

Child Safe Environments Policy

1. Purpose of Policy

IQRA College is committed to the safety and well-being of all children and young people who access our services and sites. IQRA College recognizes the importance of having a well- established environment that is child friendly and where all children and young people are valued and safe.

This policy aims to ensure that all relevant stakeholders involved in the school are aware of their duty of care responsibilities associated with providing a safe and secure environment. IQRA college aims to create a holistic, organizational-wide approach that encompasses all persons working in the school by encouraging active participation in promoting and maintaining a safe and secure environment for all children and young people.

2. Commitment to the safety of children and young people

This policy is in accordance with the Children and Young People (Safety) Act 2017, Child Safety (Prohibited Persons) Act 2016 and the National Principles for Child Safe organizations. IQRA College is dedicated to guaranteeing the safety and protection of all children and young people.

The school is committed to ensuring all children and young people are respected, valued and encouraged to participate regardless of their gender, sex, abilities, social economic or cultural background and equity is upheld. IQRA college also has zero tolerance for any bullying and harassment.

The school will display key contact information from Kids Helpline (1800 55 1800) and Youth Helpline (1300 13 17 19) which provide services that can assist children and young people. This information will be displayed in areas that can be easily accessible to them.

3. Scope of the Policy

The following policy applies to all persons working within IQRA College, including board members and workers.

4. Participation, Feedback and Complaints

IQRA College encourages and respects the views of children and young people who access our services. The school has engaged children and young people's experiences by conducting two online anonymous surveys in a year. These surveys capture their attitudes and feeling towards the service and facilities provided by the school such that we effectively involve children and young people in decisions that affect them. They also provide children and young people with an avenue to raise complaints and concerns.

IQRA College ensures that children, young people and their families/carers know their rights and how they can access services, advice and complaints processes available to them.

All families also have the ability to provide anonymous feedback to the school at any point in time using the school's online survey. This feedback is incorporated into decision-making by the school. The school's Student Representative Council (SRC) also is a key avenue by which elected students are able to raise concerns and provide their feedback. The school will intend to deal with complaints and feedback promptly and fairly.

5. Code of Conduct

All employees, volunteers and contractors working with IQRA College will be required to comply with IQRA College's Code of Conduct. The Code of Conduct will be given to staff during their induction and a copy will be available in the shared storage for staff.

6. Recruitment

IQRA College will take all reasonable steps to ensure that all persons recruited are the most suitable and appropriate to work and provide service to children and young people.

Applicants for prescribed positions will be screened for their suitability to provide services. The screening will involve working with children checks, interviews, RRHAN, checking qualifications and previous employment history in working with children.

These procedures are in accordance with the Child Safety (Prohibited Persons) Act 2016 which requires staff and volunteers in the school to have a valid, 'not prohibited' Working with Children Check. During the induction process, all new employees/volunteers will be made clear regarding their responsibilities to children and young people which include record keeping, information sharing and reporting obligations. IQRA College will verify all WWCC's through the DHS Screening Unit portal before any person commences working with children and young people.

If IQRA College is made aware of any serious criminal offence, child protection information or disciplinary or misconduct information regarding any of the staff, the school will notify the Screening Unit.

7. Supervision, training and support for employees and volunteers

IQRA College implements a variety of ways to support staff members in the school to ensure a child-safe environment is achieved. This includes regular supervision by senior staff, in their induction, they will have access to all our policies including this policy and the school will provide professional development to staff that focuses on the wellbeing of children and young people.

8. Reporting and responding to harm or risk of harm

IQRA College ensures that those who are mandated notifiers as per the South Australian Children and Young People (Safety) Act 2017 understand their obligations to notify the Department for Child Protection's Child Abuse Report Line (CARL) on 13 14 78 as soon as practicable if they have a suspicion on reasonable grounds that a child or young person has, or is being harmed or is at risk of harm.

Section 30 of the Children and Young People (Safety) Act 2017 establishes that the following people are mandated notifiers:

- Medical practitioner
- Pharmacist
- Registered or enrolled nurse
- Dentist

- Psychologist
- Police officer
- Community corrections officer under the Correctional Services Act 1982
- Social worker
- Minister of religion
- Person who is an employee of, or volunteer in, an organisation formed for religious or spiritual purposes
- Teacher employed as such in a school (within the meaning of the Education and Early Childhood Services (Registration and Standards) Act 2011) or a pre-school or kindergarten
- Employee of, or volunteer in, an organisation that provides health, welfare, education, sporting or recreational, child care or residential services wholly or partly for children or young people, being a person who:
 - Provides such services directly to children or young people
 - 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 or young people
- Officer or employee of a prescribed organisation (as per section 114) who holds a management position in the organisation, the duties of which include direct responsibility for, or direct supervision of, the provision of services to children.

The school will ensure that staff are able to identify, report, and respond to children and young people at risk of harm. IQRA College ensures that all staff have a valid WWCC, a valid RRHAN-EC training and provided a staff induction that goes over key aspects of the processes in place to support children and young people. IQRA College recognizes that the duty of care is not exhausted by making a notification and support might be required to enhance the child or young person's wellbeing when a notification is made and will identify appropriate services for the child, young person and/or their family.

Failure by mandated notifiers to report is also an offence under the South Australian Children and Young People (Safety) Act 2017 and carries a maximum penalty of a \$10,000 fine. According to the provisions of the Criminal Law Consolidation Act 1935 that came into effect on 1.6.2022 - section 64A

failure to report child sexual abuse results in a maximum penalty of 3 years imprisonment and section 65 failure to protect a child from sexual abuse results in a maximum of 15 years imprisonment.

9. Risk Management

The school will identify and assess potential sources of harm and will take proactive actions to ensure the likelihood of the harm is decreased. The risk assessment tools will be utilized where appropriate to determine if a child or young person is at risk. Please view Appendix A for the risk management plan to ensure a child-safe environment. Related policies and procedures

The policies listed below complement and supports IQRA College's Child Safe Environments Policy:

- Positive Behaviour Policy
- Anti-Bullying Policy
- Grievance Resolution policy and procedures
- Privacy Policy
- Information Sharing Guidelines for promoting safety and wellbeing policy
- Medical Risk Management Policy
- Risk Management Policy

10. Policy Review

This policy document will be reviewed at least once every 5 years in accordance with the Children and Young People (Safety) Act 2017. IQRA College will lodge a new child safe environments compliance statement with the department each time the policy is reviewed and updated. The policy will also be reviewed if a need arises due to a critical incident, new risks identified or any other scenario that prompts the need for it.

11. Communication

This policy has been made publicly available on the IQRA College website which is accessible to all children and young people, staff members, volunteers, families and any other key stakeholders.

12. Definitions

For the purposes of this policy, key terms have been defined below.

- **Child or young person** – persons under 18 years of age
- **Complaint** – persons who makes a complaint
- **Harm** – Section 17 of the Safety Act defines 'harm' to mean physical or psychological harm (whether caused by an act or omission), including harm caused by sexual, physical, mental or emotional abuse or neglect.
- **Mandatory Notifiers** - People who are obliged by law to notify the Department for Child Protection SA via the Child Abuse Report Line (CARL) if they suspect on reasonable grounds that a child is or has been harmed or is at risk of harm. Section 31 (1) of the Children and Young People (Safety) Act 2017 establishes mandated notifiers.
- **Working with Children Check** – People working or volunteering with children in South Australia must, by law, have a valid, not prohibited Working with Children Check. A Working with Children is an assessment of whether a person poses an unacceptable risk to children. As part of the process, the Screening Unit will look at criminal history, child protection information and other information.

Appendix A – Risk Management Plan

Person Responsible	IQRA College School Leadership	Date of Review	31/10/2022
Approved by	IQRA College Board	Date of next review	2027
Date	31/10/2022		
Organisation Name:	IQRA College		
Purpose	To ensure IQRA College provides a child-safe environment for all children and young people		
Locations	In the IQRA College premises, Bus Transportation, Sports Grounds and any other area where teaching, learning or extra- curricular activities are held.		
Risk name and description		Actions to minimize risk	
Culture of the organization is not child-safe focused		<ul style="list-style-type: none"> • Child focused Code of Conduct is in place that sets the behavioural standards expected including what happens when a breach occurs • Culture of management reflects the strong commitment of IQRA College to the safety of children and young people • National Principles for Child Safe Organizations are embedded in policies and procedures • We meet the requirements of the <i>Children and Young People (Safety) Act 2017</i> (which mandates child safe environments) and the <i>Child Safety (Prohibited Persons) Act 2016</i> (which mandates Working with Children Checks) • Our child safe environments policies and procedures are made available to staff, volunteers, children, young people and their families via the school's website and the school's internal database. 	
Organizational staff (including employees and volunteers) harm children/young people		<ul style="list-style-type: none"> • Recruitment processes including undertaking referee checks to ensure the suitability of persons before they are employed/volunteer with our organization is completed • Interview questions (no prior preparation) should gauge an applicant's understanding of Child- safe principles and actions that would be taken to prevent harm to CYP. 	

	<ul style="list-style-type: none"> • All employees and volunteers have WWCC with 'not prohibited' result prior to working with children and young people • WWCC updated every 5 years • Children and young people and their families are given a copy of our Child Safe Environments policy and complaints and feedback process as part of a welcome/induction pack
Organizational staff (including employees and volunteers) do not understand their obligations to report harm and risk of harm to the Child Abuse Report Line (or SA Police if child/young person is at immediate risk)	<ul style="list-style-type: none"> • All employees and volunteers trained in Safe Environments – Through their Eyes on commencement and refresher training every 3 years after • All employees and volunteers must abide by the child safe environments policy and Code of Conduct (latter is signed on commencement with organization)
We hold overnight and/or off-site activities with children/young people	<ul style="list-style-type: none"> • For overnight activities (eg camps and excursions), children and young people must be supervised by a minimum of 2 adults of the same gender as the children attending. • Recruitment processes including undertaking referee checks to ensure the suitability of persons before they are employed/volunteer with our organization is completed • All employees/volunteers over the age of 14 years have a 'not prohibited' WWCC
Children/young people do not feel included and Children/young people and their families are not supported to report concerns, complaints and feedback	<ul style="list-style-type: none"> • Children, young people and their families are encouraged to participate in our organisation and provide feedback by filling out anonymous surveys throughout the academic year that helps to express their concerns. • The Grievance Policy is available on the school website detailing on how complaints will be handled. In addition, a form is available to be completed online • Complaints processes are in place and promoted to children, young people and their families to make sure that they feel safe reporting to the organization
Organisational staff (including employees and volunteers) do not understand their obligations to report harm and risk of harm to the Child Abuse Report Line and SA Police if child/young person is at	<ul style="list-style-type: none"> • The organization meets the requirements of the Children and Young People (Safety) Act 2017 (which mandates child-safe environments) and the Child Safety (Prohibited Persons) Act 2016 (which mandates

<p>immediate risk or requiring an internal reporting process before meeting legal obligations to report to CARL</p>	<p>Working with Children Checks)</p> <ul style="list-style-type: none"> • The child-safe environments policy is reviewed at least once in every 5-year period. When this happens a new child- safe environments compliance statement is lodged with the Department of Human Services. • All staff in the school are required to go through the RRHAN-EC training which highlights these responsibilities
<p>Taking images of children and young people</p>	<ul style="list-style-type: none"> • Consent to take pictures from parents is taken during enrolment • Any event where photography is taken CYP who do not have photo permissions are noted and excluded accordingly. • All pictures taken in the school is via the school's own camera and not from any other person's personal device
<p>Protecting privacy and confidentiality</p>	<ul style="list-style-type: none"> • Any private or confidential information is only shared with staff members who must be notified about the information. • The school has a privacy policy in place to deal with private and confidential information.
<p>Appropriate supervision is provided for all online activities</p>	<ul style="list-style-type: none"> • The school's IT department has installed programs that enable sites that may cause harm to CYP to be disabled. • Teachers monitor all students when they use computers in the computer labs. • Social media is blocked in the college.