



AL-AMEEN COLLEGE
CHILD SAFETY & WELLBEING GUIDELINE

The following guidelines are to be implemented to safeguard children from harm and ensure the College is a safe learning environment for all students. All adults in the College community have a shared responsibility for contributing to the safety and wellbeing of children and young people.

1. MANAGEMENT TEAM'S TASKS:

- 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 the College's activities, physical and online environments and the characteristics of the student body.
- Have strategies to support, encourage and enable staff, volunteers, contractors, external education providers, parents/guardians and students to understand, identify, discuss and report child safety matters.
- Have procedures in place for reporting to external agencies, including Mandatory Reporting to Department for Child Protection and Family Support (CPFS) and Reporting to Police.
- Ensures that professional development programs for staff include child protection education and training programs.
- Ensure that appropriate resources are made available in each of the Management Team's area of operations to allow the College's Child Safety and Wellbeing Policy to be effectively implemented throughout the College, and to support the Principal in the practical application of the College's child protection strategies, policies and procedures.
- Ensure all staff, all volunteers and contractors possess and maintain a valid and clear Working with Children Check.

- Ensure College maintains confidentiality and privacy for students and families in accordance with federal and state privacy legislation with regards to record keeping of child safety incidents or concerns.
- Ensure a system for continuous review and improvement by actively seeking and incorporating into the Policy and this Guidelines, feedback from students, families, the wider College community, staff, volunteers and contractors, and communicate any amendments widely throughout the College community.

2. COLLEGE BOARD & PRINCIPAL'S TASKS:

- Board is responsible for approving the Child Safety and Wellbeing Policy and Guidelines and for ensuring that the College has appropriate resources to effectively implement the National Principles for Child Safe Organisations.
- Principal is responsible and will be accountable for the operational management of the College. The Principal is responsible for taking all practical measures to ensure that the Child Safety and Wellbeing Policy is implemented effectively and that a strong and sustainable child safe culture is maintained within the College.

3. STUDENTS TO BE EMPOWERED

- Pastoral care strategies are to be designed and implemented to empower students and keep them safe.
- Students are to be provided with information about and encouraged to use multiple pathways to raise child safety incidents or concerns at the College. These include informal and formal ways, an 'anonymous' way, and through external child advocacy or child safety organisations if desired.

4. INDUCTION OF NEW STAFF, VOLUNTEERS AND CONTRACTORS

- As a part of the College's induction process, all staff as well as relief teachers and direct contact volunteers are required to undertake an induction in Child Protection policies, practices and procedures and receive refresher and ongoing child protection training.
- Staff, regular volunteers and regular contractors are supported and supervised by the College's Child Protection Officers and Management Team in order to ensure that they are compliant with the College's approach to child safety.
- Procedures for recruiting and screening members of the College Management Team, staff, volunteers and contractors are to be in place.

5. PARENTS & COMMUNITY MEMBERS TO RAISE CONCERNS IF REQUIRED

- Parents/guardians, family members and other community members who have child safety concerns or who suspect that a child or young person associated with the College may be subjected to abuse, grooming or other harm should contact the College's Child Protection Officers.
- Any person can contact the Chair of Board if they have concerns regarding the College's Management Team in relation to child safety. Communications are to be treated confidentially on a 'need to know basis'.
- Whenever there are concerns that a child or young person is in immediate danger, the Police should be called on 000.
- Students, parents/guardians, family members and other community members can also raise child safety incidents or concerns through the College's Complaints Policy.

6. CHILD PROTECTION OFFICERS

- Child Protection Officers (Assistant Principals) are a point of contact for raising child safety concerns within the College. They are also responsible for supporting and promoting child protection within the College and assisting in coordinating responses to child safety incidents and concerns.

7. STAFF MEMBERS

- All staff are to comply with the Child Safety and Wellbeing Policy and Guidelines and understand their legal obligations with respect to the reporting of child abuse, grooming and other harm. It is each individual's responsibility to be aware of key indicators of abuse, grooming and other harm, to be observant, and to raise all child safety incidents and concerns with one of the College's Child Protection Officers.

8. VOLUNTEERS

- All volunteers at the College are responsible for contributing to the safety and protection of students in the College environment. All direct contact and regular volunteers are required to comply with our Child Safety and Wellbeing Policy and Guidelines and understand their legal obligations with respect to the reporting of child abuse, grooming and other harm. It is each individual's responsibility to be aware of key indicators of child abuse, grooming and other harm, to be observant,

and to raise all child safety concerns with one of the College's Child Protection Officers.

9. CONTRACTORS

- All Contractors engaged by the College are responsible for contributing to the safety and protection of students in the College environment. All direct contact and regular contractors engaged by the College are required to comply with our Child Safety and Wellbeing Policy and Guidelines. Direct contact and regular contractors may include, for example, maintenance and building personnel, consultants, casual teachers, tutors, sports coaches and College cleaners.

10. EXTERNAL EDUCATION PROVIDERS

- 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 students in all College environments. All External Education Providers are required by the College to comply with our Child Safety and Wellbeing Policy and Guidelines.

11. REVIEW

Year of Review	Reviewed By	Amendment/Review
2021	PR/ME	New Policy