

Seventh-day Adventist Schools (South Queensland) Limited



Department: Education	Description: Policy
Administrative Area: Risk Management and Compliance	Type: Mandatory
Document Name: Child Protection Policy	Issue Date: 28 August 2018
Document ID: SQS170.002.EDU	Review Date: 28 August 2020

Hope Adventist School Child Protection Policy

Purpose:	The purpose of this policy is to provide a policy as part of Seventh-day Adventist Schools (South Queensland) Ltd.'s written processes about how Hope Adventist School will respond to harm, or allegations or harm, to students under 18 years old, and the appropriate conduct of the school's staff and students, to comply with accreditation requirements	
Scope:	This policy applies to all Schools' Companies that operated under the Adventist Schools Australia umbrella and applies to all schools operated by these companies.	
References:	<ul style="list-style-type: none"> • Child Protection Act 1999 (Qld) • Child Protection Regulation 2011 (Qld) • Education (General Provisions) Act 2006 (Qld) • Education (General Provisions) Regulation 2006 (Qld) • Education (Accreditation of Non-State Schools) Act 2017 (Qld) • Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) • Working with Children (Risk Management and Screening) Act 2000 (Qld) • Working with Children (Risk Management and Screening) Regulations 2011 (Qld) • SQS128.003.ADM - Dispute Resolution and Discipline Policy • SQS200.001.ADM – Performance and Conduct Policy • SQS114.003.ADM - Child Protection Risk Management Strategy (for the <i>Working with Children (Risk Management and Screening) Act 2000 (Qld)</i>) • SQS015.001.ADM – Workplace Health and Safety Policy and Procedures • SQS106.002.ADM - Work Health and Safety Policy Statement (for the <i>Work Health and Safety Act 2011 (Qld)</i>) 	
Status:	Approved	Supersedes: SQS170.001.ADM
Policy Owner:	Adventist Schools Australia	
Authorised by:	Education Director	Date of Authorisation: 28 August 2018

Approved by:	<p>This policy has been ratified by the Board of Directors of Seventh-day Adventist Schools (South Queensland) Limited as the Child Protection Policy for Seventh-day Adventist Schools (South Queensland) Limited.</p> <p>Pr Brett Townend Board of Directors Chairperson: Date of Approval: 28/08/2018</p> <p>Pr Colin Renfrew Board of Directors Secretary: Date of Approval: 28/08/2018</p>	
Review Cycle:	Reviewed Biennially (every two years)	Next Review Date: 28 August 2020
Review Team:	Board of Directors, NSSAB, AdSafe, Chief Education Officer, Project Officers	
Revised by:	Section: Whole document	Details of Changes: Updated adopted ASA Child Protection Policy v3.2 Updated formatting
Steve Cowley (2 August 2018)	Legislation	Updated the document to reflect the current legislation: <ul style="list-style-type: none"> • <i>Education (Accreditation of Non-State Schools) Act 2017</i> • <i>Education (Accreditation of Non-State Schools) Regulation 2017</i>
Steve Cowley (27 August 2018)	Title page - References Document review cycle	Added <i>Child Protection Regulation 2011 (Qld)</i> Amended the review cycle from every three years to every two years so that it coincides with the review date of the Child Protection Procedures <i>(as per advice from NSSAB by phone on 27 August 2018)</i>

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Table of Contents

1. Purpose of the Policy	
1.1 Scope	3
1.2 Responsibility.....	3
1.3 Point of Contact.....	3
2. Definitions and Legislation	
2.1 Definitions	3
2.2 Legislation.....	3
3. Statement Policy	
3.1 Systems to ensure adaptation, innovation and continuous improvement.....	3
3.2 Governance and culture, including child safety policies and procedures.....	4
3.3 Participation and empowerment of children and young people	5
3.4 Human resource management.....	5
3.5 Education and training.....	7

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1. PURPOSE OF THE POLICY

1.1 Scope

This policy applies to all Schools' Companies that operated under the Adventist Schools Australia umbrella and applies to all schools operated by these companies.

1.2 Responsibility

Adventist Schools Australia is responsible for this policy and any future revision of this policy

1.3 Point of Contact

The point of contact for this policy in the individual schools' company is the Education Director or delegate

2. DEFINITIONS and LEGISLATION

2.1 Definitions

2.2 Legislation

3. STATEMENT POLICY

3.1 Systems to ensure adaptation, innovation and continuous improvement

3.1.1 Schools' Companies will develop systems for the adaptation, innovation and continuous improvement of policies and procedures that includes:

- (a) systems for the consultation of stakeholders including students in the drafting and review of Child Protection policy and procedures.
- (b) training of existing staff on their roles and responsibilities under the new policy or procedure.
- (c) timely orientation programs for new staff on existing policy and procedure
- (d) systems for regular auditing of policy and procedures for compliance
- (e) systems to implement recommendations from the review of internal incidents, complaints, investigations and audits that relate to policy and procedures.
- (f) systems to implement recommendations from external investigations that relate to policy and procedures.
- (g) systems to routinely review policy and procedures

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3.2 Governance and culture, including child safety policies and procedures

3.2.1 Adventist Schools Australia, Schools' companies and schools willingly comply with all current Child Protection legislation and undertake to educate and equip staff, parents and students regarding their rights and responsibilities with regards to Child Protection.

3.2.2 Schools' Companies will include in their procedures to manage risk mechanisms to assess and manage the risk of harm to students as it relates to Child Protection in all school activities

3.2.3 Schools' companies will develop and implement policies and procedures that informs staff of their obligation to report when a child or young person is at risk of harm at the reporting threshold and further to report to the principal if the child or young person is exposed to harm below the reporting threshold.

3.2.4 Schools' companies will implement a code of conduct for staff, child related contractors and volunteers that:

- (a) includes all elements found in the ASA Staff Code of Conduct
- (b) has procedures in place to regularly review the document
- (c) includes in the new staff orientation program a discussion of the code of conduct
- (d) annually discusses the code of conduct with existing staff
- (e) ensures all staff sign the Code of Conduct before commencing employment and at the beginning of each year.

3.2.5 To respect the privacy rights of children as well as those people who provide information the Schools' Companies will establish, implement and review policies and procedures that provide safeguards regarding the collection, use and disclosure of personal and sensitive information in conformity to the state and federal privacy legislation. Further Schools' Companies will ensure that privacy and confidentiality are an integral part of the child protection policies and procedures

3.2.6 The Schools' Companies will develop policies and procedures that relate to the response to allegations made about the conduct of past employees and further that these policies and procedures as a general rule will refer these allegations to Safe Place Services to investigate.

3.2.7 In acknowledgement of understanding that Child protection is a community responsibility and that schools accept some of this responsibility, Schools' Companies will develop policy and procedures that require schools to develop a network of support agencies that:

- (a) victims and their non-offending families can be referred for ongoing support
- (b) family members who pose a potential risk of harm to children can be referred to for intervention and support.

And further that access to these support agencies may be at the expense of families

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Document ID: SQS170.002.EDU	Review Date: 28 August 2020

3.3 Participation and empowerment of children and young people

3.3.1 Schools' Companies in consultation with their schools will develop training programs to introduce their students to an empowering language and child safe preventative behaviours that will assist in the prevention, early discovery and reduction of ongoing harm evident in the abuse of children and young people and further that these programs be:

- (a) age appropriate
- (b) sensitive to the school community
- (c) involve the parents in the development, planning and implementation of these programs where appropriate
- (d) provide opportunities for the students provide feedback on each and every program

3.3.2 School's companies will require that their schools develop within their pastoral care policies and procedures practices that promote and enable the participation of children and young people in:

- (a) the development of the school's policies and procedures generally and specifically in those relating to the wellbeing and care of students.
- (b) provide avenues and encourage students to voice their concerns about the school's practices, actions or lack of action relating to the welfare of students.

3.4 Human resource management

3.4.1 The Schools' Companies will develop policies and procedures for the development of job descriptions that provide a clear understanding of what is expected of employees, their responsibilities and accountability and further that these contain the imperative for regular review

3.4.2 The Schools' Companies will develop policies and procedures around the authorisation of unpaid staff who will work with children prior to their entry to the school that will include the following imperatives:

- (a) working with children check
- (b) checking of references including previous employer's references
- (c) checking of identity
- (d) checking of qualifications

3.4.3 The Schools' Companies will develop policies and procedures around the recruitment and selection of staff that will include the following imperatives:

- (a) working with children check
- (b) teacher registration check
- (c) checking of references including previous employer's references
- (d) checking of identity
- (e) checking of qualifications

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(f) an interview process that features questions derived from the job description and include questions relating to child protection expectations.

3.4.4 The Schools' Companies will develop policies and procedures around the ongoing support of staff that includes:

- (a) an orientation program
- (b) an induction program
- (c) ongoing supervision
- (d) annual appraisal
- (e) performance management if needed

3.4.5 The Schools' Companies will develop and implement a Staff Code of Conduct which outlines the expected professional behaviour for all its staff. This implementation will include the following imperatives:

- (a) procedures to ensure staff sign the code of conduct
- (b) procedures for the regular revision of the code of conduct using any recommendations from investigations into complaints or allegations about staff conduct.
- (c) procedures to ensure that the staff orientation program includes discussion on the Code of Conduct, investigations into complaints and allegations, and possible disciplinary proceedings that may result from these investigations

3.4.6 The Schools' Companies will develop policies and procedures that relate to the response to complaints and allegations made about the conduct of existing employees and further that these policies and procedures include the following elements:

- (a) Schools' Companies will define who is considered an "employee" within their policy and procedures in their implementation of 3.4.6.
- (b) first consulting with police if complaints may be criminal matters
- (c) procedural fairness for all parties
- (d) confidentiality from all parties
- (e) an imperative to investigate
- (f) protection and support of the alleged victim and their families
- (g) investigations done internally or by external agencies
- (h) an investigation that prepares a report with findings and recommendations
- (i) imperative for staff to pass on allegations to the principal without first investigating it themselves

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3.5 Education and training

3.5.1 The Schools' Companies will develop policies and procedures for the annual education and training of staff in the awareness and understanding of child protection. This should include but not be limited by:

- (a) The child protection legal framework
- (b) child abuse, its effect on the child and the staff members responsibility as it relates to child abuse.
- (c) allegations of staff conduct and the staff members responsibility as it relates to these allegations
- (d) The "working with children check" and staff members responsibilities as it relates to the checking process
- (e) further that this program be regularly reviewed using recommendations from internal investigations and any publicly available external investigations relating to child protection matters.

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