

Child Safe Policy



In Him We Grow

**ST NARSAI
ASSYRIAN CHRISTIAN COLLEGE**

JANUARY 2021



Title	St Narsai Assyrian Christian College Child Safe Policy
Introduction Scope and purpose	<p>St Narsai Assyrian Christian College commits to child safety and leaders champion a child safe culture and environment by implementing the 10 Child Safe Standards as set by the Office of the Children’s Guardian.</p> <p>St Narsai does not tolerate any form of child abuse. We want all children who attend St Narsai College to be safe. The College maintains a child safe environment through educating children, employing and supporting the most suitable people to work with children, and implementing effective risk management strategies.</p> <p>We keep our community, including children and families, informed about our approach to child safety and encourage them to report any concerns they may have for the safety and wellbeing of children.</p> <p>The purpose of this policy is to:</p> <ul style="list-style-type: none"> - Articulate our strategies for maintaining a child safe environment and preventing harm to children - Ensure that board, staff and volunteers are aware of their responsibilities in relation to child safety within our organisation
Children’s Participation	<p>St Narsai College recognises the importance of children’s active participation in creating and maintaining a child safe organisation.</p> <p>We support the active participation of children by:</p> <ol style="list-style-type: none"> a) Actively encouraging them to express their views, opinions and concerns b) Listening to and respecting their ideas c) regular anonymous surveys d) encourage students to actively participate in workshops/projects eg RUOK Day, Anti-Bullying presentations e) Asking for their feedback f) involve them when we make decisions about matters that directly affect them g) Placing them at the centre of all that we do.
Recruitment	<ul style="list-style-type: none"> - St Narsai College maintains a rigorous and consistent recruitment, screening and selection process for board members, staff, and volunteers to identify the safest and most suitable people who share our values and commitment to protect children.

	<ul style="list-style-type: none"> - Individuals are selected to work at St Narsai through panel interviews and after thorough referee checks have been conducted. - It is a requirement of all board members, staff, contractors and volunteers working with and at St Narsai College to hold and maintain a current Working With Children Check for the duration of their engagement with us
<p>Complaints Management and Reporting Department of Family and Community Services NSW Ombudsman Office of the Children’s Guardian.</p>	<p>Complaints Handling Anyone, including children and their families, can make a complaint about a staff member, contractor or volunteer at the College. Refer to the <i>Complaints Handling Policy</i> and <i>Child Protection Policy</i> for information on how to make a complaint. Copies of both policies are available at the College upon request</p> <p>Staff, contractors and volunteers who work at St Narsai College have a responsibility to be aware of indicators of child abuse and to report any concerns they may have for the safety and wellbeing of all children</p> <p>If a staff member, contractor or volunteer has reasonable grounds to suspect that a child or young person is at risk of significant harm they must report this to an Executive Staff member and they will inform the relevant authorities.</p> <p>Any person within or outside of the College may report their concerns for the safety and wellbeing of a child to the Department of Communities and Justice (Child Protection Helpline 132 111).</p> <p>All staff, volunteers and contractors must abide by the Staff Code of Conduct and Child Protection Policy and Procedures.</p>
<p>Training, support and supervision of workers</p>	<p>Training: All staff, at the beginning of every school year, receive Professional Learning and updates on Staff Code of Conduct, the Child Protection Policy, NSW Child Safe Standards and other related policies and procedures. This includes receiving copies of the policies mentioned.</p> <p>If a staff member/volunteer commences after this time, they receive an induction in the above-mentioned policies. All</p>

staff members sign an acknowledgement of this professional learning and receipt of information.

The Executive Staff allow discussion and opportunities for staff to ask questions and clarify their understanding.

Child safety is a priority at Welfare meetings and staff are encouraged to ask questions and contribute to the continuous improvement of child safe policies, procedures and practices in the workplace.

Supervision:

All staff members are supervised by their senior* their performance is monitored through regular check-ins through PDPs, observations and performance reviews. (Senior* for example, teachers are supervised by their Head of KLA, KLA Coordinators and Year Coordinators are supervised by their relevant Deputy Principal, Deputy Principals are supervised by their Principal and the Principal by the Board.

Children and parents are also encouraged to provide feedback to the College throughout the year.

Other legislation, industry standards or internal policies

Key Legislation:

There are four key pieces of child protection legislation in New South Wales:

- the *Children and Young Persons (Care and Protection) Act 1998* (“**Care and Protection Act**”);
- the *Child Protection (Working With Children) Act 2012* (“**WWC Act**”);
- the *Ombudsman Act 1974* (NSW) (“**Ombudsman Act**”); and
- the *Crimes Act 1990* (“*Crimes Act*”).

Related Policies:

There are a number of other School policies that relate to child protection that staff members must be aware of and understand including (but not limited to):

- **Code of Conduct** - sets out information about the standards of behaviour expected of all staff members;
- **Work Health and Safety Statement** - identifies the obligations imposed by work health and safety legislation on the school and staff members;
- **Discrimination, Harassment and Bullying Statement** - summarises obligations in relation to unlawful discrimination, harassment and bullying;
- **Complaint Handling Procedures** – provides the steps taken by the school in addressing complaints; and

	<ul style="list-style-type: none"> • Anti-Bullying Policy and Procedures - provides the steps taken by the school in addressing complaints • Child Protection Policy - This policy sets out staff responsibilities for child protection and processes that staff must follow in relation to child protection matters. • NSW Child Safe Standards - provides support for organisations working with children to create, maintain and improve their child safe practices.
<p>Communication</p>	<p>Communication with Staff, Contractors and Volunteers</p> <ul style="list-style-type: none"> - Our policy will be discussed during the first Professional Learning session on the first day of the school year (Staff Development Day) and in all induction sessions for all new staff, contractors and volunteers. - Child Safety will be discussed regularly at staff meetings and ongoing professional development and mentoring will be provided for staff to help them understand and comply with the policy. <p>Communication with Children, Parents and Caregivers</p> <ul style="list-style-type: none"> - The College will display key information from our policy in the administration office, teaching staffroom and buildings to ensure children understand their rights and how to speak up if something makes them feel unsafe. - Parents and caregivers will be informed to access the Child Safety Policy and Child Protection Policy if needed. at least once per calendar year. - Our policy will be publicly accessible on our website (once it has been launched) - As advised by the OCG, Parents will receive a copy of the Parent's Guide to Child Protection Issues.
<p>Review</p>	<p>The policy and guidelines will be reviewed on an annual basis and incorporate comments and suggestions from our range of stakeholders (including staff, children and families).</p> <p>Date created 14 January 2021 Review Date: 14 January 2022</p>

- **Policy created using the OCG Child Safe Policy Template.**