

Child Protection Policy

1. Introduction and Purpose

The purpose of this child protection policy is to describe IQRA College's child protection practices. IQRA College acknowledges that every child has the right to be safe from harm at all times. IQRA College will use this policy and other associated policies to implement appropriate Policies and Procedures to establish and maintain child-safe environments.

2. Background

IQRA College believes that creating child-safe environments is a dynamic process that involves active participation and responsibility by all sectors of the school community. Sharing responsibility for the care and protection of children helps to develop a stronger, more child-focused community.

3. Statement of Intent

IQRA College acknowledges that being safe and supported at school is essential for student wellbeing, development and effective learning. The safety and wellbeing of our children is a paramount consideration in all that we do.

We acknowledge the vulnerability of children and young people in our care and take a proactive, preventative, and participatory approach to protecting them through:

- the ongoing development of a positive, child-safe culture;
- the development, implementation and monitoring of rigorous policies and procedures;
- seeking to ensure that everyone is aware of their responsibilities, vigilant and, if required, prepared to respond in an appropriate and timely manner.

We are committed to:

- supporting the rights of the child as set out in the UN Conventions of the Rights of the Child
- acting without hesitation to seek to ensure a child-safe and child-focused environment is maintained at all times,

- valuing and embracing the opinions and views of children,
- abiding by all legislative and regulatory obligations, and striving for our practices to be regarded as best practice and 'beyond compliance',
- empowering children with the skills and knowledge to keep themselves and others safe,
- taking whatever necessary action is required to protect children from physical, sexual, emotional and psychological harm.

4. Scope

This policy applies to all staff, volunteers, parents/carers, children and other individuals involved with the school, whether on a regular or occasional basis. It applies:

- on the school premises
- at functions, excursions, trips or camps organised by the school
- when members of the school community are representing the school

5. Legal Obligations

IQRA College is committed to promoting the safety, wellbeing and participation of children and young people. This includes a commitment to:

- Supporting mandatory notifiers to report and respond to children and young people being harmed or at risk of harm as outlined in the mandatory notification section;
- Ensuring safe environments for children and young people are maintained; and
- lodging a Child Safe Environments Compliance Statement with the SA Department of Human Services.

6. Responsibilities

Various staff members of IQRA College will have different responsibilities regarding Child Protection, including requirements relating to mandatory reporting.

6.1 The Principal/deputy principal/Head or teaching and learning

The Principal or any of the above if delegated by the principal is responsible for the following:

- promoting Child Protection wherever possible, and ensuring that Child Protection is included regularly in staff training;
- ensuring that Child Protection is included in the school's curriculum;
- when a mandatory report has been made, assisting staff to complete site documentation, and then sign the mandatory notification record and ensure this is stored correctly;
- ensuring that students and staff receive adequate support if involved in a child harm related situation;
- ensuring that staff are supported when making a mandatory report; and
- ensuring that staff and volunteers have completed Working with Children Checks and RAN-EC/RRHAN-EC training through verification in the Screening unit portal, and that third parties have completed Working with Children Checks where required.

6.2 All Staff Members

All staff of IQRA College are responsible for the following:

- reporting any suspected harm or risk of harm to the Child Abuse Report Line (CARL) on 13 14 78;
- advising the Principal when a report is being/has been made (unless the report involves the Principal in which case it should be reported to the Iqra Board;
- when concerning behaviour has been observed, the staff member who witnessed it must alert an appropriate senior staff member; and
- taking action if children and young people have disclosed information about inappropriate behaviours of other adults.

7. Code of Conduct, Professional Boundaries and Expectations of Staff and Volunteers

IQRA College has developed a Child Protection Code of Conduct to specify standards of conduct and care, professional boundaries, ethical behaviour and unacceptable behaviour

when working and interacting with children. The aim is to provide guidance to staff on how best to support students, and how to avoid or manage difficult situations. The Code of Conduct applies to all staff and breaches of the Code may result in disciplinary action or, in the case of serious breaches, dismissal.

7.1 Compulsory behaviour:

- Staff and volunteers must comply with the school's Child Protection Policy;
- Staff and volunteers must behave as a positive role model to students;
- Staff and volunteers must promote the safety, welfare and wellbeing of students;
- Staff and volunteers must promote the safety, participation and empowerment of students with a disability;
- Suspicions of harm or risk of harm to a child or young person must be reported to the Child Abuse Report Line (CARL – 13 14 78) and to the Principal, or to the Business Manager or Deputy Principal if the situation involves the Principal;
- Concerning behaviour or breaches of the Child Protection Code of Conduct must be reported to the Principal, or to Business manager or Deputy Principal if the breach concerns the Principal. The Principal (or other person) will be responsible for developing an appropriate plan of action and ensuring it is followed;
- Students must be treated with respect and encouraged to speak up and participate;
- Actions must be undertaken transparently and with the knowledge and consent of the Principal;
- When working one-on-one with children and young people, actions must be:
 - Public – ensure the environment is visible, public and busy. Use the site's authorised ICT systems;
 - Authorised – parents must be informed and have given consent and the activity must be authorised by the Principal;
 - Timely – the activity must be a legitimate part of your role, support must be provided within normal work hours where possible, and sessions should be concise and not unnecessarily prolonged; and
 - Purposeful – the activity should address or be linked to an identified

wellbeing and/or learning need of the child or young person;

- Ensure that the privacy of students is respected and that personal information is managed in accordance with the school's Privacy Policy.

7.2 Unacceptable behaviour:

- Failure to act when an allegation of harm is made, including failure to report the allegation;
- Failure to intervene in situations where sexual harassment is occurring;
- Inappropriate comments about a child or young person's appearance, including excessive flattering comments;
- Inappropriate comments, conversations or enquiries of a sexual nature;
- Use of inappropriate nicknames;
- Obscene gestures and/or language;
- Jokes or innuendo of a sexual nature;
- Facilitating/permitting access to pornographic material;
- Facilitating/permitting access to sexually explicit material that is not part of an endorsed curriculum;
- Correspondence of a personal nature via any medium (including phone, text message, letters, email, social media, internet posts) that is unrelated to the staff member's role. This does not include class cards or bereavement cards;
- Discussing personal lifestyle details or your opinions, other staff or children and young people unless directly relevant to the learning topic and with the individual's consent;
- Corporal punishment (for example, physical discipline or smacking);
- Inappropriate use of physical restraint/restrictive practices;
- Unwarranted or unwanted touching of a child or young person personally or with objects (for example, pencil or ruler);
- Initiating, permitting or requesting inappropriate or unnecessary physical contact with a child or young person (for example, massage, kisses, tickling games) or facilitating situations that unnecessarily result in close physical contact with a child or

young person;

- Inviting/allowing/encouraging children and young people to attend the staff member's home;
- Attending children and young people's homes or their social gatherings;
- Being alone with a child or young person outside a staff member's responsibilities;
- Entering change rooms or toilets occupied by children or young people when supervision is not required or appropriate;
- Transporting a child or young person unaccompanied;
- Using toilet facilities allocated to children and young people;
- Undressing using facilities allocated to children and young people, or in their presence;
- Tutoring (outside the school's directions or knowledge);
- Giving personal gifts or special favours – Please refer to IQRA College's No Gift Policy;
- Singling the same children and young people out for special duties and responsibilities;
- Privately giving money and/or gifts to individual children/young people;
- Photographing, audio recording or filming children or young people via any medium when not authorised by the site leader to do so and without required parental consent;
- Using personal rather than school equipment for approved activities, unless authorised by the Principal;
- Correspondence or communication (via any medium) to or from children and young people where a violation of professional boundaries is indicated and where the correspondence has not been provided to the Principal/leader via the staff member;
- Still/moving images or audio recordings of children and young people on personal equipment or kept in personal locations such as car or home that have not been authorised by the Principal;
- Uploading or publishing still/moving images or audio recordings of children and young people to any location, without parental and site leader's consent;
- Creating or using private chat rooms; and
- Filing/recording students for the use of behaviour training/modification without obtaining prior permission from the Principal and parents.

8. Recruitment, Selection, Screening and Background Checks

IQRA College will ensure that all employees and volunteers have a current Working with Children Check and that these are updated every 5 years. IQRA College will not employ a person or allow someone to volunteer unless a Working with Children Check has been verified in the Screening unit portal. All people who are 14 years and over, who live on the school site, including the children of staff, must undergo a Working with Children Check.

Applicants for prescribed positions will be screened for their suitability to provide services. The screening will involve working with children checks, interviews, RRHAN, checking qualifications and previous employment history in working with children.

9. Mandatory Reporting

Any person who, while in the course of their work or volunteering, suspects that a child is being harmed or is at risk of harm, must report their suspicion to the Child Abuse Report Line (CARL). This includes all persons who are not mandated to report harm or risk of harm under the legislation. 000 should always be called in an emergency situation.

All serious concerns of suspected harm or risk of harm to a child must be reported to CARL by phoning 13 14 78. The telephone line is available 24 hours a day. Serious concerns include the suspicion that a child or infant is in imminent or immediate danger of serious harm or serious injury, or is experiencing chronic neglect. The following information is required to be provided when making a report to CARL:

- the child's name, age, date of birth and address;
- a description of the harm, injury, abuse and/or neglect (current and previous);
- the child's current situation;
- the location of the child, parent or caregiver and alleged perpetrator; and
- when and how you found out about the harm.

Non-serious concerns can be reported via eCARL, which is the online Child Protection reporting system. IQRA College will maintain records of all mandated reports made. Appendix

1 provides the document that will be used for staff to make a mandatory notification record which will be saved accordingly. IQRA College will ensure that adequate support is provided to the student involved.

It is a requirement that employees and volunteers inform the Principal of any mandatory notifications made. This will ensure that the Principal can put in place the appropriate action to support the child. If the concerns or allegations raised in the notification involve the Principal, then the Business Manager or Deputy Principal must be informed instead.

10. Vulnerable Students

IQRA College acknowledges that there are vulnerable students who may be at a higher risk of experiencing harm or risk of harm due to their circumstances. These students may struggle with advocating for themselves or communicating their experiences to other people.

Vulnerable students include students with disability, students in care and new arrival students.

IQRA College will ensure that:

- School staff will consult with the NCCD coordinator. During consultation, staff will discuss the impact of the disability to assess the student's ability to advocate for themselves;
- Staff will be mindful of the individual circumstances of vulnerable students and will be mindful of the potential signs that vulnerable students may exhibit; and
- Individual student needs and circumstances will be considered when teaching the Child Protection curriculum. This includes being mindful of and sensitive to cultural differences.

11. Online Safety

IQRA College acknowledges and accepts its responsibility to ensure that children are protected from harm when participating online. IQRA College is committed to creating a safer online environment for all children and young people. IQRA College has developed other policies such as Anti-Bullying Policy, Information Sharing Guidelines for Promoting Safety and Wellbeing Policy, Positive Behaviour Policy and the Student Wellbeing Policy.

12. Related Policies

The policies listed below complement and support IQRA College's Child Protection Policy:

- Child Safe Environments Policy
- Code of Conduct
- Information Sharing Guidelines for Promoting Safety and Wellbeing Policy
- Positive Behaviour Policy
- Anti-Bullying Policy
- Self-Injury Response and Intervention Policy
- Grievance Resolution policy and procedures
- Privacy Policy
- Medical Risk Management Policy
- Risk Management Policy
- Counselling Service Policy and Guidelines

13. Policy Review

IQRA College's Child Protection Policy and Procedures will be reviewed and updated every 2 years. The Child Protection Policy and Procedures will also be reviewed and updated when the school:

- Expands the services it offers to children and young people;
- Undergoes a substantial change to the responsible or managing authority; or
- Experiences an event or incident where children or young people were or could have been at risk of harm.

When changes are made to the Child Protection Policy, IQRA College will relodge its Compliance Statement with the SA Department of Human Services.

Legislative Context

- Children and Young People (Safety) Act 2017
- Child Safety (Prohibited Persons) Act 2016

- Statutes Amendment (Child Sexual Abuse) Act 2021
- Criminal Law Consolidation Act 1935 (SA)
- Equal Opportunity Act 1984 (SA)
- Sex Discrimination Act 1984 (Cth)
- Teacher Registration and Standards Act 2004 (SA)
- Education and Early Childhood Services (Registration and Standards) Act 2011(SA)
- Education Act 2013 (Cth)
- Education Services for Overseas Students Act 2000 (including National Code of Practice for Providers of Education and Training to Overseas Students 2018)
- Disability Discrimination Act 1992 (Cth)

Relevant Conventions

- National Principles for Child Safe Organisations
- The United Nations Conventions of the Rights of the Child

Relevant Standards and Frameworks

- Australian Student Wellbeing Framework
- National Quality Framework
- Safe & Supported: The National Framework for Protecting Australia's Children 2021 - 2031
- Disability Standards for Education 2005
- Homestay Standards

Relevant Cross Sector Guidelines

- Protective Practices for staff in their interactions with children and young people
- Managing allegations of sexual misconduct in SA education and care settings
- Responding to problem sexual behaviour in children and young people
- Suicide Postvention Guidelines

Appendix 1

Mandatory Notification Record Please click check boxes to answer 'Yes'	
Name of child/young person including also known as:	Type text here
DOB Type text here Year level (if applicable) Type text here Name of site Type text here	
Aboriginal	<input type="checkbox"/> YES
Torres Strait Islander	<input type="checkbox"/> YES
Student with disability	<input type="checkbox"/> YES
Under the Guardianship of the Chief Executive of the Department for Child Protection	<input type="checkbox"/> YES
Name of notifier	Type text here
Names of others contributing to notification	Type text here
Date of notification	Type text here
Family related	Non-family related
<input type="checkbox"/> The child or young person has suffered harm (including harm caused by physical, emotional, sexual abuse or neglect). <input type="checkbox"/> There is a likelihood that the child or young person will suffer harm. <input type="checkbox"/> The likelihood a child or young person will be removed from the state: <input type="checkbox"/> for an unlawful medical or other procedure, including female genital mutilation <input type="checkbox"/> for a child marriage <input type="checkbox"/> to take part in criminal activity. <input type="checkbox"/> Parents or guardians of a child or young person: <input type="checkbox"/> are unable or unwilling to care for the child or young person <input type="checkbox"/> have abandoned the child or young person <input type="checkbox"/> have died. <input type="checkbox"/> School-aged child or young person is persistently absent from school without satisfactory explanation. <input type="checkbox"/> Child or young person is homeless or is living somewhere unsafe. <input type="checkbox"/> Concerns about an unborn child.	Adult <input type="checkbox"/> YES Employee/volunteer/ <input type="checkbox"/> YES contractor at the site? Minor <input type="checkbox"/> YES Child/young person <input type="checkbox"/> YES at the site?
	Type of notification
	E-notification <input type="checkbox"/> YES Phone call to <input type="checkbox"/> YES Child Abuse Report Line
Additional information if relevant (for example advice received in conversation with CARL)	

Type text here. Document will expand to accommodate the size of comment.

Principal/Director/Manager name and signature

Type text here.

**Print and store securely (locked file).
Do not save an electronic copy. Do not store in a student's
school file.**

Appendix 2

Expansion on Legislation and Principles

National Principles for Child Safe Organisations (2019)

The National Principles are:

1. Child safety and wellbeing are embedded in organisational leadership, governance and culture;
2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously;
3. Families and communities are informed and involved in promoting child safety and wellbeing;
4. Equity is upheld and diverse needs are respected in policy and practice;
5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice;
6. Processes for complaints and concerns are child focused;
7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training;
8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed;
9. Implementation of the national child safe principles is regularly reviewed and improved;
10. Policies and procedures document how the organisation is safe for children and young people.

Children and Young People (Safety) Act 2017

The Act outlines the following principles as minimum requirements that organisations must meet:

1. Identify and analyse risk of harm;
2. Develop a clear and accessible child safe policy;
3. Develop codes of conduct for adults and children;
4. Choose suitable employees and volunteers;

5. Support, train, supervise and enhance performance;
6. Empower and promote the participation of children in decision-making and service development; and
7. Report and respond appropriately to suspicions a child or young person is at risk.

Australian Student Wellbeing Framework

The five key elements of the Wellbeing Framework are:

- Leadership: Principals and school leaders play an active role in building positive learning environments where the whole school community feels included, connected, safe and respected;
- Inclusion: All members of the school community are active participants in building a welcoming school culture that values diversity, and fosters positive, respectful relationships;
- Student voice: Students are active participants in their own learning and wellbeing, feel connected and use their social and emotional skills to be respectful, resilient and safe;
- Partnerships: Families and communities collaborate as partners with the school to support student learning, safety and wellbeing; and
- Support: School staff, students and families share and cultivate an understanding of wellbeing and support for positive behaviour and how this supports effective teaching and learning.

Statutes Amendment (Child Sexual Abuse) Act 2021

The Act creates new criminal offences of:

1. failure to report child sexual abuse, and
2. failure to protect a child from sexual abuse.
3. Failure to report child sexual abuse
4. A prescribed person is guilty of an offence if they fail to report to police that they know or suspect that another person (the abuser) is an employee and is, has, or is likely to sexually abuse a child.