutheran College is committed to the continuous improvement of our Child Safe Program. The Program as a whole is reviewed annually for overall effectiveness and to ensure compliance with all child protection related laws, regulations and standards.

When undertaking these reviews, the College actively seeks, actions, and incorporates feedback from students, families, the wider College community, Staff, Volunteers and Contractors, and will communicate any adjustments or amendments widely throughout the College community.

Child Safe Procedures

Reporting Child Safety Incidents or Concerns Externally and to the College

Any person, including a Staff member, Volunteers, Contractors, parent/carer or a student, can at any time report a reasonable suspicion about harm to a child or young person directly to CARL on 13 14 78 or online.

CARL is open 24 hours a day, seven days a week.

Whenever there are concerns that a child is in immediate danger the Police should be called on 000.

If you need guidance on making a report, or have questions regarding child safety, contact one of the Child Safety Contact Officers.

Staff, Volunteers and Contractors

All Staff must follow our Procedures for Responding to and Reporting Child Safety Incidents or Concerns and, after fulfilling their legal obligations to report harm or risk of harm to a child to CARL and to Police as their first priority, and report all child safety incidents or concerns internally to a Child Safety Contact Officer or the Principal or his/her delegate.

Where the incident or concern involves the Principal or his/her delegate, internal reports should instead be made to the Chair of the Board and if not contactable LESNW Director.

We recognise that some children and young people face additional vulnerabilities to harm, as well as additional barriers to disclosing child safety incidents or concerns. Our Child Safe Program provides guidance on identifying additional vulnerabilities and barriers, and contains strategies for supporting these individuals to participate in the College community and for enabling them to disclose child safety incidents or concerns to the College.

Students, Parents/Carers and Community Members

Students at the College who have child safety concerns about themselves or any other child, young person or student aged 18 or over can:

- contact CARL on 13 14 78 or [online](#)
- disclose the child safety incident or concern to any staff member, Volunteer or Contractor. This might be done:
 - verbally
 - in writing
 - through electronic means (such as email)
 - indirectly (such as in written assignments, in artworks or in any other way)
- use the College's anonymous emails or disclosure to staff, which is located through the College email system to disclose anonymously
- contact parents or trusted adults, Abuse Report Line (CARL) on 131 478, Kids Helpline or White Ribbon Australia.

For more information, refer to our Child-Friendly Child Safe Complaints Policy.

Parents/carers, family members and other community members who have child safety concerns or who suspect that a child or young person associated with the College may be subject to harm should immediately contact CARL on 13 14 78 or online. They should then also contact:

- the College's Senior Child Safety Contact Officer Noel Mifsud or Narelle Mistiades, by phoning 8323 9588 or emailing noel.mifsud@tatachilla.sa.edu.au or narelle.mistiades@tatachilla.sa.edu.au respectively or
- if the concern involves the Principal or his/her delegate, the Chair of the Board and if not contactable LESNW Director by email: chairperson@tatachilla.sa.edu.au.

Any person can also contact the Senior Child Safety Contact Officer, or the Chair of the Board and if not contactable LESNW Director if they have concerns regarding the College's leadership in relation to child safety.

Communications will be treated confidentially on a 'need to know basis'.

The College's Response to and External Reporting of Child Safety Incidents or Concerns

Whenever there are concerns that a child or young person is in immediate danger the Police should be called on 000.

Our Child Safe Program sets out the procedures that the College will follow for any child safety incident or concern involving a student, College staff member, Volunteer, Contractor or Visitor, or other person connected to the College or the College environment.

It also provides guidance for all Staff, Volunteers and Contractors on their obligations to respond to, and to report to CARL and the Police, child safety incidents and concerns.

These procedures and guidance are summarised in this Policy and our public-facing Procedures for Managing Child Safety Incidents or Concerns At or Involving the Learning Community or its Staff Members.

Support for Students, Families and Staff Following Child Safety Incident or Disclosure

Child safety incidents or concerns can cause trauma and significantly impact on the mental health and wellbeing of children and young people, as well as on their families. In addition to reporting and referral to the relevant authorities, the College plays a central role in addressing this trauma and has a duty of care to ensure that students feel safe and supported at school.

The College employs a range of measures to support students affected by a child safety incident or concern, depending on the particular circumstances of the matter and of the student and their family such as:

- Child Safety Contact Officers may work with the student and their family to develop a Student Support Plan
- support strategies that could be considered for students and/or their families might include offering or organising referrals to internal or external support, such as the College counsellor, bi-cultural workers and/or translators, or an external support agency and/or child advocacy organisation that specialises in supporting children and young people impacted by abuse or other harm.

The College offers former students who may disclose historical child safety incidents or concerns from their time at the College similar support.

Witnessing a child safety incident or receiving a disclosure of harm can be a distressing experience for Staff, Volunteers and Contractors involved. The College assists impacted Staff, Volunteers and Contractors to access necessary support.

Responsibilities for Child Safe at the College

Child safety is everyone's responsibility. All adults in the College community have a shared responsibility for contributing to the safety and protection of students. Specific responsibilities include:

The College's Child Safety Contact Officers

A number of senior staff members are nominated as the College's Child Safety Contact Officers. Our Child Safety Contact Officers receive additional specialised training with respect to child safety and protection issues and can support Staff and Volunteers making a report to CARL. They are a point of contact for raising child safety concerns within the College, subsequent to reporting directly to CARL. They are also responsible for championing child protection and safety within the College and assisting in coordinating responses to child safety incidents.

Our Child Safety Contact Officers are:

Name	Position	Contact No.	Email Address

Ashley Coats	Deputy Principal	8323 9588	ashley.coats@tatachilla.sa.edu.au
Narelle Mistiades	Principal's EA	8323 9588	narelle.mistiades@tatachilla.sa.edu.au
Lindee Hopkins	Acting Head Junior Years	8323 9588	Lindee.hopkins@tatachilla.sa.edu.au
Chris McElligott	Head Middle/Senior Years	8323 9588	Chris.McElligott@tatachilla.sa.edu.au
Sue Chapman	College Counsellor	8323 9588	sue.chapman@tatachilla.sa.edu.au

Tatachilla Lutheran College has also appointed Noel Mifsud or Narelle Mistiades as the College's Senior Child Safety Contact Officer. The Senior Child Safety Contact Officer is contactable by phone on 8323 9588 or by emailing noel.mifsud@tatachilla.sa.edu.au or narelle.mistiades@tatachilla.sa.edu.au respectively.

The Senior Child Safety Contact Officer has additional child safe responsibilities, such as being the College's contact person for Child Safe concerns or queries by parents/carers and other members of the wider community, and coordinating the College's response to Child Safe incidents in consultation with the Executive Leadership Team and The Board.

The Board

The Board is the College's governing body. It is responsible for approving our Child Safe Program and ensuring that the College has appropriate resources to effectively implement the National Principles and our Child Safe Program.

The Board's Child Safe Champion

One member of The Board is appointed or identified as a Child Safe Champion. The Child Safe Champion is responsible for ensuring that a child safe culture is prioritised, modelled and championed at the Board level of the College.

The Principal or his/her delegate

The Principal or his/her delegate is responsible, and will be accountable for, the operational management of the College, and the Child Safe Program. The Principal or his/her delegate is responsible for taking all practical measures to ensure that this Child Safe Policy and the College's Child Safe Program is implemented effectively and that a strong and sustainable child safe culture is maintained within the College.

The College Executive Leadership Team

Each member of the College Executive Leadership Team is required to ensure that appropriate resources are made available in their area of operations to allow the College's Child Safe Program to be effectively implemented within the College, and to support the Principal or his/her delegate in the practical application of the College's child safe strategies, policies, procedures and work systems.

Staff Members

All Staff are required to comply with our Child Safe Policy and Child Safe Codes of Conduct, be familiar with our Child Safe Program and understand their legal obligations with respect to the reporting of harm and risk of harm to children and young people and Working with Children Checks.

It is each individual's responsibility to be aware of key indicators of harm and risk of harm, to be observant, to meet their legal obligations to report harm and risk of harm directly to CARL and the Police, and subsequently to raise all child safety incidents and concerns with one of the Child Safety Contact Officers.

To meet these obligations, all College Staff must:

- sign a written statement indicating that they have read and acknowledged the College's Child Safe Policy and Child Safe Codes of Conduct
- participate in child safe induction and ongoing training provided by the College
- always follow the College's child safe policies and procedures in the Child Safe Program
- act in accordance with the Child Safe Codes of Conduct
- identify, report and raise child safety incidents and concerns in accordance with our Procedures for Responding to and Reporting Child Safety Incidents or Concerns

- ensure that students' views are taken seriously and their voices are heard when making decisions that affect them
- implement inclusive practices that respond to the diverse needs of students.

Volunteers

A Volunteer is someone who works without payment or financial reward for the College. Volunteers may be family members of students, or from the wider College or local community.

All Volunteers at the College are responsible for contributing to the safety and protection of students in the College environment.

To meet these obligations:

- all Volunteers must comply with our Child Safe Policy and Child Safe Codes of Conduct and are required to understand their legal obligations with respect to the reporting of harm and risk of harm to children and young people
- relevant Volunteers, as set out in the Child Safe Human Resources Management section above, must maintain a valid Working with Children Check
- Direct Contact Volunteers (and, if required by the College, other Volunteers, such as Regular Volunteers) must:
 - participate in child safe induction and ongoing training provided by the College
 - be aware of key indicators of harm and risk of harm to children and young people
 - understand and meet their legal obligations to report harm and risk of harm directly to CARL and the Police
 - subsequent to any external report, raise all child safety incidents and concerns with one of the Child Safety Contact Officers.

Contractors

A Contractor is someone engaged by the College to perform specific tasks. Contractors are not employees of the College.

Contractors may include, for example, maintenance and building personnel, consultants, casual teachers, tutors, sports coaches and College cleaners. This also includes music teachers and other extra-curricular teachers and instructors who are engaged by students and their families directly, rather than the College, but have an agreement with the College to use the College's facilities.

All Contractors engaged by the College are responsible for contributing to the safety and protection of students in the College environment.

To meet these obligations:

- all Contractors engaged by the College must comply with our Child Safe Policy and Child Safe Codes of Conduct
- relevant Contractors, as set out in the Child Safe Human Resources Management section above, must maintain a valid Working with Children Check
- Direct Contact Contractors (and, if required by the College, other Contractors such as Regular Contractors) must:
 - participate in child safe induction and ongoing training provided by the College or provide evidence of other training
 - be aware of key indicators of harm and risk of harm to children and young people
 - understand and meet their legal obligations to report harm and risk of harm directly to CARL and the Police
 - subsequent to any external report, raise all child safety concerns with one of the Child Safety Contact Officers.

The College may include these requirements in the written agreement between it and the Contractor.

External Education Providers

An External Education Provider is any organisation that the College has arranged to deliver a specified course of study that is part of the curriculum, to a student or students enrolled at the College. The delivery of such a course may take place on College premises or elsewhere.

All External Education Providers engaged by the College are responsible for contributing to the safety and protection of students in all College environments.

All External Education Providers engaged by the College must:

- have lodged a child safe environments statement to the Department of Human Services prior to being engaged by the College
- comply with our Child Safe Policy and Child Safe Codes of Conduct.

The College may include these requirements in the written agreement between it and the External Education Provider.

Implementation

The Child Safe Policy is published on our College's public website.

It is provided to new Staff, and to Direct Contact and Regular Volunteers and Direct Contact and Regular Contractors at induction or prior to them commencing their work at the College.

The College provides all Visitors to the College, including Casual Volunteers and Casual Contractors, with information about the Child Safe Policy (including in particular the Child Safe Codes of Conduct and how to report child safety incidents or concerns to CARL and the Police, and subsequently to the College).

We also communicate the Child Safe Policy to Staff, Volunteers, Contractors and other members of the College community through other mediums such as our website, policies, ongoing training, spot audits, College risk mitigation processes, posters, assemblies, student input at class, leadership and College level; word of mouth, signed staff employment documents with specific reference to child protection, careful follow-up of AISSA staff warning bulletins, immediate communication on needs to know basis of youth suicide cases, imbed deep in student curriculum, parent info evenings with guest speakers, promoting staff research and PD, welcome/induction packs, annual report, newsletters..

We provide a child-friendly version of the Child Safe Policy and our Statement of Commitment to Child Safety to all students that can be found [here](#).

Breach of the Child Safe Policy

Tatachilla Lutheran College enforces this Child Safe Policy and our Child Safe Codes of Conduct. In the event of any non-compliance, we will instigate a review that may result in a range of measures including (depending on the severity of the breach):

- remedial education
- counselling
- increased supervision
- the restriction of duties
- suspension
- in the case of serious breaches, termination of employment, contract or engagement.

Policy Review

This Child Safe Policy has been approved by The Board on 31 August 2022.

The Board reviews it at least biennially, or earlier if required (such as due to changes in legislation), in light of experience, the effectiveness of its procedures and the publication of relevant research.

Source of Obligation

Tatachilla Lutheran College's Child Safe Policy implements, and is to be read and understood in conjunction with:

- the National Principles for Child Safe Organisations.