

Child Protection Policy

This policy sets out the roles and responsibilities of the employee and the employer in relation to child protection including training, reporting requirements, communication and review.

1. Objectives - Policy statement

1.1 The WBCEA wants all children and young people who participate in our program to have a safe and positive experience. This document aims to support and respect our children, young people, staff and volunteers.

1.2 This policy is designed to work hand in hand with the DEC's "Protecting and Supporting Children and Young People Policy." However, if at any point there is conflict between this policy and that of the DEC's legislation, the DEC legislation will prevail.

2. Extent of policy

2.1 This policy also includes an appendix which contains definitions for the purpose of this document as well as more detailed guidelines for teacher conduct and dealing with allegations or complaints. If further clarification or information is required, please consult the appendix.

3. Concerned bodies and applicable legislation

3.1 Concerned bodies

3.1.1 The Department of Education and Communities (DEC). Direct contact through School Principal or workplace manager.

3.1.2 Other bodies; Committee for Christian Religious Education in Schools – Support and Training (CCRESST) 4926 3733, Inter-Church Commission on Religious Education in Schools (ICCORESIS) 8268 3302

3.2 Legislation

3.2.1 Primary Legislation; Children and Young Persons (Care and Protection) Act 1998; Crimes Act 1900, Privacy and Personal Information Protection Act 1998

3.2.2 Secondary Legislation; Privacy and Personal Information Protection Act 1998; Health Records and Information Privacy Act 2002; Commission for Children and Young People Act 1998; Ombudsman Act 1974, Education Act 1990

4. Responsibilities and delegations

4.1 Employer Responsibilities

4.1.1 Recruitment and training

Recruitment will be both rigorous and consistent including the following screening and selection process.

A detailed job description indicating Prohibited Persons are not eligible to apply

An application form including a prohibited employment declaration and the police screening consent form

An interview and at least 2 reference checks

A Working with Children's Check

Adherence to all Department of Education and Communities (DEC) SRE requirements

Training will ensure all staff have participated in child protection training through an endorsed church program such as "Creating Safe Spaces" and that this training is constantly up to date.

Employer will also ensure employees are familiar with this policy as well as the DEC's "Protecting and Supporting Children and Young People Policy."

4.1.2 Reporting

The employer will ensure all employees are aware of obligations to report suspected risk of harm and the procedure for doing so.

The employer will ensure the employee has a welfare officer or other contact person at school to report suspected risk of harm incidents.

The employer will deal with all complaints or allegations towards employees using the procedure outlined in the Appendix of this document. The WBCEA will work with the school or appropriate bodies to support the child or young person making the allegation or complaint.

The employee will report any complaints or allegations to the insurer of WBCEA.

4.2 Employees

4.2.1 Training

Participate in child protection training through an endorsed church program such as "Creating Safe Spaces" and ensure that this training is constantly up to date.

4.2.2 Reporting

The employee will adhere to mandatory procedures for conveying risk of harm concerns to the Principal or workplace manager in the school, as well as make the employer aware of those actions.

If the employee believes the Principal or workplace manager has not reported risk of significant harm concerns to Family and Community Services, and they still have concerns about risk of significant harm, they will report it directly to Family and Community Services through the support of the employer.

In the event of a complaint or allegation made against the employee, the employee will follow all procedures outlined in the Appendix of this document. The employee will cooperate with the school or appropriate bodies, always being mindful to minimize harm to the child or young person making the allegation or complaint.

4.2.3 Code of Conduct

The employee will support the core values of the school.

The employee will uphold the core values of the bible. Employee behavior will be dictated by these values, specifically those of the Fruit of the Spirit (Galatians 5:22-23).

The employee will avoid, by word or action, influencing students in any way that is contrary to the teachings or values expressed by either the school or the WBCEA.

The employee understands the responsibility to meet the high standards of professionalism and ethical behavior required by the school, the students' families and the local Christian churches.

The employee understands their legal responsibilities, working within the legislation of the DEC as well as the approved SRE provider (WBCEA).

The employee will demonstrate a duty of care to all students; meaning they will take all reasonable steps to protect students from foreseeable risks.

5. Communication and review

5.1 Communication

Communication is the combined responsibility of both the employer and employee.

We will hold meetings for staff and volunteers with the opportunity to discuss any information or concerns regarding child protection.

Our policy will be discussed during an induction session for all new staff and volunteers.

5.2 Review

Wherever suggestions or comments from children and young people, parents, staff and volunteers are made in relation to this policy, those suggestions will be respected and the policy reviewed to address that feedback at the earliest convenience of the WBCEA board.