

CHILD SAFETY Information

Commitment to Child Safe Practices

Kingsway Christian College is committed to providing a child-safe environment which safeguards all students and is committed to promoting practices which provide for the safety, wellbeing and welfare of our children and young people. Kingsway Christian College expects all school community members including staff, volunteers, students, visitors and contractors to share this commitment.

Kingsway Christian College is committed to safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making.

Kingsway Christian College has zero tolerance for child abuse.

Kingsway Christian College 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 Kingsway Christian College 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.

In its planning, decision-making and operations Kingsway Christian College 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.

The Values Charter, Staff Code of Conduct, Parent Code of Conduct and Student Code of Conduct are foundational documents, which are incorporated into our Child Safe Frame Work. You can access the documents here.

College Values Charter

Staff Code of Conduct

Student Code of Conduct

Parent Code of Conduct

It is important that you are aware of relevant College policies which are also instrumental in our Child Safe Framework:

Child Protection Policy

Complaints Policy

Whistle-blower Policy

To access these policies please click on the relevant box below:

| COLLEGE VALUE CHARTER | COLLEGE CODE OF CONDUCT | STUDENT CODE OF CONDUCT |
|---------------------------|-------------------------------|-------------------------------|
| PARENT CODE OF CONDUCT | CHILD PROTECTION POLICY | COMPLAINTS POLICY |
| WHISTLEBLOWER POLICY | | |

CHILD SAFE FRAMEWORK

Child Safe Framework

The following Child Safe Framework has been endorsed by the governing body of Kingsway Christian Education Association Inc. This framework has been designed with guidance from AISWA and is based on the Australian Human Rights Commission, <u>National Principles for Child Safe Organisations</u>, The Royal Commission into Institutional Responses to Child Sexual Abuse, <u>Creating Child Safe Institutions</u> and also from resources from the Commissioner for Children and Young People, <u>Child safe organisations WA</u>.



Child Safe Framework Overview

COMMITTED LEADERSHIP, GOVERNANCE AND CULTURE CHILDREN ARE SAFE, INFORMED AND ACTIVELY PARTICIPATE IN THE COLLEGE

FAMILIES AND Communities Involved in Safety Settings

EQUITY UPHELD AND DIVERSITY RESPECTED ROBUST Recruitment AND Screening

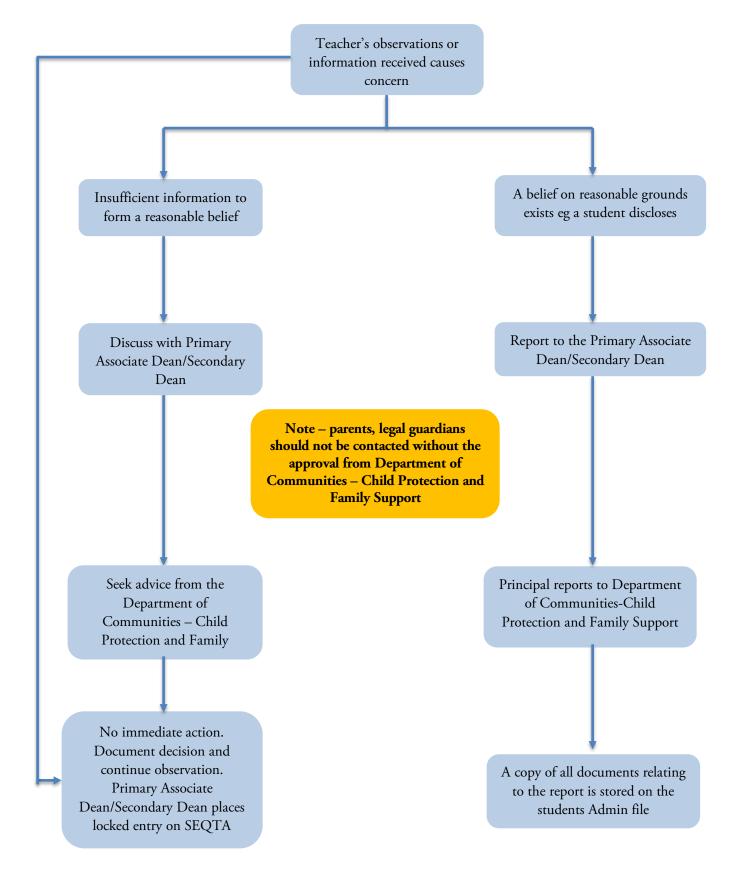
EFFECTIVE Complaints Management ONGOING EDUCATION AND TRAINING

SAFE PHYSICAL AND ONLINE Environments

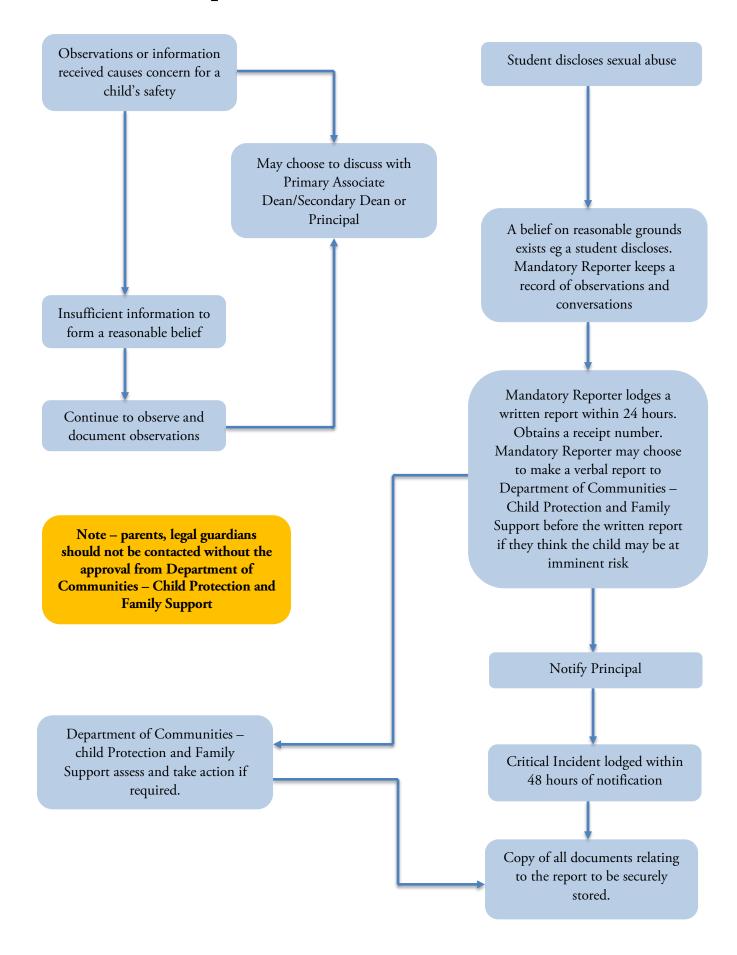
REGULAR IMPROVEMENT CHILD SAFETY AND WELLBEING POLICIES AND PROCEDURES

CHILD SAFETY PROCEDURE

Notification Steps for Child Abuse (excluding sexual abuse)



Notification Steps for Child Sexual Abuse



CODES OF CONDUCT

Codes of Conduct

As the College has a duty of care to its students, the expectation and understanding is that all staff will act in the best interests of the students and that the welfare and safety of students will be of paramount concern. All interactions therefore should be transparent and meet the principles of the Codes of conduct.

The College Code of Conduct, Parent Code of Conduct and Student Code of Conduct should be read in full in conjunction with this document. You can access these documents by clicking on the relevant box below

COLLEGE CODE OF CONDUCT

PARENT CODE OF CONDUCT

STUDENT CODE OF CONDUCT

The College Code of Conduct is intended to provide staff and community members with guidance as to the expected behaviours of all staff, visitors, volunteers and contractors engaged by Kingsway Christian College.

Staff are expected to behave in a manner which promotes the safeguarding role of the College, in a manner which is in accord with professional expectations and best practice of the teaching profession, as well as the expected norms of our community. They must be fully aware that their actions will be subject to appropriate scrutiny by other staff and by the community and they must be prepared to give an account of their behaviours to leadership when requested.

In accordance with the National Principles for a Child Safe Organisation, all paid and unpaid staff are responsible for the safety and wellbeing of children enrolled at Kingsway Christian College. All community members are expected to abide by the following guidelines:

All members of the Kingsway Christian College Community will:

- Act in accordance with Kingsway Christian College's child safety and wellbeing policies and procedures at all times.
- Behave respectfully, courteously and ethically towards children and their families and towards other staff.
- Listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well.
- Promote the human rights, safety and wellbeing of all children in Kingsway Christian College.
- > Demonstrate appropriate personal and professional boundaries.
- > Consider and respect the diverse backgrounds and needs of children.
- Create an environment that promotes and enables children's participation and is welcoming, culturally safe and inclusive for all children and their families.

- Report objectively observable behaviour which breaches or is suspected of breaching this Code, (other than those subject to mandatory reporting obligations) to the Principal
- Involve children in making decisions about activities, policies and processes that concern them wherever possible.
- Contribute, where appropriate, to *Kingsway Christian College* policies, discussions, learning and reviews about child safety and wellbeing.
- Identify and mitigate risks to children's safety and wellbeing as required by Emergency & Critical Management Policy.
- Respond to any concerns or complaints of child harm or abuse promptly and in line with the Complaints policy.
- Report all suspected or disclosed child harm or abuse as required by (the *Children and Community Services Amendment (Reporting Sexual Abuse of Children) Act 2008)* and by *Child Protection* policy and procedure on internal and external reporting.
- Comply with *Kingsway Christian College's* protocols on communicating with children.
- Comply with Australian Privacy Principles as contained in the Commonwealth Privacy Act and *Kingsway Christian College's* policies and procedures on record keeping and information sharing.

All members of the Kingsway Christian College Community will not:

- > Engage in any unlawful activity with or in relation to a child.
- > Engage in any activity that is likely to physically, sexually or emotionally harm a child.
- > Unlawfully discriminate against any child or their family members.
- > Be alone with a child unnecessarily.
- Arrange personal contact, including online contact, with children I am working with for a purpose unrelated to Kingsway Christian College's activities.
- Disclose personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent or unless I am required to do so by Kingsway Christian College's policy and procedure on reporting.
- Use inappropriate language in the presence of children, or show or provide children with access to inappropriate images or material.
- > Work with children while under the influence of alcohol or prohibited drugs.
- > Ignore or disregard any suspected or disclosed child harm or abuse.

If any member of the Kingsway Christian College Community feels that this Code of Conduct has been breached by another person in the College they will:

- > Act to prioritise the best interests of children.
- > Take actions promptly to ensure that children are safe.
- Promptly report any concerns to my line manager, the Principal, another member of the Senior Leadership Team or the Board Chair.
- Follow Kingsway Christian College's policies and procedures for receiving and responding to complaints and concerns.
- Comply with [legislative requirements on reporting] if relevant, and with Kingsway Christian College's policy and procedure on internal and external reporting.

COMPLAINTS AND Whistle-blower process

COMPLAINTS PROCESS

Kingsway Christian College is a community and as such, there will be times when parents/guardians will wish to make suggestions, may have a complaint or raise a concern that needs addressing. Kingsway Christian College takes these issues seriously and welcomes feedback. The Complaints Policy is outlined below to assist families should such a need occur. Please remember it is our policy that we wish to deal with issues sooner rather than later.

Key principles for handling complaints at Kingsway Christian College:

- 1. The College is open to the concerns of parents and students.
- 2. Complaints are received in a positive manner.
- 3. Parents and students can expect to be taken seriously and can approach a member of staff about their concerns.
- 4. Concerns are dealt with speedily and those who have raised them are kept informed about progress.
- 5. It is not acceptable for students to receive adverse treatment because they or their parents have raised a complaint.
- 6. Clear confidential records are kept.
- 7. Confidentiality is respected and maintained so far as is possible.
- 8. Resolution of the matter is sought.
- 9. Staff training covers the handling of complaints as appropriate.

The full Complaints Policy can be accessed here.



Stymie

Currently students are using Stymie to anonymously report illegal activity, cyberbullying, bullying, self-harm, poor online behaviours, suicide ideations, sexual harassment and other types of harm to individuals and their school community. Rather than trying to work against peer pressure, we have been equipping schools with a tool that recognises the nuanced nature of peer relationships by providing **security and anonymity to bystanders.** The anonymous nature of the notification system makes students feel safe enough to share important, life-changing information.

How to lodge an online concern

To lodge an anonymous complaint using the Kingsway Christian College website, please click here.



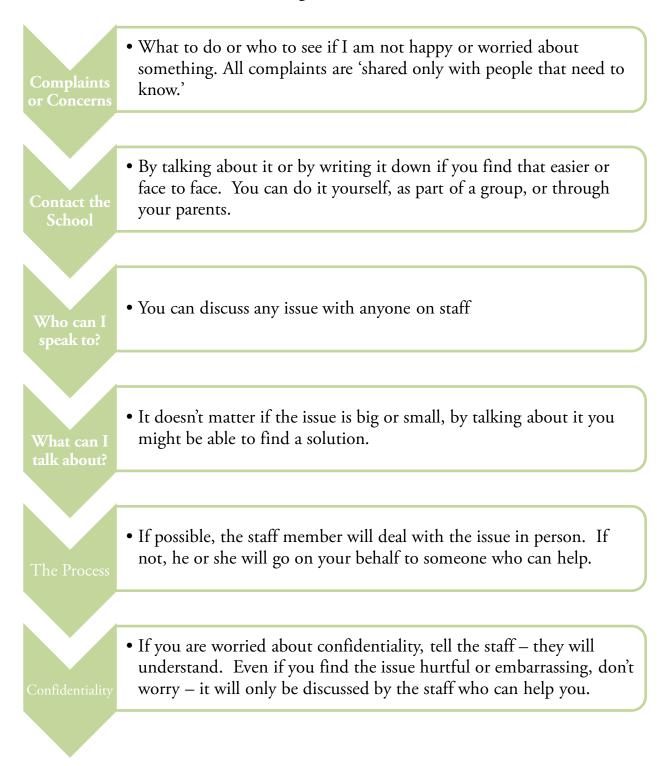
If you are a student at Kingsway Christian College or know that a student at Kingsway Christian College needs help, please click here to access the STYMIE website to lodge your concern



Complaints Procedure (for students)

Any Problem, Complaints, or Suggestions?

If so, the College would like to hear.



Child Friendly Tips for making a complaint (Primary)

Kingsway Christian College is committed to providing a child-safe environment which safe guards all students and is committed to promoting practices which provides for the safety, wellbeing and welfare of our children and young people. Kingsway Christian College expects all school community members including staff, volunteers, students, visitors and contractors to share this commitment.

Top tips for making a complaint

Get Support

Talk to a parent, carer, friend or someone you trust and ask them to help you. They can even be with you when you complain. You can also use an interpreter if you need to.

Find out how

Sometimes it is tricky to know how to make a complaint. It is really best to talk

- a. Talk to someone at the College you feel comfortable with or check out the website to find out about our complaints system.
- b. Find out who is the person who is responsible for complaints. This will save you from having to tell lots of people your full story.
- c. What are the different ways you can make a complaint (face-to-face, by phone, in writing letter, email, website, newsletter, any others)?

If you are not safe or do not want to talk to someone in the college there are other people who can help you. Check out ccyp.wa.gov.au

Plan what you want to say

Write down what you are not happy about and how this has affected you. Also decide what you think should be done.

This will help you when you have to talk about it. You may need to tell a couple of people in the process, so it will also help you remember what you've said before.

Be calm and ask questions

When you make your complaint, try to be calm and polite even if you feel upset. College staff should also treat you with respect.

Ask as many questions as you like. You may want to know:

- How they will keep your complaint private?
- What will happen next?
- Who will get back to you and your support person?
- When will they get back to you?
- If you're not happy about the result of your complaint what is the next step who will review your complaint then?



Keep notes

Write down who you speak or write to, the dates, anything they promise they will do and the date they say they will get back to you. This will help you keep track of things. You can also write down how you feel about the complaint process, this may be useful later.

Keep at it

Don't be afraid to complain further if you are still not safe or feel the matter has not been resolved fairly.

Child Friendly Tips for making a complaint (Secondary)

Kingsway Christian College is committed to providing a child-safe environment which safe guards all students and is committed to promoting practices which provides for the safety, wellbeing and welfare of our children and young people. Kingsway Christian College expects all school community members including staff, volunteers, students, visitors and contractors to share this commitment.

Top tips for making a complaint

Get Support

Talk to a parent, carer, friend or someone you trust and ask them to help you. They can even be with you when you complain. You can also use an interpreter if you need to.

Find out how

Sometimes it is tricky to know how to make a complaint. It is usually best to talk to any staff member.

- d. Talk to someone at the College you feel comfortable with or check out the website to find out about our complaints system.
- e. Find out who is the person who is responsible for complaints. This will save you from having to tell lots of people your full story.
- f. What are the different ways you can make a complaint (face-to-face, by phone, in writing letter, email, website, newsletter, any others)?

If you are not safe or do not want to talk to someone in the college there are other people who can help you. Check out ccyp.wa.gov.au

Plan what you want to say

Write down what you are not happy about and how this has affected you. Also decide what you think should be done.

This will help you when you have to talk about it. You may need to tell a couple of people in the process, so it will also help you remember what you've said before.

Be calm and ask questions

When you make your complaint, try to be calm and polite even if you feel upset. College staff should also treat you with respect.

Ask as many questions as you like. You may want to know:

- How they will keep your complaint private?
- What will happen next?
- Who will get back to you and your support person?
- When will they get back to you?
- If you're not happy about the result of your complaint what is the next step who will review your complaint then?



Write down who you speak or write to, the dates, anything they promise they will do and the date they say they will get back to you. This will help you keep track of things. You can also write down how you feel about the complaint process, this may be useful later.

Keep at it

Don't be afraid to complain further if you are still not safe or feel the matter has not been resolved fairly.

Whistle-blower Policy

Purpose

The purpose of this policy is to ensure that an Informant can raise concerns in good faith regarding actual or suspected improper conduct without fear of reprisal.

The policy aims to:

- Encourage Informants to report an issue in good faith if they genuinely suspect improper conduct,
- > Outline how KCEA will deal with all reported suspected cases of misconduct, and
- > Assist in ensuring that serious misconduct is identified and dealt with appropriately.

Definitions

Whistle-blower or Informant

For this policy Whistle-blower or Informant is defined as: a board member, association member, parent, employee (whether full-time, part-time or casual), contractor, or service provider, whether anonymously or not, makes or attempts to make a disclosure.

Whistle-blowing

For this policy, whistleblowing is defined as: the deliberate, voluntary disclosure of individual or organisational malpractice by a Whistle-blower or Informant who has or had privileged access to data, events or information about an actual, suspected or anticipated wrongdoing within or by an organisation that is within its ability to control".

Wrongdoing

For this policy, examples of wrongdoing include, but are not limited to:

- Fraudulent activity (e.g. financial fraud and accounting fraud)
- Violation of laws and regulations (e.g. Corporations Act, Australian Securities and Investment Commission Act 2001.)
- > Breach of KCEA policies or practices (e.g. bullying, harassment)
- > Unethical or unlawful behaviours (e.g. illegal drug use, deceptive conduct)
- > Endangerment to public health, safety and the environment
- Negligence of duty

These wrongdoings if proven constitute:

- ➢ A criminal offence
- Reasonable grounds for disciplinary action, dismissing or otherwise terminating the services of the person (or persons) who was, or is, engaged in that conduct; or reasonable grounds for disciplinary action.

Wrongdoings as defined above are different from grievances. Grievances should be dealt with in accordance with the College's Complaint Policy.

Good Faith

Good faith is evident when a report is made without malice or consideration of personal benefit and the person has a reasonable basis to believe that the incident is true. A report does not have to be proven to be made in good faith. However good faith is lacking when the disclosure is known to be malicious or false.

Adverse Action

For this policy, adverse employment action includes but is not limited to, demotion, suspension, termination, transfer to a lesser position, denial of promotions, denial of benefits, threats, harassment because of a person's report of wrongdoing. Adverse action includes any manner of discrimination against a person in the terms and conditions of employment as outlined in the Fair Work Act 2009.

Respondent

For this policy, a Respondent is defined as: a board member, association member, parent, employee (whether full-time, part-time or casual), contractor, or service provider, who is the subject of a Whistle-blower or Informant's report.

Policy

Who can you make a report to?

If you become aware of any matter which you think contravenes the KCEA Code of Conduct, policies or the law then you have the option of reporting it internally as indicated below. If you would prefer to make an anonymous report you can contact Your Call which is an external, independent agency appointed to assist you in reporting your concerns.

WHAT TO DO

Internal Reporting Procedure

Internal reporting of a suspected wrongdoing should be kept at the lowest reasonable level in the following chain:

- > your immediate line manager or,
- ➤ the Principal or the Human Resources Manager or,
- ➢ the KCEA Board Chair.

If the matter concerns or is about someone in this chain of command, then the report should be made to the next person in the chain.

The Human Resources Manager is appointed as the Whistle-blower Protection Officer and the Principal as the Whistle-blower Disclosure Officer.

- The Whistle-blower Protection Officer is responsible for ensuring whistle-blowers feel supported.
- The Whistleblower Disclosure Officer is responsible for ensuring an appropriate investigation is undertaken and no adverse action occurs.

I feel safe to speak to internal personnel

Speak to your line manager OR the HR Manager (Whistle-blower Protection Officer) ASAP. You can also speak to the Principal (Whistle-blower Disclosure Officer) or the Board Chair

I do not feel safe to speak to internal personnel Initiate the External Reporting Process by contacting Your Call

Click here if you would like to initiate the External Reporting Process with Your Call



PROTECTIVE BEHAVIOURS CURRICULUM

Protective Behaviours Curriculum

The Keeping Safe: Child Protection Curriculum

Why a Protective Behaviours curriculum?

Children and young people have a right to:

- > Be treated with respect and to be protected from harm.
- > Feel and be safe in their interactions with adults and other children and young people;
- > Understand, as early as possible, what is meant by 'feeling and being safe'; and
- Receive the support of staff in their education whose role includes advocacy for their safety and wellbeing.

Implementing Personal safety programs such as Keeping Safe in Kingsway Christian College Any implementation of a personal safety program at Kingsway Christian College will present it in the context of Christ Centred Education.

The teaching of a Protective Behaviours curriculum is also a requirement of all Non-Government school's registration with the Department of Education.

Registration Standard 10.6

10.6 All students receive a protective behaviours and sexual abuse prevention education which:

- (a) is developed by experts in child abuse prevention;
- (b) is age and developmental-stage appropriate;
- (c) is culturally-appropriate;

(d) is integrated into the curriculum of the school and makes relevant subject-matter links;

- (e) includes e-safety education; and
- (f) builds practical self-protective skills and strategies.

What are children taught?

The KS:CPC teaches all children from a young age, in an age appropriate way, to:

- Recognise abuse and tell a trusted adult about it
- > Understand what is appropriate and inappropriate touching; and
- > Understand ways of keeping themselves safe.

Teachers that deliver the curriculum must complete a training course.

There are two themes and four focus areas in the Keeping Safe: Child Protection Curriculum.

THEME 1: We all have the right to be safe

THEME 2: We can help ourselves to be safe by talking to people we trust

FOCUS Areas:

- 1. The right to be safe 3. Recognising and reporting abuse
- 2. Relationships 4. Protective strategies

How can parents help?

- ➢ Active listening
- > Discussion with your child about their learning
- > Encouraging the development of respectful relationships through role modelling.
- > Supporting and monitoring children's developing networks
- Reinforcing it is okay to say 'no'
- Monitoring changes in behaviour
- > Monitoring online use and teaching good digital citizenship
- > Supporting children to practice problem solving strategies
- > Speak to your child's classroom teacher, Principal or any member of the leadership team.

Keeping Safe: Child Protection Curriculum

Overview

| | Early Years | Primary Years: | Middle Years: | Senior Years: |
|--|--|---|---|---|
| FOCUS AREA 1: The right to be safe | Kindy – Year 2 Feelings Being safe Warning Signs Risk-taking and emergencies | Years 3 – 5 1. Being safe 2. Warning signs 3. Risk-taking and emergencies | Years 6 – 9 Warning signs Risk-taking and emergencies Psychological pressure and manipulation | Years 11 - 12 Risk-taking and emergencies Psychological pressure and manipulation |
| FOCUS AREA 2: Relationships | Rights and responsibilities Identity and relationships Power in relationship Trust and networks | Rights and responsibilities Identity and relationships Power in relationships Trust and networks | Rights and responsibilities Identity and relationships Power in relationships Trust and networks | Rights and responsibilities Identity and relationships Power in relationships Trust and networks 5. |
| FOCUS AREA 3 Recognising and reporting abuse | Privacy and the body Recognising abuse Secrets | Privacy and the body Recognising abuse Cyber safety | Privacy and the body Recognising abuse Cyber safety Domestic and family violence | Privacy and the body Recognising abuse Cyber safety Domestic and family violence |
| FOCUS AREA 4: Protective strategies | Strategies for keeping safe Persistence | Strategies for keeping safe Network review and community support | Strategies for keeping safe Network review and community support | Strategies for keeping safe Network review and community support |

Frequently Asked Questions

What if I feel uncomfortable notifying someone at the College about "questionable" behaviours in staff or other students?

The Codes of Conduct provide clear guidance on behaviour and decision making, including when the College needs to be notified. When you see such behaviour, you don't need to "judge" the intent of the behaviour, only recognise that it is occurring. Once the Principal is aware of it, a number of strategies are available to manage the behaviour. The Principal could simply take note of the occurrence, or may opt for a more formal process.

Why is the College teaching a Protective Behaviours-type curriculum?

The aim of this type of curriculum is to educate students in ways to problem solve and seek help when faced with unsafe situations. This is not just about abuse prevention but about skills that they can use in their everyday life. May aspects of this curriculum are already being taught in various learning areas of the wider curriculum. Besides the obvious value in teaching students such skills, the teaching of such a curriculum is mandated by the State Government.

Why is Kingsway Christian College using the Keeping Safe: Child Protection Curriculum?

The Keeping Safe Child Protection curriculum was created by the South Australian Government in partnership with the Catholic and Independent schools sectors. Key researchers helped to design it based on latest research. It is a program that spans from 3yrs up to Year 12. As such it is the most comprehensive curriculum of its type. Please speak with the Principal if you have any further questions.

Don't these type of curricula teach about sex and sexuality?

No. These programs are not human sexuality programs. They are designed to equip students with knowledge and strategies to enable them to navigate everyday issues. There is abuse prevention specific material, but this is not to be confused with teaching of human sexuality.

PASTORAL CARE

Pastoral Care

Pastoral Care across the College involves having a proactive approach that encourages students to build lifelong friendships, coping and resilience and making wise choices.

Two full time College Chaplains provide pastoral care for all members of the College community and can be contacted using the email <u>chaplain@kcc.wa.edu.au</u>

Students are supported by the Heads of Area in Primary and Heads of Students in Secondary. Heads of Area and Heads of Students remain in contact with parents at all times to advise of any issues relating to student welfare. The first point of contact in Secondary school is the Form Teacher who meets with students at the beginning of each day. In Early Learning and Primary, it is the classroom teacher.

Stymie

Currently students are using Stymie to anonymously report illegal activity, cyberbullying, bullying, self-harm, poor online behaviours, suicide ideations, sexual harassment and other types of harm to individuals and their school community. Rather than trying to work against peer pressure, we have been equipping schools with a tool that recognises the nuanced nature of peer relationships by providing **security and anonymity to bystanders.** The anonymous nature of the notification system makes students feel safe enough to share important, life-changing information.

Click <u>here</u> to lodge a concern



Family Zone

As part of our ongoing commitment to educational excellence and our duty of care to ensure students' safety and well-being. We are proud to announce that Kingsway Christian College has partnered with Family Zone.

Family Zone is Australia's leading provider of cyber safety and security services to schools and parental control products for parents and is a cyber-safety solution that protects children on the internet wherever they are; at home, at school, and everywhere in between. Providing parents with visibility, and allowing them to manage their children's online activity, with ongoing support from a team of leading Cyber Experts. Family Zone is the platform of choice for Australia's & New Zealand's leading cyber safety experts and educators certified by the Australian Government's eSafety Commission & netSafe offering both school and parent features allowing our school community to work together.

What can I do to support my child?

Talk with your child about how comfortable they feel at school.

Provide regular feedback to the College

Ask for the College Code of Conduct and the Student Code of Conduct, and understand how it applies to you as a parent.

Speak to the College if you have any concerns.

Child safety and protection is everyone's concern. We all have a role to play in promoting and modelling healthy and respectful relationships. School leaders, educators, staff, parents, carers and all members of our community share the responsibility of creating a child safe culture.

Let us continue to work together and equip ourselves with the necessary knowledge to ensure our students reach their full potential in a safe and supportive Christ-centred, child-focused environment.

