



**KILDARE**  
**COLLEGE**

# Kildare College

## Child Safeguarding Policy

This Child Safeguarding Policy has been developed in accordance with and implements Principle 1 of the National Principles for Child Safe Organisations (National Principles). It is also to be read and understood in conjunction with the National Catholic Safeguarding Standards.

The Child Safeguarding Policy is published on our College's public website and provided to new Staff, and to Direct Contact Volunteers at induction.

### Purpose

Our Child Safeguarding Policy, which includes our Statement of Commitment to Child Safeguarding and Wellbeing, was written to demonstrate the strong commitment of the College to promoting children and young people's wellbeing and safeguarding children and young people from harm or risk of harm, and to provide an outline of the policies and practices that we have developed to keep our students safe, including from harm and risk of harm.

It is an overarching policy that provides the key elements of our approach to the College as a child safe organisation and sets the tone for the College's entire Child Safeguarding Program.

The Child Safeguarding Policy provides the framework for:

- implementing the National Principles and the National Catholic Safeguarding Standards
- developing work systems, practices, policies, and procedures that promote child safeguarding within the College
- creating a safe and supportive College environment and a positive and robust child safe culture
- promoting and openly discussing child safety issues within the College
- outlining the roles and responsibilities for everyone involved in the College
- complying with all laws, regulations, and standards relevant to child protection and safety in South Australia.

### Scope

The College's Child Safeguarding Policy applies to all adults in the College community, including Staff, Volunteers, Contractors, External Education Providers, parents/carers and other family members.

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

## Statement of Commitment to Child Safeguarding

At Kildare College, students are at the heart of everything we do. The vision and values of Kildare Ministries underpins the learning environment. These are inspired by Gospel values that reflect all creation is sacred. Our commitment to the safety of children and young people in our care is steadfast and we are committed to ensuring:

- That children and young people are valued, respected, and encouraged to participate and that the safety and protection of children and young people is always our first priority
- The Child Safeguarding Policy complies with the Children and Young People (Safety) Act 2017, Child Safety (Prohibited Persons) Act 2016, the National Principles for Child Safe Organisations and National Catholic Safeguarding Standards
- Our commitment to diversity ensures all children and young people are embraced regardless of their abilities, sex, gender, or social, economic, or cultural background and equity is upheld
- Bullying and harassment will not be tolerated
- Information about services that can assist children and young people is available and actively shared to support children and young people access support.

## Child Safeguarding Principles and Standards

In addition to implementing the National Principles, the College's commitment to child safety is based on the National Catholic Safeguarding Standards which set out the following overarching standards that guide the development and regular review of our work systems, practices, policies, and procedures to protect students from abuse and other harm.

### The National Principles for Child Safe Organisations

The 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:

1. Child safety and wellbeing is embedded in organisational leadership, governance, and culture
2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously
3. Families and communities are informed and involved in promoting child safety and wellbeing
4. Equity is upheld and diverse needs respected in policy and practice
5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice
6. Processes to respond to complaints and concerns are child focused
7. Staff and volunteers are equipped with the knowledge, skills, and awareness to keep children and young people safe through ongoing education and training

8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed
9. Implementation of the national child safe principles is regularly reviewed and improved
10. Policies and procedures document how the organisation is safe for children and young people.

### The National Catholic Safeguarding Standards

The National Catholic Safeguarding Standards (NCSS) expand on the National Principles, specifically for Catholic settings. They set out 10 overarching standards that guide the development of a child safe culture for Catholic entities. Compliance with the NCSS is mandatory for all Catholic entities. They are:

- Standard 1: Committed leadership, governance, and culture
- Standard 2: Children are safe, informed and participate
- Standard 3: Partnering with families, carers and communities
- Standard 4: Equity is promoted, and diversity is respected
- Standard 5: Robust human resource management
- Standard 6: Effective complaints management
- Standard 7: Ongoing education and training
- Standard 8: Safe physical and online environments
- Standard 9: Continuous improvement
- Standard 10: Policies and procedures support child safety.

### Children and Young People's Right to Safety, Information and Participation

The College is a child safe and child-centred organisation. Our environment is friendly and welcoming to all children and young people.

We actively seek to include students in decisions that affect them. This includes decisions about organisational planning, delivery of services, management of facilities, and 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 College 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 (Aboriginal and Torres Strait Islander communities, culturally and linguistically diverse communities, other communities that make up our Staff and student cohort, and the local community in which our College operates) know about the College's operations and policies, including the Child Safeguarding Policy and Child

Safeguarding 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 linguistically diverse backgrounds, and communities with particular experiences or needs
- have a physical environment that actively celebrates diverse cultures and recognises cultural difference
- commit to that ensuring our facilities promote the inclusion of students of all abilities.

## Our Child Safeguarding Program

The College is committed to the effective implementation of our Child Safeguarding Program and ensuring that it is appropriately reviewed and updated. We adopt a risk management approach by identifying key risk indicators and assessing child safety risks based on a range of factors including the nature of our College's activities, physical and online environments and the characteristics of the student body.

Our Child Safeguarding Program relates to all aspects of child safety and protecting students from 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 Safeguarding Codes of Conduct
- clear information as to what constitutes harm and associated key indicators of different forms of harm
- procedures for reporting to external agencies, including Mandatory Notifications to the Department for Child Protection (DCP), and Reporting to Police, which make clear that all Staff, Volunteers and Contractors must, as their first priority, fulfill their legal obligations to report harm or risk of harm to a child to the Child Abuse Report Line (CARL) and to Police

- clear procedures for reporting child safety incidents or concerns internally, and for responding to allegations of 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 School Leadership Team, Staff, Volunteers and Contractors
- procedures for reporting to external agencies, including Mandatory Notifications to DCP, 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 safeguarding 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 National Principles and the National Catholic Safeguarding Standards)
- a system for continuous review and improvement.

As a part of College's induction process, all Staff, as well as Direct Contact Volunteers are required to complete induction in our child safeguarding policies, practices, and procedures. All Staff, as well as Direct Contact Volunteers also receive refresher and ongoing child safeguarding training.

Staff, Direct Contact and Regular Volunteers, and Direct Contact and Regular Contractors are supported and supervised by the College's Child Safeguarding Officers and College Leadership Team to ensure that they are compliant with the College's approach to child safety.

## Reporting Child Safety Incidents or Concerns Externally and to the College

**Any person, including a staff member, Volunteers, Contractors, parent/carer or a student, can at any time report a reasonable suspicion about harm or risk of harm to a child or young person directly to CARL on 13 14 78 or online.**

CARL is open 24 hours a day, seven days a week.

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

If you need guidance on making a report, or have questions regarding child safety, contact one of the Child Safeguarding Officers.

Our Child Safeguarding Program provides detailed procedures with respect to the reporting of child safety incidents and concerns to relevant external authorities.

It also contains detailed guidance for Kildare Education Ministries Board members, Staff, Volunteers and Contractors on how to identify key indicators of different forms of harm or risk of harm to children and young people and how to report child safety incidents or concerns:

- to relevant external authorities, including CARL and the Police
- internally to one of our Child Safeguarding Officers.

**Students** at the College are provided with information about and encouraged to use multiple pathways to raise child safety incidents or concerns about or at the College. These include by contacting CARL and/or by reporting internally to the College via informal and formal ways, an 'anonymous' way, and through external child advocacy or child safety organisations.

**Parents/carers, family members and other community members** who have child safety concerns or who suspect that a child or young person associated with the College may be subject to harm or risk of harm should immediately contact CARL. They should then also contact:

- the College's Senior Child Safeguarding Officer, the Deputy Principal, by phoning 08 8369 9999 or emailing [mcamilleri@kildare.catholic.edu.au](mailto:mcamilleri@kildare.catholic.edu.au) or the Principal, or
- if the concern relates to the Principal, the Executive Director of Kildare Ministries, through the Chair of the Board by mail, at 54 Beaconsfield Parade, Albert Park, Victoria 3206, or by telephone 03 9682 2973.

Any person can also contact the Senior Child Safeguarding Officer, the Principal or the Executive Officer of Kildare Education Ministries if they have concerns regarding the College's leadership in relation to child safeguarding.

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

## Responsibilities for Child Safeguarding at the College

Child 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 include:

### The College's Child Safeguarding Officers

A number of senior staff members are nominated as the College's Child Safeguarding Officers. Our Child Safeguarding Officers receive additional specialised training with respect to child safety and protection issues and can support Staff and Volunteers making a report to CARL. They are a point of contact for raising child safety concerns within the College, subsequent to reporting directly to CARL. They are also responsible for championing child safeguarding within the College and assisting in coordinating responses to child safety incidents.

Kildare College Child Safeguarding Officers			
Name	Position	Contact No.	Email Address
Michelle Camilleri	<b>Senior Child Safeguarding Officer</b> Deputy Principal	8369 9999	<a href="mailto:mcamilleri@kildare.catholic.edu.au">mcamilleri@kildare.catholic.edu.au</a>
Enrico Caprioli	Director of Staff	8369 9999	<a href="mailto:ecaprioli@kildare.catholic.edu.au">ecaprioli@kildare.catholic.edu.au</a>
Melissa Gartner	College Counsellor	8369 9999	<a href="mailto:mgartner@kildare.catholic.edu.au">mgartner@kildare.catholic.edu.au</a>

The College has also appointed the Deputy Principal as the College's Senior Child Safeguarding Officer. The Senior Child Safeguarding Officer is contactable by phone on 08 8369 9999 or by emailing [mcamilleri@kildare.catholic.edu.au](mailto:mcamilleri@kildare.catholic.edu.au).

The Senior Child Safeguarding Officer has additional child safeguarding responsibilities, such as being the College's contact person for child safeguarding concerns or queries by parents/carers and other members of the wider community and coordinating the College's response to child safeguarding incidents in consultation with the Principal, the School Leadership Team, and the Kildare Education Ministries Board.

### **The Kildare Education Ministries Board**

The Kildare Education Ministries Board is the College's governing body. It is responsible for approving our Child Safeguarding Program and ensuring that the College has appropriate resources to effectively implement the National Principles, the National Catholic Safeguarding Standards, and our Child Safeguarding Program.

### **The Principal**

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

### **The College Leadership Team**

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

### **Staff Members**

All Staff are required to comply with our Child Safeguarding Policy and Child Safeguarding Codes of Conduct, be familiar with our Child Safeguarding Program and understand their legal obligations with respect to the reporting of harm and risk of harm to children and young people and Working with Children Checks.

Each current and new College staff member is required to sign a written statement indicating that they have read and acknowledged the College's Child Safeguarding Policy and Child Safeguarding Codes of Conduct.

It is each individual's responsibility to be aware of key indicators of harm and risk of harm, to be observant, to meet their legal obligations to report harm and risk of harm directly to CARL and the Police, and subsequently to raise all child safety incidents and concerns with one of the Child Safeguarding Officers.

### **Volunteers**

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

All Volunteers are required to comply with our Child Safeguarding Policy and Child Safeguarding Codes of Conduct and are required to understand their legal obligations with respect to the reporting of harm and risk of harm to children and young people.

Relevant Volunteers, as set out in the Child Safeguarding Human Resources Management section below, are required to maintain a valid Working with Children Check as set out in the Child Safeguarding Human Resources Management section, below.

It is each individual's responsibility to be aware of key indicators of harm and risk of harm to children and young people, to be observant, to meet their legal obligations to report harm and risk of harm directly to CARL and the Police, and subsequently to raise all child safety concerns with one of the Child Safeguarding Officers.

### **Contractors**

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

All Contractors engaged by the College are required to comply with our Child Safeguarding Policy and Child Safeguarding Codes of Conduct. Direct Contact and Regular Contractors are required to understand their legal obligations with respect to the reporting of harm and risk of harm to children and young people.

Relevant Contractors, as set out in the Child Safeguarding Human Resources Management section below, are required to maintain a valid Working with Children Check.

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

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

### **External Education Providers**

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

All External Education Providers engaged by the College are responsible for contributing to the safety and protection of students in all College environments. They must have lodged a child safe environments statement to the Department of Human Services prior to being engaged by the College.

All External Education Providers engaged by the College are required by the College to comply with our Child Safeguarding Policy and Child Safeguarding Codes of Conduct.

The College may include these requirements in the written agreement between it and the External Education Provider.



## Child Safeguarding Human Resources Management

The College applies best practice standards in the recruitment and screening of Staff, Volunteers and Contractors. Our recruitment procedures ensure that all reasonable steps are taken to engage the most suitable and appropriate people to work with children and young people. All Staff, Direct Contact Volunteers and Direct Contact Contractors at the College are required to maintain a valid Working with Children Check.

The College ensures that the School Leadership Team, Staff and Direct Contact Volunteers undergo child safeguarding induction, and ongoing education and training as part of our commitment to safeguarding children and young people from harm or risk of harm.

Staff, Direct Contact Volunteers and Direct Contact Contractors are provided with regular supervision and performance monitoring by their manager/a senior member of Staff.

The College ensures that professional development programs for Staff include child safeguarding education and training programs.

## Child Safeguarding Risk Management

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

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.

## Record Keeping

The College has a Child Safeguarding Record Keeping policy and is committed to best practice record keeping.

In accordance with our policy, and as required by our procedures for Responding to and Reporting Child Safety Incidents or Concerns, all internal and external reports of child safety incidents and concerns, as well as any other responses by the College are recorded using the Kildare College Mandatory Notification Record form, available in SEQTA Teach Forms and Guides, or by contacting a Child Safeguarding Officer.

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

## Program Review

The College is committed to the continuous improvement of our Child Safeguarding Program. The Program as a whole is reviewed at a minimum, once every 5 years as required by the Children and Young People (Safety) Act 2017 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, and will communicate any adjustments or amendments widely throughout the College community.

## Non-Compliance with our Child Safeguarding Policy

The College enforces this Child Safeguarding Policy and our Child Safeguarding 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

This Child Safeguarding Policy has been approved by The Kildare Education Ministries Board on 9th June 2022.

The Policy is reviewed at least biennially, in light of experience, the effectiveness or procedures and the publication of relevant research.

## Document Control

Date for update: January 2024

Source: Kildare College Complispace Child Safeguarding Program

Responsibility: Manager – People and Performance