



# CHILD SAFETY POLICY

## 1. Purpose

Our Child Safety Policy was written to demonstrate the strong commitment of the School to child safety, and to provide an outline of the policies and practices that we have developed to keep our students safe, including from abuse or other harm.

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

This Child Safety Policy provides the framework for:

- the implementation of the National Principles for Child Safe Organisations
- the development of work systems, practices, policies, and procedures that promote child protection, safety, and wellbeing within the School.
- the creation of a safe and supportive School environment and a positive and robust child safe culture
- the promotion and open discussion of child safety issues within the School and
- compliance with all laws, regulations, and standards relevant to child protection and child safety in Western Australia.

## 2. Scope

The School's Child Safety Policy applies to all adults in the School community, including Staff, Volunteers, Contractors, External Education Providers, parents/guardians, and other family members. This policy applies in all School environments, both physical and online, and on-site and off-site School grounds (e.g., camps and excursions).

## 3. Policy Statement

This Child Safety Policy implements the National Principles for Child Safe Organisations - <https://childsafe.humanrights.gov.au/national-principles>.

The Child Safety Policy is published on our School'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 newsletters and orientation/induction packs for Board Members, staff members, including boarding staff, and Direct Contact Volunteers.

This Child Safety Policy comprises the following sections:

1. Purpose
2. Scope
3. Statement of Commitment to Child Safety and Wellbeing
4. Children and Young People's Rights to Safety, Information and Participation
5. Parents/Carers, Families and Community Involvement at the School
6. Valuing Diversity in the School Community
7. Our Child Safety Program
8. Reporting Child Safety Incidents or Concerns to the School
9. Responsibilities for Child Safety at the School
10. Child Safety Human Resources Management
11. Child Safety Risk Management
12. Record Keeping
13. Policy and Program Review
14. Non-Compliance with Our Child Safety Policy



#### **4. Statement of Commitment to Child Safety and Wellbeing**

All children and young people who come to BGMS have a right to feel and be safe. We are committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe and can actively participate in decisions that affect their lives.

We have a zero tolerance for child abuse and other harm and are committed to acting in students' best interests and keeping them safe from harm.

The School regards its child safe responsibilities with the utmost importance and as such, 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 School 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.

The School's Statement of Commitment to Child Safety has been designed to reflect the National Principles for Child Safe Organisations.

#### **5. Children and Young People's Rights to Safety, Information and Participation**

BGMS 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. This includes decisions about organisational planning, delivery of services, management of facilities, and classroom learning and assessment environments.

We ensure 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 organisation and regularly communicate with students about what they can do if they feel unsafe.

#### **6. Parents/Carers, Families and Community Involvement at the School**

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

We ensure families and relevant communities know about the School's operations and policies, including its Child Safety Policy and Student's Code 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 classroom learning and assessment environments.

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

#### **7. Valuing Diversity in the School Community**

Our School 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/or linguistically diverse backgrounds and their families!
- welcome students with disability and their families and act to promote their participation.
- welcome students and families of diverse sexuality and act to promote their participation!
- seek to recruit a workforce that reflects a diversity of cultures, abilities, and identities!



- have a physical environment that actively celebrates diverse cultures and recognises cultural difference!
- commit to ensuring our facilities promote the inclusion of students of all abilities.

## 8. Our Child Safety Program

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

Our Child Safety Program relates to all aspects of protecting children from abuse, grooming and other harm and establishes work systems, practices, policies, and procedures to protect children from abuse and to promote a child safe environment. It includes:

- a Students Code of Conduct
- clear information as to what constitutes child abuse, grooming and other harm and associated key indicators of child abuse, grooming and other harm.
- clear procedures for responding to and reporting child safety incidents or concerns internally, and for responding incidents or allegations of child abuse, grooming or other harm.
- strategies to support, encourage and enable Staff, Volunteers, Third Party Contractors, External Education Providers, parents/guardians, and students to understand, identify, discuss, and report child safety matters.
- procedures for recruiting and screening members of the Executive, Staff, Volunteers and Contractors
- procedures for reporting to external agencies, including Mandatory Reporting to CPFS and Reporting to Police
- 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 abuse, grooming or other harm to protect, support and assist children.
- guidelines with respect to record keeping and confidentiality.
- policies to ensure compliance with all relevant laws, regulations and standards (including the National Principles for Child Safe Organisations)
- a system for continuous review and improvement.

As a part of BGMS's induction process all Staff, as well as Regular Volunteers, are required to complete induction in our Child Safety Policies, practices, and procedures. All Staff, as well as Regular Volunteers, also receive refresher and ongoing child safe training at least annually.

Staff and Regular Volunteers are supported and supervised by the School Child Protection Officers and Executive to ensure that they are compliant with the School's approach to child safety.

## 9. Reporting Child Safety Incidents or Concerns to the School

Our Child Safety Program provides detailed guidance for Staff, Volunteers and Contractors on how to identify key indicators of child abuse, grooming and other harm and how to report child safety incidents or concerns internally at the School. It also contains detailed procedures with respect to the reporting of child safety incidents or concerns to relevant external authorities.

Students at the School are provided with information about and are encouraged to use multiple pathways to raise child safety incidents or concerns about or at the School. These include informal and formal ways, an 'anonymous' way, and through external child advocacy or child safety organisations.



Parents/guardians, family members and other community members who have child safety concerns or who suspect that a child or young person associated with the School may be subject to abuse, grooming or other harm can contact:

- the School's Senior Child Protection Officer, Kym Murphy, by phoning 08 94174060 or emailing [kym.murphy@bgms.wa.edu.au](mailto:kym.murphy@bgms.wa.edu.au)
- the Principal, by phoning 08 9417 4060 or emailing [Principal@bgms.wa.edu.au](mailto:Principal@bgms.wa.edu.au), if the concern relates to the Principal, the Chair of the Board Sharna Jarvis by emailing [chair@bgms.bgms.wa.edu.au](mailto:chair@bgms.bgms.wa.edu.au), parents/guardians, family members and other community members can also raise child safety incidents or concerns through the School's Complaints: Fair Treatment And Grievance Resolution For Parents/Guardians And Students Policy via our web or through Transparent Classroom.

Any person can also contact the Senior Child Protection Officer, the Principal, or the Chair of the Board (Sharna Jarvis) if they have concerns regarding the School's leadership in relation to child safety. Should you have concerns about the Board Chair you can contact: The Vice Chair Robyn Burnage by emailing [vicechair@bgms.wa.edu.au](mailto:vicechair@bgms.wa.edu.au).

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

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

## **10. Responsibilities for Child Safety at the School**

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

### **The School's Child Protection Officers**

Several senior staff members are nominated as the School's Child Protection Officers. Our Child Protection Officers receive training with respect to child safety and protection issues. They are a point of contact for raising child safety concerns within the School. They are also responsible for championing child safety within the School and assisting in coordinating responses to child safety incidents.

Contact details for our Child Protection Officers are set out below:

#### Cycle 1

Maria Borce

Coordinator of JP

08 9417 40 60

[maria.borce@bgms.wa.edu.au](mailto:maria.borce@bgms.wa.edu.au)

#### Cycle 2

Robyn Walker

Coordinator of MP

08 9417 40 60

[robyn.walker@bgms.wa.edu.au](mailto:robyn.walker@bgms.wa.edu.au)



## Cycle 2

Sam Leyton

Coordinator of UP

08 9417 40 60

[sam.leyton@bgms.wa.edu.au](mailto:sam.leyton@bgms.wa.edu.au)

## **The Senior Child Protection Officer**

BGMS School has also appointed Kym Murphy: Deputy Principal, as the School's Senior Child Protection Officer. The Senior Child Protection Officer is contactable by phone on 08 9417 40 60 by emailing [kym.murphy@bgms.wa.edu.au](mailto:kym.murphy@bgms.wa.edu.au)

The Senior Child Protection Officer has additional child safe responsibilities, such as being a first point of contact for all child safety concerns or queries for the wider community and coordinating the School's response to child safety incidents in consultation with the Principal, the Executive, and the Board.

## **Board**

The Board is responsible for endorsing our Child Safety Program and ensuring that the School has appropriate resources to effectively implement the National Principles for Child Safe Organisations and our Child Safety Program.

## **The Principal**

The Principal is responsible, and will be accountable for, the operational management of the School, and the Child Safety Program. The Principal is responsible for taking all practical measures to ensure that this Child Safety Policy and the School's Child Safety Program is implemented effectively and that a strong and sustainable child safe culture is maintained within the School. The Principal will ensure that the Board is kept abreast of updates to the School's Child Safety Program.

## **The School Executive**

Each member of the School Executive is required to ensure that appropriate resources are made available in their area of operations to allow the School's Child Safety Program to be effectively implemented within the School, and to support the Principal in the practical application of the School's child safe strategies, policies, procedures, and work systems.

## **Staff Members**

All Staff are required to comply with our Child Safety Policy and Staff and Students Code of Conduct, and be familiar with our Child Safety Program and understand their legal obligations with respect to the reporting of child abuse, grooming and other harm, and Working with Children Checks. It is everyone's responsibility to be aware of key indicators of abuse, grooming and other harm, to be observant, and to raise all child safety incidents and concerns with one of the School's Child Protection Officers.

## **Volunteers**

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



All Direct Contact and Regular Volunteers are required to comply with our Child Safety Policy and Student Code of Conduct and understand their legal obligations with respect to the reporting of child abuse, grooming and other harm.

It is everyone's responsibility to be aware of key indicators of child abuse, grooming and other harm, to be observant, and to raise all child safety concerns with one of the School's Child Protection Officers.

### **Contractors**

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

All Direct Contact and Regular Contractors engaged by the School are required to comply with our Child Safety Policy and Student Code of Conduct and understand their legal obligations with respect to the reporting of child abuse, grooming and other harm. The School may include this requirement in the written agreement between it and the Contractor.

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

### **External Education Providers**

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

All External Education Providers engaged by the School are responsible for contributing to the safety and protection of students in all School environments. All External Education Providers engaged by the School are required by the School to comply with our Child Safety Policy and our Student Code of Conduct. BGMS School may include this requirement in the written agreement between it and the External Education Provider.

## **11. Child Safety Human Resources Management**

BGMS School applies best practice standards in the recruitment and screening of Staff and Direct Contact and Regular Volunteers. Our recruitment procedures comply with the School's Child Safe Human Resources Management practices and ensure that all reasonable steps are taken to engage the most suitable and appropriate people to work with children and young people. All Staff, Direct Contact and Regular Volunteers and Direct Contact and Regular Contractors are required to maintain a valid Working with Children Check.

The School ensures that the School Executive, Staff and Direct Contact Volunteers and Direct Contact Contractors undergo child safe induction, and ongoing education and training as part of our commitment to safeguarding children from harm.

Staff, Direct Contact Volunteers and Direct Contact Contractors are subject to regular supervision and performance monitoring whilst engaging with students.

The School ensures that professional development programs for Staff include child safe education and training programs.

## **12. Child Safety Risk Management**

The School recognises the importance of a risk management approach to minimising the potential for child abuse or harm to occur and we use this information to inform our policies, procedures, and activity planning.





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

### 13. Record Keeping

The School has a Child Safe Record Keeping policy and is committed to best practice record keeping.

In maintaining records of child safety incidents or concerns, the School maintains confidentiality and privacy for students and families in accordance with federal and state privacy legislation.

### 14. Policy and Program Review

BGMS School is committed to the continuous improvement of our Child Safety Program. The Program is regularly reviewed for overall effectiveness and to ensure compliance with all child protection and child safety related laws, regulations, and standards.

The School is committed to actively seeking, actioning, and incorporating into this Policy, feedback from students, families, the wider School community, Staff, Volunteers and Contractors, and will communicate any adjustments or amendments widely throughout the School community.

### 15. Non-Compliance with Our Child Safety Policy

BGMS School enforces this Child Safety Policy and our Student Code 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 or
- in the case of serious breaches, termination of employment, contract, or engagement.

| Approval and Amendment History       | Details            | Date       |
|--------------------------------------|--------------------|------------|
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| Review                               |                    |            |