



## CHILD PROTECTION POLICY

Authorised By:	President (CEO)	Revision: 1.12
Last Amendment Date:	Revision Date: 09 Dec 2021	
Review Due Date:	Next Review: 09 Mar 2024	
Related Documents:	<a href="#">National Statement on Ethical Conduct in Human Research</a> <a href="#">United Nations Convention on the Rights of the Child</a>	
Responsible Officer:	Registrar	
Review:	Senior Executive Committee	

Any person who requires assistance in understanding any aspect of this document should contact the Responsible Officer.

### 1. Overview

Tabor Adelaide is committed to the safety and protection of children. This policy and its associated procedures focus on those who represent the College and who engage with children or young people in a direct and unsupervised capacity.

All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse.

Tabor supports and respects all children, staff and volunteers. Tabor is committed to the cultural safety of Aboriginal children, and those from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children living with a disability.

### 2. Scope and Applications

This policy applies to all staff, students, volunteers and contractors.

### 3. Policy Principles

- 3.1. Child abuse is not tolerated by the College, nor is possession of child pornography.
- 3.2. The College actively manages the risk of child abuse associated with research and education.
- 3.3. The College will not knowingly engage, directly or indirectly, anyone who poses a risk to children nor support any College activity that does not comply with this policy and procedure.
- 3.4. To work towards an organisational culture of child safety.

- 3.5. To ensure that all parties are aware of their responsibilities for identifying possible occasions for child abuse and for establishing controls and procedures for preventing such abuse and/or detecting such abuse when it occurs.
- 3.6. To provide guidance to staff/volunteers/contractors as to action that should be taken where they suspect any abuse within or outside of the organisation.
- 3.7. To provide assurance that any and all suspected abuse will be reported and fully investigated.

#### **4. Child Protection Process**

- 4.1. Development of research and or education proposals or services must document explicitly state the possible impact upon people under 18 years of age (children); and these, when identified, will be scrutinised by the relevant ethics committee (see chapter 4.2 of [National Statement on Ethical Conduct in Human Research](#)).
- 4.2. The College will comply with all legislation relating to Child Protection. In particular, the College respects the rights and obligations set out in the [United Nations Convention on the Rights of the Child](#). Specifically, the College is committed to upholding children's right to protection, as stated in Article 19 of the Convention on the Rights of the Child whereby each child is entitled to protection from all forms of physical or mental violence, injury or abuse, neglect, maltreatment or exploitation, including sexual abuse.
- 4.3. The College requires the active support and cooperation of the entire College community, and not just those who are working directly with, or in close proximity to, children.
- 4.4. The College will require that all staff and volunteers have a current Criminal History Clearance (Working with Children Clearance), which is the current industry standard for individuals working with children.
- 4.5. In addition, the College expects all businesses operating on its premises, using its services, or receiving its support, to comply with this policy, noting that breaches may directly affect the interests/reputation of Tabor.
- 4.6. Staff, students, contractors and volunteers must meet the terms of this policy and will be held accountable for compliance. This will require self-assessment and disclosure as appropriate. Failure to self-disclose will be dealt with under the relevant staff and student discipline procedures. Similarly, contractors and volunteers will face equivalent sanctions for non-compliance.
- 4.7. All staff members are required to report any suspected criminal activities that involve children by completing the Notification Checklist (see Appendix A) and report their suspicions to the Child Abuse Report Line on 131478. Staff should also report this to their line manager.
- 4.8. In accordance with the [South Australian Children's Protection Act 1993](#), only hard copies of documentation relating to any reports to the Child Abuse Report Line are to be kept. The relevant Manager is to provide these documents to the President as soon as practicable for secure and confidential filing.
- 4.9. Faculty Deans and Department Managers are required to identify and manage interactions with children in their areas of responsibility and ensure that general or specific training is delivered to staff in accordance with local assessment and consistent with legislative requirements, and this policy and procedure.
- 4.10. Faculty Deans and Department Managers are responsible for compliance with this policy and its procedures in their respective Faculties or Departments. Faculty Deans and Department Managers are encouraged to incorporate planning and monitoring of this requirement in their Faculty and Department Plans.

- 4.11. Faculty Deans and Department Managers are accountable for adherence to the Child Protection Policy within their areas of responsibility. They may delegate their responsibilities to managers and supervisors. This responsibility includes ensuring that businesses operating on Tabor premises, using its services or receiving support implement appropriate child protection procedures.
- 4.12. Due to the confidential nature of Child Abuse reporting, and in accordance with legislative requirements, such reports are **not** to be entered into the College's Risk Management Reporting System.

## **5. Definitions**

See [Global Definitions](#)

Legal definition of abuse and neglect taken from Section 6 of the [Children's Protection Act 1993](#):

*6 (1) "abuse or neglect" in relation to a child means*

*(a) Sexual abuse of the child; or*

*(b) Physical or emotional abuse of the child, or neglect of the child, to the extent that*

*(i) the child has suffered, or is likely to suffer, physical or psychological injury detrimental to the child's wellbeing; or*

*(ii) the child's physical or psychological development is in jeopardy.*

## **6. Communication and Training**

- 6.1. The Chief Operational Officer will ensure that all Deans of Faculties and Department Managers are advised of and trained in the requirements of this policy

## **7. Definitions**

See [Global Definitions](#)

## **8. Communication / Training**

- 8.1 The Responsible Person will provide copies of this policy to all staff and committee members involved in the academic operations of the College and published in the Tabor Policy Repository

## Appendix A- Notification Checklist

### Identification details:

- ☐ full name (including aka: 'also known as' by other surnames)
- ☐ date of birth/age/year level
- ☐ current address; contact number
- ☐ school or care setting
- ☐ Aboriginal or Torres Strait Islander
- ☐ identity/kinship group
- ☐ non-English speaking/disability
- ☐ alleged perpetrator's name, age, address,
- ☐ relationship to child/young person, current
- ☐ whereabouts
- ☐ current whereabouts of child/young person
- ☐ next contact with alleged perpetrator

Child/young  
person  
siblings  
parents/  
caregivers

### Notifier details:

- ☐ your full name, job title or role in the school or care setting
- ☐ name, address and contact number of school or care setting
- ☐ your relationship to child/young person of concern
- ☐ type of contact you have with the family/how frequent
- ☐ capacity in which you are working with child/family

### Details of concerns:

- ☐ if child/young person disclosed: What did child/young person say?/What was the emotional presentation?
- ☐ who saw/heard what and when
- ☐ size and location of injuries/description of any bruising
- ☐ child/young person been seen by a GP; if so, name and contact number
- ☐ description of carer behaviours of concern and frequency/severity
- ☐ description of any of child's/young person's behaviours of concern and frequency/severity

### Other family details:

- ☐ are parents separated; any Family Court orders
- ☐ does custodial/non-custodial parent have a partner/partner's name
- ☐ knowledge about the functioning of the family or family violence/animal cruelty/violence to people outside of the family or drug/alcohol abuse/mental health problems or extended family or other support networks/child care arrangements or nature of involvement with any agencies/any relevant health factors

### History of education/care actions:

- ☐ response from parents/caregivers when concerns have been raised with them
- ☐ 'take up' from parents/caregivers of referrals facilitated for them
- ☐ special supports for the child/young person (SSO support/breakfast program/transport/uniform/modified/learning program/counselling/mentoring/overnight care)
- ☐ referrals and involvement of integrated support services team with child/young person
- ☐ involvement of other government or non-government services
- ☐ files/documents available for transfer to child protection staff
- ☐ your discussion with principal/director or delegate about this notification
- ☐ your record of this notification on the official form in your site leader's office

### Request for further contact:

- ☐ If you are advised that your notification is likely to result in a child protection response, have you indicated clearly that you want contact from child protection staff before that action occurs?