

## Child Safe Environments Policy and Procedures

April 2025

### Summary:

This policy applies to all member community language schools that are pre-accredited or accredited; and are registered as member of Community Language Schools SA.

Table 1: Document Details

Policy Number	ES01
Related Policies	All Community Language Schools Policies and Procedures
Version	5.1
Created by	Community Language School Mentor
Reviewed by	Chief Executive Officer
Applies to	All Community Language Schools
Key Words	Child Safe Environments; Suspicion of harm; Risk of harm; Recruitment; Working with Children Check (previously Child-related Employment Screening); Reporting suspected abuse; Suspected harm; Mandated notifiers; <i>Criminal Law Consolidation Act 1935</i> ; Safe Environments Training; Sensitive information.
Status	Approved
Approved By	CLSSA Board <i>(Administrative updates approved by the Chief Executive Officer or a member of the Leadership Team)</i>
Approval Date	April 2025
Review Date	January 2027
Notes:	Version 5.1 – A shift from Child Safe Environment to Child Safe Culture

**Table 2: Revision Record**

Date	Version	Revision Description
	1.0	Original Policy
February 2017	2.0	Formatting; update to screening checks sections to reflect changes made to Department for Communities and Social Inclusion; added section on Child Safe Environments Requirements, removed background section
April 2017	2.1	<ul style="list-style-type: none"> <li>o Added CLSSA policies to Child Safe Environments – risk management plan section</li> <li>o Add child wise resource</li> <li>o Change Families SA to Department for Child Protection</li> <li>o Addendum to page 5 – staff and volunteer recruitment process – added reference to Visitor and Parental Volunteer Policy</li> </ul>
April 2017	2.1	Formatted keywords, added keywords
June 2019	3.0	<ul style="list-style-type: none"> <li>o Added <i>all current policies</i> to Child Safe Environments requirement section, policy numbers added throughout, Child Safe Environments Requirement section dot point two is new; added reference to relevant policies throughout; updated guidelines for dealing with complaints, and consent for photographs</li> <li>o Amend policy to make it generic by replacing individual school details with “Ethnic and Community Language Schools”</li> <li>o Change the name of Government Departments</li> <li>o Changes in ‘Created By’ and ‘Reviewed By’ in Table 1; Changed Contents to Table of Contents; changed Further Documents to References and Other Documentation; updated References and Other Documentation; reformatting of table titles; formatting of policy</li> </ul>
January 2021	3.1	<ul style="list-style-type: none"> <li>o Replaced ‘<i>Children’s Protection Act 1993</i>’ to ‘<i>Children and Young People (Safety) Act 2017</i>’ and all reference relevant to the change</li> <li>o Addition of keywords; Addition of the term in Definitions.</li> <li>o Added <b>ES42</b> to ‘Child Safe Environments Requirements’</li> <li>o Removed the explanation on addition of policies</li> <li>o Amended content in Screening and Background Checks</li> <li>o Amended content in Recruitment of Personnel and to Mandated Notifiers</li> <li>o Replaced ‘Child Safe Environments- Identifying and Responding to Child Abuse and Neglect’ to ‘Safe Environments Training’</li> </ul>

		<ul style="list-style-type: none"> <li>o Changed the URL in Safe Environments Training and CLSSA's website</li> </ul>
December 2021	3.2	<ul style="list-style-type: none"> <li>o Policy name changed from 'Child Safe Environments Policy' to 'Child Safe Environments Policy and Procedures'</li> <li>o Added <b>ES16</b> to Child Safe Environments Requirements</li> <li>o Added a bullet point under 'Policy'</li> <li>o Changed all 'teacher' to 'teaching staff'</li> <li>o Removed some keywords – 'Code of conduct', 'Complaint handling'</li> <li>o Removed other information not related to <b>ES01</b> from 'Procedures for dealing with Breaches'</li> </ul>
July 2022	4.0	<ul style="list-style-type: none"> <li>o Added keyword- Suspected harm</li> <li>o Changed 'Child Abuse and Neglect Training' and 'Criminal History Screening' to 'Safe Environment Training/RRHAN-EC'</li> <li>o Amended content in 'Definition'</li> <li>o Changed 'Screening and Background Check' to 'Working with Children Checks'</li> <li>o Replaced '<i>Child Protection (Miscellaneous) Amendment Bill 2005</i>' to '<i>Child Safety (Prohibited Persons) Act 2016</i>'</li> <li>o Added content on 'Children and Young People at Risk'; 'Types of Risk and Harm'; 'Disclosure by a Child or Young People'; 'Responding to Disclosure'</li> <li>o Added content to 'Mandated Notifier' to reflect changes made to the <i>Criminal Law Consolidation Act 1935</i></li> <li>o Amended content in 'Recruitment of School Personnel'; 'Mandated Notifiers'; 'Safe Environment Training'; 'Communicating our Child Safe Environments Policy and Procedures'</li> <li>o Updated 'References and Other Documentation'</li> <li>o Created <b>ES01A</b>: Mandated Notifier's Notification Checklist and <b>ES01B</b>: Mandatory Notification Record Template</li> </ul>
April 2025	5.0	<ul style="list-style-type: none"> <li>o Formatted to 1.5 line spacing and font changed to Qanelas Soft</li> <li>o Formatted revision record element</li> <li>o 'Safe Environment Training' will be replaced with 'Child Safe and Mandated Notifiers Training' where appropriate.</li> <li>o 'Neglect and Abuse' will be replaced with 'Harm or Risk of Harm', where appropriate, as it legally includes neglect and abuse.</li> <li>o Replaced section under policy based on <a href="#">Guideline</a></li> </ul>

		<ul style="list-style-type: none"> <li>o 'Child Safe Environment' will be replaced with 'Child Safe Culture' where appropriate.</li> <li>o Update to 'Risk Management for Creating a Child Safe Culture'</li> <li>o Update to 'Description of the training and CLSSA activities'</li> <li>o Update to 'Responding to Breaches and Non-Compliance'</li> </ul>
April 2025	5.1	<ul style="list-style-type: none"> <li>o Formatting changes</li> <li>o Date change in footer</li> <li>o Table Formatting</li> <li>o Headers Formatting</li> <li>o Bullet Point Formatting</li> </ul>

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# Child Safe Environments Policy and Procedures

## Introduction

Community Language Schools agree that it is the fundamental right of all students and personnel in the school to have a child safe culture. Personnel working at Community Language Schools provide languages and cultural services to children under 18 therefore, the school has adopted a Child Safe Environments Policy. This policy uses information from the *Children and Young People (Safety) Act 2017*; The Statutes Amendment (Child Sexual Abuse) Act 2021; The Department for Child Protection (which replaced the *Children's Protection Act 1993*)

## Purpose

The purpose of this policy is to establish the Child Safe Environments requirements, which include but are not limited to provisions for Screening and Background Checks and Safe Environment Training/RRHAN-EC training for personnel in Community Language Schools.

In the *Children and Young People (Safety) Act 2017*, Chapter 5- Children and young people at risk 'Part 1 – Reporting of suspicion that children and young person may be at risk' states that the requirements under this part are in addition to the duty of every person to safeguard and promote the outcome that children and young people be kept safe from harm. This section applies to the Community Language Schools as it involves employees of, or volunteers in, an organisation that provides education, being a person who – (i) provides such services directly to children and young people; or (ii) holds a management position in the organisation the duties of which include direct responsibility for, or direct supervision of, the provision of those services to children and young people.

Chapter 8 – Providing safe environments for children and young people; section 114 – Certain organisations to ensure environment is safe for children and young people etc., further prescribe that in accordance with any requirement set out in the regulations, prepare or adopt policies and procedures of the following kinds (a) policies and procedures that ensure that the requirements under Chapter 5 Part 1 are satisfied and (b) policies and procedures designed to ensure that safe environments for children and young people are established and maintained in respect of the services or activities provided or undertaken by the prescribed organisation.

This policy clearly outlines that Community Language Schools have a duty of care to children who are under 18 years of age in relation to children's protection from foreseeable risks and the

importance of child safe environments while they are under the care or supervision of a Community Language School.

## Definitions

Throughout this Policy the following terms are used:

*Children/child* refers to any person under the age of 18 years

*Harm* can be referred to physical harm or psychological harm (whether caused by an act or omission) which includes such harm caused by sexual, physical, mental or emotional abuse or neglect.

*Risk of harm* a significant danger that a child will suffer serious harm other than by accidental means, which harm would be likely to cause physical injury, neglect, emotional maltreatment or sexual abuse

*Abuse or neglect* can be sexual or physical or emotional abuse of the child, or neglect of the child, to the extent that – the child has suffered, or is likely to suffer, physical or psychological injury detrimental to the child’s well-being; or the child’s physical or psychological development is in jeopardy and including a reasonable likelihood of the child being killed, injured, abused or neglected by a person with whom the child resides.

*Relevant personnel in Community Language Schools* refers to all employees, teaching staff, administrators and relevant volunteers who work directly or in close proximity with children under 18 or have access to children’s records.

*Teaching staff* refers to anyone involved in education and training environments.

*Volunteer* refers to an individual who receives no remuneration for the work they do except out-of-pocket expenses; and the work fulfils a charity or community service good.

*Out-of-pocket expenses* this means it is important to keep receipts or logbooks for recording the amount the volunteer is receiving reimbursement and for what reasons e.g., petrol, phone calls etc.

*Natural Justice* applies when a person’s rights are likely to be affected. It refers to the person’s right to have an unbiased decision made after being given an opportunity to present his or her case to the decision maker

*Working With Children Check (WWCC)* assesses the suitability of individuals to work with children.

*Safe Environment* refers to a place where adults take reasonable measures to ensure that children are protected from harm and know that adults will act on their behalf.

## Policy

The well-being of children is the responsibility of our entire community. This policy applies to employees, volunteers, contractors, work placement students, and board/committee members. Children and young people have the right to be safe and protected at all times, including when accessing services to the community.

Community Language Schools provides a Child Safe Culture by:

- making sure that it is mandatory for anyone who is 14 years and above who is volunteering or working at Community Language Schools (for more information please refer **ES14: Working with Children Checks Policy and Procedures**)
- that are taking preventative, proactive, and participatory stance on child protection issues,
- valuing and embracing the opinions and views of children and young people
- assisting children and young people to build skills that will assist them to participate in society
- focusing on the protection of children and young people and taking action to protect them from harm
- providing parents, guardians or carers evidence of their child safe policies and procedures when requested

This policy is based upon the following principles for students under 18:

- their safety is the paramount consideration and shall not be overridden by any other interests
- they are the most vulnerable members of our society
- they need to know and believe that they have the right to be safe at all times
- they are entitled to basic human rights regardless of special needs, cultural, or socioeconomic factors
- they are people deserving of respect, care and protection
- they are entitled to the support of a person to act as an advocate on their behalf.

Community Language Schools and their personnel acknowledge that:

- children and young people are valued and respected
- all children and young people are embraced regardless of their abilities, sex, gender, or social economic or cultural background and equity is upheld
- a child safe culture is championed and modelled at all levels of the organisation, from the top down and bottom up.

Community Language Schools will ensure that all policies and procedures implemented meet the requirements to provide a Child Safe Culture

## Responsibilities

Community Language Schools' personnel will act in a positive way to develop a child safe culture for children under 18. The school administrator and principal of Community Language Schools will make sure that **it is mandatory** for all school personnel working directly or in close proximity with children under 18 or have access to children's records in a Community Language School by fulfilling the following key responsibilities:

- Be aware of the definitions of suspicion of harm or risk of harm contained in the *Children and Young People (Safety) Act 2017*, Section 31 (Chapter 5). Copies of the above legislation can be downloaded at [Children and Young People \(Safety\) Act 2017 \(legislation.sa.gov.au\)](https://legislation.sa.gov.au)
- Ensure all school personnel has a current Working with Children checks (WWCC) and observe the WWCC guidelines which is in accordance with section 4 of the *Child Safety (Prohibited Persons) Act 2016* (the Act)
- Ensure school personnel who are registered with TRB have a current RRHAN-EC and that the other volunteers attend Safe Environment Training prior to starting any role at a Community Language Schools SA
- Implement all policies and procedures as provided by the Community Language Schools SA or amend policies with the approval of the Community Language Schools SA.
- Ensure all school personnel are familiar with all school policies and procedures
- Inform parents/guardians of relevant school policies and procedures
- Ensure all school personnel have up-to-date Working with Children Check and that these checks are carried out every five years
- Implement a complaint handling system and resolve all complaints in a timely manner

## Screening and Background Check

All Community Language Schools during the term of their funding agreement(s) with the Department for Education **MUST ONLY** employ teaching staff/volunteers/instructors who have

provided an assessment of their relevant history including a valid and current Working with Children Check (please refer **ES14: Working with Children Checks Policy and Procedures**) to work with children undertaken through the Department of Human Services before they begin work with your school. This also includes parents/guardians who want to volunteer in the Community Language Schools or who remain onsite beyond drop-off and pick up of students.

Working With Children Checks (WWCC) assesses whether a person may pose a risk to the safety of children, while engaged to act in certain types of position within an organisation as an employee or volunteer. All relevant personnel working directly or in close proximity with children under 18 or have access to children's digital records – paid or unpaid (voluntary) will be required to provide a current Department of Human Services (DHS) Working with Children Checks. Volunteers over the age of 14 years will require a WWCC.

Assessments consider the criminal history of applicants and other relevant information. The assessments are processed confidentially with the principles of natural justice in the decision-making process. Criminal history screening considers a national summary of an individual's offender history. All information will be dealt with in the strictest confidence and in accordance with the relevant legislation and policies.

Adult students who are 18 years of age or over are also required to have a screening and background check done (please refer **ES14: Working with Children Checks Policy and Procedures** and **ES16: Adult Students attending Community Language Schools**)

## Children and Young People at Risk

Section 18 of the *Safety Act* states that a child or young person will be 'at risk' if:

- they have suffered harm, or there is a likelihood they will suffer harm being of a kind against which ordinarily they should have been protected
- there is a likelihood they will be removed from the State for the purpose:
  - of a medical procedure that would be unlawful in South Australia (including female genital mutilation)
  - of taking part in a marriage that would be void or invalid under the *Marriage Act 1961*
  - of taking part in an activity that would be illegal in South Australia
- their parent or guardians are unable or unwilling to care for them, have abandoned them, cannot be found or are deceased
- they are of compulsory school age and are persistently absent from school without explanation they are homeless or of no fixed address.

## Types of Risk and Harm

These are the types of risk and harm that children and young people can be exposed to:

- Domestic or family violence | A child or young person who is involved in, or whose parent(s), carer(s) or other family member(s) are involved in, a violent or abusive relationship that is persistent and/or severe may be at risk or suffer harm. Also known as family violence, domestic violence is the abuse or violence that occurs when people use their power or position to hurt, control, coerce or bully someone else.
- Physical harm | The child has suffered or is at significant risk of suffering serious physical trauma or inflicted injury due to the actions of their parent or carer. An injury is considered 'inflicted' if it was alleged to be caused wilfully or as a result of punishment
- Neglect | Neglect is characterised by the serious and ongoing failure to provide a child with basic needs and care, which results in negatively impacting the development and growth of that child.
- Psychological or emotional harm | Emotional abuse is defined as abuse that occurs when a person is subjected to behaviours or actions (often repeatedly) aimed at preventing or controlling their behaviour, with the intent to cause them emotional harm or fear through manipulation, isolation or intimidation.
- Sexual abuse and 'grooming' | Sexual abuse is any sexual activity or behaviour that is imposed on a child or young person by someone else. Sexual abuse occurs when someone in a position of power uses that power to involve the child or young person in sexual activity. Grooming occurs when a person tries to form a bond or a friendship with a child to gain their trust and create opportunities to start, maintain and hide their sexual abuse of the victim. Grooming may also involve the significant adults in the child's life to enable sexual abuse.
- Substance abuse and mental health concerns | A pattern of substance abuse can impair the parent or carer's ability to provide for a child or young person's basic needs and maintain regular routines for school attendance, bedtimes and social commitments. Parental or carer intoxication can also significantly impact on their responsiveness and sensitivity to a child's emotional needs

Source | [Mandatory notification information booklet \(dhs.sa.gov.au\)](https://dhs.sa.gov.au)

## Disclosure by a Child or Young Person

When a child or young person tells you that they have been placed at risk, they may be feeling scared, guilty, ashamed, angry and powerless. You in turn, may feel a sense of outrage, disgust, sadness, anger and, sometimes, disbelief.

It is important for you to remain calm and in control, and to reassure the child or young person that they have done the right thing by telling somebody about what is happening. Let them know that you are willing to listen and that you want to try to help. It is important that you respond to the child or young person appropriately.

You should:

- listen carefully
- tell them that you believe them
- tell the child or young person that you are pleased to have been told.

When talking to the child or young person it is important that you:

- don't make promises that you cannot keep, such as promising that you will not tell anyone
- never push them into giving details. Your role is to listen to what they want to tell you. Do not ask leading questions or attempt to investigate what has been said.

## Responding to Disclosure

All school personnel at Community Language Schools will implement the following procedure if a child approaches a school personnel and starts to disclose a situation where harm or risk of harm is has occurred:

- Listen actively to the student
- Stay calm
- Remain in a neutral state, that is, avoid showing excessive emotion, crying or displaying emotions that may stop a child from disclosing
- Use the phrase “tell me more about...” if additional information is needed to clarify what a child has disclosed
- Do not promise the child anything, including any further action
- Inform the child that you have to tell someone about the situation so that the child can get help
- Take notes after the disclosure, either using the Community Language Schools SA Australia Child Abuse Report Line Report Form, or documenting time, place, injuries occurred, people involved and any other relevant information

## Recruitment of personnel

Community Language Schools has a dedicated policy (ES03: Teaching Staff Selection Procedures and Recruitment Policy) that outlines the recruitment process of any personnel to work in any capacity at a language school which includes an interview, confirmation of applicable qualifications and referee checks.

Before recruiting any person to work in a Community Language School the Management Committees and/or School Committee will:

- only recruit a person who has a valid South Australian Working With Children Check (WWCC)
- only recruit a volunteer who is registered with TRB and has undergone the RRHAN-EC or a volunteer who has done a Child Safe and Mandated Reporter training program
- not recruit any person who has been convicted of any child related offence, including sexual offences
- not recruit any person who is under investigation of any child related offence, including sexual offences
- not re-recruit existing personnel who have been convicted of any child related offence, including sexual offences against a child

## Mandated Notifiers

A mandated notifier is required by law to notify the Department for Child Protection in South Australia if they suspect on reasonable grounds that there is a suspicion of harm or risk of harm to children and young people. You have suspicion on reasonable grounds when:

- a child discloses that they have been abused or neglected
- a child tells you that they know of another child that has been harmed or is at risk of harm
- someone else (*this could be another adult*) disclosing the abuse of a child
- you see that a child has been abused
- you see indicators that a child has been harmed or is at risk of being harmed

The Child Abuse Report Line (CARL) at 13 14 78. CARL is a confidential statewide service that is available 7 days a week 24 hours. If an interpreter is required, inform the person from CARL.

Registration with Community Language Schools SA will require **all personnel** in Community Language Schools to abide by legislative requirements as mandated notifiers who will be required to be trained as part of their duty of care towards the safety and wellbeing of children and young

people. Mandated notifier includes anyone that forms a suspicion outside of their work (whether paid or voluntary) that a child or young person is, or may be, at risk of harm.

A member of Community Language Schools may discuss any concerns with the school Principal, but the responsibility of reporting the suspected harm or risk of harm remains with the person who has the initial suspicion and/or disclosure who will need to make the call to CARL as soon as practicable. Anyone who has reasonable grounds that there is a suspicion of harm or risk of harm to children and young people can explore their suspicions with the worker at CARL to determine if it meets the threshold. Failure to notify is an offence under the Act and carries a maximum penalty of a \$10,000 fine. Please refer **ES01A**: Mandated Notifier's Notification Checklist as a preparation to report suspected harm.

Recent changes to the *Criminal Law Consolidation Act 1935* have introduced 2 new offences that affect all adults working in an organisation. These changes have been made in response to the Royal Commission into Institutional Responses to Child Sexual Abuse. Section 64A (Failure to report sexual abuse) requires all adults who suspect that a child is being sexually abused to report this to the Police. Failure to do so could result in criminal proceedings and it carries a penalty of a 3-year maximum imprisonment. Section 65 – Failure to protect a child from sexual abuse carries a 15-year maximum penalty.

Upon reporting, the school personnel must complete a mandatory notification record in collaboration with the school Principal. Please refer **ES01B**: Mandatory Notification Record Template which when filled in would contain details of suspected child abuse and as such, must be treated confidentially. The **ES01B** is to be printed and then kept securely in a physical file by the school Principal. This document is not permitted to be stored or transmitted electronically except for copies to be made for the Chief Executive Officer of CLSSA (or equivalent Leadership Team) for them to make appropriate notifications to the insurers.

## **Child Safe and Mandated Reporter Training**

CLSSA provides Child Safe and Mandated Reporter Training in the form of the Responding to Risks of Harm, Abuse and Neglect – Education and Care (RHANN-EC) training which aligns with Department for Education requirements or the Safe Environments: Through their eyes (SE:TTE) training which aligns with the Department of Human Services requirements to assist and support personnel in community language schools by raising awareness and understanding of their responsibilities as mandated notifiers to recognise, report and respond to children or young

people who may be at risk of harm and build their capacity to provide a child safe culture within their Community Language School.

Community Language Schools’ personnel must attend this training according to the guidelines set out by the Department for Child Protection in South Australia. Personnel of Community Language Schools who are under the age of 18 years of age must obtain permission from the Community Language Schools SA before enrolling in Safe Environment Training.

Community Language Schools SA will conduct a minimum number of workshops a year in accordance with our Department for Education contract deliverables. Providing a variety of dates in different locations throughout the year available through our CLSSA Personnel Portal or by contacting the CLSSA team.

#### **Description of the training and CLSSA activities.**

The table below is based on the Department for Education information for [RRHAN-EC](#) and [SE:TTE](#) training. Please note that when this information from these links is updated by the Department, the most current version of this published information will supersede the table below. Note that if you hold multiple roles within your community language school that are both non-educational and educational, then you will require the highest level of training. This table will be effective across the sector from **1 July 2025**, however, it can be adopted by Community Language Schools effective from the date this document is approved by the CLSSA Board.

Training Program	Roles within a Community Language School required to undertake the available training
RRHAN-EC Fundamentals <b>[available online at no cost to the participant]</b>	<ul style="list-style-type: none"> <li>○ Onsite operational personnel with non-educational roles, which can include ‘main door’/’front gate’ greeters, food preparation and serving, event personnel</li> <li>○ Any adult who remains onsite beyond drop off and pick up, including adult students</li> <li>○ Governing Council Board Members {when not also in an educational role} including general committee members</li> <li>○ People bridging from the full-day Safe Environments – Through Their Eyes (SE:TTE) when training is completed before the expiry date</li> </ul>

	<ul style="list-style-type: none"> <li>o People bridging from the RRHAN-EC Masterclass when training is completed before the expiry date</li> </ul>
Refresher Safe Environments: Through their eyes (SE:TTE) training [Funded by CLSSA]	<ul style="list-style-type: none"> <li>o People bridging from the full-day Safe Environments – Through Their Eyes (SE:TTE) training completed in the last 3 years</li> </ul>
RRHAN-EC Masterclass [available online or in person at a cost to the participant] **can only be completed after first completing the RRHAN-EC Fundamentals course**  OR Full Safe Environments: Through their eyes (SE:TTE) training [Funded by CLSSA]	<ul style="list-style-type: none"> <li>o CLS Management Committee</li> <li>o CLS Principals / CLS Administrators</li> <li>o New classroom educators</li> <li>o New classroom student support</li> <li>o New one to one student support (i.e. exam support, classroom reading, group support or support with educational activities)</li> <li>o Anyone providing outdoor yard/play supervision</li> <li>o If your Safe Environments – Through Their Eyes (SE:TTE) training expires before you renew it.</li> </ul>

The Safe Environment Training outlines how personnel in community language schools can:

- o identify if there is a suspicion of harm or risk of harm to a child
- o use appropriate reporting procedures
- o respond appropriately to disclosure
- o take into account social and cultural factors associated with suspicion of harm or risk of harm to a child
- o be aware of changes to legislative and departmental requirements.

Community Language Schools SA will undertake to provide the following activities:

- o provide access to ongoing training and development for employees and volunteers (personnel) to enable them to fulfil their key responsibilities under the *Children and Young People (Safety) Act 2017* and any further amendments to the Act.
- o maintain appropriate processes for recording all personnel in community language schools who have completed the mandated notification training
- o support community language schools that have done mandatory reporting
- o review the child protection and abuse prevention programs and any further amendments to the *Children and Young People (Safety) Act 2017*

## Risk Management for Creating a Child Safe Culture

Taking a proactive approach to risk management assists community language school leaders to focus on minimising and managing risks for the mental wellbeing and physical safety of the child. This list below is not exhaustive in the list of identified risks, and each community language school should review the list and add to other identified risks where applicable.

Identified risk	Actions to minimise risk
Physical contact	<ul style="list-style-type: none"> <li>○ any physical contact must be appropriate to the delivery of services being provided</li> <li>○ where physical contact is required, this is undertaken in a safe way by explaining why contact is required and what will happen, and asking the child/young person for their permission (or their family if this is more appropriate) before proceeding</li> <li>○ unnecessary physical contact is not allowed</li> </ul>
Online communications	<ul style="list-style-type: none"> <li>○ cyber safety and social media guidelines are in place and provided to all personnel</li> <li>○ appropriate supervision is provided for all online activities</li> <li>○ personnel must not communicate with children or young people via social media</li> </ul>
Transport of children and young people	<ul style="list-style-type: none"> <li>○ personnel must have approval to transport a child or young person</li> <li>○ parents/guardians must provide consent before transporting a child or young person</li> <li>○ personnel must have a valid, unrestricted driver's licence</li> <li>○ vehicle must be registered, insured and in roadworthy condition</li> <li>○ personnel must not be alone in a vehicle with a child or young person</li> </ul>
Supervision	<ul style="list-style-type: none"> <li>○ children and young people are to be supervised by parents/guardians at all times</li> </ul>

	<ul style="list-style-type: none"> <li>○ if child/young person not collected by parent/guardian at end of consult/class/training, two adults are to stay with child/young person until they are collected</li> <li>○ one to one consultation with a child or young person will be in line of sight of another adult</li> </ul>
Taking images of children and young people	<ul style="list-style-type: none"> <li>○ consent of child or young person and parent/guardian required</li> <li>○ disclosure will be made to the child, young person and parent/guardian as to how the image is to be used</li> <li>○ images must be presented in a way that de-identifies the child or young person</li> </ul>
Physical environment	<ul style="list-style-type: none"> <li>○ maintain a risk register that is reviewed annually to ensure effectiveness</li> <li>○ conduct risk assessments for all non-campus or non-routine activities</li> <li>○ ensure all equipment is in good working order</li> </ul>
Privacy and confidentiality	<ul style="list-style-type: none"> <li>○ documents containing confidential information will be stored securely with restricted access</li> <li>○ digital files containing confidential information will be protected electronically with restricted access</li> <li>○ personnel must not disclose information regarding any child or young person without the written consent of the child, young person and their parent/guardian unless legally required to</li> </ul>
Overnight and/or off-site activities	<ul style="list-style-type: none"> <li>○ consent of parent or guardian must be given</li> <li>○ children and young people must be supervised by a minimum of 2 adults of the same gender as the children attending</li> <li>○ privacy when children or young people are bathing, toileting and dressing must be provided</li> </ul>

	<ul style="list-style-type: none"> <li>○ children and young people will not be left under the supervision of unauthorised persons</li> <li>○ sleeping arrangements will not compromise the safety of children or young people such as unsupervised sleeping arrangements, or children or young people sharing a bed or an adult sleeping in the same bed as a child or young person</li> <li>○ in the event of billeting arrangements, host adults should have a child or young person attending the same event from the same household, and have a valid WWCC</li> <li>○ children and young people have the right to contact their parents, or another adult, if they feel unsafe, uncomfortable, or distressed during the stay</li> </ul>
Change room requirements	<ul style="list-style-type: none"> <li>○ a minimum of two adults of the same gender as the children or young people must be present</li> <li>○ supervision will be provided ensuring the child or young person's right to privacy</li> <li>○ adults must not shower or change whilst supervising children or young people</li> <li>○ phones, cameras and recording devices must not be used in change room</li> </ul>

## Responding to Breaches and Non-Compliance

All school personnel and volunteers at Community Language Schools have a responsibility to promote and support the schools' values and standards of behaviour. When a school personnel or volunteer is found to have acted outside of the **ES01: Child Safe Environments Policy and Procedures** they will be subject to disciplinary action commensurate with the seriousness of their actions. This disciplinary action may take the form of a warning, counselling, financial penalty, or dismissal from a Community Language School. Breaches of this Policy will be investigated on a case-by-case basis.

## Communicating our Child Safe Environments Policy and Procedures

Community Language Schools will strive to create a child safe environment and culture within their language school and community by communicating and making aware of ES01: Child Safe Environments Policy and Procedures.

This will be done by making sure of the following:

- For community language school personnel that are registered with TRB,
  - they are required to ensure that they have a current, not prohibited Working With Children Check (WWCC) AND have either completed a Safe Environment Training course (SET) OR a Responding to Risks of Harm, Abuse and Neglect (RRHAN-EC) Training course before they commence at their community language school.
  
- For community language school personnel who are not registered with TRB,
  - making sure that they have a current, not prohibited Working With Children Check (WWCC) and a current Responding to Risks of Harm, Abuse and Neglect (RRHAN-EC) fundamental courses certificate OR a Safe Environment Training course (SET) certificate.
  - making sure an ES24A: Parent/Student Volunteer Checklist is signed and collected by respective Community Language Schools.
  
- For parent and student volunteers,
  - making sure that they have a valid WWCC
  - making sure an ES24A: Parent/Student Volunteer Checklist is signed and collected by respective Community Language Schools.
  
- For parents/guardians,
  - when signing their child/ren's enrolment form, under the 'Declaration and Consent' section, parents/guardians will declare that they have been made aware of and will abide by the policies of the community language school
  - will be provided an Information Sheet which will include key elements of child safe environments which includes online safety (Please refer ES39: Cyber Safety Policy and Procedures)
  - develop a policy specifically for parents/guardians with an emphasis on the safety of the children and young people
  
- For children/students and young people,



- o community language school will conduct an information session for students on risk of harm, which includes abuse and neglect (including physical, sexual, emotional, neglect, racial and cultural or religious abuse)
- o will be made aware of online safety by signing and being made aware of the online code of conduct forms (Please refer ES39: Cyber Safety Policy and Procedures)

## References and Other Documentation

This policy builds on and complements the following state legislation and other documents:

- *Children and Young People (Safety) Act 2017* [Children and Young People \(Safety\) Act 2017 \(legislation.sa.gov.au\)](https://legislation.sa.gov.au)
- Government of SA- Department of Human Services: Safe environments for children and young people Mandatory notification information booklet [Mandatory notification information booklet \(dhs.sa.gov.au\)](https://dhs.sa.gov.au)
- Government of SA- Department for Education: [Protective practices for staff in their interactions with children and young people, guidelines for staff working or volunteering in education or care settings](#)
- Department for Child Protection: Reporting Child Abuse - [Reporting child abuse | Department for Child Protection](#)
- Department for Human Services: Child Safe Environments - [DHS - Child safe environments](#)
- Child Wise: [Fact sheets - Child Wise](#)
- 'Keeping them Safe,' South Australian Government's Child Protection Reform Program
- 'Our Best Investment' Robyn Layton QC, Child Protection Review
- South Australian Inter-agency Guidelines for Child Protection [Interagency Code of Practice | Department for Child Protection](#)