



## Child Protection Policy

St Gregory's College Campbelltown has developed the following Child Protection Policy as an overarching statement that provides key elements of our approach to the protection of children and young people from abuse and sets the tone for the College's entire Child Protection Program.

This policy is designed to be St Gregory's College's public statement of commitment to the protection of children from abuse and grooming, and a demonstration of the College's leaders' commitment to champion child safety in all College environments.

The College's Child Protection Policy fulfils the requirements of the MSA Standards and has been approved and endorsed by the MSA Regional Director and the MSA Association Council in its capacity as the College's governing body.

The policy is reviewed at least annually, in light of experience, the effectiveness of procedures and the publication of relevant research.

The policy is published on our public website as well as communicated through other mediums such as College website, our annual report and in induction and employment packs for Marist Schools Australia Representative staff members, Direct Contact Volunteers and Direct Contact Contractors.

A PDF version of St Gregory's College's Child Protection Policy is available on the College website.

### [St Gregory's College's Child Protection Policy](#)

#### [Objectives](#)

This policy provides the framework for:

- the development of work systems, practices, policies and procedures that promote child protection, safety and wellbeing within the College;
- the creation of a safe and supportive College environment and a positive and robust child protection culture;
- the promotion and open discussion of child protection issues within the College; and
- complying with all laws, regulations and standards relevant to child protection in NSW.

#### [Statement of Commitment](#)

St Gregory's College Campbelltown 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.

The College is committed to ensuring the safety, welfare and wellbeing of all children and young people at the College and is dedicated to protecting them from abuse and harm.

At St Gregory's College Campbelltown, we have a zero tolerance for child abuse. The College regards its child protection responsibilities with the utmost importance, as such is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and to maintain safe and supportive College physical and online environments for all children and young people.

## Child Safe Values & Principles

The following child safe principles guide the College commitment to child safety and form the basis for all child protection policies and procedures at the College.

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 their privacy must be respected.
4. Clear expectations for appropriate behaviour with children are established in our Child Protection Code of Conduct and Staff and Student 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 College community.
7. Procedures are in place to screen all staff, 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 staff members, Direct Contact Volunteers\* and Direct Contact Contractors\*\*.
10. Procedures for responding to alleged or suspected incidents of child abuse and harm are simple and accessible for all members of the College community.
11. Procedures are in place to ensure all College premises are designed to ensure the safety of children.

*\*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 College camps and excursions, coaching sporting teams or assisting in learning activities.*

*\*\*Direct Contact Contractors are third party contractors who have direct unsupervised contact with students during the normal course of their work or contractors who may be in a position to establish a relationship of trust with a student notwithstanding that unsupervised access to students would be rare (for example full-time maintenance personnel). This also includes any contractors whom a school is legally required to screen.*

*Examples of Direct Contact Contractor activities may include tutors, sports coaches and casual teachers.*

## Child Protection Officers

As part of our commitment to child safety and protection, St Gregory's College Campbelltown has appointed a number of [Child Protection Officers](#) (refer to Annex A) as honest, mature, ethical and experienced members of the College community who can deal with sensitive issues relating to child protection and safety.

Our Child Protection Officers are available to answer any questions that you may have with respect to our Child Protection Policy and the Child Protection Program.

## Responsibilities

The College acknowledges that child protection is everyone's responsibility.

At St Gregory's College Campbelltown all staff members, Volunteers, Third Party Contractors and External Education Providers have a shared responsibility for contributing to the safety and protection of children. Specific responsibilities for each group of the College community are further explained in the Who is Responsible for Child Protection section (refer to Annex B) of our Child Protection Program.

## [Reporting Child Protection Concerns](#)

Our Child Protection Program provides detailed guidance for all members of the College community as to how to identify key risk indicators of child abuse and how to report child abuse concerns to one of our College's nominated Child Protection Officers. It also contains detailed procedures with respect to the reporting of child abuse incidents to relevant external 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 College's Senior Child Protection Officer, Mr Paul Brooks, by phoning 02 4629 4125 or emailing paul.brooks@stgregs.nsw.edu.au.

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

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

## [Related Policies and Procedures](#)

- [Risk Management Program](#)
- [Compliance Program](#)
- [Human Resources Program](#)
- [Student Duty of Care Program](#)
- [Workplace Health & Safety Program](#)
- [Child Protection Training](#)
- [Recruitment & Selection Procedures](#)
- [Induction Procedures](#)

## [Program Compliance and Review](#)

St Gregory's College Campbelltown is committed to the continuous improvement of our Child Protection Program and to ensuring the College's compliance with NSW child protection law and regulation.

The Program is regularly reviewed for overall effectiveness and to ensure compliance with all child protection related laws, regulations and standards. For more information, refer to the [Continuous Review & Improvement](#) section of our Child Protection Program.

## ANNEX A

### Our Child Protection Officers – Make a Report

A number of senior staff members are nominated as the College's Child Protection Officers. The names, positions and contact details for all the College's Child Protection Officers can be found below.

Child Protection Officers are selected based on a number of considerations, including but not limited to:

- their personal attitudes, experiences and beliefs, for example, a person who is non-judgmental, calm, resilient and demonstrates a high degree of integrity and respect for confidentiality;
- their role within the College, for example, a person who has seniority and experience working with complex student and family issues at the College and someone who is readily accessible and available to all members of the College community; and
- their personal profile within the College, for example, a person who is approachable, who students and staff trust and who is willing and able to respond to issues personally and sensitively.

Our Child Protection Officers are available to answer any questions that you may have with respect to our Child Protection Policy, Child Protection Code of Conduct, and the Child Protection Program.

The College's Child Protection Officers are your **first point of contact for reporting child protection issues** within the College. They receive special training that enables them to deal with child protection concerns both sensitively and effectively.

#### **'Child Abuse' includes:**

- neglect;
- physical abuse;
- sexual abuse;
- serious emotional or psychological harm by a parent or caregiver; and
- exposure to domestic or family violence.

**Grooming** is not recognised as a form of child abuse, but grooming behaviours are:

- a criminal offence under the Crimes Act 1900 (NSW);
- an example of sexual misconduct which must be reported to the NSW Ombudsman under the Ombudsman Act 1974 (NSW); and
- conduct which may place a child at risk of significant harm, which must be reported under the Children and Young Persons (Care and Protection) Act 1998 (NSW).

Grooming behaviours must be reported internally to a Child Protection Officer.

If you have any concern that a child may be experiencing any form of abuse or grooming, whether or not you have formed a reasonable suspicion that the abuse or grooming has occurred, you should immediately raise your concerns with one of our Child Protection Officers.

The welfare and best interests of the child are paramount.

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

Name	Position	Contact No.	Email Address
Mr Paul Brooks	Deputy Principal	02 4629 4125	<a href="mailto:paul.brooks@stgregs.nsw.edu.au">paul.brooks@stgregs.nsw.edu.au</a>
Mrs Diana Ivancic	Junior School Coordinator	02 4624 2701	<a href="mailto:diana.ivancic@stgregs.nsw.edu.au">diana.ivancic@stgregs.nsw.edu.au</a>
Mr Barry Graham	Director of Studies	02 4629 4231	<a href="mailto:barry.graham@stgregs.nsw.edu.au">barry.graham@stgregs.nsw.edu.au</a>
Mr Maxwell Spencer	Director of Boarding	02 4629 4134	<a href="mailto:Maxwell.spencer@stgregs.nsw.edu.au">Maxwell.spencer@stgregs.nsw.edu.au</a>
Mr Joel Weekes	Head of Junior School	02 4624 2701	<a href="mailto:Joel.weekes@stgregs.nsw.edu.au">Joel.weekes@stgregs.nsw.edu.au</a>

### [Our Senior Child Protection Officer](#)

St Gregory's College Campbelltown has appointed Mr Paul Brooks as the College's Senior Child Protection Officer. The Senior Child Protection Officer has an important role in the promotion and maintenance of a child protection culture at the College.

The Senior Child Protection Officer is identified in our publicly available [Child Protection Policy](#) as the individual the wider community is to initially contact when they have child protection concerns relating to the College.

The Senior Child Protection Officer is contactable by phone on 02 4629 4125 or by emailing [paul.brooks@stgregs.nsw.edu.au](mailto:paul.brooks@stgregs.nsw.edu.au).

## Annex B

### Who is Responsible for Child Protection?

Society as a whole shares responsibility for promoting the safety and protection of children and young people from abuse. In the College context, all members of the College community have their role to play – teachers, staff, administrators, parents/carers, Volunteers and students. That said, the College's Leadership Team are committed to 'leading from the front' and engaging in a preventative, proactive and participatory approach to child protection issues.

Students are encouraged to take an active role in developing and maintaining a child safe environment at the College and are provided with opportunities to contribute and give feedback in the development of the College's policies and practices. Students are also made aware of the avenues available to them to report or disclose abuse or concerns for their safety or the safety of others.

#### Key Roles & Responsibilities include:

The MSA Association Council

The MSA Regional Director

Head of School

The College's Child Protection Officers

Staff

Direct Contact Volunteers

Indirect Contact Volunteers

Third Party Contractors

External Education Providers

#### MSA Association Council Responsibilities

The MSA Association Council is the College's governing body.

It is the responsibility of each member of the MSA Association Council to:

- acquire and keep up-to-date knowledge of child protection matters;
- understand the nature of the College's operations and the child protection risks associated with these operations;
- ensure that the College has appropriate resources to effectively implement its Child Protection Policy and Child Protection Program;
- ensure that the College has appropriate processes for receiving and considering information regarding child protection issues and can respond in a timely way to that information;
- ensure that the College has and implements processes to ensure that the College is complying with its legal and regulatory obligations with respect to child protection;
- ensure that the College has developed and implements processes to ensure ongoing monitoring to verify the provision and use of the resources that have been allocated to the management of child protection issues within the College and their effectiveness; and

- advise the MSA Regional Director on child protection issues at the College as required.

The MSA Association Council has delegated its functions relating to the management and implementation of the College's Child Protection Program to the Head of School.

### MSA Regional Director Responsibilities

MSA, through its Regional Directors, is assured that each MSA-governed school complies with relevant legislation, the MSA Standards and relevant requirements of the Catholic Church and the Marist Association of St Marcellin Champagnat.

Each Regional Director is responsible for:

- approving the Child Protection Program of each MSA-governed school within their Region, after it has been considered and endorsed by the MSA Regional Council;
- ensuring that an annual risk assessment is undertaken by each MSA-governed school within their Region;
- annually conducting an internal audit of the implementation of the Child Protection Program of each MSA-governed school within their Region;
- annually submitting a written report to the Professional Standards Committee of the Association Council on the overall effectiveness of the Child Protection Program of each MSA-governed school within their Region; and
- submitting a summary to the Professional Standards Committee of reportable incidents\*\* received from each MSA-governed school within their Region.

The Head of School is responsible for assisting the Regional Director to meet the responsibilities listed above.

*\*\*Reportable incidents are incidents of child abuse (either current or historical) that relate to abuse, or potential abuse, by a member of staff (including employees, Volunteers, brothers or interns) of the College.*

### The Head of School's Responsibilities

The Head of School is responsible for the day-to-day oversight of the College's implementation of the Child Protection Program.

The MSA Association Council has delegated its functions relating to the management and implementation of the College's Child Protection Program to the Head of School.

The MSA Association Council delegates day-to-day management of the College to the Head of School.

The Head of School is ultimately responsible, and will be accountable for, taking all practical measures to ensure that:

- the College's Child Protection Policy and Child Protection Program are implemented effectively with available resources effectively deployed;
- appropriate College Child Protection Officers are appointed and trained;
- a strong and sustainable child protection culture is maintained within the College;
- any child protection incidents arising are dealt with professionally and in a timely manner;
- the College's Council receives regular reports with respect to child protection matters; and
- the College is complying with its legal and regulatory obligations with respect to child protection.

## The College's Child Protection Officers' Responsibilities

A number of senior staff members are nominated as the College's Child Protection Officers. The names, positions and contact details for all College's Child Protection Officers refer to Annex A.

Key responsibilities for the College Child Protection Officers include:

- having a good working knowledge of the College's Child Protection Program;
- promptly managing the College's response to an allegation or disclosure of child abuse, and ensuring that the allegation or disclosure is taken seriously;
- ensuring that the College's Child Protection Policy is clearly communicated to all key stakeholders including students, parents, staff and Volunteers;
- on behalf of the Association Council, ensuring that the College's Child Protection Policy and Child Protection Program are being implemented effectively;
- ensuring that there are clear procedures to allow people to report child protection concerns within the College;
- promoting child protection issues within the College community and responding to general queries with respect to the College's Child Protection Policy and Child Protection Program;
- acting as "Child Protection Champions" and ensuring a strong and sustainable child protection culture is embedded within the College;
- ensuring that all staff, Direct Contact Volunteers and Direct Contact Contractors undertake child protection training so that they are able to identify signs of abuse and grooming, understand how to respond and when to make a referral either internally or to an external agency;
- providing all staff members, Direct Contact Volunteers and Direct Contact Contractors with a copy of the College's Child Protection Policy;
- being a point of contact for staff, or other members of the College community, to raise child protection concerns within the College;
- assisting the Head of School, Senior Child Protection Officer and other senior staff members in coordinating appropriate responses to child protection incidents including liaising with the Police and other external agencies and responding to a child who makes, or is affected by, an allegation of child abuse;
- ensuring the College's Child Protection Policy and Child Protection Program are reviewed on a regular basis by an appropriate member of staff;
- providing all staff members, Direct Contact Volunteers and Direct Contact Contractors with a copy of the College's Child Protection Policy;
- where authority is delegated from the Head of School, promptly managing the College's response to an allegation, disclosure or suspicion of abuse or grooming with the assistance of the Head of School and senior staff members, and ensuring that the disclosure is taken seriously;
- offering assistance and support when a member of the College community receives or makes a disclosure of abuse or grooming;
- organising external support to assist parties following a disclosure or suspicion of abuse or grooming; and
- developing processes for minor corrective issues that don't need to be reported to an outside authority.

In the event that one of the College's Child Protection Officers cannot perform their role, for example, due to conflicts of interest or absence, these duties must be performed by either another Child Protection Officer, the Senior Child Protection Officer or the Head of School.



## Our Senior Child Protection Officer

The College has appointed Mr Paul Brooks as our Senior Child Protection Officer (Senior CPO). The Senior CPO has an important role in the implementation and operation of our Child Protection Program.

Key responsibilities of the Senior CPO include:

- being the first point of contact for all child protection concerns or queries for the wider community;
- ensuring that other Child Protection Officers understand and comply with their key responsibilities;
- ensuring that all Child Protection Officers undergo appropriate annual training in both the College's Child Protection Program, their legal responsibilities, and how to appropriately respond to child protection concerns and incidents;
- coordinating the College's response to child protection incidents in consultation with the College's Head of School;
- reviewing and assessing the College's Child Protection Program, specifically the College's [Procedures for Responding to and Reporting Suspected Child Abuse](#); and
- ensuring that the College's Child Protection Program is implemented effectively and communicated to all relevant stakeholders.

## Staff Responsibilities

All staff are required to comply with the content of our [Child Protection Policy](#), our Child Protection Program and their legal obligations with respect to the reporting of child abuse and grooming.

It is each individual's responsibility to be aware of key risk indicators of child abuse and grooming, to be observant, and to raise any concerns they may have relating to child abuse or grooming with one of the College's [Child Protection Officers](#) and/or with external agencies where required.

Staff, as a condition of employment at the College, must adhere to the College's [Child Protection Code of Conduct](#) and [Staff and Student Professional Boundaries](#) policy.

## Direct Contact Volunteers' Responsibilities

Direct Contact Volunteers are those volunteers that 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 College camps or excursions, coaching sporting teams or assisting in learning activities.

All Direct Contact Volunteers are required to adhere to our [Child Protection Policy](#) and our Child Protection Program. They must also be aware that they too have legal obligations with respect to the reporting of child abuse and grooming behaviours.

It is each individual's responsibility to be aware of key risk indicators of abuse and grooming, to be observant, and to raise any concerns they may have relating to child protection with one of the College's [Child Protection Officers](#) and/or with external agencies where required.

## Indirect Contact Volunteers' Responsibilities

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.

Examples of Indirect Contact Volunteer activities may include assisting with College functions, the College canteen and fundraising or sporting event barbeques.

All Indirect Contact Volunteers are responsible for contributing to the safety and protection of children in College environments.

All Indirect Contact Volunteers are required by the College to be adhere to our [Child Protection Policy](#) and our [Child Protection Code of Conduct](#).

### [Third Party Contractors' Responsibilities](#)

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

Third Party 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.

In this Child Protection Program, Third Party Contractors are classified as either "Direct Contact Contractors" or "Indirect Contact Contractors".

Direct Contact Contractors are:

- those who have direct unsupervised contact with students during the normal course of their work;
- those who may be in a position to establish a relationship of trust with a student notwithstanding that unsupervised access to students would be rare (for example full-time maintenance personnel); and
- any contractors whom a school is legally required to screen.

Indirect Contact Contractors are those contractors who do not meet the definition of a "Direct Contact Contractor". These are contractors who have no contact with students as part of their role or undertake roles where students are not reasonably expected to be present. Eg those contractors who complete work during school holidays. This type of contractor also includes contractors who are engaged in emergencies where there is insufficient time to undertake relevant child-safety checks.

All service providers engaged by the College are required by the College to adhere to our [Child Protection Policy](#) and our Child Protection Program. Where Third Party Contractors are engaged at short notice, making it impractical to undertake normal screening and/or briefing sessions, the College should take reasonable steps to ensure the protection of children at the College while the work is being completed.

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

### [External Education Providers' Responsibilities](#)

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 children in the College environment.

All External Education Providers engaged by the College are required by the College to adhere to our [Child Protection Policy](#) and [Child Protection Code of Conduct](#), and are required to have appropriate child protection policies and procedures within their organisation.

St Gregory's College Campbelltown may include this requirement in the written agreement between it and the External Education Provider.