Lake Joondalup Baptist College

CHILD SAFE FRAMEWORK 2019

Child Safe Framework

The following Child Safe Framework has been endorsed by the College Board of the Lake Joondalup Baptist College. This Framework has been designed with guidance from AISWA and is based on the Australian Human Rights Commission, National Principles for Child Safe Organisations, The Royal Commission into Institutional Responses to Child Sexual Abuse, Creating Child Safe Institutions and also resources from the Commissioner for Children and Young People, Child Safe Organisations WA.

Although these resources form the foundation for the Child Safe Framework, it is important to note that the Lake Joondalup Baptist College Child Safe Framework reflects the College's specific child safe practices and processes.

The College Management Team have examined each area and has identified programs offered at the College which can be incorporated into each specific domain.

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Training and resources provided to staff/volunteers are accessible, evidence-informed and reviewed regularly. Where necessary/applicable, external experts support or provide training.	• **Staff Handbook** • **AISWA Policy Advice** • **Keeping Safe PD** • **Protective Behaviours PD and Resource Tubs**
Training addresses the needs of the whole organisation, including leaders and governing bodies, to ensure they have the knowledge and information needed to understand their responsibilities.	• **Mandatory Reporting** • **Child Protection Policy** • **Grooming PD** • **Critical Incident Procedure** • **Emergency + Critical Incident Policy** • **Staff Code of Conduct** • **Principal's Reporting to the Board** • **Mandatory Reporting Training**
Ongoing professional development/training is provided to support ongoing responsiveness to, and application of, child safe and friendly practices in the workplace.	• **AISWA PD** • **Annual Staff PD** • **Protective Behaviours PD'S**
Upholding equity and meeting diverse needs	• **Parent Info Evenings on Protective Behaviours** • **PPP Positive Parenting Program** • **Pre Kindergarten Parent PD Protective Behaviours**

2 Child Friendly Complaints Process and Reporting

There are clear procedures for staff, volunteers, families, children and young people to provide feedback, raise concerns or make formal complaints. These procedures are actively promoted.	**Handbooks** **Surveys** **Student Planner** **Positive Community Relationships Policy** **SEQTA** **Website**
All concerns from children, staff, volunteers, family and community members are taken seriously and acted upon.	**Flowchart for Complaints** **Complaints Register** **Matters of Concern Brochure** **Employee Assistance Program** **Wings Flyer** **Responsible Behaviour Policy** **Gatekeepers Training** **Grievance Procedures**
Barriers that may prevent staff, volunteers, families, children and young people from providing feedback, raising concerns or making a formal complaint have been identified and addressed.	**Student Services** **Student Reception** **Heads of House** **Chaplains**
There are multiple pathways for staff, volunteers, children, young people and parents/carers to provide feedback, raise concerns or complaints.	**Chaplains** **Classroom Teachers** **Complaints via Website** **Head of Learning Areas** **Complaints via Direct Message** **Principal** **Heads of House**
Upholding equity and meeting diverse needs.	**Complaints Flowchart** **Interpretation Services** **Matter of Concerns Brochure**

3 Managing Staff and Volunteers

All workers, including paid staff and volunteers, are carefully selected using a recruitment strategy that includes multiple checks.	- Pastors Letter - TRBWA - Working with Children Check - Police Clearance - Interview Process - Reference Checks - Shorlisting Process
Staff and volunteers participate in a structured induction process which include training, advice and ongoing support in relation to child-safe policies and day-to-day child-safe practices in the workplace.	- Senior First Aid for CMT - Asthma Training - Mandatory Reporting - Occupational Health and Safety Training Process - CPR Training - Child Safe Framework Training - Induction Process - Duty of Care Policy
Regular supervision and support is provided to staff, which includes the opportunity to discuss child-safe practices and checks for understanding of policies and procedures.	- CPR Training - Staff PD - Asthma Training - Online Training Compli Space - Staff Gateway - Staff Induction - Staff Code of Conduct - Staff Handbook
Staff and volunteer management is supported by clear disciplinary and grievance procedures, which are linked to codes of conduct and feedback/complaint mechanisms.	- Complaints Process - HR Manager - Staff Code of Conduct - Staff Grievance Policy - Employee Assistance Program
Upholding equity and meeting diverse needs.	- Staff Professional Development - Equal Opportunity Policy - Induction Process

4   Child Safe and Friendly Policies

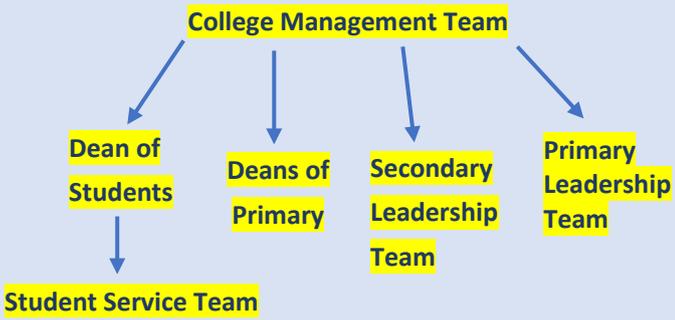|	
There is a coherent framework of policies and procedures which address safety and other relevant issues facing children.	• **Recruitment Policy** • **Risk Assessments** • **Student Code of Conduct** • **Staff Code of Conduct Policy** • **Complaints Policy** • **Emergency and Critical Incident Policy** • **Tours Policy** • **Responsible Behaviours Policy** • **Risk Assessments** • **Co-curricular Policy** • **Induction Procedures** • **Child Protection Policy + Procedures** • **Mandatory Reporting Flowchart** • **IT Policy** • **Camps Policy** • **Relationship Management Policy** • **Excursion Policy**
Child safe policies and procedures are applied to the day to day practice of the organisation's child related workers.	• **Performance Appraisals** • **College Board** • **Duty of Care Policy** • **Staff PD** • **Staff Meetings** • **Drugs + Alcohol Policy** • **College Management Team** • **Leadership Team**
The policies and procedures are clear, easy to understand and accessible to all stakeholders, including staff, volunteers, families, children and young people. This may mean there are separate versions for each stakeholder group.	• **Student Planner** • **Staff Handbook** • **SEQTA** • **Parent Handbook** • **Website**
Everyone in the organisation, including staff, volunteers, children, young people and families can describe what the organisation has in place to keep children and young people safe or what to do in particular circumstances, such as how to make a complaint.	• **Student Planner** • **Surveys** • **Heads of House** • **Website** • **House Assembly** • **PD Sessions**
Upholding equity and meeting diverse needs.	• **Discrimination Policy** • **LEC Policy** • **Disability Policy**

5 Empowering Students to Participate

Staff/volunteers promote children's rights and responsibilities and promote personal safety and support.	• **Matters of Concern Brochure** • **Protective Behaviour Curriculum** • **Codes of Conduct** • **The Right Journey Program** • **Child Safe Framework** • **Assemblies** • **Blokes Program / Chicks Program** • **Complaints Process**
The organisation's environment reflects the lives and identities of the children that engage with the organisation.	• **Wings Brochure** • **Chaplaincy Program** • **Socials and Emotional Learning** • **John Kipps Leadership** • **Co-curricular Policy** • **Strategic Planning** • **PPP Positive Parenting Program** • **Aussie Optimism / Seeds: Sprouts and Shoots / Kids with Courage / Girl Power Brave / Chips + Chat** • **Student Code of Conduct**
Staff/volunteers run their activities in an inclusive way that adds to the self-esteem of all participants.	• **Co-curricular Program** • **Interview Process** • **Individual Health Plans** • **Individual Education Plans** • **Professional Development** • **Buddy System** • **Mentoring** • **Chaplains**
Staff/volunteers provide opportunities for children to contribute to program and policy development and review.	• **Student Voice** • **Surveys** • **Student Leadership**
Upholding equity and meeting diverse needs.	• **Disability Policy** • **Library lunchtime programs** • **Learning Support Policy** • **Charter of Goodwill**

6   Leadership Governance and Culture

An organisational commitment to being child safe and friendly articulates how the commitment is actioned and is publicly available .	• **Student Planner** • **PCA** • **Staff Induction** • **Student Orientation** • **SEQTA Engage** • **Matters of Concerns Brochure** • **Annual Report** • **Strategic Plan** • **Student Portal** • **Staff Gateway** • **Parent Handbook**
A clear accountability framework for child safe and friendly practices and procedures is promoted to staff, volunteers, families, children and young people and includes access to specialist advice about child safe practices internally and/or externally.	**College Management Team** **Dean of Students** → **Deans of Primary** **Secondary Leadership Team** **Primary Leadership Team** **Student Service Team** • **Parent Handbook** • **Newsletter** • **Staff Handbook** • **Staff PD** • **Website**
Leaders actively model and promote inclusive practices and a focus on child safety throughout the organisation. They provide opportunities for staff and volunteers to ask questions to seek further advice on how to maintain a child safe environment.	• **Newsletter** • **Annual Report** • **P&F Meetings** • **Principal's Reports to the Board** • **Board Meetings** • **PCA Reports** • **Project & Finance Committee** • **Parent Meetings + Interviews** • **Assemblies** • **Worship Assemblies** • **Orientation Evenings**

Leaders support and enable staff and volunteers to undertake child safe and friendly practices.	• **Tour Policy** • **Professional Development** • **Strategic Plan** • **Camp Policy** • **Excursion Policy** • **Duty of Care Policy**
Upholding equity and meeting diverse needs.	• **Inclusive Education Teacher** • **Inclusive Education EA'S** • **Disability Policy** • **LEC** • **Equal Opportunity Policy**

7   Continuous Improvement

Regular Reviews of policies and procedures, and the enactment of policies and procedures, are undertaken and are informed by a range of information/data sources from the organisation.	• **Primary Leadership** • **Staff Meetings** • **Policy Review Cycle** • **Senior Leadership** • **CMT Retreat** • **Briefing the Board**
Policies and procedures are dated and new versions/changes are brought to the attention of staff, volunteers, parents, carers, children and young people and supported by relevant information and/or training as required.	• **Policy Review** • **Compliance Register** • **AISWA Policy Notifications**
The organisation fosters open and positive relationships with other organisations to share lessons learned, experiences and practices.	• **AISWA** • **Sister School** • **AHISA** • **CSA**
Self-assessment and review of all child safe organisation domains and strategies are undertaken regularly and leaders in the organisation are aware of the outcomes, any areas requiring attention and the completion of necessary tasks.	• **Annual Review** • **Data Analysis Manager** • **Child Safe Review Toolkit**
Upholding equity and meeting diverse needs.	• **Case Management of Students** • **Continual Research** • **Mentoring** • **Dean of Studies** • **Dean of Students** • **Chaplains**

8   **Involving Family and Community**

There are opportunities for parents, carers and community members to participate in activities in the organisation.	• **Parents/Teachers Interviews** • **DigniTEA** • **Vision Launch** • **Association Meetings** • **Mother Daughter Afternoon Teas** • **Mothers/Fathers Day** • **Parents & Friends Association** • **PCA** • **Cadets** • **Open Night** • **Parent Information Evenings**
Barriers that may prevent parent, carer and/or community participation have been identified and addressed.	• **Information Evening** • **P&F Meetings** • **Learning Journey** • **PCA Meetings** • **Orientation Evenings**
Opportunities for parents, carers and other community members to be involved in program and policy development and reviews within the organisation are actively promoted.	• **Board Oversight** • **Parent Survey** • **Student Survey PD** • **Association Meetings** • **House Reviews** • **Online Complaints**
Upholding equity and meeting diverse needs.	• **Professional Development** • **Child Friendly Complaints Flyer** • **AISWA** • **Counsellor** • **Dyslexia-SPELD**

9   Safe Environment – Physical and Online

A practical risk management strategy has been developed, which is adapted for the different settings in which the organisation works and the particular needs of the children and young people.	• **Classroom Window Covering** • **Cybersafety** • **SchoolTV** • **Learning Journey** • **Hazardous Materials Security** • **Duty of Care Policy** • **Consent 2 Go** • **Open Classrooms** • **Playground Audit** • **Yard Duty Rosters** • **Excursion Policy includes applicable Risk Assessment** • **Staff Code of Conduct** • **OSH Meetings**
Behaviours that are inappropriate with children and young people and workplace factors that can affect the likelihood of such behaviour occurring have been identified. Strategies to minimise these activities occurring have been included in the practical risk management strategy.	• **Photo permission process** • **Staff Code of Conducts** • **Privacy Policy** • **Data Breach Policy**
Behaviours that are inappropriate with children in an online environment have been identified. Strategies to minimise these behaviours and activities occurring have been addressed.	• **Protective Behaviours Curriculum** • **Familyzone** • **e-safety** • **IT Policy Students**
Upholding equity and meeting diverse needs.	• **SchoolTV** • **Educational Testing** • **DCPFS Students not identified** • **Association Meetings** • **College Counsellor** • **P&F Meetings**