



CHILD PROTECTION AND SAFETY POLICY

Last Reviewed: 21 April 2021
Next Review: 2025

Rationale

"In the Lutheran school the gospel is to inform all programs, relationships and activities" (LCA and its School statement). The love of God in Jesus Christ is to govern all that is done. In response to this love, people in the school community are directed to their fellow human beings. Where they love others, they love him. Christ's promise is that whatever is done for others is done for him. Informed and transformed by God's creative, redemptive and sanctifying love, God's people are concerned with the total needs of their fellow human beings (Industrial Relations and the Lutheran school).

The approach we take at Good News Lutheran College defines power as the capacity to set and care for boundaries. Boundaries are the structures which support human development within community; boundaries may be personal, communal, spiritual, psychological or physical. In Christ, there is an empowerment by the gospel to recognise boundaries and prevent their destructive crossing and to care for those who have been violated. Our responsibility of leadership is to care for professional boundaries through the establishment of structures that protect them. Structures provide for support, examination, and action to ensure that school leaders, staff and students act according to boundaries that help, protect and uphold the dignity, worth and safety of each individual. (Valuing Safe Communities: Statement of values)"

Aims

- Good News Lutheran College has developed the following Child Protection and Safety Policy. This Policy is an overarching document that provides key elements of our approach to protecting children from abuse. The Policy forms the foundation of the College's procedures, practices, decision-making processes and ultimately the College's culture with respect to child safety. It is designed to be published on our public website as well as communicated through other mediums such as newsletters, our annual report and in induction and welcome packs for College Council members, staff and volunteers. A PDF version of Good News Lutheran College's Child Protection and Safety Policy is available.

The College's Child Protection and Safety Policy has been approved and endorsed by the College's College Council and is regularly reviewed by the Council.

ATTENTION: The following is a Child Protection and Safety Policy that meets the guidelines set out in Standard 2 of the Victorian Child Safe Standards. This Policy *must* be reviewed and amended in light of the College's specific requirements. Please see Appendix 1 and Appendix 2 at the end of this document.

Our Child Protection and Safety Policy

Objectives

This Policy provides the framework for:

- The development of work systems, practices, policies and procedures that promote child protection within the College
- The creation of a positive and robust child protection culture
- The promotion and open discussion of child protection issues within the College, and
- Compliance with all laws, regulations and standards relevant to child protection in Victoria

Statement of Commitment to Child Safety

Child abuse includes sexual offences, grooming, physical violence, serious emotional or psychological harm, serious neglect and a child's exposure to family violence. Good News Lutheran College is committed to the protection of all children from all forms of child abuse and demonstrates this commitment through the implementation of comprehensive Child Protection Procedures designed to keep children safe.

At Good News Lutheran College, we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm. The College regards its child protection 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 maintain a child safe culture.

Child Safe Values and Principles

The College's commitment to child safety is based on the following overarching principles that guide the development and regular review of our work systems, practices, policies and procedures to protect children from abuse.

1. All children have the right to be safe.
2. The welfare and best interests of the child are paramount.
3. The views of the child and a child's privacy must be respected.
4. Clear expectations for appropriate behaviour with children are established in our Child Safety Code of Conduct and Staff and Student Professional Boundaries Policy.
5. The safety of children is dependent upon the existence of a child safe culture.
6. Child safety awareness is promoted and openly discussed within our College community.
7. Procedures are in place to screen all staff, volunteers, Third Party Contractors and external education providers who have direct contact with children.

Direct Contact Volunteers are those volunteers who are involved in providing support, guidance and supervision directly to students and could potentially have direct contact with students during the normal course of providing the volunteer service.

There may be some specific circumstances where a Third Party Contractor may not be screened by the College. If this occurs, specific processes will be put in place to ensure that the un-screened contractor will not be left unattended in the College grounds at any time.

8. Child safety and protection is everyone's responsibility.
9. Child protection training is mandatory for all College Council members, staff and volunteers.

10. Procedures for responding to alleged or suspected incidents of child abuse are simple and accessible for all members of the College community.
11. All children, especially those who are vulnerable for whatever reason, have a right to care and support.
12. Children from culturally or linguistically diverse backgrounds have the right to special care and support including those who identify as Aboriginal or Torres Strait Islander.
13. Children who have any kind of disability have the right to special care and support.

The Working with Children Act 2005 (Vic) defines 'direct contact' as any contact between a person and a child (aged under 18) that involves:

- *Physical contact; or*
- *Face to face contact; or*
- *Contact by post or other written communication; or*
- *Contact by telephone or other oral communication; or*
- *Contact by email or other electronic communication*

Examples of Direct Contact Volunteer activities may include volunteers involved in College camps and excursions, coaching sporting teams or assisting in learning activities.

Child Protection Implementation and Actions

Good News Lutheran College is committed to the effective implementation of our Child Protection Procedures and ensuring that they are 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 College's activities, physical and online environments and the characteristics of the student body.

Our Child Protection Procedural Requirements relate to all aspects of protecting children from abuse and establishes work systems, practices, policies and procedures to protect children from abuse. It includes providing:

- Clear information as to what constitutes child abuse and associated key risk indicators
- Clear procedures for responding to and reporting allegations of child abuse
- Strategies to support, encourage and enable staff, volunteers, Third Party Contractors, External Education Providers, parents and students to understand, identify, discuss and report child protection matters
- Procedures for recruiting and screening College Council members, staff and volunteers
- Procedures for reporting reportable conduct and/or misconduct
- Pastoral care strategies designed to empower students and keep them safe
- Policies with respect to cultural diversity and students with disabilities
- A child protection training program
- Information regarding the steps to take after a disclosure of abuse 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 Victorian Child Safe Standards) and
- A system for continuous review and improvement

As a part of Good News Lutheran College's induction process, all staff and Direct Contact Volunteers are required to complete a selection of training modules on the content of our Child Protection Procedures.

All staff, Direct Contact Volunteers and College Council members are provided with additional, ongoing child protection training at least annually.

Staff, Volunteers, Third Party Contractors and External Education Providers are supported by the Colleges *Child Safety Officers* to ensure that they are compliant with the College's approach to child protection.

Responsibilities

Child protection is everyone's responsibility. At Good News Lutheran College all members of the College Council and staff, as well as volunteers, have a shared responsibility for contributing to the safety and protection of children. Specific responsibilities include:

College Council

Each member of the College Council is responsible for holding the Principal and Executive Team accountable for effective implementation.

The Principal

The Principal is responsible, and will be accountable for, taking all practical measures to ensure that this Child Protection and Safety Policy and the College's Child Protection Procedures are implemented effectively and that a strong and sustainable child protection culture is maintained within the College.

The Principal is required to ensure that appropriate resources are made available to allow the College's Child Protection and Safety Policy and the Child Protection Procedures to be effectively implemented within the College.

The College's Child Safety Officers

A number of senior staff members are nominated as the College's Child Safety Officers. Our Child Safety Officers receive additional specialised training with respect to child protection issues. They are the first point of contact for raising child protection concerns within the College. They are also responsible for championing child protection within the College and assisting in coordinating responses to child protection incidents.

Staff Members

All staff are required to be familiar with the content of our Child Protection and Safety Policy and our Child Protection Procedures and their legal obligations, with respect to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the College's Child Safety Officers.

Shared Site

The college campus is shared with St Philip's Lutheran Church, its congregational members and friends. Congregational members and friends who visit the church plant during school hours need to be familiar with our Child Protection and Safety Policy and our Child Safety Code of Conduct.

Volunteers

All Volunteers, as defined in this Policy, are required to be familiar with the content of our Child Protection and Safety Policy and our Child Safety Code of Conduct and their legal obligations with respect to the reporting of child abuse.

It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the College's Child Safety Officers.

Direct Contact Volunteers

All Direct Contact Volunteers, as defined in this Policy, are required to be familiar with the content of our Child Protection and Safety Policy, our Child Protection Procedures and their legal obligations with respect to the reporting of child abuse.

It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the College's Child Safety Officers.

Indirect Contact Volunteers

Indirect Contact Volunteers (or 'Indirect Volunteers') are those volunteers who are involved in providing support and services whilst not directly assisting a specific group of students.

All Indirect Volunteers are responsible for contributing to the safety and protection of children in the College environment.

All Indirect Volunteers are required by the College to be familiar with our Child Protection and Safety Policy and our Child Safety Code of Conduct.

Examples of Indirect Contact Volunteer activities may include assisting with College administrative functions.

Third Party Contractors

All Third Party Contractors (service providers) engaged by the College are responsible for contributing to the safety and protection of children in the College environment.

Third Party Contractors include, for example, maintenance and building personnel, consultants, casual teachers, tutors, sports coaches and College cleaners.

This also includes music teachers and other extra-curricular teachers and instructors who are engaged by students and their families directly, rather than the College, but have an agreement with the College to use the College's facilities.

Direct Contact Contractors

Direct Contact Contractors are:

- Those who have direct contract with students during the normal course of their work
- Those who may be in a position to establish a relationship of trust with a student, notwithstanding that unsupervised access to students would be rare (for example full-time maintenance personnel); and
- Any contractors whom a school is legally required to screen

**** The Working with Children Act 2005 (Vic) defines 'direct contact' as a contact between a person and a child (aged under 18) that involves:**

- *Physical contact; or*
- *Face to face contact; or*
- *Contact by post or other written communication; or*
- *Contact by telephone or other oral communication; or*
- *Contact by email or other electronic communication*

All service providers engaged by the College are required by the College to be appropriately screened and to be familiar with our Child Protection and Safety Policy and our Child Protection Procedures and their legal obligations with respect to the reporting of child abuse.

It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the College's Child Safety Officers.

The College may include this requirement in the written agreement between it and the service provider.

Indirect Contact Contractors

Indirect Contact Contractors are those contractors who do not meet the definition of "Direct Contact Contractor".

All service providers engaged by the College are required, by the College, to be familiar with our Child Protection and Safety Policy and our Child Protection Procedures.

The College may include this requirement in the written agreement between it and the service provider.

External Education Providers

An External Education Provider is any organisation that the College has arranged to deliver a specified course of study that is part of the curriculum, to a student or students enrolled at the College.

The delivery of such a course may take place on College premises or elsewhere. All External Education Providers engaged by the College are responsible for contributing to the safety and protection of children in the College environment. All External Education Providers engaged by the College are required by the College to be familiar with our Child Protection and Safety Policy and our Child Protection Procedures. Good News Lutheran College may include this requirement in the written agreement between it and the External Education Provider.

Reporting Child Protection Concerns

Our Child Protection Procedures provides detailed guidance for members of the College Council, staff and volunteers as to how to identify key risk indicators of child abuse and how to report child abuse concerns to one of our College's nominated Child Safety Officers. It also contains detailed procedures with respect to the reporting of child abuse incidents to relevant authorities.

Students or parents/caregivers who have concerns that a child may be subject to abuse or grooming are asked to report concerns to one of our College's nominated Child Safety Officers.

Third Party Contractors, External Education Providers, and other community members who have concerns that a child may be subject to abuse or grooming are asked to contact any of the Child Safety Officers, below, by phoning 03 8742 9000 or email child.safety@goodnews.vic.edu.au

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

A mandatory reporter who fails to comply with their reporting obligations is committing a Failure to Disclose offence.

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

If there is no immediate danger to the child, the non-urgent crimes number 13 14 44 should be called.

GNLC Child Safety Officers

Fiona McAuliffe (*Principal*)

principal@goodnews.vic.edu.au

Maria Denholm (*Head of Junior Years*)

denholmm@goodnews.vic.edu.au

Steven Tkaczuk (*Head of Middle Years*)

tkaczuks@goodnews.vic.edu.au

Christine Taylor (*Head of Senior Years*)

taylorc@goodnews.vic.edu.au

Leanne Miller (*College Counsellor*)

millerl@goodnews.vic.edu.au

Josh Hauser (*College Chaplain*)

hauserj@goodnews.vic.edu.au

Erica Grubb (*Administration*)

grubbe@goodnews.vic.edu.au

Related Policies and Procedures

- Risk Management Program
- Compliance Program
- Human Resources Program
- Student Duty of Care Program
- Occupational Health & Safety Program
- Child Protection Staff Training
- Recruitment & Selection Procedures
- Induction Procedures

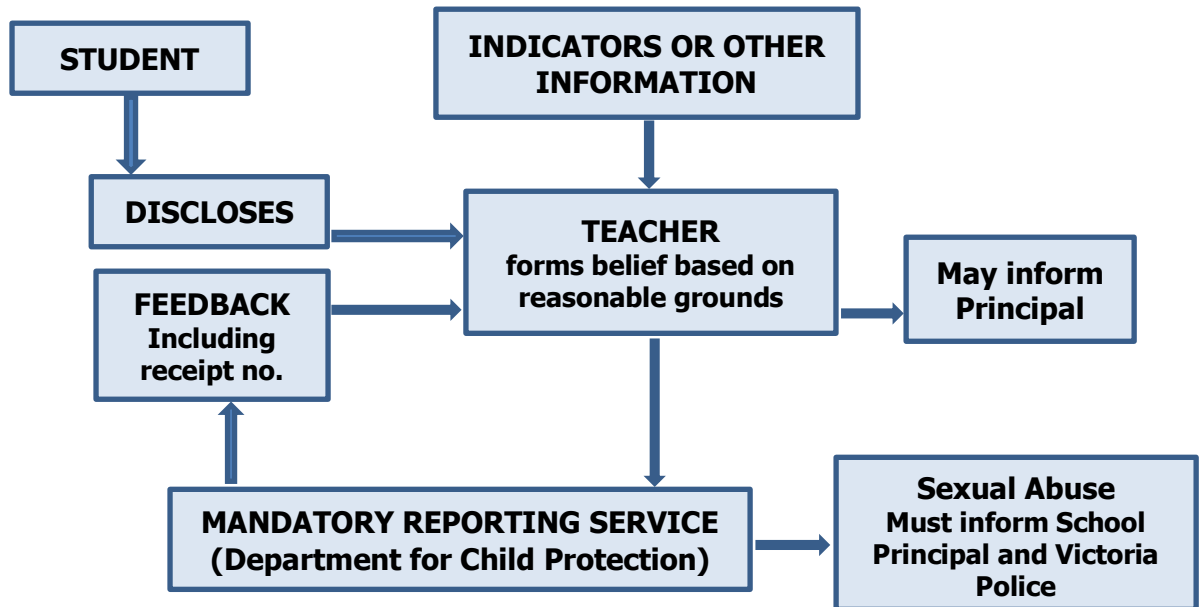
Good News Lutheran College is committed to the continuous improvement of our Child Protection Procedures. The Procedures are regularly reviewed for overall effectiveness and to ensure compliance with all child protection related laws, regulations and standards.

Evaluation

This policy will be reviewed as part of the College's five-year review cycle unless changed circumstances require an earlier review.

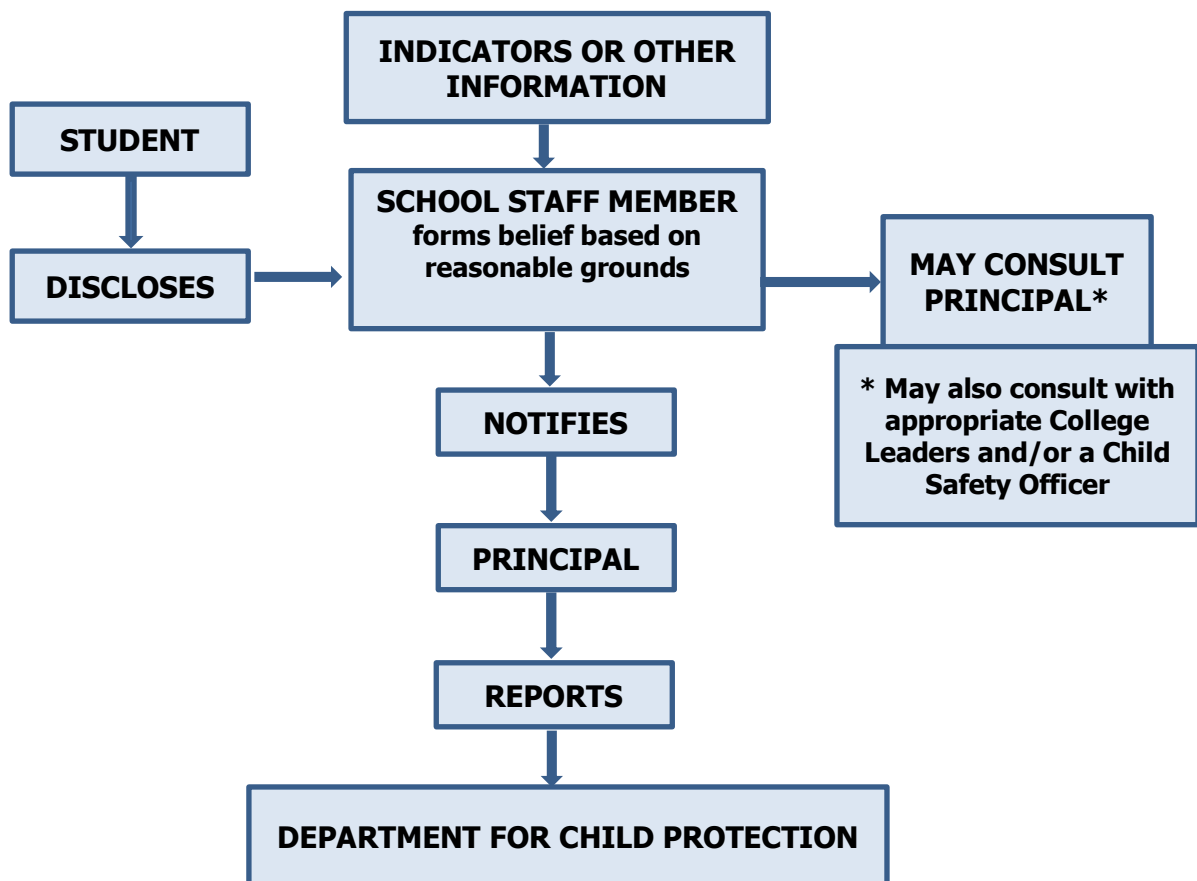
Mandatory Reporting Possible Child Abuse or Neglect Flowchart

MANDATORY REPORTING PROCEDURE



Notification of Possible Child Abuse and/or Neglect (non-mandatory reporters e.g. some non VIT registered staff) Flowchart

NOTIFICATION PROCEDURE – CHILD ABUSE AND NEGLECT (NON-MANDATORY REPORT)



Mandatory notification record

Mandatory reporting is the legal requirement for certain professional groups to report a reasonable belief of child physical or sexual abuse to child protection authorities.

Mandatory Notification Record

Please click check boxes to answer 'Yes'

Name of Child / Young Person Including Also Known As :	Type Text Here		
DOB: Type Text Here	Year Level (if applicable): Type Text Here	Type Text Here	Name of College:
Aboriginal :	<input type="checkbox"/>	YES	
Torres Strait Island :	<input type="checkbox"/>	YES	
Student with Disability :	<input type="checkbox"/>	YES	
Under the Guardianship of the Minister :	<input type="checkbox"/>	YES	
Name of Notifier :	Type Text Here		
Names of others contributing to Notification :	Type Text Here		
Date of Notification :	Type Date Here		

Family Related	Non-Family Related	Type of Notification
Abuse <input type="checkbox"/> YES	Adult <input type="checkbox"/> YES (Employee/volunteer/ contractor at the site?) <input type="checkbox"/> YES	E-notification <input type="checkbox"/> YES
Neglect <input type="checkbox"/> YES	Minor <input type="checkbox"/> YES (Child/young person at the site?) <input type="checkbox"/> YES	Phone Call to Child protection or SAPOL <input type="checkbox"/> YES

Additional information if relevant (for example advice received in conversation with CARL)

Type Text Here. Document will expand to accommodate the size of comment.

Principal / Child Safety Officer's name: Type Text Here

NB This is a template. Print and store securely (locked file). Do not save an electronic copy. Do not store in student's school file.