Carnarvon Christian School Child Safety and Wellbeing Policy

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Carnarvon Christian School Child Safety and Wellbeing Policy

Introduction

Carnarvon Christian School is committed to the safety and wellbeing of children and young people. We have zero tolerance towards child abuse

All children are precious in the sight of God. The Bible indicates that the forming and nurturing of children's natures is a high priority in the community with specific responsibilities given to parents.

Everyone working at Carnarvon Christian School is responsible for the care and protection of children and reporting information about child abuse. Carnarvon Christian School publicly commits to the safety and wellbeing of all children. We uphold the rights of children and promote a culture where child safety is a shared responsibility embedded in everything we do.

Carnarvon Christian acknowledges the Organisation for Economic Co-operation and Development (OECD) *Future of Education and Skills 2030 Conceptual Learning Framework (Student Agency for 2030) as follows;*

"The concept of student agency, as understood in the context of the OECD Learning Compass 2030, is rooted in the principle that students have the ability and the will to positively influence their own lives and the world around them. Student agency is thus defined as the capacity to set a goal, reflect and act responsibly to effect change. It is about acting rather than being acted upon; shaping rather than being shaped; and making responsible decisions and choices rather than accepting those determined by others."

Student agency is not a personality trait; it is something malleable and learnable. The term "student agency" is often mistakenly used as a synonym for "student autonomy", "student voice" and "student choice"; but it is much more than these concepts. Acting autonomously does not mean functioning in social isolation, nor does it mean acting solely in self-interest. Similarly, student agency does not mean that students can voice whatever they want or can choose whatever subjects they wish to learn.

In the Bible, God reveals His heart for children. Our attitude towards children should reflect God's own attitude and our actions should reflect His character. Children are precious to God and are made in His image, and our work must reflect this value for each individual child. As Christians it is important that we understand children's rights in the context of God's heart for children as expressed in the Bible. A rights-based approach does not mean that children take on a role of simply demanding what they want and stop respecting adults. In fact, Christian community is the ideal environment for recognising children's rights but also teaching them about the responsibilities that accompany rights. For example;

- Where children have a right to be listened to, they also have a responsibility to listen to others;
- Where children have a right to go to school, it is their responsibility to attend school and to do their best.

We can give children a chance to express both their rights and their responsibilities in community. As Christians we are able to view these rights in the context of God's deep love for children and the high value he places on their wellbeing, and the contribution they can make. When we understand the rights in this context they can become a useful tool as we care for and work with children.

Purpose of this document

1. To facilitate the prevention of child abuse occurring within Carnarvon Christian School (CCS).
2. To ensure that CCS has a culture of child safety.
3. To ensure that all parties are aware of their responsibilities of identifying possible occasions for child abuse and for establishing controls and procedures for preventing such abuse and/or detecting such abuse when it occurs
4. To provide guidance to leaders/staff members/volunteers/contractors as to action that should be taken where they suspect any abuse within or outside of the school.
5. To provide a clear statement to leaders/staff members/volunteers/contractors forbidding any such abuse
6. To provide assurance that any and all suspected abuse will be reported and fully investigated
7. To comply with all laws, regulations, and standards relevant to child protection in W.A

Scope

Who?

This policy applies to *all people* who conduct work at Carnarvon Christian School in a paid or unpaid capacity. This includes board members, leadership team, staff, volunteers, trainees, contractors and consultants.

What?

This policy applies to *all activities* at Carnarvon Christian School which involve, result in or relate to contact with children.

Responsibilities

Child protection is everyone's responsibility. At CCS all members of the Board and Staff, as well as volunteers, have a shared responsibility for contributing to child safety and protection. Stakeholders

including children, parents, staff, volunteers, and community representatives will be consulted during both the development and review phases of this policy to ensure it reflects diverse perspectives and community needs. Specific responsibilities include:

A] Carnarvon Christian School Board Members

Each member of the Carnarvon Christian School Board is required to ensure that appropriate resources are made available to allow the school's Child Safety and Wellbeing Policy to be effectively implemented within the school and are responsible for holding the Principal accountable for this policy's effective implementation. Child safety responsibilities are embedded into board governance through regular reporting by the Principal on incidents, risk assessments, and policy compliance. Child safety is a standing item at governance meetings.

B] The Principal

The Principal is responsible and will be accountable for, taking all practical measures to ensure that this Child Safety and Wellbeing Policy is implemented effectively and that a strong sustainable child protection culture is maintained within CCS.

The Principal is also responsible for liaising directly with relevant authorities seeking guidance in regards to the school's response to the alleged claim/report of child abuse. (Unless an allegation is in relation to the Principal)

The Principal is responsible for staff training, policies or procedures on external reporting, record keeping, information sharing and recruiting and screening practices.

The Principal is responsible for leading policy reviews. Summary findings from these reviews, including any changes, will be communicated to staff, families, and children in age-appropriate formats, and published in newsletters and on the school website

C] Leadership Team

In addition to the Principal, all leadership team members including Deputy Principal and senior teachers at Carnarvon Christian School also have an important role to play, ensuring that they:

- Promote child wellbeing and safety at all times
- Assess the risk of child abuse within their area of control and eradicate/minimalize any risk to the extent possible
- Educate employees about the prevention and detection of child abuse and
- Assist in facilitating the reporting of any inappropriate behaviour or suspect abusive activities.
- Have an understanding of the Carnarvon Christian School Child Safe Code of Conduct.
- Have an understanding of what constitutes healthy and respectful relationships with both their peers and other adults within the school community.
- Have an understanding of what child abuse is and how to seek help if required.
- Promote the agency of children at CCS.

The member of the Leadership team who is responsible for staff induction will provide copies of the Child Safety and Wellbeing policy and the CCS Child Safe Code of Conduct which must be signed by inductee and saved by the school. Following training, CCS will periodically assess staff understanding of child safety policies through quizzes, reflection activities, and feedback forms.

D] Staff Members

All staff members are required to be familiar with the content of the CCS Child Safety and Wellbeing Policy, CCS Child Safe Code of Conduct and the CCS Duty of Care Policy and their legal requirements with respect to reporting child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they have relating to child abuse with a line manager or Principal.

Where indicated staff are to give student 'voices' and acknowledge their rights as well as their responsibilities.

All CCS staff members must complete the National Principles for Child Safe Organizations e-learning modules found on the Australian Human Rights Commission website.

E] Direct Contact Volunteers

All Direct Contact Volunteers, as defined by this policy are required to be familiar with the content of the CCS Child Safety and Wellbeing Policy, CCS Child Safe Code of Conduct and their legal obligations with respect to reporting child-abuse.

It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant and to raise any concerns they may have relating to child abuse with a CCS staff member.

F] Indirect Contact Volunteers

Indirect contact Volunteers are those volunteers who are involved in providing support and services whilst not directly assisting a specific group of students.

All indirect Volunteers are responsible for contributing to the safety, wellbeing and welfare of children in the CCS environment.

All indirect Volunteers are required by CCS to be familiar with the CCS Child Safety and Wellbeing Policy and our Child Safe Code of Conduct.

G] Contractors and Consultants *(including maintenance and building personnel, consultants, casual teachers, tutors, coaches, cleaners etc.)*

All Third Party Contractors (service providers) engaged by CCS are responsible for contributing to the safety and protection of children in the school environment.

All service providers employed by the school are required to be familiar with our CCS Child Safety and Wellbeing Policy and our CCS Child Safe Code of Conduct.

H] External Education Providers

Any external education provider that delivers a specific course of study that is part of the curriculum, either within or outside the school are responsible for contributing to the safety and protection of CCS students.

They are required to be familiar with the relevant policies and be supervised at all times by members of the CCS staff.

Definitions

Child/children: *Under the Children and Community Services Act 2004, a child is a person under the age of 18.*

Child harm or abuse:

- Physical Abuse Child is severely and/or persistently hurt by an adult or a child's caregiver.
- Sexual Abuse Child is exposed to, or involved in sexual activity that is inappropriate to the child's age and developmental level. It includes circumstances where the child has less power than another person involved, is exploited, bribed, threatened or coerced.
- Emotional Abuse Adult harms a child's development by repeatedly treating and speaking to a child in ways that damage the child's ability to feel and express their feelings.
- Psychological Abuse Repeatedly treating and speaking to a child in ways that damage the child's perceptions, memory, self-esteem, moral development and intelligence
- Child Neglect Children do not receive adequate food, shelter, medical treatment, supervision, care or nurturance to such an extent their development is damaged or injured. Neglect may be acute, episodic or chronic.

Mandatory Reporting

The legislative requirement for selected groups of people including teachers, to report suspected cases of child sexual abuse in line with the Children and Community Services Amendment (Reporting Sexual Abuse of Children) Act 2008.

Cultural Safety

A defined cultural safety is an environment that is spiritually, socially and emotionally safe, as well as physically safe for people: where there is no assault challenge or denial of their identity, of who they are and what they need. It is about shared respect, shared meaning, shared knowledge and experience of learning, living and working together with dignity and truly listening.

Relevant Legislation and standards

National Principals for Child Safe Organisations

The United Nations Convention on the Rights of Child (see annex)

Working with Children (Criminal Record Checking) Act 2004

Working with Children (Criminal Record Checking) Regulations 2005

Children and Community Services Act 2004

Human Rights and Equal Opportunity Commission Act 1986

Racial Discrimination Act 1975

Racial Hatred Act 1995

Workplace Relations Act 1996

Equal Opportunity Act WA 1984

Privacy Act 1988

Related Carnarvon Christian School Policies and Procedures

- CCS Child Safe Code of Conduct
- Privacy Policy
- Complaints Policy
- CCS Duty of Care Policy
- CCS Child Protection Policy

- Recruitment Policy
- Induction Policy

National Principle 1

Child safety and wellbeing is embedded in organisational leadership, governance and culture.

The leadership (Board, Principal, Deputy and Senior staff) commit to child safety and wellbeing and the promotion of the protection of children's rights by all staff, stakeholders and visitors to Carnarvon Christian School.

Child safety and wellbeing policies and procedures will be reviewed on a cyclical basis as implemented by the Principal and overseen by the governance of CCS.

All staff and visitors including contractors, consultants, volunteers etc. will become familiar with the Child Safe Code of Conduct and sign off to this effect.

Carnarvon Christian School will rigorously carry out risk assessment and ensure that the management process meets the needs of providing a safe environment for the children at CCS.

Staff at CCS will adhere to the policies of record keeping, information sharing and external reporting.

National Principle 2

Children and young people are informed about their rights, participate in decisions affecting them and taken seriously

Carnarvon Christian School uses the Keeping Safe Child Protection S.A. Curriculum. All teachers at CCS will receive training which allows them access to the materials. The KS:CPC teaches all children from a young age, in an age appropriate way, to: recognise abuse and tell a trusted adult about it, understand what is appropriate and inappropriate touching, understand ways of keeping themselves safe.

Dovetailing with KS:CPS Carnarvon Christian School also uses resources form SDERA that supports the implementation of a whole school approach to resilience, alcohol and other drug and road safety education. Resources are age appropriate and include Challenges and Choices, Wraparound and Smarter Steps: Making safer choices – Taking Smarter Steps, Kids Helpline, E-Safe Website, The Daniel Morcombe Foundation.

In addition to normal class based curriculum, Carnarvon Family Support Service W.A. delivers the Protective Behaviours W.A. curriculum to targeted classes at CCS on a yearly basis.

All staff at Carnarvon Christian School will complete a Mandatory Sexual Reporting course using an accredited provider on an annual basis. CCS will liaise with AISWA for assistance in this matter.

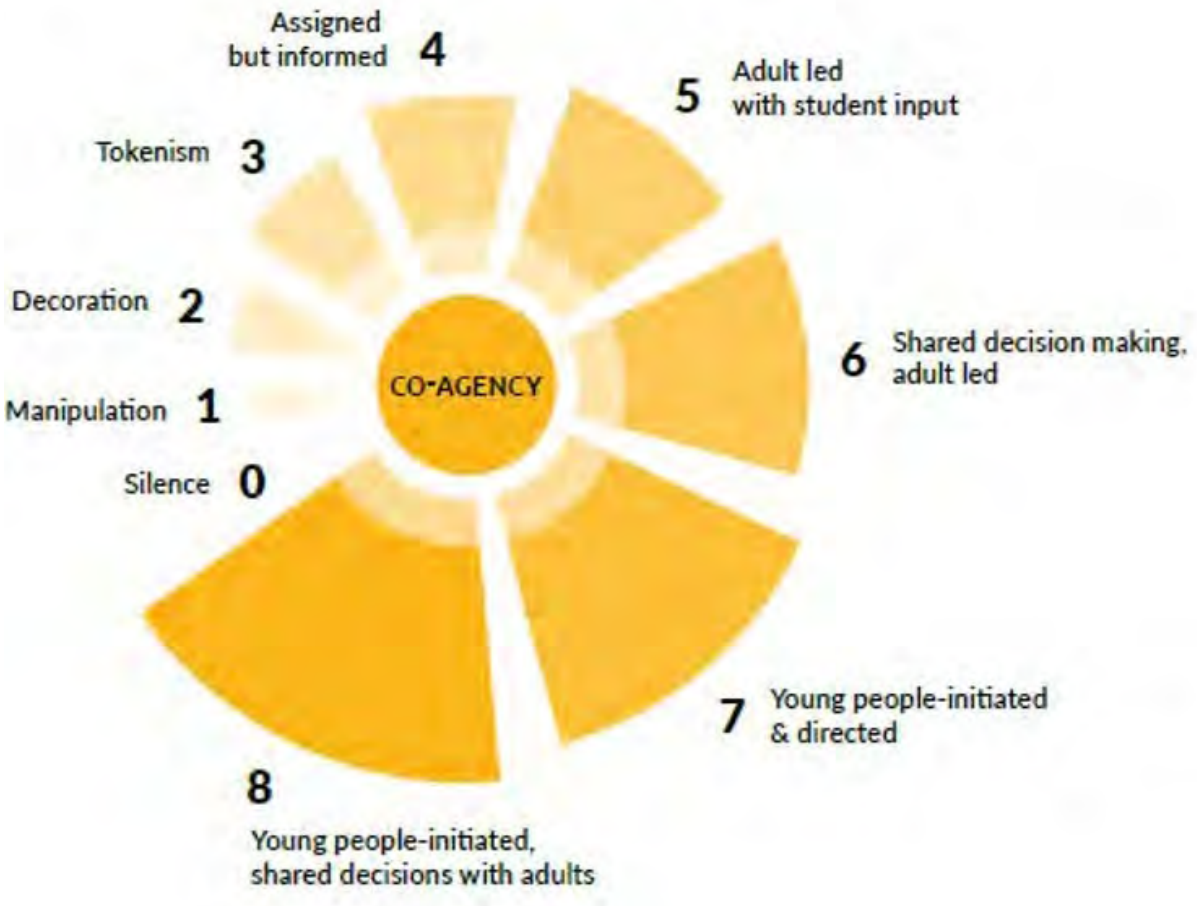
During the orientation process for new staff and volunteers entering the school, information will be provided outlining the child rights-based approach embedded in CCS.

The Commissioner for Children and Young People promotes the rights, voices and contributions of children and young people. All staff will refer to and be made aware of the Engaging with Aboriginal and Young People Toolkit. Children at CCS will be made aware of the Information for children and young people in the drop down box on the Commissioner for Children and Young people website.

- Children at Carnarvon Christian School will be made aware of and given information to access Bullying No Way Website and the Cyber Savvy website
- Carnarvon Christian School students will take part in the national celebration of children's rights, talents and citizenship in Children's Week each year.
- Carnarvon Christian School has a Student Council which will meet on a Monthly basis. Membership of the student council will consist of all CCS prefects and 2 elected representatives from each class Year 1 – 5.
- Sports Captains will be given the opportunity to prepare their teams for various events eg Sports Carnivals parades, chants etc.
- Prefects will undergo a leadership training course to give them skills and confidence to undertake their leadership roles at CCS.

Figure 3. Sun Model of Co-Agency

The light is brightest when we shine together



National Principle 3

Families and communities are informed and involved in promoting child safety and wellbeing.

- The CCS Child Safety and Wellbeing Policy and Student and Child Safe Code of Conduct will be placed on www.ccs.wa.edu.au in school policies file in downloadable format.

- All CCS school newsletters will provide a hyper-link to access the policies. New families entering CCS will be made aware of the CCS Child Safety and Wellbeing Policy that can be found on the CCS website and all people working with children at CCS must sign off on the Child Safe Code of Conduct.
- Information promoting child safety and wellbeing will be disseminated in; newsletters, parent-teacher meetings, Principal's enrolment interview, School assemblies and posters around the school.
- CCS will seek input from the school community on our approach to child safety and wellbeing through online surveys and survey boxes 'Voice Boxes' placed in key positions around the school. When CCS reviews relevant policies, the school community will be asked for its input.
- CCS will seek parent approval for all excursions and sensitive topics such as puberty and incursions which include an element of risk or payment.

National Principle 4

Equity is upheld and diverse needs respected and in policy and practice.

CCS Equity, Diversity and Inclusion Policy outlines our strong commitment to creating and maintaining an environment in which the children feel safe, included and valued.

The CCS Anti-Discrimination polices outline our Christian beliefs summarized in Galatians 3:28: "There is neither Jew or Greek, there is neither slave nor free, there is no male or female, for you are all one in Jesus Christ.

The CCS Sex Discrimination and Sexual Harassment Policy clearly states that Carnarvon Christian School will not tolerate, in any way, shape or form, unwelcome acts of harassment (whether they be sexual nature or otherwise) between any persons employed by, or under the care of the Association and its members.

Our Behaviour Management Policy which includes Bullying, is summarized by the CCS School Way – "God takes care of you so take care of yourself, take care of others, take care of your school." All efforts by the school - to promote positive attitudes and behaviour as the prime goal, the Christian growth and development as individuals and members of the community.

Living in a town which has a population with a large percentage of Indigenous people, CCS acknowledges the Inggarda traditional owners on whose land the school is situated. Staff at CCS programme to meet the cross curriculum priority of Aboriginal and Torres Strait Islander Histories and Cultures.

Each year CCS celebrates NAIDOC week with activities focused on the indigenous culture. Guest indigenous people are invited and welcomed into our classes to speak directly to the children. CCS has a large Aboriginal artwork on the School Hall which was created by a local indigenous artist and accesses culturally talented indigenous people from the community to assist or lead in school projects. E.g. Art murals, storytelling, Bush medicine and tucker demonstrations. Classes are also encouraged to use the Gwoonardumia Cultural Centre to extend learning for their children.

CCS also celebrates Harmony Day on an annual basis. Children are encouraged to dress up in the national dress from their heritage.

CCS has a two stage enrolment policy which gives parents of children with a disability to outline the needs of their children and give the school time to access and then respond as to how we can address those needs in ways which satisfies the family.

CCS has brochures (found in reception) which provide child-friendly and culturally safe information to families of children with disabilities or special needs. Information is available for teachers and Education assistants on the server.

The importance of languages is embedded in the W.A. curriculum and Bahasa Indonesian is taught throughout the school from PP to year 6. The parents of children form diverse ethnic backgrounds are encouraged to use their native languages in their homes so that their children have the opportunity to become bilingual.

CCS provides training for relevant staff to assist in meeting the needs and ensuring full inclusivity for disability and special needs.

An educator's guide known as "*Building belonging – a toolkit for early childhood educators on cultural diversity and responding to prejudice*" is available on the CCS server in the early childhood folder and referred to at ECE staff meetings.

National Principle 5

People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

Carnarvon Christian School has a Recruitment Policy which clearly outlines the processes which confirm our commitment to only employ people who reflect our values concerning child safety and wellbeing.

New staff must provide a copy of their Working with Children Check which is then kept in employee files. Staff and CCS are notified by the Department of Child protection W.A. (CPFS) when a renewal is required.

Induction training is given for all staff and volunteers on their child safety and wellbeing responsibilities. They will be provided with copies of the CCS Child Safety and Wellbeing Policy and must read and sign the CCS Child Safe Code of Conduct.

Relevant Policies to child safety and wellbeing will be reviewed by all staff on an annual basis.

National Principle 6

Processes to respond to complaints and concerns are child focused

CCS takes seriously its responsibility to investigating complaints of child harm or abuse and prioritises the safety and wellbeing of children and young people. CCS uses the booklet from the Commissioner for Children and Young Children, "Are you listening?" as a support document to meet Principle 6

The school has a Child Protection Policy which outlines the processes which will be followed concerning conduct, misconduct or criminal conduct towards children.

CCS provides child safe, child friendly and culturally safe information to children and young people, families and the community through its website, assemblies, teacher/parent meetings, brochures etc.

Children and their families may raise any concerns in the following ways but not limited to:

- Online CCS website
- face to face with staff (see CCS Complaints policy), and
- Suggestion/ 'Voice Boxes' located around the school.
- In writing, email etc.

Any complaints will be treated seriously and responded to in a time appropriate manner.

CCS Complaints Policy outlines how CCS responds to concerns and complaints.

5:3 5:4 5:5 5:6 in the Child Protection Policy outlines the staff responsibility towards Mandatory Sexual Reporting. http://mandatoryreporting.dcp.wa.gov.au/Pages/Home.aspx

CCS will notify the Director General in writing of any critical or emergency incidents including:

- Death or life threatening injury, of a student or member of staff, or following an incident that occurred at the school, or through a related school based activity or circumstance.
- Circumstances that pose a critical risk to the health or safety of on ore more students,
- Receipt of an allegation of child abuse, including but not limited to sexual abuse, committed against a student by a staff member or student, or another person on the school premises or during school related activities, whether the abuse is alleged to have occurred recently or in the past.
- Issuing a formal warning to a staff member or ceasing the employment of a staff member for a breach of the Staff Code of Conduct suspected to be grooming behaviour.
- Any incident requiring school closure, lockdown, or a reduction in the number of students or staff attending.

Please refer to the website below for more detail.

https://www.education.wa.edu.au/ongoing-obligations

Staff will receive ongoing yearly training in handling disclosures and complaints and how to keep records and share information meeting reporting and privacy obligations.

National Principle 7

Staff and volunteers are equipped with the knowledge skills and awareness to keep children and young people safe through ongoing education and training.

All staff will receive Mandatory Sexual training by an accredited presenter every three (3) years and complete online training every other year.

Time will be spent in staff meetings held during each year to revise CCS Child Safety and Wellbeing Policies including but not limited to: Behaviour Management, Protective Behaviours, Privacy, Complaints, Equity, Child Safe Code of Conduct, Excursion's Policy.

As part of the training, staff will learn/review signs of harm or abuse and how to respond to disclosures, understanding and responding to harmful behaviours of a child towards another child, record keeping, risk assessment and management, external reporting obligations and creating culturally safe environments.

Staff at CCS have a duty of care towards all of its students. As such staff will receive training in looking after children with special needs, writing documented plans and individual education programmes and looking after children from Indigenous and other cultural backgrounds.

Staff will receive ongoing training in medical related areas including but not limited to: Anaphylaxis, Asthma, First Aid, Sun Smart etc.

Throughout the year staff will be given the opportunity informally (e.g. staff room) and formally (eg Teacher appraisals, staff meetings etc.) to exchange information about child safety at CCS.

A permanent Staff Meeting Agenda item will be Child Safety and Wellbeing.

Staff or volunteers who receive a disclosure from a child in regard to harm or risk will be supported throughout the confidential process by the Principal and referred to relevant support agencies if needed.

National Principle 8

Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

CCS assesses and manages risks imposed by the physical environment and online environments including adult to child interactions and child to child interactions.

CCS newsletters will have a permanent hyperlink to the eSafety commissioner's website and in particular ' Latest news and releases' https://www.esafety.gov.au/

Brochures providing information about online safety are on display and available in the reception area and information will also be available on the CCS website.

As part of the Protective Behaviours Program, children are trained in how to use the online environment responsibly and safely. At the commencement of each new school year, parents will be informed of the CCS school policies and safety guidelines for the use of computer devices.

CCS has a filtering system on the internet which blocks children accessing materials such as pornographic images. All students, staff, and parents are expected to adhere to the CCS Internet, Email and Ipad Usage Policy and sign the ICT use agreement at the commencement of each school year.

CCS has a Bring Your Own Device (BYOD) policy which clearly outlines acceptable use of privately owned computer devices in the school.

Constable Care visits CCS annually to reinforce CCS teachings to its students about online safety, bullying etc. through child friendly skits and performances.

Principal 6 in the CCS Code of Conduct outlines how all staff should conduct themselves online and abide with communication protocols.

The CCS Duty of Care Policy clearly sets out the responsibilities of all staff safeguarding the children's safety in the Physical Environment.

- 6.1 Students travelling on Bus
- 6.2 In the classroom
- 6.3 Playground supervision
- 6.4 Sports and Physical Education during School hours
- 6.5 Students on school grounds after the close of school
- 6.6 Students leaving the school grounds during school hours
- 6.7 Excursions and Camps
- 6.8 First Aid and Diseases

Procedures in the Duty of Care Policy (3.1, 3.2) outlines how staff access the risk to provide reasonable care considering various factors such as number of students, age, physical or intellectual impairment etc.

The CCS Risk Management Policy states the roles of the various stakeholders in managing risk at CCS

- 4.1 School Board
- 4.2 Risk Management Committee
- 4.3 Role of CCS Principal
- 4.4 Role of CCS staff

Refer to 7 CCS Risk Management Policy for schematic diagram of the Risk Management Process.

Appendix C provides a risk analysis template which must be submitted before any excursion is permitted.

The CCS Excursions, Incursions and Camps' Policy expands on CCS staff Duty of Care when students are involved in fore mentioned activities. Assessing the Risk is paramount to guard the children's wellbeing and safety.

- 3.2.1 Environment
- 3.2.2 Transport
- 3.2.3 Student's capacity
- 3.2.4 Supervisors/Supervisory Skills
- 3.2.5 External Providers

The CCS Child Policy 4.1 outlines the responsibilities of CCS staff in protecting our children.

The CCS Visitors Policy sets out the procedures for visitors entering the school premises.

- 3.1 School Procedures
- 3.2 .1 Permanent staff
- 3.2.2 Relief Teachers
- 3.2.3 Parents in classrooms
- 3.2.4 Canteen Workers and Volunteers
- 3.2.5 Visiting Professionals and Consultants.
- 3.2.6 Contractors
- 3.2.7 Deliveries
- 3.2.8 Challenging Strangers
- 3.2.9 Unauthorized visitors

Please refer to a checklist for Engaging guest presenters in Appendix E of the Visitors Policy

National Principle 9

Implementation of the national child safe principles is regularly reviewed and improved.

The Principal and Senior Staff will be responsible for reviewing the Carnarvon Christian School Child Safety and Wellbeing Policy and CCS Child Safe Code of Conduct on an annual basis.

CCS will seek input from all of its stakeholders including: Board, staff, families, children, volunteers and outside organizations. Stakeholders are consulted during both the development and review phases of this policy to ensure it reflects diverse perspectives and community needs. Child Safe Policies will be readily accessible to stakeholders on the CCS website and in the front reception.

Feedback will be invited through various channels including:

- In person
- In writing (email etc.)
- Online and written surveys
- Feedback boxes
- Private interviews.

The Principal will be responsible for external reviews of relevant legislation and closely monitor reports from Advisory Organisations such as AISWA and CEN and from the Principal's Network.

The Deputy Principal or appointed staff member (by Principal) will be responsible for reviewing the Complaints log or any critical incidents to identify root causes or systemic failures and issues which need to be addressed.

Office Staff will be responsible for keeping an electronic record and monitoring staff *Working With Children Checks* and the associated *Police Clearance checks*.

CCS will set up a database to record feedback concerning complaints and child safety incidents.

All review findings and changes to Child safety policies and survey summaries will be published in the CCS school newsletter and online. Findings will be reported to staff, volunteers, families and to children in age appropriate ways. Where appropriate, graphs will be used to make reports easier to understand.

National Principle 10

Policies and procedures document how the organization is safe for children and young people

The following documents form the core of Child Safety and Wellbeing Policies and are readily accessible on the CCS website and in the front office.

- CCS Child Safety and Wellbeing Policy
- CCS Child Safe Code of Conduct Policy
- Complaints & Disputes Resolution Policy & Procedures
- Complaints Policy
- Behaviour Management Policy
- Duty of Care Policy
- Excursions Policy
- Risk Management Policy

- Discrimination Policies – Racial, Sexual, Disability
- Staff Induction Policy
- Visitors Policy
- School Internet, email and iPad usage Policy
- Recruitment Policy
- Child Protection, Safety and Welfare Policy
- Privacy Policy

Each document is reviewed on a cyclical basis – of no longer than 3 years. At the commencement of each school year, the Principal will revise key elements of each of the above policies. All teaching staff will be expected to read and sign off on each document.

APPENDICES

Appendix A Child development and trauma guide link

https://www.wa.gov.au/system/files/2021-11/Child-Development-And-Trauma-Guide.pdf

Appendix B The UN Convention of the Rights of the Child in Child-Friendly Language.

"Rights" are things every child should have or be able to do. All children have the same rights. These rights are listed in the UN Convention on the Rights of the Child.

Almost every country has agreed to these rights. All the rights are connected to each other, and all are equally important. Sometimes, we have to think about rights in terms of what is the best for children in a situation, and what is critical to life and protection from harm. As you grow, you have more responsibility to make choices and exercise your rights.

Article 1: Everyone under 18 has these rights.

Article 2: All children have these rights, no matter who they are, where they live, what their parents do, what language they speak, what their religion is, whether they are a boy or girl, what their culture is, whether they have a disability, whether they are rich or poor. No child should be treated unfairly on any basis.

Article 3: All adults should do what is best for you. When adults make decisions, they should think about how their decisions will affect children.

Article 4: The government has a responsibility to make sure your rights are protected. They must help your family to protect your rights and create an environment where you can grow and reach your potential.

Article 5: Your family has the responsibility to help you learn to exercise your rights, and to ensure that your rights are protected.

Article 6: You have the right to be alive.

Article 7: You have the right to a name, and this should be officially recognized by the government. You have the right to a nationality (to belong to a country).

Article 8: You have the right to an identity – an official record of who you are. No one should take this away from you.

Article 9: You have the right to live with your parent(s), unless it is bad for you. You have the right to live with a family who cares for you.

Article 10: If you live in a different country than your parents do, you have the right to be together in the same place.

Article 11: You have the right to be protected from kidnapping.

Article 12: You have the right to give your opinion, and for adults to listen and take it seriously. Article 13: You have the right to find out things and share what you think with others, by talking, drawing, writing or in any other way unless it harms or offends other people.

Article 14: You have the right to choose your own religion and beliefs. Your parents should help you decide what is right and wrong, and what is best for you.

Article 15: You have the right to choose your own friends and join or set up groups, as long as it isn't harmful to others.

Article 16: You have the right to privacy.

Article 17: You have the right to get information that is important to your well-being, from radio, newspaper, books, computers and other sources. Adults should make sure that the information you are getting is not harmful, and help you find and understand the information you need.

Article 18: You have the right to be raised by your parent(s) if possible.

Article 19: You have the right to be protected from being hurt and mistreated, in body or mind. Article 20: You have the right to special care and help if you cannot live with your parents.

Article 21: You have the right to care and protection if you are adopted or in foster care.

Article 22: You have the right to special protection and help if you are a refugee (if you have been forced to leave your home and live in another country), as well as all the rights in this Convention.

Article 23: You have the right to special education and care if you have a disability, as well as all the rights in this Convention, so that you can live a full life.

Article 24: You have the right to the best health care possible, safe water to drink, nutritious food, a clean and safe environment, and information to help you stay well.

Article 25: If you live in care or in other situations away from home, you have the right to have these living arrangements looked at regularly to see if they are the most appropriate.

Article 26: You have the right to help from the government if you are poor or in need.

Article 27: You have the right to food, clothing, a safe place to live and to have your basic needs met. You should not be disadvantaged so that you can't do many of the things other kids can do.

Article 28: You have the right to a good quality education. You should be encouraged to go to school to the highest level you can.

Article 29: Your education should help you use and develop your talents and abilities. It should also help you learn to live peacefully, protect the environment and respect other people.

Article 30: You have the right to practice your own culture, language and religion - or any you choose. Minority and indigenous groups need special protection of this right.

Article 31: You have the right to play and rest.

Article 32: You have the right to protection from work that harms you, and is bad for your health and education. If you work, you have the right to be safe and paid fairly.

Article 33: You have the right to protection from harmful drugs and from the drug trade.

Article 34: You have the right to be free from sexual abuse.

Article 35: No one is allowed to kidnap or sell you.

Article 36: You have the right to protection from any kind of exploitation (being taken advantage of).

Article 37: No one is allowed to punish you in a cruel or harmful way.

Article 38: You have the right to protection and freedom from war. Children under 15 cannot be forced to go into the army or take part in war.

Article 39: You have the right to help if you've been hurt, neglected or badly treated.

Article 40: You have the right to legal help and fair treatment in the justice system that respects your rights.

Article 41: If the laws of your country provide better protection of your rights than the articles in this Convention, those laws should apply.

Article 42: You have the right to know your rights! Adults should know about these rights and help you learn about them, too.

Articles 43 to 54: These articles explain how governments and international organisations like UNICEF will work to ensure

Appendix C Online links to access help

Need to talk	https://www.ccyp.wa.gov.au/info-for-children-and-young-people/speak-up-and-make-a-complaint/
Bullying no way	https://bullyingnoway.gov.au/
Cybersavvy	https://cybersavvy.telethonkids.org.au/
Feel safe and respected	https://www.ccyp.wa.gov.au/info-for-children-and-young-people/feeling-safe-and-respected-in-organisations/
Kids Helpline	https://www.kidshelp.com.au/
Language Nut	https://asia.languagenut.com/resources/#/LoginScreen?packages=10,46,57&product=languagenut&conditions=4
eSafety Commissioner	https://www.esafety.gov.au/

Appendix D OECD document; Future of Education and Skills 2030

OECD document; Future of Education and Skills 2030 (concept note: Student Agency for 2030)

http://www.oecd.org/education/2030-project/teaching-and-learning/learning/student-agency/Student_Agency_for_2030_concept_note.pdf

DOCUMENT CONTROL

VERSION	DATE PUBLISHED	CHANGES MADE	AUTHOR OF CHANGES
Policy established	10th march 2020		James Shaw-Principal
Updates	17Th March 2021	Page 8 – Added New Resources Page 10 – wording changed and added to dot point 2 Page 13 – Wording Changed and added – Mandatory training	James Shaw - Principal
Updates	Jan 2022	Change to review complaints log to staff member appointed by Principal	James Shaw
Updates	May 2023	Checked website links and updated links	Christin Manser
Updates	Feb 2025	Page 5- Clarified responsibilities for review and communication Added a public commitment statement Page 6- Added staff knowledge monitoring Page 17- updated policy links	Kirk Campbell