

## Parent Volunteers

Parent participation, involvement and help are welcome and appreciated for various activities both in school and on excursions. It is important that all parent helpers / volunteers are aware that they are subject to child protection legislation. This means all volunteers must:

- ▶ Not engage in any inappropriate behaviour towards any children. In particular although volunteers are technically not employed by the school, they are considered to be 'staff' for legal purposes and need to be aware that complaints about inappropriate behaviour towards any child or young person must be investigated.
- ▶ Sign on at the front office, be inducted and get a visitors badge from the office as per school procedure.
- ▶ Check with the school what the current legal requirements are for working with children.

## Responding to risk of significant harm

All school staff are mandatory reporters. This means that if there are reasonable grounds to suspect that a child is at risk of significant harm from abuse or neglect, then a report must be made to the Department of Communities & Justice, Child Protection Helpline (CP Helpline).

School staff are expected to inform the Principal if they are concerned that a child may be at risk. It is the role of the Principal (or delegate) to make the report to the CP Helpline.

In making a report the Principal will consider all the information and seek appropriate advice from CSBB's Safeguarding Office. Any information about a child at risk is kept confidentially.

In situations where a child is considered to be at risk the school will work with the child and family to assist them as much as possible.

# Safeguarding is everyone's responsibility!

If you would like further information regarding any of the above please speak to your Principal first or feel free to contact CSBB's Safeguarding Office at:

[safeguarding@dbb.catholic.edu.au](mailto:safeguarding@dbb.catholic.edu.au)



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COMPASSION



COURAGE

VALUES

# Safeguarding in our School

Parent information



**We take our responsibility to protect children seriously. All staff are expected to promote child safety by having a clear understanding of their Safeguarding responsibilities and act in accordance with those responsibilities.**

**In particular the school will strive to:**

- ▶ Utilise best practice, child rights and child safe principles to ensure continuous improvement in the area of safeguarding therefore maintaining our responsibility under the National Catholic Safeguarding Standards and NSW Child Safe Standards.
- ▶ Maintain professionalism in our interactions with children and young people at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
- ▶ Follow an established process to address concerns or complaints of inappropriate behaviour towards children or young people. This upholds our legal obligation under the Children's Guardian Act 2019.
- ▶ Ensure that all people working in our school who are required to undertake a Working With Children Check have a verified clearance, as per requirements under Child Protection (Working with Children) Act 2012.
- ▶ Promote the safety, welfare and wellbeing of children by responding appropriately when we suspect a child or young person is at risk of significant harm due to possible abuse or neglect. This is our legal obligation under the NSW Children and Young Person (care and protection) Act 1998



**Maintaining Professionalism**

All staff are expected to act professionally and in accordance with the school's expectations regarding staff conduct toward children. Members of staff receive guidance and professional development in relation to appropriate interactions with students, how to exercise duty of care and how to maintain professional boundaries.

**We understand that staff have a duty of care to:**

- ▶ Ensure no child is exposed to foreseeable risk of harm
- ▶ Take action to minimise risk
- ▶ Supervise actively, and;
- ▶ If we see others acting inappropriately with children, report concerns to the Principal or seek further advice

School staff are trained to understand that they are in a position of trust, authority and influence in relation to children and that it is important that we do not take advantage of that position to mistreat or misguide students either intentionally or inadvertently.

**Staff expected to:**

- ▶ Demonstrate appropriate relationships with children that cannot be misinterpreted as overly personal or intimate;
- ▶ Remain within the responsibilities of their roles and allow those appropriately trained to deal with student welfare concerns;
- ▶ Minimise physical contact with children unless it is necessary to exercise appropriate duty of care;
- ▶ Follow school and CSBB Policies and Procedures including the Code of Conduct and Professional Guidelines.

**Addressing complaints of inappropriate behaviour by staff towards children**

We are committed to providing a safe and supportive environment for both students and staff. This includes addressing complaints of inappropriate behaviour by staff towards any child or young person.

Certain allegations may require investigation as specified in the Children's Guardian Act 2019. The NSW Office of the Children's Guardian is a government agency which provides oversight for these matters.

You should be aware that 'staff' includes volunteer helpers as well as paid staff.

If you have concerns about alleged inappropriate behaviour by a staff member towards any child or young person it is important that you discuss your concerns with the Principal who in turn will consult with CSBB's Safeguarding Office.