

## Who is Responsible for Child Protection?

Child protection is everyone's responsibility.

Society as a whole shares responsibility for promoting the safety and protection of children from abuse, neglect and grooming.

In the College context, all members of the College community have their role to play – teachers, staff, administrators, parents/guardians, volunteers and students. That said, the College's Leadership Team are committed to 'leading from the front' and engaging in a preventative, proactive and participatory approach to child protection issues.

Students are encouraged to take an active role in developing and maintaining a child-safe environment at the College and are provided with opportunities to contribute and give feedback in the development of the College's policies and practices. Students are also made aware of the avenues available to them to report or disclose abuse or concerns for their safety or the safety of others.

Key Roles & Responsibilities include:

- [The Principal](#)
- [The College Board](#)
- [Child Safety Officers](#)
- [Staff Members](#)
- [Direct Contact Volunteers](#)
- [Indirect Contact Volunteers](#)
- [Third Party Contractors](#)
- [External Education Providers](#)

## The Principal's Responsibilities

The EREA Executive delegates operational management of the College, and the Child Protection Programme, to the Principal.

The Principal is ultimately responsible, and will be accountable for, taking all practical measures to ensure that:

- the College's child protection policies and procedures are implemented effectively with available resources effectively deployed;
- appropriate College Child Safety Officers are appointed and trained;
- a strong and sustainable child-safe culture is maintained within the College;
- any child protection incidents arising are dealt with professionally and in a timely manner;
- the EREA Regional Director receives regular reports with respect to child protection matters;
- all child protection matters that meet the criteria of our Critical Incidents Policy are reported to EREA immediately;
- a Critical and Emergency Incident Report Form has been completed and lodged with CEWA in accordance with CEWA's published procedures as soon as practicable and, in any event, within 48 hours of a critical or emergency incident;
- a copy of any Critical and Emergency Incident Report Form lodged with CEWA is provided to the EREA Executive Director as soon as practicable and, in any event, within 48 hours of the incident;
- all staff members, Direct Contact Volunteers and Direct Contact Contractors are aware of the College's Child Protection Programme and trained in implementing the Programme's processes and procedures;
- external support is organised to assist parties following a disclosure or suspicion of abuse or grooming; and
- the College is complying with its legal and regulatory obligations with respect to child protection.

\*It is CEWA policy that Catholic Education WA is notified of all critical incidents at CEWA schools, including Christian Brothers' College Fremantle. CEWA will then notify the Director General of the Department of Education on behalf of the College.

\*\*The definition of a critical incident includes:

- Receipt of an allegation of child abuse, including but not limited to sexual abuse, committed against a student by a staff member or student, or another person on the school premises or during school-related activities, whether the abuse is alleged to have occurred recently or in the past;
- Issuing a formal warning to a staff member or ceasing the employment of a staff member for a breach of the Staff Code of Conduct suspected to be grooming behaviour.

## Child Safety Officers' Responsibilities

A number of senior staff members are nominated as the College's Child Safety Officers.

Child Safety Officers are selected based on several considerations, namely:

- their personal attitudes, experiences and beliefs, for example, a person who is non-judgmental, calm, resilient and demonstrates a high degree of integrity and respect for confidentiality;
- their role within the College, for example, a person who has seniority and experience working with complex student and family issues at the College and someone who is readily accessible and available to all members of the College community; and
- their personal profile within the College, for example, a person who is approachable, who students and staff trust and who is willing and able to respond to issues personally and sensitively.

Key responsibilities for the College's Child Safety Officers include:

- having a good working knowledge of the College's child protection policies and procedures;
- being a point of contact for staff, or other members of the College community, raising child protection concerns within the College;
- communicating the College's child protection policies and procedures to all stakeholders including students, parents/guardians, staff and volunteers;
- on behalf of EREA, ensuring that the College's Child Protection Programme is being effectively implemented;
- ensuring that all College staff undertake child protection training so that they are able to identify signs of abuse, neglect and grooming, understand how to respond and when to make a referral either internally or to an external agency;
- on behalf of EREA, reviewing and managing the College's child protection policies and procedures, specifically the College's procedures for Detecting and Reporting Child Protection Incidents;
- inducting and managing the training of new staff and volunteers in the College's child protection policies and procedures, specifically our procedures for Detecting and Reporting Child Protection Incidents;
- providing all staff, Direct Contact Volunteers and Direct Contact Contractors with a copy of the College's Statement of Commitment to Child Safety and key contact numbers for reporting child protection concerns;
- where authority is delegated from the Principal, promptly managing the College's response to an allegation, disclosure or suspicion of abuse or grooming with the assistance of the Principal and senior staff members, and ensuring that the disclosure is taken seriously;
- promoting child protection issues within the College community and responding to general queries with respect to the College's Child Protection Programme;
- acting as "Child Protection Champions" and ensuring a strong and sustainable child protection culture is embedded within the College;
- offering assistance and support when a member of the College community receives or makes a disclosure of abuse or grooming;
- developing processes for minor corrective issues that don't need to be reported to an outside authority; and

- if a Child Safety Officer cannot perform their role, for example, due to conflicts of interest or absence, these duties must be performed by another Child Safety Officer, or the Principal.

## Our Senior Child Safety Officer

Neil Alweyn, Vice Principal, is our Senior Child Safety Officer (Senior CSO). The Senior CSO has an important role in the implementation and operation of our Child Protection Programme.

Key responsibilities of the Senior CSO include:

- being the first point of contact for all child protection concerns or queries for the wider community;
- ensuring that other Child Safety Officers understand and comply with their key responsibilities;
- ensuring that all Child Safety Officers undergo appropriate annual training in the College's child protection policies and procedures, their legal responsibilities, and how to appropriately respond to child protection concerns and incidents;
- coordinating the College's response to child protection incidents in consultation with the College's Principal and the EREA Regional Director; and
- ensuring that the College's child protection policies and procedures are effectively implemented and communicated to all relevant stakeholders.

## Staff Responsibilities

All staff are required to comply with our Child Protection Programme and their legal obligations with respect to the reporting of child abuse, grooming and neglect.

It is each individual's responsibility to be aware of key risk indicators of child abuse, neglect and grooming, to be observant, and to raise any concerns they may have relating to child protection with the Principal or Vice Principal, and/or report to external agencies where required. Where a concern involves the Principal or Vice Principal, staff should contact the EREA Regional Director via the EREA National Office at (03) 9426 3200.

Staff can also direct questions about child protection at the College to one of the College's Child Safety Officers.

Staff also, as a condition of employment at the College, must adhere to the EREA Child Safe Code of Conduct.

## College Board Responsibilities

Under the EREA governance structure, the Board of Directors is responsible for working collaboratively with the Principal to ensure consistency and faithfulness to the Charter for Catholic Schools in the Edmund Rice Tradition and the Touchstones of Liberating Education, Gospel Spirituality, Inclusive Community, and Justice and Solidarity.

As part of this role, the College Board has responsibility for approving major College policies that are consistent with EREA policies.

The College Board also provides advice and support to the Principal on any matter referred to it by the Principal. The Principal has delegated authority from the EREA Executive Director for operational management of the College.

Responsibility for the day-to-day management and implementation of the College's child protection policies and procedures rests with the Principal.

## Direct Contact Volunteers' Responsibilities

Direct Contact Volunteers are those volunteers that are involved in providing support, guidance and supervision directly to students and could potentially have direct, unsupervised contact with students during the normal course of providing the volunteer service.

Direct Contact Volunteers may have:

- limited supervision by College staff in their role;
- significant amounts of 1:1 time with students;
- supervisory responsibility of a group of students with only broad and indirect oversight of a College staff member; or
- full supervisory responsibility for one or more students, such as in a sports coaching role or learning support role.

Examples of Direct Contact Volunteer activities may include volunteers involved in College camps or excursions, coaching sporting teams or assisting in learning activities.

All Direct Contact Volunteers are required to adhere to our Statement of Commitment to Child Safety, the EREA Child Safe Code of Conduct, and our Child Protection Programme.

They must also be aware that they too have legal obligations with respect to the reporting of child abuse, neglect and grooming behaviours.

It is each individual's responsibility to be aware of key risk indicators of abuse, neglect and grooming, to be observant, and to raise any concerns they may have relating to child protection with the Principal or Vice Principal and/or report to external agencies where required. Where a concern involves the Principal or Vice Principal, Direct Contact Volunteers should contact the EREA Regional Director via the EREA National Office at (03) 9426 3200.

Direct Contact Volunteers can also direct questions about child protection at the College to one of the College's Child Safety Officers.

## Indirect Contact Volunteers' Responsibilities

Indirect Contact Volunteers are those volunteers who are involved in providing support and services whilst not directly assisting a specific group of students.

Indirect Contact Volunteers are not responsible for supervising students and would not have “unsupervised” contact with students during the normal course of providing the volunteer service.

Examples of Indirect Contact Volunteer activities may include assisting with College functions, the College canteen and fundraising or sporting event barbeques.

All Indirect Contact Volunteers are responsible for contributing to the safety and protection of children in College environments.

All Indirect Contact Volunteers are required by the College to be familiar with our Statement of Commitment to Child Safety and EREA Child Safe Code of Conduct.

## Third Party Contractors' Responsibilities

All Third Party Contractors engaged by the College are responsible for contributing to the safety and protection of children in the College environment.

Third Party Contractors include, for example, maintenance and building personnel, consultants, casual teachers, tutors, sports coaches and College cleaners. This also includes peripatetic music teachers and other extra-curricular teachers and instructors who are engaged by students and their families directly, rather than the College, but have an agreement with the College to use the College’s facilities.

In this Child Protection Programme, Third Party Contractors are classified as either “Direct Contact Contractors” or “Indirect Contact Contractors”.

Where the term Third Party Contractor is used, it captures both "Direct Contact Contractors" and "Indirect Contact Contractors".

Direct Contact Contractors are:

- those who have direct unsupervised contact with students during the normal course of their work;
- those who may be in a position to establish a relationship of trust with a student notwithstanding that unsupervised access to students would be rare (for example full-time maintenance personnel); and
- any contractors whom a college is legally required to screen.

Indirect Contact Contractors are those contractors who do not meet the definition of a “Direct Contact Contractor”.

All service providers engaged by the College are required by the College to be familiar with our Statement of Commitment to Child Safety and our EREA Child Safe Code of Conduct.

Christian Brothers' College Fremantle may include this requirement in the written agreement between it and the Third Party Contractor.

## External Education Providers' Responsibilities

An External Education Provider is any organisation that the College has arranged to deliver a specified course of study that is part of the curriculum, to a student or students enrolled at the College. The delivery of such a course may take place on College premises or elsewhere.

All External Education Providers engaged by the College are responsible for contributing to the safety and protection of children in the College environment.

All External Education Providers engaged by the College are required by the College to be familiar with our Statement of Commitment to Child Safety and our EREA Child Safe Code of Conduct, and are required to have appropriate child protection policies and procedures within their organisation.

Christian Brothers' College Fremantle may include this requirement in the written agreement between it and the External Education Provider.