



Pittwater House

6.14.1 Child Safe Policy

Statement of Commitment to Child Safety

Pittwater House is committed to provide a safe, friendly and productive learning environment for students and staff, where each student matters every day. We see it as our task to produce happy, confident and successful adults. To achieve this, we believe that our students should be safe, and should feel safe and that they should be at the centre of all our decision making. We are committed to student agency in all things, including student safety.

The School's full statement of commitment is available in policy *6.14 Statement of Commitment to Child Safety*.

Purpose

This policy is designed to articulate our commitment to providing a safe and inclusive place for children and young people and how we will do that. This policy is an over-arching one, and is supported by a range of other policies, procedures and codes of conduct that all work together to both identify and prevent behaviour that may be harmful to children and young people as well as to guide appropriate behaviour and encourage all staff and associated people to create, maintain and improve a child safe environment. We ask everyone in our community to report any breach of our policies, procedures or codes of conduct as these are there to ensure the safety, welfare and wellbeing of the children in our care. Failing to observe this policy, and any supporting policies, procedures or codes of conduct may lead to disciplinary action, and where a breach of the law is involved, will be reported to the NSW police or other relevant government agency. The School, as represented by the Principal, has the final say in what constitutes a failure to observe this or any supporting policy, apart from those areas covered by legislation or the law.

Scope

Child Safety is everyone's responsibility. This Child Safe Policy applies to all adults in the School community, all paid and unpaid workers, all contractors, tutors, volunteers and visitors. This Child Safe Policy applies in all School related activities, including on site and off site, in School grounds, on camps and excursions, and any area where a School related activity occurs.

Roles and Responsibilities

Child Safety and Child Protection is everyone's responsibility. All members of the School community share the responsibility to keep our students safe and protected.

Certain members of the School community are mentioned in the School's *Child Protection Policy 6.11* and *Child Protection Procedure 6.12*. The Policy and Procedure address in detail important aspects of mandatory reporting and reportable conduct, including definitions of abuse. In summary:

- If you have concerns that a child or young person is at risk of serious harm you should contact the Principal to determine if a report to Community Services is required. In the absence of the Principal, you should contact one of the following senior staff members:
 - Deputy Principal
 - Head of the Junior School
 - Head of the College (Secondary)
 - Head of the Grammar (Secondary)
 - Head of Teaching and Learning
 - Director of Studies
 - Business Manager
 - Coordinator of Counselling and Student Health
- Should you choose to contact via telephone, you may either call the direct numbers of the staff identified above or call 9972 5746 (5746 internally). This number will cycle through the appropriate staff contacts until it is answered.
- If the Principal or a senior staff member is not available and you believe there is an immediate danger to the child or young person contact the Police and or the Child Protection Helpline directly and advise the Principal or a senior staff member as soon as possible.

The School has appointed the Deputy Principal as the Child Safety Champion. The Deputy Principal participates in a Child Safe Working Party made up of school staff from various areas of the School. The Child Safe Working Party is charged with ensuring our policies and procedures around child safety are up to date and regularly reviewed as well as ensuring child safety retains its high profile and importance across the School community.

Related Policies

Complaints about reportable conduct will be addressed in accordance with the School's *Child Protection Policy 6.11* and *Child Protection Procedure 6.12*. These policies outline the School's approach to all child protection matters. How students and parents can raise grievances and how these are addressed can be found in *6.7 Student and Parent Grievance Policy and Procedures*. Our commitment to child safety can be read in policy *6.14 Statement of Commitment to Child Safety*. Our expectations of our staff and other persons working with the School can be read in our *Pittwater House Codes of Conduct*. These are available for staff, sports managers and coaches, tutors, contractors and volunteers. There are a number of other policies that address issues of child safety. They include, but are not limited to:

- *4.3 Social Networking Policy*
- *4.9 Staff Driving of Students*
- *4.10 Recommendation of Tutors*
- *4.14 Professional Relationships between Employees and Students*
- *4.16 Use of Alcohol, Drugs and Smoking/Vaping*
- *4.18 Discrimination, Harassment and Bullying Statement for Employees, Contractors and Visitors*
- *4.21 Security of Students and Buildings Including Supervision of Students*
- *6.2 Wellbeing Policy – Junior School*
- *6.3 Student Welfare Policy – Senior School*
- *6.6.1 Bullying Prevention Policy – Junior School*
- *6.6.2 Anti-Bullying Policy – Senior School*
- *6.9.1 Mobile Phone Policy – Parents and Students*
- *7.7 HR Recruitment Policy*
- *7.8 Guide for Interview Panels*
- *8.7 Younger Overseas Students*

Principles

All children and young people have a right to:

- Be treated with respect and protected from harm
- Be asked for their opinions about things that affect their lives and be listened to
- Feel and be safe in their interactions with adults and other children and young people
- Understand as early as possible what is meant by “feeling and being safe”.

Child Safe Standards

We are committed to following the NSW Child Safe Standards and the National Principles for Child Safe Organisations which came out of the recommendations by the Royal Commission into Institutional Responses to Child Sexual Abuse. The NSW Child Safe Standards are:

- Standard 1 – Child safety is embedded in organisational leadership, governance and culture
- Standard 2 – Children participate in decisions affecting them and are taken seriously
- Standard 3 – Families and communities are informed and involved
- Standard 4 – Equity is upheld and diverse needs are taken into account
- Standard 5 – People working with children are suitable and supported
- Standard 6 – Processes to respond to complaints of child abuse are child focused
- Standard 7 – Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training
- Standard 8 – Physical and online environments minimise the opportunity for abuse to occur
- Standard 9 – Implementation of the Child Safe Standards is continuously reviewed and improved
- Standard 10 – Policies and procedures document how the organisation is child safe.

Student Voice

Student voice is very important at Pittwater House. We involve our students in a number of age appropriate ways and seek their active participation across the School. We operate a Student Representative Council (SRC) in both the Junior and Senior Schools where student elected student representatives have opportunities to put forward what is important to their peers. The SRC are also involved in taking ideas and discussions back to the student body for feedback. Junior and Senior School prefects have responsibility for a number of roles and have regular meetings with members of the School Executive. Our students are regularly surveyed for their feedback on important issues. Students with diverse learning needs are supported in providing feedback and participating in consultation, where required, by our Diverse Learning Team. Our Counselling and Student Health team will also provide support if indicated. Our Overseas Students are supported by our Coordinator of Overseas Students. Our strong wellbeing focus is supported by an appropriate structure of Form Teachers, Class Teachers, Wellbeing Coordinators and Year Level Coordinators to provide students with a number of trusted adults.

Recruitment

Our recruitment process for both staff and volunteers, including advertising, referee checks and pre employment screening is designed with child safe principles at the forefront. Further details can be found in the *HR Recruitment Policy* and the *Guide for Interview Panels*.

All adults working with children, in paid or unpaid roles, must hold a current Working with Children Check. We monitor the currency of these checks and ensure that staff do not work without continuous coverage.

We clearly outline the School's position as a child safe environment and our commitment to child safety on our website and all recruitment material. Interview panels and those charged with reference checks are instructed to ask questions regarding child safety and supported in doing so.

New staff are required to read and sign the *Code of Conduct* appropriate to their appointment and the *Child Protection Policy* and *Child Protection Procedure*. Child Protection and Child Safety form part of the induction process,

Training, Support and Supervision

Staff, volunteers, tutors, sport managers and coaches, and contractors are required to sign their appropriate *Code of Conduct* upon recruitment and then annually after that. All staff members are required to sign the *Child Protection Policy* and associated *Child Protection Procedure* every year. Training is provided annually in matters of Child Protection. Visual reminders of who to contact regarding Child Protection are displayed in staff areas around the School.

A culture of reporting is encouraged and modelled by senior staff. Policies on reporting and whistle blowing are available to all staff. All reports are taken seriously and are investigated appropriately. Further details can be found in the *Child Protection Policy* and associated *Child Protection Procedure*.

The relevant *Code of Conduct* sets out appropriate behaviours for staff as well as examples of behaviours that cross professional boundaries. The *Child Protection Policy* defines and describes child abuse and how to report and recognise it.

Staff supervision requirements are set out in various policies and in the Duty Rosters. Child safe staff supervision levels are a factor in risk assessments conducted for all activities outside of the standard classroom.

Complaints Management and Reporting

Pittwater House has a number of policies relating to complaints management and reporting. Staff complaints are generally managed under the *4.17 Staff Grievance Procedures*, students and families are managed under the *6.7 Student and Parent Grievance Policy and Procedures* issues of Mandatory Reporting and Reportable Conduct are managed under the *Child Protection Policy* and associated *Child Protection Procedure*.

Communication

This policy and our Statement of Commitment to Child safety will be displayed publicly on our website under a category of Student Safety. Additionally, all appropriate policies and procedures are also publicly displayed on our website under a section of Policies and Procedures.

This policy, our Statement of Commitment to Child Safety, and our Child Protection Policies are circulated to all staff on creation and significant revision for feedback and consultation.

Review and Revision

Our Child Safe Working Party will be charged with ongoing review and revision of all child safety related policies. This will occur at least annually but will be considered at each meeting.

Version	Revision Details	Revised by:	Authorised by:	Date:
1	Original Policy	LP	JSW	11 Jan 2024
2	Updated roles and policies	JSW	JSW	1 May 2024
3	Names to positions	LP		22 April 2025
4	Added Child Protection telephone number	LP	JSW	16/06/2025