



Child Safe Framework

Policy Name:	Child Safe Framework		
Id & version:	HSE:56		
Purpose:	Outline the Child Safe Framework of the College.		
Implementers:	Principal		
Scope:	All Staff		
Owner:	Principal		
Current Review:	21/11/2023	Authorised by	<u>Peter Stone</u>
		Date	<u>21/11/2023</u>
Next Review:	August 2025		

Child Safe Framework

The following Child Safe Framework has been endorsed by the governing body of Hope Christian College Inc. This framework has been designed with guidance from AISWA and is based on the Australian Human Rights Commission, National Principles for Child Safe Organisations, The Royal Commission into Institutional Responses to Child Sexual Abuse, Creating Child Safe Institutions and also from resources from the Commissioner for Children and Young People, Child safe organisations WA. Although these resources form the foundation for the Child Safe Framework, it is important to note that the Hope Christian College's Child Safe Framework reflects the College's specific child safe practices and processes.

The Senior Leadership Team have examined each area and have identified programmes and policies at the school which can be incorporated into each specific domain.

You can download the Hope Christian College Child Safe Framework on www.hopecc.wa.edu.au.

CHILD SAFE FRAMEWORK



Education & Development

Training and resources provided to staff/volunteers are accessible, evidence-informed and reviewed regularly. Where necessary/applicable, external experts support or provide training.

AISWA Policy Advice

Staff Handbook

Mandatory Reporting and Staff Code of Conduct PD

Policies on the Website

Upholding equity and meeting diverse needs.

Staff Meetings

Parent Info Evenings and Protective Behaviours Letter

Learning Support

Disability Training

Training addresses the needs of the whole organisation, including leaders and governing bodies, to ensure they have the knowledge and information needed to understand their responsibilities.

Mandatory Reporting Policy

Child Protection Policy

Mandatory Reporting Online Training

Principal's Reports to The Board

Staff Code of Conduct

Critical Incidents Policy

Critical Incident Process

Board Training

Ongoing professional development/training is provided to support ongoing responsiveness to, and application of, child safe and friendly practices in the workplace.

AISWA Training Keeping Safe

Annual Staff PD

Protective Behaviours PD & Curriculum

Child Friendly Complaints Process & Reporting

There are clear procedures for staff, volunteers, families, children and young people to provide feedback, raise concerns or make formal complaints. These procedures are actively promoted.

- Surveys
- Diaries
- Handbooks
- Website
- Child Friendly Complaints Procedure
- Age Appropriate Posters

Upholding equity and meeting diverse needs.

- Interpretation Services
- Complaints Procedure
- Complaints Flowchart

All concerns from children, staff, volunteers, family and community members are taken seriously and acted upon.

- Complaints Policy
- Bullying Policy
- Flowchart for Complaints
- Complaints Register
- Discipline Policy
- Displayed in Classrooms

Barriers that may prevent staff, volunteers, families, children and young people from providing feedback, raising concerns or making a formal complaint have been identified and addressed.

- Principal and Deputies
- Home Room Teachers
- Chaplains
- Record of Complaints

There are multiple pathways for staff, volunteers, children, young people and parents/carers to provide feedback, raise concerns or complaints.

- Chaplains
- Classroom Teachers
- Principal
- Deputy Principal
- HOLA'S
- Chairman of Board
- Homeroom Class

Managing Staff and Volunteers

All workers, including paid staff and volunteers, are carefully selected using a recruitment strategy that includes multiple checks.

- Working with Children Check
- Interview Process
- TRBWA
- Shortlisting Process
- Reference Checks
- Child Safe School (Website)

Upholding equity and meeting diverse needs.

- Staff Professional Development
- Induction Process
- Equal Opportunity Policy

Staff and volunteers participate in a structured induction process which include training, advice and ongoing support in relation to child-safe policies and day-to-day child-safe practices in the workplace.

- Induction Process
- Child Safe Framework Training
- Asthma Training
- Anaphylaxis Training
- Mandatory Reporting
- Occupational Health and Safety Training Process
- Staff and Student Code of Conduct

Regular supervision and support is provided to staff, which includes the opportunity to discuss child-safe practices and checks for understanding of policies and procedures.

- Staff Handbook
- Staff PD
- Performance Appraisal Process
- Asthma Training
- Online Training
- Staff Code of Conduct

Staff and volunteer management is supported by clear disciplinary and grievance procedures, which are linked to codes of conduct and feedback/complaints mechanisms.

- Grievance Procedures
- Complaints Process
- Staff Code of Conduct

Child Safe and Friendly Policies

There is a coherent framework of policies and procedures which address safety and other relevant issues facing children.

- Risk Assessment
- Child Protection Policy
- Behaviour Management Policy
- IT Policy
- Staff Code of Conduct
- Emergency and Critical Incident Policy
- Complaints Policy
- Induction Policy
- Mandatory Reporting Policy
- Excursion Policy
- Student Code of Conduct
- Disciplinary Steps
- Bullying Policy

Upholding equity and meeting diverse needs.

- Disability Policy
- Discrimination Policy
- Learning Support Policy
- Multicultural Day
- Sexual Harassment Policy

Everyone in the organisation, including staff, volunteers, children and young people and families can describe what the organisation has in place to keep children and young people safe or what to do in particular circumstances, such as how to make a complaint.

- PD Sessions
- Surveys
- Complaints Policy
- Flow Diagrams in Class

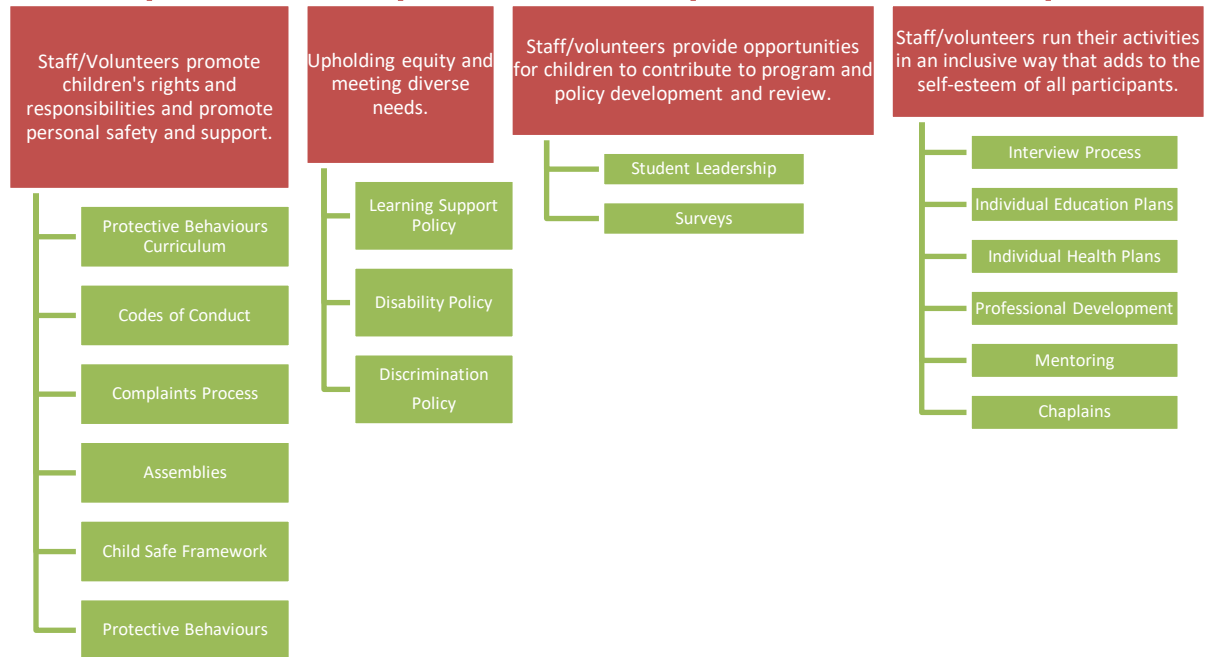
Child safe policies and procedures are applied to the day-to-day practice of organisation's child-related workers.

- Senior Leadership Team
- Primary Management Team
- Staff PD
- Staff Meetings
- Performance Appraisals

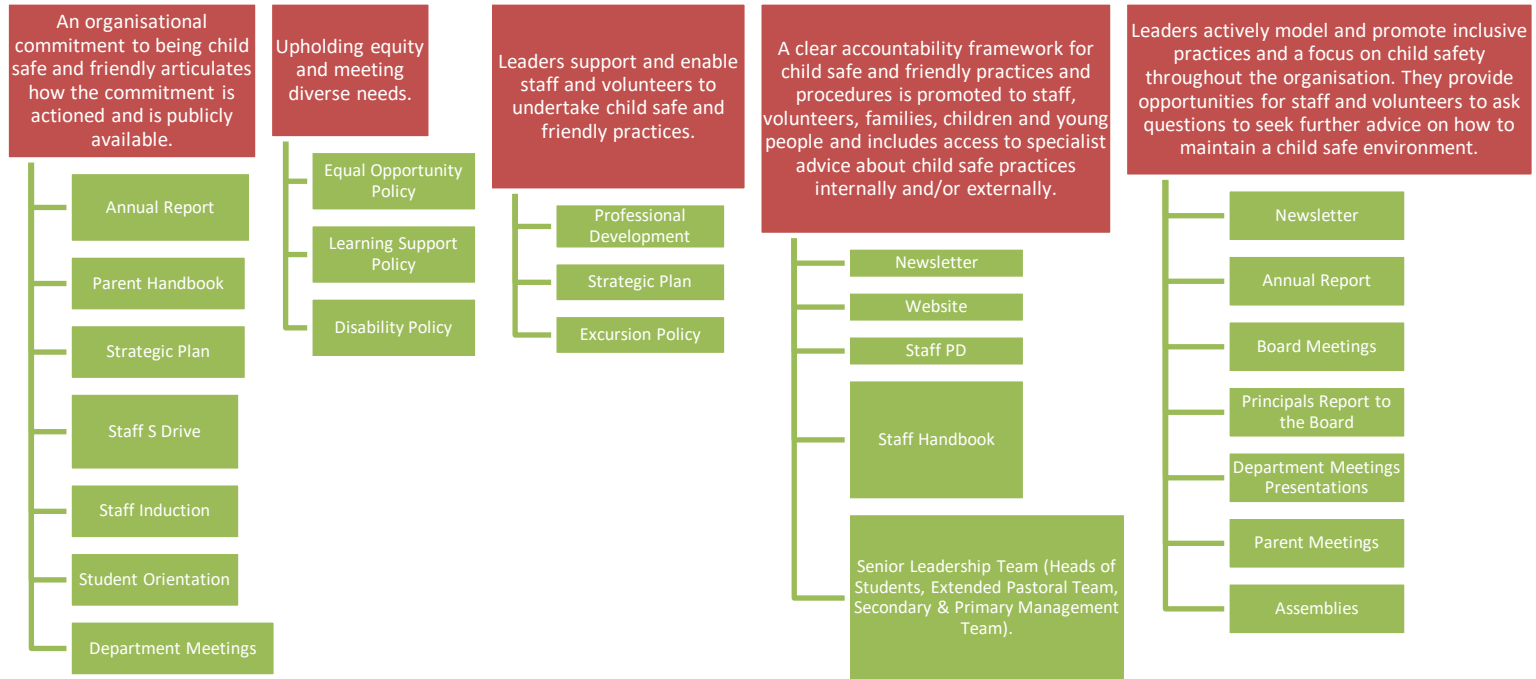
The policies and procedures are clear, easy to understand and accessible to all stakeholders, including staff, volunteers, families, children and young people. This may mean there are separate versions for each stakeholder group.

- Diaries
- Website
- Staff Handbook
- Parent Handbook

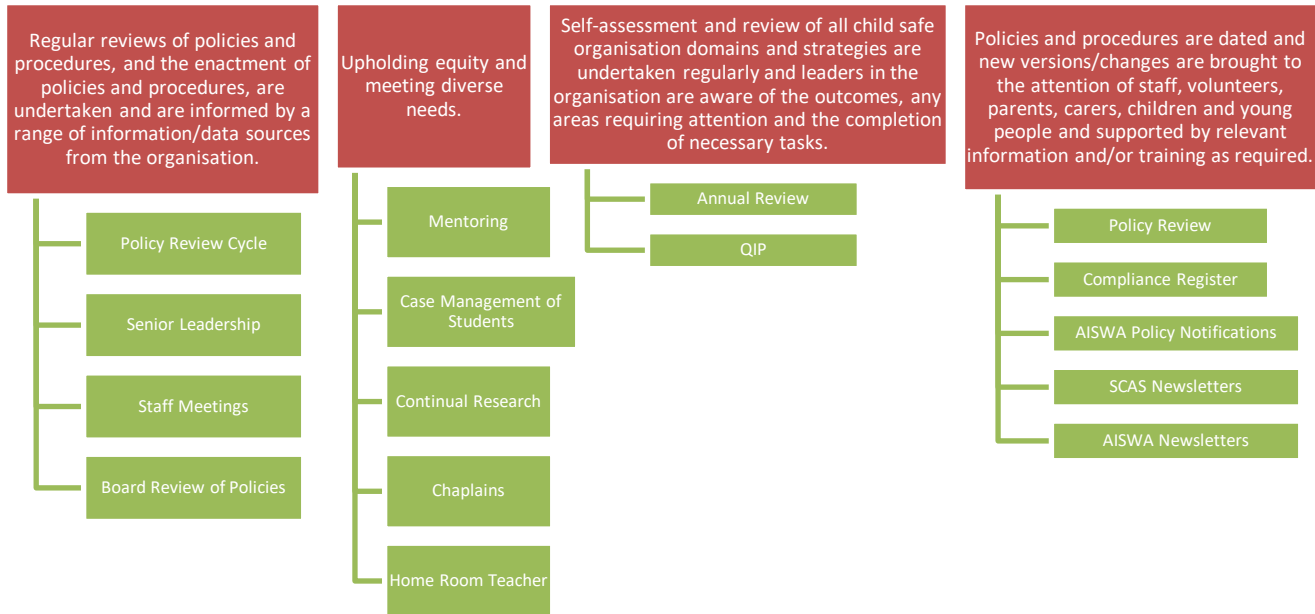
Empowering Student to Participate



Leadership, Governance and Culture



Continuous Improvement



Involving Family and Community

There are opportunities for parents, carers and community members to participate in activities in the organisation.

- Association Meetings
- Parent Information Nights
- Mothers Day
- Parents and Friends Committee
- Parent/Teacher Interviews
- Canteen
- Sports Carnivals
- Excursions
- ANZAC Ceremony
- Assemblies
- Carols Night

Upholding equity and meeting diverse needs.

- Child Friendly Complaints Posters
- Professional Development
- AISWA
- Dyslexia SPELD

Opportunities for parents, carers and other community members to be involved in programs and policy development and reviews within the organisation are actively promoted.

- Board Oversight
- Parent Survey
- Parent and Friend Committee
- Student Survey PD
- Student Review of Teaching
- Parent and Friend Committee Meetings
- Class Forums
- Student Council

Safe Environment - Physical and Online

A practical risk management strategy has been developed, which is adapted for the different settings in which the organisation works and the particular needs of the children and young people.

- IT Policy
- Hazardous Materials Security
- Duty of Care Policy
- Open Classrooms
- Playground Audit
- Duty Rosters
- Staff Code of Conduct
- OHSCCommittee Meetings
- Excursion Policy includes Applicable Risk Assessment

Upholding equity and meeting diverse needs.

- Association Meetings
- DCP Students

Behaviours that are inappropriate with children and young people and workplace factors that can affect the likelihood of such behaviour occurring have been identified. Strategies to minimise these activities occurring have been included in the practical risk management strategy.

- Photo Permission Process
- Staff Code of Conduct
- Privacy Policy

Behaviours that are inappropriate with children online have been identified. Strategies to minimise these behaviours and activities occurring have been addressed.

- Protective Behaviours Curriculum
- Critical Incident Reporting
- Intimate Images Legislation