



# The Kilmore International School

## Child Protection and Safety Policy

### Statement of Commitment to Child Safety

At The Kilmore International School we value and respect our students. We strive to provide outstanding education in a safe and welcoming environment and are committed to ensuring the wellbeing of every one of our students.

At TKIS we have a zero tolerance for child abuse and are committed to acting in the child's best interest to protect them from harm. We are clear about our behavioural expectations for every member of our school community. We regard our child protection responsibilities to be of the utmost importance and are committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. We have developed this policy as an overarching document that communicates our approach to protecting children from abuse.

Child abuse includes sexual offences, grooming, physical violence, serious emotional or psychological harm, serious neglect and a child's exposure to family violence. TKIS is committed to the protection of all children from all forms of child abuse and demonstrates this commitment through the implementation of a comprehensive Child Protection Programme design to keep children safe.

## Child Safe Values & Principles

TKIS's commitment to child safety is based on the following overarching principles that guide the development and regular review of our work systems, practices, policies and procedures to protect children from abuse.

1. All children have the right to be safe.
2. The welfare and best interests of the child are paramount.
3. The views of the child and a child's privacy must be respected.
4. Clear expectations for appropriate behaviour with children are established in our Child Safety Code of Conduct and Staff and Staff Professional Boundaries Policy.
5. The safety of children is dependent upon the existence of a child safe culture.
6. Child safety awareness is promoted and openly discussed within our School community.
7. Procedures are in place to screen all staff, Direct Contact Volunteers\*\*, Third Party Contractors and External Education Providers who have direct contact with children.
8. Child safety and protection is everyone's responsibility.
9. Child protection training is mandatory for all Board of Directors directors, staff and Direct Contact Volunteers.
10. Procedures for responding to alleged or suspected incidents of child abuse are simple and accessible for all members of the School community.
11. Children from culturally or linguistically diverse backgrounds have the right to special care and support including those who identify as Aboriginal or Torres Strait Islander.
12. Children who have any kind of disability have the right to special care and support.

\*\*Direct Contact Volunteers are those volunteers who are involved in providing support, guidance and supervision directly to students and could potentially have direct unsupervised contact with students during the normal course of providing the volunteer service.

Examples of Direct Contact Volunteer activities may include volunteers involved in School camps and excursions, coaching sporting teams or assisting in learning activities.

## **Child Protection Programme**

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

Our Child Protection Program relates to all aspects of protecting children from abuse and establishes work systems, practices, policies and procedures to protect children from abuse. It includes:

- clear information as to what constitutes child abuse and associated key risk indicators;
- clear procedures for responding to and reporting allegations of child abuse;
- strategies to support, encourage and enable staff, Volunteers, Third Party Contractors, External Education Providers, parents and students to understand, identify, discuss and report child protection matters;
- procedures for recruiting and screening Board of Directors directors, staff and Direct Contact Volunteers; pastoral care strategies designed to empower students and keep them safe;
- policies with respect to cultural diversity and students with disabilities; a child protection training programme;
- information regarding the steps to take after a disclosure of abuse to protect, support and assist children;
- guidelines with respect to record keeping and confidentiality;
- policies to ensure compliance with all relevant laws, regulations and standards(including the Victorian Child Safe Standards);
- and a system for continuous review and improvement.

As a part of TKIS's induction process, all staff and Direct Contact Volunteers are required to complete a selection of training modules on the content of our Child Protection Programme.

All staff, Direct Contact Volunteers and Board of Directors directors are provided with additional, ongoing child protection training at least annually.

Staff, Volunteers, Third Party Contractors and External Education Providers are supported and supervised by the School's Child Protection Officers to ensure that they are compliant with the School's approach to child protection.

## **Responsibilities**

Child protection is everyone's responsibility. At TKIS all directors of the Board of Directors and staff, as well as Volunteers, have a shared responsibility for contributing to the safety and protection of children. Specific responsibilities include:

### **Board of Directors**

Each member of the Board of Directors is required to ensure that appropriate resources are made available to allow the School's Child Protection and Safety Policy and the Child Protection Programme to be effectively implemented within TKIS and are responsible for holding the Principal and the executive team accountable for effective implementation.

### **The Principal**

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

### **The School's Child Protection Officers**

Principal Andrew Taylor, Counsellors Philippa Kirwan and Trudy Lavoipierre are nominated as the School Child Protection Officers. Our Child Protection Officers receive additional specialised training with respect to child protection issues. They are the first point of contact for raising child protection concerns within TKIS. They are also responsible for championing child protection within TKIS and assisting in coordinating responses to child protection incidents.

## **Staff Members**

All staff are required to be familiar with the content of our Child Protection and Safety Policy and our Child Protection Programme and their legal obligations with respect to the reporting of 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 one of TKIS's Child Protection Officers.

## **Direct Contact Volunteers**

All Direct Contact Volunteers, as defined in this policy, are required to be familiar with the content of our Child Protection and Safety Policy, our Child Protection Programme and their legal obligations with respect to the reporting of 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 one of the School's Child Protection Officers.

## **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. Indirect Contact Volunteers are not responsible for supervising students and would not have "unsupervised" contact with students during the normal course of providing the volunteer service.

All Indirect Volunteers are responsible for contributing to the safety and protection of children in the TKIS environment.

All Indirect Volunteers are required by the School to be familiar with our Child Protection and Safety Policy and our Child Safety Code of Conduct.

Examples of Indirect Contact Volunteer activities may include assisting with School functions, or the School canteen and fundraising barbecues.

## **Third Party Contractors**

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

Third Party Contractors include, for example, maintenance and building personnel, consultants, casual teachers, tutors, sports coaches and school 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 School, but have an agreement with the School to use the School's facilities.

All service providers engaged by the School are required by the School to be familiar with our Child Protection and Safety Policy and our Child Protection Programme.

The School may include this requirement in the written agreement between it and the service provider.

### **External Education Providers**

An External Education Provider is any organisation that the School has arranged to deliver a specified course of study that is part of the curriculum, to a student or students enrolled at the School.

The delivery of such a course may take place on School premises or elsewhere.

All External Education Providers engaged by the School are responsible for contributing to the safety and protection of children in the School environment.

All External Education Providers engaged by the School are required by the School to be familiar with our Child Protection and Safety Policy and our Child Protection Programme.

TKIS may include this requirement in the written agreement between it and the External Education Provider.

### **Reporting Child Protection Concerns**

Our Child Protection Programme provides detailed guidance for directors of the Board of Directors, staff and Direct Contact Volunteers as to how to identify key risk indicators of child abuse and how to report child abuse concerns to one of TKIS's nominated Child Protection Officers. It also contains detailed procedures with respect to the reporting of child abuse incidents to relevant authorities.

Staff, Third Party Contractors, External Education Providers, Volunteers, students, parents/guardians and other community members who have concerns that a child may be subject to abuse or grooming are asked to contact the School's Senior Child Protection Officer, Philippa Kirwan, by phoning 03 5782 2211 or emailing [philippa.kirwan@kilmore.vic.edu.au](mailto:philippa.kirwan@kilmore.vic.edu.au)

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

You may wish to refer to our separate document titled “Procedures for Responding to and Reporting to Allegations of Suspected Child Abuse” published on the TKIS school website.

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

## **Related Policies and Procedures**

Risk Management Programme

Compliance Programme

Human Resources Programme

Student Duty of Care Programme

Occupational Health & Safety Programme

Child Protection

Staff Training Recruitment

Policy & Program Review

Selection Procedures Induction Procedures

## **Policy & Program Review**

TKIS is committed to the continuous improvement of our Child Protection Programme.

The Programme is regularly reviewed for overall effectiveness and to ensure compliance with all child protection related laws, regulations and standards.