

Child Safe Policy

This Child Safe Policy has been developed in accordance with and implements Principle 1 of the National Principles for Child Safe Organisations (National Principles).

The Child Safe Policy is published on Endeavour College's public website and provided to new staff, as well as to Direct Contact Volunteers and Contractors as part of their induction.

Purpose

Our Child Safe Policy, which includes our Statement of Commitment to Child Safety, was written to demonstrate the strong commitment of Endeavour College to promoting children's and young people's wellbeing and safeguarding them from harm or risk of harm, and to provide an outline of the policies and practices that we have developed to keep our students safe, including from abuse, harm and risk of harm.

It is an overarching policy that provides the key elements of Endeavour College's approach to being a child safe organisation, and sets the tone for the College's entire Child Safe Program.

The Child Safe Policy provides the framework for:

- Implementing the National Principles
- Developing systems, practices, policies and procedures that promote child protection within the College
- Creating a safe and supportive environment and a positive and robust child protection culture
- Promoting and openly discussing child safety issues within the College
- Complying with all laws, regulations and standards relevant to child protection in South Australia

Scope

Endeavour College's Child Safe Policy applies to all adults in the learning community including staff, volunteers, contractors, external education providers, parents/caregivers, and other family members. This policy applies in all College environments, both physical and online, and on-site and offsite learning community locations (e.g. camps and excursions).

Statement of Commitment to Child Safety

'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.

The Child Safe Program in place at Endeavour 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 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)

All children and young people who come to Endeavour College have a right to feel and be safe. We are committed to the safety and wellbeing of all children and young people. We are committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe, and are able to actively participate in decisions that affect their lives.

We have a zero tolerance for harm to children and young people and are committed to acting in students' best interests and keeping them safe from harm and risk of harm.

Endeavour College regards its child safe responsibilities with the utmost importance and is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintaining a child safe culture.

Each member of the learning community has a responsibility to understand the important and specific role that they play individually, and collectively, to ensure that the wellbeing and safety of all students is at the forefront of all that they do, and every decision that they make.

Child Safe Standards

The National Principles for Child Safe Organisations were developed by the Australian Human Rights Commission in response to recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse. The National Principles are comprised of 10 Principles that were informed by, but go further than, the 10 child Safe Standards recommended by the Royal Commission. They are:



Children and Young People’s Rights to Safety, Information and Participation

Endeavour College is a child safe and child-centred organisation. Our environment is friendly and welcoming to all children and young people.

We actively seek to include students in decisions that affect them. This includes decisions about organisational planning, delivery of services, management of facilities, and learning and assessment environments.

We ensure students know about their rights to safety, information and participation. We recognise the importance of friendships and support from peers. We actively seek to understand what makes students feel safe in our College, and regularly communicate with students about what they can do if they feel unsafe.

Parent/Caregivers, Families and Community Involvement at Endeavour College

Endeavour College recognises that parents/caregivers have the primary responsibility for the upbringing and development of their children. We ensure they participate in decisions affecting their children.

We ensure that families and other relevant communities in which our College operates, know about Endeavour College’s operations and policies, including the Child Safe Policy and Child Safe Adult Code of Conduct, record keeping practices, risk management, and complaints and investigation processes.

We actively seek to include families and relevant communities in decisions about organisational planning, delivery of services, management of facilities, and learning and assessment environments.

We build cultural safety at the College through partnerships with relevant communities.

Valuing Diversity at Endeavour College

Endeavour College values diversity and does not tolerate any discriminatory practices. To achieve this, we:

- support the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students and their families

- support the cultural safety, participation and empowerment of students from culturally and linguistically diverse backgrounds and their families
- support students with a disability and their families and act to promote their participation
- welcome students and families of gender and sexual diversity, and encourage their inclusion in our community
- seek to recruit a workforce that reflects a diversity of cultures, abilities and identities
- aim to provide Staff, and Direct Contact Volunteers and Contractors with training about Aboriginal and Torres Strait Islander cultures, disability, culturally and linguistically diverse backgrounds, and communities with particular experiences or needs
- have a physical environment that actively celebrates diverse cultures and recognises cultural difference
- commit to ensuring that our facilities promote the inclusion of students of all abilities

Our Child Safe Program

Endeavour College is committed to the effective implementation of our Child Safe 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 Safe Program relates to all aspects of child safety and protecting students from harm, and establishes work systems, practices, policies and procedures to create and maintain a child safe environment and culture at the College. It includes:

- Child Safe Codes of Conduct
- Staff and Student Professional Boundaries Policy that provides detailed guidance for all adults on maintaining professional boundaries between students and adults at Endeavour College
- clear information as to what constitutes harm and associated key indicators of different forms of harm to children and young people
- procedures for reporting to external agencies, including Mandatory Notifications to the Department for Child Protection (DCP) through the Child Abuse Report Line (CARL), and reporting to Police, which make clear that all Staff, Volunteers and Contractors must, as their first priority, fulfill their legal obligations to report harm or risk of harm to a child.
- clear procedures for reporting child safety incidents or concerns internally, and for responding to incidents or allegations of harm to a child or young person
- strategies to support, encourage and enable Staff, Volunteers, Contractors, parents/caregivers and students to understand, identify, discuss and report child safety matters
- procedures for recruiting and screening members of the Board, Staff, Volunteers and Contractors
- pastoral care strategies designed to empower students and keep them safe
- strategies to support and encourage the participation and inclusion of Aboriginal and Torres Strait Islander students, students from culturally and/or linguistically diverse backgrounds and students with disability
- Child Protection training
- information regarding the steps to take after a disclosure of harm to protect, support and assist students
- guidelines with respect to record keeping and confidentiality
- policies to ensure compliance with all relevant laws, regulations and standards (including the National Principles)

As a part of Endeavour College's induction process, all Staff, as well as relevant Volunteers and Contractors are required to complete induction in our child safe policies, practices and procedures, as well as receiving refresher and ongoing child safety training.

Staff, and Direct Contact Volunteers and Contractors are supported and supervised by the College's Child Safety Officers, Executive, and Leadership Team to ensure that they are compliant with the College's approach to child safety.

Reporting Child Safety Incidents or Concerns

Any person, including Staff, Volunteers, Contractors, parent/caregivers or students, can at any time report a reasonable suspicion about harm or risk of harm to a child or young person directly to the Department of Child Protection (DCP) using the 24/7 Child Abuse Report Line (CARL) on 13 14 78 or online at <https://www.childprotection.sa.gov.au/reporting-child-abuse/report-child-abuse-or-neglect>

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

All Staff, Volunteers and Contractors must also report any child safety incidents and concerns internally to the College through one of the Child Safety Officers regardless of whether an external report has been, or will be made.

Child Safety Officers can be contacted for guidance on making a report, or to answer any questions regarding child safety.

Our Child Safe Program contains detailed guidance on how to identify key indicators of different forms of harm and risk of harm to children and young people, and how to report child safety incidents or concerns:

- to relevant external authorities, including DCP through the Child Abuse Report Line (CARL) and the Police
- internally to one of the College's Child Safety Contact Officers.

Students at Endeavour College are provided with information about and encouraged to use multiple pathways to raise child safety incidents or concerns about or at the College. These include by contacting CARL and/or by reporting internally to the College via informal and formal ways, an 'anonymous' way, and through external child advocacy or child safety organisations.

Parents/caregivers, family members and other community members who have child safety concerns, or who suspect that a child or young person associated with Endeavour College may be subject to harm or risk of harm should immediately contact CARL. They should then also contact:

- Endeavour College's Senior Child Safety Officer, Richard Baird by phoning 08 8368 3311 or emailing richard.baird@endeavour.sa.edu.au, or
- If the concern relates to the Principal, the Chair of the Board

Any person can also contact the Senior Child Safety Officer or Chair of the Board if they have concerns regarding Endeavour College's leadership in relation to child safety. 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.

Responsibilities for Child Safety at Endeavour College

Child Safety is everyone's responsibility. All adults in the learning community have a shared responsibility for contributing to the safety and protection of students. Specific responsibilities include:

Endeavour 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 safety and protection issues and can support Staff, Volunteers and Contractors making a report to CARL. They are a point of contact for raising child safety concerns within the College subsequent to reporting directly to CARL. They are also responsible for championing Child Safety within the College and assisting in coordinating responses to child safety incidents.

Contact details for our Child Safety Officers are set out below:

Name	Position	Contact Number	Email Address
Richard Baird	Principal	08 8368 3311	Richard.baird@endeavour.sa.edu.au
Marni Harding	College Counsellor	08 8368 3311	Marni.harding@endeavour.sa.edu.au
Sharon Ward	Director of Senior Years	08 8368 3311	Sharon.ward@endeavour.sa.edu.au
Louisa Mulligan	Director of Middle Years	08 8368 3311	Louisa.mulligan@endeavour.sa.edu.au

Endeavour College has appointed Richard Baird as the College's Senior Child Safety Officer. The Senior Child Safety Officer has additional child safety responsibilities, such as being the College's contact person for child safety concerns or queries by parents/caregivers and other members of the wider learning community, and coordinating the College's response to child safety incidents in consultation with the Leadership Team, Executive and Board.

Endeavour College Board

The Board is Endeavour College's governing body. The Board is responsible for ensuring they have a current understanding of the College's operations and the child protections risks associated with these operations, approving this policy, and ensuring that:

- appropriate resources are made available to allow the College's Child Safe Policy and the Child Safe Program to be effectively implemented within the learning community;
- the College implements and monitors processes to ensure that the College is complying with its legal and regulatory obligations with respect to child safety;
- the College has appropriate processes for receiving and considering information regarding child safety issues and is able to respond in a timely way to that information; and

- the Principal and Leadership Team are held accountable for the ongoing effectiveness of the Child Safe Policy and the Child Safe Program.

The Board has delegated its functions relating to the operational management and implementation of the Child Safe Program to the Principal.

The Child Safe Human Resources Management section below sets out the requirements for Board Members (as Volunteers) with regards to Child Safety.

The Principal

The Principal is responsible, and will be accountable for the operational management of the College and the Child Safe Program. They are responsible for taking all practical measures to ensure that this policy, and the College's Child Safe Program are implemented and deployed effectively and that a strong and sustainable child safe culture is maintained within the learning community. This includes ensuring that:

- the College implements the Child Safe Program effectively, and deploys all available resources for that purpose
- the College appoints and trains appropriate Child Safety Officers at the College
- a strong and sustainable child safe culture is maintained within the learning community
- all child safety incidents or concerns are dealt with professionally and in a timely manner
- the Board receives regular reports with respect to child safety matters
- all Staff, and Direct Contact Volunteers and Contractors are aware of the College's Child Safe Program, and are trained in implementing the Program's processes and procedures
- the College complies with its legal and regulatory obligations with regards to child safety

Executive / Leadership Team

Each member of Endeavour College's Executive and Leadership Team is required to ensure that appropriate resources are made available in their area of operations to allow the College's Child Safe Program to be implemented effectively within the learning community, and to support the Principal in the practical application of the College's child safety strategies, policies, procedures and work systems.

Staff Members

All Staff are required to comply with our Child Safe Policy and Child Safe Adult Code of Conduct, be familiar with our Child Safe Program and understand their legal obligations with respect to the reporting of harm and risk of harm to children and young people, and Working with Children Checks (WWCC).

The Child Safe Human Resources Management section below sets out the requirements of Staff with regards to Child Safety.

It is each individual's responsibility to be aware of key indicators of harm and risk of harm, to be observant, to meet their legal obligations to report harm and risk of harm directly to CARL and the Police, and subsequently raise all child safety incidents and concerns with one of the Child Safety Officers.

Volunteers

Volunteering means an activity which is of benefit to the College community, is done of one's free will, and is undertaken without monetary reward.

In the College's Child Safety Program, volunteers are classified as either 'Direct Contact Volunteers' or 'Indirect Contact Volunteers'.

Direct Contact Volunteers are those volunteers who 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 include Board Members, volunteers involved in College camps and excursions, coaching sporting teams, or assisting in learning activities.

Indirect Contact 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. Examples of Indirect Contact Volunteer activities may include assisting with College functions, or at fundraising barbeques.

All Volunteers at Endeavour College are responsible for contributing to the safety and protection of students in the learning community environment.

All Direct Contact Volunteers are required to comply with our Child Safe Policy and Child Safe Adult Code of Conduct. They are also required to understand their legal obligations with respect to the reporting of harm and risk of harm to children and young people.

The Child Safe Human Resources Management section below sets out the requirements for relevant Volunteers with regards to Child Safety.

It is each individual's responsibility to be aware of key indicators of harm to children and young people, to be observant, to meet their legal obligations to report harm and risk of harm directly to CARL and the Police, and subsequently raise all child safety incidents and concerns with one of the Child Safety Officers.

Contractors

In the College's Child Safety Program, Third Party Contractors are classified as either 'Direct Contact Contractors' or 'Indirect Contact Contractors'.

Direct Contact Contractors are:

- those that have direct contact with students during the normal course of their work;
- those who may be able to establish a relationship of trust with a student notwithstanding that unsupervised access to students would be rare (for example College Canteen personnel); and
- any contractors whom a school is legally required to screen.

Direct Contact Contractors include, for example, maintenance and building personnel, consultants, casual teachers, tutors, sports coaches and 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 learning communities' facilities. While not paid for their services, pre-service teachers, interns, or students completing work experience at the College would also fall into this category.

Indirect Contact Contractors are those contractors who do not meet the definitions of 'Direct Contact Contractor'. These contractors are those who have no contact with students as part of their role, or undertake roles where students are not reasonably expected to be present (for example those contractors who complete maintenance work during school holidays). This type of contractor may also include contractors engaged in response to an emergency, who only have incidental contact with students, whose contact with students is not expected, or who work for less than the minimum frequency for working with children (7 days in any calendar year).

All Contractors engaged by Endeavour College are responsible for contributing to the safety and protection of students in the learning community environment.

All Direct Contact Contractors engaged by the College are required to comply with our Child Safe Policy and Child Safe Adult Code of Conduct. They are also required to understand their legal obligations with respect to the reporting of harm and risk of harm to children and young people.

The Child Safe Human Resources Management section below sets out the requirements for relevant Contractors with regards to Child Safety.

The College may include these requirements in the written agreement between it and the Contractor.

External Education Providers

An External Education Provider is any organisation that Endeavour 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 students in all learning community environments. They must have lodged a child safe environments statement to the Department of Human Services prior to being engaged by the College.

All External Education Providers engaged by the College are required to comply with our Child Safe Policy and Child Safe Adult Code of Conduct.

The College may include these requirements in the written agreement between it and the External Education Provider.

Child Safe Human Resources Management

Endeavour College applies best practice standards in the recruitment and screening of Staff and Direct Contact Volunteers and Contractors. Our recruitment procedures comply with the College's Child Safe Human Resources Management policies and ensure that all reasonable steps are taken to engage the most suitable and appropriate people to work with children and young people.

All Staff, Direct Contact Volunteers and Contractors at the College are required to:

- read and acknowledge (electronically or in writing) the College's Child Safe Policy, Child Safe Adult Code of Conduct, and Staff and Student Professional Boundaries Policy
- maintain a valid WWCC
- complete relevant RRHAN-EC training

Some Indirect Contact Volunteers and Contractors may also be required to hold a current WWCC where there is a legal obligation to do so, and in some instances read and acknowledge the above-mentioned policies.

Endeavour College ensures that the College's Staff and relevant Volunteers and Contractors undergo a child safety induction, and receive ongoing education and training as part of our commitment to safeguarding children and young people from harm and risk of harm.

All Staff, Volunteers and Contractors are provided with regular supervision and performance monitoring by their manager or a member of staff.

Child Safe Risk Management

Endeavour College recognises the importance of a risk management approach to minimising the potential for harm and risk of harm to children and young people to occur and we use this information to inform our policies, procedures and activity planning.

The College has developed a comprehensive Risk Management Program to assist in the identification, assessment and management of child safety risks in all learning community environments.

Record Keeping

Endeavour College has a Child Safe Record Keeping policy and is committed to best practice record keeping.

In accordance with our policy, and as required by our Procedures for Responding to and Reporting Child Safety Incidents or Concerns, all internal and external reports of child safety incidents and concerns, as well as any other responses by the College are recorded and stored with our College Counsellor.

Where staff or others that require assistance determining the information required for a report, they can speak to a Child Safety Officer, or use the template available that outlines the requirements. Note that where a template is used, this should be completed in hard copy and provided to the College Counsellor for secure record keeping.

When keeping records of child safety incidents or concerns, Endeavour College maintains confidentiality and privacy for students and families in accordance with federal privacy legislation.

Non-Compliance with our Child Safe Policy

Endeavour College enforces this Child Safe Policy. Where there is an event of non-compliance of any of the requirements outlined in this Policy, Endeavour College will take appropriate action which may include (depending on the severity of the breach):

- remedial education
- counselling
- increased supervision
- the restriction of duties
- appointment to an alternative role
- suspension or
- in the case of serious breaches, disciplinary action up to and including termination of employment, termination of contract or engagement.

Some breaches may also constitute civil or criminal offences and may result in civil action or prosecution.

Program Review

Endeavour College is committed to the continuous improvement of our Child Safe Program. The Program as a whole is reviewed at least every 5 years for overall effectiveness and to ensure compliance with all child protection related laws, regulations and standards.

When undertaking these reviews, the College will actively seek, action, and incorporate feedback from students, families, Staff, Volunteers and Contractors, and will communicate any adjustments or amendments widely throughout the learning community.

Policy Review

This policy is reviewed annually, in response to any significant changes at the College, and to ensure compliance with all child protection related laws, regulations and standards.