

# ***SAFEGUARDING OUR STUDENTS***



***Student Protection policy and procedures guide for  
volunteers and visitors to Anglican Schools***

## Introduction

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Every student has the right to feel safe and free from harm in every area of their life including when at school. The protection of children and young people is of paramount importance and the Anglican Church Southern Queensland (ACSQ) takes this responsibility very seriously.

The ACSQ has developed the *Student Protection in Anglican Schools Policy and Procedures* to guide school staff, volunteers and visitors (paid or unpaid) to an Anglican school in their responsibilities under legislation and/or policy to recognise and report suspected child abuse and neglect or inappropriate behaviour towards a student.

You can access the *Student Protection in Anglican Schools Policy and Procedures* on the school's internet or intranet sites.

## Your responsibilities

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You, as part of an Anglican school community, have a responsibility to help safeguard our students by:

- informing relevant staff of suspected abuse and neglect or inappropriate behaviour towards a student; and
- acting professionally and behaving in an appropriate manner towards all students at all times.

## Behavioural obligations

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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 policy and may be an offence under legislation.

While not an exhaustive listing, such behaviour may include:

- transporting a student or seeking to visit a student at home without the written consent of a parent and the approval of the Principal;
- inviting a student to the staff member or volunteer's home;
- sending or receiving correspondence of an inappropriate nature or inappropriate giving of gifts;
- physical or emotional aggression, violence or bullying;
- sexual exhibitionism;
- development of an intimate relationship incompatible with the professional relationship;
- exposing a student to pornographic material in any medium;
- inappropriate discussion of sexual matters;
- obscene language, especially of a sexual nature;
- gestures or actions of a suggestive or obscene nature;
- jokes of a sexual nature told in a student's presence;
- 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 other staff members.

***Any behaviour which exploits a student is unacceptable.***

## Reporting suspected abuse or inappropriate behaviour

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As a volunteer or visitor to an Anglican school you **must** immediately inform a Student Protection Officer (SPO) or the Principal of all suspected abuse or neglect of a student.

You **must** also immediately inform an SPO or the Principal of suspected inappropriate behaviour by a staff member or volunteer towards a student.

When the concerns relate to inappropriate behaviour by the Principal, you **must** discuss the concerns with an SPO.

## What is child abuse and neglect

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There are four different types of child abuse.

- **Physical abuse** occurs when a child has suffered, or is at risk of suffering, non-accidental physical trauma or injury.
- **Sexual abuse** occurs when an adult, stronger child or adolescent uses their power or authority to involve a child in sexual activity. Sexual abuse may also involve grooming.
- **Emotional abuse** occurs when a child's social, emotional/psychological, cognitive or intellectual development is impaired or threatened through acts of omission (neglect) or commission (abuse).
- **Neglect** occurs when a child's basic necessities of life are not met and their health and development are affected.

## What is inappropriate behaviour

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**Inappropriate behaviour** means any behaviour of an school employee or volunteer towards a student, regardless of age, which is:

- inconsistent with Professional Standards, Codes of Conduct and/or school policies; and
- considered to be inappropriate behaviour by the person making the complaint.

## Actions by the SPO or Principal

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After speaking with you about suspected abuse and neglect or inappropriate behaviour, the SPO or Principal will decide if a report is required to Child Safety or police and will complete the reporting form with you.

When the concerns relate to inappropriate behaviour, the SPO and/or Principal will take any action required under policy and procedures.

## Confidentiality and notifier protections

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Under the *Child Protection Act 1999* any person, when acting honestly and reasonably, who reports suspected child abuse or neglect will be protected from civil, criminal and administrative liability and the notifier name and contact details will remain confidential.

## Breaches of child protection policy

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All breaches of these obligations will be treated seriously. When made aware of any breach, the Principal will take appropriate action which may include excluding the person from continuing in their role as a volunteer or visitor.

Volunteer/Visitor Name:

Role:

School Department (e.g. Middle School)

Event Name: (incl. Year Level)

School: ST HILDA'S SCHOOL, GOLD COAST

### Acknowledgement of understanding

Responsibility	Yes	No
As a volunteer or visitor to this school I have read and understood this guide	<input type="checkbox"/>	<input type="checkbox"/>
I have had my obligations explained to me as part of my induction	<input type="checkbox"/>	<input type="checkbox"/>
I am aware of the part I have to play in safeguarding students	<input type="checkbox"/>	<input type="checkbox"/>
I am aware I can access a copy of the <i>Student Protection in Anglican Schools Policy and Procedures</i> on the school's internet and intranet sites	<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 in this guide relate to my role as a volunteer or visitor to 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 am aware of the four types of abuse and neglect covered by this policy	<input type="checkbox"/>	<input type="checkbox"/>
I understand what is meant by inappropriate behaviour towards a student	<input type="checkbox"/>	<input type="checkbox"/>
Reporting	Yes	No
I understand that I <b>must immediately</b> discuss any suspected abuse or neglect of a student with an SPO or the Principal	<input type="checkbox"/>	<input type="checkbox"/>
I understand that I <b>must immediately</b> discuss any suspected inappropriate behaviour by a staff member or volunteer towards a student with an SPO or the Principal	<input type="checkbox"/>	<input type="checkbox"/>
I am aware that the SPO or Principal may need to make a formal report to the police or Child Safety	<input type="checkbox"/>	<input type="checkbox"/>
I understand that, as a notifier, I will be protected from liability under provisions in 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 provisions in the <i>Child Protection Act 1999</i>	<input type="checkbox"/>	<input type="checkbox"/>

## Key staff in my school

I understand that the **Student Protection Officers** at **St Hilda's School** include:

<b>Name</b>	Ms Wendy Lauman, Deputy Principal	<b>Email/phone contact</b>	<a href="mailto:wlauman@sthildas.qld.edu.au">wlauman@sthildas.qld.edu.au</a> (07) 5577 7236
<b>Name</b>	Miss Cody Boles, School Counsellor	<b>Email/phone contact</b>	<a href="mailto:cboles@sthildas.qld.edu.au">cboles@sthildas.qld.edu.au</a> (07) 5577 7265
<b>Name</b>	Mrs Liz Giovas, School Counsellor	<b>Email/phone contact</b>	<a href="mailto:lgiovas@sthildas.qld.edu.au">lgiovas@sthildas.qld.edu.au</a> (07) 5577 7250
<b>Name</b>	Mrs Caroline Brodar, Head of Senior School	<b>Email/phone contact</b>	<a href="mailto:cbrodar@sthildas.qld.edu.au">cbrodar@sthildas.qld.edu.au</a> (07) 5577 7282
<b>Name</b>	Mrs Tracey Maynard, Head of Junior School	<b>Email/phone contact</b>	<a href="mailto:tmaynard@sthildas.qld.edu.au">tmaynard@sthildas.qld.edu.au</a> (07) 5577 7287
<b>Name</b>	Mrs Melissa Wilkins, Deputy Head of Junior School	<b>Email/phone contact</b>	<a href="mailto:mwilkins@sthildas.qld.edu.au">mwilkins@sthildas.qld.edu.au</a> (07) 5577 7237
<b>Name</b>	Mrs Lisa Cleverly, Head of Athena and Director of Pre-Preparatory	<b>Email/phone contact</b>	<a href="mailto:lcleverly@sthildas.qld.edu.au">lcleverly@sthildas.qld.edu.au</a> (07) 5577 7378
<b>Name</b>	Mrs Katherine Holmes, Coordinator of Parent & Community Engagement	<b>Email/phone contact</b>	<a href="mailto:kholmes@sthildas.qld.edu.au">kholmes@sthildas.qld.edu.au</a> (07) 5577 7230

My supervising staff member is:

<b>Name</b>		<b>Email/phone contact</b>	
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<b>Signature of volunteer/visitor</b>	
<b>Name of staff member providing induction</b>	
<b>Signature of staff member</b>	
<b>Date</b>	

**All students have a right to be protected from abuse or neglect or inappropriate behaviour by a staff member or volunteer.**