



# **LIGHTHOUSE CHRISTIAN COLLEGE CRANBOURNE POLICY 1.1**

## **CHILD SAFE STANDARDS POLICY-CHILD PROTECTION AND SAFETY POLICY COMMITMENT TO CHILD SAFETY**

**Implementation: August 2016**

**Review: July 2020**

### **COMMITMENT TO CHILD SAFETY**

Lighthouse Christian College Cranbourne is committed to safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making. Lighthouse Christian College Cranbourne has zero tolerance for child abuse. Lighthouse Christian College Cranbourne is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved in Lighthouse Christian College Cranbourne has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make. Consistent with the recommendations provided to the Royal Commission by the Australian Children's Commissioners and Guardians (ACCG), Lighthouse Christian College Cranbourne, in its planning, decision-making and operations will:

1. Take a preventative, proactive and participatory approach to child safety;
2. Value and empower children to participate in decisions which affect their lives;
3. Foster a culture of openness that supports all persons to safely disclose risks of harm to children;
4. Respect diversity in cultures and child rearing practices while keeping child safety paramount;
5. Provide written guidance on appropriate conduct and behaviour towards children;
6. Engage only the most suitable people to work with children and have high quality staff and volunteer supervision and professional development;
7. Ensure children know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues;
8. Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities;

9. Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk; and
10. Value the input of and communicate regularly with families and carers.

### **CHILD SAFE PRINCIPLES**

The school'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
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 school 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 school council members, staff and volunteers
10. Procedures for responding to alleged or suspected incidents of child abuse are simple and accessible for all members of the school community
11. Children from culturally or linguistically diverse backgrounds have the right to special care and support including those who identify as Aboriginal and Torres Strait Islander
12. Children who have any kind of disability have the right to special care and support
13. Any sexual behaviour between a child and an adult family member is abusive
14. Sexual abuse occurs when there is any sexual behaviour between a child and an adult in a position of power or authority over them (e.g., a teacher).
15. Another example of abuse due to an imbalance of power would be sexual activity between two 15-year-olds, where one suffers an intellectual disability that impairs their ability to understand the behaviours that they are engaging in.

### **RATIONALE**

Lighthouse Christian College Cranbourne 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 the school community including newsletters, annual reports and in the induction and welcome for school council members, staff and volunteers.

The purpose of this policy is

- To work towards an organisational culture of child safety.
- To facilitate the prevention of child abuse occurring within Lighthouse Christian College Cranbourne.

- To ensure that all parties are aware of their responsibilities for identifying possible occasions for child abuse and for
- Establishing controls and procedures for preventing such abuse and/or detecting such abuse when it occurs.
- To provide guidance to staff/volunteers/contractors as to action that should be taken where they suspect any abuse within or outside of the organisation.
- To provide a clear statement to staff/volunteers/contractors forbidding any such abuse.
- To provide assurance that any and all suspected abuse will be reported to ***Child Protection without delay*** and fully investigated.

## **POLICY**

Lighthouse Christian College Cranbourne is committed to promoting and protecting at all times the best interests of children involved in its programs. All children, regardless of their gender, race, religious beliefs, age, disability, family or social background, have equal rights to protection from abuse. Lighthouse Christian College Cranbourne has zero tolerance for child abuse. Everyone working at Lighthouse Christian College Cranbourne is responsible for the care and protection of the children within our care and reporting information about suspected child abuse. Child protection is a shared responsibility between the School, all employees, workers, contractors, associates, and members of the Lighthouse Christian College Cranbourne community, whether or not they work in direct contact with children or young people and applies across all school forums including camps and outside of school hours. Lighthouse Christian College Cranbourne supports and respects all children, staff and volunteers. Lighthouse Christian College Cranbourne is committed to the cultural safety of Aboriginal children, and those from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children living with a disability. If any person believes a child is in immediate risk of abuse, telephone 000.

## **RESPONSIBILITIES**

Child protection is everyone's responsibility. At Lighthouse Christian College Cranbourne all School Council members, staff as well as volunteers have a shared responsibility for contributing to the safety and protection of children.

## **SCHOOL COUNCIL**

Each school council member is required to ensure that appropriate resources are made available to allow the school's Child protection and Safety Policy to be effectively implemented within the school and are responsible for holding the Principal and Leadership 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 is implemented effectively and that a strong and sustainable child protection culture is maintained within the school.

## **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, to be observant, and to raise any concerns they may have relating to child abuse with school Principal or Deputy Principal. ***A staff member must notify DHHS even if the Principal/Deputy Principal does not share the belief.***

## **VOLUNTEERS**

All volunteers are required to be familiar with the content of our Child Protection and Safety Policy and our Child Safe Code of Conduct 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 school Principal or Deputy Principal. ***A volunteer or any other mandated reporter may report on the teacher's behalf but the teacher must be satisfied that the report is made promptly and that all reasonable grounds have been reported.***

The Lighthouse Christian College Cranbourne School Council has ultimate responsibility for the detection and prevention of child abuse and is responsible for ensuring that appropriate and effective internal control systems are in place. The School Council is also responsible for ensuring that appropriate policies and procedures and a Child Protection Code of Conduct are in place. The Principal of Lighthouse Christian College Cranbourne is responsible for:

- Dealing with and investigating reports of child abuse;
- Ensuring that all staff, contractors, and volunteers are aware of relevant laws, organisational policies and procedures, and the organisation's Child Protection Code of Conduct;
- Ensuring that all adults within the Lighthouse Christian College Cranbourne community are aware of their obligation to report suspected sexual abuse of a child in accordance with these policies and procedures;
- Ensuring that all staff, contractors and volunteers are aware of their obligation to observe the Child Protection Code of Conduct (particularly as it relates to child safety);
- Providing support for staff, contractors and volunteers in undertaking their child protection responsibilities.

The Principal/Deputy Principal must ensure that they:

- Promote child safety at all times;
- Assess the risk of child abuse within their area of control and eradicate / minimise any risk to the extent possible;
- Educate employees about the prevention and detection of child abuse; and
- Facilitate the reporting of any inappropriate behaviour or suspected abusive activities.

The Principal/Deputy Principal should be familiar with the types of abuse that might occur within their area of responsibility and be alert for any indications of such conduct. All staff/volunteers/contractors share in the responsibility for the prevention and detection of child abuse, and must:

- Familiarise themselves with the relevant laws, the Child Protection Code of Conduct, and Lighthouse Christian College Cranbourne's policy and procedures in relation to child protection, and comply with all requirements;
- Report any reasonable belief that a child's safety is at risk to the relevant authorities (such as the police and / or the state based child protection service) and fulfil their obligations as mandatory reporters (see: Mandatory Reporting & Child Protection - Policy)
- Report any suspicion that a child's safety may be at risk to the Principal/Deputy Principal and in addition, advise the relevant member of the leadership team (or, if the leadership team is involved in the suspicion, report to another member of the leadership team e.g. Business Manager or Administration Manager); and provide an environment that is supportive of all children's emotional and physical safety.
- The Principal/Deputy Principal, Staff Development Coordinator, Business Manager and Administration Manager may be contacted in relation to matters of child protection

## DEFINITIONS

**Child** means a person below the age of 18 years unless, under the law applicable to the child, majority is attained earlier.

**Child protection** means any responsibility, measure or activity undertaken to safeguard children from harm.

**Child abuse** means all forms of physical abuse, emotional ill-treatment, sexual abuse and exploitation, neglect or negligent treatment, commercial (e.g. for financial gain) or other exploitation of a child and includes any actions that results in actual or potential harm to a child.

**Child sexual assault** is any act which exposes a child to, or involves a child in, sexual processes beyond his or her understanding or contrary to accepted community standards.

**Sexually abusive behaviours** can include the fondling of genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, fondling of breasts, voyeurism, exhibitionism, and exposing the child to or involving the child in pornography.

It includes **child grooming**, which refers to actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child to lower the child's inhibitions in preparation for sexual activity with the child.

**Reasonable grounds** for belief is a belief based on reasonable grounds that child abuse has occurred when all known considerations or facts relevant to the formation of a belief are taken into account and these are objectively assessed. Circumstances or considerations may

include the source of the allegation and how it was communicated, the nature of and details of the allegation, and whether there is any other related matters known regarding the alleged perpetrator.

A reasonable belief is formed if a reasonable person believes that:

- The child is in need of protection,
- The child has suffered or is likely to suffer “significant harm as a result of physical injury”,
- The parents are unable or unwilling to protect the child.
- A ‘reasonable belief’ or a ‘belief on reasonable grounds’ is not the same as having proof, but is more than mere rumour or speculation. A ‘reasonable belief’ is formed if a reasonable person in the same position would have formed the belief on the same grounds. For example, a ‘reasonable belief’ might be formed if:
  - A child states that they have been physically or sexually abused;
  - A child states that they know someone who has been physically or sexually abused (sometimes the child may be talking about themselves);
  - Someone who knows a child states that the child has been physically or sexually abused;
  - Professional observations of the child’s behaviour or development leads a professional to form a belief that the child has been physically or sexually abused or is likely to be abused; and/or
  - Signs of abuse lead to a belief that the child has been physically or sexually abused.

## **EMPLOYMENT OF NEW PERSONNEL**

Lighthouse Christian College Cranbourne undertakes a comprehensive recruitment and screening process for all workers and volunteers which aims to:

- Promote and protect the safety of all children under the care of the organisation;
- Identify the safest and most suitable people who share Lighthouse Christian College Cranbourne’s values and commitment to protect children;
- and Prevent a person from working at Lighthouse Christian College Cranbourne if they pose a risk to children.
- Lighthouse Christian College Cranbourne requires all workers/volunteers to pass through the organisation’s recruitment and screening processes prior to commencing their engagement with Lighthouse Christian College Cranbourne.
- Persons applying for a role as a teacher with Lighthouse Christian College Cranbourne must be registered with Victorian Institute of Teaching.
- All people engaged in child-related work, including volunteers, are required to hold a Working with Children Check and to provide evidence of this Check. Please see the Working with Children Check website ([www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)) for further information.

- A Working With Children Check Register is maintained by the Principal & Business Manager.
- Lighthouse Christian College Cranbourne may require applicants to provide a police check in accordance with the law and, as appropriate, before they commence working at Lighthouse Christian College Cranbourne and during their time with Lighthouse Christian College Cranbourne at regular intervals. Lighthouse Christian College Cranbourne will undertake thorough reference checks as per the approved internal procedure. Once engaged, workers/volunteers must review and acknowledge their understanding of this Policy and the Child Protection Code of Conduct.
- Please note Appendix Four- LCCC Staff Requirements Employment Checklist

## **TRAINING AND SUPERVISION**

Training and education is important to ensure that everyone in our organisation understands that child safety is everyone's responsibility. Our organisational culture aims for all staff and volunteers (in addition to parents/carers and children) to feel confident and comfortable in discussing any allegations of child abuse or child safety concerns. We train our staff and volunteers to identify, assess, and minimise risks of child abuse and to detect potential signs of child abuse. We also support our staff and volunteers through ongoing supervision to: develop their skills to protect children from abuse; and promote the cultural safety of Aboriginal children, the cultural safety of children from linguistically and/or diverse backgrounds, and the safety of children with a disability. New employees and volunteers will be supervised regularly to ensure they understand our organisation's commitment to child safety and that everyone has a role to play in protecting children from abuse, as well as checking that their behaviour towards children is safe and appropriate (please refer to 'Child Protection Code of Conduct' Policy).

Any inappropriate behaviour will be reported through appropriate channels, including the Department of Health and Human Services and Victoria Police, depending on the severity and urgency of the matter.

## **RISK MANAGEMENT**

Lighthouse Christian College Cranbourne will ensure that child safety is a part of its overall risk management approach. Lighthouse Christian College Cranbourne has a Risk Management Working Group (Principal/Deputy Principal/Staff Development Coordinator/Business Manager/Administration Manager committed to identifying and managing risks at Lighthouse Christian College Cranbourne. The Risk Management Working Group members will receive regular training in relation to child safety. (Refer to Appendix Two)

## LEGISLATIVE RESPONSIBILITIES

Our organisation takes our legal responsibilities seriously, including: Failure to disclose: Reporting child sexual abuse is a community-wide responsibility. All adults in Victoria who have a reasonable belief that an adult has committed a sexual offence against a child under 16 have an obligation to report that information to the police.

See: Failure to Disclose Information

**Failure to protect:** People of authority in our organisation will commit an offence if they know of a substantial risk of child sexual abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.

See: Failure to Protect Information

**Grooming:** Predatory conduct undertaken to prepare a child for sexual activity at a later time See Grooming Information

1. Any personnel who are mandatory reporters must comply with their duties.

2 See: Mandatory Reporting & Child Protection REPORTING. Any staff member, volunteer or contractor who has grounds to suspect abusive activity must immediately notify the Police or the appropriate child protection service. They should also immediately advise the Principal/Deputy Principal about their concern.

Contractors should notify their supervisor who in turn will contact the appropriate Principal/Deputy Principal. The Child Protection Student Fact Sheet, Child Protection Reporting Policy, Child Protection Reporting Template (See Appendix Three) and The Four Critical Actions for Schools provide useful resource in determining what steps to take. In situations where the supervisor is suspected of involvement in the activity, or if the person having the suspicion does not believe that the matter is being appropriately addressed or dealt with, the matter should be reported to the next highest level of supervision.

In the case of the Principal being suspected, a member of the Leadership Team should be contacted. Deputy Principal/Business Manager must ensure complaints of suspected abusive behaviour or misconduct are reported to both the relevant Leadership Team and the PRINCIPAL and also to any external regulatory body such as the police.

The Principal will report to the Victorian Institute of Teaching, any charges, committals for trial or convictions in relation to a sexual offense by a registered teacher.

1 A person will not commit this offence if they have a reasonable excuse for not disclosing the information, including a fear for their safety or where the information has already been disclosed.

2 Mandatory reporters (doctors, nurses, midwives, teachers (including early childhood teachers), principals and police) must report to child protection if they believe on reasonable grounds that a child is in need of protection from physical injury or sexual abuse.



## **ALLEGATIONS, CONCERNS AND COMPLAINTS**

Lighthouse Christian College Cranbourne takes all allegations seriously and has practices in place to investigate thoroughly and quickly. The school has developed a safe, inclusive and supportive environment that involves and communicates with children, young people and their parents/caregivers. Our staff and volunteers are trained to deal appropriately with allegations. We work to ensure all children, families, staff and volunteers know what to do and who to tell if they observe abuse or are a victim, and if they notice inappropriate behaviour. We all have a responsibility to report an allegation of abuse if we have a reasonable belief that an incident took place (see information about failure to disclose above).

## **INVESTIGATING**

If the appropriate child protection service or the police decide to conduct an investigation of this report, all employees, contractors or volunteers must co-operate fully with the investigation. Whether or not the authorities decide to conduct an investigation, the Principal will consult with the authorities to determine whether an internal investigation is appropriate. If it is decided that such an investigation will not conflict with any proceeding of the authorities, the Principal may decide to conduct such an investigation. All employees, contractors and volunteers must cooperate fully with the investigation. Any such investigation will be conducted according to the rules of natural justice. When the School is gathering information in relation to a complaint about alleged misconduct with, or abuse of a child, the School will listen to the complainant's account of things and take them seriously, check understanding and keep the child (or their parent/carer) informed about progress.

The Principal will make every effort to keep any such investigation confidential; however, from time to time other members of staff may need to be consulted in conjunction with the investigation. After an initial review and a determination that the suspected abuse warrants additional investigation, the Principal shall coordinate the investigation with the appropriate investigators and / or law enforcement officials. Internal or external legal representatives will be involved in the process, as deemed appropriate.

## **RESPONDING**

If it is alleged that a member of staff, contractor or a volunteer may have committed an offence or have breached the Child Protection Code of Conduct Policy, the person concerned may be stood down (with pay, where applicable) while an investigation is conducted. If the investigation concludes that on the balance of probabilities an offence (or a breach of the organisation's policies or Child Protection Code of Conduct) has occurred, then disciplinary action may follow, up to and including dismissal or cessation of involvement with the organisation. The findings of the investigation will also be reported to any external body as required.

## **PRIVACY**

All personal information considered or recorded will respect the privacy of the individuals involved unless there is a risk to someone's safety. Lighthouse Christian College Cranbourne will have safeguards and practices in place to ensure any personal information is protected. Everyone is entitled to know how the personal information is recorded, what will be done with it, and who will be able to access it.

### **Pre-employment Checks**

Prior to a person commencing employment in the teaching service the principal, as the delegate of the School Council, must be satisfied that the person:

- is a fit and proper person and is suitable for child-connected work;
- is registered with the Victorian Institute of Teaching if employed as an assistant principal or teacher or has permission to teach if employed as a paraprofessional;
- has a current Working with Children Check if employed as an education support class employee;
- meets the qualification requirements;
- meets the medical requirements
- has no employment or re-employment restrictions placed on them; and

Successful applicants will need to provide the following information prior to commencing employment:

- the original or certified copy of qualifications;
- original or certified copy of birth certificate, extract of birth entry, passport, certificate of naturalisation or certificate of citizenship;
- evidence of current registration from the Victorian Institute of Teaching or a Working with Children Check and Assessment Notice; and/or a criminal records check required under this policy;
- a health declaration;
- evidence of permanent residency status or current visa status demonstrating that the visa holder has sufficient work rights to undertake the position at the school; and
- proof of identity and name change, such as marriage certificate or deed poll, where an applicant's name has changed since birth.

Documents can only be certified by a person authorized to witness a statutory declaration and must be sighted prior to confirming employment.

## **Suitability for employment**

By applying for a position in the teaching service, the applicant is aware that information may be collected in order to establish whether they are suitable for child-connected work and is a fit and proper person.

Prior to a person commencing employment the principal must be satisfied, based on their knowledge at the time that the person is:

- suitable for child-connected work as defined in Ministerial Order 870; and
- a fit and proper person as required by Ministerial Order 1038.

This includes where a person is being employed for a subsequent period of employment where this information was collected more than 12 months previously.

The principal is to ensure reasonable efforts are made to contact the person's current or immediate past employer (which cannot be the school making the offer of employment) and ask the following questions:

- Have you directly observed [applicant's name] work with children?
- During the period that [applicant's name] worked in your organisation, did you have any concerns about [applicant's name] behaviour or conduct when working with a child or children? If yes, what steps were taken to deal with these concerns? Were these concerns satisfactorily resolved?
- Do you have any concerns about [applicant's name] working directly with children?
- Has any disciplinary action been taken against the applicant in relation to inappropriate or unprofessional conduct towards a child?
- Were there instances where you had concerns that [applicant's name] did not always behave with integrity in their employment, such as not dealing with others in an ethical manner, not declaring or managing a conflict of interest appropriately or not dealing with sensitive or confidential information in an appropriate way? If yes, what steps were taken to deal with these concerns? Were these concerns satisfactorily resolved?

Where the responses to these questions raise any concerns with the principal in relation to the person's suitability for employment, before taking any further action in relation to that person's employment, the principal must seek advice from the School Council.

Phase 1: Pre-selection Ensuring transparency and natural justice in the selection process

Questions Yes No

1. Does the position description reflect the requirements of the child safe standards?
2. Has the applicant been provided with a statement that sets out the job's requirements, duties and responsibilities regarding: child safety, and essential or relevant qualifications, experience and attributes in relation to child safety?
3. Has the applicant been informed about the School's child safety practices including the School's child safety code of conduct and the Child Protection and Safety Policy?
4. Has the applicant been informed of their role in ensuring a child safe environment?

5. Has the applicant been advised that the selection process will involve a rigorous background check including a current Working with Children Check (WWCC)?

Phase 2: Screening/Background Check Verifying the Applicant's Identity, Suitability and Qualifications Questions Yes No

1. Have you checked at least two forms of personal identification (e.g. driver's licence, passport?) Is the name and address the same as those provided by the applicant?

2. Does the applicant have an original academic transcript or qualification/s that confirms their claims about their qualifications or registrations?

3. If the applicant is registered by the Victorian Institute of Teaching (VIT) have you verified the registration and ensured that it is current? (noting that a teacher registered with VIT does not need a Working with Children Check)

4. Have you sighted and retained a copy of the applicant's current Working with Children Check?

5. Are there any unexplained gaps in the applicant's employment history? If so, are there satisfactory explanations such as travel, study leave, family leave?

6. Have you conducted any other background searches (e.g. by using Google, Facebook or LinkedIn?) 7. Has the applicant nominated at least two referees including: the current or most recent employer, and, direct supervisor/line manager

8. Is there any personal relationship between the applicant and his or her previous supervisor/manager (this may affect the objectivity of the reference)?

9. Have you checked with the referee that the work history and previous employment details the applicant has provided are accurate?

10. Has the referee(s) directly supervised the applicant and observed their work with children?

11. Would the referee(s) employ the person again?

12. Did a referee(s) have any concerns about the applicant working directly with children?

13. Did a referee(s) have any concerns about the applicant's adherence to the organisation's code of conduct?

14. Have you asked the referee(s) about a time when they observed the applicant managing the behaviour of a child?

15. If the reference is in writing, have you contacted the referee to confirm authenticity?

16. Does the applicant have experience working with children outside their employment (e.g. volunteering, private tutoring or coaching, noncommercial child-minding etc.)?

**Position Descriptions for Teaching and Non-Teaching Staff**

Teaching staff are responsible for understanding and applying the LCCC Child Safety Policies and Procedures, including identifying and addressing risks, identifying child abuse indicators, management of disclosures, reporting including mandatory reporting and complying with the Schools Staff and Student Professional Boundaries Guidelines. Teaching staff must be aware of issues relating to Aboriginal, cultural and linguistic diversity, among students with whom you will have direct contact, in addressing child protection teaching and disclosures.

Non-Teaching staff are responsible for understanding and applying the LCCC Child Safety Policies and Procedures, including identifying and reporting risks, identifying child abuse indicators, management of disclosures, and internal and external reporting obligations. Where students are under their care, non-teaching staff must take all practicable measures to protect students where a risk to their safety has been identified.

**Applicant Background Check Declaration**

In order for Lighthouse Christian College Cranbourne to fulfil its Duty of Care obligations a thorough background check will be undertaken for applicants during the recruitment process. This information will be stored securely and the information only provided to those responsible for making employment decisions. Recruitment decisions are made using only relevant information which relates to the Position Description and the School’s Duty of Care responsibilities. This information will be destroyed should the applicant be unsuccessful in obtaining the position unless the applicant consents to keeping the information on file for consideration for future positions.

Applicant Declaration

The following declaration is a requirement when applying for employment at Lighthouse Christian College Cranbourne. I, .....understand and consent to Lighthouse Christian College Cranbourne undertaking a background search and collecting information relevant to the position applied for.

I understand that information may be obtained from the following sources:

- Contacting referees
- Internet searches including but not limited to social media such as Facebook, LinkedIn
- Other relevant sources such as, but not limited to, National Police Checks, Working With Children Checks, media releases

Signed \_\_\_\_\_

Date: \_\_\_\_\_

## **Procedures for Visitors to the School (Indirect Contact Volunteers, External Education Providers and Third Party Contractors), Indirect Contact Volunteers and External Education Providers**

**Indirect Contact Volunteers** are responsible for contributing to the safety and protection of children in the School environment. All Indirect Contact Volunteers are required by the School to be familiar with our Child Protection and Safety Policy and our Child Safety Code of Conduct.

**External Education Providers** engaged by the School are responsible for contributing to the safety and protection of children in the School environment. All External Education Providers engaged by the School are required by the School to be familiar with our Child Protection and Safety Policy and our Child Protection Program.

Lighthouse Christian College Cranbourne (LCCC) may include this requirement in the written agreement between it and the External Education Provider.

Prior to External Education Providers and/or Indirect Contact Volunteers attending at the School to perform their services staff are required to ensure that they provide them with copies of:

- Our Child Protection and Safety Policy
- Our Child Safety Code of Conduct
- Our Staff and Student Professional Boundaries Guidelines

The documents can be shared in soft copy via e-mail or through the School's website: [www.lighthousecranbourne.vic.edu.au](http://www.lighthousecranbourne.vic.edu.au)

Hard copies of these documents will also be available at Reception.

Staff must inform these providers that they will be required to confirm that they have read and understood the Policies and Code when they arrive on site and sign in.

### Visitor Sign In

- All visitors to LCCC are required to sign in at Reception
- Visitors, other than those listed below, are required to acknowledge that they have read our Statement of Commitment to Child Safety. This will be made available to them at Reception.
- Indirect Contact Volunteers, External Education Providers and Third Party Contractors are required to acknowledge that they have read our Child Protection and Safety Policy and our Child Safety Code of Conduct. This may have been provided to them previously. If not, they are required to read the documents whilst at Reception
- All Visitors will be required to acknowledge, at sign in, that they have read and understood the documents applicable to them

- Reception staff will call the staff member responsible for the visitor and they must collect the visitor from Reception and accompany them to their destination
- Visitors are not to be left unattended and should never be left in direct contact with Students without a LCCC member of staff present. Visitors should be walked back to Reception to sign out after their attendance at the School

### **Parent/Guardian Sign In**

- Parents/Guardians are also required to sign in at Main Reception or when attending LCCC for a particular purpose, such as a meeting with a staff member or when volunteering in the classroom
- Parents/Guardians are not required to sign in when they are
- picking up or dropping off their child
- accessing Student Services/Junior School Reception for a particular purpose (such as dropping off an item of clothing)
- accessing the Uniform/Lost Property
- attending special functions such as the Prep 100 Days or Chapel
- observing before and after school co-curricular activities, as appropriate (i.e. Tuition, Piano Lessons)

### **Third Party Contractors**

All Third Party Contractors (service providers) engaged by the School are responsible for contributing to the safety and protection of children in the School environment.

All service providers engaged by the School are required by the School to be familiar with our Child Protection and Safety Policy and our Child Protection Program.

All Third Party Contractors engaged by the School must be registered through the Main Office/Reception and a requirement of this registration is acknowledgment of our Child Protection and Safety Policy and our Child Safety Code of Conduct.

Prior to engaging any Third Party Contractors Staff, are required to contact the Maintenance Manager to ensure the provider is registered with Reception. If the provider is not registered the Maintenance Manager will arrange for registration.

No Third Party Contractor is to be engaged by any staff member unless they have received confirmation that the Provider has been registered and is compliant.

### **Training Staff, Direct Contact Volunteers and School Council Members**

All Lighthouse Christian College Staff, Direct Contact Volunteers and School Council Members receive training on the LCCC Child Protection and Safety Policy. This training is a combination of face to face sessions as well as online modular training.

In particular, all Staff receive specific training as follows:

1. Face to face session with the School's Principal on their obligations under the new Child Safe Standards and broader Duty of Care obligations (July 2016)
2. Face to face session with ISV Professional Development on their specific legal obligations under the various Child Protection legislative requirements (July 2016)
3. Online Modular training through Victorian DET <http://www.elearn.com.au/det/protectingchildren/external/> to test Staff's knowledge of Policies and Procedures at LCCC specifically (August 2016) and annually thereafter. The online training comprises the following units:
  - Unit 1 – Roles and Responsibilities
  - Unit 2 – Types of Reports for the Protection of Children
  - Unit 3 – Identifying Abuse
  - Unit 4 – Deciding to Report
  - Unit 5 – Making a Report
  - Unit 6 – Ongoing Response
  - Unit 7 – Assessment
4. Other training as required. Ongoing training will be conducted at least annually

#### Executive Management Acting As Child Protection Officers

In addition to the above training our EMT Acting as Child Protection Officers undertake additional training that allows them to deal with child protection concerns both sensitively and effectively. This training is a face to face session. This session was attended by LCCC Child Protection Officers and the following LCCC staff:

- the Principal
- the Deputy
- the Staff Development Co-ordinator
- the Administration Manager

Annual training will be provided to LCCC EMT/Child Protection Officers to assist them in understanding and discharging their duties as Child Protection Officers.

#### Families

The LCCC Child Protection Program will routinely be discussed at the annual Parent Information Evenings in February which take place for all year levels in early Term 1. Further to this, Child Protection issues may be addressed as part of the Parenting Seminars. This will be on a needs basis.



## **Students Over the Age of 18**

To ensure that LCCC students over the age of eighteen and thus regarded as adults from a legal perspective, have a clear understanding of their obligations in relation to Child Protection laws and regulations the Years 11 and 12 Personal Development Program will include activity(s) that ensure that the students clearly understand the positive obligations imposed on them by the law. In particular, it will ensure that students understand their general legal obligations to report child sexual abuse that has been committed, against a child under the age of 16 years, by a person over the age of 18 years (Crimes Act (Vic) s327).

## **Student Curriculum and Other Activities**

- The P-12 Student Christian Studies Curriculum has been reviewed and includes a Protective Behaviors strand. The 2018 Protective Behaviors Program includes the following elements:
- The Prep -Year 5 Christian Studies Program ensures that participation and empowerment activities/understandings are included in a developmentally appropriate way
- The Prep -Year 12 Morning Assembly program reinforces the above, and includes reference to the supports accessible to students within and beyond the LCCC environment, and the process a student can follow when they identify that they are feeling unsafe
- The Prep -12 Christian Studies Program includes reference to developmentally appropriate participation and empowerment activities/understandings which reference safety in the online space.
- The School Diary from 2019, includes age appropriate infographics which will outline the process students can follow when they identify that they are feeling unsafe
- Surveys of students, as appropriate. Such surveys might include, but are not limited to, ACER's Social and Emotional Wellbeing Survey

The above actions ensure that a critical mass of staff across the School, are engaged in the implementation of this standard.

## **REVIEWING**

Every two years, and following every reportable incident, a review shall be conducted to assess whether the organisation's child protection policies or procedures require modification to better protect the children under the Schools care.

## **RELATED LEGISLATION AND CONTACTS**

- *Children, Youth and Families Act 2005 (Vic)*
- *Crimes Act 1958 (Vic)*
- *Education and Training Reform Act 2006 (Vic)*
- *Victorian Institute of Teaching Act 2001 (Vic)*

- *Department of Health and Human Services Child Protection-South Division Intake 1300 655 795 – After Hours: 13 12 78*
- *Child Protection Crisis Line- 24 Hours, seven days a week. Telephone 13 12 78*

## **Appendix 1**

### **Lighthouse Christian College Cranbourne-Statement of Commitment**

The following child safety code of conduct clearly spells out the professional boundaries and acceptable and unacceptable adult/child relationships and behaviours. All staff members at our school are expected to have read and to implement the following 'Child Safety Code of Conduct' at all times.

#### **Making a professional judgement.**

Adults at Lighthouse Christian College Cranbourne will;

- Make judgements about their behaviour in order to secure the best interests and welfare of the child
- Record interactions and share them with a member of the Principal Class.
- Ensure actions taken are warranted, proportionate, safe and applied equitably
- Discuss any misunderstandings, accidents or threats with a leadership team member
- Be aware of their position of trust and ensure an unequal balance of power is not used for their own or others personal advantage or gratification
- Not use their position to intimidate, bully, humiliate, threaten, coerce or undermine children
- Maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others
- Not promote relationships which create a personal friendship or are of a sexual nature, or which may become so.

#### **Personal/living space**

Adults at Lighthouse Christian College Cranbourne will;

- Not invite a child into their home or any home or domestic setting frequented by them, unless the reason for this has been firmly established and agreed with parents and School Leadership or the home has been designated as a work place e.g. childminders, foster carers
- Be vigilant in maintaining their own privacy and mindful of the need to avoid placing themselves in vulnerable situations
- Not ask children to undertake personal jobs or errands
- Maintain professional boundaries.

#### **Gifts, rewards and favouritism**

Adults at Lighthouse Christian College Cranbourne will;

- Be aware of their organisation's policy on the giving and receiving of gifts

- Ensure that gifts received or given in situations that may be misconstrued are declared
- Only give gifts to an individual child part of an agreed reward system
- Ensure that when operating reward systems, methods and criteria for selection of children for awards are fair and transparent.

### **Infatuations**

Adults at Lighthouse Christian College Cranbourne will;

- Deal with infatuations sensitively and appropriately to maintain the dignity and safety of all concerned
- Make sure their own behaviour is beyond reproach
- If they become aware of an infatuation developing or any indications that it may, record it and discuss it with a School Leadership so that action can be taken to avoid any hurt, distress or embarrassment.

### **Communication (including the use of technology)**

Adults at Lighthouse Christian College Cranbourne will:

- Ensure communication takes place within clear and explicit professional boundaries this includes the wider use of technology such as mobile phones, text messaging, e-mails, digital cameras, videos, web-cams, websites and blogs.
- Not share any personal information with a child
- Not request, or respond to, any personal information from a child, other than that which may be appropriate as part of their professional role
- Not give their personal contact details to children, including their mobile number, home phone or personal e-mail address, unless the need to do so is agreed with School Leadership and parents
- Only use equipment e.g. mobile phones, provided by their organisation to communicate with children, making sure that parents/carers have given permission for this form of communication to be used
- Only make contact with children for professional reasons and in accordance with School policy
- Only use text messaging as a last resort when no other forms of communication are possible
- Not use internet or web-based communication channels to send messages
- Use internal e-mail systems in accordance with the schools policy.

### **Social Contact**

Adults at Lighthouse Christian College Cranbourne will;

- Not have social contact with children unless the reason for this has been firmly established and agreed with School Leadership
- Not have secret social contact with children;
- Always approve any planned social contact with children with School Leadership
- Advise senior management of any social contact that has occurred which may raise concern
- Report and record any situation which may place a child at risk or may compromise the organisation or their own professional standing.

## **Sexual Contact**

Adults at Lighthouse Christian College Cranbourne will;

- Not engage in sexual activity with or in the presence of a child, or cause or incite a child to engage in or watch sexual activity, to do so would be considered a criminal offence;
- Not have any form of communication which could be interpreted as sexually suggestive or provocative or make sexual remarks to, or about a child either verbally, written or electronically
- Not discuss their own sexual relationships with or in the presence of children
- Ensure relationships take place within boundaries of respect and professionalism
- Ensure language, attitudes and demeanour do not give rise to comment or speculation
- Be aware that consistently conferring in appropriate special attention and favour upon a child might be construed as part of a grooming process, and as such will give rise to concerns about behaviour.

## **Physical Contact**

Adults at Lighthouse Christian College Cranbourne will;

- Be aware that even well intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described
- Only have physical contact with a child when it is necessary and in ways which are appropriate to their professional or agreed role and responsibilities, never touch a child in a way which may be considered indecent
- Be aware of the child's reactions or feelings and, as far as possible, only use a level of contact which is acceptable to the child and for the minimum time necessary
- Seek permission from the child or the parent, if the child is very young, before physical contact is made and agree what contact is acceptable;
- Not assume that when a child is distressed they seek physical comfort;
- Always be prepared to report and explain actions and accept that all physical contact is open to scrutiny
- Always encourage children, where possible to undertake self-care tasks independently
- Be aware of cultural or religious views about touching and issues sensitive to of gender
- Where there is regular physical contact needed, the nature of this must be agreed with School Leadership and the parent as part of a formally agreed plan
- Where a child initiates inappropriate physical contact, you must sensitively deter them and help them understand the importance of personal boundaries.

### **Behaviour Management:**

Adults at Lighthouse Christian College Cranbourne will;

- Not use any form of degrading treatment to punish a child
- Not use sarcasm, demeaning or insensitive comments
- Ensure any sanctions and rewards are part of an agreed behaviour management policy
- Try to defuse situations before they escalate
- Never use corporal punishment
- Follow the behaviour policy and only use physical intervention in exceptional circumstances and as a last resort, when other behaviour management strategies have failed and where there is a risk of physical injury or serious damage to property
- Be mindful of other factors which may be impacting on a child's behaviour, i.e. bullying, changes in home circumstances

### **Personal/Intimate Care**

Adults at Lighthouse Christian College Cranbourne will;

- Adhere to the schools code of conduct
- Make other staff aware of the task being undertaken
- Explain to the child what is happening;
- Carefully and sensitively observe the emotional responses of the child, and record and report any concerns to School Leadership and parents, if appropriate
- Respect children's privacy at all times
- Avoid any physical contact when children are in a state of undress, other than as part of an agreed care plan
- Not change, in the same place as children
- Not shower or bathe with children
- Not assist with any personal care task which a child can undertake themselves.

### **One to one situations/home visits**

Adults at Lighthouse Christian College Cranbourne will:

- Ensure that, when lone working is an integral part of their role, full and appropriate risk assessments have been agreed
- Avoid meetings with a child in secluded areas
- Always inform colleagues and/or parents about one to one contact beforehand, assessing the need to have them present or close by
- Carefully consider the need of the child when in one to one situation and always report any situation where the child becomes distressed or angry towards you
- Agree the purpose for any home visit with school leadership unless it is an acknowledged and integral part of your role
- Never put yourself into a one to one situation when little or no information is available about the child.

### **Transporting**

Adults at Lighthouse Christian College Cranbourne will:

- Ensure requirements around seat belts and car seats are adhered to

- Not offer lifts outside normal working duties unless this has been brought to the attention of school leadership and been agreed with parents
- Ensure they are fit to drive and free from any drugs, alcohol or medicine that is likely to impair judgement or ability to drive
- Record details of the journey in accordance with agreed procedures
- Ensure that there are proper procedures in place for vehicle, passenger and driver safety, including appropriate insurance;
- Ensure that any impromptu or emergency lifts are recorded and can be justified if questioned.

### **Trips and Outings**

Adults at Lighthouse Christian College Cranbourne will:

- Recognise that they are in a position of trust and ensure that their behaviour remains professional at all times and stays clearly within defined boundaries
- Ensure staff/child ratios and gender mix are appropriate
- Always have another adult present in out of work activities, unless otherwise agreed with by school leadership
- Ensure risk assessments are undertaken
- Have parental consent to the activity
- Never share beds with children
- Not share bedrooms unless it is a dormitory situation and the arrangements have been agreed with a school leadership, parents and children.

### **Photography and Videos**

Adults at Lighthouse Christian College Cranbourne will:

- Be clear about the purpose of any activity involving photography and what will happen to the images when the activity is concluded
- Be able to justify the reason for having images of children in their possession
- Avoid making images in one to one situations or situations that may be construed as secretive or which show a single child with no surrounding context
- Immediately report any concerns if any inappropriate or intrusive images are found
- Have parental consent to take, display and/or distribute any images of children
- Not use images that may cause distress or offence

### **Access to inappropriate images and internet usage**

Adults at Lighthouse Christian College Cranbourne will:

- Not access, make or store indecent images of children on the internet, to do so would be illegal and lead to a criminal investigation
- Not make or store images of children, gathered as a result of their work, on personal equipment
- Follow their schools guidance on the use of IT equipment
- Ensure that children are not exposed to unsuitable material through ICT
- Ensure that any materials shown to children are age appropriate
- Immediately report any concerns, if any inappropriate or intrusive images are found, to the school leadership and follow mandatory reporting policy.

## **Appendix 2**

### **Child Safety Risks and Risk Management Strategies**

The table below comprises a listing of potential child safety risk and risk management strategies.

#### **Risks**

- Lack of an organisational culture of child safety
- Familiarity breeding a culture of not reporting issues
- Natural trust of long term employees (who may have developed issues over time)
- Children alone with one other person unsupervised
- Recruitment of an inappropriate person
- Inappropriate behaviour not reported
- Harassment via email, SMS or other media
- Unsupervised recreational or other activities
- Ad-hoc contractors on the premises (e.g. maintenance)
- Vulnerability of staff and students due to unknown personal issues
- Unknown people and environments at excursions and camps
- False allegations

#### **Risk Management Strategies**

Implement an effective child safety risk management strategy

- Child safety code of conduct
- Child safety reporting procedures
- Induction for all visitors, staff, volunteers and contractors
- Train students and staff to detect inappropriate behaviour
- Counselling and other resources
- CCTV for unsupervised areas, and 'hot spot' areas
- Clear windows in walls to enable visibility of occupants
- Non-lockable doors in hot spots
- Assessment of new or changed physical environments for child safety risks
- Supervision or monitoring of activities
- Online searches (Google, Facebook etc)
- Performance management procedures
- Pre-employment reference checks that include checking for child safety
- Criminal history checks and confirming currency of

At Lighthouse Christian College Cranbourne we believe that our in-depth Child Safe Policy's and Code of Conduct enable for the monitoring of

### **Appendix 3 Incident Report**

The child safe standards require organisations that provide services for children to have processes for responding to and reporting suspected child abuse. You can provide this resource to a child or their family if they disclose an allegation of abuse or safety concern in your organisation. Your staff can also use this resource to record disclosures.

**All incident reports must be stored securely.**

Incident details \_\_\_\_\_

Date of incident: \_\_\_\_\_

Time of incident: \_\_\_\_\_

Location of incident: \_\_\_\_\_

Name(s) of child/children involved: \_\_\_\_\_

Name(s) of staff/volunteer involved: \_\_\_\_\_

If you believe a child is at immediate risk of abuse phone 000.

**Please categorise the incident (Please Circle)**

Physical violence

Sexual offence

Serious emotional or psychological abuse

Serious neglect

**Please describe the incident**

When did it take place?

Who was involved?

What did you see?

Other information



**Office use:**

Date incident report received:

Staff member managing incident:

Follow-up date:

Incident ref. number:

**Has the incident been reported? (Please Circle)**

Child protection

Police

Another third party (please specify):

Appendix 4  
Requirements Checklist

LIGHTHOUSE CHRISTIAN COLLEGE CRANBOURNE STAFF EMPLOYMENT REQUIREMENTS  
CHECKLIST

Please note that ALL documents must be received PRIOR to commencement of employment at Lighthouse Christian College Cranbourne

It is a requirement of Lighthouse Christian College Cranbourne that all staff (Including casuals) have all the accreditation below. If you do not currently have any of the below qualifications, you will need to gain it prior to commencing with Lighthouse Christian College Cranbourne.

**WORKING WITH CHILDREN CHECK**

I have attached a copy of my Working with Children Check card YES/ NO

**MANDATORY REPORTING CERTIFICATE**

I have attached a copy of my Mandatory Reporting Certificate YES/NO

To complete this module visit:

<http://www.elearn.com.au/deecd/mandatoryreporting/external>

Username: deecd Password: external

**CHILD PROTECTION CODE OF CONDUCT**

I have read the Child Protection and Safety Policy and attached a signed Child Protection Code of Conduct

YES/NO

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**ADDITIONAL ACCREDITATION**

The following certificates are not required; however, if you have them we would appreciate it if you can attach a copy of your certificate.

**ANAPHYLAXIS CERTIFICATE**

I have attached a copy of my current Anaphylaxis training certification

<https://etrainingvic.allergy.org.au>

YES/NO

**FIRST AID CERTIFICATE**

I have attached a copy of my current First Aid training certification

YES/NO

## **Appendix Five**

### **Reporting Templates**

#### **Responding to Incidents, Disclosures and Suspicions of Child Abuse- Four Critical Actions for Schools**