



Child Safeguarding Program

Child Safeguarding Policy

Background

The Diocese of Lismore Catholic Schools (DLCS) is wholly committed to the safety and wellbeing of children and young people.

As school communities and as individuals, we commit to fostering communities of safeguarding that recognise and uphold the dignity and rights of all children and young people. Our commitment is drawn from the teaching and mission of Jesus Christ, in love and justice, whereby the dignity and sacredness of each child is respected.

The DLCS is committed to:

- a zero tolerance towards the abuse of children and young people.
- a culture of openness that supports the safe disclosure of risks of harm to children and young people.
- involving families and carers for input and providing open and transparent information sharing.
- appropriately vetting and engaging the most suitable people to work with children.
- implementing current safeguarding procedures and practices underpinned by legislation, to maintain safe and supportive physical and online environments.
- listening to the voices of children and young people as we constantly strive to remain alert and make improvements.
- providing continuous training and education to our staff, volunteers and partners.
- adequately resourcing our child safeguarding responsibilities.

- responding sensitively, respectfully and in a timely manner, to those who bring forward a suspicion, concern, knowledge or allegation of abuse of a child or young person, in line with our lawful obligations and our Child Protection Policy.

Our commitment to ensure a child safe environment and culture within our schools will continue to remain at the centre of our thinking and action. Our hope is for each child and young person entrusted to our care to achieve the 'fullness of life' (DLCSL mission) and we understand the essential role that safety and wellbeing play in achieving this vision

DLCSL Board approved this Child Safeguarding Policy on 4th March, 2024. It will be reviewed on or before 4th March, 2025.

Purpose

Our Child Safeguarding Policy demonstrates the strong commitment of the School to child safety, and provides an outline of the policies and practices that we have developed to keep our students safe, including from abuse or other harm.

It outlines the key elements of our approach to the School as a child safe organisation and sets the tone for the School's entire Child Safeguarding Program. (1)

The Child Safeguarding Policy provides the framework for:

- the implementation of the [NSW Child Safe Standards](#) and the [National Catholic Safeguarding Standards](#) (NCSS)
- the implementation of the Child Safeguarding Policy
- the development of work systems, practices, policies and procedures that promote child protection, safety and wellbeing within the School
- the creation of a safe and supportive School environment and a positive and robust child safe culture
- the promotion and open discussion of child safety issues within the School
- compliance with all laws, regulations and standards relevant to child safety, including child protection, in NSW.

Scope

The School's Child Safeguarding Policy applies to all adults in the School community, including Staff, Volunteers, Contractors and Visitors.

This Policy applies in all School environments, both physical and online, and on-site and off-site School grounds (e.g. camps and excursions).

Definitions

Definitions of particular terms used in the School's Child Safeguarding Policy can be found in the [Child Safeguarding Program Definitions](#).

Roles and Responsibilities

Child protection and safety is everyone's responsibility. All adults in the School community have a shared responsibility for contributing to the safety and protection of students.

Specific responsibilities are summarised at the end of this Policy.

The Diocese of Lismore Catholic Schools Limited (DLCSL) is wholly committed to the safety and wellbeing of children and young people.

As school communities and as individuals, we commit to fostering communities of safeguarding that recognise and uphold the dignity and rights of all children and young people. Our commitment is drawn from the teaching and mission of Jesus Christ, in love and justice, whereby the dignity and sacredness of each child is respected.

Child Safeguarding Standards

The School's commitment to child safety is based on the NSW Child Safe Standards and the NCSS, which set out the following overarching principles that guide the development and regular review of our work systems, practices, policies and procedures to protect students from abuse, neglect and other harm.

Requiring compliance with these Child Safeguarding Standards is one of the strategies employed by DLCSL Board to embed a culture of child safety at the School.

The NSW Child Safe Standards

The NSW Child Safe Standards are based on the National Principles for Child Safe Organisations.

The NSW Child Safe Standards have been designed to:

- help drive cultural change in organisations
- be principle-based and outcome-focused
- be flexible enough that they can be adapted by organisations of varying sizes and characteristics
- avoid placing undue burden on organisations
- help organisations address multiple risks
- balance caution and caring
- be a benchmark against which organisations can assess their child safe capability and set performance targets
- be of equal importance and interrelated.

In NSW, all organisations that fall under the Reportable Conduct Scheme (including the School), as well as some additional child-related organisations, must comply with the NSW Child Safe Standards.

The NSW Child Safe Standards are:





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The Office of the Children’s Guardian monitors and enforces compliance with the NSW Child Safe Standards.

The National Catholic Safeguarding Standards

The National Catholic Safeguarding Standards (NCSS) expand on the National Principles for Child Safe Organisations, specifically for Catholic settings. They set out 10 overarching standards that guide the development of a child safe culture for Catholic entities. Compliance with the NCSS is mandatory for all Catholic entities.

The NCSS are:



Australian Catholic Safeguarding Ltd, National Catholic Safeguarding Standards, [ONLINE] Available at: <https://www.acsltd.org.au/services/professional-and-safeguarding-standards/national-catholic-safeguarding-standards/>

St Joseph's Primary School's Child Safeguarding Principles and Values

Our commitment to ensure a child safe environment and culture within our schools is at the centre of our thinking and actions. Our hope is for each child and young person entrusted to our care to achieve the 'fullness of life' (DLCSL mission) and we understand the essential role that safety and wellbeing play in achieving this vision. We acknowledge the rights of children and young people and strive to ensure these rights are met.

St Joseph's Primary School's Policy

Child Safeguarding Codes of Conduct

Our Child Safeguarding Codes of Conduct include a [Child Safeguarding Code of Conduct](#) and a [Staff and Student Professional Boundaries Policy](#). Together, these Codes of Conduct set boundaries and expectations for appropriate behaviours between adults in our School community and students, including in physical and online environments.

We also have a Student Code of Conduct, which includes standards of behaviour for students relevant to child safety.

Our Child Safeguarding Codes of Conduct include clear processes to report inappropriate behaviour. We publish our Child Safeguarding Codes of Conduct on our public website so that everyone can easily find out what behaviours are acceptable and unacceptable at our School and how to report inappropriate behaviour.

We also provide additional information to students and families about the Child Safeguarding Codes of Conduct, to ensure that they know what behaviours are acceptable and unacceptable and how to report inappropriate behaviour.

Children and Young People's Rights to Safety, Information and Participation

St Joseph's Primary School is a child safe and child-centred organisation. We ensure that our environment is friendly and welcoming to all children and young people.

We actively seek to include students in decisions that affect them. This includes decisions about organisational planning, delivery of services, management of facilities, and learning and assessment environments.

We ensure that students know about their rights to safety, information and participation. We recognise the importance of friendships and support from peers. We actively seek to understand what makes students feel safe in our organisation and regularly communicate with students about what they can do if they feel unsafe.

Parents/Carers, Families and Community Involvement at the School

The School recognises that parents and carers have the primary responsibility for the upbringing and development of their children. We ensure that they participate in decisions affecting their children.

We ensure that families and relevant communities know about the School's operations and policies, including its Child Safeguarding Policy and Child Safeguarding Codes of Conduct, record keeping practices, risk management, and complaints and investigation processes.

We actively seek to include families and relevant communities in decisions about organisational planning, delivery of services, management of facilities, and learning and assessment environments.

We build cultural safety at the School through partnerships with relevant communities.

Valuing Diversity in the School Community

Our School values diversity and does not tolerate any discriminatory practices. To achieve this, we:

- support the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students and their families
- support the cultural safety, participation and empowerment of students from culturally and linguistically diverse backgrounds and their families
- support students with disability and their families and act to promote their participation
- support students and families of diverse sexuality and act to promote their participation
- seek to recruit a workforce that reflects a diversity of cultures, abilities and identities
- ensure that all Staff and Direct Contact Volunteers and Direct Contact Contractors have training about Aboriginal and Torres Strait Islander cultures, disability, culturally and/or linguistically diverse backgrounds, and those with particular experiences or needs
- have a physical environment that actively celebrates diverse cultures and recognises cultural difference
- commit to promoting the inclusion of students of differing abilities.

Child Safeguarding Human Resources Management

Recruitment and Screening

St Joseph's Primary School applies best practice standards in the recruitment and screening of Staff, Volunteers and Contractors, to engage the most suitable and appropriate people to work with our students.

Our practices include:

- making our commitment to child safety clear in recruitment advertising and documentation
- requiring all Staff and relevant Volunteers and Contractors to maintain a valid Working with Children Check clearance
- using additional selection, background checking and screening processes that take into account child safeguarding considerations.

Training on and Information About the Child Safeguarding Program

As a part of St Joseph's Primary School's induction process, we require all Staff, as well as relevant Volunteers and Contractors to complete our induction program, which includes information about our child safeguarding policies, practices and procedures.

All Staff, as well as relevant Volunteers and Contractors also receive refresher and ongoing child safeguarding training at least annually, with this typically being completed in November.

Our child safeguarding induction and ongoing training program includes information about:

- this Child Safeguarding Policy
- the Child Safeguarding Codes of Conduct
- recognising child abuse and other harm and identifying key indicators, including harm caused by other children and young people
- our policies and procedures for responding to and reporting child safety incidents or concerns (including mandatory reporting, reporting to police and reportable conduct obligations)
- our policies and procedures for information sharing and record keeping about child safety incidents and concerns
- WWCCs and other child safeguarding human resources practices
- how to build culturally safe environments for students.

The School provides all Visitors to the School, including Casual Volunteers and Contractors, with information about the Child Safeguarding Codes of Conduct and how to report child safety incidents or concerns to the School and to relevant external authorities.

The School provides Staff, Direct Contact and Regular Volunteers, and Direct Contact and Regular Contractors with support and supervision by their Manager, the School's Child Safeguarding Officers and/or the Leadership Team to ensure that they are compliant with the School's approach to child safety.

Ongoing Supervision, Management and Support

The School's Child Safeguarding Officers and Leadership Team provide supervision and support to all Staff, Direct Contact and Regular Volunteers, and Direct Contact and Regular Contractors to ensure

that they are compliant with the School's approach to child safeguarding. Our child safeguarding supervision and support program includes:

- annual performance reviews for all staff members
- appointing a supervising staff member to relevant Volunteers and Contractors
- professional development programs for Staff that include Child Safeguarding education.

The School's Response to Child Safety Incidents or Concerns

St Joseph's Primary School fosters a culture that encourages everyone in the School community to raise concerns and complaints about child safety. We have clear pathways for raising complaints and concerns set out in the **Procedures**, below, and in our Child Safeguarding Complaints Management.

We also have clear procedures that all Staff, Volunteers and Contractors must follow whenever they witness, suspect or receive a complaint about a child safety incident or concern involving a student, a staff member, a Volunteer, a Contractor or the School, set out in the **Responding to and Reporting Child Safety Incidents or Concerns** section of the Child Safeguarding Program. These are summarised for students, parents/carers and other members of the School community in our public-facing Procedures for Handling Staff Misconduct and Reportable Conduct and public-facing Procedures for Managing Child Safety Incidents or Concerns At or Involving the School or its Staff.

The School will take appropriate, prompt action in response to all child safety incidents or concerns, including all complaints, allegations or disclosures of abuse or other harm, when Staff, Volunteers, Contractors, students, parents/carers or anyone else reports these to the School.

The safety and wellbeing of the student/s involved in the matter will be the paramount consideration when responding to child safety incidents and concerns. The School follows the National Office of Child Safety's Complaint Handling Guide: Upholding the rights of children and young people when investigating and responding to child safety incidents and concerns.

The School's response will include:

- externally reporting all matters that meet the required relevant thresholds to DCJ (Mandatory Reports), the Police (Mandatory Reporting of Child Abuse Offences), and/or the Office of the Children's Guardian (Reportable Conduct), depending on the issues raised
- reporting all child safety incidents or concerns that occur at or involve the School or its Staff, Volunteers and Contractors to Diocese of Lismore Catholic Schools Limited

- fully cooperating with any resulting investigation by an external agency and/or Diocese of Lismore Catholic Schools Limited
- protecting any student connected to the child safety incident or concern until it is resolved and providing ongoing support to those affected
- taking particular measures in response to child safety incidents or concerns about an Aboriginal or Torres Strait Islander student, a student from a culturally and linguistically diverse background, a student with disability, and other vulnerable students (such as students who are unable to live at home or students who identify as lesbian, gay, bisexual, transgender or intersex)
- sharing information with, or requesting information from, external people or agencies as permitted or required under the law
- securing and retaining records of the child safety incident or concern and the School's response to it
- taking broader actions to improve child safety at the School (including systemic reviews and resulting improvements).

Child Safeguarding Risk Management

Diocese of Lismore Catholic Schools Limited and St Joseph's Primary School recognise the importance of a risk management approach to child safeguarding and to minimising the risk of harm to children and young people without compromising their rights to privacy, access to information, social connections and learning opportunities. The School's Child Safeguarding Risk Management Strategy can be found [here](#).

We identify, assess and manage Child Safeguarding risks in all School environments, based on a range of factors including the nature of our School's activities, physical and online environments and the characteristics of the student body, through our risk management policy and procedures. We use this information to inform our policies, procedures and activity planning.

We record identified risks to child safety in our Child Safeguarding Risk Register, along with the actions in place at the School to manage these risks. DLCSL Board, the Principal, and/or the Leadership Team monitor and evaluate the effectiveness of these actions at least annually.

Child Safeguarding Privacy and Information Sharing

The School collects, uses and discloses information about students and their families in accordance with NSW privacy laws and other relevant laws, including laws that permit the School to disclose

information about child safeguarding to external people and agencies. For information about how the School collects, uses and discloses this information, refer to our [Privacy Standard Operating Procedure](#).

Child Safeguarding Record Keeping

The School is committed to best practice record keeping about child safety incidents and concerns.

The School records all internal and external reports of child safety incidents and concerns, as well as any other responses by the School using the Insert Name of Child Protection Reporting Form/Method.

When keeping records of child safety incidents or concerns, the School maintains confidentiality and privacy for students and families in accordance with federal and state privacy legislation.

Child Safeguarding Program and Practice Review

St Joseph's Primary School is committed to the continuous improvement of our Child Safeguarding Program and our child safeguarding practices. We review the Program as a whole annually (or earlier if a significant child safety incident occurs at the School or legislation changes) for overall effectiveness and to ensure compliance with all child protection related laws, regulations and standards.

When undertaking these reviews, the School:

- actively seeks, actions and incorporates feedback from students, families, the wider School community, Staff, Volunteers and Contractors
- analyses any complaints, concerns and child safety incidents that may have occurred
- communicates any learnings, adjustments or amendments to policy and practice widely throughout the School community.

Child Safeguarding Procedures

Reporting Child Safety Incidents or Concerns to the School

Whenever there are concerns that a child or young person is in immediate danger, call the Police on 000.

Any person, including all Staff, Volunteers, Contractors, parents/carers and students, can at any time contact the Department of Communities and Justice (DCJ) if they have reasonable grounds to suspect that a child or young person (aged under 18), or a class of children or young persons, is at risk of significant harm.

Voluntary reports to DCJ can be made by calling the Child Protection Helpline on 132 111 or 1800 212 936 (24 hours a day, 7 days a week).

Staff, Volunteers and Contractors

Staff, Volunteers and Contractors must follow our Procedures for Responding to and Reporting Child Safety Incidents or Concerns and report all child safety incidents or concerns internally to a Child Safeguarding Officer or the Principal.

Where the child safety incident or concern involves the Principal, internal reports should instead be made to the Child Safeguarding Team by emailing safeguarding@lism.catholic.edu.au.

We recognise that some children and young people face additional vulnerabilities to abuse and other harm, as well as additional barriers to disclosing child safety incidents or concerns. Our Child Safeguarding Program provides guidance on identifying additional vulnerabilities and barriers, and contains strategies for supporting these individuals to participate in the School community and for enabling them to disclose child safety incidents or concerns to the School.

Students, Parents/Carers and Community Members

Students at the School who have child safety concerns about themselves or any other child, young person or student aged 18 or over can:

- disclose the child safety incident or concern to any staff member, Volunteer or Contractor. This might be done:
 - verbally
 - in writing
 - through electronic means (such as email)
 - indirectly (such as in written assignments, in artworks or in any other way)
- use the School's anonymous Contact Us form, which is located [here](#) to disclose anonymously
- contact
 - Bravehearts

- ThinkUknow
- Body Safety Australia
- Daniel Morcombe Foundation

For more information, students can refer to the child-friendly version of our Child Safeguarding Complaints Management Policy and Procedures, available [Parent & Caregiver Concerns and Complaints Policy](#).

Parents/carers, family members and other community members who have child safety concerns or who suspect that a child or young person associated with the School may be subject to abuse or other harm can contact:

- the School's Senior Child Safeguarding Officer, Principal, Guy Campbell, by phoning 02 65 625501 or emailing kmpp@lism.catholic.edu.au; or
- the Principal (or if the concern relates to the Principal, the Child Safeguarding Team by emailing safeguarding@lism.catholic.edu.au).

Any person can also contact the Senior Child Safeguarding Officer, the Principal or the Child Safeguarding Team if they have concerns regarding the School's leadership in relation to child safety.

Communications will be treated confidentially on a "need to know basis".

The School's Response to and External Reporting of Child Safety Incidents or Concerns

Our Child Safeguarding Program sets out the procedures that the School will follow for any child safety incident or concern involving a student, School staff member, Volunteer, Contractor or Visitor, or other person connected to the School or the School environment.

It also provides guidance for all Staff, Volunteers and Contractors on their obligations to respond to and report, to relevant external authorities, child safety incidents and concerns.

These procedures and guidance are summarised for students, parents/carers and community members in our public-facing [Procedures for Handling Staff Misconduct and Reportable Conduct](#) and public-facing [Procedures for Managing Child Safety Incidents or Concerns At or Involving the School or its Staff](#).

Support for Students, Families and Staff Following Child Safety Incident or Disclosure

Child safety incidents or concerns can cause trauma and significantly impact on the mental health and wellbeing of children, as well as on their families. In addition to reporting and referral to the relevant authorities, the School plays a central role in addressing this trauma and has a duty of care to ensure that students feel safe and supported at School.

The School employs a range of measures to support students affected by a child safety incident or concern, depending on the particular circumstances of the matter and of the student and their family:

- Child Safeguarding Officers will work with the student and their family to develop a Student Support Plan
- support strategies that could be considered for students and/or their families might include offering or organising referrals to internal or external support, such as the School counsellor/psychologist, bi-cultural workers and/or translators, or an external support agency and/or child advocacy organisation that specialises in supporting children and young people impacted by abuse or other harm.

The School offers former students who may disclose historical child safety incidents or concerns from their time at the School similar support.

Witnessing a child safety incident or receiving a disclosure of abuse or other harm can be a distressing experience for Staff, Volunteers and Contractors involved. The School assists impacted Staff, Volunteers and Contractors to access necessary support.

Embedding a Culture of Child Safety: Our Child Safeguarding Program

Our Child Safeguarding Program itself is one of the strategies employed by St Joseph's Primary School to embed a culture of child safety at the School.

St Joseph's Primary School is committed to the effective implementation of our Child Safeguarding Program and ensuring that it is appropriately reviewed and updated. We 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 our School's activities, physical and online environments and the characteristics of the student body.

Our Child Safeguarding Program relates to all aspects of child safety and protecting students from abuse or other harm, and establishes work systems, practices, policies and procedures to create and maintain a child safe environment and culture at the School. It includes:

- Child Safeguarding Codes of Conduct
- clear information as to what is child abuse and other harm and associated key indicators of abuse or other harm
- clear procedures for reporting child safety incidents or concerns internally to a Child Safeguarding Officer, and for responding to incidents or allegations of child abuse or other harm
- strategies to support, encourage and enable Staff, Volunteers, Contractors, parents/carers and students to understand, identify, discuss and report child safety matters
- procedures for recruiting and screening members of the Leadership Team, Staff, Volunteers and Contractors
- procedures for reporting to external agencies, including Mandatory Reporting to DCJ, Reportable Conduct, and Reporting to Police
- pastoral care strategies designed to empower students and keep them safe
- strategies to support and encourage the participation and inclusion of Aboriginal and Torres Strait Islander students, students from culturally and linguistically diverse backgrounds and students with disability
- child safeguarding training
- information regarding the steps to take after a disclosure of abuse or other harm to protect, support and assist students
- guidelines with respect to record keeping and confidentiality
- policies to ensure compliance with all relevant laws, regulations and standards (including the NSW Child Safe Standards and NCSS)
- a system for continuous review and improvement.

Responsibilities for Child Safeguarding at the School

Child safety and child protection is everyone's responsibility. Specific responsibilities include:

The School Child Safeguarding Officer/s

One or more senior staff members are nominated as the School's Child Safeguarding Officers. Child Safeguarding Officers receive additional specialised training with respect to child safety and protection issues. They are a point of contact for raising child safety concerns within the School. They are also responsible for championing child safeguarding within the School and assisting in coordinating responses to child safety incidents.

Our Child Safeguarding Officers are:

Guy Campbell

Krystal Brady

Erin McGovern

The Senior Child Safeguarding Officer

St Joseph's Primary School has also appointed Principal, Guy Campbell as the School Senior Child Safeguarding Officer.

The Senior Child Safeguarding Officer has additional child safeguarding responsibilities, such as being a first point of contact for all child safety concerns or queries for the wider community and coordinating the School's response to child safety incidents in consultation with the Principal, the Leadership Team and DLCSL Board.

DLCSL Board

DLCSL Board is the School's governing body. It:

- approves and reviews the School's child safeguarding policies and procedures required for registration as a non-government school
- ensures that the School has and implements processes to comply with its child safety legal and regulatory obligations; and
- ensures that the School has appropriate resources to effectively implement:
 - the NSW Child Safe Standards
 - the National Catholic Safeguarding Standards
 - our Child Safeguarding Program.

Diocese of Lismore Catholic Schools Limited

Diocese of Lismore Catholic Schools Limited is the approved registration authority for members of the NSW Catholic School System, of which the School is a member. Diocese of Lismore Catholic Schools Limited personnel are responsible for monitoring the School's compliance with NSW registration requirements, including those relating to Child Safeguarding.

The Bishop of the Catholic Diocese of Lismore is the "head" of the School for the purposes of the Reportable Conduct Scheme: they are the "head of a relevant entity" (HRE) under the Children's Guardian Act 2019 (NSW).

The Board of Directors

- approves and reviews the **DLCSL's child safeguarding** policies and procedures required for registration as a non-government school
- ensures that the **DLCSL** has and implements processes to comply with its child safety legal and regulatory obligations; and
- ensures that the **DLCSL** has appropriate resources to effectively implement:
 - the NSW Child Safe Standards
 - the National Catholic Safeguarding Standards
 - our **Child Safeguarding** Program.

The Principal

The Principal is responsible, and will be accountable for, the operational management of the School, and the Child Safeguarding Program. The Principal is responsible for taking all practical measures to ensure that this Child Safeguarding Policy and the School's Child Safeguarding Program is implemented effectively and that a strong and sustainable child safe culture is maintained within the School.

The Leadership Team

Each member of the School Leadership Team is required to ensure that appropriate resources are made available in their area of operations to allow the School's Child Safeguarding Program to be effectively implemented within the School, and to support the Principal in the practical application of the School's child safeguarding strategies, policies, procedures and work systems.

WWCC Responsibilities

The CSO Recruitment Administrative Assistant and Human Resources Admin Assistant are responsible for verifying WWCC clearances for all Staff and for relevant Contractors and Volunteers when they first commence their role at the School, for monitoring the WWCC status of ongoing Staff and relevant Volunteers and Contractors and for all subsequent verifications. The CSO Recruitment Administrative Assistant is responsible for maintaining the School's WWCC records.

Staff

All Staff are required to comply with our Child Safeguarding Policy and Child Safeguarding Codes of Conduct, be familiar with our Child Safeguarding Program and understand their legal obligations with respect to the reporting of child abuse and other harm, and Working with Children Checks.

It is each individual's responsibility to be aware of key indicators of abuse and other harm, to be observant, and to raise all child safety incidents and concerns with a Child Safeguarding Officer.

All Staff are Mandatory Reporters, and must report to the Department of Communities and Justice (DCJ) if they have reasonable grounds to suspect that a child (aged under 16), or a particular group of children, are at risk of significant harm, and their suspicion arose in the course of their work at or for the School. All Staff who are adults (aged 18 or over) also have a legal obligation to report to Police when they know or believe that a child abuse offence has been committed against another person, including a student.

To meet these obligations, all Staff must:

- participate in child safeguarding induction and ongoing training provided by the School
- always follow the School's child safeguarding policies and procedures in the Child Safeguarding Program
- act in accordance with the [Child Safeguarding Codes of Conduct](#)
- identify and raise child safety incidents and concerns in accordance with our Procedures for Responding to and Reporting Child Safety Incidents or Concerns
- identify and respond to concerns about students who are at risk of significant harm or who are or were the victim of a child abuse offence
- ensure students views are taken seriously and their voices are heard when making decisions that affect them
- implement inclusive practices that respond to the diverse needs of students.

Volunteers

A Volunteer is someone who works without payment or financial reward for the School. Volunteers may be family members of students, or from the wider School or local community.

All Volunteers at the School are responsible for contributing to the safety and protection of students in the School environment.

To meet these obligations:

- all Volunteers must comply with our Child Safeguarding Policy and Child Safeguarding Codes of Conduct
- Direct Contact Volunteers (and, if required by the School, other Volunteers, such as Regular Volunteers) must:
 - participate in child safeguarding induction and ongoing training provided by the School
 - be aware of key indicators of child abuse and other harm
 - understand and meet their legal obligations with respect to the reporting of child abuse and other harm
 - raise all child safety concerns with a Child Safeguarding Officer.

Contractors

A Contractor is someone engaged by the School to perform specific tasks. Contractors are not employees of the School.

Contractors may include maintenance and building personnel, consultants, casual teachers, tutors, sports coaches and School cleaners, as well as external education providers (organisations that the School has arranged to deliver a specific course of study that is part of the curriculum to a student or students enrolled at the School). Contractors also include music teachers and other extra-curricular teachers and instructors who are engaged by students and their families directly, rather than the School, but have an agreement with the School to use the School's facilities.

All Contractors engaged by the School are responsible for contributing to the safety and protection of students in the School environment.

To meet these obligations:

- all Contractors engaged by the School must comply with our Child Safeguarding Policy and Child Safeguarding Codes of Conduct

- Direct Contact Contractors (and, if required by the School, other Contractors such as Regular Contractors) must:
 - participate in child safeguarding induction and ongoing training provided by the School or provide evidence of other training
 - be aware of key indicators of child abuse and other harm
 - understand and meet their legal obligations with respect to the reporting of child abuse and other harm
 - raise all child safety concerns with on the School's Child Safeguarding Officers.

The School may include these requirements in the written agreement between it and the Contractor.

Implementation

The Child Safeguarding Policy is published on our School's public website.

It is provided to new Staff, and to Direct Contact and Regular Volunteers and Direct Contact and Regular Contractors at induction or prior to them commencing their work at the School.

The School provides all Visitors to the School, including Casual Volunteers and Casual Contractors, with information about the Child Safeguarding Policy (including in particular the Child Safeguarding Codes of Conduct and how to report child safety incidents or concerns to the School and to relevant external authorities).

We also communicate the Child Safeguarding Policy to Staff, Volunteers, Contractors and other members of the School community through other mediums such as our DLCS website.

We provide a child-friendly version of the Child Safeguarding Policy and our Statement of Commitment to Child Safety to all students that can be found

[Parent & Caregiver Concerns and Complaints Policy](#)

Breach of the Child Safeguarding Policy

St Joseph's Primary School enforces this Child Safeguarding Policy and our Child Safeguarding Codes of Conduct. In the event of any non-compliance, we will instigate a review that may result in a

range of measures including (depending on the severity of the breach):

- remedial education
- counselling
- increased supervision
- the restriction of duties
- suspension
- in the case of serious breaches, termination of employment, contract or engagement.

Policy Review

DLC SL Board conducts a review of this Child Safeguarding Policy annually or earlier if required, such as due to changes in legislation.

DLC SL Board is responsible for ensuring that this Policy is reviewed and updated as needed and for approving this Policy.

Source of Obligation

St Joseph's Primary School's Child Safeguarding Policy implements, and is to be read and understood in conjunction with:

- the [NSW Child Safe Standards](#)
- the [National Catholic Safeguarding Standards](#).

Related Policies and Procedures

- [Child Safeguarding Code of Conduct](#)
- [Staff and Student Professional Boundaries Policy](#)
- [Student Code of Conduct](#)

Related Forms and Documents

- [Procedures for Handling Staff Misconduct and Reportable Conduct](#)

- Procedures for Managing Child Safety Incidents or Concerns At or Involving the School or its Staff
- Child Safeguarding Complaints Management

(1) The Child Safeguarding Program is the name given to the full collection of policies and procedures that assist the School to be a child safe organisation and to meet the requirements of the NSW Child Safe Standards and the Safe and Supportive Environment registration requirements. It includes policies and procedures for:

- responding to and reporting child safety incidents and concerns
- child safe human resources management (including WWCCs)
- participation and empowerment of students
- informing and involving families and relevant communities in child safety issues
- equity and diversity
- child safety risk management strategies
- strategies for embedding a culture of child safety at the School and
- regular reviews and continuous improvement of child safeguarding policies, procedures and practices.