



## Student Protection Policy and Procedures

Scotch College values the uniqueness of each individual. The College community is committed to educating the whole person, recognising the importance of the student's self-esteem and aiming to nurture, guide and challenge individual learners to reach their full potential.

At Scotch College we believe that students and staff have the right to live, learn and work in a safe and positive environment. In this environment, all interpersonal interactions involve mutual respect, and diversity of gender, race, religion, ability and culture is valued.

All members of the College Community share a responsibility to promote this ethos through polite, considerate behaviour and the use of open communication. Our Code of Ethics states that we have a responsibility to:

- Create respectful and trusting relationships with students
- Protect and advocate for the moral, physical, social and emotional well-being of students
- Respect our positions of influence and trust, and understand the significant contribution our ethical behaviour has on young people.

The scope of this Policy aims to ensure that relationships between students and adults are appropriate and the strategies that are used are preventative and educative as well as responsive to issues of student protection.

### Procedures

To ensure that students are protected the following documents and strategies are used at Scotch College:

#### *Relevant Documents*

- Student Anti Bullying and Harassment Policy
- Child Protection Policy
- Screening and Suitability Policy
- Child Safe Environments: Principles of Good Practice (Dept for Human Services, July 2012 (updated 2019))
- National Principles for Child Safe Organisations
- Critical Incident Policy
- Grievance Policy
- Student Management Processes
- Parent Handbook
- Privacy Policy
- Protective Practices for Staff in their Interactions with Students: Guidelines for Schools, Preschools and Out of School Hours Care (Department for Education, AISSA, Catholic Education)

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- Screening and Criminal History Checks Policy Guidelines: A Framework for Guiding Screening Practice in Education and Care Settings and Children’s Services, AISSA, Catholic Education SA)

### Teaching and Professional Services Staff

As outlined in the Screening and Suitability Policy, the recruitment of staff includes the following screening procedures:

o for teaching staff, registration checks with the Teachers’ Registration Board of SA, for both Teaching and Professional Services staff Working With Children Check every five years

- careful referee checks
- a 6-month probationary period with a clear induction process

Child Safe Environment training is offered by the College each year and staff are expected to access this in order to ensure their training requirements are up to date. Staff who do not access internal training are expected to source appropriate external training.

### Volunteers

Volunteers (e.g., engaged in working 1:1 with other people’s children, overnight camps, billeting, sports coach/manager, working in resource centres, offices, canteen, on school committees, sub committees and the Council of Governors) are required to undergo a Working With Children Check and to complete the *Volunteers online course: Responding to Abuse and Neglect – Education and Care*.

All members of the community will be made aware of the College’s position on child protection through annual distribution of the College’s Child Protection Policy.

### Third-Party Providers

Individuals engaged by the College to;

- work with children and young people without constant supervision by a staff member, or
- perform work in proximity to children and young people without constant supervision by a staff member, or
- have access to records relating to children and young people, or
- manage or supervise personnel undertaking those roles

*Examples of third-party providers engaged by the site – sport and music coaches (out-sourced), academic tutors, youth workers, artists in residence, providers of OSHC services*

The staff member responsible for engaging the third-party provider is responsible for ensuring that screening and suitability requirements are met and that records are sent to Human Resources.

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## Contractors

Organisations or individuals engaged by the College to provide services that are not related to working with children or young people and will not be under the direct or constant supervision of College employees.

*Examples of Contractors engaged by the site – IT technicians, building contractors, providers of building or machinery maintenance, cleaners, auditors accessing records of students.*

The Department responsible for engaging the Contractor, is responsible ensuring that screening and suitability requirements are met.

## Other Protective Practices used by the College

- Relationships with Head of House, Mentor or Home group teacher that facilitate communication and effective pastoral care
- Coordinators appointed for International and Indigenous students in order to assist with their pastoral care
- Confidential counselling and psychology services for students
- Risk assessment procedures for Outdoor Education activities, camps and excursions
  
- Sign in and sign out procedures for all visitors
- Identifying badges or uniforms for College employees
- Internet filtering software
- After-School and Vacation care services in the Junior School and library supervision before and after school on the Torrens Park Campus

## Reports of harm or risk to a child or young person

Should staff become aware of harm or risk of harm to a child or a young person they will follow Mandatory Notification requirements (see Appendix A). In addition, if the report involves allegations towards a person/s at the College the procedures and guidelines detailed in the Crisis Management document will be followed.

As a mandated reporter it is a **legal requirement** of staff to contact the Department for Child Protection through the Child Abuse Report Line; CARL 131478 when any harm or risk of harm to a child or a young person is suspected.

The College will act promptly and responsibly in dealing with any such report.

### *Key Principles guiding the response to a report*

1. The safety and care of the student is the paramount consideration.



2. Reports will be addressed promptly
3. Mandatory Notification requirements will be followed.
4. Where appropriate other external authorities will be notified e.g., SAPOL, Teachers' Registration Board. The school will cooperate fully with any investigation from these authorities
5. Risk of student safety in the future will be considered and addressed.
6. Any allegations will be addressed fairly having regard for the interests of all those involved.
7. Investigations will adhere to the Human Resources policies relating to Performance and Development Review and Misconduct.
8. Responses by the College will be guided by due consideration and not emotion.
9. The College has an on-going duty of care responsibility to all students, not only the student(s) covered by the allegation.
10. Details regarding harm or risk of harm to a child or a young person must be kept confidential wherever possible for the sake of both the alleged victim and the alleged offender. Exceptions would be where non-disclosure of information could pose a risk to the safety of other children, or if the Department for Child Protection or the police have advised that disclosure is appropriate.

## Appendix A

### Mandatory Notification Procedures for Staff

Information about reporting harm or risk of harm to a child or a young person can be found in the booklet entitled "[Mandatory notification information booklet](#)". This booklet can be accessed by Contacting the Director of Student Wellbeing, Campus Leaders or College Psychologists.

**When making a report of harm or risk of harm to a child or a young person:**

1. Staff/volunteers are obliged by law to notify the Child Abuse Report Line (CARL) 13 14 78 if they suspect on reasonable grounds that harm or risk of harm to a child or a young person has occurred and the suspicion is formed in the course of the person's work (whether paid or voluntary) or in carrying out official duties.
2. If you are unsure whether you have a suspicion on reasonable grounds to notify, it is appropriate to consult with
  - a. Director of Student Wellbeing as Child Protection Officer
  - b. Head of School
  - c. College Psychologist
  - d. A social worker by calling the Child Abuse Report Line, 13 14 78 (24 hrs).

**It is a legal requirement from staff as mandated reporters to contact the appropriate Child Protection Authority through the Child Abuse Report Line when any harm or risk of harm to a child or a young person is suspected. (CARL 131 478)**

3. When making a notification it is helpful if you have the following details available
  - a. The child/young person's name, age, address
  - b. The parents' names and contact details
  - c. Your reason for suspecting harm or risk of harm to a child or a young person

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d. Your assessment of immediate danger to the child/young person

e. Current whereabouts of the child/young person

4. You are not obliged to inform any other person of your notification and you are able to make the notification anonymously. However, the Department for Child Protection prefers you to identify yourself and they are required to keep this information confidential. A very small number of cases go to court and if this occurs there is a small chance you may be subpoenaed as a witness.
5. If your notification is likely to result in some action involving the College, you should notify the Child Protection Officer who will notify the Head of School or the College Principal.
6. You are not required to keep any written record of a notification made to the Child Abuse Report Line. However, there may be circumstances under which a detailed written record is prudent. For example, if you have been advised by The Department for Child Protection that there is insufficient information to warrant a notification but you are still concerned about a young person, the following steps are recommended:
  1. Make a record of your consultation with the Department for Child Protection and any other steps taken to support the young person. To ensure confidentiality, this record should be stored in the psychology files kept by the College Psychologist.
  2. Consult with the Child Protection Officer and/or College Psychologist to determine whether other supports can be engaged for the young person.
7. When phoning the Child Abuse Report Line you can insist that your concerns are recorded even if you are advised that there is insufficient information to warrant a formal notification.
8. You are encouraged to seek feedback about your report and any subsequent intervention from the Department for Child Protection. If the child/young person needs further support within the College consult with their Home Group Teacher/Head of House/Director of Student Wellbeing and/or the College Psychologist.
9. If you are unsatisfied with the response from the Department for Child Protection then ask to speak with a supervisor.
10. The contact number for the **Child Abuse Report Line** and Yaitya Tirramangkotti (for an Aboriginal child) is: **13 14 78**.
11. If you need a private and quiet place in which to make a notification approach the Director of Student Wellbeing, your Head of School or the College Psychologist.
12. The following contact people can help you by discussing your concerns, assisting you to make the call, debriefing with you following the notification or providing support in your ongoing relationship with the family:
  1. Staff at the Department for Child Protection
  2. Director of Student Wellbeing as the Child Protection Officer
  3. Head of School
  4. College Psychologist
  5. College Nurse