



## Trinity Grammar School Kew Child Protection Policy

.....the child, by reason of his physical and mental immaturity, needs special safeguards and care, including appropriate legal protection..... DECLARATION OF THE RIGHTS OF THE CHILD  
[Proclaimed by General Assembly Resolution 1386(XIV) of 20 November 1959.]

### Introduction

This policy consolidates a series of policies which have been developed and implemented by Trinity Grammar School, Kew (Trinity) to create a safe learning environment and safeguard the emotional, psychological and physical wellbeing of its students. Trinity recognises that it has a moral and legal duty to protect its students from foreseeable harm. This includes the provision of safeguards against mistreatment and timely reporting of child abuse.<sup>i</sup> Preventative measures include careful selection of staff, staff training and the implementation of a staff code of conduct to enforce a high level of professional standards. Trinity is committed to promoting cultural safety for aboriginal children, children from a culturally, racially and/or linguistically diverse background and providing a safe environment for children with a disability.

Together this group of policies and procedures assist Trinity to

- embed an organisational culture of child safety
- meet its moral and legal duties to its students,
- fulfil its statutory responsibilities to protect its students
- fulfil its statutory responsibility to report child abuse.

### Guiding Principles

- Trinity has zero tolerance of child abuse
- The interests of the child<sup>ii</sup> are paramount
- All children have the right to feel safe and be safe at school
- All children have equal rights to protection
- All staff play a vital role in creating a safe school environment<sup>iii</sup>
- All staff and other members of the Trinity community have a responsibility to protect children and young people from mistreatment

All adult members of the Trinity community have a legal responsibility to report child abuse.<sup>iv</sup>

### Staff Recruitment

All applicants applying for child connected work<sup>v</sup> at Trinity are informed of Trinity's child protection policies and procedures, *Staff Code of Conduct* and zero tolerance of child abuse.

Trinity uses a combination of pre-employment screening processes to filter out inappropriate job applicants:

- checks are carried out to verify the applicant’s identity, employment history and qualifications
- Job applicants selected for interview are subjected to rigorous questioning
- References are checked, not only for competence but also for suitability to work with children
- All teachers must be VIT registered and
- All other employees, volunteers and contractors must have a positive Working with Children Check (WWCC) Assessment Notice.

### **Induction and Training**

New staff undergo induction which emphasises duty of care, child protection, and the statutory duty to report child abuse.

All staff undergo regular training in recognising symptoms of child abuse, duty to report and reporting procedures. All staff are required to complete an online training module on preventing and reporting child abuse and to update their knowledge and skills from time to time.

### **Staff Code of Conduct**

Trinity has a *Staff Code of Conduct* which includes *Guidelines for Trinity Grammar School Staff in Relation to Staff/Student Contact*. Relationship boundaries are clearly explained and staff are directed to avoid behaviours and actions which could place students and staff at risk of harm or of allegations of harm.

### **Duty Statements**

All staff job descriptions include a statement concerning the staff member’s duties and responsibilities with respect to child protection.

### **Visitors to Trinity**

All visitors to Trinity must be clearly identified, sign in to the visitor’s book and wear a visitor’s lanyard.

All visitors without a WWCC card are directly supervised by a Trinity staff member who holds a current WWCC card.

### **E-safety**

Trinity has in place policies and guidelines to support and encourage cyber-safe behaviours. These include *Technology Acceptable Use Agreement*, *Ethical and Responsible Use of Technology* policy and guidelines for both students and staff contained in *Appendix B of the Staff Code of Conduct*.

### **Risk Management**

Trinity has strong risk management policies and procedures to

- Identify risks of child abuse and to mitigate those risks
- Detect suspected child abuse
- Safeguard the child and
- Report suspected child abuse to the appropriate authorities.

### **Bullying**

Trinity acknowledges that bullying is a serious issue in schools and can result in high levels of student anxiety with risk of serious harm to the students.

Students are instructed not to ignore comments or actions that upset them or make them feel uncomfortable. Students are instructed to report the matter immediately where it will be dealt with under the anti-bullying procedures.

### **Student Support and Counselling**

Trinity has in place policies and procedures for the early detection of students at risk and a framework of support and counselling.

### **Reporting child abuse**

All teachers understand their mandatory reporting obligations.

All staff (paid and unpaid) are aware of their responsibility to protect the child and young people and to report child abuse.

All parents and other adult members of Trinity community have been informed of their legal obligation to inform the police if they form a reasonable belief that a sexual offence has been committed by an adult against a child under 16.

### **Student Empowerment**

Trinity has policies and procedures and strategies in place to empower its students through building

- resilience
- standards of ethical behaviour
- self esteem
- leadership capabilities
- an understanding of the developing Self through personal reflection
- healthy and respectful relationships (including sexuality).

### **Supporting Policies**

*Trinity Grammar School Kew, Staff Code of Conduct*

*Trinity Grammar School Kew, Working with Children Check Policy*

*Trinity Grammar School Kew, Guidelines Implementing Working with Children Checks for Educational Support Staff and Contractors*

*Trinity Grammar School Kew. Guidelines Implementing Working with Children Checks for Volunteers*

*Trinity Grammar School Kew, Technology Acceptable Use Agreement*

*Trinity Grammar School Kew, Anti-Discrimination, Bullying and Harassment Policy*

*Trinity Grammar School Kew, Student Management Policy*

*Trinity Grammar School Kew, Policy and Procedures Student Services (Counselling Services)*

*Trinity Grammar School Kew, Policies and Procedures for Management of Students at Immediate Risk*

*Trinity Grammar School Kew, Policy and Reporting Procedures on Child Abuse*

*Trinity Grammar School Kew, Policy and Procedures for Delegation and Empowerment of Students.*

### **Legislation**

*Crimes Act 1958 Vic*

*Education and Training Reform Act 2006*

*Education and Training Reform Amendment (Child Safe Schools) Act 2015*

*Ministerial Order 870*

*Children Youth and Families Act 2005 (as amended)*

*Working with Children Act 2005*

*Charter of Human Rights and Responsibilities Act 2006*

*Crimes Act (Vic) incorporating Crimes Amendment (Protection of Children) Act 2014*

*Victorian Institute of Teaching Act 2001*

*National Safe School Framework*

## **Status**

This policy was first issued in August 2015 and updated in April 2016

Review date: August 2017

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<sup>i</sup> Section 1.1.3(1) of the Education and Training Reform Act 2006

"**child abuse** includes—

(a) any act committed against a child involving—

(i) a sexual offence; or

(ii) an offence under section 49B(2) of the **Crimes Act 1958 (grooming)**; and

(b) the infliction, on a child, of —

(i) physical violence; or

(ii) serious emotional or psychological harm; an

(c) serious neglect of a child".

<sup>ii</sup> "**child**" means a person who is under the age of 18 years, (Child Wellbeing and Safety Act 2005 - sect 3)

<sup>iii</sup> "**School environment**" means any physical or virtual place made available or authorised by the school governing authority for use by a child during or outside school hours, including

(a) A campus of the school;

(b) Online school environments (including email and internet systems); and

(c) Other locations provided by the school for a child's use (including, without limitation, locations used for school camps, sporting events, competitions and other events).

<sup>iv</sup> Registered teachers have a mandatory obligation to report physical and sexual abuse. All other adult members of the community have a legal obligation to report sexual abuse.

<sup>v</sup> "**Child connected work**" means work authorised by the school governing authority and performed by an adult in a school environment while children are present or reasonably expected to be present.