

Child Safe Environment Policy



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Enquiries Contact: Admin.sa@au.oneschoolglobal.com	Associated Documents <i>Professional Learning Policy</i> <i>Child Abduction Response Plan Guidelines Critical Incidents Policy</i> <i>Mandatory Reporting Policy</i> <i>Staff Code of Conduct/Student Code of Conduct Complaints and Disputes Policy</i> <i>Complaints Procedure Flowchart for Parents & Students Protective Behaviours Curriculum</i> <i>Child Friendly Tips for Making a Complaint</i>	

PURPOSE

The Trustees, Staff and Volunteers of OneSchool Global SA are committed to the protection of children and young people who are involved with any OneSchool Global SA program or related activities. The purpose of this policy is to ensure that OneSchool Global SA and its staff meet all legislative requirements with respect to child protection and that all possible actions are taken to ensure the safety and wellbeing of children and young people. This policy will outline the roles and responsibilities for everyone involved in our organisation.

COMMITMENT TO THE SAFETY OF CHILDREN AND YOUNG PEOPLE

All staff employed by OneSchool Global SA are responsible for the care, safety and protection of children and young people. Children and young people are valued, respected and encouraged to participate. The safety and protection of children and young people is always our first priority.

This responsibility extends to the identification and timely response to concerns regarding the harm or risk of harm of our children and young people. We have a commitment to diversity, which means all children and young people are embraced regardless of their abilities, sex, gender, or social economic or cultural background and equity is upheld. Any form of bullying and harassment will not be tolerated.

This policy complies with the *Children and Young People (Safety) Act 2017*, *Child Safety (Prohibited Persons) Act 2016* and the *National Principles for Child Safe Organisations*.

SCOPE

The policy applies to Directors, Staff, Volunteers, Students and Contractors of OneSchool Global SA. Staff and students are required to sign a Code of Conduct which acknowledges in writing that they have read and understand the code.

COMMUNICATION

The policy is available on the school website www.oneschoolglobal.com, regularly advertised in our Weekly Newsletter, and a child friendly version is placed around the school in various prominent locations. The policy and associated procedures are made available to employees and volunteers as part of induction process.

DEFINITIONS

Child or young person - persons under 18 years of age.

Complainant – person who makes a complaint.

Harm - Section 17 of the Safety Act defines 'harm' to mean physical or psychological harm (whether caused by an act or omission), including harm caused by sexual, physical, mental or emotional abuse or neglect.

National Police Check - a summary of an individual's offender history in Australia and a record of their criminal history relating to convictions, finding of guilt or pending court proceedings. They are available from South Australia Police (SAPOL) or organisations accredited by the Australian Criminal Intelligence Commission. It is an organisational decision if a National Police Certificate (NPC) is required for workers or volunteers, however the organisation can no longer use the NPC to assess if a person is suitable to work or volunteer with children in South Australia, this must be determined by a valid, not prohibited Working with Children Check.

Working with Children Check - People working or volunteering with children in South Australia must, by law, have a valid, not prohibited Working with Children Check. A Working with Children Check is an assessment of whether a person poses an unacceptable risk to children. As part of the process, the Screening Unit will look at criminal history, child protection information and other information. In South Australia, organisations providing services to children and young people must, by law, provide child safe environments, in accordance with the *Children and Young People (Safety) Act 2017* and *Child Safety (Prohibited Persons) Act 2016* and the *National Principles for Child Safe Organisations*.

Although it is mandatory for teachers, any staff member or community member concerned about the welfare, safety, possible grooming or sexual abuse of a student should advise the Principal. Employees at OneSchool Global SA, other professionals and volunteers must have very clear understandings of the expectations around interactions with students and processes for reporting concerning behaviours.

PARTICIPATION OF FAMILIES, CHILDREN AND YOUNG PEOPLE

OneSchool Global SA informs families, children and young people about their rights and encourages children and young people to participate and provide feedback via our *Annual Stakeholder Surveys* and a dedicated *Feedback and Complaints Register*. OneSchool Global SA listens to children and young people and we provide education on child safety via our dedicated child protection and safeguarding program called *OSG Aware*.

CODE OF CONDUCT

OneSchool Global SA have a separate staff and student Code of Conduct in place, which can be found on the Staff Sharepoint Hub and on the School's website. People can report a breach of the code of conduct via our *Feedback and Complaints Register*. All reports will be handled in accordance with the School's *Disputes and Complaints Policy*.

REPORTING AND RESPONDING TO GENERAL COMPLAINTS OR FEEDBACK

OneSchool Global SA have the following in place for parents and students to provide feedback or make a complaint, which includes information on dealing with suspected breaches of code of conduct and staff misconduct. These documents are published in our Weekly Notices:

- Complaints and Disputes Policy
- Complaints Procedure Flowchart for Parents and Students
- Complaints and Feedback Smartsheet Webform

Complaints and feedback will be attended to promptly, sensitively and fairly.

RECRUITMENT

OneSchool Global recruitment strategies ensure we only engage the most suitable people to work or volunteer with children and young people. These strategies include, but not limited to:

- Clear position descriptions with a clear commitment to child safety and wellbeing
- Face-to-face interviews that include behavioural questions in relation to child safeguarding
- Screening processes, including at least two referee checks and qualification checks
- Verify that new employees have a current, not prohibited WWCC before employing them to work with children and for existing employees.
- Verify employees have renewed their WWCC every 5 years and the status remains as not prohibited. Verification will be done online through the Organisation Portal accessed via the DHS Screening Unit (see Child Safety (Prohibited Persons) Act 2016, Section 17(1)(b) and Regulation 11(1)).
- Advising the Screening Unit where OneSchool Global becomes aware of certain information regarding any person involved with your organisation, including any serious criminal offence, child protection information, or disciplinary or misconduct information.

SUPERVISION, TRAINING & SUPPORT FOR EMPLOYEES AND VOLUNTEERS

OneSchool Global SA is committed to ensuring our staff and volunteers are supported in their role to maintain a child safe environment. Support includes supervision and training. Staff complete mandatory child protection training each year, internally and externally. Our induction process includes new employees/volunteers receiving a copy of this policy and that they are clear on their responsibilities to children and young people, including record keeping, information sharing and reporting obligations. Staff undergo a structured performance and development appraisal program each year, which include elements of child and young person safety.

Some examples of staff training include:

- Child Safety & Protection as a standing item on all meeting agendas
- Ensuring all staff and volunteers have access to the Mandatory Notification Information Booklet
- Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC)
- Completion of OSG Aware Child Protection and Safeguarding course
- A staff information session at the opening staff conference in January of each year Updates on changes to legislation or school policy relating to child and young person safety

An example of volunteer training:

- Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) Fundamentals course

REPORTING AND RESPONDING TO HARM OR RISK OF HARM

Section 30 of the [Children and Young People \(Safety\) Act 2017](#) establishes that the following people are mandated notifiers in an educational setting:

- psychologist
- community corrections officer under the [Correctional Services Act 1982](#)
- social worker
- teacher employed as such in a school (within the meaning of the [Education and Early Childhood Services \(Registration and Standards\) Act 2011](#)) or a pre-school or kindergarten
- employee of, or volunteer in, an organisation that provides health, welfare, education, sporting or recreational, child-care or residential services wholly or partly for children or young people, being a person who:
 - provides such services directly to children or young people
 - holds a management position in the organisation, the duties of which include direct responsibility for, or direct supervision of, the provision of those services to children or young people
- officer or employee of a prescribed organisation (as per section 114) who holds a management position in the organisation, the duties of which include direct responsibility for, or direct supervision of, the provision of services to children.

A mandated notifier is required by law to notify the *Department for Child Protection* if they suspect on reasonable grounds that a child or young person is, or may be, at risk of harm.

PROCEDURES

Making a Mandatory Report

Step 1

Once a mandated notifier has formed a belief based on reasonable grounds, in the course of their work, that individual person is required to call the *Department for Child Protection* Child Abuse Report Line on 13 14 78 or SA Police on 000 if immediate risk.

A mandated notifier can form the necessary belief, based on reasonable grounds, by noting the presence of indicators, disclosures, injuries, signs, symptoms and behaviours that heighten concerns about child or young person harm or risk of harm.

Mandated notifiers may wish to consider the following questions to assist them in deciding if their belief is based on reasonable grounds:

- Can you describe the reasons why you believe a child or young person has been, or is being harmed or at risk of harm?
- What has the child or young person said or done to suggest they are being harmed or at risk of harm?
- Have you observed, or been told about, the presence of any of the 'possible indicators' of harm or risk of harm?
- Did the child or young person disclose harm or risk of harm? What did they say happened? Who did they disclose to and when?

- What other behaviours have you observed and/or interactions with the child or young person are of concern to you? What is the frequency and severity of the behaviour? How long has it been occurring?

This belief and the reasonable grounds for forming it should be reported to Department for Child Protection as soon as practicable after forming the belief.

AND after each occasion on which they become aware of any further grounds for the belief.

It is not permissible for a mandated notifier to undertake any form of investigation such as taking photographs or conducting interviews. This is the role of the *Department for Child Protection* or SA Police.

Mandated notifiers cannot agree to a student's demands for confidentiality or requests that parents, police or other agencies not be informed when the welfare or safety of the student or other students may be threatened. Restrictions and reasons for breaches of confidentiality need to be overtly stated within the school.

Step 2

It is essential that reports are managed in a caring, supporting and confidential manner and that the reporting mandated notifier be supported. Following a report to the authorities, an internal report is required to be made to the school Principal, in writing. This information will be kept in a confidential Incident Register in the Principal's Office.

The identity or information with potential to indicate the identity of the notifying individual must remain confidential.

If someone in our organisation is reported for causing harm to a child or young person, following a report to authorities they will be removed from any role that has contact with children or young people until authorities have concluded their investigation.

Step 3

After all the relevant authorities have been consulted with, referred to above in steps 1-2, it should then be decided who else, if anyone, should be informed. The need for confidentiality should be remembered at all times in the interest of the child and family. Only where the welfare of the child or young person, or the reporter, will be affected should the matter be discussed with anyone else.

If, following a report, a family approaches the school, it is recommended that any interview or discussion be conducted with a minimum of two school staff members present. The focus of such a meeting should be on the welfare of the child or young person, not on justifying the actions of the teacher/s involved.

This meeting must be documented.

Step 4

Support for the reporting mandated notifier is provided via our Employee Assistance Program, LifeWorks. Support for the student and anyone else affected will be arranged utilising our Head of Student Support and our dedicated external counselling agency, The Resilience Centre. Support will continue to be provided, if necessary, as the role of the mandated notifier with the student and Department for Child Protection may be ongoing.

RISK MANAGEMENT

Risk management is a preventative, proactive and participatory approach, and it means identifying the potential for an incident or accident to occur and taking steps to reduce the likelihood or severity of its occurrence. All employment situations do not carry the same level of risk, nor do all employees. Similarly, all children do not have the same level of vulnerability. Recognising and acknowledging that the harm or risk of harm is present in child-related employment is the first step towards effective risk management. Procedures to minimise harm or risk of harm from occurring as well as procedures for responding to incidents or allegations against an employee or volunteer form part of a risk management plan. Risks associated with child or young person safety are recorded on our Risk Management Platform, CGR, and reviewed regularly.

Potentials risks and actions to minimise risk in our organisation include, but not limited to:

Risk name and description	Actions to minimise risk
Culture of organisation is not child-safe focussed	<ul style="list-style-type: none"> • Child focused Code of Conduct is in place that sets the behavioural standards expected including what happens when a breach occurs • Culture of management reflects the strong commitment to the safety of children and young people • National Principles for Child Safe Organisations are embedded in policies and procedures • We meet the requirements of the <i>Children and Young People (Safety) Act 2017</i> (which mandates child safe environments) and the <i>Child Safety (Prohibited Persons) Act 2016</i> (which mandates Working with Children Checks) • All organisational staff (including employees and volunteers) are provided with our Child Safe Environments Policy, Code of Conduct and undertake child safe e-learning modules as part of the induction process • Complaints processes are in place and promoted to children, young people and their families to make sure that they feel safe reporting to the organisation • Strategies to embed a child safe organisational culture are reviewed and updated regularly

Risk name and description	Actions to minimise risk
Organisational staff (including employees and volunteers) harm children/young people	<ul style="list-style-type: none"> • Recruitment processes including undertaking referee checks to ensure the suitability of persons before they are employed/volunteer with our organisation is completed • Interview questions (no prior preparation) to gauge an applicant's understanding of Child- safe principles and actions that would be taken to prevent harm to children and young people • All employees and volunteers have WWCC with 'not prohibited' result prior to working with children and young people • WWCC updated every 5 years • Children and young people and their families are given a copy of our Child Safe Environments policy and complaints and feedback process as part of a welcome/induction pack. • If children and young people are harmed, we support them and their families by following our organisation's reporting and responding to harm/risk of harm procedure which clearly sets out the process for reporting to CARL and connecting those impacted with appropriate support services) •
Organisational staff (including employees and volunteers) do not understand their obligations to report harm and risk of harm to the Child Abuse Report Line (or SA Police if child/young person is at immediate risk)	<ul style="list-style-type: none"> • All employees and volunteers trained in RRHAN-EC on commencement and refresher training every 3 years after • All employees and volunteers must abide by the Child Safe Environment policy and Code of Conduct (latter is signed on commencement with organisation) • Support through training and supervision is provided to organisational staff (including employees and volunteers) through our bespoke OSG Aware Child Protection Course on Canvas
Children and young people are transported between different environments	<ul style="list-style-type: none"> • The school has an Excursion Management Plan, which includes the use of school and private vehicles, and a Risk Assessment
Children/young people do not feel included	<ul style="list-style-type: none"> • The organisation uses inclusive, developmentally- appropriate language and resources to help children/young people to feel valued, respected and included

Risk name and description	Actions to minimise risk
Supervision of children and young people	<ul style="list-style-type: none"> The school has a Duty of Care Policy in place Appropriate supervision is provided for all classroom, playground, online and external activities
Online communications between staff/volunteers and children/young people	<ul style="list-style-type: none"> All online activity is monitored with Streamline3 monitoring software All students and staff are required to complete our OSG Aware Child Protection course. All students and staff are required to complete our Cyber Security course annually
Protecting privacy and confidentiality Taking images of children and young people	<ul style="list-style-type: none"> The school has a Privacy and Data Policy in place, which is available on the school website When taking images of children and young people, must have consent of child young person and parent/guardian consent required via our Enrolment Policy
Physical environment	<ul style="list-style-type: none"> Quarterly WHS walkarounds are conducted CGR Risk Register is reviewed on a quarterly basis
Third party contractors (while delivering services for the organisation) harm children/young people	<ul style="list-style-type: none"> All contractors are formally inducted Incursion Management Plan in place for outside organisations visiting the school
Overnight activities (eg camps and excursions)	<ul style="list-style-type: none"> children and young people must be supervised by a minimum of 2 adults of the same gender children and young people are provided privacy when bathing, toileting and dressing sleeping arrangements will not compromise the safety of children and young people such as unsupervised sleeping arrangements or children and young people sharing a bed or an adult sleeping in the same bed as a child or young person children and young people have the right to contact their parents or another adult if they feel unsafe, uncomfortable or distressed during their stay.

POLICY REVIEW

OneSchool Global SA will, at a minimum, review the policies and procedures once every 5 years as required by the Children and Young People (Safety) Act 2017. The policy and associated documents will also be reviewed when:

- New or added risks are identified for children or young people, which may require

- a change in the policy or procedures
- A critical incident where a child or young person has experienced harm through involvement in the organisation
- Concerns are raised by anyone involved in your organisation about child safety or welfare in the organisation
- Awareness or compliance to the child safe policy and/or procedures is low.

OneSchool Global SA will lodge a new child safe environments compliance statement with Department of Human Services each time you review and update your policy.

VERSION CONTROL

Policy Code	Date	Version No.	Nature of Change
POL_SA_ADM_Child_Safe Environment Policy v1.2	13/01/2023	1.2	Update for DHS
POL-SA_ADM-Child Protection PolicyDEP-1.1	30/10/2019	1.1	OSG Format
Child Protection Policy_1019	October 2019	1019	Mandatory Reporting
Child Protection Policy_0819	August 2019	0819	Various
Child Protection Policy_0619	June 2019	0619	Various
Child Protection Policy_0119	January 2019	0119	Various
Child Protection Policy_0817	August 2017	0817	Various
Child Protection Policy_1214	December 2014	1214	Various