## Child Protection Policy

<table>
<thead>
<tr>
<th><strong>Policy Number:</strong></th>
<th>CPP.1.2 Adapted from the Lismore CSO Diocesan Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Status:</strong></td>
<td>Ratified</td>
</tr>
<tr>
<td><strong>Date Issued:</strong></td>
<td>March 2015</td>
</tr>
<tr>
<td><strong>Evaluation and Review:</strong></td>
<td>March 2018</td>
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<tr>
<td><strong>Policy Contact Officer:</strong></td>
<td>CSO Director – David Condon, CSO Human Resources Consultant, Neil Graham, School Principal – David Hughes</td>
</tr>
<tr>
<td><strong>Related Documentation:</strong></td>
<td>CSO Lismore Diocesan Child Protection Policy</td>
</tr>
</tbody>
</table>
Rationale:
All children have a right to feel and be safe. Teachers with reasonable grounds for suspecting that a student has, or will be, exposed to injury through maltreatment have moral and possibly legal responsibilities to report the situation to an officer of the appropriate authority.

Scope:
To ensure that children’s rights to be safe are maintained and that each child is protected against injury resulting from physical or sexual abuse.

Procedures:

- Principals have a duty to report suspicion on reasonable grounds of injury to students through maltreatment.
- Teachers who suspect child abuse will initially report to, and discuss the matter with, the principal.
- The principal may choose to investigate the matter further, including a discussion with the child involved.
- The principal may contact CSO Human Resources Consultant (Child Protection) Mr Neil Graham to discuss the case and seek advice on the best course of action.
- The principal may contact the Department of Children’s Community Services to discuss the case in anonymous terms with an officer of the Board to determine whether or not the circumstances warrant a report.
- The principal may then choose to formally report the matter to the Department of Children’s Community Services.
- All details will be fully documented and retained.
- Confidentiality will be maintained at all times.
- Subsequent concerns about the same child will also be brought to the attention of the Principal.
- CSO Human Resources Consultant (Child Protection) Mr Neil Graham will be contacted by the principal with the view to providing staff with professional development relating to the signs and reporting of child abuse.
Appendix A

School Site and Facilities Risk Management Procedure

Procedure Statement

The Lismore Diocesan schools system promotes the safety, welfare and well-being of children and young people attending system schools by providing a physical environment for each school which is safe and secure.

As part of the system’s commitment to child protection, each school is required to conduct a risk assessment of its site and facilities with a focus on identifying and addressing possible risks of child abuse.

The risk management process will be completed during 2013 and repeated at least once during each school review period.

Risk Management Procedures

The process requires the principal to:

• examine components of the site and facilities through a child protection safety audit
• identify and assess sources of potential risk for children
• design and implement short term strategy to manage the risk
• recommend longer term initiatives with financial implications to eliminate the problem area/s

NOTE: Short and long term strategies to manage or eliminate the risk may involve:

• skilling staff and students,
• introducing changes to procedures
• publishing cautionary advice
• altering the physical environment.

Steps in the Process

The principal conducts a child protection safety audit of the school site and facilities. The principal is accompanied on the audit by at least one other person such as a member of the school executive, chair of OHS committee, a parent with specific skills or the project officer.

A report on the safety audit is completed using STEP 1 (at back of this section). The components listed are examples only and it may be necessary to include additional components relevant to the particular school site.

The principal and audit colleague discuss the results of the audit with other members of the school community as appropriate. Together they identify the components of the site/facilities that are not satisfactory in that they do not provide adequate protection for children. They identify the source of the potential risk and discuss possible short-term or long-term strategies to manage and eventually to eliminate the risk.

The principal and audit colleague together design a risk management plan using the schema provided in STEP 2 (at back of this section).

Short-term strategies to manage the risks will usually be able to be implemented with school resources. There may be long-term strategies that require financial support from the system.

The principal discusses the risk management system with relevant school stakeholders and may need to contact the Catholic Education Office regarding strategies requiring system support.

As short and long-term strategies are implemented a record of the implementation is noted using the schema provided in STEP 3 (at back of this section). Any changes to the implementation process are also noted.
When the risk assessment process is completed the principal signs-off STEP 4 (at back of this section). All 'steps' are then filed within the school and a copy of the report is provided to the compliance audit members at the time of school review.

**Responsibility for Child Protection Site/Facilities Risk Management**

The principal, as the employer representative is required, as part of the day-to-day management of the school, to ensure the physical environment of the school is safe and secure for children.

It is the responsibility of the principal to ensure that risk management systems for site and facilities are reviewed formally with a focus on addressing risks of child abuse at least one in each school review period according to this procedure.
### STEP 1
CHILD PROTECTION RISK MANAGEMENT PROCESS - SITE AND FACILITIES
Examine the components of the site and facilities and assess risk through a safety audit

<table>
<thead>
<tr>
<th>Component</th>
<th>OK</th>
<th>Not Satisfactory (comments)</th>
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<tbody>
<tr>
<td>1  The interiors of all classrooms are visible from the exterior at all times during the school day.</td>
<td></td>
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<tr>
<td>2  The interior of the library and other specialist rooms which students frequent are visible from the exterior at all times during the school day.</td>
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<tr>
<td>3  The sick bay is within the line of sight of a person/s responsible for checking the wellbeing of the student.</td>
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<tr>
<td>4  The interior of interview rooms are visible from the exterior at all times during the school day.</td>
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<tr>
<td>5  Signage requires all visitors to present to the school office.</td>
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</tr>
<tr>
<td>6  Signage directs visitors to the school office.</td>
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<tr>
<td>7  The perimeter of the school site is secure from trespassers.</td>
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<tr>
<td>8  Student toilets/change rooms have adequate lighting to facilitate supervision.</td>
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<tr>
<td>9  Student toilet/change rooms design allows appropriate supervision.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 Student toilets/change rooms are secure from trespassers.</td>
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<tr>
<td>11 All classrooms have clearly established links and communication with the main complex, whether they are physically part of this complex or free-standing.</td>
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Other

Safety audit was completed by: ..................................(principal) .......................(colleague)

Date: ................................................

### STEP 2
CHILD PROTECTION RISK MANAGEMENT PROCESS - SITE AND FACILITIES
Design risk management system

SAMPLE ONLY

Component No: 10

C:\Users\DanielW\Desktop\Moodle Assets Larp\WHS\Child Protection Policy - CPP_1_2.docx
Source of potential risk:
The entry to the junior girls' toilet block directly faces the perimeter gate.

Short-term strategy to manage risk:
- The perimeter gate is permanently locked immediately.
- Staff supervision roster is modified to allocate the perimeter gate yard section to one member of staff, as from the commencement of week X, Term X.

Recommended long term initiate to eliminate the risk:
- That the junior girls toilet block entry is closed and a new entry constructed facing the school side of the block. That this occurs as part of the refurbishment program in XXXX.

The principal has discussed step 1 and step 2 of the risk management process and addressed any matters relevant to implementation with relevant stakeholders.

Signed: ........................................
(principal)

Date: ........................................
### Component No:

**Source of potential risk:**

**Short-term strategy to manage risk:**

**Recommended long term initiate to eliminate the risk:**

<table>
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<th>Source of potential risk:</th>
<th>Short-term strategy to manage risk:</th>
<th>Recommended long term initiate to eliminate the risk:</th>
</tr>
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The principal has discussed step 1 and step 2 of the risk management process and addressed any matters relevant to implementation with relevant stakeholders.

Signed:…………………………………..
(principal)

Date:……………………………………
### Step 3
**Child Protection Risk Management Process - Site and Facilities**

Implement and review risk management system

<table>
<thead>
<tr>
<th>Component no:</th>
<th>Short term strategy implemented (date):</th>
<th>Long term initiative implemented (date):</th>
<th>Any required changes:</th>
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The principal has discussed step 1 and step 2 of the risk management process and addressed any matters relevant to implementation with relevant stakeholders.

Signed:…………………………………..
(principal)

Date:………………………………………
STEP 4
CHILD PROTECTION RISK MANAGEMENT PROCESS - SITE AND FACILITIES
Completion of report

The risk assessment cycle is completed. A report on the risk assessment process consisting of parts 1, 2, 3 and 4 is filed within the school and I have discussed the risk management process with relevant stakeholders and/or referred the risk management process to the Catholic Education Office.

Signed:……………………………………
(principal)

Date:………………………………………