



NEWCASTLE  
GRAMMAR  
SCHOOL

# Child Safe Policy

Policy Number (PN): 3.6.1.1

Developed: August 2024



# Current NGS Policies & Procedures

## 3.6.1.1 Child Safe Policy

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**Review: August 2025**

### 1. Introduction

#### 1.1 Purpose and Scope

The Newcastle Grammar School (NGS) Child Safe Policy demonstrates the strong commitment of NGS to child safety and provides an outline of the policies and procedures that we have developed to keep our students safe, including from abuse or other harm.

It is an overarching policy that provides key elements of our approach to child safety as a child safe organisation and sets the tone for the School's entire Child Safety Program.

The NGS Child Safe Policy provides the framework for:

- the implementation of the [NSW Child Safe Standards](#) and the [National Principles for Child Safe Organisations](#)
- the development of work systems, practices, policies and procedures that promote child protection, safety and wellbeing within the School
- the creation of a safe and supportive School environment and a positive and robust child safe culture
- the promotion and open discussion of child safety issues within the School

- compliance with all laws, legislation, regulations and standards relevant to child protection and safety in NSW.

The NGS Child Safe Policy applies to all adults in the School community, including Staff, Volunteers, Contractors and Visitors.

This Policy applies in all School environments, both physical and online, on-site and off-site School grounds (e.g. camps and excursions) in and out of School hours (e.g. co-curricular).

## 1.2 Key Legislation

The NGS Child Safe Policy implements, and is to be read and understood in conjunction with:

- the [NSW Child Safe Standards](#)
- the [National Principles for Child Safe Organisations](#).

There are four key pieces of child protection legislation in New South Wales closely connected to the implementation of the Child Safe Standards:

1. the [Children and Young Persons \(Care and Protection\) Act 1998](#) (“Care and Protection Act”);
2. the [Child Protection \(Working with Children\) Act 2012](#) (“WWC Act”);
3. the [Children’s Guardian Act 2019](#) (“Children’s Guardian Act”); Part 3A Child safe scheme (“Children’s Guardian Act”)
4. the [Crimes Act 1900](#) (“Crimes Act”).

## 1.3 Related Policies

There are several other School policies that relate to child protection and the Child Safe Standards that staff members must be aware of and understand including (but not limited to):

- *3.6.2.3 Staff Code of Professional Conduct Policy* - sets out information about the standards of behaviour expected of all staff members;
- *3.6.2.3 Student Code of Conduct* - sets out information about the standards of behaviour expected of all students;
- *3.6.1 Child Protection Reportable Conduct Policy* - sets out information about the obligations to investigate and report allegations of misconduct to the NSW Office of the Children’s Guardian;
- *3.6.2.4 Complaints and Grievance Resolution Policy and Procedures* – sets out the steps taken by the School in addressing and resolving complaints; and
- *3.6.2.5.1 Student Wellbeing Policy* - sets out information about monitoring and developing the personal and social wellbeing of students.

- *3.6.2.3 Parental Code of Conduct Policy*- sets out information about the standards of behaviour expected of all parents;

## **1.4 Compliance and Records**

The Head of School or nominated delegate monitors compliance with this policy. NGS enforces this Child Safe Policy and our Child Protection Codes of Conduct. In the event of any non-compliance, we will instigate a review that may result in a range of measures including (depending on the severity of the breach):

- remedial education
- counselling
- increased supervision
- the restriction of duties
- suspension
- referral to external agencies (e.g. Police, AISNSW for investigation purposes etc.)
- in the case of serious breaches, termination of employment, contract or engagement.

## **1.5 Definitions**

Definitions of particular terms used in the NGS Child Safe Policy can be found in the [Child Protection Program Definitions](#).

## **1.6 The NSW Child Safe Standards**

NGS has implemented the NSW Child Safe Standards and is committed to ongoing review and compliance. The NSW Child Safe Standards are:



### Office of the Children’s Guardian, The Child Safe Standards

The Office of the Children’s Guardian monitors and enforces compliance with the NSW Child Safe Standards.

### **1.7 The National Principles for Child Safe Organisations**

The National Principles for Child Safe Organisations (National Principles) were developed by the Australian Human Rights Commission in response to recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse. The National Principles are comprised of 10 Principles that were informed by, but go further than, the 10 Child Safe Standards recommended by the Royal Commission. They are:



*Australian Human Rights Commission, About the National Principles*

## 2. Child Safe Standards

### 2.1 Statement of Commitment to Child Safety and Wellbeing

The Newcastle Grammar School (NGS) Statement of Commitment to Child Safety has been designed to reflect the National Principles for Child Safe Organisations and supports our Child Protection Policy and Procedures.

Our RISE values are woven through every student's journey, visible in all that we do. All children and young people who come to NGS have a right to feel and be safe, allowing them to be happy and engaged with their learning environment.

We have a zero tolerance for child abuse and other harm and are committed to acting in students' best interests. We have trained staff, policies and processes in place to ensure our organisation is Child Safe.

## 2.2 NGS Values

Our RISE values aim to ensure our students consistently rise to graduate as individuals who are adaptable and confidently prepared to take on a constantly evolving global landscape.

**RESPECT** - We acknowledge that a shared humanity underpins respect. We believe respect forms the basis of our interactions.

**INTEGRITY** - Being honest with yourself and others is central to a worthwhile life. We aim to demonstrate trustworthiness and responsibility.

**SERVICE** - We appreciate diversity and understand appropriate and authentic responses. We desire to enrich the lives of others and understand that this, in turn, enriches our own lives.

**EXCELLENCE** - We work together in an environment where the pursuit of excellence is encouraged, fostered and valued. We understand that wellbeing promotes excellence and is dependent on both feeling good about ourselves and doing good for others. We aim to bring the best version of ourselves to school each day.

## 3. Child Safety Procedures

### 3.1 Roles and Responsibilities

At NGS, we actively seek to include our learners in decisions that affect them. This includes decisions about organisational planning, delivery of services, management of facilities, and learning and assessment environments.

We ensure that students know about their rights to safety, information and participation. We recognise the importance of friendships and support from peers. We actively seek to understand what makes students feel safe, happy and engaged at school and regularly communicate with students about what they can do if they feel unsafe.

The School also recognises that parents and carers have the primary responsibility for the upbringing and development of their children. We ensure that they participate in decisions affecting their children.

NGS will take appropriate, prompt action in response to all child safety incidents or concerns, including all complaints, allegations or disclosures of abuse or other harm, when Staff, Volunteers, Contractors, students, parents/carers or anyone else reports these to the School.

## **3.2 The School's Child Protection/Child Safety Officers**

Child protection and safety is everyone's responsibility. All adults in the School community have a shared responsibility for contributing to the safety and protection of students.

Child Protection/Child Safety Officers at NGS receive additional specialised training with respect to child safety and protection issues. They are a point of contact for raising child safety concerns within the School. They are also responsible for championing our Child Protection and Child Safety commitment within the School and assisting in coordinating responses to child safety incidents.

Our Child Protection/Child Safety Officers are:

- Head of School
- Deputy Head of School (K-12)
- Head of Primary
- Deputy Head of Primary
- Head of Wellbeing Primary (K-6)
- Director of Learning & Teaching

## **4. Child Protection Principles**

1. All children have the right to be safe.
2. The welfare and best interests of the child are paramount.
3. The views of the child and a child's privacy must be respected.
4. Clear expectations for appropriate behaviour with children are established in our Staff Code of Conduct and Professional Boundaries policy and procedures.
5. The safety of children is dependent upon the existence of a child safe culture.
6. Child safety awareness is promoted and openly discussed within our School community.
7. Procedures are in place to screen all Staff, Volunteers, Contractors and External Education Providers who have direct contact with children.
8. Child safety and protection is everyone's responsibility.
9. Child protection training is mandatory for all Staff.



10. Procedures for responding to alleged or suspected incidents of child abuse are simple and accessible for all members of the School community.

11. Children from culturally or linguistically diverse backgrounds, Aboriginal or Torres Strait Islander Children and other children who are vulnerable (such as children in out-of-home care or children of diverse sexuality) along with children who have any kind of disability have the right to special care and support.

## **5. Codes of Conduct and Child Safe Procedures**

Our Child Protection Codes of Conduct include a Staff Professional Code of Conduct and Professional Boundaries policy and procedures. Together, these set boundaries and expectations for appropriate behaviours between adults in our School community and students, including in physical and online environments.

We also have a Student Code of Conduct and a Parent Code of Conduct which includes standards of behaviour for students and parents relevant to child safety.

Our Child Safe Program includes clear processes to report inappropriate behaviour. The Codes of Conduct and process for child protection reporting are published on our website so that everyone can easily find out what behaviours are acceptable and unacceptable at our School and how to report inappropriate behaviour.

We also provide additional information to students and families about Child Safe Procedures, to ensure that they know what behaviours are acceptable and unacceptable and how to report inappropriate behaviour.

### **5.1 Children and Young People's Rights to Safety, Information and Participation**

NGS is a child safe and child-centred organisation. We ensure that our environment is friendly and welcoming to all children and young people.

We actively seek to include students in decisions that affect them. This includes decisions about organisational planning, delivery of services, management of facilities, and learning and assessment environments.

We ensure that students know about their rights to safety, information and participation. We recognise the importance of friendships and support from peers. We actively seek to understand what makes students feel safe in our organisation and regularly communicate with students about what they can do if they feel unsafe.

## **5.2 Parents/Carers, Families and Community Involvement at the School**

The School recognises that parents and carers have the primary responsibility for the upbringing and development of their children. We ensure that they participate in decisions affecting their children.

We ensure that families and relevant communities know about the School's operations and policies, including the NGS Child Safe Policy and Child Safe Codes of Conduct, record keeping practices, risk management, and complaints and investigation processes.

We actively seek to include families and relevant communities in decisions about organisational planning, delivery of services, management of facilities, and learning and assessment environments.

We build cultural safety at the School through partnerships with relevant communities.

## **5.3 Valuing Diversity in the School Community**

Our School values diversity and does not tolerate any discriminatory practices. To achieve this, we:

- support the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students and their families
- support the cultural safety, participation and empowerment of students from culturally and linguistically diverse backgrounds and their families
- support students with disability and their families and act to promote their participation
- support students and families of diverse sexuality and act to promote their participation
- seek to recruit a workforce that reflects a diversity of cultures, abilities and identities
- ensure that all Staff have training about diverse backgrounds, and those with particular experiences or needs
- have a physical environment that actively celebrates diverse cultures and recognises cultural difference
- commit to promoting the inclusion of students of differing abilities.

## **5.4 Child Safe Recruitment and Screening Procedures**

NGS applies best practice standards in the recruitment and screening of Staff, Volunteers and Contractors, to engage the most suitable and appropriate people to work with our students.

Our practices include:

- making our commitment to child safety clear in recruitment advertising and documentation

- requiring all Staff and relevant Volunteers and Contractors to maintain a valid Working with Children Check clearance
- using additional selection, background checking and screening processes that take into account Child Protection considerations.

## **5.5 Training and Information About the Child Safe Program**

As a part of the NGS induction process, we require all Staff, as well as relevant Volunteers and Contractors to complete our induction program, which includes information about our Child Protection and Child Safe policies, practices and procedures.

All Staff, as well as relevant Volunteers and Contractors receive refresher and ongoing Child Protection training at least annually.

Our Child Protection induction and ongoing training program includes information about:

- the NGS Child Safe Policy
- Child Safe Codes of Conduct
- recognising child abuse and other harm and identifying key indicators, including harm caused by other children and young people
- our policies and procedures for responding to and reporting child safety incidents or concerns (including mandatory reporting, reporting to police and reportable conduct obligations)
- our policies and procedures for information sharing and record keeping about child safety incidents and concerns
- WWCCs and other Child Protection human resources practices
- how to build culturally safe environments for students.

## **5.6 Ongoing Supervision, Management and Support**

The School's Child Protection Officers provide supervision and support to all Staff, Volunteers, and Contractors to ensure that they are compliant with the School's Child Safe Organisation approach. Our Child Protection supervision and support program includes:

- performance reviews for staff members
- appointing a supervising staff member to relevant Volunteers and Contractors
- professional development programs for Staff that include Child Protection education.

## **6. The School's Response to Child Safety Incidents or Concerns**

NGS fosters a culture that encourages everyone in the School community to raise concerns and complaints about child safety. We have clear pathways for Child Protection Reporting set out in our Child Protection Reporting Flowchart. The Complaints and Grievance Resolution Policy and Procedures – School Community outlines the process for responding to community concerns.

## **6.1 Child Protection Risk Management**

NGS recognises the importance of a risk management approach to our Child Protection obligations and to minimising the risk of harm to children and young people without compromising their rights to privacy, access to information, social connections and learning opportunities.

We identify, assess and manage Child Protection risks in all School environments, based on a range of factors including the nature of our School's activities, physical and online environments and the characteristics of the student body, through our risk management policy and procedures. We use this information to inform our policies, procedures and activity planning.

## **6.2 Child Protection Privacy, Information Sharing and Record Keeping**

The School collects, uses and discloses information about students and their families in accordance with NSW privacy laws and other relevant laws, including laws that permit the School to disclose Child Protection information to external people and agencies. For information about how the School collects, uses and discloses this information, refer to our Privacy Policy.

The School is committed to best practice record keeping about child safety incidents and concerns. When keeping records of child safety incidents or concerns, the School maintains confidentiality and privacy for students and families in accordance with federal and state privacy legislation.

## **7. Child Safe Program and Practice Review**

NGS is committed to the continuous improvement of our Child Safe Program and practices. The Child Safety Committee reviews the Action Plan on a fortnightly basis for overall effectiveness and to ensure compliance with all child protection related laws, regulations and the Child Safe Standards.

When undertaking these reviews, the School:

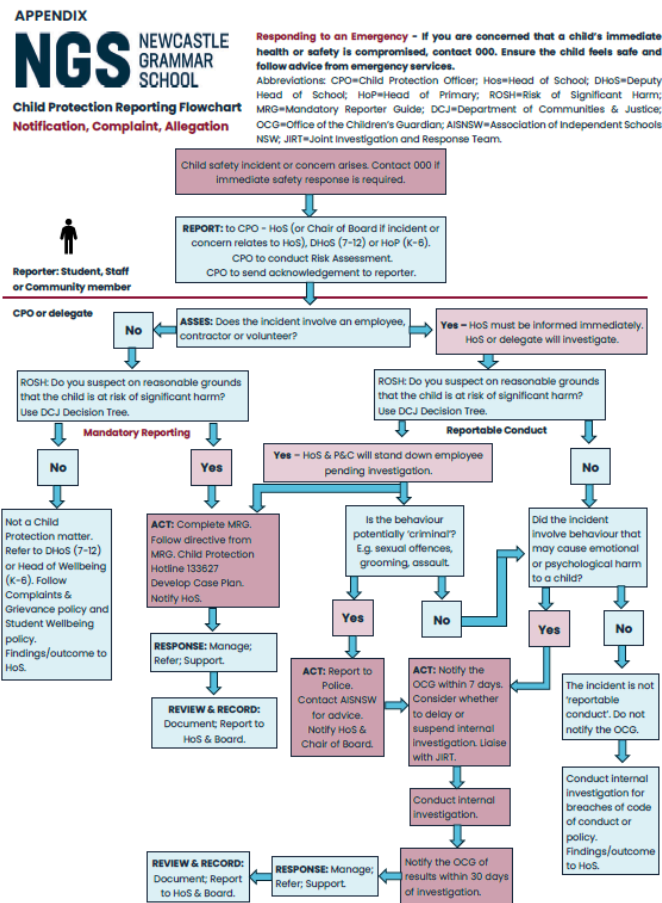
- actively seeks, actions and incorporates feedback from students, families, the wider School community, Staff, Volunteers and Contractors
- analyses any complaints, concerns and child safety incidents that may have occurred

- communicates any learnings, adjustments or amendments to policy and practice widely throughout the School community.

## 8. Implementation

The NGS Child Safe Policy is published on our School's public website.

It is provided to new Staff, and to Volunteers and Contractors prior to them commencing their work at the School.



Child Protection Reporting Flowchart V2 August 2024 to be reviewed annually