



Section One – Introduction

Our Child Safety & Protection Policy was developed to ensure the safety and wellbeing of our students. It includes policies and practices to keep our students safe, including duty of care obligations, all types of reporting (including Mandatory Reporting), Codes of Conduct and other related guidelines.

This Policy informs the School community about everyone's obligations to act safely and appropriately towards students and guides the policies, processes and practices for the safety and wellbeing of students across all areas of our work, which are set out in the School's Child Safety and Protection Program.

The Child Protection and Safety Program is the name given to the full collection of policies and procedures that assist the School to be a child safe organisation and to meet the requirements of the Victorian Child Safe Standards and Ministerial Order 1359. It includes policies and procedures for:

- responding to and reporting child safety incidents and concerns
- child safe human resources management
- participation and empowerment of students
- informing & involving families and relevant communities in child safeguarding issues
- equity and diversity
- child safeguarding risk management strategies
- strategies for embedding a culture of child safety at the School and
- regular reviews and continuous improvement of child safety and protection policies, procedures and practices.

This Policy does not form part of an employee's contract of employment with the School. Where it places obligation upon them, employees must comply with those obligations as directions of the School. The School reserves the right to modify, alter or depart from this Policy in whole or in part as it sees fit, without notice.

Child safety and wellbeing is everyone's responsibility. If a staff member, volunteer or contractor requires further explanation of any aspects of this Policy, it is expected that they shall seek clarification from the Principal or a member of the School Leadership Team (Child Safety Officers).

Objectives

1. To ensure that all staff, volunteers, contractors and School Council members contribute to maintaining a robust child safe culture by understanding and fulfilling their obligations to proactively ensure the safety of children at all times.
2. To ensure that students are protected at all times and in all School environments (on and off-campus, and online).
3. To promote the open discussion of child safety issues within the School.
4. To ensure that all staff fulfil their Mandatory Reporting obligations and disclosure by reporting abuse or suspected abuse.
5. To ensure that students receive comprehensive education about personal safety.
6. Compliance with all laws, regulations and standards relevant to child safety and wellbeing.

FILENAME	LAST UPDATED	LAST REVIEWED	PAGE
Child Safety & Protection Policy	March 2023	March 2023	1 of 27
Signature of Principal:	Dated:		

Statement of Commitment to Child Safety And Wellbeing

The King David School is a child safe organisation which welcomes all children, young people and their families.

We are committed to providing environments where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives. Our child safe policies, strategies and practices are inclusive of the needs of all children and students.

We have no tolerance for child abuse and take proactive steps to identify and manage any risks of harm to students in our school environments.

We promote positive relationships between students and adults and between students and their peers. These relationships are based on trust and respect.

We take proactive steps to identify and manage any risk of harm to students in our school environment. When child safety concerns are raised or identified, we treat these seriously and respond promptly and thoroughly.

Particular attention is given to the child safety needs of Aboriginal students, those from culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+) and other students experiencing risk or vulnerability. Inappropriate or harmful behaviour targeting students based on these or other characteristics, such as racism or homophobia, are not tolerated at our school, and any instances identified will be addressed with appropriate consequences.

Child safety is a shared responsibility. Every person involved in our school has an important role in promoting child safety and wellbeing and promptly raising any issues or concerns about a child's safety.

We are committed to regularly reviewing our child safe practices, and seeking input from our students, families, staff, and volunteers to inform our ongoing strategies

Scope

The King David School has zero tolerance for any breach of this Policy or any inappropriate conduct relating to the care and safety of our students. This is a collective responsibility of our community. As such, our Policy applies without exception to:

- School Council Members
- The School Principal and Senior Leadership
- All Teaching and Non-Teaching Staff
- Contractors
- Volunteers
- Parents
- Guests and Visitors
- External Education Providers

This Policy applies in all physical, virtual and online School environments used by students during or outside of school hours, including all locations provided for a student's use, (for example on-site and off-site sporting grounds, camps and excursions and environments provided by external education providers and other contractors).

FILENAME	LAST UPDATED	LAST REVIEWED	PAGE
Child Safety & Protection Policy	March 2023	March 2023	2 of 27
Signature of Principal:	Dated:		

Section Two –Definitions

- a) **Child Safety Incident or Concern** means an allegation, incident or a concern about any form of child abuse.
- b) **Child** means a child or young person who is under the age of 18 years.
- c) **Child Safety** includes matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to suspicions, incidents, disclosures or allegations of child abuse.
- d) **Child Abuse** includes
- any act committed against a child involving:
 - a sexual offence
 - grooming offences under section 49M(1) of the Crimes Act 1958
 - the infliction, on a child, of:
 - physical violence
 - serious emotional or psychological harm
 - the serious neglect of a child.

Emotional child abuse occurs when a child is repeatedly rejected, isolated, or frightened by threats. It also includes hostility, derogatory name-calling and put-downs, and persistent coldness from a person to the extent that the child suffers, or is likely to suffer, emotional or psychological harm to their physical or developmental health.

Physical child abuse is any non-accidental infliction of physical violence on a child by any person. It can be inflicted in many ways, including beating, shaking or burning and assault with implements and female genital mutilation.

Child **sexual** abuse is when a person uses power or authority over a child to involve them in sexual activity. It can include a wide range of sexual activity. Sexual offences are governed by the Crimes Act 1958 (Vic.)

Grooming is when a person engages in predatory conduct to prepare a child or young person for sexual activity at a later time. Grooming can include communicating or attempting to befriend or establish a relationship or other emotional connection with the child or their parent or carer.

- e) **Child-connected work** means work authorised by the Principal or School Council and performed by an adult in a school environment while children are present or reasonably expected to be present
- f) **School environment** means any of the following physical, online or virtual places, used during or outside school hours:
- A campus of the school
 - Online or virtual school environments made available or authorised by the School Principal or Council for use by a child or student (including email, intranet systems, software applications, collaboration tools, and online services)
 - Other locations provided by the school or through a third-party provider for a child or student to use including, but not limited to, locations used for:
 - camps
 - approved homestay accommodation;
 - delivery of education and training such as registered training organisations, TAFEs, non-school senior secondary providers or another school; or (iv) sporting events, excursions, competitions or other events.

FILENAME	LAST UPDATED	LAST REVIEWED	PAGE
Child Safety & Protection Policy	March 2023	March 2023	3 of 27
Signature of Principal:	Dated:		

- g) **Child-related work** The Worker Screening Act 2020 defines ‘child-related work’ as work which usually involves (or is likely to involve) direct contact with a child, irrespective of whether that contact is supervised or not, and in any of the child-related occupational fields listed in the Act. (The Worker Screening Act 2020)

The definition of direct contact includes oral, written or electronic communication as well as face-to-face and physical contact. ‘Child-related work’ may be either paid or unpaid (voluntary).

There are exemptions from the Act including people under 18 years of age, parent volunteers whose child ordinarily participates in the activity, sworn police officers, teachers currently registered with the Victorian Institute of Teaching, and visiting workers who do not ordinarily reside and perform child-related work in Victoria, among others.

Members of the School Community engaged in child-connected work

School Council is the School’s “governing authority” for the purposes of Ministerial Order 1359 and includes all members irrespective of their level of interaction with students or School policy.

School Staff includes all Staff (teaching and non-teaching), clergy, all Volunteers and all Contractors at the School, no matter the manner or frequency of their engagement or their age

Volunteers are persons who work without payment or financial reward for the School. All Volunteers are “school staff” for the purposes of Ministerial Order 1359.

The categories of Volunteer are:

- Direct Contact Volunteers who are involved in providing support, guidance and supervision directly to students and could potentially have direct contact with students during the normal course of providing the volunteer service.
- Regular Volunteers provide volunteer services to the School, more than seven times in any one year, but are not a Direct Contact Volunteer. They may have some indirect or incidental contact with students when providing their services.
- Casual Volunteers include individuals who, in the circumstance described above, volunteer seven times or less in any one year e.g, assisting with Jewish festivals, working bees, etc

Contractors are not employees of the School. They perform specific tasks, for example, maintenance and building personnel, consultants, tutors, sports coaches, External Education Providers and cleaners.

- Direct Contact Contractors are individuals who, in the normal course of providing the services, they could potentially have direct contact with students.
- Regular Contractors provide services to the School more than seven times in any one year. They may have some indirect or limited contact with students when providing their services.
- Casual Contractors provide services to the School less than seven times in any one year, during which they may have indirect or limited contact with students, but are not left alone, one-on-one, with a student

External Education Providers are organisations that deliver a specified course of study that is part of the curriculum to students enrolled at the School, and are considered Direct Contact Contractors.

Visitors are any adults who attend a School environment/event in a one-off or casual basis. Examples of visitors include, but are not limited to, parents and family members of students, guest speakers, deliveries, casual volunteers and casual contractors.

FILENAME	LAST UPDATED	LAST REVIEWED	PAGE
Child Safety & Protection Policy	March 2023	March 2023	4 of 27
Signature of Principal:	Dated:		

Section Three –Roles & Responsibilities

All adults in the School community have a shared responsibility for contributing to the safety, wellbeing and protection of students. Specific responsibilities at the School include:

Senior Leadership Team

The Leadership Team is responsible for ensuring a strong child safe culture is created and maintained, and that policies and practices are effectively developed and implemented in accordance with Ministerial Order 1359.

The Senior Leadership Team are the School's designated **Child Safety Officers**. They are:

- Principal, Marc Light
- Vice-Principal, Russell Kaplan
- Vice-Principal, David Opat
- Head of Senior School, David Robinson
- Head of Middle School, Jayne Wise
- Director of Jewish Life & Learning, Sidra Moshinsky
- Director of Digital Engagement, Michelle Lazarow
- Chief Operating Officer, Rod Kenning
- HR Manager, Cathy Kaiserman

Key responsibilities of the School's Child Safety Officers:

- having a good working knowledge of the School's Child Safety & Protection Policy and Child Safety & Protection Program
- acting as "Child Safety and Protection Champions" and ensuring a strong and sustainable child safe culture is embedded within the School
- promoting child safety issues within the School community and responding to general queries with respect to the School's Child Safety & Protection Program
- being a point of contact for Staff, or other members of the School community, raising child safety concerns within the School
- communicating the School's Child safety and protection policies and procedures to all stakeholders including students, parents/carers, and through HR to Staff, Volunteers and Contractors
- on behalf of School Council and the Leadership Team, ensuring that the School's Child Safety & Protection Program is being effectively implemented
- on behalf of School Council and the Leadership Team, reviewing and managing particular aspects of the School's Child Safety & Protection Program, and specifically the School's procedures for Responding to and Reporting Child Safety Incidents or Concerns
- ensuring that the School Leadership Team, all Staff, and relevant Volunteers and Contractors undertake Child safety and protection training so that they are able to identify signs of abuse and other harm, understand how to respond and know when to make a referral either internally or to an external agency
- together with HR inducting and managing the training of new Staff, and relevant Volunteers and Contractors, in particular aspects of the Child Safety & Protection Program, specifically our procedures for Responding to and Reporting Child Safety Incidents or Concerns
- ensuring that there are clear procedures to allow people to report Reportable Conduct within the School
- providing all Staff, Direct Contact and Regular Volunteers and Direct Contact and Regular Contractors with a copy of the School's Child Safety & Protection Policy, the Child Safety and Protection Codes of Conduct and key contact numbers for reporting child safety concerns

FILENAME	LAST UPDATED	LAST REVIEWED	PAGE
Child Safety & Protection Policy	March 2023	March 2023	5 of 27
Signature of Principal:	Dated:		

- where authority is delegated from the Principal, promptly managing the School's response to a child safety incident or concern, and ensuring that the incident, allegation, disclosure or suspicion is taken seriously
- offering assistance and support when a member of the School community receives or makes a disclosure of abuse or other harm
- developing processes for minor corrective issues that don't need to be reported to an outside authority.

If a Child Safety Officer cannot perform their role, for example, due to conflicts of interest or absence, these duties must be performed by either another Child Safety Officer, the Principal or Assistant Principal.

The Senior Child Safety Officer, David Opat, 0414 504 006 is the first point of contact for all child safety concerns or queries for the wider community, and coordinates the School's response to child safety incidents in consultation with the Principal, the Leadership Team and School Council.

The Senior Child Safety Officer has an important role in the implementation and operation of our Child Protection and Safety Program and is identified in our publicly available Child Safety & Protection Policy as the individual who the wider community can contact when they have child safety concerns relating to the School.

Key responsibilities of the Senior Child Safety Officer include:

- being a first point of contact for all child safety concerns or queries for the wider community
- ensuring that other Child Safety Officers understand and comply with their key responsibilities
- ensuring that all Child Safety Officers undergo appropriate annual training in
- the School's Child Safety & Protection Program, their legal responsibilities, and how to appropriately respond to child safety concerns and incidents
- coordinating the School's response to child safety incidents in consultation with the Principal and the Leadership Team
- ensuring that the School's Child safety and protection policies and procedures are effectively implemented and communicated to all relevant stakeholders.

The King David School Council Responsibilities

School Council is the School's "governing authority" and is responsible for:

- being aware of child safety issues
- understanding the nature of the School's operations and the child safety risks associated with these operations
- ensuring that the School has appropriate resources to effectively implement its Child Safety & Protection Program and Ministerial Order 1359
- ensuring that the School has appropriate processes for receiving and considering information regarding child safety issues and is able to respond in a timely way to that information
- approving and reviewing the School's Child Safety & Protection Program to ensure that it has and implements processes to comply with its child safety legal and regulatory obligations
- ensuring that the School has developed and implemented ongoing monitoring processes to verify the provision and use of the resources that have been allocated to manage child safety and protection obligations within the School and evaluate their effectiveness.

FILENAME	LAST UPDATED	LAST REVIEWED	PAGE
Child Safety & Protection Policy	March 2023	March 2023	6 of 27
Signature of Principal:	Dated:		

The Principal

The Principal is responsible, and will be accountable, for the operational management of the School, and the implementation of the Child Safety and Protection Program. The Principal is ultimately responsible, and will be accountable for, taking all practical measures to ensure that:

- the School effectively implements and maintains the Child Safety & Protection Program, and effectively deploys all available resources for that purpose
- appropriate School Child Safety Officers are appointed and trained
- child-safe recruitment, induction, and supervision of staff are implemented and followed
- a strong and sustainable child safe culture is maintained within the School including by:
 - modelling the Child Safety & Protection Code of Conduct, and reinforcing high standards of child safe behaviours between adults and students and between students
 - facilitating the participation of students, families, Staff and other members of the School community in promoting and improving child safety and wellbeing at the School
 - promoting regular and open discussion of child safety and wellbeing issues within the School community
 - facilitating regular professional learning for Staff and relevant Volunteers and Contractors about child safety, cultural safety, student wellbeing and preventing and responding to child safety incidents and concerns
 - creating an environment where child safety incidents, concerns and complaints are readily raised with the School and where no one is discouraged from reporting child safety incidents or concerns to relevant external authorities.
- any child safety incidents or concerns are dealt with professionally and in a timely manner
- the Council receives regular reports with respect to child safety matters
- all Staff as well as Direct Contact Volunteers are aware of the School's Child Safety & Protection Program and trained in implementing the Program's processes and procedures
- external support is organised to assist parties following a disclosure or suspicion of harm or abuse, in cases where the child or family does not consent to the referral
- the School is complying with its legal and regulatory obligations with respect to child protection.

The Principal may call on the Leadership Team for advice and support in the management and implementation of the School's Child Safety & Protection Program. The Principal is the Head of Entity who is responsible for reporting and investigating Reportable Allegations, unless the allegations involve the Principal in which case it is the Council President.

Staff

All Staff are "school staff" for the purposes of Ministerial Order 1359.

All Staff, including full-time, part-time, casual, relief, teaching and non-teaching Staff, are required, as a condition of their employment at the School, to comply with our Child Safety & Protection Program, including the Child Safety and Protection Codes of Conduct, and their legal obligations with respect to the reporting of child safety incidents or concerns, and regarding VIT registration or Working With Children Checks.

It is each individual's responsibility to be aware of key indicators of child abuse and other harm, to be observant, and to raise any and all child safety incidents or concerns with one of the School's Child Safety Officers and with external agencies where required.

FILENAME	LAST UPDATED	LAST REVIEWED	PAGE
Child Safety & Protection Policy	March 2023	March 2023	7 of 27
Signature of Principal:	Dated:		

To meet these obligations, all Staff must:

- participate in child safety and wellbeing induction and ongoing training provided by the School
- always follow the School's child safety and wellbeing policies and procedures in the Child Safety and Protection Program
- act in accordance with the Child Safety and Protection Codes of Conduct
- identify and raise child safety incidents and concerns in accordance with the Four Critical Actions for Schools Responding to Incidents, Disclosures and Suspicions of Child Abuse and the PROTECT reporting template for Responding to Suspected Child Abuse.
- ensure students views are taken seriously and their voices are heard when making decisions that affect them
- implement inclusive practices that respond to the diverse needs of students.

Volunteers and Contractors

All Volunteers and Contractors at the School are responsible for contributing to the safety and protection of students in the School environment. To meet these obligations:

- they must comply with our Child Protection Policy and Child Safety and Protection Codes of Conduct
- Direct Contact Volunteers and Contractors (and Regular Volunteers and Contractors who are engaged in "child-connected work") must:
 - participate in child safety and wellbeing induction and ongoing training provided by the School
 - be aware of key indicators of child abuse and other harm
 - understand their legal obligations with respect to the reporting of child abuse and other harm
 - raise all child safety concerns with one of the School's Child Safety Officers.

External Educational Providers

All External Education Providers engaged by the School are required by the School to be familiar with our Child Protection Policy, and adhere to our Child Safety and Protection Codes of Conduct.

King David School may include this requirement in the written agreement between it and the External Education Provider.

FILENAME	LAST UPDATED	LAST REVIEWED	PAGE
Child Safety & Protection Policy	March 2023	March 2023	8 of 27
Signature of Principal:	Dated:		

Section Four –Child Safety and Protection Risk Management

King David School recognises the importance of a risk management approach to minimising the potential for child abuse or harm to occur and we use this information to inform our policies, procedures and activity planning.

We identify, assess and manage child safety and protection risks in all School environments, based on a range of factors including the nature of our School's activities, its physical, virtual and online environments and the characteristics of the student body. We use this information to inform our policies, procedures and activity planning.

We record identified risks to child safety and wellbeing in our Risk Assessments, along with the actions in place at the School to manage these risks. School Council, the Principal and/or the Leadership Team monitor and evaluate the effectiveness of these actions at least annually.

The School has adopted a proactive risk management approach to Child safety and protection by developing and implementing strategies to identify and mitigate our Child safety and protection risks based on:

- the nature of all School environments including physical and online environments
- the activities students undertake at the School (including the provision of services by contractors or outside the School's physical environment)
- the characteristics and needs of all our students.

Risk Management Strategies

King David School has implemented the following risk mitigation strategies to ensure that the School maintains a proactive approach to our duty of care to protect children from harm and comply with our legal and regulatory obligations:

- the KDS Child Protection Code of Conduct outlines appropriate standards of behaviour for all adults in the School environment towards students. It serves to protect students, reduce any opportunities for abuse or harm to occur, and promote child safety in the School environment. It provides guidance on how to best support students and how to avoid or better manage difficult situations.

All Staff, Volunteers and Contractors are required to sign an agreement to adhere to the Code of Conduct before commencing work at the School. All parents sign an agreement to abide by the Child Protection Code of Conduct on enrolment.

- the Staff and Student Professional Boundaries Policy provides detailed guidance for all Staff, Volunteers, Contractors and External Education Providers on how to maintain professional boundaries between students and adults at the School
- the Student Code of Conduct emphasizes the idea that all individuals have a right to feel safe and be safe at all times and contribute to the safety and wellbeing of their peers.
- the Child Safety & Protection Guidelines for Students ensures that students are made aware of their rights, including their right to be safe from harm and that they are provided with age-appropriate information about safe and respectful relationships.
- induction and ongoing training provided to the Council and staff, at least annually, about identifying risks of child abuse in the School environment, their obligations and responsibilities for managing these risks, how to report and respond to Child safety and protection incidents, and the School's current child safety standards
- the appointment of the School's Child Safety Officers at the School receive specialised, additional training to ensure that any concerns about child safety and protection in the School environment held by students, staff, Volunteers and parents/carers may be discussed in a safe and supportive environment

FILENAME	LAST UPDATED	LAST REVIEWED	PAGE
Child Safety & Protection Policy	March 2023	March 2023	9 of 27
Signature of Principal:	Dated:		

- extensive policies and procedures relating to excursions and camps ensuring that Child safety and protection risks specific to excursions and overnight stays are identified and controls are put in place
- ongoing, periodic reviews of all physical School environments to eliminate physical isolation risks, such as solid classroom doors or rooms with no windows, or implement procedural controls where elimination is not possible
- procedures for verifying the WWC clearance of all External Education Providers and Third-Party Contractors, who may have direct contact with students, to ensure that students remain safe in all School environments both internal and external to the School grounds
- clear procedures for reporting Reportable Conduct to the Commission for Children and Young People (CCYP) to ensure all risks specific to staff and Volunteer conduct are identified and controls are put in place
- identifying and recording all risks of child abuse in all School environments in a child safety and protection risk register, and assessing the risks regarding the likelihood of the risk event occurring and the potential consequences if it was to occur
- a system of assurance through which risks of child abuse, and actions taken to reduce or remove these risks (risk controls), are recorded. The system is also used to monitor risk controls and to evaluate their overall effectiveness on a regular basis.

Child Safety Risk Register

Our Child Safety Risk Register is used to record any identified risks related to child abuse alongside actions in place to manage those risks. We identify, assess and manage risks to child safety and wellbeing in our physical and online school environments. These risks are managed through our child safety and wellbeing policies, procedures and practices, and in our activity specific risk registers, such as those we develop for off-site overnight camps, adventure activities and facilities and services we contract through third party providers for student use.

Indicators of Abuse and Harm

The different types of child abuse and their key indicators are set out below.

Physical violence occurs when a child suffers or is likely to suffer harm from a non-accidental injury or injuries inflicted by another person. Physical violence can be inflicted in many ways, including beating, shaking, burning or use of objects.

Physical indicators include:	Behavioural indicators include:
• unexplained bruises, burns or welts	• inconsistent, vague or unlikely explanations of an injury
• fractured bones, sprains or dislocation	• wariness, fear or distrust of adults
• cuts, grazes or scratches	• avoidance of physical contact
• ligature or bite marks	• disproportionate reactions or limited emotion displayed when hurt or threatened
• bald patches or hair missing in tufts	• wearing clothing that is unsuitable for the weather conditions (to hide injuries)
• missing or loosened teeth	• unexplained absences and decline in academic performance
• poisoning or medication overdose.	• substance abuse, self-harm or suicide attempts

FILENAME	LAST UPDATED	LAST REVIEWED	PAGE
Child Safety & Protection Policy	March 2023	March 2023	10 of 27
Signature of Principal:	Dated:		

Sexual offences

Sexual offences occur when a person involves a child in sexual activity, or deliberately puts the child in the presence of sexual behaviours that are exploitative or inappropriate to his/her age and development. Child sexual abuse can involve a range of sexual activity including fondling, masturbation, penetration, voyeurism and exhibitionism. It can also include exposure to or exploitation through pornography or prostitution, as well as grooming behaviour.

Physical indicators include:	Behavioural indicators include:
<ul style="list-style-type: none">• bruising, bleeding or discharge from the genital or rectal area	<ul style="list-style-type: none">• displaying age-inappropriate sexual behaviour or knowledge
<ul style="list-style-type: none">• signs of pain, itching or discomfort in the genital or rectal area	<ul style="list-style-type: none">• promiscuity or inappropriate expressions of affection
<ul style="list-style-type: none">• presence of sexually transmitted diseases	<ul style="list-style-type: none">• sudden fears of specific places or particular adults
<ul style="list-style-type: none">• frequent urinary tract infections	<ul style="list-style-type: none">• obsessive and compulsive washing
<ul style="list-style-type: none">• pregnancy (actual or suspected)	<ul style="list-style-type: none">• complaining of headaches, stomach pains or nausea
<ul style="list-style-type: none">• self-mutilation.	<ul style="list-style-type: none">• sleeping difficulties
	<ul style="list-style-type: none">• poor self-care or personal hygiene
	<ul style="list-style-type: none">• regressive behaviours such as bedwetting and speech loss
	<ul style="list-style-type: none">• substance abuse, self-harm or suicide attempts.

Serious emotional or psychological abuse

Serious emotional or psychological abuse occurs when harm is inflicted on a child through repeated rejection, isolation or by threats of violence. It can include derogatory name-calling, put-downs or persistent and deliberate coldness from a person, to the extent where the child's behaviour is disturbed and/or their emotional development is at serious risk of being impaired.

Serious emotional or psychological abuse could also result from conduct that exploits a child without necessarily being criminal, such as encouraging a child to engage in inappropriate or risky behaviours.

Physical indicators include:	Behavioural indicators include:
<ul style="list-style-type: none">• delays in emotional, mental or physical development	<ul style="list-style-type: none">• exhibiting high anxiety or symptoms of stress
<ul style="list-style-type: none">• speech impairments such as stuttering or being selectively mute	<ul style="list-style-type: none">• poor self-image or low self-esteem
<ul style="list-style-type: none">• rocking, thumb-sucking or other infantile behaviours	<ul style="list-style-type: none">• displaying aggressive, demanding or attention-seeking behaviour
<ul style="list-style-type: none">• eating disorders.	<ul style="list-style-type: none">• compulsive lying or stealing
	<ul style="list-style-type: none">• unexplained mood swings or depression
	<ul style="list-style-type: none">• poor social and interpersonal skills
	<ul style="list-style-type: none">• excessive neatness or cleanliness
	<ul style="list-style-type: none">• substance abuse, self-harm or suicide attempts.

FILENAME	LAST UPDATED	LAST REVIEWED	PAGE
Child Safety & Protection Policy	March 2023	March 2023	11 of 27
Signature of Principal:	Dated:		

Serious neglect

Serious neglect is the continued failure to provide a child with the basic necessities of life such as food, clothing, shelter, hygiene, medical attention or adequate supervision, to the extent that the child's health, safety and/or development is, or is likely to be, jeopardised. Serious neglect can also occur if an adult fails to adequately ensure the safety of a child where the child is exposed to extremely dangerous or life-threatening situations.

Physical indicators include:	Behavioural indicators include:
<ul style="list-style-type: none">• frequent hunger or signs of malnutrition	<ul style="list-style-type: none">• stealing or begging for food
<ul style="list-style-type: none">• poor personal hygiene	<ul style="list-style-type: none">• aggressive or self-destructive behaviour
<ul style="list-style-type: none">• appearing dirty and unwashed	<ul style="list-style-type: none">• involvement in criminal activity
<ul style="list-style-type: none">• lack of adequate or suitable clothing	<ul style="list-style-type: none">• poor, irregular or non-attendance at school
<ul style="list-style-type: none">• unattended health problems	<ul style="list-style-type: none">• refusal or reluctance to go home
<ul style="list-style-type: none">• appearing pale and weak	<ul style="list-style-type: none">• limited positive interaction with parents, carers or guardians
<ul style="list-style-type: none">• inadequate shelter or unsanitary living conditions.	<ul style="list-style-type: none">• poor academic performance
	<ul style="list-style-type: none">• substance abuse.

School Specific Risks

A. Recruitment of Suitable Staff and Volunteers

The School applies robust child safe recruitment, induction, training, and supervision practices to ensure that all staff, contractors, and volunteers are suitable to work with children.

- Position Descriptions for child connected work include the job's requirements, duties and responsibilities regarding child safety and the relevant qualifications, experience and attributes in relation to child safety.
- All short-listed applicants are sent the KDS Child Safety & Protection Policy and an Application Form that includes questions about any past performance or conduct issues; any allegations of misconduct with students; and the applicants' understanding of professional boundaries and accountability. VIT/WWCC required on application
- All short-listed applicants are subject to rigorous reference and background checks, including identity checks, proof of qualifications, Working With Children Check and/or Police Check and/or VIT Check; and personal interviews.
- All letters of appointment include the following statement:
By signing this letter of offer I agree that I have never been charged or convicted of an offence in relation to children, dishonesty or violence under Commonwealth, State or Territory laws, or laws of a foreign jurisdiction. Furthermore by signing this letter I have agreed that I have read and understood the School's Child Protection Policy and commit to ensuring the safety of all children in my care at all times.
- All successful applicants must attend an induction session on Child Safety and Protection prior to commencement. This induction includes the Child Safety and Protection Policy and Code of Conduct; the Staff & Student Professional Boundaries; clear procedures consistent with PROTECT Four Critical Actions for responding to and reporting child safety incidents or concerns, both internally and externally; St induction, new staff must sign the KDS Code of Conduct and provide a Statutory Declaration regarding their suitability to perform child-connected work.

FILENAME	LAST UPDATED	LAST REVIEWED	PAGE
Child Safety & Protection Policy	March 2023	March 2023	12 of 27
Signature of Principal:	Dated:		

- All staff engaged in child-connected work will be supervised appropriately to ensure that their behaviour towards children is safe and appropriate.

Under our *New Staff Review System*, Staff are monitored and assessed to ensure their continuing suitability for child-connected work. Regularly scheduled meetings are held for new staff and the Head of School during the first six months of employment, to provide feedback and discuss any concerns, culminating in their 6 month review which will determine whether they are offered permanent ongoing employment. Learning Area Leaders meet regularly with teachers within their departments throughout the year. All Staff are required to attend an annual Child Protection briefing.

Inappropriate behaviour towards children and young people will be managed swiftly and in accordance with our School policies and our legal obligations. Child safety and wellbeing will be paramount.

B. Working With Children Checks & Victorian Institute of Teaching Registrations

All teaching staff must be registered with the Victorian Institute of Teaching (VIT) on commencement. VIT registration number, expiry date and type of registration are entered into their digital file.

All non-teaching employees of the School must have a current Working with Children Check on commencement. Details of their WWCC are entered into their digital file.

Regular checks are done by HR to ensure that VIT registrations and WWCCs are up to date for all employees.

Contractors or volunteers who are not employees of the School (including members of School Council) must have a WWCC. A google doc register of WWCCs is maintained which includes anyone not employed at the School and this is checked regularly.

C. Training on and Information About the Child Protection and Safety Program

As a part of the School's induction process, all Staff, as well as Volunteers and Contractors, are required to complete induction training on our child safety and protection policies, practices and procedures.

All Staff, as well as relevant Volunteers and Contractors also receive refresher and ongoing Child safety and protection training at our annual briefings in January, prior to start of Term 1.

All Staff and volunteers are required to complete the online module "Protecting Children – Mandatory Reporting and Other Obligations" each year.

Specifically, child safety and wellbeing training will include guidance on:

- our school's child safety and wellbeing policies, procedures, codes, and practices
- completing the Protecting Children – Mandatory Reporting and Other Legal Obligations online module annually
- recognising indicators of child harm including harm caused by other children and students
- responding effectively to issues of child safety and wellbeing and supporting colleagues who disclose harm
- how to build culturally safe environments for children and students
- information sharing and recordkeeping obligations
- how to identify and mitigate child safety and wellbeing risks in the school environment.

Other professional learning and training on child safety and wellbeing, for example, training for our volunteers and contractors, will be tailored to specific roles and responsibilities and any identified or emerging needs or issues.

FILENAME	LAST UPDATED	LAST REVIEWED	PAGE
Child Safety & Protection Policy	March 2023	March 2023	13 of 27
Signature of Principal:	Dated:		

School Council is trained at least annually. Training includes guidance on:

- individual and collective obligations and responsibilities for implementing the Child Safe Standards and managing the risk of child abuse
- child safety and wellbeing risks in our school environment
- KDS child safety and wellbeing policies, procedures, codes and practices

D. Individual Music Lessons, Counselling, Learning Support and Individual meetings

Situations where students can be alone with staff members are potentially problematic for both staff and students. The following guidelines are in place to ensure that students and staff feel safe and comfortable.

- When an adult is alone with a child or young person they should only do so in a room where there is a window in the door or alternatively the door is left open.
- Staff should not be in a room alone with a student where there is no window or they cannot be seen through the window or door.
- The student should be positioned in the room so that they can be seen through the window.
- If privacy is required, a second staff member should be present.

E. Camps/Interstate or Overseas Trips

In the case of camps/interstate or overseas trips the following procedures should be adhered to at all times. These guidelines should be taken into account when planning activities as well as during the conduct of activities.

- Staff may not sleep in a room alone with a student or students. If the accommodation is such that students and staff must sleep in the same area, there should be a minimum of 2 staff members and 2 students in the room at all times.
- Staff must not use the same bathroom as a student if there are students present. Staff should not enter a student bathroom without another staff member being present.
- External providers all have Working With Children Check (or equivalent) and have signed the KDS Child Safety & Protection Code of Conduct.
- Camps and informality: It is appropriate and inevitable that there is a higher degree of informality on camps between staff and students. Nevertheless, staff should remain circumspect with regard to their language and discussions. Staff should make sure that all their comments are appropriate. Specifically comments about appearance should not be made.

Students can be somewhat more emotional on camps and want to discuss personal information. Discussions about highly personal matters should not occur. Whilst we should be supportive we should ensure that we do not begin counselling students, they should be directed toward the appropriate assistance following the camp.

If anything of concern is raised at camp that should be immediately reported to the head of the camp and/or the Head of School

F. Social Media and Electronic Communication

The following procedures must be adhered to at all times in respect of social media.

- Staff should not communicate with students using any social media (e.g. Facebook, Instagram, Twitter, Skype, etc.)
- Staff must only communicate with students via email using School email accounts. Communication between Staff and students via private email is unacceptable.
- Staff should not give students their mobile numbers and they should not SMS students. A School mobile is available for Staff to use on excursions and camps.
- Staff should not be on social media with former students of the School for 2 years after they have left School.

FILENAME	LAST UPDATED	LAST REVIEWED	PAGE
Child Safety & Protection Policy	March 2023	March 2023	14 of 27
Signature of Principal:	Dated:		

G. Change Rooms/ Public Toilets

Staff should not enter an area where students are getting changed alone. If entry is required, a second staff member should be present. Male staff should only go into male change areas and female staff should only go into female change areas. Furthermore staff should monitor the area when non- School staff or members of the public are present. Specifically staff should be vigilant to protect against anyone improperly using a recording device whether they are adults or children.

When students need to use a public toilet on a camp or excursion please follow the procedure below

- escort the student(s) to the toilet (Junior School students should be in a pair)
- ask the students to wait outside, quickly check the bathroom for strange individuals or dangerous items
- if you are comfortable with the situation please ask the students to enter and wait outside. Boys should be told to use cubicles if available.
- staff members must not access the toilets at the same time as students. If only one toilet block is available, they must wait until students have left before entering

H. Travel with students

Staff should not travel alone with a student even when parental permission has been given. Other students or staff should always be in attendance. If this is not practicable then the parents of the student must be contacted prior to travel and permission from the principal or Head of School must be sought.

I. Billeting

When students are billeted outside of the School they should be briefed about what to do if they feel uncomfortable. They should be provided with a phone number to ring. Students may not sleep in the same room as an adult or significantly older peer.

J. After Hours Contact

Staff should not have any unofficial contact with students outside of School hours. This specifically precludes meeting students in café/restaurants or in private homes. Teachers are reminded that they are not permitted to tutor students of the School. There may be exceptional circumstances where a staff member may visit a private home; written permission to do so should be sought from the Principal or a member of the School Leadership Team.

Staff are also advised to be circumspect in their behaviour if they attend a social function where School students are present (e.g. Bar/Bat Mitzvahs, weddings etc.).

Staff often have friendships with parents of the School. Staff should be very mindful of when they are acting as an official of the School and when they are acting as a friend. For example teachers should be very clear about when they may offer lifts to students of the School.

FILENAME	LAST UPDATED	LAST REVIEWED	PAGE
Child Safety & Protection Policy	March 2023	March 2023	15 of 27
Signature of Principal:	Dated:		

K. Further Guidelines re the appropriateness of physical contact with students:

- Preschool – Staff may have physical contact with students to assist with changing clothes, toileting or to comfort a distressed child.
- Junior School – Staff may have physical contact with students to assist with changing clothes, or to comfort a distressed child.
- Years 3-4 – Staff may have physical contact with students to comfort a distressed child. It is advisable to ask the student (for example, do you want a hug?).
- Years 5-12 – Staff should not normally have physical contact with students.
- Handshakes 'high fives' or similar hand to hand contact is acceptable at any age.
- If a student is to be hugged this should only occur when other students or staff are present.
- The King David School specifically prohibits the use of any physical punishment of students.
- Tickling students and 'rough housing' is specifically prohibited.

There are some circumstances where exceptions can be made to these guidelines:

- In Physical Education, Dance, Drama and Instrumental Music some physical contact may be required to assist with a particular movement.
- The staff member should only do so with the agreement of the student and be very careful that any touching is done in a professional manner, and not near the student's private areas.
- Touching should only occur when other students or staff are present and/or in physical spaces that are clearly observable at all times. If touch can be replaced by verbal instructions, then this is preferable.
- Staff may touch students to administer first aid. If an intimate area must be touched or viewed then another staff member should be present.
- If a student must be physically restrained as they are trying to run away, hurt themselves or others reasonable physical contact is allowed. This may mean firmly holding a student by the hand or in the case of younger students holding them in a hug to help them to calm down. Staff are advised to only use a minimal level of force required to ensure that the problematic behaviour stops. If this occurs parents should be advised that this has occurred on the same day.
- The exception to this rule is counselling conducted by a School psychologist. It is accepted that greater privacy is required in these situations.

L. Gifts

Staff should never give individual students gifts of any type. This does not preclude a reward for a whole class or team.

M. Alcohol and Drugs

It is illegal to give or sell alcohol and drugs to students.

N. Photography

Any photograph a staff member takes of a student should be put into the photo drop and not retained by the staff member on any device or their own computer. When photographs are taken of students, whether by a professional photographer or a staff member, every effort must be made to ensure that the student's modesty is maintained. This means that students should be appropriately clothed and not in a suggestive pose.

O. Students left at School

If a student has not been collected at the conclusion of a School day or School activity and no parent or emergency contact can be contacted, then the student should be attended to by two staff members. Staff members may not be alone with a student under these circumstances.

FILENAME	LAST UPDATED	LAST REVIEWED	PAGE
Child Safety & Protection Policy	March 2023	March 2023	16 of 27
Signature of Principal:	Dated:		

P. Language

Staff must use appropriate language with students. Suggestive or lewd comments or gestures should never be made inside or outside the classroom. Staff should also refrain from commenting on a student's appearance. Specifically comments that are profane, demeaning, sarcastic are prohibited. Staff are specifically warned about making jokes of a sexual nature.

Q. Access to Student Files

Staff may access student files either online or on paper to gain information relevant to their work. Staff may not access personal information for any other reason.

R. Youth Leaders and Young Coaches or Education Support Officers

It can be difficult to have young people supervise students who are only a few years younger than they are. The following guidelines should be used when arranging leaders, coaches, and camp staff.

- No people aged under 21 should be placed in a supervisory role on camps or any other overnight setting above Year 7
- People aged under 21 may coach sports if they are under the direct supervision of the Sports Manager or a teacher
- No first-year graduate may coach sport or attend camps for Year 10 and above. The exception to this is the following. Youth Leaders (Madrachim) and other younger aged leaders, under the age of 21 who are not first-year graduates, may attend Year 8 and above camps to run programs but may not act in a supervisory role. They must be directly supervised by a designated VIT registered teacher.
- Whilst all staff have induction and pre-camp briefings people aged under 21 should have a specific briefing before attending any camp which highlights the following: social media contact, overall relationship with adolescent students, and how to act on camp.
- Alumni Mentors needs to be discussed separately, the above rules apply to sport and camps.
- No ESOs under the age of 21 should be employed to work with students in the Senior School.

FILENAME	LAST UPDATED	LAST REVIEWED	PAGE
Child Safety & Protection Policy	March 2023	March 2023	17 of 27
Signature of Principal:	Dated:		

Section Five – Embedding a Culture of Child Safety

Cultural Safety

As a proud, inclusive, empathetic and progressive Jewish community, the King David School seeks respectfully, meaningfully and directly to engage with the First Nations Peoples of the ground on which the School is situated and beyond, in order to develop lasting friendships, and, through education, help reconcile non-Aboriginal Australia to the continent's First Nations Peoples.

Our First Nations Peoples Education Policy outlines the measures we have in place to maintain an inclusive and culturally safe school for Aboriginal children and students. A Reconciliation Action Plan has been developed by students and staff at the School.

Valuing Diversity and Equity in the School Community

As a child safe organisation, we celebrate the rich diversity of our students, families and community and promote respectful environments that are free from discrimination. Our focus is on wellbeing and growth for all.

We recognise that every child has unique skills, strengths and experiences to draw on. We pay particular attention to individuals and groups of children and young people in our community with additional and specific needs. This includes tailoring our child safety strategies and supports to the needs of:

- Aboriginal children and young people
- children from culturally and linguistically diverse backgrounds
- children and young people with disabilities
- children unable to live at home or impacted by family violence
- international students
- children and young people who identify as LGBTIQ+.

Our Wellbeing Curriculum concentrates heavily on matters of diversity and equity. The School has developed a Statement of Inclusiveness & Procedures that has been approved by the student lead SAGA (Sexuality and Gender Alliance) group. Our First Nations Peoples Education Policy also contributes to fostering a respectful school environment.

Student Empowerment and Participation

At King David School we work to create an inclusive and supportive environment that encourages students to contribute to our child safety approach and understand their rights and responsibilities. We ensure that our physical, virtual and online environments are friendly and welcoming to all children and young people.

The Child Safety & Protection Guidelines for Students was developed in a child-friendly format to explain students' rights and responsibilities and how they may raise concerns about their own or another's safety.

Respectful relationships between students are reinforced and we encourage strong friendships and peer support in the School to ensure a sense of belonging, particularly through our Student Code of Conduct, Positive Behaviours Policy, ICT Acceptable Use Policy, and Harassment-Free School Policy.

We ensure that students know about their rights to safety, information and participation; we give them the skills and confidence to recognise unsafe situations with adults or other students, and to speak up and act on concerns relating to themselves or their peers. We ensure our students know who to talk to if they are worried or feeling unsafe and we encourage them to share concerns with a trusted adult at any time.

FILENAME	LAST UPDATED	LAST REVIEWED	PAGE
Child Safety & Protection Policy	March 2023	March 2023	18 of 27
Signature of Principal:	Dated:		

When the School is gathering information in relation to a complaint about alleged misconduct or abuse of a child, we will listen to the complainant's account and take them seriously, check our understanding of the complaint, support the student and keep them (and their parents and carers, as appropriate) informed about progress.

These are just some of the specific strategies that we have adopted to promote the participation of and empowerment of students:

- Our extensive Student Wellbeing program deals with a range of issues affecting child safety across the curriculum.
- The Keshet Program provides opportunities for students to raise issues or concerns with their teachers
- The Haganah Student Leadership program provide opportunities for students to raise issues or concerns, and to work with their teachers and/or the Leadership Team to seek resolutions.
- The Vice-Principal (Student Wellbeing) gives a special briefing on Child Safety to every year level on an annual basis.
- Student surveys, which include questions about feeling safe at school, are conducted each year.
- School signage encourages students to have a voice, and ways to seek help anonymously. Digital PROTECT Child Safety posters are displayed across the school on monitors.
- Policies such as: Student Code of Conduct, Positive Behaviours Policy, ICT Acceptable Use Policy, and Harassment-Free School Policy.

Parents/Carers and Families Involvement at the School

The School recognises that parents and carers have the primary responsibility for the upbringing and development of their children. We ensure that they participate in decisions affecting their children.

We ensure that our families know about the School's operations and policies, including its Child Safety & Protection Policy, Codes of Conduct, privacy, risk management, and complaints and investigation processes.

We actively seek to include families in decisions about organisational planning, delivery of services, management of facilities, and classroom learning. We communicate these matters through messages from the Principal, on the Parent Portal and School Website, the weekly Harp newsletter, and Inspirations magazine. We hold parent forums on relevant issues and conduct annual parent surveys.

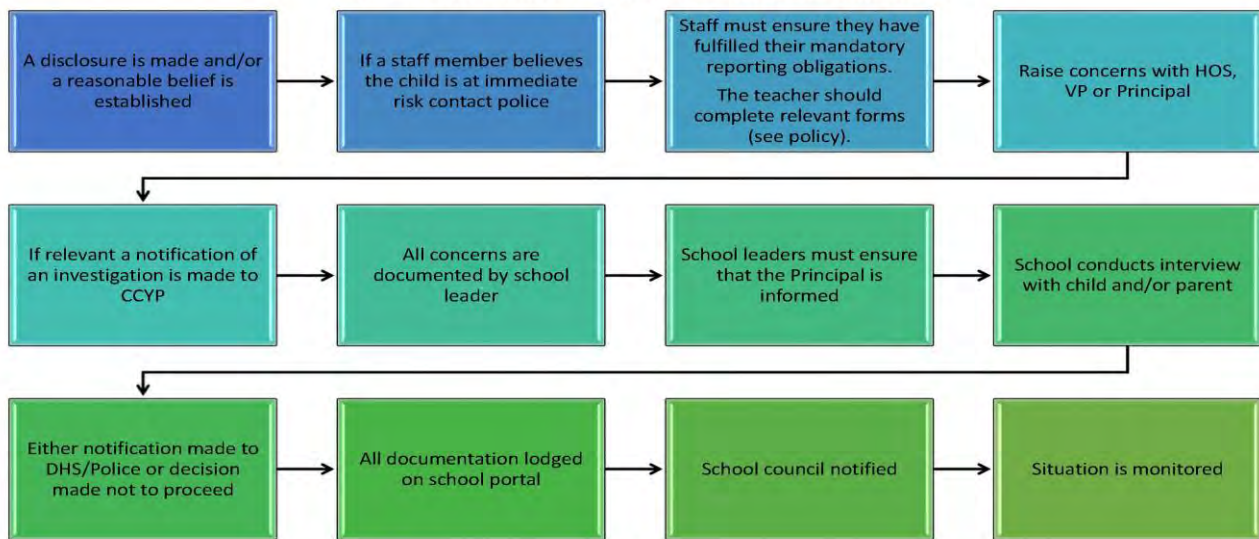
Any significant updates to our Child Protection policies or guidelines are communicated to families via email from the Principal with links to the relevant changes.

We build cultural safety at the School through partnerships with relevant communities, such as Building Bridges, and the Reconciliation Action Plan.

FILENAME	LAST UPDATED	LAST REVIEWED	PAGE
Child Safety & Protection Policy	March 2023	March 2023	19 of 27
Signature of Principal:	Dated:		

Section Six - Complaints and Reporting Processes

The King David School Child Protection Process



The King David School fosters a culture that encourages everyone in the School community to raise concerns and/or complaints about child safety and wellbeing. Our processes for raising complaints and concerns are set out in the flow chart above and the procedures below.

These procedures must be followed by all Staff, Volunteers and Contractors whenever they witness, suspect or receive a complaint about a child safety incident or concern involving a student, a staff member, a volunteer, a contractor, a Council member, the School itself, or any other person while connected to the School.

The School will take appropriate, prompt action in response to any child safety incidents or concerns.

The School's response will include:

- externally reporting all matters that meet the required relevant thresholds to Child Protection (Mandatory Reports), the Police (Mandatory Reporting of Child Sexual Abuse), the CCYP (Reportable Conduct), and/or the Victorian Institute of Teaching (Teacher Misconduct), depending on the issues raised and consistent with PROTECT Four Critical Actions
- fully cooperating with any resulting investigation by an external agency
- protecting any student connected to the child safety incident or concern until it is resolved and providing ongoing support to those affected
- taking particular measures in response to child safety incidents or concerns about an Aboriginal or Torres Strait Islander student, a student from a culturally and linguistically diverse background, a student with disability, and other vulnerable students (such as students who are unable to live at home or students who identify as lesbian gay, bisexual, transgender or intersex)
- securing and retaining records of the child safety incident or concern and the School's response to it
- taking broader actions to improve child safety at the School (including systemic reviews and resulting improvements).

Our Positive Behaviours Policy and Anti-Harassment cover complaints and concerns relating to student physical violence or other harmful behaviours.

FILENAME	LAST UPDATED	LAST REVIEWED	PAGE
Child Safety & Protection Policy	March 2023	March 2023	20 of 27
Signature of Principal:	Dated:		

What To Do When A Disclosure Is Made

If a child discloses an incident of abuse to you

- Try and separate them from the other children discreetly and listen to them carefully.
- Let the child use their own words to explain what has occurred.
- Reassure the child that you take what they are saying seriously, and it is not their fault and that they are doing the right thing.
- Explain to them that this information may need to be shared others, such as with their parent/carer, specific people in your organisation, or the police.
- Do not make promises to the child such as promising not to tell anyone about the incident, except that you will do your best to keep them safe.
- Do not leave the child in a distressed state. If they seem at ease in your company, stay with them.
- Provide them with an incident report form to complete, or complete it together, if you think the child is able to do this.
- As soon as possible after the disclosure, record the information using the child's words and report the disclosure to the Principal or member of the School Leadership Team, police or child protection.
- Ensure the disclosure is recorded accurately, and that the record is stored securely.

Written and dated notes of your observations and concerns should be recorded to assist in a referral/report of child abuse.

If a parent/carer says their child has been abused in the School or raises a concern

- Explain that the School has processes to ensure all abuse allegations are taken very seriously.
- Ask about the wellbeing of the child.
- Allow the parent to talk through the incident in their own words.
- Advise the parent that you will take notes during the discussion to capture all details.
- Explain to them the information may need to be repeated to authorities or others, such as a member of the School Leadership Team, the police or DFFH.
- Do not make promises at this early stage, except that you will do your best to keep the child safe.
- Provide them with an incident report form to complete, or complete it together.
- Ask them what action they would like to take and advise them of what the immediate next steps will be.
- Ensure the report is recorded accurately, and that the record is stored securely.

You need to be aware that some people from culturally and/or linguistically diverse backgrounds may face barriers in reporting allegations of abuse. For example, people from some cultures may experience anxiety when talking with police, and communicating in English may be a barrier for some. You need to be sensitive to these issues and meet people's needs where possible, such as having an interpreter present (who could be a friend or family member).

If an allegation of abuse involves an Aboriginal child, you will need to ensure a culturally appropriate response. A way to help ensure this could include engaging with parents of Aboriginal children, local Aboriginal communities or an Aboriginal community controlled organisations to review policies and procedures.

Some children with a disability may experience barriers disclosing an incident. For example, children with hearing or cognitive impairments may need support to help them explain the incident, including through sign language interpreters

Written and dated notes of your observations and concerns should be recorded to assist in a referral/report of child abuse.

FILENAME	LAST UPDATED	LAST REVIEWED	PAGE
Child Safety & Protection Policy	March 2023	March 2023	21 of 27
Signature of Principal:	Dated:		

How to Record Observations, Disclosures or Allegations of Abuse, Grooming or Student Sexual Offending

The School requires all members of the School community, including the Council, staff, Volunteers, Third Party Contractors and External Education Providers to use the PROTECT Four Critical Actions for Schools: Responding to Incidents, Disclosures or Suspicions of Child Abuse to record all observations, beliefs, suspicions, disclosures or allegations of abuse, grooming or student sexual offending.

The form is available on the Staff Portal, or via the link below. Hard copy is available on request from the HR Manager.

https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf

All verbal and written communications regarding child safety and protection matters (including notes of observations, student disclosures, meetings and telephone calls) must be properly documented. The documented records should include dates and times and enough detail to record key conversations, especially those relating to the student's disclosure.

The "Process of Review" section in the form must be completed between 4-6 weeks after an incident, suspicion or disclosure of abuse in conjunction with the School Principal, a Child Safety Officer or a member of the School Leadership Team.

All completed reporting forms are to be given to the School Principal, a Child Safety Officer or a member of the School Leadership Team. The School maintains records of these forms indefinitely in the Child Safety Records Register.

Child Safety and Protection Record Keeping

The School is committed to best practice record keeping about child safety incidents and concerns.

The School records all internal and external reports of child safety incidents and concerns, as well as any other responses by the School using PROTECT Recording your actions: Responding to suspected child abuse - A Template for Victorian Schools.

When keeping records of child safety incidents or concerns, the School maintains confidentiality and privacy for students and families in accordance with federal and state privacy legislation. Effective Child safety and protection record keeping is one of the School's key strategies in the management of its Child safety and protection obligations, including the fulfilment of our duty of care.

It is through such record keeping that the School can ensure that, should there ever be a need for evidence of the School child safe culture or precautions and preventative measures taken in response to the risk of child abuse, the School has well-documented and easily-accessible records.

The **Child Safety Records Register** will be maintained by the Senior Child Protection Officer.

FILENAME	LAST UPDATED	LAST REVIEWED	PAGE
Child Safety & Protection Policy	March 2023	March 2023	22 of 27
Signature of Principal:	Dated:		

Reporting Child Safety Incidents or Concerns to the School

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

Any person, including all Staff, Volunteers, Contractors, parents/carers and students, can at any time report concerns about the wellbeing of a child aged under 17 to Child Protection by:

- during business hours (8:45am-5:00pm, Monday to Friday), contacting the Child Protection intake service. South Division Intake - 1300 655 795
- after hours, telephoning 13 12 78.

Our Child Safety & Protection Program provides detailed guidance for Council members, Staff, Volunteers and Contractors on how to identify key indicators of child abuse and other harm and how to report child safety incidents or concerns internally at the School. These reports can be made to a Child Safety Officer or the Principal.

Where the incident or concerns involves the Principal, internal reports should instead be made to the Council President

Our Child Safety & Protection Program also contains detailed guidance for Staff, Volunteers and Contractors about when and how to report child safety incidents or concerns to relevant external authorities.

We recognise that some individuals, particularly children, face additional vulnerabilities to child abuse and other harm, as well as additional barriers to disclosing child safety incidents or concerns. Our School psychologists provide guidance on identifying additional vulnerabilities and barriers, and strategies for supporting these individuals to participate in the School community and enabling them to disclose child safety incidents or concerns to the School.

Staff

You **must** report **all** child safety incidents or concerns internally to one of our Child Safety Officers **within two hours** of becoming aware of the concern. This includes any disclosures made to you by a student. Child Safety Officers can assist in clarifying your reporting obligations and managing the next steps. Please be aware that reporting to or consulting with a Child Safety Officer does not change any obligation that you have under legislation to report to an external authority, but Child Safety Officers can assist you with this process.

Child Safety Officers are the KDS Leadership Team:

- Principal, Marc Light
- Vice-Principal, Russell Kaplan
- Vice-Principal, David Opat
- Head of Senior School, David Robinson
- Head of Middle School, Jayne Wise
- Director of Jewish Life & Learning, Sidra Moshinsky
- Director of Digital Engagement, Michelle Lazarow
- Chief Operating Officer, Rod Kenning
- HR Manager, Cathy Kaiserman

Senior Child Safety Officer, David Opat, 0414 504 006 is the first point of contact for all child safety concerns or queries for the wider community, and coordinates the School's response to child safety incidents in consultation with the Principal, the Leadership Team and School Council.

FILENAME	LAST UPDATED	LAST REVIEWED	PAGE
Child Safety & Protection Policy	March 2023	March 2023	23 of 27
Signature of Principal:	Dated:		

Students, Parents/Carers and Community Members

The School provides students with information about and encourages them to use multiple pathways to raise child safety incidents or concerns about or at the School. We explain these in our Child Safety & Protection Guidelines for Students, and they include informal and formal ways, an 'anonymous' way, and through external child advocacy or child safety organisations.

Parents/carers, family members and other community members who have child safety concerns or who suspect that a child or young person associated with the School may be subject to abuse or other harm can contact:

- the School's Senior Child Safety Officer, David Opat, by phoning 0414 504 006 or emailing david.opat@kds.vic.edu.au or the Principal; or
- if the concern relates to the Principal, the School Council President, Lahra Carey lahra@narrativecomms.com.au

Any person can also contact the Senior Child Safety Officer if they have concerns regarding the School's leadership in relation to child safety.

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

The School's Response to External Reporting of Child Safety Incidents or Concerns

Our Child Protection and Safety Program sets out the procedures, consistent with PROTECT Four Critical Actions, that the School will follow for any child safety incident or concern involving a student, School Staff, Volunteer, Contractor or Visitor, or other person connected to the School or the School environment.

It also provides guidance for all Staff, Volunteers and Contractors on their obligations to respond to and report, to relevant external authorities, child safety incidents and concerns.

Support for Students, Families and Staff Following Child Safety Incident or Disclosure

Child safety incidents or concerns can cause trauma and significantly impact on the mental health and wellbeing of children, as well as on their families. In addition to reporting and referral to the relevant authorities, the School plays a central role in addressing this trauma and has a duty of care to ensure that students feel safe and supported at School.

The School employs a range of measures to support students affected by a child safety incident or concern, depending on the particular circumstances of the matter and of the student and their family:

- Child Safety Officers will work with the student and their family to develop a Student Support Plan
- support strategies that could be considered for students and/or their families might include offering or organising referrals to internal or external support, such as the School Psychologist or an external support agency and/or child advocacy organisation which specialises in supporting children and young people impacted by abuse or other harm.

The School offers former students who may disclose historical child safety incidents or concerns from their time at the School similar support.

Witnessing a child safety incident or receiving a disclosure of abuse or other harm can be a distressing experience for Staff, Volunteers and Contractors involved. The School assists impacted Staff, Volunteers and Contractors to access necessary support.

FILENAME	LAST UPDATED	LAST REVIEWED	PAGE
Child Safety & Protection Policy	March 2023	March 2023	24 of 27
Signature of Principal:	Dated:		

Communication

Key Child Safety & Protection Policies and Procedures are published on our Staff Portal, Parent Portal, and School Website. Hard copies are available on request. As and when updates are made to these documents, we communicate the changes to all stakeholders via Daily Notices and/or email from the Principal, as well as notifications in the weekly newsletter. Information sessions are held on-site for staff and students.

School signage encourages students to have a voice, and ways to seek help anonymously. Digital PROTECT Child Safety posters are displayed across the school on monitors.

Child Safety & Protection is a standing agenda item for all School Leader, School Council and Staff Campus meetings.

Privacy and Information Sharing

The School collects, uses and discloses information about students and their families in accordance with Victorian privacy laws and other relevant laws, including laws that permit the School to disclose information about child safety and wellbeing to external people and agencies. The KDS Privacy Policy is available on the School website and portals.

Breach of the Child Protection Policy

The King David School enforces this Child Safety & Protection Policy and our Child Safety and Protection Codes of Conduct. In the event of any non-compliance, we will instigate a review that may result in a range of measures including (depending on the severity of the breach):

- requiring a verbal and/or written apology
- requiring counselling to address behaviour
- increased supervision
- the restriction of duties
- suspension
- in the case of serious breaches, termination of employment, contract or engagement.
- any other form of discipline that the School considers reasonable and appropriate
- acts that are potentially illegal will be reported to police

Child Protection and Safety Program Review

The King David School is committed to the continuous improvement of the policies and procedures making up our entire Child Safety & Protection Program. The Program as a whole is regularly reviewed for overall effectiveness and to ensure compliance with all child protection related laws, regulations and standards.

When undertaking these reviews, the School will:

- actively seek, action, and incorporate feedback from students, families, the wider School community, Staff, Volunteers and Contractors
- review and improve our policy every 2 years or after any significant child safety incident
- analyses any complaints, concerns and child safety incidents that may have occurred in order to improve policy and practice
- communicate any learnings, adjustments or amendments to policy and practice widely

FILENAME	LAST UPDATED	LAST REVIEWED	PAGE
Child Safety & Protection Policy	March 2023	March 2023	25 of 27
Signature of Principal:	Dated:		

throughout the School community.

Related Legislation

- *Victorian Child Safe Standards, Ministerial Order 1359*
- *Education and Training Reform Act 2006 (Vic)*
- *Children Wellbeing and Safety Act 2005*
- *Children, Youth and Families Act 2005 (Vic)*
- *Crimes Act 1958 (Vic)*
- *Crimes Amendment (Grooming) Act 2014 (Vic)*
- *Crimes Amendment (Protection of Children) Act 2014 (Vic)*
- *Victorian Institute of Teaching Act 2001 (Vic)*
- *Wrongs Act 1958 (Vic)*

Related Policies & Guidelines

- **Anti-Harassment Policy**
- **Child Safety & Protection Program**
- **Child Safety & Protection Code of Conduct**
- **Child Safety & Protection Guidelines for Students**
- **First Nations Peoples Policy**
- **New Staff Review System**
- **Positive Behaviours Policy**
- **Privacy Policy**
- **Staff & Student Professional Boundaries**
- **Student Code of Conduct**

Policy status and review

The Chief Safety Officer is responsible for reviewing and updating the Child Safety and Protection Policy at least every two years. The review will include input from students, parents/carers and staff.

Approval

Created date	July 2016
Consultation	July 2022: presentation to Council on Child Safety & Protection Program July 2022: message to parents from Principal re changes to Child Protection July 2022: presentation to students of Student Code of Conduct and Child Safety & Protection Guidelines for Students. July 2022: presentation to staff on Child Safety & Protection Program
Endorsed by	The King David School Council
Endorsed on	
Next review date	July 2024

FILENAME	LAST UPDATED	LAST REVIEWED	PAGE
Child Safety & Protection Policy	March 2023	March 2023	26 of 27
Signature of Principal:	Dated:		

FILENAME	LAST UPDATED	LAST REVIEWED	PAGE
Child Safety & Protection Policy	March 2023	March 2023	27 of 27
Signature of Principal:	Dated:		