

Safeguarding Practice and Behaviour Guidelines

Preshil The Margaret Lyttle Memorial School

**This policy was developed and is adopted by consensus of the staff at Preshil- The Margaret Lyttle Memorial School November 2017*

1. Purpose

Preshil The Margaret Lyttle Memorial School aims to provide children and young people with a positive and enriching educational environment that promotes their creativity and independent thinking, as well as social, physical and emotional development.

We are committed to safeguarding children and young people in our care and ensuring that they feel and are safe. Accordingly, we wish to ensure that our personnel strive for the highest possible standards with respect to safeguarding children and young people from abuse. To that end we have developed these Practice and Behaviour Guidelines to identify, and so prevent, behaviour that may be harmful to the children and young people in our care.

Developed to protect children and young people engaged in our school services and programs, these guidelines have been formally approved and endorsed by our Leadership Team and School Council.

You should read these Practice and Behaviour Guidelines in conjunction with:

- the specific requirements of your role as defined in your 'position description' statement
- our relevant policy and procedure documents, including our:
 - 'Safeguarding Children and Young People' Commitment Statement
 - Preshil Code of Conduct Policy
 - 'Responding to Child Abuse Reports and Allegations' Policy
- all applicable laws, including in relation to privacy, confidentiality, information sharing and record keeping
- general community expectations in relation to appropriate behaviour between adults and children.

As part of your commitment to observing these Practice and Behaviour Guidelines you will be required to sign a "Preshil School Safeguarding children and Young People Commitment Statement".

We consider a failure to observe these guidelines as misconduct, and will take appropriate disciplinary action. Such disciplinary action may, depending on the seriousness of the misconduct, include suspension while matters are investigated and/or dismissal. In addition to any internal disciplinary proceedings, we will report to the police all instances in which a breach of the law has or may have occurred.

There may be exceptional situations where these guidelines do not apply, for example, in an emergency situation. However, it is crucial that, where possible, you seek management authorization prior to taking action that contravenes these guidelines or that you advise management as soon possible after any incident in which these guidelines are breached.

2. Related Policies

- Preshil Code of Conduct
- Preshil School Safeguarding Children and Young People Statement
- Responding to Child Abuse Reports and Allegations
- Child Protection Mandatory Reporting Policy
- Incident Management
- Arlington Wellbeing Policy
- Blackhall / Kalimna Wellbeing Policy

3. Related Legislation

Our guidelines comply with relevant legislation.

- Duty of Care – Crimes Act 1958 (Vic) Policy
- Child, Youth and Families Act 2005
- Ministerial Order No.870 Child Safe Standards – Managing the Risk of Child Abuse in Schools 2015
- Working With Children Policy
- Child Protection Act
- Criminal Code provisions including special care relationships

4. Scope

All personnel, from our School Council, Leadership Team, teachers and staff, including non-teaching staff, to casual staff and volunteers, are required to observe these Practice and Behaviour Guidelines.

5. Definitions

Term	Definition
Preshil The Margaret Lyttle Memorial School staff	<ul style="list-style-type: none">• All employees and volunteers with direct contact with children or young people their supervisors and managers;• All staff with responsibility for delivering services to children or young people;• Anyone involved in dealing with reports or allegations of child abuse or with access to children's or young people's records;• Principal, School Council members and• Includes those whom we employ directly, those we employ indirectly through other groups or organisations, and all those who are involved as volunteers.
Bullying	<p>Bullying involves the inappropriate use of power by one or more persons over another less powerful person or group and is generally an act that is repeated over time. Bullying has been described by researchers as taking many forms which are often interrelated and include:</p> <ul style="list-style-type: none">• Verbal (name calling, put downs, threats);• Physical (hitting, punching, kicking, scratching, tripping, spitting);• Social (ignoring, excluding, ostracising, alienating); and/or• Psychological (spreading rumours, stalking, dirty looks, hiding or damaging possessions).

Child or young person	A person under the age of eighteen years.
Safeguarding Practice and Behaviour Guidelines	The Safeguarding Practice and Behaviour Guidelines aims to identify and prevent behaviour that may be harmful to Members, children and young people in our Preshil The Margaret Lyttle Memorial School communities. The Safeguarding Practice and Behaviour Guidelines outlines what is, and what is not acceptable behaviour or practice when working with or engaging with children and young people.
Direct role in providing activities, programs and services to children and young people	A direct role is considered one that has contact with children and young people that is not incidental, but normally part of providing a service, program or activity for children and young people. This direct delivery may require regular physical contact and forms of ongoing communication. For example, coaching.
Emotional or psychological abuse	Emotional or psychological abuse occurs when a child does not receive the love, affection or attention they need for healthy emotional, psychological and social development. Such abuse may involve repeated rejection or threats to a child. Constant criticism, teasing, ignoring, threatening, yelling, scapegoating, ridicule and rejection or continual coldness are all examples of emotional abuse. These behaviors continue to an extent that results in significant damage to the child's physical, intellectual or emotional wellbeing and development.
Family Violence	Family violence occurs when children are forced to live with violence between adults in their home. It is harmful to children. It can include witnessing violence or the consequences of violence. Family violence is defined as violence between members of a family or extended family or those fulfilling the role of family in a child or young person's life. Exposure to family violence places children and young people at increased risk of physical injury and harm and has a significant impact on their wellbeing and development.
Grooming	Grooming is a term used to describe what happens when a perpetrator of abuse builds a relationship with a child with a view to abusing them at some stage. There is no set pattern in relation to the grooming of children. For some perpetrators, there will be a lengthy period of time before the abuse begins. The child may be given special attention and, what starts as an apparently normal display of affection, such as cuddling, can develop into sexual touching or masturbation and then into more serious sexual behaviour. Other perpetrators may draw a child in and abuse them relatively quickly. Some abusers do not groom children but abuse them without forming a relationship at all. Grooming can take place in any setting where a relationship is formed, such as leisure, music, sports and religious activities, or in internet chat rooms, in social media or by other technological channels.
Harm	Harm to a child, is any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. Harm can be caused by: <ul style="list-style-type: none"> • physical, psychological or emotional abuse or neglect; • sexual abuse or exploitation; • a single act, omission or circumstance; and • a series or combination of acts, omissions or circumstances.

Neglect	Neglect is the persistent failure or deliberate denial to provide the child with the basic necessities of life. Such neglect includes the failure to provide adequate food, clothing, shelter, adequate supervision, clean water, medical attention or supervision to the extent that the child's health and development is, or is likely to be, significantly harmed. Categories of neglect include physical neglect, medical neglect, abandonment or desertion, emotional neglect and educational neglect. The issue of neglect must be considered within the context of resources reasonably available.
Physical abuse	Physical abuse occurs when a person subjects a child to non-accidental physically aggressive acts. The abuser may inflict an injury intentionally or inadvertently as a result of physical punishment or the aggressive treatment of a child. Physically abusive behavior includes (but is not limited to) shoving, hitting, slapping, shaking, throwing, punching, biting, burning, excessive and physically harmful over training, and kicking. It also includes giving children harmful substances such as drugs, alcohol or poison. Certain types of punishment, whilst not causing injury can also be considered physical abuse if they place a child at risk of being hurt.
Sexual abuse	Sexual abuse occurs when an adult or a person of authority (e.g. older) involves a child in any sexual activity. Perpetrators of sexual abuse take advantage of their power, authority or position over the child or young person for their own benefit. It can include making sexual comments to a child, engaging children to participate in sexual conversations over the internet or on social media, kissing, touching a child's genitals or breasts, oral sex or intercourse with a child. Encouraging a child to view pornographic magazines, websites and videos is also sexual abuse. Engaging children to participate in sexual conversations over the internet is also considered sexual abuse.
Sexual exploitation	Sexual exploitation occurs when children are forced into sexual activities that are then recorded in some way and/or used to produce pornography. Such pornography can be in the form of actual photos or videos or published on the internet. Exploitation can also involve children who are forced into prostitution.

6. Responsibilities

Position	Responsibility
Preshil The Margaret Lyttle Memorial School Council	<ul style="list-style-type: none"> • Promote the commitment to the Safeguarding Children Statement and its expectations. • Support policy review on an annual cycle as a minimum or at a time governed by legislation, regulations, or organisational learnings that promote a change to the Safeguarding Children Statement and all relevant policy or procedural guidelines. • Ensure compliance to the Safeguarding Children Statement via an inbuilt review mechanism. • Ensure adequate resources are allocated to allow for the development and effective implementation of this policy. • Develop opportunities for regular discussion at all levels to support a culture of openness and continued improvement and accountability to child protection and member welfare. • Advocate and promote child rights, empowering and engaging children and young people in support of this Safeguarding Children Statement and its expectations.
Preshil The Margaret Lyttle Memorial School Leadership Team	<ul style="list-style-type: none"> • Implement policy and procedures across the organisation • Ensure personnel have access to and understand this policy and related procedures • Ensure all managers/supervisors have access to support and advice to understand and implement procedures
Wellbeing Team and HR	<ul style="list-style-type: none"> • Review and update this document and supporting resources in consultation with relevant stakeholders • Support the coordination of the SCYP framework and implementation • Provide training and advice in the application of procedures
Principal and Heads of Campus	<ul style="list-style-type: none"> • Ensure procedure is followed and implemented
Employees / Volunteers	<ul style="list-style-type: none"> • Compliance with procedure.

7. Key Requirements

Our Practice and Behaviour Guidelines address the major areas where you interact with the children and young people who take part in our school services and programs. We have developed these Practice and Behaviour Guidelines to help you to safeguard those children and young people from abuse or neglect.

Sexual misconduct

Under no circumstances is any form of 'sexual behaviour' to occur between, with, or in the presence of, children or young people participating in any of our school services and programs. Engaging in sexual behaviour while participating in our school services and programs is prohibited even if the young persons involved may be above the legal age of consent.

'Sexual behaviour' needs to be interpreted widely, to encompass the entire range of actions that would reasonably be considered to be sexual in nature, including but not limited to:

- 'contact behaviour', such as sexual intercourse, kissing, fondling, sexual penetration or exploiting a child through prostitution
- 'non-contact behaviour', such as flirting, sexual innuendo, inappropriate text messaging, inappropriate photography or exposure to pornography or nudity.

Positive guidance [Discipline]

We strive to ensure that children and young people participating in our school services and programs are aware of the acceptable limits of their behaviour so that we can provide a positive experience for all participants. However, there are times when personnel may be required to use appropriate techniques and behaviour management strategies to ensure:

- an effective and positive environment
- the safety and/or wellbeing of children, young people or personnel participating in school services and programs.

We require our personnel to use strategies that are fair, respectful and appropriate to the developmental stage of the children or young people involved. The child or young person needs to be provided with clear directions and given an opportunity to redirect their misbehaviour in a positive manner.

Under no circumstances are our personnel to take disciplinary action involving physical punishment or any form of treatment that could reasonably be considered as degrading, cruel, frightening or humiliating.

Adhering to professional role boundaries

Our personnel should not, of their own volition or at the request of a service user, act outside the confines of their duties (as specified in their position description) when helping to deliver our school services and programs.

Staff, including teachers, administration or volunteers:

- must not provide unauthorized transportation. For example: using own car or school bus for unauthorized transport
- must not engage in activities with children or young people who are students of our school outside authorized school services and programs, such as social gatherings, parties or sleepovers.
- must not provide any form of support to a child or young person or their family, unrelated to our school services and programs. For example: attending the young person's house, meeting the student outside of school hours or school grounds, teaching students after hours and away from school premises (this also includes instrumental teachers teaching Preshil students after hours away from Preshil school campus).

N.B. If teaching students from Preshil campuses, an email informing Head of Campus of this arrangement is required.

- must not seek contact with children or young people (or former participants) outside school services and programs.
- must not accept an invitation to attend any private social function at the request of a child or young person who has participated, or is participating, in our school services and programs

N.B. If a staff member is invited to a private or social function, the invitation must be from the parent, not the child. The staff member is to inform HOC of this invitation to a social event via email.

- If any of our personnel become aware of a situation in which a child or young person requires assistance that is beyond the confines of that person's role, or beyond the scope of our organisation's usual service, they should at the earliest opportunity:
 - refer the matter to an appropriate support agency or
 - refer the child or young person to an appropriate support agency or
 - contact the child or young person's parent or guardian or
 - seek advice from management.

Uniform or identity badge

Our personnel are not required to wear a uniform while involved in delivering our school services and programs or when representing our organisation at designated functions, or travelling to and from work.

Visitors are required to sign in at reception at both campuses (Blackhall/Kalimna and Arlington). The numbered Visitor's badge is to be worn and visible while on the school grounds.

Use of language and tone of voice

Language and tone of voice used in the presence of children and young people should:

- provide clear direction, boost their confidence, encourage or affirm them
- not be harmful to children – in his respect, avoid language that is:
 - discriminatory, racist or sexist
 - derogatory, belittling or negative, for example, by calling a child a 'loser' or telling them they are 'too fat'
 - intended to threaten or frighten
 - profane or sexual.

Supervision

Personnel are responsible for supervising the children and young people to whom our organisation provides our school services and programs to ensure those participants:

- engage positively with our school services and programs for example, the International Baccalaureate programs: Primary Years Program, Middle Years Program, and Diploma Program, and Preshil electives.
- behave appropriately toward one another, for example, treating other students respectfully (see Preshil Behaviour Policy).
- are in a safe environment and are protected from external threats, for example, intruders to school grounds, cyberbullying, any online threats.

Our personnel are required to avoid one-to-one unsupervised situations with children and young people to whom we provide our school services and programs, and (where possible) to conduct all activities and/or discussions with service recipients in view of other personnel.

Use of electronic communications

Wherever possible, email and text messages sent to a child or young person should be copied to their parent or guardian.

Where a parent is not included in the communication:

- Restrict such communication to issues directly associated with delivering our school services and programs, such as advising that a scheduled event is cancelled.
- Limit the personal or social content in such communications to what is required to convey the service-related message in a polite, friendly manner. In particular, do not communicate anything that a reasonable observer could view as being of a sexual nature.
- Do not use such communication to promote unauthorized 'social' activity or to arrange unauthorized contact.
- Do not request a child or young person to keep a communication a secret from their parents.
- Do not communicate with children or young people using Internet chat rooms or similar forums such as social networking sites, game sites or instant messaging.

All our personnel are required to follow our 'ICT Staff Agreement Policy'.

All our personnel, and the children and young people to whom we deliver our school services and programs, are required to follow our "Preshil ICT – Acceptable Use Agreement " (staff and students) in relation to browsing websites on our organisation's computers.

Our personnel are required to ensure appropriate monitoring of children and young people when they use our organisation's electronic communication equipment to ensure that they do not inadvertently place themselves at risk of abuse or exploitation via social networking sites, gaming sites or through web searches, or inappropriate email communication.

Giving gifts

Giving of gifts by our teachers and staff to children and young people to whom we provide our school services and programs is subject to:

- Home groups, or class or school gatherings for special occasions, for example birthdays, celebrations
- obtaining prior authorization from a Coordinator or Head of Campus
- parents or other responsible adults being made aware of any gift given.

Photographs of children and young people

We permit only organisational photography – approved by Head of Campus – of children and young people to whom we provide service. Such photography is limited to annual group photos, photos at specific events such as school camp group or whole group activity photos, excursion or elective photos.

Under these guidelines:

- children and young people to whom we deliver service are to be photographed while involved in our school services and programs only if:
 - our Heads of Campus or Coordinators have granted prior and specific approval
 - the context is directly related to participation in our school services and programs
 - the child is appropriately dressed and posed
 - the image is taken in the presence of other personnel.
- Images are not to be distributed (including as an attachment to an email) to anyone outside our organisation other than the child photographed or their parent, without Principal knowledge and approval.

- Images (digital or hard copy) are to be stored in a manner that prevents unauthorized access by others, for example:
 - if in hard-copy form, in a locked drawer or cabinet
 - if in electronic form, in a 'password protected' folder.
- Images (digital or hard copy) are to be destroyed or deleted as soon as they are no longer required.
- Images are not to be exhibited on our website without parental knowledge and approval, or such images must be presented in a manner that de-identifies the child or young person. Any caption or accompanying text may need to be checked so that it does not identify a child or young person if such identification is potentially detrimental.

For additional information, see the 'Preshil ICT Staff Agreement Policy'.

Physical contact with children and young people

Any physical contact with children and young people must be appropriate to the delivery our school services and programs such as when fitting sporting equipment, or assisting with the correct placement of hands (E.g. Musical instrument) and based on the needs of the child or young person (such as to assist or comfort a distressed young person) rather than on the needs of our personnel.

Under no circumstances should any of our personnel have contact with children or young people participating in our school services and program that:

- involves touching:
 - of genitals
 - of buttocks
 - of the breast area (female students)
 that is other than as part of delivering medical or allied health services
- would appear to a reasonable observer to have a sexual connotation
- is intended to cause pain or distress to the child or young person – for example corporal punishment
- is overly physical – as is, for example, wrestling, horseplay, tickling or other roughhousing
- is unnecessary – as is, for example, assisting with toileting when a child does not require assistance
- is initiated against the wishes of the child or young person, except if such contact may be necessary to prevent injury to the child/young person or to others, in which case:
 - physical restraint should be a last resort
 - the level of force used must be appropriate to the specific circumstances, and aimed solely at restraining the child or young person to prevent harm to themselves or others
 - the incident must be reported to management as soon as possible.

Our personnel are required to report to management any physical contact initiated by a child or young person that is sexual and/or inappropriate, for example, acts of physical aggression, as soon as possible, to enable the situation to be managed in the interests of the safety of the child or young person, our personnel and any other participants.

Overnight stays and sleeping arrangements

Overnight stays are to occur only with the authorization of our Principal and of the parents/guardians of the children or young people involved.

Practices and behaviour by our personnel during an overnight stay must be consistent with the practices and behaviour expected during delivery of our school services and programs at other times.

Standards of conduct that must be observed by our personnel during an overnight stay include:

- providing children and young people with privacy when bathing and dressing
- observing appropriate dress standards when children and young people are present – such as no exposure to adult nudity
- not allowing children or young people to be exposed to pornographic material, for example, through movies, television, the Internet or magazines
- not leaving children under the supervision or protection of unauthorized persons such as hotel staff or friends
- not involving sleeping arrangements that may compromise the safety of children and young people such as unsupervised sleeping arrangements, or an adult sleeping in the same bed as a child or young person
- the right of children to contact their parents, or others, if they feel unsafe, uncomfortable or distressed during the stay
- parents expecting that their children can, if they wish, make contact

Change room arrangements

Personnel are required to supervise children and young people in change rooms while balancing that requirement with a child or young person's right to privacy. In addition:

- personnel should avoid one-to-one situations with a child or young person in a change room area
- personnel are not permitted to use the change room area to, for example, undress, while children and young people are present
- personnel need to ensure adequate supervision in 'public' change rooms when they are used
- personnel need to provide the level of supervision required for preventing abuse by members of the public, adult service users, peer service users, or general misbehaviour, while also respecting a child's privacy
- female personnel are not to enter male change rooms and male personnel are not to enter female change rooms.

Use, possession or supply of alcohol or drugs

While on duty, personnel must not:

- use, possess or be under the influence of an illegal drug
- use or be under the influence of alcohol
- be incapacitated by any other legal drug such as prescription or over-the-counter drugs
- supply alcohol or drugs (including tobacco) to children and young people participating in our school services and programs.

Use of legal drugs other than alcohol is permitted, provided such use does not interfere with your ability to care for children involved in our service.

Transporting children

Children and young people are to be transported only in circumstances that are directly related to the delivery of our school services and programs. For example, staff and volunteers must not provide unauthorized transportation, for example, using own car or school bus for unauthorized transport of students.

Children are to be transported only with prior authorization from our Heads of Campus and/or Principal and from the child's parent/guardian. Gaining approval involves providing information about the proposed journey, including:

- the form of transport proposed, such as private car, taxi, self-drive bus, bus with driver, train, plane or boat
- the reason for the journey
- the route to be followed, including any stops or side trips
- details of anyone who will be present during the journey other than our personnel who are involved in delivering our school services and programs.

8. Instrumental Teachers

Instrumental teachers often teach students privately and outside normal school hours and need to be aware of the responsibilities that come with this. The following information has been assembled in order to help protect the teacher, the student and the school. It applies to instrument teachers who are on staff, as well as those who teach on a sessional basis.

Interaction that could be interpreted as unusual

Teachers should document and report any interaction that might be interpreted incorrectly or as being unusual. For example, when a student runs into the music lesson crying it might be appropriate to give them a hug, however, this should be documented and reported.

The teacher should document the day and the time of the lesson and their actions and provide the report to the Head of Campus or Principal.

Instructional Contact

Most instrumental teachers will at times need to touch a student in order to correct their technique. However, it is important that the student is comfortable with this. A suggested approach is:

1. Explain why you need to correct the student's technique before touching them.
2. Ask for permission to touch the student.
3. Explain where you will touch the student
4. Ask the student if they understand what you are showing them.

Teaching Rooms

Teachers should not be in spaces with an individual student where they are not observable. All Preshil teaching studios have windows, however, if you happen to be teaching in a room without a window please leave the door open.

Cessation of Lessons

When a student discontinues their lessons, teachers should follow up with the student and the parent/carer to establish the reason. This information should be documented and reported to the Coordinator. If Preshil students choose to continue their instrumental lessons off campus, the instrumental teacher must inform the Music Coordinator (or Head of Campus) of this arrangement via email.

Communication

All communication between teachers and students or parents must always observe professional boundaries.

There should be opportunities for students and their parents/carers to provide feedback to the teacher and to the Coordinator. Email is often the best forum for this.

It is a requirement of all staff to complete the “Mandatory Reporting” and the “Safeguarding Children” online training modules. On completion, certificates are stored on file at Preshil.

9. Communication of Practice and Behaviour Guidelines

We communicate our Practice and Behaviour requirements to all our personnel involved with children and young people in our organisation. We involve our personnel in reviews of our Practice and Behaviour requirements. We communicate any significant alterations to our Practice and Behaviour requirements and resources to all personnel.

10. Monitoring and Review

This document will be reviewed every 3 years, in consultation with all stakeholders (School Council, Leadership and all staff). Some circumstances may trigger an early review, this includes but is not limited to legislative changes, organisational changes, incident outcomes and other matters deemed appropriate by the Principal and School Council. We retain records of each review undertaken. Such records may include minutes of meetings and documentation of changes to policies and procedures that result from a review.

External audit and verification based on a sample, conducted by the Australian Childhood Foundation shall occur at 3 yearly intervals.

11. Supporting Resources

Preshil Code of Conduct Policy
Practice and Behaviour Guidelines Commitment Statement
Preshil ICT – Acceptable Use Agreement (staff)
Preshil ICT – Acceptable Use Agreement (students)
IB Standards and Practices