



CPS01 CHILD PROTECTION AND SAFETY POLICY

STATEMENT OF COMMITMENT

Trinity Lutheran College is committed to the protection of all children from all forms of child abuse and demonstrates this commitment through the implementation of a comprehensive Child Protection Program designed to keep children safe. At Trinity Lutheran College we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm. The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.

Trinity Lutheran College is committed to the effective implementation of our Child Protection Program and ensuring that it is appropriately reviewed and updated. Trinity Lutheran College adopts a risk management approach by identifying key risk indicators and assessing child safety risks based on a range of factors including the nature of College activities, physical and online environments and the characteristics of the student body.

SCOPE

This policy applies to all members of the College community including employees, Student Wellbeing Coordinator, College Council members, volunteers, contractors, external education providers, parents and families, visitors and children in the context of the school environment as defined below.

RESPONSIBILITY

The College Council through the Principal has overall responsibility for this policy.

Trinity Lutheran College has a duty to take reasonable precautions to prevent the abuse of a child by an individual associated with the organisation while the child is under the care, supervision or authority of the organisation.

Trinity Lutheran College acknowledges that different and sometimes greater measures may need to be taken for younger students or students with disabilities to discharge this duty of care.

DEFINITIONS

Child abuse: includes any act committed against a child involving sexual offences or grooming; the infliction on a child of physical violence, serious emotional or psychological harm; serious neglect of a child and a child's exposure to family violence.

School environment: means any physical or virtual place made available or authorised by the school for use by a child during or outside school hours including the College campus, online environments such as internet and email systems, other locations provided by the College for a child's use including, without limitation, locations used for school camps, sporting events, excursions, competitions, remote learning and other events.

CISS: Child Information Sharing Scheme.

POLICY

1. The College'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.
 - 1.1. All children have the right to be safe.
 - 1.2. The welfare and best interests of the child are paramount.
 - 1.3. The views of the child and a child's privacy must be respected.



- 1.4. Clear expectations for appropriate behaviour with children are established in our Child Safety Code of Conduct (CSP02) and Staff and Student Professional Boundaries Policy (CSP03).
- 1.5. Child safety awareness is promoted and openly discussed within our College community.
- 1.6. Procedures are in place to screen all staff, volunteers, third party contractors* and external education providers, as all are involved in child-connected work.
**There may be some specific circumstances where a third party contractor may not be screened by the college. If this occurs specific processes will be put in place to ensure that the un-screened contractor will not be left unsupervised in the college grounds at any time.*
- 1.7. Child safety and protection is everyone's responsibility.
- 1.8. Child protection training is mandatory for all College Council members, staff and volunteers.
- 1.9. Procedures for responding to alleged or suspected incidents of child abuse are simple and accessible for all members of the College community.
- 1.10. All children, especially those who are vulnerable for whatever reason, have a right to care and support.
- 1.11. Children from culturally or linguistically diverse backgrounds have the right to special care and support including those who identify as Aboriginal or Torres Strait Islander.
- 1.12. Children who have any kind of disability have the right to special care and support.
2. This policy provides the framework for the development of work systems, practices, policies and procedures that:
 - 2.1. promote child protection within the College;
 - 2.2. create a positive and robust child protection culture;
 - 2.3. promote open discussion of child protection issues within the College;
 - 2.4. comply with all laws, regulations and standards relevant to child protection in Victoria.
3. The Child Protection Program relates to all aspects of protecting children from abuse and establishes work systems, practices, policies and procedures to protect children from abuse. It includes:
 - 3.1. clear information as to what constitutes child abuse and associated key risk indicators;
 - 3.2. clear procedures for responding to and reporting allegations of child abuse;
 - 3.3. strategies to support, encourage and enable staff, volunteers, third party contractors, external education providers, parents and students to understand, identify, discuss and report child protection matters;
 - 3.4. procedures for recruiting and screening College Council members, staff and volunteers;
 - 3.5. pastoral care strategies designed to empower students and keep them safe;
 - 3.6. policies with respect to cultural diversity and students with disabilities;
 - 3.7. a child protection training program;
 - 3.8. Information regarding the steps to take after a disclosure of abuse to protect, support and assist children
 - 3.9. guidelines with respect to record keeping and confidentiality
 - 3.10. policies to ensure compliance with all relevant laws, regulations and standards (including the Victorian Child Safe Standards and the CISS)
 - 3.11. a system for continuous improvement and review
4. As a part of Trinity Lutheran College's induction process, all staff and volunteers are required to complete training on the content of our Child Protection Program.



PROTOCOLS

5. All staff, volunteers and College Council members will be provided with additional, ongoing child protection training at least annually.
6. Trinity Lutheran College is committed to the continuous improvement of our Child Protection Program. The Program is regularly reviewed for overall effectiveness and to ensure compliance with all child protection related laws, regulations and standards.

1. Responsibilities

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

1.1. College Council

Each member of the College Council is required to ensure that appropriate resources are made available to allow the College's Child Protection and Safety Policy and the Child Protection Program to be effectively implemented within the College and are responsible for holding the Principal and executive leadership team accountable for effective implementation.

1.2. The Principal

The Principal is responsible, and will be accountable for, taking all practical measures to ensure that this Child Protection and Safety Policy and the College's Child Protection Program are implemented effectively and that a strong and sustainable child protection culture is maintained within the College.

1.3. Deputy Principal

The Deputy Principal will work with other members of the executive leadership team to oversee and monitor the implementation of strategies and programs to promote the participation and empowerment of students. Contractors and external education providers are supervised by the Deputy Principal to ensure that they are compliant with the College's approach to child protection.

1.4. The 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 protection issues. They are the first point of contact for raising child protection concerns within the College. They are also responsible for championing child protection within the College and assisting in coordinating responses to child protection incidents.

1.5. Employees

All staff are required to be familiar with the content of the College's Child Protection and Safety Policy and our Child Protection Program 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 College's Child Safety Officers.

1.6. Volunteers

All volunteers are required to be familiar with the content of our Child Protection and Safety Policy and our Child Safety 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 College's Child Safety Officers.

1.7. Third Party Contractors

All Third Party Contractors (service providers) engaged by the College are responsible for contributing to the safety and protection of children in the College environment. All service providers engaged by the College are required by the College to be familiar with our Child Protection and Safety Policy and our Child Protection Program. The College may include this requirement in the written agreement between it and the service provider.



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| | <p>1.8. External Education Providers</p> <p>An external education provider is any organisation that the 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 children in the College environment. All external education providers engaged by the College are required by the College to be familiar with the suite of the College’s Child Protection and Safety Policies and procedures. Trinity Lutheran College may include this requirement in the written agreement between it and the external education provider.</p> <p>2. Reporting Concerns</p> <p>2.1. Our Child Protection Program provides detailed guidance for members of the College Council, College staff and volunteers as to how to identify key risk indicators of child abuse and how to report child abuse concerns to one of our College's nominated Child Safety Officers.</p> <p>2.2. It also contains detailed procedures with respect to the reporting of child abuse incidents to relevant authorities.</p> <p>2.3. Third party contractors, external education providers, students, parents/carers or other community members who have concerns that a child may be subject to abuse are asked to contact one of the College's Child Safety Officers.</p> <p>2.4. The Principal is the designated Chief Safety Officer.</p> <p>2.5. Communications will be treated confidentially on a “need to know basis”.</p> <p>2.6. Whenever there are concerns that a child is in immediate danger the Police should be called on 000.</p> <p>3. Information</p> <p>3.1. Information for the College community on the College’s Child Protection Program and Policies can be found on the College website.</p> <p>3.2. Detailed information and training for College employees and College Council members can be found on Complispace.</p> |
| BREACH OF POLICY | Where a staff member breaches the Policy, Trinity may take disciplinary action, including in the case of serious breaches summary dismissal. In some cases outside agencies and or the Police may need to be informed. |
| ASSOCIATED DOCUMENTS | <ul style="list-style-type: none">• Mandatory Reporting Procedure Flow Chart: (Found in Associated Documents) (https://www2.education.vic.gov.au/pal/protecting-children/policy?Redirect=1)• Child Safety Officer Poster• Ministerial Order 870 January 2016 (Vic) – Managing the Risk of Child Abuse in Schools• VRQA Minimum Standards 2021• Child Wellbeing and Safety Act 2005• Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015 (Vic)• Children Legislation Amendment (Reportable Conduct) Act 2017 (Vic)• Education and Training Reform Act 2006 (Vic)• The Children, Youth and Families Act 2005• Crimes Amendment (Protection of Children) Act 2014 |



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| <i>Presented for approval by</i> | <i>Eloise Beveridge (Principal)</i> |
| <i>Approval to publish</i> | <i>This policy is approved by Trinity Lutheran College Council for publication and distribution having considered relevant legislation and/or implementation requirement of users.</i> |
| <i>Approved by</i> | <i>Trinity Lutheran College Council</i> |
| <i>Signed by TLC Council Chair</i> | <i>Debbie Bennett</i> |
| <i>Date Approved</i> | <i>19 July, 2016, updated 18 February 2019, updated 18 May 2020, Legislation update April 2021, addition of responsibilities March 2022.</i> |
| <i>Review Date</i> | <i>Annually</i> |