

# Lane Cove Public School Parents and Citizens' Child Safe Policy

## Purpose

The purpose of the Lane Cove Public School Parents and Citizens Association (**LCPSP&CA**) Child Safe Policy is to:

- demonstrate commitment to the safety and welfare of children and young people;
- minimise the risk of abuse, misconduct and misuse of positional power; and
- inform all staff and volunteers of their obligations and responsibilities in keeping children safe.

## Publication

This policy is to be published on the LCPSP&CA website. In addition, a copy of the policy is to be emailed at the beginning of each school year to members of the LCPSP&CA and the Principal of the Lane Cove Public School (**LCPS**).

## Scope and audience

This policy covers all activities conducted by the LCPSP&CA that involve students at the LCPS. It applies to:

- the executive;
- employees;
- contractors;
- volunteers;
- children and young people; and
- families, carers and communities.

## Responsibilities

<b>Position</b>	<b>Responsibility</b>
The Executive	<ul style="list-style-type: none"><li>○ Implement the Child Safe Policy as it applies to activities and events involving students at LCPS.</li><li>○ Ensure members, employees, volunteers and contractors have access to and understand this policy and related procedures.</li><li>○ Communicate any updates to this policy and supporting resources with relevant stakeholders.</li><li>○ Provide training and advice in the application of this policy and supporting resources.</li></ul>
Members, employees, contractors and volunteers	<ul style="list-style-type: none"><li>○ Comply with this policy and any supporting resources.</li></ul>

	<ul style="list-style-type: none"> <li>○ Report any breach of the policy, whether by themselves, or another.</li> </ul>
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Statement of Commitment to Child Safety

The Executive of the LCPSP&CA is committed to child safety and, in particular, to minimising the risk of abuse, misconduct and misuse of positional power.

1. Child safety is embedded in organisational leadership, governance and culture

The Executive of the LCPSP&CA is committed to the physical and emotional safety of children and young people. Every employee or contractor who is engaged in a role that may reasonably involve them coming into contact with children and young people must have a verified and current Working with Children Check.

2. Children participate in decisions affecting them and are taken seriously

Every function of the LCPSP&CA must be considered from the point of view of the safety of children and young people. Where a concern is raised by child or young person concerning a LCPSP&CA event or the conduct of a member of the LCPSP&CA Executive or volunteers, employees, contractors and others associated with the LCPSP&CA, that concern must be taken seriously. This includes reporting any suspicious or potentially inappropriate behaviour in line with the LCPSP&CA Child Safety Reporting Policy.

3. Families and communities are informed and involved

Where a concern is raised by a child or young person relating to the conduct of a member of the LCPSP&CA Executive or volunteers, employees, contractors and others associated with the LCPSP&CA, the parent, guardian or authorised adult of that child or young person must be informed (or if that is reasonably considered not in the best interests of the child or young person, the Principal of LCPS).

4. Diversity matters

The Executive of the LCPSP&C takes into account cultural and other diversity considerations and sensitivities of its members and their families. The LCPSP&C elects a Cultural Liaison Officer (**CLO**) each year at its Annual General Meeting. The Executive of the LCPSP&C actively takes feedback from the CLO, the LCPS as well as its members seriously on all issues of diversity.

5. People working with children are suitable and supported

Where the responsibilities of an employee or contractor of the LCPSP&CA involve work on school grounds or interaction with LCPS students, that employee or contractor must have a verified and current Working with Children Check. This is one of LCPSP&C selection criteria for employment for such a position.

Before hiring a candidate (including as a contractor) for positions involving work with vulnerable people, the Executive of the LCPSP&CA:

- conduct a formal interview, including analysis of past experience working with vulnerable people; and
- contact at least two referees supplied by the candidate (ideally previous employers), confirming the identity of the candidate and their suitability to work with vulnerable people.

Before a candidate commences employment with the LCPSP&CA, the Executive of the LCPSP&CA must comply with all relevant state and/or federal legislation in respect to obtaining a Working with Children Check and/or Working with Vulnerable People check and/or Criminal History check. The Executive of the LCPSP&CA takes reasonable steps to ensure ongoing monitoring of the validity and

currency of such checks. The Executive of the LCPSP&CA will not employ or engage any person if they have prior convictions relating to violent or sexually related offences.

From the date of this policy, the Executive of the LCPSP&CA includes in their induction of all employees and contractors whose responsibilities involve work on school grounds or interaction with students of the LCPS, training on child safety and wellbeing responsibilities. The Executive of the LCPSP&CA also provides an annual refresher course at the start of the year. This includes highlighting mandatory and external reporting obligations, where someone is made aware of potentially inappropriate behaviour towards a child.

The Executive of the LCPSP&CA supports its members, employees, contractors and volunteers by ensuring that wherever possible, there is more than one adult present when interacting with a child or young person. The Executive also explicitly encourages its staff to raise any concerns with it.

#### 6. Processes to respond to complaints of child abuse are child-focused

When responding to any complaint of child abuse, the Executive of the LCPSP&CA follows the Australian Government's National Office for Child Safety, Complaint Handling Guide.

The seriousness and nature of the complaint determines the exact way in which the Executive of the LCPSP&CA will investigate and manage any complaint. However, the Executive of the LCPSP&CA will keep the child – via their family – informed of what is happening at each stage of the complaints process. Making sure the child feels safe is the number one priority and the Executive of the LCPSP&CA will consult directly with them on how we can achieve this, who they want to talk to and where they would like to go.

The Executive of the LCPSP&CA attempts to make its complaints system as simple and straightforward as possible, including communicating to children and their families how to make a complaint. This information is distributed via email to members at the start of each year.

The Executive of the LCPSP&CA also provides training for its employees and contractors and others on its complaints process, as well as its reporting and privacy obligations. This includes providing explicit training on the different ways children may make disclosures.

#### 7. Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training

The Executive of the LCPSP&CA provides annual training to its employees and contractors on children's rights, child development, our safety and wellbeing policies and procedures. This training also covers topics such as how to recognise abuse, how to respond to a disclosure, what constitutes inappropriate behaviour and how to report it, how to respond to child-on-child harmful behaviour, how to keep proper records, external reporting obligations, and creating culturally safe environments. The Executive of the LCPSP&CA also encourages employees and contractors to attend any relevant education sessions conducted by the Office of the Children's Guardian (**OCG**).

The Executive of the LCPSP&CA provides resources to all members, employees and contractors and volunteers, including this policy.

The Executive of the LCPSP&CA also makes sure all members, employees, contractors and volunteers who disclose harm or risk to children or young people are adequately supported. This is done by keeping written notes that document interactions, maintaining confidentiality and privacy and encouraging professional intervention where appropriate.

#### 8. Physical and online environments minimise the opportunity for abuse to occur

In general, employees and contractors of the LCPSP&CA must not:

- provide unauthorised transportation of a student to events run by the LCPSP&CA absent written authorisation from the parent, guardian or authorised adult of that student;

- seek contact with LCPS students, their families or former participants outside authorised activities, either via social media or any other means;
- engage in activities with students outside authorised programs or activities, unless they have the full knowledge and acceptance of the parent, guardian or authorised adult of that student;
- accept an invitation to attend any private social function at a student's request without the full knowledge, acceptance or invitation of the parent, guardian or authorised adult of that student; and
- invite a student or past student to attend any private social function without the full knowledge and acceptance of the parent, guardian or authorised adult of that student.

However, where an employee or contractor of the LCPSP&CA is also a parent of a LCPS student, this section does not apply to engagement with students in their capacity as a parent acting in the ordinary course of parenthood.

#### 9. Implementation of the Child Safe Standards is continuously reviewed and improved

The Executive of the LCPSP&CA will actively relay any updates it receives from the Department of Education, the OCG, the Principal of LCPS and teaching staff to our members, employees, contractors and volunteers via email.

The Executive of the LCPSP&CA is committed to always refining and improving its Child Safe Standards. This includes, where appropriate, using surveys and other methods to review processes. The Executive of the LCPSP&CA will also ask for feedback on the complaints and investigation procedures whenever they are invoked.

Finally, the Executive of the LCPSP&CA will review this policy annually to identify any systemic weaknesses. Where weaknesses are identified, the Executive of the LCPSP&C will take prompt consultative measures to improve them.

#### 10. Policies and procedures document how the organisation is child safe.

The Executive of the LCPSP&CA makes this policy, the Child Safety Reporting Policy and our Code of Conduct available to all its members, publishing it on our website and distributing it via email at the start of each year. The Executive of the LCPSP&CA also distribute it at inductions and training.

The Executive of the LCPSP&CA keep proper records demonstrating that we follow proper procedure.

The Executive of the LCPSP&CA reviews this policy at least annually and after any critical incidents.

The Executive of the LCPSP&CA is also mindful of, and adheres to, the following legislation, regulations, standards and principals:

- [Children's Guardian Act 2019](#) (NSW) and [Children's Guardian Regulation 2022](#) (NSW)
- [Child Protection \(Working with Children\) Act 2012](#) (NSW) and [Child Protection \(Working with Children\) Regulation 2013](#) (NSW)
- [Children and Young Persons \(Care and Protection\) Act 1998](#) (NSW)
- [Crimes Act 1900](#) (NSW)
- [Children and Young Persons \(Care and Protection\) Regulation 2022](#) (NSW)
- [Disability Inclusion Act 2014](#) (NSW)
- [Anti-Discrimination Act 1977](#) (NSW)
- [National Principles for Child Safe Organisations](#)
- [Child Safe Standards](#)
  - [A guide to the Child Safe Standards](#) (NSW Government, Office of the Children's Guardian)

- [Convention on the Rights of the Child](#)
- [UNICEF child-friendly version of the Convention on the Rights of the Child](#)

#### **APPROVAL HISTORY**

<b>Version</b>	<b>President of the LCPSP&amp;C</b>	<b>Date of Approval</b>
1	Caleb Taylor	25 January 2023