1.0 Child Protection Compliance Requirements

1.1 Child Protection Policy

The St Hilda’s School has a current Child Protection Policy which meets criteria as set down in legislation and regulations. The Policy outlines policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines and is available:

- on the School website/intranet;
- at reception;

In addition, the school’s policy and attitude towards child protection is conveyed via the newsletter on a regular basis, including details about how to report harm or suspected harm. Students are also informed at assembly and in regular classroom meetings about how to protect themselves and who to report to if they are concerned about their safety.

1.2 Blue Cards

All staff members, volunteers, including Board members, homestay parents and other people in contact with students of the School must have current blue cards where required by legislation.

St Hilda’s School maintains a register of:

- all teacher registration numbers
- all blue card numbers and the dates for renewal.

1.3 Selection of Staff

St Hilda’s School recognises that risk management for child protection begins with the recruiting, screening and selection of the right people to work in schools, and continues by having consistent procedures in place for all staff (including volunteers) and contractors to follow, with adequate management and supervision to ensure they comply with these procedures.

St Hilda’s School, therefore, has policies on the selection, supervision and management of staff, volunteers and contractors, such as homestay parents. (See related policies and documents).

1.3.2 Job Analysis
All positions at St Hilda’s School are subject to a job analysis before they are advertised. This analysis includes:

- summarising the duties to be performed in the job;
- deciding how much supervision it involves;
- deciding who the supervisor will be;
- the equipment/work aids used to perform the duties of the job;
- outlining the physical environment of the work;
- listing the physical skills or abilities needed to perform the work;
- determining the schools’ requirements in relation to the job, e.g. criminal history check requirements, minimum educational level, first aid qualifications, bus or car licence;
- listing special skills or qualifications required for the job; and
- indicating any special training that may be necessary after the employee enters the job.

1.3.3 Position Description

The position description is used by the School as the basis for developing a job description which targets the skills and experience necessary for working with children and young people. Position descriptions are developed for all positions in the school, including voluntary and contract positions.

The position description makes explicit the mandatory conditions for ongoing employment, including the Code of Conduct under which staff members, volunteers and contractors are expected to work, and is the basis for the selection criteria for the position. Questions at interview will be based on the criteria developed from the duty statement.

The selection process for a position identifies whether people applying have the particular skills, knowledge, abilities and, where relevant, qualifications required to do the job, as well as the personal qualities an employer is looking for.

Before the selection interview, the selection panel develops reasonable but probing questions that relate to:

- an applicants work history, background and attitudes; and
- the selection criteria.

Following the selection interview, and before appointment, the selection panel:

- undertakes a thorough verification from referees that the applicant has the right qualities for the position, including the ability to work effectively with children; and
- checks that the applicant is a registered teacher or has a blue card.

1.4 Screening

It is the policy of the School that all members of staff, volunteers and contractors (where legislation requires) are cleared to work with children:

- all members of academic staff are registered or provisionally registered with the Queensland College of Teachers, or have received special dispensation from the Queensland College of Teachers;
- all non-teaching members of staff and all volunteers and contractors (including Board members), who are required to hold a blue card, have a current card;
- in some cases, deemed appropriate by the School, paid or unpaid employees who work with children but are not required to hold a blue card (eg a parent
volunteer) may be asked to consent to a criminal history check through the Queensland Police Service;

• where volunteer parents are working with children, it will always be in the presence of academic or non-teaching staff who are cleared to work with children.

• St Hilda’s School is required to provide the Director of Professional Standards with the names of all potential employees including teachers so that the Director can obtain any record which may be on the Anglican Church’s National Professional Standards Register. The Director will inform the School of the outcome of the National Register check.

1.5 Induction

St Hilda’s School has a written induction process which applies to all staff, volunteers and contractors (hereafter called ‘staff’) during the first twelve months of appointment, and includes procedures for making staff members aware of the legislation relating to Child Protection and the Code of Conduct expected of staff.

The Induction process includes, but is not limited to:

• professional development about identifying and reporting harm or suspected harm;

• making staff aware of the protocols for the protection of children (see below);

• working through policies related to child protection such as:

  o behaviour management;
  o anti-bullying; and
  o disabilities’ policy.

1.6 Protocols

It should be noted that it is a policy of the School that:

• staff members are not alone with individual students in areas where they cannot be seen by other staff members or students;

• all interviews with a child in relation to behaviour management issues are carried out in the presence of at least two members of staff;

• staff members do not use their private vehicles to transport students.

1.7 Professional Development

All staff members are required, on an annual basis, to sign a register that they have read and understood the School’s Child Protection Policy.

In addition, the School provides Professional Development in relation to child protection on a regular basis and a register is kept of such activities.

1.8 Dealing with Incidents

The School keeps a register in the Principal’s office of all incidents related to sexual abuse, harm or inappropriate behaviour.

Where legislation requires, incidents of harm or suspected harm are reported to the relevant state authorities immediately, and the incident is noted in the register.

Where an incident of inappropriate behaviour is reported, full details, including the steps taken to resolve the incident, are entered in the register.
## 2.0 RISK MANAGEMENT CHECKLIST

Refer to the Appendix for a Risk Management Checklist for Child Protection Compliance.

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