

CHILD SAFE POLICY

Commitment to Child Safety

ELTHAM College is committed to child safety.

- We want our students to be safe, happy and empowered. We support and respect all students, as well as our staff and volunteers.
- ELTHAM is committed to the safety, participation and empowerment of all students.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.
- We have legal and moral obligations to contact authorities when we are worried about a child's safety.
- ELTHAM is committed to preventing child abuse and identifying risks early, and removing and reducing these risks.
- We have excellent human resources and recruitment practices for all staff and volunteers.
- ELTHAM is committed to regularly training and educating our staff and volunteers on child abuse risks.
- We support and respect all students, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from overseas or a culturally and/or linguistically diverse background, and to providing a safe environment for children with a disability.
- We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.

If you believe a child is at immediate risk of abuse phone 000.

Students

This policy is intended to empower children who are vital and active participants at ELTHAM. We involve them when making decisions, especially about matters that directly affect them. We listen to their views and respect what they have to say.

We promote diversity and tolerance at ELTHAM, and people from all walks of life and cultural backgrounds are welcome. In particular we:

- Promote the cultural safety, participation and empowerment of Aboriginal children
- Promote the cultural safety, participation and empowerment of children from overseas or culturally and/or linguistically diverse backgrounds
- Ensure that children with a disability are safe and can participate equally.

Staff and Volunteers

This policy guides our staff and volunteers on how to behave with students at ELTHAM.

All of our staff and volunteers must agree to abide by our **code of conduct** which specifies the standards of conduct required when working with students. *All staff and volunteers, as well as students and their families, are given the opportunity to contribute to the development of the code of conduct.*

Cultural Protection and Awareness

ELTHAM College is committed to the provision of culturally appropriate services and protection of the safety of international students who are from culturally and/or linguistically diverse backgrounds.

ELTHAM College promotes the cultural safety of students from culturally and/or linguistically diverse backgrounds through implementation of the following strategies which aim to reduce or remove the risk of child abuse:

- Being respectful, inclusive and welcoming of students from range of backgrounds
- Training of staff and volunteers to ensure they build positive relationships with international students and have awareness of the risks associated with students who are from culturally and/or linguistically diverse backgrounds
- Issuing international students with a Student Safety card as part of their Orientation, this card details emergency afterhours support and contact information
- Issuing Child Safe information for international students and their families in the Orientation Booklet and Homestay Program Booklet. This is also discussed at the Orientation sessions to ensure understanding and awareness
- Issuing Homestay Parents the Homestay Booklet during the initial homestay visit and ensuring awareness of the College policies and procedures with regards to Child Safe practices.

Professional Learning and Supervision

Professional learning and supervision is important to ensure that everyone at ELTHAM understands that child safety is everyone's responsibility.

The culture at ELTHAM aims for all staff and volunteers (in addition to parents/carers and students) to feel confident and comfortable in discussing any allegations of child abuse or child safety concerns. Staff and volunteers will be trained to identify, assess, and minimise risks of child abuse and to detect potential signs of child abuse.

We also support our staff and volunteers through ongoing supervision to: develop their skills to protect children from abuse; and promote the cultural safety of Aboriginal children, the cultural safety of children from linguistically and/or diverse backgrounds, and the safety of children with a disability.

New employees and volunteers will be supervised regularly to ensure they understand our organisation's commitment to child safety and that everyone has a role to play in protecting children from abuse, as well as checking that their behaviour towards children is safe and appropriate (please refer to ELTHAM's code of conduct for further detail). Any inappropriate behaviour will be reported through appropriate channels, including the Department of Health and Human Services and Victoria Police, depending on the severity and urgency of the matter.

Recruitment

We take all reasonable steps to employ skilled people to work with students. We develop selection criteria and advertisements which clearly demonstrate our commitment to child safety and an awareness of our social and legislative responsibilities. ELTHAM understands that when recruiting staff and volunteers we have ethical as well as legislative obligations. We actively encourage applications from Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds and people with a disability.

All people engaged in child-related work, including volunteers, are required to hold a Working with Children Check and to provide evidence of this Check.

ELTHAM carries out reference checks and police record checks to ensure that we are recruiting the right people. Police record checks are used only for the purposes of recruitment and are

discarded after the recruitment process is complete. We do retain our own records (but not the actual criminal record) if an applicant's criminal history affected our decision making process.

If during the recruitment process a person's records indicate a criminal history then the person will be given the opportunity to provide further information and context.

Fair Procedures for Personnel

The safety and wellbeing of students is our primary concern. We are also fair and just to personnel. The decisions we make when recruiting, assessing incidents, and undertaking disciplinary action will always be thorough, transparent, and based on evidence.

We record all allegations of abuse and safety concerns using our incident reporting form, including investigation updates. All records are securely stored.

If an allegation of abuse or a safety concern is raised, we provide updates to children and families on progress and any actions we as an organisation take.

Privacy

All personal information considered or recorded will respect the privacy of the individuals involved, whether they be staff, volunteers, parents or students, unless there is a risk to someone's safety. We have safeguards and practices in place to ensure any personal information is protected. Everyone is entitled to know how this information is recorded, what will be done with it, and who will have access to it.

Legislative Responsibilities

ELTHAM takes our legal responsibilities seriously, including:

- **Failure to disclose:** Reporting child sexual abuse is a community-wide responsibility. All adults in Victoria who have a reasonable belief that an adult has committed a sexual offence against a child under 16 have an obligation to report that information to the police.
- **Failure to protect:** People of authority in our organisation will commit an offence if they know of a substantial risk of child sexual abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.
- Any personnel who are **mandatory reporters** must comply with their duties.

Risk Management

In Victoria, organisations are required to protect children when a risk is identified (see information about failure to protect above). In addition to general occupational health and safety risks, we proactively manage risks of abuse to our students.

We have risk management strategies in place to identify, assess, and take steps to minimise child abuse risks, which include risks posed by physical environments (for example, any doors that can lock), and online environments (for example, no staff or volunteer is to have contact with a child in organisations on social media where the primary reason for knowing is via the College).

Allegations, Concerns and Complaints

ELTHAM takes all allegations seriously and has practices in place to investigate thoroughly and quickly. Our staff and volunteers are trained to deal appropriately with allegations.

We work to ensure all children, families, staff and volunteers know what to do and who to tell if they observe abuse or are a victim, and if they notice inappropriate behaviour.

We all have a responsibility to report an allegation of abuse if we have a reasonable belief that an incident took place (see information about failure to disclose above).

If an adult has a **reasonable belief** that an incident has occurred then they must report the incident. Factors contributing to reasonable belief may be:

- A child states they or someone they know has been abused (noting that sometimes the child may in fact be referring to themselves)
- Behaviour consistent with that of an abuse victim is observed
- Someone else has raised a suspicion of abuse but is unwilling to report it
- Observing suspicious behaviour.

It is important to note that international students may be at an increased risk of not reporting an incident due to:

- Developing English language capabilities
- Living away from family and friends
- Lack of familiarity with the cultural norms of a foreign country
- Reticence to report issues or concerns for fear of punishment or causing unnecessary trouble.

Child Safe Officers at ELTHAM College

The following senior roles include the responsibility of being the Child Safe Officers at ELTHAM College:

- Deputy Principal
- Director, ELC and Junior School
- Deputy Director, Senior School
- School Psychologist
- Wellbeing Coordinator

Regular Review

This policy will be reviewed every two years and following significant incidents if they occur. We will ensure that families and children have the opportunity to contribute. Where possible we do our best to work with local Aboriginal communities, culturally and/or linguistically diverse communities and people with a disability.

Document Version Control and Amendments

Version	Date	Amendment	Author
1	April 2014	First Policy.	Deputy Principal
2	October 2016	Policy Review.	Deputy Principal
3	April 2019	Policy revised to clarify review process.	Deputy Principal
4	September 2019	Policy revised to include cultural protection and awareness.	Deputy Principal
5	October 2020	Added the Child Safe Officers	Deputy Principal