CRICOS 01488G	**Child Safe Policy**

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, feel safe and can 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 and Wellbeing has been designed to reflect the National Principles for Child Safe Organisations.

Record of policy development		
Version	**Date approved**	**Date for review**
2026/1	October 2026	2027

Responsibilities and delegations	
This 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).
Specific responsibilities	• Board members • Executive leadership • Managers and staff
Policy approval	Governing body

Policy context – this policy relates to:	
Standards	National Principles for Child Safe Organisations Non-Government School Regulation Standards
Legislation	Family Law Act 1975 (Cth) Children and Community Services Act 2004 (WA)
Contractual obligations	n/a

Organisation policies	Acceptable use of ICT and Media Policy Complaints and Disputes Policy Critical and Emergency Incident Policy Risk Management Policy Recruitment, Selection and Appointment Policy Staff Code of Conduct Volunteer and Contractor Code of Conduct
Forms, record keeping, other documents	Child Protection Procedures People on Campus Procedures

1. Definitions

1.1 **Child:** A person under the age of 18 (unless otherwise specified in relevant legislation).

1.2 **Child abuse:** "*All forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power.*[1]"

1.3 **Child protection:** Any measure taken to safeguard children from abuse or harm.

1.4 **Grooming:** Any act with the aim of befriending, building rapport, and gaining the trust of a child for the purpose of subjecting them to abuse. Signs of grooming include giving gifts or special attention, or inappropriate touching such as tickling or wrestling with a child.

1.5 **Online grooming:** Establishing a relationship with a child or young person online with the aim of meeting him/her in person for sexual activity. This can include online chat or sexting, and the abuser may lie about their age or identity.

1.6 **Harm:** Different states or territories may have differing definitions of harm in relation to child protection legislation, but in general it refers to any significant detrimental effect on a child's physical, psychological or emotional wellbeing.

1.7 **Reasonable grounds for belief:** "*A belief based on reasonable grounds (see below) that child abuse has occurred when all known considerations or facts relevant to the formation of a belief are taken into account and these are objectively assessed. Circumstances or considerations may include the source of the allegation and how it was communicated, the nature of and details of the allegation, and whether there are any other related matters known regarding the alleged perpetrator.*

A reasonable belief is formed if a reasonable person believes that:

(a) *the child is in need of protection,*

(b) *the child has suffered or is likely to suffer "significant harm as a result of physical injury," or*

(c) *the parents are unable or unwilling to protect the child.*

[1] World Health Organization (2016), *Child abuse and neglect by parents and other caregivers.*

A 'reasonable belief' or a 'belief on reasonable grounds' is not the same as having proof but is more than mere rumour or speculation.

A 'reasonable belief' is formed if a reasonable person in the same position would have formed the belief on the same grounds[2]."

1.8 **Sexual abuse:** Occurs when an adult or another child or young person uses power and authority to involve a child in sexual activity, and can be physical, verbal or emotional.

2. Procedures (as at 17 September 2026)

2.1 Staff Recruitment, Supervision and Training

St. Andrew's Grammar will ensure that the safety of children, and risk of harm by workers is considered comprehensively throughout recruitment and employment to minimise the risk of child abuse. All persons considered for employment must be suitable to work with children and have a demonstrated commitment to the safety of children.

2.1.1 Advertising and Worker Screening

When advertising a position, a statement of commitment to child safety will be included in the advertisement. Advertisements for roles that involve contact with children or other child-related work will ensure the position description includes the duty of care and mandatory reporting obligations of prospective workers, St. Andrew's Grammar's zero tolerance policy to child abuse, and the requirement to undergo police, reference and Working with Children Checks during the recruitment process.

St. Andrew's Grammar will require that all applicants undergo a recruitment screening process prior to beginning work. Recommended applicants will be required to undergo a police check, and a minimum of two reference checks. Reference checks should be with direct supervisors or managers who can attest to the applicant's behaviour and attitudes around children.

Interviews of potential employees should be conducted by a panel of staff members who are familiar with child safe principles, with at least one panel member who has a knowledge of the dynamics of child abuse. Interview questions will include direct and scenario-based questions designed to elicit information about the applicant's values, attitudes, aptitudes and work history, and their experience and knowledge of child safe practices.

All applicants being considered for work that is considered 'child related' under the relevant state/territory definition will be required to meet all legal requirements, including evidence of a valid Working with Children Check (WWCC).

2.1.2 Worker Training and Development

The organisation will foster a culture where all workers are committed to child safety. All workers will undertake training on the rights of children, and the prevention, identification and response to abuse and harm against children.

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[2] Our Community (2018) *Child Protection Policy*
https://www.communitydirectors.com.au/files/policybank/ChildProtectionPolicy2018-02.doc

All new employees, volunteers and contractors will receive a copy of the organisation's Child Safe Policy, Code of Conduct and Complaints Management Policy, and be guided in person through the application of these policies and procedures throughout the induction process.

Continuous development and training, and refresher training, should occur annually. Worker training should include:

- The importance of child safety in minimising risks of child abuse and harm in all organisational contexts;
- Organisational policies and procedures relating to child safe environments both online and offline;
- How to respect and protect the rights of diverse children, including children with disability, children who are lesbian, gay, bisexual, transgender, and intersex;
- Promoting the cultural safety of Aboriginal and Torres Strait Islander children and children from CALD backgrounds;
- How to identify and respond to indicators of child abuse;
- Their mandatory and voluntary reporting and duty of care obligations; and
- How to report concerns that an incident of abuse has occurred.

2.1.3 Ongoing supervision

All workers will receive regular supervision to ensure that they are appropriately carrying out their role and complying with all obligations and expectation regarding adherence to child safe practices, policies and procedures.

2.2 Respect for Diversity

St. Andrew's Grammar is committed to creating an organisational environment which is accepting and supportive of all children and young people. The organisation will seek to protect the rights of all children and ensure that services are delivered in a safe and inclusive manner.

The organisation respects the diverse needs of children and young people and seeks to provide services which are accessible to all children, and responsive to the safety needs of children with disability, children who are lesbian, gay, bisexual, transgender and intersex, children from economic or socially disadvantaged backgrounds, and the cultural safety of children from CALD backgrounds, and Aboriginal and Torres Strait Islander children.

St. Andrew's Grammar does not tolerate discrimination. It is the responsibility of the governing body, managers and workers to adhere to adopt proactive approaches to reduce the risk of discrimination, and to adhere to the organisation's policies and procedures for the protection of the human rights of children and young people.

St. Andrew's Grammar will respond to instances of racism or any other form of harmful discrimination by following the procedures outlined in the Equal Opportunity, Discrimination and Harassment Policy.

2.2.1 Cultural Safety for Aboriginal and Torres Strait Islander children

Workers must encourage and support children to express their culture and enjoy their cultural rights. Workers must actively support and facilitate participation and inclusion within the organisation by Aboriginal and Torres Strait Islander children and their families.

St. Andrew's Grammar supports, guides and trains workers to understand, respect and value Aboriginal and Torres Strait Islander children, and their right to a culturally safe service environment which values their safety and wellbeing. St. Andrew's Grammar actively supports and facilitates participation and inclusion of Aboriginal and Torres Strait Islander children and their families.

St. Andrew's Grammar recognises and celebrates Aboriginal and Torres Strait Islander peoples, their achievements, communities and cultures by:

- Acknowledgement of country at all performances;
- Consulting with Aboriginal and Torres Strait Islander representative to identify opportunities to promote Aboriginal and Torres Strait Islander culture;
- Celebrating NAIDOC week

2.3 Involving Families and Communities

St. Andrew's Grammar recognises the important roles that families play and involves parents and carers when significant decisions are made about their child. The organisation will encourage feedback from families and communities and will incorporate feedback into the design and review of services.

The organisation will proactively communicate with families and communities and inform them of its policies and practices to protect child safety. St. Andrew's Grammar will provide information to families and communities through accessible means to ensure that they are involved in decisions about their child.

We distribute this information by:

- Making our Child Safe Policy publicly available on our website;

St. Andrew's Grammar involves families and communities by:

- Creating an inclusive environment for all families;
- Ensuring information is easy to understand and accessible;
- Seeking input on decisions affecting children and young people;
- Providing opportunities to provide feedback on policies and procedures; and
- Ensuring transparent complaints handling and discipline processes.

2.4 Taking Child Participation and Empowerment Seriously

St. Andrew's Grammar is a child-centred organisation that actively seeks to include children's views and ideas in organisational planning and delivery of services. St. Andrew's Grammar regularly engages with children about what they should do if they feel unsafe. St. Andrew's Grammar engages with children in the following ways:

- Involving children in informal discussions;
- Providing children with access to information about their rights and the prevention of child abuse;
- Maintaining a Student Council who have regular input into suggested changes;
- Online polls;
- A suggestion box; and

- Surveying children and young people.

2.4.1 Safeguarding Online Environments

St. Andrew's Grammar is committed to safeguarding children from risks posed by online environments.

The use of communications technology by workers on behalf of St. Andrew's Grammar will be conducted in accordance with this policy, the Staff Code of Conduct, and Acceptable Use of ICT and Media Policy.

2.5 Assessing and Managing Child Abuse Risk

Child safety risks are included in the organisation's risk management policy and processes. This includes risks in physical and online environments relevant to the service type/s provided by the organisation, people in contact with children, and any specific vulnerabilities of the children.

All workers will be trained in identifying, assessing and managing these risks, and detecting signs of abuse. Training should also include protective factors that reduce the risk of abuse, and ways to promote these protective factors in the context of the organisation.

Where a risk is identified and not appropriately managed, management and the governing body may be held legally liable, as this may constitute a 'failure to protect'.

St. Andrew's Grammar will consider child safety as a part of its risk management approach. Risks of abuse to children will be identified and managed in all services and activities. St. Andrew's Grammar will manage risks to children by:

- Including child safety risk assessment as a regular consideration of the risk management process;
- Monitoring and recording all legal requirements for the protection of children by workers and other stakeholders for all jurisdictions of operation;
- Establishing policies, procedures and action plans that seek to minimise the likelihood of incidents of child abuse and monitoring their effectiveness;
- Implementing, maintaining and reviewing the effectiveness of incident reporting and complaints management systems;
- Training workers and stakeholders to understand their obligations towards child safety and encouraging the reporting of incidents; and
- Engaging all stakeholders to take measures to reduce risks and prevent instances of child abuse.

2.6 Reporting, Investigating and Responding to Child Abuse Concerns

St. Andrew's Grammar takes seriously all concerns, complaints and allegations of abuse or suspected abuse against any child or young person in the service. They will be handled sensitively, investigated in a timely manner, and with the safety of the child as the primary consideration.

2.6.1 Mandatory Reporting

Teachers, and some other employees, have mandatory reporting obligations under the Children and Community Services Act 2004 (WA) where they have reasonable grounds to suspect a child is at risk of sexual harm and have current concerns about the wellbeing of the child.

2.6.2 **Voluntary Reporting**

In some situations, there may not be a legal requirement to report situations of child harm or abuse. However, it is good practice to report these instances as part of voluntary reporting to reduce the risks to children of potential abuse or neglect.

All stakeholders who reasonably believe a child or young person connected to the organisation is at risk of abuse can immediately report their suspicion to:

- Emergency services in instances when there is concern of immediate danger, or that a criminal offence has occurred;
- The executive;
- A manager or supervisor; or
- Nominated organisation incident management reporting channels.

Generally, if there is reasonable belief that abuse or neglect has occurred, any person can make a report to the relevant child protection body. However, it is still necessary to check the specific requirements of the state/territory legislation.

2.6.3 **Reportable Conduct Scheme**

The Principal is required to report any allegations of Reportable Conduct against a worker to the relevant external authority. These obligations do not take the place of any mandatory reporting obligations.

Conducting investigations
All allegations and reports of incidences of abuse will be investigated according to St. Andrew's Grammar's Incident Management Procedures.

Where the police or other external authorities have been contacted about a concern, allegation or incidence of child abuse, they may undertake an investigation.

The governing body or executive may have occasion to conduct an internal investigation. Internal investigations will be conducted in accordance with the principles of natural justice and will remain confidential (however there may be a need to interview or consult other staff members during the investigation).

All workers must fully cooperate with any internal or external investigation that takes place.

St. Andrew's Grammar will seek to determine what organisational processes allowed the incident to happen and undertake all possible measures to mitigate the risk of a similar incident occurring again. St. Andrew's Grammar will follow approved records management and incident recording procedures.

2.6.4 **Disciplinary Action**

Disciplinary matters will adhere to the relevant policy.

Where a person is terminated from the organisation due to being found to have committed an offence, the Principal has responsibility for notifying the relevant bodies for child protection and safety.

2.7 Internal and external communication about suspected or actual child abuse

2.7.1 Supporting Affected Persons

St. Andrew's Grammar is responsive to the needs of all persons affected by a disclosure of child abuse. St. Andrew's Grammar will ensure workers are trained and aware of the processes for providing support to affected persons, including trauma-informed practice.

St. Andrew's Grammar will apply the following principles for supporting children when responding to reasonable belief that child abuse has occurred:

- The safety of the child is paramount to all procedures;
- Children will be treated with dignity and respect, and their views, feelings and experiences validated;
- Children understand their rights and are aware of how they can exercise them;
- Every allegation of abuse will be considered and taken seriously;
- Children have the right to determine the extent to which they are involved in the investigation and decision-making processes;
- Children, and their family, advocate or supporter where appropriate, will be given regular updates on the progress of the investigation and informed on all measures being taken;
- All procedures for addressing abuse are fairly considered, including legal action;
- Confidentiality is respected, however will not be a barrier to action; and
- Children, their family and advocates or supporters are involved in the resolution process where appropriate.

Immediately following a disclosure of abuse St. Andrew's Grammar will ensure affected persons are supported to access emergency services as required, including medical assistance, emergency psychological assistance, and the police if there is an allegation of criminal activity.

St. Andrew's Grammar will ask the child what they would like to do about their situation. They will be provided with access to the support necessary for them to make, communicate and participate in decisions regarding the abuse.

St. Andrew's Grammar will ensure the child is given any aids they require to assist them when communicating and giving their account of an allegation or incident of harm. St. Andrew's Grammar will ensure that children are offered an interpreter if they have difficulty communicating in English or have other requirements such as limited hearing. St. Andrew's Grammar will make the child comfortable by:

- Providing an inclusive and culturally safe environment;
- Ensuring a private, quiet and secure environment in which the child feels comfortable;
- Allowing the child to have control over who is present
- Facilitating the presence of a trusted supporter where appropriate;
- Allowing the child time and space to give their version of events as they remember it, including breaks when needed;

- Speaking clearly, calmly and without judgement, using language appropriate for the age of the child;
- Asking questions sensitively, including repeating or rephrasing questions as required to ensure they are understood;
- Actively listening;
- Conveying that abuse is unacceptable and affirming the child's right to report abuse; and
- Where appropriate, explaining the incident management process, possible next steps, and who may be able to assist.

St. Andrew's Grammar recognises that incidents of abuse may have broad and traumatic impact for all affected. St. Andrew's Grammar will ensure that all persons affected by an incident of abuse, including workers, the governing body and others, will be provided with access to appropriate medical assistance, counselling and additional services.

2.7.2 **Privacy, Protection and Confidentiality**

St. Andrew's Grammar expects all responsible parties to respect privacy and maintain confidentiality in the handling, storage and communication of personal and confidential information in compliance with organisational standards and policies.

St. Andrew's Grammar will follow approved policies for communicating information to the relevant authorities in situations of emergency or serious risk to safety.

2.8 Procedures for review of this policy

This policy will be reviewed and updated, if necessary, annually by the governing body and any changes made will be approved by the governing body.

The policy will also be reviewed after any reportable incident, to ensure that it is up to date with current best practice in preventing and responding to child abuse incidents and allegations.

This policy will be communicated via regular information sessions with staff and volunteers and be available on the staff intranet. All children and their families can access the policy on the school website.

3. Responsibilities

3.1 **Governing Body, Management and Workers:**

All members of the governing body, management, staff and volunteers and contractors must act in accordance with St. Andrew's Grammar Codes of Conduct as part of their induction into the organisation and commit to always keeping children safe within the organisation and acting in their best interests.

3.2 **Governing body:**

The governing body has ultimate responsibility to foster an organisational culture which promotes child safety and protects the wellbeing of children. The governing body will establish policies and procedures which reflect the requirements of the National Principles for Child Safe Organisations and relevant state child safe standards. Policies and procedures must be appropriate for the size and type of services provided, and effective in enabling all workers to understand their obligation to act to safeguard children and prevent and respond to child abuse. The governing body must be

aware of their legal liability for failure to disclose abuse or failure to reasonably protect based on known risks.

3.3 **Management:**

Management should be aware of all mandatory and voluntary reporting obligations which apply in the jurisdiction in which St. Andrew's Grammar operates and ensure that all workers are made aware of the obligations that apply to them. Management is also responsible for being aware of and managing any risks to children, and to facilitate internal and/or external reporting by workers.

3.4 **Workers:**

All workers, including employees, volunteers and contractors have a responsibility to act in accordance with the Codes of Conduct, and be aware of and comply with their obligations relating to reporting concerns, allegations and incidents of child abuse, including internal and external reporting.

Appendix 1

CHILD PROTECTION PROCEDURES – ONE PAGE SUMMARY

Reporting child sexual abuse

1. Sexual abuse – belief formed

If you have formed a belief that sexual abuse is occurring or has occurred, you must:

a. Make a mandatory report by contacting DOC Mandatory Reporting Service on 1800 708 704 or online at: Mandatory Reporting
b. Inform the Principal of the Receipt number and a brief description
c. Non mandatory reporters can seek help from the Head of School or Principal.

2. Sexual abuse – unsure

If you are unsure whether you have enough information to form a belief that sexual abuse is occurring or has occurred, you must:

a. Contact the DOC Central Intake Team on 1800 273 889.
b. Gather any notes or records you have made, including any instructions from the Central Intake Team.
c. Inform the relevant Head of School or Principal.
d. Give your notes/records to the Head of School or Principal who will store them in an incident file.

Reporting child non-sexual abuse

1. Non-sexual abuse – specific concern

If you can describe the non-sexual abuse, neglect or risk you must:

a. Consult the relevant Head of School or Principal.
b. Contact the DOC Central Intake Team on 1800 273 889 or online at: Child Protection Concern Referral Form

2. Non-sexual abuse – general concern

If you are worried about a student, but there is nothing specific to report you must:

a. Consult the relevant Head of School or Principal.