

Child Safe Policy

Background

The McDonald College is unique being Australia's only independent, non-denominational and co-educational Kindergarten to Year 12 day and boarding school integrating excellence in academic studies, performing arts, rhythmic gymnastics and elite tennis. Established in 1984, we seek to empower students to follow their passion for performance (performing arts and sport) together with a rigorous academic education to the highest level.

The McDonald College Council approved this Child Safe Policy on August 2023. It will be reviewed on 1st March, 2024.

Purpose

Our Child Safe Policy demonstrates the strong commitment of the College to child safety, and provides an outline of the policies and practices that we have developed to keep our students safe, including from abuse or other harm.

It outlines the key elements of our approach to the College as a child safe organisation and sets the tone for the College's entire Child Safe Program. (1)

The Child Safe Policy provides the framework for:

- the implementation of the NSW Child Safe Standards and 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 College
- the creation of a safe and supportive College environment and a positive and robust child safe culture
- the promotion and open discussion of child safety issues within the College
- compliance with all laws, regulations and standards relevant to child protection and safety in NSW.

Scope

The College's Child Safe Policy applies to all adults in the College community, including Staff, Volunteers, Contractors and Visitors.

This Policy applies in all College environments, both physical and online, and on-site and off-site College grounds (e.g. camps and excursions).

Definitions

Definitions of particular terms used in the College's Child Safe Policy can be found in the Child Safe Program Definitions.

Roles and Responsibilities

Child protection and safety is everyone's responsibility. All adults in the College community have a shared responsibility for contributing to the safety and protection of students.

Specific responsibilities are summarised at the end of this Policy.

Statement of Commitment to Child Safety and Wellbeing

All children and young people who come to The McDonald College 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 a zero tolerance for child abuse and other harm and are committed to acting in students' best interests and keeping them safe from harm.

The College 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 College 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 child's right to privacy is respected and supported based on honest and open communication. Fostering trust and respecting boundaries will nurture confident young adults.

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

Child Safe Standards

The College's commitment to child safety is based on the NSW Child Safe Standards and the National Principles for Child Safe Organisations, which set out the following overarching principles that guide the development and regular review of our work systems, practices, policies and procedures to protect students from abuse, neglect and other harm.

Requiring compliance with these Child Safe Standards is one of the strategies employed by The McDonald College Council to embed a culture of child safety at the College.

The NSW Child Safe Standards

The NSW Child Safe Standards are based on the National Principles for Child Safe Organisations.

The NSW Child Safe Standards have been designed to:

- help drive cultural change in organisations
- be principle-based and outcome-focused
- be flexible enough that they can be adapted by organisations of varying sizes and characteristics
- avoid placing undue burden on organisations
- help organisations address multiple risks
- balance caution and caring
- be a benchmark against which organisations can assess their child safe capability and set performance targets
- be of equal importance and interrelated.

In NSW, all organisations that fall under the Reportable Conduct Scheme (including the College), as well as some additional child-related organisations, must comply with the NSW Child Safe Standards.

The NSW Child Safe Standards are:



Office of the Children's Guardian, *The Child Safe Standards*, [ONLINE] Available at: <https://ocg.nsw.gov.au/>

The Office of the Children's Guardian monitors and enforces compliance with the NSW Child Safe Standards.

The 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:



Australian Human Rights Commission, *About the National Principles*, [ONLINE] Available at: <https://chilsafe.humanrights.gov.au/national-principles/about-national-principles>.

The McDonald College's Child Safe Principles and Values

The mission of the College is to nurture individual journeys in a creative and inclusive learning community that values intellectual inquiry and ethical decision-making. Our Values are:

- Humility
- Honour
- Passion
- Commitment
- Appreciation

These values are especially relevant to the character of person we aspire to become.

The McDonald College's Policy

Child Safe Codes of Conduct

Our Child Safe Codes of Conduct include a Parent Charter and a Staff and Student Professional Boundaries Policy. Together, these Codes of Conduct set boundaries and expectations for appropriate behaviours between adults in our College community and students, including in physical and online environments.

We also have a Student Code of Conduct, which includes standards of behaviour for students relevant to child safety.

Our Child Safe Codes of Conduct include clear processes to report inappropriate behaviour. We publish our Child Safe Codes of Conduct on our public website so that everyone can easily find out what behaviours are acceptable and unacceptable at our College and how to report inappropriate behaviour.

We also provide additional information to students and families about the Child Safe Codes of Conduct, to ensure that they know what behaviours are acceptable and unacceptable and how to report inappropriate behaviour.

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

The McDonald College is a child safe and child-centred organisation. We ensure that 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 learning and assessment environments.

We ensure that 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 College

The College recognises that parents and carers have the primary responsibility for the upbringing and development of their children. We ensure that they participate in decisions affecting their children.

We ensure that families and relevant communities know about the College'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 learning and assessment environments. We build cultural safety at the College through partnerships with relevant communities.

Valuing Diversity in the College Community

Our College 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 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 that all Staff and Direct Contact Volunteers 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.

Child Safe Human Resources Management

Recruitment and Screening

The McDonald College applies best practice standards in the recruitment and screening of Staff, Volunteers and Contractors, to engage the most suitable and appropriate people to work with our students.

Our practices include:

- making our commitment to child safety clear in recruitment advertising and documentation
- requiring all Staff and relevant Volunteers and Contractors to maintain a valid Working with Children Check clearance
- using additional selection, background checking and screening processes that take into account child safe considerations.

Training On and Information About the Child Safe Program

As a part of The McDonald College's induction process, we require all Staff, as well as relevant Volunteers and Contractors to complete our induction program, which includes information about our child safe policies, practices and procedures.

All Staff, as well as relevant Volunteers and Contractors also receive refresher and ongoing child safe training at least annually.

Our child safe induction and ongoing training program includes information about:

- this Child Safe Policy
- the Child Safe Codes of Conduct

- recognising child abuse and other harm and identifying key indicators, including harm caused by other children and young people
- our policies and procedures for responding to and reporting child safety incidents or concerns (including mandatory reporting, reporting to police and reportable conduct obligations)
- our policies and procedures for information sharing and record keeping about child safety incidents and concerns
- WWCCs and other child safe human resources practices
- how to build culturally safe environments for students.

The College provides all Visitors to the College, including Casual Volunteers and Contractors, with information about the Child Safe Codes of Conduct and how to report child safety incidents or concerns to the College and to relevant external authorities.

The College provides Staff, Direct Contact and Regular Volunteers, and Direct Contact and Regular Contractors with support and supervision by their Head of Department, the College's Child Safe Champions and/or Executive Management Team to ensure that they are compliant with the College's approach to child safety.

Ongoing Supervision, Management and Support

The College's Child Safe Champions and Executive Management Team provide supervision and support to all Staff, Direct Contact and Regular Volunteers, and Direct Contact and Regular Contractors to ensure that they are compliant with the College's approach to child safe. Our child safe supervision and support program includes:

- annual performance reviews for all staff members
- appointing a supervising staff member to relevant Volunteers and Contractors
- professional development programs for Staff that include Child Safe education.

The College's Response to Child Safety Incidents or Concerns

The McDonald College fosters a culture that encourages everyone in the College community to raise concerns and complaints about child safety. We have clear pathways for raising complaints and concerns set out in the Procedures, below, and in our Complaints Handling Policy.

We also have clear procedures that all Staff, Volunteers and Contractors must follow whenever they witness, suspect or receive a complaint about a child safety incident or concern involving a student, a staff member, a Volunteer, a Contractor or the College, set out in the Responding to and Reporting Child Safety Incidents or Concerns section of the Child Safe Program. These are summarised for students, parents/carers and other members of the College community in our public-facing **Procedures for Handling Allegations of Staff Misconduct and Reportable Conduct** and public-facing **Procedures for managing Staff Child Safety Incidents**.

The College will take appropriate, prompt action in response to all child safety incidents or concerns, including all complaints, allegations or disclosures of abuse or other harm, when Staff, Volunteers, Contractors, students, parents/carers or anyone else reports these to the College.

The safety and wellbeing of the student/s involved in the matter will be the paramount consideration when responding to child safety incidents and concerns. The College follows the National Office of Child Safety's Complaint Handling Guide: Upholding the rights of children and young people when investigating and responding to child safety incidents and concerns.

The College's response will include:

- externally reporting all matters that meet the required relevant thresholds to DCJ (Mandatory Reports), the Police (Mandatory Reporting of Child Abuse Offences), and/or the Office of the Children's Guardian (Reportable Conduct), depending on the issues raised
- fully cooperating with any resulting investigation by an external agency
- protecting any student connected to the child safety incident or concern until it is resolved and providing ongoing support to those affected
- taking particular measures in response to child safety incidents or concerns about an Aboriginal or Torres Strait Islander student, a student from a culturally and linguistically diverse background, a student with disability, and other vulnerable students (such as students who are unable to live at home or students who identify as lesbian, gay, bisexual, transgender or intersex)
- sharing information with, or requesting information from, external people or agencies as permitted or required under the law
- securing and retaining records of the child safety incident or concern and the College's response to it
- taking broader actions to improve child safety at the College (including systemic reviews and resulting improvements)

Child Safe Risk Management

The McDonald College recognises the importance of a risk management approach to child safe and to minimising the risk of harm to children and young people without compromising their rights to privacy, access to information, social connections and learning opportunities.

The College has developed a comprehensive Risk Management Program to assist in the identification, assessment and management of child safety risks in all College environments.

We identify, assess and manage child safe risks in all College and Boarding House environments, based on a range of factors including the nature of our College's and Boarding House's activities, their physical and online environments and the characteristics of our students and boarding students, through our risk management policy and procedures. We use this information to inform our policies, procedures and activity planning.

Child Safe Privacy and Information Sharing

The College collects, uses and discloses information about students and their families in accordance with NSW privacy laws and other relevant laws, including laws that permit the College to disclose information about child safe to external people and agencies. For information about how the College collects, uses and discloses this information, refer to our **Privacy Policy**.

Child Safe Record Keeping

The College is committed to best practice record keeping about child safety incidents and concerns.

When keeping records of child safety incidents or concerns, the College maintains confidentiality and privacy for students and families in accordance with federal and state privacy legislation.

Child Safe Program and Practice Review

The McDonald College is committed to the continuous improvement of our Child Safe Program and our child safe practices. We review the Program as a whole annually (or earlier if a significant child safety incident occurs at the College or legislation changes) for overall effectiveness and to ensure compliance with all child protection related laws, regulations and standards.

When undertaking these reviews, the College:

- actively seeks, actions and incorporates feedback from students, families, the wider College community, Staff, Volunteers and Contractors
- analyses any complaints, concerns and child safety incidents that may have occurred
- communicates any learnings, adjustments or amendments to policy and practice widely throughout the College community.

Child Safe Procedures

Reporting Child Safety Incidents or Concerns to the College

Whenever there are concerns that a child or young person is in immediate danger, call the Police on 000.

Any person, including all Staff, Volunteers, Contractors, parents/carers and students, can at any time contact the Department of Communities and Justice (DCJ) if they have reasonable grounds to suspect that a child or young person (aged under 18), or a class of children or young persons, is at risk of significant harm.

Voluntary reports to DCJ can be made by calling the Child Protection Helpline on 132 111 or 1800 212 936 (24 hours a day, 7 days a week).

Staff, Volunteers and Contractors

Staff, Volunteers and Contractors must follow our procedures for Responding to and Reporting Child Safety Incidents or Concerns and report all child safety incidents or concerns internally to a Child Safe Champion or the Principal.

Where the child safety incident or concern involves the Principal, internal reports should instead be made to the Chair of the College Council by chairofcouncil@mcdonald.nsw.edu.au.

We recognise that some children and young people face additional vulnerabilities to abuse and other harm, as well as additional barriers to disclosing child safety incidents or concerns. Our Child Safe Program provides guidance on identifying additional vulnerabilities and barriers, and contains strategies for supporting these individuals to participate in the College community and for enabling them to disclose child safety incidents or concerns to the College.

Students, Parents/Carers and Community Members

Students at the College and boarding students at the Boarding House who have child safety concerns about themselves or any other child, young person or student aged 18 or over can:

- disclose the child safety incident or concern to any staff member, Volunteer or Contractor. This might be done:
 - verbally
 - in writing
 - through electronic means (such as email)
 - indirectly (such as in written assignments, in artworks or in any other way)
- disclose anonymously, using the College's anonymous Student Voice Mailbox, which is located in Communications House, ground floor, above the Junior School photocopier
- contact
 - Kids helpline: 1800 55 1800
 - Lifeline: 13 11 14
 - Mental Health Access Line: 1800 011 511

For more information, students can refer to the child-friendly version of our Child Safe Complaints Management Policy and Procedures, available refer to our Child Friendly complaints procedure available in our 2024 and beyond College Student diary.

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 College may be subject to abuse or other harm can contact::

- the Principal, who is the College's Child Safe Champion, by phoning 0297520500 or emailing principal@mcdonald.nsw.edu.au; or
- the Boarding House's Head of Boarding by emailing boarding@mcdonald.nsw.edu.au; or
- if the concern relates to the Principal, contact the Chair of the College Council by emailing chairofcouncil@mcdonald.nsw.edu.au.

Any person can also contact the Principal, the Head of Boarding or the Chair of the College Council if they have concerns regarding the College's or the Boarding House's leadership in relation to child safety.

Communications will be treated confidentially on a "need to know basis".

The College's Response to and External Reporting of Child Safety Incidents or Concerns

Our Child Safe Program sets out the procedures that the College will follow for any child safety incident or concern involving a student, College staff member, Volunteer, Contractor or Visitor, or other person connected to the College or the College environment.

It also provides guidance for all Staff, Volunteers and Contractors on their obligations to respond to and report, to relevant external authorities, child safety incidents and concerns.

These procedures and guidance are summarised for students, parents/carers and community members in our public-facing Procedures for Handling Allegations of Staff Misconduct and Reportable Conduct and public-facing Procedures for managing Staff Child Safety Incidents.

Support for Students, Families and Staff Following Child Safety Incident or Disclosure

Child safety incidents or concerns can cause trauma and significantly impact on the mental health and wellbeing of children, as well as on their families. In addition to reporting and referral to the relevant authorities, the College plays a central role in addressing this trauma and has a duty of care to ensure that students feel safe and supported at College.

The College employs a range of measures to support students affected by a child safety incident or concern, depending on the particular circumstances of the matter and of the student and their family:

- Child Safe Champions will work with the student and their family to develop a Student Support Plan
- support strategies that could be considered for students and/or their families might include offering or organising referrals to internal or external support, such as the College Counsellor, bi-cultural workers and/or translators, or an external support agency and/or child advocacy organisation that specialises in supporting children and young people impacted by abuse or other harm.

The College offers former students who may disclose historical child safety incidents or concerns from their time at the College similar support.

Witnessing a child safety incident or receiving a disclosure of abuse or other harm can be a distressing experience for Staff, Volunteers and Contractors involved. The College assists impacted Staff, Volunteers and Contractors to access necessary support.

Embedding a Culture of Child Safety: Our Child Safe Program

Our Child Safe Program itself is one of the strategies employed by The McDonald College to embed a culture of child safety at the College.

Our Child Safe Program relates to all aspects of child safety and protecting students from abuse or other harm, and establishes work systems, practices, policies and procedures to create and maintain a child safe environment and culture at the College. It includes:

- Child Safe Codes of Conduct

- clear information as to what is child abuse and other harm and associated key indicators of abuse or other harm
- clear procedures for reporting child safety incidents or concerns internally to a Child Safe Champion, and for responding to incidents or allegations of child abuse or other harm
- strategies to support, encourage and enable Staff, Volunteers, Contractors, parents/carers and students to understand, identify, discuss and report child safety matters
- procedures for recruiting and screening members of the Executive Management Team, Staff, Volunteers and Contractors
- procedures for reporting to external agencies, including Mandatory Reporting to DCJ, Reportable Conduct, and Reporting to Police
- 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 or other harm to protect, support and assist students
- guidelines with respect to record keeping and confidentiality
- policies to ensure compliance with all relevant laws, regulations and standards (including the NSW Child Safe Standards, and the National Principles for Child Safe Organisations)
- a system for continuous review and improvement.

Responsibilities for Child Safe at the College

Child safety and child protection is everyone's responsibility. Specific responsibilities include:

The College's Child Safe Champions

One or more senior staff members are nominated as the College's Child Safe Champions. Child Safe Champions 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 College. They are also responsible for championing child safe commitment within the College and assisting in coordinating responses to child safety incidents.

Our Child Safe Champions are:

- Principal
- Deputy Principal
- Director of Junior School
- Director of Performing Arts
- Director of Curriculum

The Child Safe Champion and Head of Boarding

The McDonald College has also appointed Maxine Kohler as the College's Child Safe Champion and Rebecca Rogers as the Boarding House's Head of Boarding.

The Child Safe Champion 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 College's response to child safety incidents in consultation with the Executive Management Team and The McDonald College Council.

The Head of Boarding has similar responsibilities.

The McDonald College Council

The McDonald College Council is the College's governing body. It:

- approves and reviews the College's child safe policies and procedures required for registration as a non-government school
- ensures that the College has and implements processes to comply with its child safety legal and regulatory obligations; and
- ensures that the College has appropriate resources to effectively implement:
 - the NSW Child Safe Standards
 - the National Principles
 - our Child Safe Program.

The McDonald College Limited

The McDonald College Limited is the proprietor of the College and is responsible for implementing the governance arrangements set out for the College by The McDonald College Council, including child safe governance arrangements.

The College Council's Child Safe Champion

One member of the College Council is appointed or identified as a Child Safe Champion. The Child Safe Champion is responsible for ensuring that child safety is prioritised, modelled and championed at the College Council level of the College. The Child Safe Champion drives the College Council's child safe responsibilities by ensuring that the College Council meets those responsibilities.

At The McDonald College, our College Council's Child Safe Champion is Chair of College Council.

The Principal

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

The Principal is the “head” of the College for the purposes of the Reportable Conduct Scheme: they are the “head of a relevant entity (HRE)” under the Children’s Guardian Act 2019 (NSW).

The Head of Boarding

The Head of Boarding is responsible, and will be accountable for, the operational management of the Boarding House. They are responsible for taking all practical measures to ensure that this Child Safe Policy and the College’s Child Safe Program is implemented effectively at the Boarding House and that a strong and sustainable child safe culture is maintained within the Boarding House.

The Executive Management Team

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

WWCC Responsibilities

The Performing Arts Administrator and Accountant or Administration Assistant are responsible for verifying WWCC clearances for all Staff and for relevant Contractors and Volunteers when they first commence their role at the College, for monitoring the WWCC status of ongoing Staff and relevant Volunteers and Contractors and for all subsequent verifications. The Performing Arts Administrator is responsible for maintaining the College’s WWCC records.

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 and other harm, and Working with Children Checks.

It is each individual’s responsibility to be aware of key indicators of abuse and other harm, to be observant, and to raise all child safety incidents and concerns with a Child Safe Champion.

All Staff are Mandatory Reporters, and must report to the Department of Communities and Justice (DCJ) if they have reasonable grounds to suspect that a child (aged under 16), or a particular group of children, are at risk of significant harm, and their suspicion arose in the course of their work at or for the College. All Staff who are adults (aged 18 or over) also have a legal obligation to report to Police when they know or believe that a child abuse offence has been committed against another person, including a student.

To meet these obligations, all Staff must:

- participate in child safe induction and ongoing training provided by the College
- always follow the College’s child safe policies and procedures in the Child Safe Program
- act in accordance with the Child Safe Codes of Conduct

- identify and raise child safety incidents and concerns in accordance with our Procedures for Responding to and Reporting Child Safety Incidents or Concerns
- identify and respond to concerns about students who are at risk of significant harm or who are or were the victim of a child abuse offence
- ensure students views are taken seriously and their voices are heard when making decisions that affect them
- implement inclusive practices that respond to the diverse needs of students.

Volunteers

A Volunteer is someone who works without payment or financial reward for the College. Volunteers may be family members of students, or from the wider College or local community.

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

To meet these obligations:

- all Volunteers must comply with our Child Safe Policy and Child Safe Codes of Conduct
- Direct Contact Volunteers (and, if required by the College, other Volunteers, such as Regular Volunteers) must:
 - participate in child safe induction and ongoing training provided by the College
 - be aware of key indicators of child abuse and other harm
 - understand and meet their legal obligations with respect to the reporting of child abuse and other harm
 - raise all child safety concerns with a Child Safe Champion.

Contractors

A Contractor is someone engaged by the College to perform specific tasks. Contractors are not employees of the College.

Contractors may include maintenance and building personnel, consultants, casual teachers, tutors, sports coaches and College cleaners, as well as external education providers (organisations that the College has arranged to deliver a specific course of study that is part of the curriculum to a student or students enrolled at the College) and Boarding House caterers and dining room staff. Contractors also include music teachers and other extra-curricular teachers and instructors who are engaged by students and their families directly, rather than the College, but have an agreement with the College to use the College's facilities.

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

To meet these obligations:

- all Contractors engaged by the College must comply with our Child Safe Policy and Child Safe Codes of Conduct

- Direct Contact Contractors (and, if required by the College, other Contractors such as Regular Contractors) must:
 - participate in child safe induction and ongoing training provided by the College or provide evidence of other training
 - be aware of key indicators of child abuse and other harm
 - understand and meet their legal obligations with respect to the reporting of child abuse and other harm
 - raise all child safety concerns with on the College’s Child Safe Champions.

The College may include these requirements in the written agreement between it and the Contractor.

Implementation

The Child Safe Policy is published on our College’s public website.

It is provided to new Staff, and to Direct Contact and Regular Volunteers and Direct Contact and Regular Contractors at induction or prior to them commencing their work at the College.

The College provides all Visitors to the College, including Casual Volunteers and Casual Contractors, with information about the Child Safe Policy (including in particular the Child Safe Codes of Conduct and how to report child safety incidents or concerns to the College and to relevant external authorities).

We also communicate the Child Safe Policy to Staff, Volunteers, Contractors and other members of the College community through other mediums such as College Website, TASS - Staff Kiosk, hard copy in Staff common rooms, emailed to College Council members and copy available on request.

We provide a child-friendly version of the Child Safe Policy and our Statement of Commitment to Child Safety to all students that can be found TASS - Student Cafe.

Breach of the Child Safe Policy

The McDonald College 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.

Policy Review

The McDonald College Council conducts a review of this Child Safe Policy annually or earlier if required, such as due to changes in legislation.

The McDonald College Council is responsible for ensuring that this Policy is reviewed and updated as needed and for approving this Policy.

Source of Obligation

The McDonald College's Child Safe Policy implements, and is to be read and understood in conjunction with:

- the NSW Child Safe Standards
- the National Principles for Child Safe Organisations.

Related Policies and Procedures

Parent Charter

Staff and Student Professional Boundaries Policy

Student Code of Conduct

Related Forms and Documents

Procedures for Handling Allegations of Staff Misconduct and Reportable Conduct

Procedures for managing Staff Child Safety Incidents

Complaints Handling Policy

(1) The Child Safe Program is the name given to the full collection of policies and procedures that assist the College to be a child safe organisation and to meet the requirements of the NSW Child Safe Standards and the Safe and Supportive Environment registration requirements. It includes policies and procedures for:

- responding to and reporting child safety incidents and concerns
- child safe human resources management (including WWCCs)
- participation and empowerment of students
- informing and involving families and relevant communities in child safety issues
- equity and diversity
- child safety risk management strategies
- strategies for embedding a culture of child safety at the College and
- regular reviews and continuous improvement of child safe policies, procedures and practices.