



SAFEGUARDING OUR STUDENTS
Student Protection policy and procedures guide

Responsibility, recognising and reporting

Information for coaches, tutors, volunteers and visitors to Anglican Schools



A guide to the Student Protection policy and procedures for Anglican Schools

Every student has the right to feel safe and free from harm in every area of their daily lives including when at school. Protection for children and young people is of paramount importance and one that the Anglican Church Southern Queensland takes very seriously. The Anglican Church Southern Queensland has developed policy and procedures to guide school staff, volunteers and visitors to an Anglican school in their responsibilities both by virtue of legislation and policy to recognise and report all matters of abuse and harm, likely abuse or suspected harm of any student.

As part of the school community, you as a volunteer or as a visitor (paid or unpaid) to an Anglican school, have a responsibility to share in safeguarding our students. In this regard you are expected to act professionally and behave in an appropriate manner towards all students at all times.

Behavioural obligations

Behaviour of a sexual, physical or psychological nature which exploits the special position of trust and authority between an employee or volunteer and a student, regardless of age, is a breach of obligations and of policy. Such behaviours may include:

- transporting a student, regardless of age without seeking the consent of a parent or caregiver or without informing the Principal;
- seeking to visit a student, regardless of age at his/her home without the consent or knowledge of the parent or caregiver and/or Principal;
- inviting a student, regardless of age, to the employee's home unaccompanied without the consent of a parent or caregiver or without informing the Principal;
- sending or receiving correspondence of an inappropriate nature;
- inappropriate giving of gifts;
- physical or emotional aggression, violence or bullying;
- sexual exhibitionism;
- development of an intimate relationship incompatible with the professional relationship, initiated by either party;
- exposing to a student, regardless of age, pornographic material in any medium;
- inappropriate discussion of matters of sexual behaviour;
- obscene language, especially of a sexual nature;
- gestures or actions of a suggestive or obscene nature;
- jokes of a sexual nature told in the presence of student/s;
- voyeurism (gaining pleasure from secret watching of another);
- repeatedly seeking to be alone with a student; or
- detaining a student in locked facilities or facilities that do not have immediate access to relevant staff members.

This list is not exhaustive. Any behaviour which exploits a student is unacceptable.

All school employees are required either by legislation or policy directive to report all reasonable suspicions of significant harm or likely harm of a student caused by sexual, physical abuse or neglect including emotional or psychological harm if there may not be a parent **able** and **willing** to protect the student from harm to the Department of Communities (Child Safety Services) and / or to the police.

Volunteers and visitors have a duty of care responsibility outlined in policy to report all reasonable suspicions of harm.

In addition, all employees and volunteers are required to report all concerns of 'inappropriate behaviour' of a staff member or a volunteer towards a student.

What is 'harm'

Harm means any detrimental effect of a significant nature on the student's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. Harm can be caused by – physical, emotional or psychological abuse or neglect; or sexual abuse or exploitation. Sexual abuse includes being sent unsolicited text messages or emails which have sexual content.

Self-harm means harm perpetrated against one's self. It can include cutting, scratching, taking risks, abuse of licit and illicit drugs or medication or alcohol. Self-harm is usually symptomatic of underlying issues and should be considered in that light.

Inappropriate behaviour means any behaviour of an employee or volunteer of the school including words, towards a student regardless of age, which is inconsistent with the relevant Professional Standards, Code of Conduct and policies of the school and is considered to be 'inappropriate behaviour' by the person making the complaint.

You have a responsibility to recognise and report all matters as outlined in this guide. All matters of concern relating to the abuse or harm of a student including self-harm or inappropriate behaviour towards a student are to be **immediately** reported directly to one of the schools designated Student Protection Officers, the Principal or to your supervising staff member. If required they will attend to the formal reporting process.

The *Child Protection Act 1999* affords any person acting honestly and reasonably protection from liability in civil, criminal and administrative processes. Confidentiality protections are also afforded to persons reporting concerns.

All breaches of the student protection policy will be treated seriously. The school/college Principal will consider appropriate action which may include excluding the person from continuing in their role as a school volunteer or visitor.

A copy of the Student Protection in Anglican Schools Policy and Procedures is available for you to access on the internet and intranet sites of each Anglican school.

Name:

Date:

Role:

School:

Acknowledgement of understanding

Responsibility	Yes	No
As a volunteer or visitor to this school I have read and understood the attached guide.	<input type="checkbox"/>	<input type="checkbox"/>
I have had my obligations further explained to me as part of my induction.	<input type="checkbox"/>	<input type="checkbox"/>
I am aware of my responsibility to share in the role of safeguarding students.	<input type="checkbox"/>	<input type="checkbox"/>
I am aware that the school has a comprehensive policy and procedures document on the school internet site.	<input type="checkbox"/>	<input type="checkbox"/>
I am aware of the four types of abuse / harm covered by this policy.	<input type="checkbox"/>	<input type="checkbox"/>
I understand that I am to behave professionally and in an appropriate manner towards students.	<input type="checkbox"/>	<input type="checkbox"/>
I understand that the behavioural obligations relate to me in my role at the school.	<input type="checkbox"/>	<input type="checkbox"/>
I am aware that if I breach my obligations that I may be excluded from continuing in my role.	<input type="checkbox"/>	<input type="checkbox"/>

Recognising	Yes	No
I understand that sometimes children will experience harm from various forms of abuse.	<input type="checkbox"/>	<input type="checkbox"/>
I am aware that I am to consider likely harm as well as actual harm.	<input type="checkbox"/>	<input type="checkbox"/>

Recognising cont.	Yes	No
I am aware that any concerns are to be a 'reasonable suspicion'.	<input type="checkbox"/>	<input type="checkbox"/>
I am aware that school employees are to consider if there may not be a parent able and willing to protect the child from harm.	<input type="checkbox"/>	<input type="checkbox"/>

Reporting	Yes	No
I understand that I am to immediately report any concerns relating to student protection.	<input type="checkbox"/>	<input type="checkbox"/>
I am aware that I am to report to either a Student Protection Officer, the Principal or to my supervising staff member.	<input type="checkbox"/>	<input type="checkbox"/>
I am aware that the person to whom I report to may need to make a formal report to the Police or to Child Safety.	<input type="checkbox"/>	<input type="checkbox"/>
I understand that I am protected from liability if my report is in accordance with the <i>Child Protection Act 1999</i> .	<input type="checkbox"/>	<input type="checkbox"/>
I understand that my details will be kept confidential as provided by the <i>Child Protection Act 1999</i> .	<input type="checkbox"/>	<input type="checkbox"/>
The Student Protection Officers at my school that I could report to are:	Name: Name:	
My supervising staff member is:	Name:	

Signature	
Induction provided by:	Name and signature:

All students have a right to expect that their school will always act to protect them from any kind of harm.