



# CHILD SAFETY AND WELLBEING HANDBOOK



Christ Church  
Grammar School  
PERTH, WESTERN AUSTRALIA

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# Welcome

Christ Church Grammar School is committed to providing education and care to children and young people in a safe and supportive environment.

At Christ Church we believe that protecting children is everyone's responsibility. All members of the School Council and staff, volunteers, parents and guardians and support providers have a shared responsibility to understand the specific role they play individually and collectively to ensure the wellbeing and safety of all children.

The School's approach to child protection is well supported with work systems, practices, policies and procedures that maintain a child safe environment.

In 2019 the School adopted the 10 National Principles for child safe organisations and is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations. Our aim is to embed an organisational culture of child safety within the school community, ensure protecting children from abuse is part of everyday thinking and practice.

**Professor Paul Johnson**

Chair of Council

# Statement of Commitment

Christ Church Grammar School is committed to ensuring the safety, welfare and wellbeing of all children and young people at the School. This is the primary focus of our care and decision-making.

Christ Church Grammar School has zero tolerance for child abuse. All allegations and safety concerns are treated very seriously and consistently with our policies and procedures. We have legal and moral obligations to contact authorities when we are concerned about a child or young person's safety, which we follow rigorously.

Christ Church Grammar School is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention is paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability and those who identify as gay, lesbian, bisexual, transgender and/or intersex. Our complaints process is child-focused and responsive to the concerns of children and young people.

Christ Church Grammar School is committed to preventing child abuse and identifying risks early, and removing and reducing these risks both in physical and online environments. We have robust human resources and recruitment practices to reduce the risk of child abuse by new and existing Council members, staff and volunteers. We are committed to regular and ongoing education and training on child safety and wellbeing for our Council members, staff and volunteers.

Christ Church Grammar School acknowledges that parents and carers know their children best. We are committed to informing and involving families in child safety and wellbeing at the School.

Every person involved at Christ Church Grammar School has a responsibility to understand the important and specific role they play individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

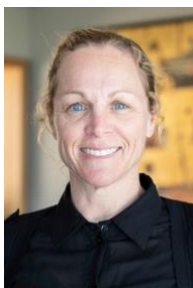
Christ Church Grammar School recognises the devastating impact and effects of child sexual abuse. Christ Church has joined the National Redress Scheme which offers an independent, workable and non-adversarial option for applicants and importantly ensures choice for the applicants' voice.

For more information on the school's commitment to child safety and wellbeing, refer to the School's Child Safety and Wellbeing policy on the school website under [About Us > Policies > Child Safety and Wellbeing Policy](#).

# Child Safety Officers

Christ Church Grammar School's Child Safety Officers are the first point of contact for all safeguarding children and young people matters. The Child Safety Officers have been trained to undertake the role and act as a source of support, advice and expertise to staff, students and families on matters of child safety and wellbeing.

## Preparatory School



**Mrs Kim Morcom**  
Deputy Head of  
Preparatory School



**Mrs Sandra  
Conway**  
Executive Assistant  
to the Head of  
Preparatory School



**Mrs Jo Kolbusz**  
Education Assistant  
– Preparatory  
School

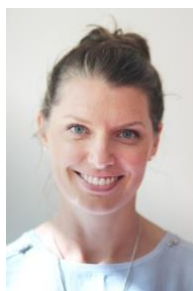


**Mrs Kate  
Atkinson**  
Psychologist –  
Preparatory School

## Senior School



**Mr Liam Casson**  
Director of the  
Wynne Centre for  
Boys' Health and  
Wellbeing



**Miss Laura  
van Rijn**  
School Marshal –  
Senior School



**Mr Jamie Foster**  
Head of Noake /  
Senior Teacher



**Mr Anthony  
Lynch**  
Director of Sport



**Mrs Jo Hudson**  
Executive Assistant  
to the Director of  
Planning and Co-  
curricular

## Residential Community



**Mrs Kim George**  
House Mother  
(Walters)



**Mrs Lidia Ellis**  
House Mother  
(Knutsford)



**Mrs Joanna  
Simpson**  
Nurse Manager

# Complaints or concerns

The School is committed to ensuring its complaints process is child-friendly and that students feel respected, valued, listened and responded to.

All our staff, including support staff and volunteers, have been trained to take children and young people seriously when they raise a matter of concern, and that the matter, no matter how trivial, is dealt with respectfully and in accordance with the School's policy and procedures. All staff have been appropriately and adequately trained to manage complaints related to child protection matters.

However, we would recommend you discuss the issue with your tutor (Senior School), classroom teacher (Preparatory School) or Year Group Coordinator (Residential Community) as they know you best.

A student may make the complaint themselves, but also has the option of choosing someone, with whom they feel comfortable, to accompany them or to complain on their behalf.

However:

- If a former student (currently over the age of 18) has experienced any form of abuse as a student and wishes to report this behaviour, we encourage the former student and/or their parents or guardians to report this to the Principal and also the WA Police to enable the appropriate actions to be taken.
- If a former student (still under the age of 18), or his parents or guardians wish to report any form of abuse, we encourage them to contact the Principal and also the Department of Child Protection and Family Support.

For further information on the complaints process, please refer to the school website under [About Us > Policies > Complaints Policy](#)

## Bullying

Bullying and harassment are forms of abuse. They will not be tolerated in our school community and will be treated seriously.

Bullying and harassment are not just about the student engaging in the bullying and the person being victimised. These behaviours are part of a wider social context and require policy and procedures that include both preventative measures and effective intervention strategies through education.

For further information on the complaints process, please refer to the school website under [About Us > Policies > Pastoral Policies > Supporting positive relationships policy](#)

## Sexual harassment

The School has a commitment to providing a work and learning environment that is free from all forms of discrimination, including sexual harassment. The School deems sexual harassment a serious form of misconduct and will not be tolerated under any circumstances.

For further information on sexual harassment, please refer to the school website under [About Us > Policies > Pastoral Policies > Sexual harassment](#)

# Alcohol and drugs

Christ Church Grammar School has a very strong pastoral interest in the health, social and personal well-being of its students. The School recognises that its students will in all likelihood be exposed to drugs at some time in their lives and it recognises the need to equip the students with the knowledge, skills and strategies to handle this exposure.

The School's Alcohol and Drugs policy provides a framework to address alcohol, tobacco, illicit drugs and other drug-related problems in a caring and consistent manner within the Christ Church Grammar School community.

Together with the Health Education Program, positive partnership with parents, and trying at all times to develop healthy attitudes, interests and lifestyle habits within the student population, we work to establish sensible norms within which our students can develop and grow.

For further information on the complaints process, please refer to the school website under [About Us > Policies > Health Policies > Alcohol and Drugs policy](#)

## Code of conduct

### **Student Code of Conduct**

The Student Code of Conduct assists students in understanding appropriate and inappropriate behaviours.

For further information on the Student Code of Conduct, please refer to the school website under [About Us > Policies > Senior School Codes, Rules and Routines > Student code of conduct](#)

### **Parent Code of Conduct**

Parents and guardians, by choosing Christ Church for their son/s, agree to abiding by the values of the School. We ask that all parents observe these values when at school, school events or when communicating with others regarding the School, staff or our students. Failure to do so may jeopardise your son's enrolment at Christ Church.

For further information on the Parent Code of Conduct, please refer to the school website under [About Us > Policies > Parent Code of Conduct](#)

### **Volunteer Code of Conduct**

All volunteers must obtain a National Police Certificate and read and sign the School's Volunteer Code of Conduct. All volunteers are required to have a valid WWC Check in accordance with the Working with Children (Criminal Record Checking) Act 2004. In certain circumstances, parent volunteers may be exempt from applying for a WWC Check.

## Child Safe employment

### **Child Safe screening**

The School carries out reference checks and police record checks to ensure that we are recruiting the right people. Applicants are required to provide two professional referees who the School will contact to obtain information relating to the applicant's suitability to work with children. If during the recruitment process, a person's records indicate a

criminal history, the person will be given the opportunity to provide further information and context.

**All prospective and current staff must have a valid Working with Children card at all times. In addition to this, all teachers must also be registered with the Teacher's Registration Board WA at all times.**

## **Staff Code of Conduct**

Christ Church Grammar School takes child safety and wellbeing seriously and has policies and procedures in place to ensure all prospective and current staff are aware of their responsibilities to safeguard children and young people.

The Staff Code of Conduct sets out the standards of behaviour expected of all employees of the School and is signed each year.

For further information on the Staff Code of Conduct, please refer to the school website under [Careers > Employment conditions > Staff Code of Conduct](#)

## **Reporting obligations**

Christ Church Grammar School has legal and moral obligations to contact authorities when there are concerns about a child or young person's safety.

Teachers and boarding staff are key figures in the identification of child abuse and neglect through personal observation or disclosure by the student concerned or a friend. Staff members have a duty of care to take the necessary action to ensure a student is protected from further harm but it is not the staff member's role to conduct a details investigation or to confront the suspected perpetrator or to intervene with the child's family. There is no need to prove that a child or young person has been harmed. This is the responsibility of specialist child protection workers and/or WA Police.

In addition, it is a legal requirement in Western Australia for certain occupations, including teachers, nurses and boarding supervisors, to report all reasonable beliefs of child sexual abuse to the Department of Communities – Child Protection and Family Support. This is known as Mandatory Reporting.

Refer to the Child Safety and Wellbeing Reporting Obligations Procedure for further guidance on reporting child safety concerns.

## **Training**

All staff participate in annual professional learning on the recognition of grooming and child abuse, appropriate prevention strategies, Staff Code of Conduct, their mandatory reporting obligations and all school policies and procedures that aim to ensure child safety and wellbeing.

## **Student Representative Council (SRC)**

Christ Church Grammar School has a vision of students as active partners in their own education rather than just as recipients of it. The School is committed to take the opinions of students seriously, listen to their views and to act upon them where possible.

The SRC is a student organisation 'owned' by the students and driven by their needs and wants.



The purpose of the SRC is to:

- provide students and young people with a voice and allow them to contribute and actively participate in building a school culture that is safe for them
- allow students to have in voice in matters that affect them and how they can be effectively be implemented
- identify and represent the interests of the students at Christ Church Grammar School
- advocate on behalf of students
- provide a recognised means of communication between the student body and School Executive

The SRC comprises two SRC prefects and one student representative from each year group from Years 4 to 11. Where possible, the school promotes and supports diverse representation particularly from those groups of students identified by the Royal Commission as particularly vulnerable.

The SRC Prefects meet with the Deputy Principal (the Mentor to the SRC) after every meeting about the issues discussed and decided by the SRC.

## Protective behaviours

Boys from Pre-Primary to Year 10 participate in the Protective Behaviours program which is an internationally acclaimed child abuse prevention and personal safety program. The focus is on safety awareness and resilience building. This assists children to recognise any situation where they feel worried or unsafe, such as feeling stressed, bullied or threatened and explores practical ways to keep safe and seek help. By including Protective Behaviours in the curriculum, teachers work in partnership with parents and caregivers to ensure that every child has the right to feel safe at all times.

## Parent/carer engagement

The School has included specific child safety questions in the school's annual MMG surveys to students, parents and staff. Parents have the opportunity to voice their opinions on child safety and wellbeing through these surveys.

Every term, the School runs Preparatory School and Senior School Parent Forums to provide families with updates and provide an opportunity to raise concerns or issues at the forums.

The various parent groups, such as the Parents' Association, Friends of the Walters Residential Community, also enable parents to give feedback for any concerns they may have to the School.

All important information will also be communicated to parents via CCGS World.

## Healing historical harm

The School recognises the devastating impacts and effects of child sexual abuse and supports a system that allows applicants of child sexual abuse to seek redress/compensation.

## **Redress Framework**

The National Redress Scheme started on 1 July 2018 and will run for 10 years. In March 2019, the School joined the National Redress Scheme which offers an independent, workable and non-adversarial option for applicants and importantly ensures choice for the applicant's voice.

## **Applicant Liaison Coordinator**

In 2019 the School created the role of Applicant Liaison Coordinator for anyone in the School community who would like counselling or support about issues of child sexual abuse and/or historical harm. Registered Psychologists can be contacted between 9.00am and 3.00pm local time Monday to Friday.

## **Safe physical and online environments**

The School employs many different strategies to reduce the risk to students in the physical and online environments.

Regular safety audits are conducted around the school to identify any risks, and act to reduce the risks.

The School is also committed to the safety and wellbeing of children and young people in the online environment without compromising a child's right to privacy, access to information, social connections and learning opportunities.

The staff and students are bound by ICT acceptable use and electronic communications policies, procedures and guidelines.



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