



ST. ANDREW'S GRAMMAR

CHILD SAFE POLICY

<i>Date</i>	<i>Modified By</i>	<i>Ratified</i>	<i>Reviewed</i>
June 2023	Principal	June 2023	June 2024
September 2024	No modification	2024	June 2025
November 2024	Addition of Reportable Conduct Scheme Processes	November 2025	November 2026
May 2025	Senior Leadership Team	2025	2026



ST. ANDREW'S GRAMMAR

Child Safe Policy

Overview

St Andrew's Grammar School's Child Safe Policy implements and is to be read, and understood, in conjunction with the [National Principles for Child Safe Organisations](#) published by the Australian Human Rights Commission.

This Child Safe Policy, which includes our Statement of Commitment to Child Safety and Wellbeing, has been approved and endorsed by St Andrew's Grammar Incorporated (SAG Inc) on Insert Date Child Safe Policy (or equivalent) was Approved. It is to be reviewed on Insert Next Review Date for Child Safe Policy (or equivalent).

This Child Safe Policy is published on our School's public website and provided to new Staff, and to Direct Contact Volunteers at induction.

Purpose

Our Child Safe Policy, which includes our Statement of Commitment to Child Safety and Wellbeing, was written to demonstrate the strong commitment of the School to child safety, and to provide an outline of the policies and practices that we have developed to keep our students safe, including from abuse or other harm. It is an overarching policy that provides the key elements of our approach to the School as a child safe organisation and sets the tone for the School's entire Child Safe Program.

The Child Safe Policy provides the framework for:

- the implementation of the National Principles for Child Safe Organisations
- 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 and
- compliance with all laws, regulations and standards relevant to child protection and child safety in WA.

Policy

The School's Child Safe Policy applies to all adults in the School community, including Staff, Volunteers, Contractors, External Education Providers, parents/carers and other family members. This Policy applies in all School environments, both physical and online, and on-site and off-site School grounds (e.g. camps and excursions).

Statement of Commitment to Child Safety and Wellbeing

All children and young people who come to St Andrew's Grammar School have a right to feel and be safe. We are committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives.

We have zero tolerance for child abuse and other harm and are committed to acting in students' best interests and keeping them safe from harm.

The School regards its child safe responsibilities with the utmost importance and is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintaining a child safe culture.

Each member of the School community has a responsibility to understand the important and specific role they play individually, and collectively, to ensure that the wellbeing and safety of all students is at the forefront of all that they do, and every decision they make.

The School's Statement of Commitment to Child Safety has been designed to reflect the National Principles for Child Safe Organisations.

Child Safe Principles and Standards

National Principles for Child Safe Organisations

The National Principles for Child Safe Organisations (National Principles) were developed by the Australian Human Rights Commission in response to recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse. The National Principles are comprised of 10 Principles that were informed by, but go further than, the 10 Child Safe Standards recommended by the Royal Commission. They are:



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

St Andrew's Grammar School is a child safe and child-centred organisation. 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 classroom learning and assessment environments.

We ensure 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 they participate in decisions affecting their children.

We ensure families and relevant communities know about the School's operations and policies, including its Child Safe Policy and Child Safe 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 classroom 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/or 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 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.

Our Child Safe Program

St Andrew's Grammar School is committed to the effective implementation of our Child Safe 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 Safe Program relates to all aspects of protecting children from abuse, grooming and other harm and establishes work systems, practices, policies and procedures to protect children from abuse and to promote a child safe environment. It includes:

- Child Safe Codes of Conduct
- clear information as to what constitutes child abuse, grooming and other harm and associated key indicators of child abuse, grooming and other harm
- clear procedures for responding to and reporting child safety incidents or concerns internally, and for responding incidents or allegations of child abuse, grooming or other harm
- strategies to support, encourage and enable Staff, Volunteers, Contractors, External Education Providers, parents/carers and students to understand, identify, discuss and report child safety matters
- procedures for recruiting and screening members of the Management, Staff, Volunteers and Contractors
- procedures for reporting to external agencies, including Mandatory Reporting to CPFS, Reporting to Police and Reportable Conduct
- 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/or linguistically diverse backgrounds and students with disability
- child safe training
- information regarding the steps to take after a disclosure of abuse, grooming or other harm to protect, support and assist children
- guidelines with respect to record keeping and confidentiality

- policies to ensure compliance with all relevant laws, regulations and standards (including the National Principles for Child Safe Organisations)
- a system for continuous review and improvement.

As a part of St Andrew's Grammar School's induction process, all Staff as well as Direct Contact Volunteers and relevant Contractors are required to complete induction in our child safe policies, practices and procedures. All Staff, as well as Direct Contact Volunteers and Direct Contact Contractors also receive refresher and ongoing child safe training at least annually.

Staff, Direct Contact and Regular Volunteers, and Direct Contact and Regular Contractors are supported and supervised by the School's Child Safety Officers and Management to ensure that they are compliant with the School's approach to child safety.

Reporting Child Safety Incidents or Concerns to the School

Our Child Safe Program provides detailed guidance for St Andrew's Grammar Incorporated (SAG Inc) members, Staff, Volunteers and Contractors on how to identify key indicators of child abuse, grooming and other harm and how to report child safety incidents or concerns internally at the School. It also contains detailed procedures with respect to the reporting of child safety incidents or concerns to relevant external authorities.

Students at the School are provided with information about and encouraged to use multiple pathways to raise child safety incidents or concerns about or at the School. These include informal and formal ways, an 'anonymous' way, and through external child advocacy or child safety organisations.

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, grooming or other harm can contact the School's Senior Child Safety Officer - Craig Monaghan - Principal, by phoning (08) 9303 3840 or emailing principal@sag.wa.edu.au or if the concern relates to the Principal, the Chair of the School Board.

Any person can also contact the Senior Child Safety Officer, or the Chair of the School Board 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".

Whenever there are concerns that a child or young person is in immediate danger the Police should be called on 000.

Responsibilities for Child Safe at the School

Child safe 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 include:

The School's Child Safety Officers

A number of senior staff members are nominated as the School's Child Safety Officers. Our Child Safety 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 safe within the School and assisting in coordinating responses to child safety incidents. Our Child Safety Officers are:

Child Protection Officer Name	Position	Contact Details
Siza Macdonald	Head of Secondary	smacdonlad@sag.wa.edu.au

Julie Wall	Head of Primary	jwall@sag.wa.edu.au
Taryn Havas	Section Leader (Pre-K - 3)	thavas@sag.wa.edu.au
Toya Muliartha	Section Leader (4 - 6)	tmuliartha@sag.wa.edu.au
Tom Fortune	Assistant Head of Primary Wellbeing	tfortune@sag.wa.edu.au

St Andrew's Grammar School has also appointed Craig Monaghan - Principal as the School's Senior Child Safety Officer. The Senior Child Safety Officer is contactable by phone on (08) 9303 3840 or by emailing principal@sag.wa.edu.au.

The Senior Child Safety Officer has additional child safe 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 Management and St Andrew's Grammar Incorporated (SAG Inc).

St Andrew's Grammar Incorporated (SAG Inc) is responsible for approving our Child Safe Program and ensuring that the School has appropriate resources to effectively implement the National Principles for Child Safe Organisations and our Child Safe Program.

St Andrew's Grammar Incorporated's (SAG Inc) Governance Child Safety Officer
One member of St Andrew's Grammar Incorporated (SAG Inc) is appointed or identified as a Governance Child Safety Officer. The Governance Child Safety Officer is responsible for ensuring that a child safe culture is prioritised, modelled and championed at St Andrew's Grammar Incorporated (SAG Inc) level of the School.

The Principal

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

The School Management

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

Staff

All Staff are required to comply with our Child Safe Policy and Child Safe Codes of Conduct, be familiar with our Child Safe Program and understand their legal obligations with respect to the reporting of child abuse, grooming and other harm, and Working with Children Checks. It is each individual's responsibility to be aware of key indicators of abuse, grooming and other harm, to be observant, and to raise all child safety incidents and concerns with a Child Safety Officer.

Volunteers

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

All Direct Contact and Regular Volunteers are required to comply with our Child Safe Policy and Child Safe Codes of Conduct and understand their legal obligations with respect to the reporting of child abuse, grooming and other harm.

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

Contractors

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

All Contractors engaged by the School are required to comply with our Child Safe Policy and Child Safe Codes of Conduct. Direct Contact and Regular Contractors are required to understand their legal obligations with respect to the reporting of child abuse, grooming and other harm. The School may include this requirement in the written agreement between it and the Contractor.

Direct Contact and Regular Contractors include, for example, maintenance and building personnel, consultants, casual teachers, tutors, sports coaches and School cleaners. This also includes peripatetic 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.

External Education Providers

An External Education Provider is any organisation that the School has arranged to deliver a specified course of study that is part of the curriculum, to a student or students enrolled at the School. The delivery of such a course may take place on School premises or elsewhere.

All External Education Providers engaged by the School are responsible for contributing to the safety and protection of children in all School environments. All External Education Providers engaged by the School are required by the School to comply with our Child Safe Policy and our Child Safe Codes of Conduct.

St Andrew's Grammar School may include this requirement in the written agreement between it and the External Education Provider.

Child Safe Human Resources Management

St Andrew's Grammar School applies best practice standards in the recruitment and screening of Staff, Volunteers and Contractors. Our recruitment procedures ensure that all reasonable steps are taken to engage the most suitable and appropriate people to work with children and young people. All Staff and relevant Volunteers and Contractors are required to maintain a valid Working with Children Check.

The School ensures that the Management, Staff and Direct Contact Volunteers and Direct Contact Contractors undergo child safe induction, and ongoing education and training as part of our commitment to safeguarding children from harm.

Staff, Direct Contact Volunteers and Direct Contact Contractors are subject to regular supervision and performance monitoring while engaging with students.

The School ensures that professional development programs for Staff include child safe education and training programs.

Child Safe Risk Management

The School recognises the importance of a risk management approach to minimising the potential for child abuse or harm to occur and we use this information to inform our policies, procedures and activity planning.

The School has developed a [Risk Management Program](#) to assist in the identification, assessment and management of child safety risks in all School environments.

Record Keeping

The School has a Child Safe Record Keeping policy and is committed to best practice record keeping. In accordance with our policy, and as required by our procedures for Responding to and Reporting Child Safety Incidents or Concerns, all internal and external reports of child safety incidents and concerns, as well as any other responses by the School are recorded using the Reportable Incident Notification Form, available [here](#).

In maintaining 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.
Policy and Program Review

St Andrew's Grammar School is committed to the continuous improvement of our Child Safe Program. The Program is regularly reviewed for overall effectiveness and to ensure compliance with all child protection and child safety related laws, regulations and standards.

The School is committed to actively seeking, actioning, and incorporating into this Policy, feedback from students, families, the wider School community, Staff, Volunteers and Contractors, and will communicate any adjustments or amendments widely throughout the School community.

Reportable Conduct Scheme Obligations

The Royal Commission into Institutional Responses to Child Sexual Abuse recommended that jurisdictions implement a Reportable Conduct Scheme (RC Scheme) to provide independent oversight of how organisations prevent and respond to allegations of abuse and sexual misconduct regarding a child, or sexual offending, by employees. In Western Australia, the *Parliamentary Commissioner Amendment (Reportable Conduct) Act 2022* (the Act) that establishes the RC Scheme is administered by the Ombudsman Western Australia office (OWA).

Details of the Reportable Conduct Scheme, training for organisations and notifying the Ombudsman of a Reportable Allegation or Conviction can be found at [Ombudsman Western Australia](#).

The process for Reportable Conduct Investigation can be found at [Information sheet 8 - Investigations](#).

Non-Compliance with Our Child Safe Policy

St Andrew's Grammar School enforces this Child Safe Policy and our Child Safe 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.