

# Child Protection & Safety Policy



**St. Francis Xavier College  
Berwick, Officer & Beaconsfield  
Established August, 2016  
Ratified by College Board  
September, 2016**

## Child Protection and Safety Policy

“I am the Way, the Truth and the Life” (John 14:6)

St Francis Xavier College is a Catholic community that is educative and supportive. We have a clear purpose: the development of a person of competence, conscience and compassion formed in the Christian tradition; one who is guided by a sense of hope and self-belief and who will be of service in the world. We recognize God’s presence in our lives by celebrating and pursuing personal excellence and by living courageously with optimism and respect for all. Central to the mission of St Francis Xavier College is an unequivocal commitment to fostering the dignity, self-esteem and integrity of children and young people and providing them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially.

St Francis Xavier 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. It is designed to be communicated through our public website as well as through other mediums such as newsletters, our annual report and in induction and welcome packs for Association of Canonical Administrators and Advisory Board members, staff and volunteers.

### Our Child Protection and Safety Policy

#### Rationale

This policy was written to demonstrate the strong commitment of the whole school community of St. Francis Xavier College, leaders, staff, volunteers, students, their families, to child safety and to provide an outline of the policies and procedures developed to keep everyone safe from harm, including all forms of abuse.

#### 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. St Francis Xavier is committed to the protection of all children from all forms of child abuse and demonstrates this commitment through the implementation of a comprehensive Child Protection Program designed to keep children safe.

At St Francis Xavier 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.

St Francis Xavier commits to providing a safe and nurturing culture for all children and young people through:

#### **1. Upholding the primacy of the safety and wellbeing of children and young people.**

At all times, the ongoing safety and wellbeing of all children and young people will be the primary focus of care and decision-making, with particular attention paid to the cultural safety of Aboriginal and Torres Strait Islander children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

To create and maintain a safe and nurturing culture, St Francis Xavier actively and continually develops and reviews policies, processes and practices, informed by emerging thinking and evidence.

#### **2. Empowering families, children, young people and staff to have a voice and raise concerns.**

St Francis Xavier, in partnership with families, will ensure children and young people, are engaged and active participants in decision-making processes, particularly those that have an impact on their safety.

This means that the views of staff, children, young people and families are taken seriously and their concerns are addressed in a just and timely manner. Children and young people are also provided with the necessary skills and knowledge to understand and maintain their personal safety and wellbeing.

#### **3. Implementing rigorous risk-management and employment practices.**

St Francis Xavier will systematically and continually identify and assess risks to child safety and will eliminate (where possible) or reduce all potential sources of harm. Effective risk management will be embedded in school life through effective, transparent and well-understood policies, procedures and practices. St Francis Xavier will employ highly competent and professional staff who are formed and challenged to maintain the safety of all students. The high-quality of staff appointments will be upheld through rigorous employment and staff review processes and practices. St Francis Xavier will stay abreast of current legislation and will meet their legislative duties to protect the safety and wellbeing of children and young people in their care, including the Victorian Child Safe Standards (Victorian Government 2016), mandatory reporting, grooming, failure to disclose and failure to protect requirements.

## Child Safe 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, [Direct Contact Volunteers\\*\\*](#) third party contractors and external education providers who have direct contact with children.
8. Child safety and protection is everyone's responsibility.
9. Child protection training is mandatory for all Association of Canonical Administrators and Advisory Board members, staff and Direct Contact 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. 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.
12. Children who have any kind of disability have the right to special care and support.

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

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

## 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
- complying with all laws, regulations and standards relevant to child protection in Victoria.

## Child Protection Program

St Francis Xavier is committed to the effective implementation of our Child Protection 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 College's activities, physical and online environments and the characteristics of the student body.

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

- 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 (direct and indirect), third party contractors, external education providers, parents and students to understand, identify, discuss and report child protection matters;
- procedures for recruiting and screening Association of Canonical Administrators and Advisory Board members, staff and Direct Contact Volunteers;
- 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 improvement and review.

As a part of St Francis Xavier'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 Program.

All staff, Direct Contact Volunteers and Association of Canonical Administrators members are provided with additional, ongoing child protection training at least annually.

Staff, volunteers (direct and indirect), third party contractors and external education providers are supported and supervised by the College's [Child Protection Officers](#) to ensure that they are compliant with the College's approach to child protection.

## Responsibilities

Child protection is everyone's responsibility. At St Francis Xavier all members of the Association of Canonical Administrators and staff, as well as direct and indirect volunteers, have a shared responsibility for contributing to the safety and protection of children. Specific responsibilities include:

### Association of Canonical Administrators

Each member of the Association of Canonical Administrators is required to ensure that appropriate resources are made available to allow the College's Child Protection and Safety Policy and the Child Protection Program to be effectively implemented within the College and are 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 Program are implemented effectively and that a strong and sustainable child protection culture is maintained within the College.

### The College's Child Protection Officers

A number of senior staff members are nominated as the College's Child Protection Officers. Our Child Protection 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.

### Advisory Board members

All Advisory Board members are required to be familiar with the content of our Child Protection and Safety Policy and our Child Protection Program 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 Protection Officers.

### **Staff Members**

All staff are required to be familiar with the content of our Child Protection and Safety Policy and our Child Protection Program 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 Protection 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 Program 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 Protection 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. Indirect contact volunteers are not responsible for supervising students and would not have "unsupervised" contact with students during the normal course of providing the volunteer service.

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 functions, or the College canteen and fundraising barbeques.

### **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.

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 Program.

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 Program.

St Francis Xavier may include this requirement in the written agreement between it and the external education provider.

### **Reporting Concerns**

Our Child Protection Program provides detailed guidance for members of the Association of Canonical Administrators , Advisory Board members, staff and Direct Contact 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 Protection Officers. It also contains detailed procedures with respect to the reporting of child abuse incidents to relevant authorities.

Third party contractors, external education providers, indirect contact volunteers, students, parents/carers or other community members who have concerns that a child may be subject to abuse are asked to contact one of the College's [Child Protection Officers](#).

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

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

#### **Related Policies and Procedures**

[Risk Management Program](#)

[Compliance Program](#)

[Human Resources Program](#)

[Student Care Program](#)

[Occupational Health & Safety Program](#)

[Child Protection Staff Training](#)

[Recruitment & Selection Procedures](#)

[Induction Procedures](#)

#### **Policy & Program Review**

St Francis Xavier is committed to the continuous improvement of our Child Protection Program. The Program is regularly reviewed for overall effectiveness and to ensure compliance with all child protection related laws, regulations and standards.