



ST MARY'S COLLEGE

EST. 1869

CHILD AND YOUNG PERSON SAFE ENVIRONMENTS POLICY

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1. Purpose

- 1.1 St Mary's College (the College) is committed to the safety and wellbeing of all children and young people who access our service and site. The College recognises the importance of having a well-established environment that is child-friendly, and where all children and young people are valued and safe.
- 1.2 The College aims to establish a school-wide approach to all matters relating to safeguarding children and young people. Our approach involves all persons working at the College. This is achieved by encouraging active participation in promoting and maintaining a safe and secure environment for all children and young people.
- 1.3 The College has a range of strategies, policies and procedures in place to reflect the above. Accordingly, the purpose of this Child and Young Person Safe Environments Policy is to:
 - (a) Set out the College's commitment to safeguarding children and young people.
 - (b) Summarise the College's strategies, policies and procedures.
 - (c) Ensure that all relevant stakeholders involved in the College are aware of their duty of care responsibilities associated with providing a safe and secure environment.
 - (d) Function as a Safeguarding Children and Young People Policy for the purpose of Dominican Education Australia requirements.

2. Child Safeguarding Commitment Statement

- 2.1 St Mary's College is actively committed to fostering communities of safeguarding that recognise and uphold the dignity and rights of all children and young people.
- 2.2 The College has zero tolerance for children and young people coming to harm of any kind.
- 2.3 In the spirit of our Catholic Dominican ethos, we are a school committed to welcome and inclusivity. As a community we recognise the particular needs of vulnerable children and young people, including Aboriginal and Torres Strait Islander students, those from culturally and linguistically diverse backgrounds, students with a disability, LGBTQIA+ students, young people in care and students whose lives have been impacted by poverty, trauma or illness.
- 2.4 The College encourages open communication whereby children and young people, families, staff and the broader College community are informed of relevant issues and participate in decisions about the safety and wellbeing of children and young people. It is particularly important to the College to empower children and young people to have a say and be listened to, and that children and young people are informed of their right to feel safe and know who to talk with if they have concerns or feel unsafe.
- 2.5 The College actively seeks to become and remain informed of the causes and signs of harm or risk of harm to children and young people, and in turn develop strategies to prevent, safeguard against, or respond effectively to such signs and risks.
- 2.6 Every person within the College who comes into contact, or works, with children and young people seeks to uphold the dignity and rights of all children and young people and commits to establishing safe and supportive relationships.
- 2.7 The College has documented policies and procedures to prevent risks to children and young people and build a strong culture of safeguarding. All staff, visitors, religious, and volunteers are

expected to follow these policies and procedures and contribute to the culture of care and protection of all children and young people.

- 2.8 The College proactively plans, organises and reviews all activities with children and young people, with potential risks considered, reduced, mitigated and/or eliminated where possible. The College encourages members of the community to communicate any feedback as it always strives for continuous improvement.
- 2.9 All concerns raised are treated seriously and are responded to sensitively, respectfully, thoroughly and in a timely manner, including by ensuring that any response is compliant with the College's mandatory reporting and other legal responsibilities.
- 2.10 The College implements staff training and regularly reviews its safeguarding policies and practices to ensure a culture and practice of putting the safety and wellbeing of children and young people as its paramount consideration.
- 2.11 The College listens to the voices of children and young people as we constantly strive to remain vigilant and make improvements.

3. Governance

- 3.1 The College is an independent Catholic College in the Dominican Tradition governed by St Mary's College Board of Directors.
- 3.2 Dominican Education Australia (DEA) exercises oversight of St Mary's College. The Trustees of DEA and the College Board assure our Catholicity, fidelity to the Dominican charism, formation of Board members, excellence in teaching and learning and financial stability. For more information about DEA visit: [Dominican Education Australia](#).

4. Scope of Policy

- 4.1 This policy applies to all persons working within the College, including Board members, contractors, volunteers, employees, work experience students, and others associated with the College (such as clergy members). Collectively, these individuals are referred to as 'staff'.

5. Definitions

- 5.1 For the purposes of this policy, key terms have been defined below.
- 5.2 **Child or young person** is a person under 18 years of age, as defined under section 16 of the *Children and Young People (Safety) Act 2017 (SA)*.
- 5.3 **Harm** is defined in section 17 of the *Children and Young People (Safety) Act 2017 (SA)* to mean physical or psychological harm (whether caused by an act or omission), including harm caused by sexual, physical, mental or emotional abuse or neglect. Psychological harm does not include emotional reactions such as distress, grief, fear or anger that are a response to the ordinary vicissitudes of life.
- 5.4 **Mandatory Notifiers** are people who are obliged by law to notify the Department for Child Protection SA via the Child Abuse Report Line (CARL) if they suspect on reasonable grounds that a child is or has been harmed or is at risk of harm.

Under section 30 of the *Children and Young People (Safety) Act 2017 (SA)*, the following persons are mandatory notifiers:

- (a) Teachers.
 - (b) Employees of, or volunteers in, an organisation that provides health, welfare, education, sporting or recreational, childcare or residential services wholly or partly for children and young people, being a person who –
 - Provides such services directly to children or young people, or
 - Holds a management position in the organisation, the duties of which include direct responsibility for, or direct supervision of, the provision of those services to children or young people.
 - (c) Prescribed health practitioners (namely, medical practitioners, pharmacists, registered or enrolled nurses, dentists, psychologists).
 - (d) Police officers.
 - (e) Community corrections officer under the Correctional Service Act 1982 (SA).
 - (f) Social workers.
 - (g) Minister of religions.
 - (h) Employees of, or volunteers in, an organisation formed for religious or spiritual purposes.
- 5.5 **Working with Children Check (WWCC)** relates to people working or volunteering with children in South Australia who must, by law, have a valid, 'not prohibited' WWCC. A WWCC is an assessment of whether a person poses an unacceptable risk to children. As part of the process, the Screening Unit will look at criminal history, child protection information and other information.
- 5.6 **Child Safeguarding Officer:** The College has appointed a Child Safeguarding Officer as a first point of contact to provide advice and support to students, parents and staff regarding the safety and wellbeing of students at the College.

The following Child Safeguarding Officers may be contacted to provide advice and support:

Position	Contact details
Principal	principal@stmarys.sa.edu.au
Deputy Principal	deputy@stmarys.sa.edu.au

The Child Safeguarding Officer will receive appropriate training and support in relation to student safety and wellbeing, prevention of harm and risk of harm, and responding to concerns.

The Child Safeguarding Officer can act as a source of support, advice and expertise to staff on matters of student safety and wellbeing and liaise with the Principal and the Leadership Team to maintain the visibility of student safety and wellbeing. Staff are encouraged to speak with the Child Safeguarding Officer should they hold any concerns relating to student safety and wellbeing.

- 5.7 In addition to internal counselling and wellbeing services available to students, the College is able to provide details of appropriate external services.

Key contact information for services that can assist children and young people are accessible on the College's SEQTA page. Services include:

BEYOND BLUE beyondblue.org.au 1300 224 636	1800 RESPECT 1800respect.org.au 1800 737 732
REACH OUT au.reachout.com	BUTTERFLY https://butterfly.org.au/
KIDS HELP LINE kidshelpline.com.au 1800 0551 800	LIFELINE lifeline.org.au 13 11 14
HEADSPACE headspace.org.au 1800 650 890	

6. Principles for establishing a safe environment for children and young people

- 6.1 The strategies contained in this policy are based on, and underpinned by, the following principles:
- every student is made in the image of God;
 - the dignity, welfare and best interests of each student is paramount;
 - every student has the right to be safe and free from harm or risk of harm;
 - the views and voice of the student must be respected;
 - the privacy of the student must be protected;
 - staff have a significant role in the prevention of harm or risk of harm to students, and are required to take responsibility for implementing the strategies set out in this policy;
 - the safety and wellbeing of students is dependent upon the existence of a student safety and wellbeing culture;
 - students from culturally and linguistically diverse backgrounds have the right to special care and support including those who identify as Aboriginal or Torres Strait Islander;
 - students who have any kind of disability have the right to special care and support;
 - student protection goes beyond the face-to-face relationships and extends into the world of online behaviour and interactions.

7. Raising and responding to reports that a child or young person may be at risk

- 7.1 The College takes all allegations or disclosures of suspicions that a child or young person is or may be at risk of harm seriously, and responds to such allegations and disclosures promptly, sensitively and thoroughly.
- 7.2 All instances of suspected harm, or risks of harm to children and young people will be reported to the Child Abuse Report Line (CARL) on 13 14 78 or if immediate risk to a child or young person, call SA Police on 000.

- 7.3 All concerns and complaints relating to student safety and wellbeing, including alleged breaches of the Staff Code of Conduct, must be reported to the Principal (or the Principal's delegate), and will be treated very seriously and consistently according to the College's internal and external reporting procedures and obligations.
- 7.4 Where a concern relates to the Principal, the concern should be referred directly to the Chair of the College Board at BoardChair@stmarys.catholic.edu.au.
- 7.5 If College staff believe a child or young person at the College is at immediate risk of harm, they must phone SA Police on 000.

Mandatory notifiers

- 7.6 If a Mandatory Reporter suspects on reasonable grounds that a child or young person is, or may be, at risk, and that suspicion was formed in the course of the person's employment, that Mandatory Reporter has a legal obligation to report that suspicion as soon as is reasonably practicable after forming the suspicion.
- 7.7 A mandatory report can be made by telephoning the Child Abuse Report Line (CARL) on 13 14 78 or if immediate risk to a child or young person, call SA Police on 000.
- 7.8 The mandatory report must be made by the individual who identifies the harm or risk of harm. Following the report to authorities, internal school reporting procedures must be followed, including completion of the mandatory reporting form and lodgement with the Deputy Principal.
- 7.9 The College acknowledges that failure by mandated notifiers to report is an offence under the *Children and Young People (Safety) Act 2017 (SA)* and carries a maximum penalty of a \$10,000 fine.

Receiving a report

- 7.10 Where the College receives allegations of harm and risk of harm (including harm or risk of harm to a child or young person, grooming, sexual misconduct, and crossing professional boundaries), the College's response, including decisions about whether an accused staff member should be stood down pending investigation, will be guided by the College's Staff Code of Conduct.
- 7.11 The child or young person that is the subject of a concern will be supported through the College Social Work Team. Where necessary, the child or young person and their family will be connected with specialist external services.

Failure to Report Offence

- 7.12 Refusal or failure by a prescribed person to report child sexual abuse to the police is an offence under section 64A of the *Criminal Law Consolidation Act 1935 (SA)*.
- 7.13 This applies where the prescribed person knows, suspects or should have suspected that another person (the abuser) has previously engaged in the unlawful sexual abuse of a child while an employee of the College, and the child is still under 18 years, the abuser is still an employee of the College or another institution such as a College, or the unlawful sexual abuse occurred during the preceding 10 year period, or is engaging (or is likely to engage) in the unlawful sexual abuse of a child.

Failure to Protect Offence

- 7.14 Failure by a prescribed person to protect a child under the age of 18 years from unlawful sexual abuse is also an offence under section 65 of the *Criminal Law Consolidation Act 1935 (SA)*.
- 7.15 This applies where there is a substantial risk that another person (the abuser), who is an employee of the College (or another institution such as a College), will engage in the sexual abuse of a child who is under 17 years of age or in relation to whom the abuser is in a position of authority, and the prescribed person has the power or responsibility to reduce or remove that risk but negligently fails to do so.

General grievances

- 7.16 Other than allegations of harm or risk of harm, and concerns about the safety and wellbeing of children and young people, the College has in place procedures for other issues or grievances which may be raised by children and young people, staff or other members of the College community. Along with the *Community Grievances Policy* (available on the College website), procedures for response to concerns are mapped in the Staff and Parent Handbooks.

8. Participation and Empowerment of Children and Young People

- 8.1 The College encourages and respects the views of children and young people who access our services. The College recognises that a safe culture for children and young people is also contingent upon the participation and empowerment of children and young people themselves.
- 8.2 The College utilises the Linewise-Pulse tool for students in years 5 - 12 to regularly capture information and feedback regarding student wellbeing, including their experience of school. Our Care Group structure and Wellbeing Program (WRAP) are purposefully designed for our context, to engage student voice and opportunities to check in and monitor students experience.
- 8.3 The College ensures that children, young people and their families/caregivers know their rights and how they can access services, advice and complaints processes available to them.
- 8.4 All families also have the ability to provide feedback to the College at any point in time, including through the Community Grievances Policy. This feedback is incorporated into decision-making by the College. Our Student Wellbeing Advisory Group (SWAG) leads a strong culture of student voice and engagement. The College Student Leadership Teams are also key avenues by which elected students can raise concerns and provide their ideas and feedback.
- 8.5 The College responds to complaints, ideas, and feedback promptly and fairly in accordance with its grievance policies.

9. Safe Employment Practices

- 9.1 The College believes that the safety and wellbeing of children and young people is dependent on the existence of a student safe culture. Establishing that culture requires effective staff recruitment, supervision and management practices.
- 9.2 All positions at the College that involve work connected to children and young people will have a position description, which clearly sets out:
- (a) The position's requirements, duties and responsibilities regarding children and young people safety and wellbeing.

- (b) The applicant's essential or relevant qualifications, experience and attributes in relation to education and children and young people safety and wellbeing.
 - (c) The College's ethos, values and commitment in respect of children and young people safety and wellbeing.
 - (d) How the College will support those who make disclosures.
- 9.3 The safety and wellbeing of children and young people is a paramount consideration during the recruitment process. All staff working with children and young people must be suitable and share the College's values and commitment to student safety and wellbeing in practice.
- 9.4 The College assesses the suitability of staff to undertake work connected to children and young people through screening (including identity checks), qualification verifications, values-based interviews, work history checks and referee checks.
- 9.5 All prospective and existing staff will be informed of and required to comply with the College's children and young people safety and wellbeing practices (including by not limited to this policy, the College's and individual staff member's record keeping, information sharing and reporting obligations), and be subject to children and young people safety screening in accordance with the College's obligations under legislation (including the *Child Safety (Prohibited Persons) Act 2016 (SA)*).
- 9.6 The College requires that staff act professionally, and in a way that embodies the College's public commitment to children and young people safety and wellbeing throughout their time at the College. The College's Staff Code of Conduct provides guidelines for staff on expected behavioural standards and responsibilities and sets out examples of appropriate and inappropriate behaviours. The College will take appropriate disciplinary action where a staff member is found to have acted contrary to that Code, or the College's other policies and procedures regarding appropriate standards of behaviour.
- 9.7 This policy and the Staff Code of Conduct is provided as part of the formal induction and onboarding process and is also available on the internal network for staff on the College's SharePoint.
- 9.8 The College is committed to taking all reasonable steps to ensure that all persons recruited are the most suitable and appropriate to work and provide service to children and young people.
- 9.9 Applicants for prescribed positions will be screened for their suitability for employment purposes. The screening will involve the verification of Department of Human Services (DHS) WWCC, Catholic Education South Australia electronic screening, interview, referee checks, Responding to Risks of Harm, Abuse and Neglect - Education and Care (RRHAN-EC) accreditation, checking qualifications and previous employment history in working with children and young people.
- 9.10 These procedures are in accordance with the Child Safety (Prohibited Persons) Act 2016 (SA), which requires staff to have a valid, 'not prohibited' WWCC and renew this every 5 years. The College will verify all WWCCs through the DHS Screening Unit portal before any person commences working with children and young people. The College is registered with the DHS Screening Unit and we link all WWCCs.
- 9.11 If the College is made aware of any serious criminal offence, child protection information or disciplinary or misconduct information regarding any staff member, the College will notify the Screening Unit.

- 9.12 Staff will otherwise be subject to regular supervision, training and periodic children and young people safety checks, including to ensure their ongoing suitability for work connected with children and young people.
- 9.13 At least annually, the College will ensure that appropriate guidance and training is provided to relevant staff engaged in work connected with children and young people about:
- (a) Individual and collective obligations and responsibilities for managing the risk of harm to children and young people.
 - (b) Relevant risks in the College environment (including the online environment).
 - (c) The College's strategies for managing risks.
- 9.14 If for any reason, a staff member does not attend a mandatory children and young people safety and wellbeing training or briefing, the staff member will be required to join a catch-up session on an alternate date, as soon as practicable, and as close as possible to the time of the missed training.

10. Risk Management

- 10.1 The College is committed to identifying and assessing potential sources of harm and takes proactive actions to ensure the likelihood of the harm is decreased. The risk assessment tools will be utilised where appropriate to determine if a child or young person is at risk.
- 10.2 Please view Schedule B for the College's current Risk Management Plan.

11. Responsibilities

- 11.1 Society as a whole, shares responsibility for promoting the safety and wellbeing, and protection of, children and young people from the risk of harm. In the College context, all members of the College community have a role to play.
- 11.2 However, specific responsibilities in respect of student safety and wellbeing are assigned to:
- (a) The Board Directors.
 - (b) The Principal.
 - (c) The Leadership Team.
 - (d) Staff.

For a summary of these responsibilities, please see [Schedule A](#).

12. Communication and Implementation

At Board / Principal Level

- 12.1 This policy is made publicly available on the College's website. This policy can also be accessed via MS Teams/SharePoint.
- 12.2 This policy is available to staff as part of the College's and the Board's internal policies and procedures. Aspects of (and updates to) the College's children and young people safety and wellbeing strategies, including this policy will be addressed in the College's professional development updates, training programs, memos and newsletters.

12.3 To properly implement this policy:

- (a) The Board and Principal will review this policy and the College's children and young people safe practices at least once every five (5) years in accordance with the *Children and Young People (Safety) Act 2017 (SA)* (or more frequently after a significant child or young person safety and wellbeing incident) and implement improvements where applicable.
- (b) The College will lodge a new Child Safe Environments Compliance Statement with the Department of Human Services each time the policy is reviewed and updated.
- (c) Families and the College community will be afforded the opportunity to contribute to the review and development of the College's children and young people safety and wellbeing strategies (including this policy).
- (d) Periodic training and refresher sessions on this policy are provided to all staff.
- (e) All staff must ensure that they abide by this policy and assist the College implementing this policy.

13. Related Documents and References

Legislation

Child Safety (Prohibited Persons) Act 2016 (SA)

Children and Young People (Safety) Act 2017 (SA)

Criminal Law Consolidation Act 1935 (SA)

Internal policies

The policies, codes and procedures listed below complement and support the College's student safety and wellbeing strategies:

- Staff Code of Conduct
- Grievance Policies for Students, Staff and Community

External policies

In addition, the external policies, codes and procedures listed below inform the College's student safety and wellbeing strategies:

- National Principles for Child Safe Organisations
- SACCS Reporting Harm of Children and Young People Procedure
- SACCS Duty of Care Policy
- SACCS Duty of Care Procedure
- Sexual Behaviour in Children and Young People - Procedure and Guidelines
- Protective Practices for staff in their interactions with children and young people
- Managing allegations of sexual misconduct in SA education and care settings

14. Revision Record

Document title	Child and Young Person Safe Environments Policy (2024)							
Document type	Policy							
Document date	February 2024							
Process owner	Principal							
Contact	Principal ☎ 8216 5700 ✉ principal@stmarys.sa.edu.au							
Approval authority	Board of Directors							
Review date	[Review every 5 years] 2029							
Policy Distribution	SharePoint	<input checked="" type="checkbox"/>	SEQTA Engage	<input checked="" type="checkbox"/>	Website	<input checked="" type="checkbox"/>	BoardPro	<input checked="" type="checkbox"/>
Revision History	Edition Number	Date	Description of change					
	1.0	Feb 2024	Policy created and ratified by Board of Directors					
	2.0	July 2024	Reviewed and updated for DHS Compliance					

Schedule A – Summary of Responsibilities

1. The Board of Directors

- 1.1 The Board of Directors is the governing body for the legal entity which operates the College, and as such is ultimately responsible for ensuring that student safety and wellbeing (and in particular the care, safety and welfare of children and young people) is the College's paramount consideration.
- 1.2 Without limiting that responsibility, the Board:
- (a) Acquires guidance and information on student safety and wellbeing matters and keeps up-to-date with its student safety and wellbeing obligations through engaging in professional development.
 - (b) Endorses strategies (reflected through policies, procedures, words and actions) to embed a culture of student safety and wellbeing at the College, which comply with the College's legal obligations.
 - (c) Seeks to be satisfied that the Principal has allocated appropriate roles and responsibilities to the Leadership Team, and to staff, for achieving the College's student safety and wellbeing strategies.
 - (d) Ensures that student safety and wellbeing are embedded in the leadership, governance and culture of the College.
 - (e) Ensures that the College, and in particular the Principal, has adequate resources and support to achieve the College's student safety and wellbeing strategies.
 - (f) Periodically reviews the effectiveness of the College's student safety and wellbeing strategies.

2. The Principal

- 2.1 In accordance with good governance, the Board delegates responsibility for the day-to-day operation of the College – and in particular the care, safety and welfare of students - to the Principal.
- 2.2 The Principal is therefore responsible at a day-to-day level, and accountable, for taking all practical measures to ensure that:
- (a) The College has a visible student safety and wellbeing culture (including in the online environment), and that this is promoted within the College environment – such as at assemblies, in the WRAP curriculum and on posters in classrooms.
 - (b) The College's student safety and wellbeing strategies are achieved, both in policy and in practice.
 - (c) The College's student safety and wellbeing strategies are communicated to staff, students and families, and that input is sought regarding policy development and review.
 - (d) Staff are enabled, prepared and supported when managing student safety and wellbeing concerns, including in their support of the student(s) involved (and, where appropriate, their families).

- (e) Staff are educated, and compliant with, their professional and statutory responsibilities regarding student safety and wellbeing.
- (f) Staff are enabled, prepared and supported in identifying harm and risks of harm, noting that indicators of harm may vary depending on the differences and needs of the student.
- (g) Concerns about student safety and wellbeing, or harm and risks of harm, are dealt with seriously, promptly and thoroughly, and in accordance with the College's strategies, and any statutory obligations are met.
- (h) The Board receives timely reports regarding student safety and wellbeing concerns and risks, or any developments regarding the College's student safety and wellbeing obligations and strategies.

3. Leadership Team

- 3.1 The College's Leadership Team is committed to 'leading from the front' and engaging in a preventative, proactive and participatory approach to student safety and wellbeing issues.
- 3.2 Where appropriate, the Leadership Team will assist the Principal with discharging the student safety and wellbeing strategies contemplated in this policy.

4. Staff

- 4.1 All staff are required to comply with the College's student safety and wellbeing strategies (including this policy and the Staff Code of Conduct), as well as their legal and professional obligations with respect to the prevention and reporting of actual or suspected harm.
- 4.2 It is each such staff member's individual responsibility to be aware of key risk indicators of harm, or risks of harm, to be observant, and to raise any concerns they may have with the Principal or another member of the Executive Team. In this regard, staff are encouraged to voice their concerns, no matter how minor, trivial or insignificant.

Schedule B – Risk Management Plan

Risk Management Plan			
Responsible Officer(s)	Executive Leadership	Date of Review	2024
Approved by	Principal	Date of Next Review	2025
Date	February 2024		
Organisation Name	St Mary's College		
Purpose	To ensure St Mary's College provides a child-safe environment for all children and young people.		
Location	In the St Mary's College premises, bus transportation, sports grounds and any other area where teaching, learning or co-curricular activities are held.		

Risk Name and Description	Actions to Minimise Risk
Culture of organisation is not child-safe focussed	<ul style="list-style-type: none"> • Child and young people focused Staff Code of Conduct is in place that sets the behavioural standards expected including what happens when a breach occurs. • The culture of the Leadership Team reflects our strong commitment of the College to the safety of children and young people. • All teaching staff at the College are accredited (or working towards) in the Keeping Safe: Child Protection Curriculum (KS: CPC). • National Principles for Child Safe Organisations are embedded in policies and procedures. • We meet the requirements of the Children and Young People (Safety) Act 2017 (which mandates child safe environments) and the Child Safety (Prohibited Persons) Act 2016 (which mandates Working with Children Checks). • Our child safe environments policies and procedures are made available to staff, volunteers, children, young people and their families, via the College's website, SEQTA and TEAMS. • Child Safeguarding Committee meets once a term to work through concerns, plan professional learning and review processes and practices. • SALT training for staff. The Salt Compliance Learning Management System provides schools with access to a range of online learning modules designed to help schools to meet compliance obligations and to support positive workplace behaviours. • Dedicated staff role in: <ul style="list-style-type: none"> - Ensuring all staff, volunteers, visitors meet the safeguarding compliance requirement.

Risk Name and Description	Actions to Minimise Risk
	<ul style="list-style-type: none"> - Monitoring and managing WWCC & Police clearances, RHHAN training. • Dedicated Risk and Compliance Manager. • Risk Management Assessments completed for all excursions, camps, inductions. • Utilise programs such as Consent2Go to support work in compliance. • Utilisation of classrooms are considered in regard to visibility, accessibility and fire safety.
Organisational staff (including employees, volunteers, students, contractors etc) harm children/young people	<ul style="list-style-type: none"> • Recruitment processes include undertaking referee checks to ensure the suitability of persons before they are employed/volunteer with our organisation. • Interview questions (no prior preparation by candidate) should gauge an applicant's understanding of Child Safe principles and actions that would be taken to prevent harm to children and young people and include Compulsory questions provided by CESA regarding the candidate's suitability to undertake the role. • All employees and volunteers have WWCC with 'not prohibited' result prior to working with children and young people. • WWCCs are updated every five (5) years. • Information on the College's complaints and feedback processes, and a copy of our Child Safe Environments policy is made available to children, young people, and their families.
We hold overnight and/or off-site activities with children and young people	<ul style="list-style-type: none"> • Consent of parent/caregiver must be given. • For overnight activities (e.g. camps and excursions), children and young people must be supervised by a minimum of two (2) adults. • Recruitment processes including undertaking referee checks to ensure the suitability of persons before they are employed/volunteer with the College is completed. • All employees/volunteers over the age of 14 years have a 'not prohibited' WWCC. • Children and young people will not be left under the supervision of unauthorised persons. • Sleeping arrangements will not compromise the safety of children or young people such as unsupervised sleeping arrangements.

Risk Name and Description	Actions to Minimise Risk
	<ul style="list-style-type: none"> • In the event of billeting arrangements, host adults have a 'not prohibited' WWCC. The host family have children/young person who is currently enrolled. • Children and young people have the right to contact their parents/caregivers if they feel unsafe, uncomfortable, or distressed during the stay. • Risk Assessments are required for all excursions, camps and retreats, both within South Australia, interstate and overseas. Part of the RA process relates staff: student ratio.
<p>Children/young people do not feel included and children/young people and their families are not supported to report concerns, complaints and feedback.</p>	<ul style="list-style-type: none"> • Children, young people and their families are encouraged to participate in our College and provide feedback by filling out surveys throughout the academic year that helps to express their concerns and share ideas (e.g. Learning Review Conversations, Parent Evenings). • Students regularly complete Wellbeing Pulse survey, which in turn helps shape the Wellbeing Program and support offered to students. • Grievance policies are available on the College website, detailing on how complaints will be handled. • Complaints processes are in place and promoted to children, young people and their families to make sure that they feel safe reporting to the College. • Staff are trained in the process to follow when students disclose to them that they are/have been experiencing harm or engaged in sexual behaviour and are supported by members of the Leadership Team and Social Work Team in undertaking mandatory reports. In such circumstances, students are also followed up by the Social Work Team to ensure they are safe.
<p>Staff (including employees, volunteers, students, contractors etc) do not understand their obligations to report harm and risk of harm to the Child Abuse Report Line and SA Police if child/young person is at immediate risk or requiring an internal reporting process before meeting legal obligations to report to CARL.</p>	<ul style="list-style-type: none"> • All employees and volunteers must abide by the Child Safe Environments Policy and Code of Conduct (the latter being signed upon commencement with the College). • The College meets the requirements of the Children and Young People (Safety) Act 2017 (which mandates child safe environments) and the Child Safety (Prohibited Persons) Act 2016 (which mandates Working with Children Checks). • The Child Safe Environments Policy is reviewed at least once in every five-year period. When this happens, a new Child Safe Environments Compliance Statement is lodged with the Department of Human Services.

Risk Name and Description	Actions to Minimise Risk
	<ul style="list-style-type: none"> • All staff in the College are required to go through the RRHAN-EC training which highlights these responsibilities. • All staff trained in Responding to Risk of Harm and Neglect – Education and Care on commencement and refresher training every 3 years after.
Physical contact	<ul style="list-style-type: none"> • Any physical contact must be appropriate to the delivery of services being provided. • Where physical contact is required, this is undertaken in a safe way by explaining why contact is required and what will happen and asking the child/young person for their permission (or their family if this is more appropriate) before proceeding. • Unnecessary physical contact is not allowed.
Online communications	<ul style="list-style-type: none"> • Cyber safety and social media guidelines are in place and provided to all staff. • Staff must not communicate with children or young people via social media. • The College’s IT Department has content filtering that enable sites that may cause harm to children and young people to be blocked from access. • Teachers monitor all students when they use their laptops. • All students are required to adhere to the College’s Mobile Phone Policy, which stipulates that personal electronic devices are not used during the school day. • Educational programs in line with the Child Protection Curriculum about online safety, are taught explicitly, within Wellbeing programs and Information Evenings for parents/caregivers are provided.
Transport of children and young people	<ul style="list-style-type: none"> • Staff must not transport a child or young person unless specifically approved. • Parents/caregivers must provide consent before transporting a child or young person. • The staff member must have a valid, unrestricted driver’s licence if they are transporting a child. • The vehicle must be registered, insured and in roadworthy condition. • The staff member must complete a ‘Driver Safety Awareness’ course through CESA SALT training.

Risk Name and Description	Actions to Minimise Risk
	<ul style="list-style-type: none"> • A staff member must not be alone in a vehicle with a child or young person. • Parents/caregivers are provided with the Driver Safety Policy and must grant permission for their child/young person to drive and/or transport another student in their care to College events.
Taking images of children and young people	<ul style="list-style-type: none"> • Consent to take pictures/recordings of children and young people and disclosure as to how the image is to be used, is sought from parents/caregivers at time of enrolment. • A list of students who do not have photo permission is readily available to staff. • The Advancement Team regularly check for changes to photo permissions in Consent2Go and update the list. • The Advancement Team check images before uploaded to websites/socials or used in College publications. • Any events where photography is taken, children or young people who do not have photo permissions are noted and excluded accordingly. • No names are included with images on social media unless for special occasions when specific permission is sought. • The Principal gives permission for staff to use personal phones to take photos of College events, however, all photos of students captured on staff personal devices are required to be shared with the Advancement Team and promptly deleted from personal devices.
Physical environment	<ul style="list-style-type: none"> • Maintain a risk register that is reviewed annually to ensure effectiveness. • The College conducts risk assessments for all activities. All risk assessments are reviewed post activity, to ensure a cycle of continuous improvement, in line with WHS best practice. • Ensure all equipment is in good working order. • Workplace Inspections biannually to ensure all classrooms, office and work areas pose no risk to child safeguarding.
Privacy and confidentiality	<ul style="list-style-type: none"> • Any private or confidential information is only shared with staff members who must be notified about the information. • The College is guided by the Privacy Statement (2023) to deal with private and confidential information.

Risk Name and Description	Actions to Minimise Risk
	<ul style="list-style-type: none"> • Multi factor Authentication is used to strengthen security when staff are using laptops and mobile digital devices. • All documents containing confidential information are stored privately in a locked cabinet (or similar place with restricted access) • Digital files containing confidential information shall be protected electronically by restricting the access to only those requiring it to perform their duties. • Staff must not disclose information regarding any child or young person without written consent of the child, young person and their parent/caregiver. • Social Work Team keep their own confidential records. • Leaders are briefed on our College's approach to note keeping – based on best practice. • Critical Incident Template developed for use by Executive Leadership. • Any mandatory reports made online or via phone are documented on a proforma and forwarded to the Principal for secure storage.