**ST JOSEPH’S COLLEGE**  
**HUNTERS HILL**  
**POLICY DOCUMENT**

<table>
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<tr>
<th><strong>Policy Name</strong></th>
<th><strong>Child Protection Policy</strong></th>
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<td><strong>Head of Policy</strong></td>
<td><strong>Headmaster</strong></td>
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<td><strong>Policy Manager</strong></td>
<td><strong>Director of Personnel Services</strong></td>
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| **Attention** | **College Students**  
**College Staff**  
**Visitors and Volunteers to the College**  
**External Education Providers and Third Party contractors engaged at the College**  
**All who are on College premises and who in any capacity under the supervision of the College are in contact with Students** |
| **Date of Introduction** | **January 1999. Last Reviewed March 2014** |
| **Date Policy Updated** | **September 2018** |
| **Related Legislation** |  
- *Children and Young Persons (Care and Protection) Act 1998* (the *Care and Protection Act*)  
- *Child Protection (Working With Children) Act 2012* (NSW) (the *WWC Act*);  
- *Ombudsman Act 1974* (NSW) (the *Ombudsman Act*) |
| **Related Documents** |  
- Child Protection Code of Conduct  
- Marist Schools Australia (MSA) Child Protection Standards - *A Framework for MSA-Governed Schools* (the MSA Standards)  
- Complaints Handling Policy |
PREAMBLE

St Joseph’s College (the College) has developed the following Child Protection Policy as an overarching statement that provides key elements of the College’s approach to the protection of children and young people from abuse and sets the tone for the entire Child Protection Program.

This policy is designed as the College’s public statement of commitment to the protection of children from abuse and grooming, and a demonstration of the College’s commitment to ensure child safety in all College environments.

This policy fulfils the requirements of the MSA Standards. The MSA Regional Director has approved and endorsed the policy that is published on the College website and may be communicated through other mediums such as newsletters, annual report, through induction and information packs. This policy is periodically reviewed, in light of experience, the effectiveness of procedures and the publication of relevant research. You must comply with this policy. For any non-compliance, the College may take disciplinary action, up to and including termination of your employment or engagement.

This Policy document is available to all staff; students, third party contractors, external education providers, volunteers and visitors and all who are on College premises and who in any capacity under the supervision of the College have student contact to ensure a clear understanding of their duties and obligations under the key items of child protection legislation in NSW. This policy outlines the key concepts and definitions in conjunction with the Child Protection Program and Child Protection Code of Conduct under the relevant legislation including mandatory reporters, reportable conduct, and risk management. It also sets out expected standards of behaviour in relation to employees and contractors and their relationships with students.

Complaints, which may refer to non-sexual harassment or harm to children or grievances towards staff concerning matters are covered under the Complaints Handling Policy.
CHILD PROTECTION POLICY

OBJECTIVES

This policy provides the framework for:

- development of work systems, practices, policies and procedures that promote child protection, safety and wellbeing within the College;
- creation of a safe and supportive College environment and a positive and robust child protection culture;
- promotion and open discussion of child protection issues within the College; and
- complying with all laws, regulations and standards relevant to child protection in NSW

STATEMENT OF COMMITMENT

The College is committed to providing education and care to children and young people to assist them to develop into high-achieving, supported students, positively connected to each other and to the communities in which they live and which they will serve.

The College is committed to ensuring the safety, welfare and wellbeing of all children and young people at the College and is dedicated to protecting them from abuse and harm.

The College has zero tolerance for child abuse. The College regards its child protection responsibilities with the utmost importance. It is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and to maintain safe and supportive College physical and online environments for all children and young people.

CHILD SAFE VALUES AND PRINCIPLES

The following child safe principles guide the College’s commitment to child safety and form the basis for all child protection policies and procedures.

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 their privacy must be respected.
4. Clear expectations for appropriate behaviour with children are established in the Child Protection 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 the College community.

7. Procedures are in place to screen all staff, Volunteers, Third Party Contractors and External Education Providers who have direct contact with children.

8. Child safety and protection is everyone’s responsibility.

9. Child protection training is mandatory for all Responsible Persons, staff members, Direct Contact Volunteers* and Direct Contact Contractors**.

10. Procedures for responding to alleged or suspected incidents of child abuse and harm are simple and accessible for all members of the College community.

11. Procedures are in place to ensure all College premises are designed to warrant the safety of children.

* 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 may include volunteers involved in College camps and excursions, coaching sporting teams or assisting in learning activities.

** Direct Contact Contractors are third party contractors who have direct unsupervised contact with students during the normal course of their work or contractors who may be in a position to establish a relationship of trust with a student notwithstanding that unsupervised access to students would be rare (for example full-time maintenance personnel). This also includes any contractors whom a school is legally required to screen.

Examples of Direct Contact Contractor activities may include tutors, sports coaches and casual teachers.

CHILD PROTECTION OFFICERS

The College has appointed a number of Child Protection Officers as honest, mature, ethical and experienced members of the College community who can deal with sensitive issues relating to child protection and safety. Child Protection Officers are available to answer any questions that you may have with respect to the Child Protection Policy and Child Protection Program.
RESPONSIBILITIES

The College acknowledges that child protection is everyone’s responsibility.

At the College all responsible persons, staff members, volunteers, third party contractors and external education providers have a shared responsibility for contributing to the safety and protection of children. Specific responsibilities for each group of the College community are further explained in the ‘Who is Responsible for Child Protection’ section of the Child Protection Program.

REPORTING CHILD PROTECTION CONCERNS

The College’s Child Protection Program provides detailed guidance for all members of the College community as to how to identify key risk indicators of child abuse and how to report child abuse concerns to one of the College’s nominated Child Protection Officers. It also contains detailed procedures with respect to the reporting of child abuse incidents to relevant external authorities.

Staff, students, third party contractors, external education providers, volunteers, parents/guardians and other community members who have concerns that a child may be subject to abuse or grooming are asked to contact the Headmaster or the College’s Senior Child Protection Officer, Director of Personnel Services, by telephone 02 9816 0900 or email childprotection@joeys.org.

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

Whenever there are concerns that a child is in immediate danger the matter should be referred to the Police.