



# Student Protection Policy

This Student Protection Policy has been developed in accordance with and implements Principle 1 of the National Principles for Child Safe Organisations (National Principles).

The Student Protection Policy is published on our Hilliard Christian School's public website and provided to new Staff, and to Direct Contract Volunteers and Direct Contact Contractors at induction. It is provided to parents/carers on enrolment, and a child-friendly version is provided to all students.

## Purpose

Our Student Protection Policy, which includes our Statement of Commitment to Child Safety and Wellbeing, was written to demonstrate the strong commitment of Hilliard Christian School to promoting children's and young people's well-being and to safeguarding children and young people from harm.

It is an overarching policy that provides an outline of the policies and practices that we have developed to keep our students safe, including from harm.

It sets out the key elements of our approach to the Hilliard Christian School as a child-safe organisation and sets the tone for Hilliard Christian School's entire Child Safety Program.

The Student Protection Policy provides the framework for:

- implementation of the National Principles
- complying with the Department for Education Children and Young People's Protective practices for staff in their interactions with children and young people: Guidelines for staff working or volunteering in education and care settings (Protective Practices), Managing allegations of sexual misconduct in Tasmanian education and care settings (Managing Sexual Misconduct), Sexual behaviour in children and young people: Procedure and Guideline (Sexual Behaviour Guidelines), and Responding to online safety incidents in Tasmanian Schools (Managing Online Safety Incidents) guidelines
- developing work systems, practices, policies and procedures that promote child protection within the Hilliard Christian School;
- creating a safe and supporting Hilliard Christian School environment and a positive and robust child-safe culture;
- promoting and openly discussing child safety issues within Hilliard Christian School;
- complying with all laws, regulations and standards relevant to child protection and safety in Tasmania.

## Scope

The Hilliard Christian School's Student Protection Policy promotes the safety and protection of all students at Hilliard Christian School.

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It applies to all adults in the Hilliard Christian School community, including Staff, Volunteers, Contractors, External Education Providers, parents/carers and other family members. It applies in all Hilliard Christian School's environments, both physical and online, and on-site and off-site Hilliard Christian School grounds (e.g. camps and excursions).

### Definitions

Definitions of terms of particular importance in the Student Protection Policy include:

#### Child/Child and Young Person

The term "child" and the phrase "child and young person" refer to a person who is under the age of 18.

#### Student

The term "student" refers to all students enrolled at the Hilliard Christian School, including those aged 18 and above.

#### Harm

**"Harm" is defined in section 17 of the Children, Young Persons and Their Families Act 1997**, and for the purposes of this Policy, as "physical harm or psychological harm (whether caused by an act or omission)". It includes – but is not limited to – "harm caused by sexual, physical, mental or emotional abuse or neglect". It does not matter how the harm occurs or by whom.

### Child Safety Incident or Concern

Hilliard Christian School uses the phrase, "child safety incident or concern", which includes, but goes further than, the concept of "harm". Child safety incidents or concerns can take many forms. These include not only harm to a child or young person by their parents/carers, but also conduct by other people that can cause harm to a child or young person or to a student aged 18 or over.

We define a "child safety incident or concern" as:

"harm" to a child or young person, or to a student aged 18 or over, as defined in the Safety Act a child or young person being "at risk" as defined in the Safety Act, such as:

- the child or young person has suffered harm
- there is a likelihood that the child or young person will suffer harm
- there is a likelihood that the child will be removed from the state for the purposes of an unlawful medical or other procedure (including female genital mutilation), child marriage or an activity or action that would be a criminal offence, if it occurred in the state
- the child or young person's parents or guardians are unable or unwilling to care for them, have abandoned them, or cannot be found or are dead
- the child or young person is persistently absent from school with no explanation; or
- the child or young person is homeless an offence against a child, young person, or student aged 18 or over under the **Children, Young Persons and Their Families Act 1997** (Criminal Law Act), such as:
  - assault
  - causing physical or mental harm
  - failure, by a person who is liable, to provide necessary food, clothing or accommodation to a child

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aged under 16 or a vulnerable adult, without lawful excuse

- criminal neglect
- sexual offences, including unlawful sexual intercourse and persistent sexual abuse of a child
- grooming offences
- offences related to child exploitation material and commercial sexual activities
- offences related to institutional child sexual abuse
- bringing a child into or removing a child from the state for the purposes of child marriage
- performing the female genital mutilation of a child or removing the child from the state for the purposes of female genital mutilation
- a breach of our Child Safeguarding Codes of Conduct, such as:
  - a teacher engaging in unauthorised after-hours meetings with a student
  - a Volunteer sports coach engaging in inappropriate online personal communications with a student
  - a Contractor music tutor publishing online photos, movies or recordings of a student without parental/carer consent.

## Roles and Responsibilities

Child safety and well-being is everyone's responsibility. All adults in the Hilliard Christian School community have a shared responsibility for contributing to the safety, well-being and protection of students.

Specific responsibilities are summarised at the end of this Policy.

## Statement of Commitment to Child Safety and Wellbeing

Hilliard Christian School is committed to providing education and care to children and young people to assist them to develop into high-achieving, supported students, positively connected to each other and to the communities in which they live and which they will serve.

All children and young people who come to Hilliard Christian School 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 harm to children and young people and are committed to acting in students' best interests and keeping them safe from harm.

Hilliard Christian School regards its Child Safety responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection

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laws and regulations and maintaining a child-safe culture.

Each member of the Hilliard Christian School community has a responsibility to understand the important and specific role that they play individually and collectively to ensure that the well-being and safety of all students are at the forefront of all that they do and every decision that they make.

## Child Safety Principles and Standards

### 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.



## Child Safe Adult Codes of Conduct Policy

The Hilliard Christian School has a Child Safe Adult Code of Conduct that sets boundaries and expectations for appropriate behaviours between all adults at the Hilliard Christian School and students, in both physical and online environments.

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Our Staff and Student Professional Boundaries Policy sets out additional behaviour boundaries and expectations for Staff, Volunteers and Contractors, no matter their age. We also have a Student Child Safety Code of Conduct which includes standards of behaviour for students relevant to child safety. Together, we refer to these as our Child Safety Codes of Conduct.

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

We also provide specific information about the Child Safety Codes of Conduct, to students and families, 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**

Hilliard Christian School 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 do this through:

### Formal Student Feedback

- Student Representative Council (SRC)
- online Surveys

### Informal Student Feedback

- classroom discussions
- pastoral care groups.

We ensure that students know about their rights to safety, information and participation, through age-appropriate education, and by providing age-appropriate, simple, and accessible information to students about how to raise concerns, and the Procedures for Managing Child Safety Incidents or Concerns.

We recognise the importance of, and have implemented specific strategies to support, friendships and support from peers. We actively seek to understand what makes students feel safe in our Hilliard Christian School and regularly communicate with students about what they can do if they feel unsafe.

## **Parents/Carers, Families and Community Involvement at Hilliard Christian School**

Hilliard Christian School 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 Hilliard Christian School operates) know about Hilliard

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Christian School operations and policies, including the Child Safe Policy and Child Safety 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 Hilliard Christian School through partnerships with relevant communities.

## **Valuing Diversity in the Hilliard Christian School Community**

Hilliard Christian School 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 and Direct Contact Contractors 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 promoting the inclusion of students of differing abilities.

## **Embedding a Culture of Child Safety - Our Child Safe Program**

Our Child Safety 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 Safety environment and culture at Hilliard Christian School. It includes:

- policies and procedures for complying with the Protective Practices, Managing Sexual Misconduct and Managing Online Safety Incidents guidelines
- Child Safety 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 Strong Families Safe Kids (1800 000 123), and Reporting to Police, which make clear that all Staff, Volunteers and Contractors must, as their first priority, fulfil their legal obligations to report harm or risk of harm to the Strong Families/Safe Kids (SFSK) and to Police
- clear procedures for reporting Child Safety incidents or concerns internally, and for responding to incidents or 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 Leadership Team, Staff, Volunteers and Contractors
- pastoral care strategies are designed to empower students and keep them safe

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- 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 Safety Training:
  - information regarding the steps to take after a disclosure of 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)
  - a system for continuous review and improvement through reviewing this policy yearly to ensure the school is up to date on the latest child safety protocols and procedures.

### Complaints and Reporting Processes: Hilliard Christian School Response to Child Safety Incidents or Concerns

Seventh-day Adventist Schools (Tasmania) Limited fosters a culture that encourages everyone in the Hilliard Christian School 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 and Grievance 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 of Hilliard Christian School, set out in the Procedures below.

The Hilliard Christian School will take appropriate, prompt action in response to all child safety incidents or concerns, including:

- complaints, allegations or disclosures of harm
- breaches of our Child Safety Codes of Conduct
- inappropriate behaviour by Staff, Volunteers, Contractors, students, parents/carers or anyone else whenever these are reported to Hilliard Christian School.

The safety and well-being of the student/s involved in the matter will be the paramount consideration when responding to child safety incidents and concerns. Hilliard Christian School follows the [National Office of Child Safety's Complaints Handling Guide: Upholding the Rights of Children and young people](#) when investigating and responding to child safety incidents and concerns. This guide can be found [HERE](#) or in the Staffroom for your information:

- Hilliard Christian School's response will include:
  - reporting all matters that meet the required relevant thresholds to Strong Families/Safe Kids (SFSK) and/or the Police (if not already reported), depending on the issues raised
  - fully cooperating with any resulting investigation by an external agency
  - complying with the Department for Education, Children and Young People's Child Safety Framework and Mandatory Reporting Guidelines
  - 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 a disability, and other vulnerable students (such as

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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 Hilliard Christian School response to it
- taking broader actions to improve child safety at Hilliard Christian School (including systemic reviews and resulting improvements).

## **Child Safety Human Resources Management**

### **Recruitment and Screening**

Hilliard Christian School 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 children and young people.

Our practices include:

- making our commitment to child safety and wellbeing clear in recruitment advertising and documentation
- requiring all Staff, Direct Contact and Regular Volunteers and Direct Contact Contractors at Hilliard Christian School to undergo a Working with Vulnerable People Check and be 'not prohibited' from working with children, in order to work or volunteer at Hilliard Christian School
- using additional selection, background checking and screening processes that take into account child safety considerations
- providing all Staff, Direct Contact Volunteers and Direct Contact Contractors with regular supervision and performance monitoring by their manager/a senior member of staff
- ensuring that professional development programs for Staff include Child Safety education and training programs.

### **Training On and Information About the Child Safe Program**

As a part of Hilliard Christian School's induction process, we require all Staff, as well as Direct Contact Volunteers to complete our child safety induction program, which includes:

- an induction in our child safety policies, practices and procedures.
- an induction into mandatory reporting procedures.

All Staff, as well as Direct Contact Volunteers must also complete refresher and ongoing child safety training at least annually, including refresher Code of Conduct and Child Safe Training.

### **Ongoing Supervision, Management and Support**

The Hilliard Christian School's Child Safety Advocates and Leadership 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 Hilliard Christian School's approach to child safety.

Our child safety supervision and support program includes:



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- immediately contacting the DHS Screening Unit when we become aware of information regarding any staff member, Volunteer or Contractor that is relevant to their WWVP (such as serious criminal offences, disciplinary information or other misconduct or child safety information)
- probationary periods for new staff members, where these are permitted by law or under an enterprise agreement
- annual performance reviews for all staff members
- appointing a supervising staff member to Direct Contact Volunteers/Contractors and to those Regular Volunteers/Contractors who work when students are present or expected to be present
- professional development programs for Staff that include child safety education through Staff Meetings, IST Professional Development, DECYP Professional Development and online training.

## Child Safety Risk Management

Seventh-day Adventist Schools (Tasmania)Ltd. and Hilliard Christian School recognises the importance of a risk management approach to minimising the potential for harm to children and young people to occur and we use this information to inform our policies, procedures and activity planning.

We identify, assess and manage Child Safety risks in all Hilliard Christian School environments based on a range of factors including the nature of our Hilliard Christian School’s activities, physical and online environments and the characteristics of the student body. We use this information to inform our policies, procedures and activity planning.

## Record Keeping

Hilliard Christian School is committed to best practice record keeping about child safety incidents and concerns.

All internal and external reports of child safety incidents and concerns, as well as any other responses by Hilliard Christian School are documented using the Pastoral Care notes, available in SEQTA.

When keeping records of Child Safety incidents or concerns, Hilliard Christian School maintains confidentiality and privacy for students and families in accordance with federal privacy legislation.

### Communication

Hilliard Christian School is committed to communicating our child safety strategies, policies and procedures to our Hilliard Christian School community through the measures set out in the **Implementation** section below. In addition, we use:

school website

- school newsletter
- school assemblies

*to communicate child safe procedures to parents, carers and the school community.*

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### Child Safety Program Review

Hilliard Christian School is committed to the continuous improvement of our Child Safety Program. The Program as a whole is reviewed annually for overall effectiveness and to ensure compliance with all child protection related laws, regulations and standards.

When undertaking these reviews, Hilliard Christian School actively seeks, actions, and incorporates feedback from students, families, the wider Hilliard Christian School community, Staff, Volunteers and Contractors analyses any complaints, concerns and child safety incidents that may have occurred communicate any adjustments or amendments widely throughout the Hilliard Christian School community.

### Child Safety Procedures

#### Reporting Child Safety Incidents or Concerns Externally and to Hilliard Christian School

***Any person, including a Staff member, Volunteers, Contractors, parent/carer or student, can at any time report a reasonable suspicion about harm to a child or young person directly to The Strong Families, Safe Kids advice and referral line is the first point of contact for child wellbeing and safety.***

- ***Contact Details: 1800 000 123 or online***
- ***<https://childwellbeingcontactform.decyp.tas.gov.au/ContactForm/YourDetails.aspx?CFCSK=0db02d2d-a7ef-468f-b31f-9f9dac09dd66>***

***Whenever there are concerns that a child 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 Safety Advocates.

### Staff, Volunteers and Contractors

At Hilliard Christian School, the following people are Mandated Notifiers and must report reasonable suspicions about harm or risk of harm to a child or young person to Strong Families/Safe Kids (SFSK):

- Seventh-day Adventist Schools (Tasmania) Limited members
- Principal and Leadership Team
- Teachers, including student teachers
- All other Hilliard Christian School staff who provide directly to students
- Hilliard Christian School counsellor/psychologist
- Direct Contact Volunteers
- Direct Contact Contractors
- Ministers of religion/Chaplains.

All Staff must follow our Procedures for Responding to and Reporting Child Safety Incidents or Concerns and, after fulfilling their legal obligations to report harm or risk of harm to a child to Strong Families, Safe Kids and to Police as their first priority, must also report all child safety incidents or concerns internally to a Child Safety Advocate or the Principal.

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Where the incident or concern involves the Principal, internal reports should instead be made to the Director of Adventist Education for Tasmania, after the report to Strong Families/Safe Kids has been made.

If the incident or concern involves Director of Adventist Education or other Hilliard Christian School's employee the report should be made to ADSAFE.

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

### Students, Parents/Carers and Community Members

**Students** at Hilliard Christian School who have child safety concerns about themselves or any other child, young person or student aged 18 or over can:

- contact Strong Families/Safe Kids on 1800 000 123 or online;
- 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).
  - speak confidentially to the school counsellor, chaplain, child safe advocates or Principal to disclose anonymously
  - contact Kids Help Line by phoning 1800 55 1800 or online at [kids helpline.com.au](http://kids helpline.com.au)

For more information, refer to our Child-Friendly Child Safe Complaints Policy.

**Parents/carers, family members and other community members** who have child safety concerns or who suspect that a child or young person associated with Hilliard Christian School may be at risk of or subjected to harm should immediately contact Strong Families/Safe Kids on 1800 000 123 or online. They should then also contact:

- if the concern involves the Principal, the Director of Adventist Education for Tasmania by emailing Sandra Ferry at [Sandra.ferry@adventist.org.au](mailto:Sandra.ferry@adventist.org.au).

Any person can also contact the Director of Adventist Education for Tasmania or the Hilliard Christian school Senior Child Safety Officer, by emailing **Elizabeth Chaplin** at [Principal@hilliard.tas.edu.au](mailto:Principal@hilliard.tas.edu.au) if they have concerns regarding the Hilliard Christian School's leadership in relation to child safety. If the concern involves the Director of Adventist Education for Tasmania or other Hilliard Christian School's personnel, ADSAFE can be contacted. They can be contacted directly by phone: **(02) 9847 3488** or via the website: [www.adsafe.org.au](http://www.adsafe.org.au). Communications will be treated confidentially on a 'need to know basis'.

### Hilliard Christian School Response to and External Reporting of Child Safety Incidents or Concerns

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

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

It also provides guidance for all Staff, Volunteers and Contractors on their obligations to respond to, and to report to Strong Families/Safe Kids and the Police, child safety incidents and concerns.

These procedures and guidance are summarised in this Policy and our public-facing document Procedures for Managing Child Safety Incidents or Concerns at/ or Involving the School or its Staff.

### **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 and young people, as well as on their families. In addition to reporting and referral to the relevant authorities, Hilliard Christian School plays a central role in addressing this trauma and has a duty of care to ensure that students feel safe and supported at school.

Hilliard Christian School 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 such as:

- Child Safety Advocates may 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 Hilliard Christian School 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.

Hilliard Christian School offers former students who may disclose historical child safety incidents or concerns from their time at Hilliard Christian School similar support.

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

### **Responsibilities for Child Safety at Hilliard Christian School**

Child safety is everyone's responsibility. All adults in the Hilliard Christian School community have a shared responsibility for contributing to the safety and protection of students. Specific responsibilities include:

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### Hilliard Christian School’s Child Safety Advocates

A number of senior staff members are nominated as the Hilliard Christian School’s Child Safety Advocates. Our Child Safety Advocates receive additional specialised training with respect to child safety and protection issues and can support Staff and Volunteers making a report to Strong Families/Safe Kids (SFSK) (if required). They are a point of contact for raising child safety concerns within Hilliard Christian School, subsequent to reporting directly to Strong Families/Safe Kids. They are also responsible for championing child protection and safety within Hilliard Christian School and assisting in coordinating responses to child safety incidents.

Our Child Safety Advocates are:

- Principal, Elizabeth Chaplin, [principal@hilliard.tas.edu.au](mailto:principal@hilliard.tas.edu.au)
- Secondary Coordinator, Scott Winkler, [scott.winkler@hilliard.tas.edu.au](mailto:scott.winkler@hilliard.tas.edu.au)
- Primary Coordinator, Angela Robertson, [angela.robertson@hilliard.tas.edu.au](mailto:angela.robertson@hilliard.tas.edu.au)
- School Chaplain, Ben Ashby, [ben.ashby@hilliard.tas.edu.au](mailto:ben.ashby@hilliard.tas.edu.au)

Hilliard Christian School has also appointed Elizabeth Chaplin as the Hilliard Christian School’s Senior Child Safety Officer. The Senior Child Safety Officer is contactable by phone at (03) 6272 1711 or by emailing [principal@hilliard.tas.edu.au](mailto:principal@hilliard.tas.edu.au).

The Senior Child Safety Officer has additional Child Safety responsibilities, such as being the Hilliard Christian School’s contact person for Child Safety concerns or queries by parents/carers and other members of the wider community and coordinating the Hilliard Christian School’s response to Child Safety incidents in consultation with the Leadership Team and the Seventh-day Adventist Schools (Tasmania) Limited members.

### The Board of SDA Schools (Tasmania) Ltd

The Board of SDA Schools (Tasmania) Ltd is the Hilliard Christian School’s governing body. It is responsible for approving our Child Safety Program and ensuring that the Hilliard Christian School has appropriate resources to effectively implement the National Principles and our Child Safety Program.

### Seventh-day Adventist Schools (Tasmania) Limited

Seventh-day Adventist Schools (Tasmania) Limited is the proprietor of the Hilliard Christian School and is responsible for implementing the governance arrangements set out for the Adventist Schools Tasmania by Board of Directors inc. consultation with the local schools and community, including in relation to Child Safety.

### The Principal

The Principal is responsible and will be accountable for, the operational management of Hilliard Christian School, and the Child Safety Program. The Principal is responsible for taking all practical measures to ensure that this Child Safe Policy and the Hilliard Christian School’s Child Safety Program is implemented effectively and that a strong and sustainable child-safe culture is maintained within their school.

### The Hilliard Christian School Leadership Team

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

### Staff Members

All Staff are required to comply with our Child Safe Policy and Child Safety Codes of Conduct, be familiar with our Child Safety 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 Vulnerable People Checks.

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 to Strong Families/Safe Kids Hotline and potentially the Police, and to raise all Child Safety incidents and concerns with a Hilliard Christian School' Child Safety Advocate.

To meet these obligations, all Hilliard Christian School Staff must:

- undergo a Working with Vulnerable People and be 'not prohibited' from working with children, in order to work at Hilliard Christian School (Hilliard Christian School will verify all WWVP in the Service Tasmania Screening Portal)
- acknowledge in writing or online/electronically that they have read and understood the Hilliard Christian School's Child Safe Policy and Child Safety Codes of Conduct
- participate in Child Safety induction and ongoing training provided by Hilliard Christian School
- always follow the Hilliard Christian School's Child Safety policies and procedures in the Child Safety Program
- act in accordance with the Child Safety Codes of Conduct
- identify, report and raise child safety incidents and concerns in accordance with our Procedures for Responding to and Reporting Child Safety Incidents or Concerns
- ensure that 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 Hilliard Christian School. Volunteers may be family members of students, or from the wider Hilliard Christian School or local community. All Volunteers at Hilliard Christian School are responsible for contributing to the safety and protection of students in the Hilliard Christian School environment.

To meet these obligations:

- all Volunteers must comply with our Child Safe Policy and Child Safety 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 Safety Human Resources Management section above, must undergo a Working with Vulnerable People Check and be "not prohibited" from working with

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children, in order to volunteer at Hilliard Christian School (Hilliard Christian School will verify all WWVPs Cards before entry into the school campus).

Direct Contact Volunteers (and, if required by Hilliard Christian School, other Volunteers, such as Regular Volunteers) must:

- participate in Child Safety induction and ongoing training provided by Hilliard Christian School
- be aware of key indicators of harm and risk of harm to children and young people
- understand and meet their legal obligations to report harm and risk of harm directly to Strong Families/Safe Kids and the Police
- subsequent to any external report, raise all child safety incidents and concerns with a Child Safety Advocate.

### Contractors

A Contractor is someone engaged by Hilliard Christian School to perform specific tasks. Contractors are not employees of Hilliard Christian School. Contractors may include, for example, maintenance and building personnel, consultants, casual teachers, tutors, sports coaches and Hilliard Christian 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 Hilliard Christian School, but have an agreement with Hilliard Christian School to use the Hilliard Christian School's facilities.

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

To meet these obligations:

- all Contractors engaged by Hilliard Christian School must comply with our Child Safe Policy and Child Safety Codes of Conduct
- relevant Contractors, as set out in the Child Safety Human Resources Management section above, must undergo a Working with Vulnerable People and be "not prohibited" from working with children, in order to work at Hilliard Christian School (Hilliard Christian School will verify all WWVPs cards before entrance into the school campus)

Direct Contact Contractors (and, if required by Hilliard Christian School, other Contractors such as Regular Contractors) must:

- participate in Child Safety induction and ongoing training provided by Hilliard Christian School or provide evidence of other training
- be aware of key indicators of harm and risk of harm to children and young people
- understand and meet their legal obligations to report harm and risk of harm directly to Strong Families/Safe Kids and the Police
- subsequent to any external report, raise all child safety concerns with a Child Safety Advocates.

Hilliard Christian School may include these requirements in the written agreement between it and the Contractor.

### External Education Providers

## **Hilliard Christian School – Student Protection Policy**

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

All External Education Providers engaged by Hilliard Christian School are responsible for contributing to the safety and protection of students in all Hilliard Christian School environments.

All External Education Providers engaged by Hilliard Christian School must:

- have lodged a child-safe environments statement with the Strong Families/Safe Kids prior to being engaged by Hilliard Christian School
- comply with our Child Safe Policy and Child Safety Codes of Conduct
- ensure that their personnel undergo a Working with Vulnerable People Check and be “not prohibited” from working with children, in order to work at Hilliard Christian School.

Hilliard Christian School may include these requirements in the written agreement between it and the External Education Provider.

### **Implementation**

The Child Safe Policy is published on our Hilliard Christian School’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 Hilliard Christian School.

Hilliard Christian School provides all Visitors to Hilliard Christian School, including Casual Volunteers and Casual Contractors, with information about the Child Safe Policy (including, in particular, the Child Safety Codes of Conduct and how to report child safety incidents or concerns to Strong Families/Safe Kids and the Police, and subsequently to Hilliard Christian School).

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 on our website or upon request to the school.

### **Breach of the Child Safe Policy**

Hilliard Christian School enforces this Child Protection Policy and our Child Safety 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.

### **Relevant Laws Associated with this Policy**

Children, Young Persons and Their Families Act 1997 Version current from 1 July 2022 to date



## Hilliard Christian School – Student Protection Policy

### Evaluation:

This policy will be reviewed **each year** to ensure that it is kept up to date with the latest child safety information.

### Policy Review and Ratification History:

#### Document Information

Document Name	Student Protection Policy
Approver	Seventh-day Adventist Schools (Tasmania) Ltd. Board of Directors
Last Approved Date	27 <sup>th</sup> February, 2024
Review Date	1 <sup>st</sup> January 2025
Audience	Staff, Parents, Community
Links	<a href="https://www.childsafety.gov.au/resources/complaint-handling-guide-upholding-rights-children-and-young-people#:~:text=The%20Guide%20provides%20practical%20advice,in%20decisions%20that%20affect%20them.">https://www.childsafety.gov.au/resources/complaint-handling-guide-upholding-rights-children-and-young-people#:~:text=The%20Guide%20provides%20practical%20advice,in%20decisions%20that%20affect%20them.</a>
Custodian	Principal