

CHILD SAFE AND MANDATORY REPORTING POLICY

1. Definitions

Term	Definition
'At risk'	<p>The legal definition of 'at risk' is in the Children and Young People (Safety) Act 2017 (section 18(1).) In brief, the types of risk covered by the Act include:</p> <ul style="list-style-type: none"> • where a child has experienced or is likely to experience harm (that they would ordinarily be protected from) • concerns about unborn children the likelihood a child or young person will be removed from the state: <ul style="list-style-type: none"> ○ for an unlawful medical or other procedures, including female genital mutilation ○ for a child marriage ○ to take part in criminal activity • parents or guardians of a child or young person who are unwilling or unable to care for them, have abandoned them, or are dead • a school-aged child or young person who has been persistently absent from school without satisfactory explanation • a child or young person who: <ul style="list-style-type: none"> ○ is homeless (has no fixed address) ○ or is living somewhere unsafe (in a hazardous environment).
Bullying	A person or group of people repeatedly and intentionally using words or actions, or the inappropriate use of power, against someone or a group of people to cause distress and risk to their safety and wellbeing.
Child / young person	A person under the age of 18 years.
Children & Young People in Care	<p>This includes the following care arrangements:</p> <ul style="list-style-type: none"> • where a child or young person is under the custody or guardianship of the Chief Executive of the Department for Child Protection • where there is an order granting a specified person care of a child (previously referred to as Other Person Guardianship) voluntary custody agreements <p>unaccompanied refugee minors under the <i>Immigration (Guardianship of Children) Act 1946 (Cth)</i> with guardianship delegated from the Minister for Home Affairs to the Chief Executive of the Department for Child Protection.</p>

Child Protection	<p>Child protection is a broad term describing efforts to keep children and young people safe from harm. It is part of the safeguarding process.</p> <p>UNICEF Australia defines it as the programs, measures and structures to prevent and respond to abuse, exploitation, neglect and violence affecting children and young people in all sectors, contexts and environments. Examples of child protection systems in the education context include mandatory reporting and information sharing.</p> <p>The Department for Child Protection (DCP) is a statutory child protection service.</p>
Child Safe Commitment	SCSA's commitment to child safety as set out in <i>Appendix A</i> and is in line with the National Principles for Child Safe Organisations .
Contractors	Individuals or organisations engaged by SCSA by contract and their employees and subcontractors, who are not SCSA employees. These include volunteers, work placement students and any other contractor delivering services at SCSA.
Disability	<p>Children with disability or additional needs or both include:</p> <ul style="list-style-type: none"> • Physical impairment • hearing impairment • vision impairment • autism spectrum • global developmental delay(including intellectual developmental disorder) • speech and language impairment • significant challenging behaviours.
Harassment	Any type of behaviour (including one-off incidents) towards a person they do not want and that is offensive, abusive, belittling or threatening and reasonably likely to cause harm to the person who is subject to the harassment.
Harm	<p>The Children and Young People (Safety) Act 2017 defines harm as:</p> <ul style="list-style-type: none"> • physical harm or psychological harm (whether caused by an act or omission) • harm caused by sexual, physical, mental or emotional abuse or neglect.

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Harm	<p>The Children and <u>Young People (Safety) Act 2017</u> defines harm as:</p> <ul style="list-style-type: none"> • physical harm or psychological harm (whether caused by an act or omission) • harm caused by sexual, physical, mental or emotional abuse or neglect.
Mandated Notifier	<p>Chapter 5 of the <i>Children and Young People (Safety) Act 2017 (Safety Act)</i>, requires certain people to report to the Department for Child Protection if they suspect on reasonable grounds that a child is, or may be at risk and this suspicion is formed in the course of their work. This is a legal obligation which carries a penalty if the individual fails to comply. These people are referred to as mandated notifiers. Under the Safety Act, the following people are mandated notifiers:</p> <ul style="list-style-type: none"> • medical practitioners • pharmacists • registered or enrolled nurses • dentists • psychologists • police officers • community corrections officers under the <i>Correctional Services Act 1982</i> • social workers • ministers of religion • employees of, or volunteers in, an organisation formed for religious or spiritual purposes • teachers employed to teach in a school, pre-school or kindergarten • employees of, or volunteers in, an organisation that provides health, welfare, education, sporting or recreational, childcare or residential services wholly or partly for children and young people, being a person who: <ul style="list-style-type: none"> - provides such services directly to

	<p>children and young people or</p> <ul style="list-style-type: none"> - holds a management position in the organisation the duties of which include direct responsibility for, or direct supervision of, the provision of those services to children and young people - an officer or employee of a prescribed organisation (as per section 114 of the <i>Safety Act</i>) who holds a management position in the organisation, the duties of which include direct responsibility for, or direct supervision of, the provision of services to children.
<p><u>National Principles for Child Safe Organisations</u></p>	<p>The National Principles draw on the work of the Royal Commission, Australia's Children's Commissioners and Guardians and the 2005 National Framework for Creating Safe Environments for Children. The Standards, as set out in the Royal Commission's report, are:</p> <ul style="list-style-type: none"> • Standard 1: Child safety is embedded in institutional leadership, governance and culture. • Standard 2: Children participate in decisions affecting them and are taken seriously. • Standard 3: Families and communities are informed and involved. • Standard 4: Equity is upheld and diverse needs are taken into account. • Standard 5: People working with children are suitable and supported. • Standard 6: Processes to respond to complaints of child sexual abuse are child focused. • Standard 7: Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training. • Standard 8: Physical and online environments minimise the opportunity for abuse to occur. • Standard 9: Implementation of the Child Safe Standards is continuously reviewed and improved. • Standard 10: Policies and procedures document how the institution is child-safe
<p>People of Responsibility</p>	<p>Include any employee or volunteer in an organisation that provides health, welfare, education, sporting or recreational, childcare or residential services wholly or partly for children, being a person who provides the services directly to children and young people, or holds a management position in the organisation directly responsible for the provision of the services to children and young people.</p>

Prohibited Conduct in Sport & Education	<p>Includes:</p> <ul style="list-style-type: none"> • Perpetrating harm or risk of harm to a child in any form • Harmful behaviors towards a child or young person, such as, but not limited to: <ul style="list-style-type: none"> • harmful sporting and performance training methods, including physical punishment or overtraining • excessive or unnecessary emphasis on appearance, weight or body composition • forcing a child or young person to train or compete when ill or injured • threatening or humiliating a child or young person • disciplinary action that involves physical punishment or any form of • conduct that could be considered degrading, cruel, frightening or humiliating. • use of language that is inappropriate, harassing, humiliating or culturally inappropriate. • Bullying, discrimination, harassment, victimisation or vilification of a child or young person • Requesting or inferring that a child or young persons keep any communication secret from their parent, carer or other persons bound by this Policy • Supplying alcohol or drugs to a child or young person
Risk Management	Identifying the potential for an incident or potential harm to occur and taking steps to reduce the likelihood of its occurrence.
Safeguarding	<p>Concepts that are necessary for and contribute to creating safe environments for children and young people are interchangeably referred to as safeguarding or child safe.</p> <p>The <u>Children and Young People Safety (Act) 2017</u> recognises that it is everyone's duty to safeguard children and young people in our state.</p> <p>These include creating inclusive and welcoming environments, action taken to promote the well-being of children and protect them from harm, enabling children and young people to participate in decisions that affect them, cultural safety, promoting equity and respect for diversity, and having child protection systems.</p>
SCSA	SCSA College South Australia
South Australian Child Protection Legislation <i>Children and Young People (Safety) Act 2017</i>	Please see the legislation for the <u>Children and Young People (Safety) Act (2017)</u>

Staff	All ongoing, fixed term and casual employees engaged under the <i>Fair Work Act (1994) (SA)</i> contracted by SCSA to deliver services and programs at SCSA.
Victimisation	Subjecting a person, or threatening to subject a person, either in person or online, to any unfair treatment because the person has made, or intends to pursue their right to make, a complaint, report or lawful disclosure, including under applicable legislation or this Policy, or for supporting another person to take such action.
Vilification	A public act, conduct or behaviour, either in person or online, that incites hatred, serious contempt for or revulsion or severe ridicule of a person or group of people because of a characteristic they hold (including age, disability, race or ethnicity, sex or gender identity, sexual orientation or religion).

2.0 Legislative Responsibilities

2.1 The following legislations and obligations must be adhered to for all people that this Policy applies to, including, but not limited to:

- *Children and Young People (Safety) Act 2017*
- *Child Safety (Prohibited Persons) Act 2016*
- [National Principles for Child Safe Organisations](#)
- Criminal Law Consolidation Act 1935 Sections 64a & 65

3.0 Policy Overview- *National Principles for Child Safe Organisations(Principles 1-10)*

3.1 Purpose

3.1.1 SCSA is committed to the safety, participation, empowerment and well-being of all children and young people accessing our services and the welfare of the children in our care will always be our first priority.

3.1.2 All children and young people have the right to feel and be safe, valued, respected and be protected from all forms of harm and risks of harm.

3.1.3 SCSA creates and maintain an inclusive, child-safe environment that is understood, endorsed, put into action and adhered to by everyone, as set out in the SCSA's Child Safe Commitment Statement (Appendix A).

3.1.4 SCSA:

(a) has a zero-tolerance policy for child harm in any form;

(b) is committed to safeguarding and promoting the welfare of children and young people by providing a safe, inclusive and culturally safe environment;

(c) ensures that relevant persons are educated and informed of their responsibilities to protect and look after children and young people;

(d) seek to prevent risk of harm and identify risks early and remove and reduce these risks;

(e) support and respect all young people through our 'One-person' Policy;

(f) All children are embraced regardless of their abilities, culture, race, sex, gender or social-economic background, and equity is upheld;

(g) committed to providing a safe and inclusive environment for vulnerable and/or marginalised groups, including:

- Aboriginal & Torres Strait Islander children and young people

- Culturally and/or linguistically diverse backgrounds
- Children and young people with a disability.

(h) proactive and preventative approach to upholding its commitment to the safety, well-being, participation and empowerment of all children and young people accessing SCSA's programs, services and facilities.

(i) outlines and imposes obligations on all persons bound by this Policy to respond to allegations or instances of prohibited conduct and implement a commitment to child safety and child-safe practices, including recruiting and screening people who have contact with children and young people.

(j) seeks to ensure that persons bound by this Policy are aware of their legal, ethical and moral rights and responsibilities, as well as the standards of behaviour expected of them

(k) gives effect to the Commonwealth & State Child Safe Frameworks and National Principles for Child Safe Organisations

3.2 Scope of policy: *National Principles for Child Safe Organisations (Principles 1- 10)*

3.2.1 This Policy applies to all persons who undertake work for SCSA, including:

- (a) Contractors
- (b) Staff

3.2.2 SCSA will consider this Policy when developing, designing and managing other policies and programs to ensure they promote children's rights and include relevant child safety considerations.

4.0 Child Safe Obligations- *National Principles for Child Safe Organisations (Principles 1-10)*

4.1 Persons identified in 3.2.1 must:

- (a) treat all children and young people with respect
- (b) comply with SCSA Child Safe Practices
- (c) comply with South Australian Child Protection Legislation
- (d) comply with South Australian comply with mandatory reporting requirements
- (e) report any allegation, disclosure or concern relating to child safety, including *Prohibited Conduct*.

4.2 *Failure to Disclose*

4.2.1 All SCSA adults with reasonable suspicion that a child or young person is at risk of harm must respond and report to relevant jurisdictions and line support internally.

4.3 *Failure to protect*

4.3.1 SCSA staff and employees who are Mandated Reporters will be liable for a criminal offence if they negligently fail to report or respond to a reasonable suspicion of harm or risk of harm, and/or fail to act in reducing or removing the risks where possible.

It is noted and shared across the staff body that as confirmed by the Criminal Law Consolidation Act 1935 sections 64a and 65, all adult workers (even if not a mandated reporter) have a legal obligation to report child sexual abuse by another worker to the police and to protect a child from sexual abuse by another worker. Failure to meet these obligations may be considered a criminal offence.

5.0 **Accountabilities & Responsibilities - National Principles for Child Safe Organisations (Principles 4 & 6)**

5.1 Ensuring children and young people's safety, welfare and wellbeing is a shared responsibility. Key roles and responsibilities within the SCSA are outlined in Table 1.

Table 1. Accountabilities and Responsibilities

Who	Responsibilities
SCSA Board	<ul style="list-style-type: none">• Act as the Accountable Authority of SCSA• Approve relevant policies related to children & young people• Ensure SCSA's compliance with the Child Safe and Mandatory Reporting Policy and further enactment of best practice supporting guidelines (e.g. 'Managing Allegations of Sexual Misconduct in SA Education and Care Settings Guideline)
Principal	<ul style="list-style-type: none">• Enact the responsibilities of the SCSA Board as their delegate• Responsible for compliance with all legal obligations relating to child-safe matters
Director of Performance Excellence (DoPE) or Delegate	<ul style="list-style-type: none">• Chair the Student Safety Group & Child Safety Officer• Oversee the implementation and review of the Child Safe Policy• Support, advise and provide expertise to SCSA employees and staff on child safety issues• Collaborate with the Association of Independent Schools of South Australia on compliance, governance, and professional development.• Report to the Principal and Deputy Principal on child safety matters
Student- Safety Group	<ul style="list-style-type: none">• Assess, respond, support and monitor SCSA students who are at risk of harm involving relevant stakeholders involved in supporting the young person at SCSA

<p>Senior Leadership Team</p>	<ul style="list-style-type: none"> • Demonstrate commitment to the SCSA's Child Safe Policy • Ensure SCSA contractors, and staff are aware of the policies, procedures and obligations related to child safety and assist them to meet their obligations • Ensure child safety is embedded in the design of any program, policy or service that impacts upon children and young people engaging with SCSA. • Provide immediate feedback and act accordingly if a person bound by this Policy may not be meeting their requirements • Ensure support is provided for anyone that initiates or is involved in a matter relating to the safety and wellbeing of children, including access to professional support
<p>All Staff & Contractors</p>	<p>Comply with the following:</p> <ul style="list-style-type: none"> • Set clear boundaries and maintain appropriate behaviours with children and young people – boundaries help everyone to understand their roles • Not, discriminate against any child or young person because of their age, gender, cultural background, religion, vulnerability, sexuality or ability. • Be alert to bullying behaviours and respond promptly and appropriately • Comply with this Policy, including the Child Safe Practices, as applicable in the course of their work and role, reporting incidents of harm or risk of harm to the Child Abuse Report Line • Complete child safety training as directed • Comply with legal responsibilities for responding and reporting risk of harm to a child or young person • Appropriately report potential risks to child safety, including any breaches of this Policy • Breaches or suspected breaches of the Policy should be reported to the respective Cluster Leader or Deputy Principal as soon as practicable. Breaches or suspected breaches of the Policy will be taken seriously and dealt with quickly, fairly and transparently. • Any staff who breaches the Policy will face disciplinary action, and • depending on the severity of the breach, the worker may have their employment terminated

6.0 Recruitment and Screening - National Principles for Child Safe Organisations (Principle 5)

6.1.1 SCSA will take measures to ensure the SCSA recruits employees and contractors who are suitably qualified and committed to providing professional, safe and enjoyable programs and services to children and who meet the Australian & South Australian Child Protection Legislation requirements.

- 6.1.2 To emphasise child safety and our commitment to child safety and well-being, SCSA will implement child-safe recruitment processes, including advertising, selection criteria, interview questions related to child safeguarding, cultural safety, record keeping, supervision, information sharing, and conduct a minimum of two referee checks.

It is a condition of employment at the SCSA that contractors, employees and staff over the age of 14 years hold and maintain a current, not prohibited Working with Children Check (WWCC) and renew their WWCC every 5 years. In accordance with the Child Safety (Prohibited Persons) Act 2016, our organisation is registered with the DHS Screening Unit and we link all WWCCs. We will verify the accuracy of all WWCCs in the DHS Screening unit portal as required by law.

- 6.1.3 Where an SCSA employee is a child or young person (16-18yo), the SCSA will ensure that their rights are supported, and they are protected under this Policy.
- 6.1.4 Any staff, employee or contractor must notify the Principal of SCSA immediately if they are charged with, or found guilty of, any breach of Australian Child Protection Law or have been charged or convicted of a crime that would result in the revocation of a WWCC.
- 6.1.5 SCSA students who engage in Community Work Day (CWD) activities must hold a current, not prohibited WWCC and complete the relevant child-safe training (e.g., RRHAN-EC Fundamentals) before engaging with other young people in the community.
- 6.1.6 SCSA will immediately contact the Department of Human Services Screening Unit when they become aware of assessable information regarding any person involved with our organisation, including any serious criminal offence, child protection information, or disciplinary or misconduct information.

7.0 Privacy - National Principles for Child Safe Organisations (Principles 2, 3 & 6)

- 7.1.1 All personal information considered or recorded will respect the privacy of the individuals involved, whether staff, volunteers, parents or children is protected per data protection legislation (*Privacy Act, 1988*)
- 7.1.2 All records are securely stored in SCSA's record keeping platforms (Synergetic & MySCSA Pastoral Care notes), which are password-protected through individual staff accounts.
- 7.1.3 Only relevant staff can access this information (e.g., Senior Leadership Team, Lead Teacher, Cluster Leader & Mentor who supports the young person)
- 7.1.4 Students, parents and legal guardians can request this information anytime.
- 7.1.5 SCSA will seek informed consent from young people prior to participation in SCSA programs or services if they are over the age of 16.

7.1.6 SCSA will:

- (a) Provide opportunities for complaints and feedback to ensure that children, young people, and their families feel valued and respected, enabling us to improve the quality of our service.
- (b) Children, young people, and their families are informed that they can provide feedback or file a complaint anytime.
- (c) Compliments, complaints or feedback can be provided in written format to the Principal, Mr. Matthew Daly matthewd@SCSAcollege.sa.edu.au
- (d) SCSA will address complaints and feedback received promptly, sensitively and fairly. SCSA will:
 - I. listen to the complaint/feedback
 - II. the person receiving the complaint will make a record of it if received verbally
 - III. advise the time expected for an outcome
 - IV. if a worker receives a complaint, they must forward it to their direct line support as soon as possible
 - V. relevant staff will respond to the complainant with an outcome in a timely manner
 - VI. clearly document and securely store decisions and actions taken in response to complaints and feedback
 - VII. make sure that procedural fairness is followed at all times in accordance with our 'One Person' Policy.
- (e) If the child, young person or their family is not happy with the outcome of the complaints process, they can contact
 - i. Association of [Independent Schools of South Australia \(AISSA\)](#)
 - ii. Health and Community Services Complaints Commissioner
8226 8666
 - iii. Australian Health Practitioners
Regulation Agency 1300 419 495
 - iv. Australian Human Rights Commission Online:
www.humanrights.gov.au Tel: 1300 656 419
 - v. South Australian Equal Opportunities Commission (for complaints relating to discrimination) Online:
www.eoc.sa.gov.au Tel: 08 8207 1977.

8. Communication & Engagement with Children & Young People - National Principles for Child Safe Organisations (click to access) (Principles 2 & 3)

SCSA will ensure that children, young people and their families

(a) are informed about their rights, including the right to safety and the right to be heard;

(b) are educated on what harm is and develop their understanding of protective practices through the [Keeping Safe: Child Protection Curriculum](#);

(c) children, young people and their families are involved in how we engage in child-safe practices at SCSA, including encouraging children to engage in decision-making processes and providing the opportunity to provide feedback on SCSA's approach to child safety through the Student Well-being Champion Group.

(d) have access to information relevant to them, including how to raise concerns, the SCSA's approach to child safety and relevant policies and procedures

8.1 SCSA will take into account the diverse needs of children and young people, including the needs of vulnerable children, when providing programs or services.

8.2 Key policies including the Child Safe and Mandatory Reporting Policy can be found on the college's website (www.sc.sa.edu.au) or a copy can be requested via info@sc.sa.edu.au

9.0 Risk Assessment and Mitigation - *National Principles for Child Safe Organisations (Principle 8)*

9.1.1 SCSA will review this policy and the related procedures once every 5 years as required by the Children and Young People (Safety) Act 2017 or when:

- a) new or added risks are identified for children or young people, which may require a change in policy or procedures
- b) a critical incident where a child or young person has experienced harm through involvement in the organisation
- c) anyone involved at SCSA College SA raises concerns about child safety or welfare in the College.
- d) awareness or compliance with the child safe policy and/or procedures is low
- e) legislative changes/requirements

9.1.2 The SCSA Board and SCSA employees commit to understanding and implementing the child safe risk management process, as outlined in the *Child Safe Procedure - Risk Assessment and Reporting*

- 9.1.3 SCSA will publish a Statement of Compliance with the Department of Education each time we review and update this Policy.
- (a) are informed about their rights, including the right to safety and the right to be heard;
 - (b) are educated on what harm is and develop their understanding of protective practices through the [Keeping Safe: Child Protection Curriculum](#);
 - (c) children, young people and their families are involved in how we engage in child-safe practices at SCSA, including encouraging children to engage in decision-making processes and providing the opportunity to provide feedback on SCSA's approach to child safety through the Student Well-being Champion Group.
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 - b) a critical incident where a child or young person has experienced harm through involvement in the organisation
 - c) anyone involved at SCSA College SA raises concerns about child safety or welfare in the College.
 - d) awareness or compliance with the child safe policy and/or procedures is low
 - e) legislative changes/requirements
- 9.1.5 The SCSA Board and SCSA employees commit to understanding and implementing the child safe risk management process, as outlined in the *Child Safe Procedure - Risk Assessment and Reporting*
- 9.1.6 SCSA will publish a Statement of Compliance with the Department of

Education each time we review and update this Policy.

9.1.7 SCSA will develop systems and processes for identifying, responding to, monitoring and reducing (where possible) the risk of harm to children and young people involving relevant SCSA roles and responsibilities, including:

Identified risk	Actions to minimise risk
Physical contact	<ul style="list-style-type: none"> • any physical contact must be appropriate to the delivery of services being provided • where physical contact is required, this is undertaken in a safe way by explaining why contact is required and what will happen and asking the child/young person for their permission (or their family if this is more appropriate) before proceeding • unnecessary physical contact is not allowed
Online communications	<ul style="list-style-type: none"> • cyber safety and social media guidelines are in place and provided to all staff • appropriate supervision is provided for all online activities during school hours
Transport of children and young people	<ul style="list-style-type: none"> • staff must not transport a child or young person unless specifically approved • parents/guardians must provide consent before transporting a child or young person via permission slips • worker must have a valid, unrestricted driver's license • the vehicle must be registered, insured and in roadworthy condition, sourced through an external vehicle provider • staff must not be alone in a vehicle with a child or young person
Supervision	<ul style="list-style-type: none"> • if providing one to one consultation with a child or young person, it will be in line of sight of another adult
Taking images of children and young people	<ul style="list-style-type: none"> • consent of child young person and their parent/guardian required • disclosure will be made as to how the image is to be used and consent must be provided by the child, young person and parent/guardian • SCSA staff and students will adhere to the Social Media Policy
Physical environment	<ul style="list-style-type: none"> • maintain a risk register that is reviewed annually to ensure effectiveness • conduct risk assessments for all activities • ensure all equipment is in good working order
Privacy and confidentiality	<ul style="list-style-type: none"> • all records are securely stored in SCSA's record-keeping platform (Synergetic & MySCSA Pastoral Care notes), which are password-protected through individual staff accounts • digital files containing confidential information shall be protected electronically by restricting access to only those requiring it to perform their duties • staff must not disclose information regarding any child or young person without written consent of the child, young person and their parent/guardian
Overnight and/or off- site activities	<ul style="list-style-type: none"> • consent of parent or guardian must be given through permission slips • children and young people must be supervised by a minimum of 2 adults of the same gender as the children attending • privacy when children or young people are bathing, toileting and dressing must be provided • children and young people will not be left under the supervision of

	<p>unauthorised persons</p> <ul style="list-style-type: none"> • sleeping arrangements will not compromise the safety of children or young people such as unsupervised sleeping arrangements, or children or young people sharing a bed or an adult sleeping in the same bed as a child or young person • in the event of billeting arrangements, host adults should have a child or young person attending the same event from the same household, and have a not prohibited WWCC • children and young people have the right to contact their parents, or another adult, if they feel unsafe, uncomfortable, or distressed during their stay
<p>SC Change room requirements</p>	<ul style="list-style-type: none"> • a minimum of two adults of the same gender as the children or young people must be present • supervision will be provided ensuring the child or young person's right to privacy • adults must not shower or change whilst supervising children or young people • phones, cameras and recording devices must not be used in change room

10.0 Induction and Training - *National Principles for Child Safe Organisations*

(Principles 5 & 7)

10.1.1 as part of their induction, SCSA will ensure all staff read, understand and sign this Policy as well as the Mandatory Reporting Information Booklet available at: https://dhs.sa.gov.au/data/assets/pdf_file/0003/103179/CSE-Mandatory-notification-information-booklet.PDF

10.1.2 SCSA will provide staff and contractors with information to assist them to:

- (a) be aware of and remain alert to the risk of harm;
- (b) understand SCSA's commitment to preventing and responding to risk and risk of harm to children;
- (c) understand how they are expected to behave towards children, including Child Safe Practices;
- (d) understand their responsibility in relation to child safety; and
- (e) know how to identify and respond to harm and risk of harm in children and young people through regular professional learning

10.1.3 SCSA will partner with relevant agencies to provide trauma-informed training to assist relevant staff and contractors in improving and enhancing child-safe and protective practices in education and sports.

10.1.4 All SCSA employees and staff must have a current certification in Reporting and Responding to Harm, Abuse & Neglect (RRHAN-EC) and 'Safe Environments Through their Eyes' training as a condition of their employment and update this training every three years.

10.1.5 All SCSA students must have current completion of the Fundamentals for Reporting and Responding to Harm, Abuse & Neglect (RRHAN-EC) as part of their Community Work Day experience.

10.1.6 SCSA employees and staff who have direct contact with children and young people must complete additional training as required through the Department for Education professional development platform, *Plink*.

10.1.7 Staff receive regular support that focuses on child safety and well-being

10.1.8 Include child safeguarding as part of regular performance appraisals for all SCSA employees and staff.

11.0 **Responding and Reporting Child Safety Concerns - National Principles for Child Safe Organisations (Principle 6)**

If you believe a child or young person is in immediate danger, or, in a life-threatening situation, contact Emergency Services immediately by calling 000.

11.0 Responding to a Disclosure or Suspicion of Harm

11.0.1 All adult staff are expected to act as mandated reporters in our organisation.

11.0.2 If mandated reporter has a **reasonable suspicion** that harm has occurred to a child or a child is at risk of harm, they are legally obligated to report the incident to the Child Abuse Report Line (CARL) on 13 14 78 as soon as practicable. Factors contributing to reasonable belief may include, but are not limited to:

- (a) a young person states they or someone they know has been harmed (noting that sometimes the young person may, in fact, be referring to themselves);
- (b) behaviour consistent with that of harm that the victim is observed;
- (c) someone else has raised a suspicion of harm or risk of harm but is unwilling to report it;
- (d) observing suspicious, concerning, or atypical behaviour;
- (e) Non-mandated reporters are encouraged to make voluntary report about harm or risk of harm to a child or young person, and will receive support from their direct line support or relevant SCSA staff member where required.

11.0.3 If a member of staff is reported to authorities for causing harm or risk of harm to a child or young person, they will be removed from any role that involves working with any child or young person until authorities have concluded their investigation and the college has been informed of the investigation outcome. If the member of staff is found to have contravened child safe standards further action regarding their employment will be taken.

Under such circumstances any child or young person will be supported fully through the full provisions available from the college to ensure they are cared for and supported appropriately with their full consultation.

11.0.4 It is important to note that fulfilling the roles and responsibilities contained in this Policy does not displace or discharge any other obligations that arise if a person reasonably believes that a child is at risk of harm or who has experienced harm.

11.0.5 Any person bound by this Policy may receive a direct or third-party disclosure relating to child safety.

11.0.6 When responding to an allegation or disclosure relating to child safety, persons bound by this Policy should:

- (a) emphasise 'being with' the young person during the conversation. It is not your role to assess or investigate disclosures;
- (b) prioritise the safety and wellbeing of the child or young person and respond to any immediate risk or harm;
- (c) listen to and validate the child or young person for sharing;
- (d) reassure the child or young person that they did the right thing;

- (e) tell them what will happen next;
- (f) not make promises they cannot keep to the child or young person;
- (g) keep records of the disclosure and report in SCSA systems as soon as practicable (*See section 13*)
- (h) refer the child, young person or their family to other appropriate services
- (i) all adult staff (even if not a mandated reporter) have a legal obligation to report child sexual abuse by another worker to the police and to protect a child from sexual abuse by another worker. Failure to meet these obligations may be considered a criminal offence.
- (j) document all information received regarding the report and securely store this in a separate file in the SCSA record management system.

11.1.5 SCSA staff and contractors will follow guidance from the Department for Child Protection and/or SAPOL after a report is made. This includes guidance on whether SCSA can conduct an internal investigation.

Note failure to adhere to this policy may result in disciplinary action.

12.0 Policy Review - National Principles for Child Safe Organisations(Principle 9)

12.1.1 This policy will be reviewed every two years and following significant incidents if they occur. SCSA will ensure that families and children can contribute. Where possible, SCSA will consult with local Aboriginal and Torres Strait Islander communities, culturally and/or linguistically diverse communities and people with disabilities to enhance our child-safe practices

12.1.2 At any time related to Section 9.1.1 of this Policy.

12.1.2 SCSA will lodge a new child safe environment compliance statement with the Department of Human Services each time we review and update this policy.

Staff Acknowledgement

I _____ have read, understood and agree to comply with the terms of this Child Safe and Mandatory Reporting Policy, including Appendices and attachments.

Signed

Dated

Policy History

Version	Policy Owner	Policy Category	Approval Date	Effective Date	Summary of Changes
V1.0	Principal	Wellbeing	22/11/18	22/11/18	Initial draft version
V1.1	Principal	Wellbeing	14/01/20	14/01/20	Policy review and grammatical amendments
V1.2	Principal	Wellbeing	01/06/20	01/06/20	Policy reviewed against repeal of Children's Protection Act (1993) & commencement of the Child Safety (Prohibited Persons) Act 2016
V1.3	Principal	Wellbeing	18/01/21	18/01/21	Minor formatting & SCSA Branding
V 1.4	Principal	Wellbeing	11/05/21	11/05/21	Update Appendix Links
V 1.5	Principal	Wellbeing	11/05/21	12/04/23	SCSA Branding Update ONLY
V 1.6	Principal	Wellbeing	18/08/24	18/08/24	Updated Policy, Appendix Links & Branding based on DCP feedback.
V 1.7	Principal	Wellbeing	28/08/24	28/08/24	Amendments based on DCP feedback.

Appendix A – Child Safe Commitment

SCSA College SA is dedicated to fostering safe, secure, and supportive environments that prioritize the well-being of children and young individuals, emphasizing their value and enjoyment in education and sport.

Our zero-tolerance policy towards harm or the risk of harm to children and young people is outlined in our Child Safe Policy, which is communicated transparently to all stakeholders. SCSA College SA is committed to implementing the [National Principles for Child Safe Organisations](#) and ensuring child safety is reflected in everything we do.

Families and the community are integral to our efforts in promoting child safety and well-being. We provide clear information on our commitment to child safety, expectations for behaviour from employees and contractors, and our policy for responding to harm and risk of harm in children and young people. Seeking feedback and maintaining a responsive process for addressing concerns, we strive to create a collaborative network, ensuring the safety and well-being of all children and young people in our educational setting.

All employees and volunteers of this organisation are responsible for promoting the safety and well-being of children and young people by following policies and procedures developed by SCSA College SA, including SCSA College SA's Child Safe Policy to ensure that:

- The safety and welfare of children and young people is always paramount.
- Children and young people are treated with dignity, equality and respect.
- We involve and communicate with children and young people to develop a safe, inclusive, and supportive environment.
- All reasonable steps are taken to ensure the safety and protection of children and young people within the organisation.
- Children and young people understand their rights and have these explained to them in age- appropriate language as to what they can expect when participating in a service, activity or program offered by the organisation

Appendix C - Procedures

1. All staff and contractors are made aware of and must abide by, SCSA's Child Safe and Mandatory Reporting Policy.

Mandatory Reporting Requirements Applicable to SCSA

<https://www.education.sa.gov.au/schools-and-educators/child-protection>

www.childprotection.sa.gov.au/documents/mandatory-reporting-guide.pdf

2. Reporting child protection concerns

Mandatory reporters, who believe on reasonable grounds that a child or young person is in need of protection from physical injury or sexual harm, must report their concerns to Child Abuse Report Line (CARL) on 13 14 78.

All other school staff members who form a belief on reasonable grounds that a child or young person:

- is in need of protection, should report their concerns to Child Abuse Report Line (CARL) on 13 14 78
- is displaying sexually abusive behaviours and needs therapeutic support should report their concerns to the Child Abuse Report Line (CARL) on 13 14 78.

Where appropriate, SCSA staff or volunteers can report the child protection concerns through an e-CARL notification:

<https://www.childprotection.sa.gov.au/reporting-child-abuse/report-child-abuse-or-neglect>

The e-CARL notification is not appropriate when:

- immediate or life-threatening situations
- the young person you are reporting to the Department for Child Protection is indigenous
- serious harm
- serious injury and deaths
- chronic neglect
- when the concerns are for infants under 12 months old
- when the concerns are of a child or young person who is in the care of the Department for Child Protection

In cases where staff have concerns about a child or young person, they should also discuss their concerns with the principal or a member of the school leadership team. It is important to note that even if other staff members don't share the same view, the staff members are still required to make a report on each occasion they form a view that a young person is at risk. Where another mandated reporter undertakes to make the report, staff must confirm that the report has been made.

3. Duty of Care

School staff have a duty of care to protect the safety, health and wellbeing of children in their care. If a staff member has concerns about the safety, health and wellbeing of children in their care they should take immediate action.

In the case of a child who may be in need of protection or therapeutic treatment, or where there are significant concerns about the wellbeing of a child, school staff can discharge this duty of care by taking action which includes the following:

- reporting their concerns to the Department of Child Protection or another appropriate agency (as identified above)
- notifying the principal or a member of the school leadership team of their concerns and the reasons for those concerns.

4. Reasonable Suspicion

The [Department for Child Protection](#) identifies several indicators in responding to risk of harm based on reasonable suspicion that a child has suffered, is suffering or is at an unacceptable risk of suffering, significant harm and may not have a parent, caregiver, or safe adult able and willing to protect the child from the harm.

Examples include, but are not limited to:

- child disclosing harm to a Staff member
- someone else tells a Staff member/contractor (e.g. a relative, friend, neighbour or sibling) that a child has been abused or is at risk of harm
- a child tells a Staff member/contractor that they know someone who has been harmed (often a child is referring to themselves)
- a Staff member/contractors own observation of a particular child's behaviour/injuries or their knowledge of children generally leads them to suspect that harm is occurring, including changes in a parent/caregiver's behaviour or presentation.

5. Information required when making a report to The Department for Child Protection

SCSA staff will refer to the [Department for Child Protection Notifications Checklist](#)

https://www.childprotection.sa.gov.au/data/assets/pdf_file/0003/921288/DCP-Notification-checklist.pdf

Note: An inability to provide all of this information should not delay the making of the report. Further information can be provided after the initial report is made if it becomes available.

All information received about a report of harm or risk of harm will be documented and stored securely SCSA's secure student data management platform (e.g., Synergetic). The Principal and relevant staff will only have access.