



# **CHILD SAFETY POLICY**

## **(Student Friendly Version)**

### **RATIONALE**

The care, safety and wellbeing of students is central to the Emmanuel College Vision in providing a dynamic learning community that brings to life the Gospel values of Faith, Hope, and Love, and in continuing the Catholic traditions of our founders. The College has a zero tolerance for child abuse.

### **POLICY STATEMENT**

The purpose of our Child Safety Policy is to demonstrate the strong commitment of Emmanuel College to the care, safety and wellbeing of all students at our school. It provides information on how we keep students safe from harm, including all forms of abuse in our school environment, on campus, online and in other locations provided by the school.

### **POLICY COMMITMENTS**

#### **Our commitment to our students:**

- We commit to the safety and wellbeing of all children and young people enrolled in our school.
- We commit to providing children and young people with positive and nurturing experiences.
- We commit to listening to children and young people and empowering them by taking their opinions seriously, and addressing any concerns they raise with us.
- We commit to taking action to ensure children and young people are protected from abuse or harm.
- We commit to teaching children and young people the necessary skills and knowledge to understand and maintain their personal safety and wellbeing.
- We commit to seeking input and feedback from students regarding the creation of a safe school environment.

### **PRINCIPLES**

#### **The following principles underpin Emmanuel College's commitment to child safety.**

1. Take a proactive, preventative and participatory approach to child safety.
2. Value and empower children to participate in decisions which affect their lives.
3. Foster a culture of openness that supports all persons to safely talk about risks of harm to children.
4. Ensure children know who to talk with if they are worried or are feeling unsafe, and they are comfortable and encouraged to raise such issues.
5. Respect diversity in cultures and child rearing practices while keeping child safety paramount.
6. Provide written guidance on appropriate conduct and behaviour towards children.
7. Work in partnership and communicate regularly with families and the community to ensure they are engaged in decision-making processes that impact on child safety and protection.

8. Engage only the most suitable people to work with children and young people and have high quality staff and volunteer supervision and professional development.
9. Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities.
10. Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk.
11. Implement policies and procedures to ensure compliance with all relevant laws, regulations and standards, primarily the Child Safe Standards as set out in Ministerial Order 870.

## **ROLES AND RESPONSIBILITIES**

Child protection is a shared responsibility. Everyone has a role to play in protecting children and young people, and preventing child abuse and neglect from occurring in the first place.

The Principal, supported by the College Leadership Team, implements practices for a child safe environment at the College, and periodically review the effectiveness of the strategies put into practice, and if considered appropriate, revise those strategies.

All school staff must remain familiar with the relevant laws, the Code of Conduct, and policies and procedures in relation to child protection and to comply with all requirements.

## **REPORTING & RESPONDING**

If you feel unsafe or believe you have been abused, you can tell any teacher or adult at the College.

If you think someone else has been abused or is unsafe you should talk to any teacher or adult at the College or an adult you trust. Help your friends or any other young person by encouraging them to tell a trusted adult. Even if they specifically ask you not to tell an adult, you still should speak up. It is more important to make sure person is helped and feels protected.

All adults working at the College have a responsibility to protect any child under their care. They will be able to help you.

- The adult will listen to your concerns and find a way to help you.
- The information will not be shared with the person who is making you feel unsafe.
- Information will only be shared with people who can support and protect you.
- In some cases, the people helping you are required by law to tell the police, the Department of Health and Human Services' Child Protection services and/or your family to prevent any further abuse, or risk of abuse.

## **FULL VERSION**

The full version of the Emmanuel College Child Safety Policy can be found at <http://www.emmanuel.vic.edu.au/about-us/childsafepolicy>

This provides more detail on the expectation, recruitment and professional learning for staff as well as providing information on risk management, supporting documents, communication and policy review.

## **REVIEW**

This policy is reviewed every two years or as required, and feedback will be sought from the College community as part of the process.

## **REFERENCE MATERIAL**

Emmanuel College: Child Safety Policy  
Child Safe Standards  
Ministerial Order 870



# CHILD SAFETY REPORTING PROCESS

**WHO CAN  
REPORT?**

**PARENT**

**CHILD**

**STAFF MEMBER  
OR VOLUNTEER**

**WHAT TO  
REPORT?**

**Any child safety concerns, including:**

- disclosure of abuse or harm
- allegation, suspicion or observation
- breach of Code of Conduct
- environmental safety issues

**Call 000 if you are in immediate danger**

**HOW?**

Talk to a trusted adult, face-to-face, letter, email, telephone call. You will be helped.

**WHO TO?**

At school - Chld Safety Officer, Principal, Teacher

**WHAT HAPPENS  
NEXT?**

**The Child Safety Officer, Principal or Teacher will:**

- offer support to you and your parents
- initiate internal processes to ensure the safety of your child, clarify the nature of the complaint and commence disciplinary process (if required)
- decide, in accordance with legal requirements and duty of care, whether the matter should/must be reported to the Police or Child Protection and make report as soon as possible if required.

**OUTCOME**

Investigations conducted by Child Protection and/or Police.