

## RESPONSE TO AUDIT OF PRIMARY SCHOOL-BASED SEXUAL ABUSE PREVENTION POLICY AND CURRICULUM

## CATHOLIC EDUCATION NT

Criteria	Additional Information
1. Base child/ student protection policy	<p>The Child Protection Policy is based around the following documents:</p> <p>Policies, Procedures and related documents, attached in Appendix:</p> <ul style="list-style-type: none"> <li>• Student Wellbeing Policy (draft)</li> <li>• Mandatory Reporting Policy (draft)</li> <li>• Mandatory Reporting – Harm to a Child Procedure (draft)</li> <li>• (EYSAC 07) Providing a Child safe Environment Policy and Procedure (Long Day Care (Early Learning Centres) and School Age Care Services)</li> </ul> <p>Policies, procedures and documents accessible at:</p> <p><a href="http://www.ceont.catholic.edu.au">http://www.ceont.catholic.edu.au</a></p> <ul style="list-style-type: none"> <li>• Discrimination, bullying and harassment policy</li> <li>• Cyberbullying Policy</li> <li>• Procedures for dealing with allegations of misconduct against employees</li> <li>• 2015 CEO Sharers of the Vision: Expectations associated with working in a Catholic School in the Northern Territory</li> <li>• Working with Children Clearance Information and Disclosure of Information</li> </ul> <p>NT Department of Education policy, procedures and guidelines</p> <p><a href="#">Safe Schools NT Code of Behaviour</a></p> <p><a href="#">Code of Conduct</a></p> <p><a href="#">Police in Schools</a></p> <p><a href="#">Taking statements from children</a></p> <p>NT Government Policies, guidelines and information accessible at:</p> <p>Children and Families</p> <p><a href="#">Child Protection</a></p> <p><a href="#">Child &amp; Parenting Support Services</a></p> <p><a href="#">Children, Youth &amp; Families</a></p> <p><a href="#">Reporting Child Abuse and Neglect</a></p> <p><a href="#">Information Sharing Guidelines</a></p> <p>The following documents were used for whole NT Training by the Department of Education. Principals are now trained, and responsible that training takes place in their schools for all staff. These</p>

	<p>documents are found in the Appendix.</p> <ul style="list-style-type: none"> <li>• Mandatory Reporting Powerpoint (NT Department of Education)</li> <li>• Mandatory Reporting Booklet 2009 (NT Department of Education)</li> </ul>
2. Policy on Child Abuse Prevention Protection Education	Do not have a stand-alone policy. The above policies, procedures, guidelines and documents inform and guide practice, as well as those listed in Point 3 below
3. Curriculum Frameworks and Programs	<p>All Catholic Schools in Northern Territory follow the curriculum requirements of the NT Board of Studies. Curriculum requirements include Protective Behaviours education.</p> <p><a href="#">NT Board of Studies</a> <a href="#">Learning Area Achievement Standards</a></p> <p>The Northern Territory Curriculum Framework and the Australian Curriculum are used to guide the programs</p> <p>Kids Matter. Nearly all of the Primary Schools in Catholic Education NT are Kids Matter Schools.</p>
4. Inclusion, Relevance and Cultural Sensitivity	<p>Indigenous Leadership in the Indigenous Catholic Community Schools deliver programs appropriate for their own community</p> <p>The following resource was given to schools: <a href="#">Protective Behaviours Community Way</a></p> <p><a href="#">NAPCAN</a> also assists with culturally relevant programs</p>
5. Curriculum Support	<p>The following programs provide schools with lesson and unit plans:</p> <ul style="list-style-type: none"> <li>• Kids Matter Primary</li> <li>• NAPCAN</li> <li>• Protective Behaviours Community Way</li> </ul> <p><a href="#">Safety House Program</a>, managed by the NT Police, is presented to children in schools</p>
6. Pedagogical Support	<p>All staff in Catholic Education NT receive Mandatory Reporting Policy as per the Policy.</p> <p>All staff members complete online Harassment and Bullying Training</p> <p>Safety House Program</p>
7. Assessment and Evaluation	<p>Directives for Assessment using the NT Curriculum Framework:</p> <p>In each of the following areas, the following show evidence of learning at that level.</p>

	KGP2	<ul style="list-style-type: none"> <li>Recognize personal space and express personal rights using gestures and verbal/non-verbal responses, showing "I don't like that!"</li> <li>Joins in discussions about who would be the appropriate person to approach when scared or have a problem</li> </ul>
	KGP3	<ul style="list-style-type: none"> <li>Recognize key individuals and demonstrates how to ask an appropriate person for help when scared or have a problem</li> <li>Recognize body's reactions to different situations, eg butterflies in stomach, heart beating faster</li> <li>Talk about body contacts that make them feel good and those that make them feel uncomfortable</li> </ul>
	Band 1	<ul style="list-style-type: none"> <li>Demonstrates what to say and do when someone looks at, talks to or touches them in a way that makes them feel uncomfortable</li> <li>Identify trustworthy people to tell about such situations, eg parents, teachers, school-based constable</li> </ul>
	Band 2	<ul style="list-style-type: none"> <li>Responds appropriately to potentially dangerous situations, eg tell an adult, walk away, assertive response</li> </ul>
	Band 3	<ul style="list-style-type: none"> <li>Describes strategies to respond to situations that are potentially unsafe, harmful or risky in a range of settings and activities</li> </ul>
The assessment strategies include teacher observation, student responses and activities such as role plays and worksheets.		
8. Information for parents and communities	One NT Catholic School has a Tab under Pastoral Care – Child Protection Other information is given through School Newsletters	
9. Information for Children and Young People	Information for those at school - curriculum (as above in Point 5) General Information – As per point 8	
10. Partnerships with community services and agencies	Catholic Education NT Inclusion Support Services Team and CatholicCare provide additional support. Work in close partnership with NT Department of Education, Department of Children and Families, NAPCAN, Kids Matter to access information, resources, trainers and support.	

## Student Wellbeing Policy

All staff in CENT schools are responsible for the Wellbeing of students in our care.

Staff working in Catholic Education Northern Territory perform an essential role in the teaching ministry of the Catholic Church, which goes beyond the need for professional skills and competence.

Staff bring a realisation and knowledge of the richness and joy of a life lived in accordance with gospel values. Therefore every staff member has a responsibility to encourage an environment which promotes the spiritual, physical, emotional, social, cultural and intellectual Wellbeing of all and exercises a duty of care toward all students consistent with Catholic education policy; Diocesan policy; school-based policy as well as community expectations and legislative requirements.

Catholic education is committed to providing a safe and effective learning environment for all students. We do this by ensuring:

- ❖ Compliance with relevant legislation, including Mandatory Reporting;
- ❖ Implementation of the National Safe Schools Framework 2013;
- ❖ Adherence to best practice models of Student Wellbeing;
- ❖ Adherence to the principles of School Wide Positive Behaviour.

Catholic Education Northern Territory accepts responsibility for implementing and maintaining this policy and related frameworks, policies and processes and will ensure that:

- Strategic Planning directions and School Improvement and Renewal processes reflect best practice;
- We establish policies, practices and processes through the leadership structures of the Catholic Education Council; the Catholic Education Council Pastoral Care and Wellbeing Standing Committee; Principal group; Wellbeing Facilitators network and contributions made by Catholic Education Office Northern Territory;
- Student Wellbeing initiatives are supported with professional learning and resources;
- All staff are fully aware of their responsibilities to the Wellbeing of students and families in their school communities;
- Student Wellbeing policy, practice and process is built around a framework that engages family in ways that acknowledge parents/carers as the primary educators of their children;
- Students whose wellbeing is at risk have access to appropriate intervention programs;
- Every school has an active team within school structures that facilitates communication of relevant information and implements reporting, feedback and evaluating mechanisms.

Signed: \_\_\_\_\_

Michael Avery  
Director of Catholic Education

Date: / / 2014

**CEO XXX****MANDATORY REPORTING POLICY**

Catholic Education Northern Territory, as a ministry of the Catholic Church, upholds the overarching Diocese of Darwin Child Safety and Protection Policy and Procedure. Therefore, Catholic Education is committed to providing a safe environment which promotes the dignity and worth of all persons and supports the care, wellbeing and protection of children and young people.

In the Northern Territory, legislation promotes the wellbeing of all persons, including children, and provides measures to safeguard the wellbeing of children and the protection of all persons. One of these measures is Mandatory Reporting.

Catholic Education is committed to:

- compliance with relevant legislation, including the legal responsibilities of Mandatory Reporting
- the execution of the Mandatory Reporting Training procedures and programs necessary to support and implement this policy.

This policy articulates the reporting obligations on Catholic Education; the employees and personnel who work in the schools, colleges, Early Learning Centres, preschools, Out of Hours School Care facilities and in the Catholic Education Office.

There are two areas to this policy -

1. The Mandatory Reporting requirements of the Care and Protection of Children Act (NT) which is safeguarding the wellbeing and safety of children; and
2. The Mandatory Reporting requirements of the Domestic and Family Violence Act (NT) which ensures protection of all persons, including children, who experience or are exposed to domestic/family violence.

Catholic Education will:

- induct leaders in their responsibilities in ensuring Mandatory Reporting training is provided in each school, college, Early Learning Centre, preschool, Out of Hours School Care facility and in the Catholic Education Office
- review this policy and training every two years in order to comply with the legal responsibilities and reporting obligations (mandatory reporting). There are two procedures linked to this policy:
  - *Mandatory Reporting - Harm to a Child Procedure*
  - *Mandatory Reporting - Safety and Protection of all Persons Exposed to Domestic and Family Violence Procedure*

Leaders will:

- train employees and volunteers in each school, college, Early Learning Centre, preschool, Out of Hours School Care and in the Catholic Education Office in their responsibilities and legal obligations of Mandatory Reporting
- keep records of the Participation in Mandatory Reporting Training of staff in schools, colleges, Early Learning Centres, preschools, Out of Hours School Care and the Catholic Education Office.

Number	CEO XXX	MANDATORY REPORTING POLICY	
Approved by		Signature	
Date approved		Version number	1
Document application	CEO staff All Catholic Education employees and volunteers in schools, colleges, Early Learning Centres, preschools, Out of Hours School Care, whether paid or unpaid	SIRF area	Leadership, Pastoral Care and Wellbeing, Teaching and Learning.

CEO XXX	<b>MANDATORY REPORTING - HARM TO A CHILD PROCEDURE</b>
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## Purpose

The purpose of this procedure is to:

- a) provide the obligations, according to the Mandatory Reporting Policy, of safeguarding the wellbeing and safety of children
- b) provide the process of Mandatory Reporting
- c) provide the training obligations of leaders in Catholic Education
- d) define harm, child, legal protection and confidentiality
- e) provide templates for recording training and participation in training

## Commencement of Procedure

This Procedure will commence from the date of approval. It replaces all other Mandatory Reporting of harm of children procedures of CEO (whether written or not).

## Application of the Procedure

This Procedure applies to all employees and volunteers of Catholic Education. It is the responsibility of leadership in Catholic Education to ensure that all staff, whether paid or unpaid, receive training in Mandatory Reporting.

The *Australian Professional Standards for Teachers* require knowledge of the legislative requirements regarding maintaining student safety and wellbeing as part of the professional practice of teachers.

## Reporting Obligations

In the Northern Territory, all people must report reasonable beliefs of harm, exploitation and neglect of a child aged less than 18 years. This may be what is done to a child, or what is failed to be provided for a child. This belief would be based on recognizing the behavioural, physical and contextual indicators of harm.

If an adult or child discloses harm, let the child or adult know that it must be reported.

A report must be made as soon as possible after forming the belief of harm. Telephone the 24 hour toll free number **1800 700 250** or contact the police on

**131 444.** Provide information about the concern and/or belief of harm and/or imminent threat of harm in as much detail as possible.

Once a report is made, the responsibility for follow-up lies with the Department of Children and Families.

It is an offence if a reasonable belief is held about harm and/or serious or imminent threat of harm and this is not reported. It may result in a fine or prosecution.

Under the *Care and Protection of Children Act*, the requirements of confidentiality or professional ethics is not breached by making a report.

The Department of Children and Families has published the *Information Sharing Guidelines (2012)*, in reference to the *Care and Protection of Children Act*. The guidelines describe the framework for information sharing in relation to child safety and well-being in the Northern Territory. The guidelines outline legal protection for people, like principals, registered teachers and child care workers to share information relating to the safety and wellbeing of a child.

### **Training obligations**

The requirements for school leadership, according to the *Australian Professional Standard for Principals*, include knowledge and understanding of the legislative obligations of child safety and wellbeing. This is consistent with the Catholic Education Office Northern Territory Mandatory Reporting Policy which is underpinned by the *Care and Protection of Children Act*.

Catholic Education will induct Principals of schools/colleges and leadership in the Catholic Education Office in their responsibilities of Mandatory Reporting.

The *Australian Professional Standard for Principals* also outline the professional practices of principals. Two of these practices that relate to Mandatory Reporting are:

1. developing self and others through professional learning and staff induction, and
2. engaging and working with the community to ensure the safety and wellbeing of students and recognize and support families and carers.

Principals in schools and leadership in the Catholic Education are to ensure training in Mandatory Reporting is given to all staff, whether paid or unpaid, and that records of the training are kept. (See Attachment A and Attachment B).



Principals of schools/colleges and leadership in the Catholic Education Office are to ensure that support mechanisms are in place for those who do report. It is not mandated, but it is recommended that the Principal is advised of a report being made so support mechanisms can be put into place when a report is made.

## Definitions

### Child

Under legislation, a child is defined as a person aged less than 18 years

### Confidentiality

The Act makes it clear that the requirements of confidentiality or professional ethics is not breached by making a report.

### Harm

Under legislation, harm is any significant detrimental effect caused by any act, omission or circumstance that affects the well-being or development of a child

**Physical harm** may result in bruising, swellings, welts, broken bones as a result of any action like punching, hitting, beating, shaking, biting or burning.

**Sexual harm** of a child aged less than 14 years includes sexual suggestions, exhibitionism, showing pornography, inappropriate touching in private parts of the body, masturbation, oral sex and penetration of the genital or anal areas with an object, penis or any other part of the body. It also include commercial sexual exploitation of a child which might involve enticing a child to be involved in a sexual activity or be photographed for money or other reward.

Section 127 of the *Criminal Code* states that any sexual activity with a child under the age of 16 is a criminal offence, as persons under 16 cannot lawfully consent to sexual activity. Section 26 of the CPCA requires mandatory reporting when there is a reasonable belief that:

- a child less than 14 years has been or is likely to be a victim of sexual harm

- a child less than 18 years has been or is likely to be a victim of sexual harm where there is a **special care relationship**, e.g. step parent, teacher, sport's coach. This is according to Section 128 of the Criminal Code.

Careful consideration is required in all instances of awareness that a child between 16 and 18 years is involved in sexual activity, as to whether it was wanted (consensual), without coercion and whether or not it is believed harm has occurred.

**Exploitation** of a child includes sexual or any other forms of exploitation. For example, enticing a child to be involved in a sexual activity or be photographed for money or other reward.

**Emotional harm** causes the child to feel frightened, ashamed, upset, alone and have low selfworth. It may result from repeated criticising, teasing, belittling or 'putting down' a child constantly shouting and screaming at a child ignoring and refusing to help or accept a child, calling a child by degrading names, shaming the child in front of others, threatening to physically punish a child or abandon them, exposing a child to domestic violence, encouraging a child to engage in criminal activities, constantly ignoring a child and refusing to show affection and withdrawing love or threatening to do so.

**Neglect** occurs when a parent or parents fail to provide basic physical and emotional care of a child.

It may be shown when a child does not have enough food, clothing is not clean, does not have a place to live; when a child is not provided with the necessary medical, dental and/or other health care including not providing medication for health conditions; when young children are left alone, not adequately supervised, or when parents fail to remove dangerous things from their environment or do not watch them closely, particularly in dangerous circumstances; constantly ignoring a child's need for attention and how they feel or failing to spend time and listen to a child; failing to send a child to school and/or not providing them with learning opportunities; abandoning a child (by not organising the necessary care for them).

### **Legal Protection**

The Information Sharing Guidelines outlines legal protection for people, like principals, registered teachers and child care workers to share information relating to the safety and wellbeing of a child.

## Variations

CEO reserves the right to vary, replace or terminate this Procedure from time to time.

## Related Policies, Legislation and Documents

These documents should be used to support the *Mandatory Reporting - Harm to a Child Procedure*.

- CEO Mandatory Reporting Policy 2014
- The Care and Protection of Children Act (Northern Territory), as in force at 1 July 2012
- Information Sharing Guidelines (1 July 2012) (Northern Territory)
- Criminal Code Act (As in force at 7 October 2013) (Northern Territory)
- Teacher Registration (Northern Territory) Act (as in force 1 September 2010)
- Reporting Child Abuse and Neglect: It's everybody's responsibility, Department of Children and Families
- Powerpoint: DECS Mandatory Reporting
- Documents: [http://childrenandfamilies.nt.gov.au/Child\\_Protection/Child\\_Abuse/index.aspx](http://childrenandfamilies.nt.gov.au/Child_Protection/Child_Abuse/index.aspx)
- Booklet : DET Child Protection and Mandatory Reporting, Revised Sept. 2009

Number	CEO XXX	Mandatory Reporting - Harm To A Child	
Approved by		Signature	
Date approved		Version number	1

Document application	CEO staff All Catholic Education employees and volunteers in schools, whether paid or unpaid	SIRF area	Leadership, Pastoral Care and Wellbeing, Teaching and Learning
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(click here for download)

Attachment A

## MANDATORY REPORTING

### Acknowledgement Form

School: \_\_\_\_\_

All people working within the school/college/early learning centre/preschool/Out of School Care facility, both paid and voluntary, are to sign this form once in-serviced by the Principal in relation to Mandatory Reporting requirements.

I hereby acknowledge that I have attended a staff meeting conducted by the principal of this school or otherwise have been in-serviced by the principal where I have been provided with information about Mandatory Reporting requirements.

Name	Position	Signature and Date


Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(DET Policy: Safeguarding the Wellbeing of Children - Obligations for the Mandatory Reporting of Harm and Exploitation, 2010)

(click here for download)

Attachment B

MANDATORY REPORTING

Training Declaration Form

School: \_\_\_\_\_

I hereby acknowledge that I have in-serviced all people working within the school/college/early learning centre/preschool/ Out of School Care facility, both paid and voluntary, in Mandatory Reporting requirements.

All people in-serviced have completed the relevant acknowledgement form.

I am aware that I am required to in-service staff members who were absent or who commence at the school after the training session. Once in-serviced these staff are required to sign the Acknowledgement form.

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(DET Policy: Safeguarding the Wellbeing of Children - Obligations for the Mandatory Reporting of Harm and Exploitation, 2010)

EYSAC 07	<p style="text-align: center;"><b>PROVIDING A CHILD SAFE ENVIRONMENT POLICY AND PROCEDURE</b></p>
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All children, students, employees and visitors have a right to a safe and healthy environment. Staff have a 'duty of care' to facilitate effective hygiene and safety procedures in the management of the physical environment to meet the developmental needs of children. Reasonable care is required to protect children from foreseeable risk of infection and injury.

Staff members who work with children are obligated to report any beliefs or concerns about harm to, and abuse or exploitation of children.

Staff will comply with relevant legislation, regulations and guidelines on Health and Safety in the education and care facilities. With regard to Providing a Child Safe Environment we will:

- promote hygienic cleaning practices

- provide clean and safe premises, furniture and equipment that is in good repair
- provide on-going training opportunities around effective hygiene and safety procedures in the management of the physical environment in the centre
- ensure staff receive child protection and mandatory reporting training

National Regulations: 4; 77; 82-88; 103-111; 113-115; 168; 170-171; 176-177

National Quality Standard for Early Childhood Education and Care and School Age Care: Element 2.1.1; Element 2.1.3; Element 2.1.4; Element 2.3.2; Element 3.1.1; Element 6.1.2; Element 7.3.5

## **PROCEDURE**

### Purpose

The purpose of this procedure is to:

- f) provide the requirements, according to the Providing a Child Safe Environment Policy
- g) provide the guidelines for providing child safe physical environment practices
- h) provide templates and checklists

### Commencement of Procedure

This Procedure will commence from the date of approval. It replaces all other Providing a Child Safe Environment Procedures for Early Learning Centres, Out of School Hours Care (OSHC) facilities and Preschools of Catholic Education Northern Territory (whether written or not).

### Application of the Procedure

This Procedure applies to all employees and volunteers of Early Learning Centres, preschools and OSHC. It is the responsibility of the service provider and nominated supervisor to ensure that all staff, whether paid or unpaid, receive training in practices providing for a child safe environment.

## **Requirements**

- All equipment and furniture are safe, clean and in good repair.



- The outdoor space is enclosed by a fence or barrier that is approved according to the NT Building Act and NT Building Regulations. The fence or barrier will be of a height and design that children preschool age or under cannot go through, over or under it.
- There are sufficient furniture, materials and developmentally appropriate equipment for all children.
- The indoor areas are well ventilated, have adequate natural light and are maintained at a comfortable temperature. The unencumbered indoor floor space meets the requirements of 3.25m<sup>2</sup> per child and the outdoor space meets the requirements of 7m<sup>2</sup> per child. The outdoor space allows the children to explore and experience the natural environment
- There are adequate, developmentally and age appropriate toilets and hand basins with convenient access. There are adequate spaces so that the rights and dignity of children are maintained, e.g. when changing clothing contaminated with faeces or urine. Gloves are used and these clothes are then placed in a plastic bag or alternative and kept in a designated place inaccessible to children until parents take them home.
- There is an adequate area for administration, discussions with families and private instructions.
- Encourage staff to be fully immunized and encourage families to maintain the immunization of their children.
- The centre is a tobacco, drug and alcohol-free environment
- Ensure approved training in Mandatory Reporting is provided
- The centre will maintain a register of all hazardous substances kept on the premises.
- All potentially dangerous products will be stored in their original labelled containers. The labels will be easy to read. They will be kept out of reach of all children and unauthorized adults. The storage areas will be clearly labelled to assist relief and casual staff.
- All cleaning products are used in accordance with the manufacturer's written instructions.

## Guidelines

- Display posters with hand washing techniques in areas where hands are washed
- Ensure children, staff, volunteers and visitors wash hands correctly with soap and running water
- Ensure staff and visitors also use additional barriers such as non-latex disposable gloves where appropriate including where they are likely to be exposed to blood, faeces, urine or other body fluids.
- Regularly check all equipment and furniture. Repair or discard those in disrepair.
- Ensure that toilets, flush buttons, hand basins, taps and door handles are cleaned daily.
- Clean all surfaces and floors daily.
- Regularly wash and clean toys and play equipment.

- Maintain each child's status of immunization on the enrolment record.
- Follow the clear and documented guidelines regarding Catholic Education's position on drug and alcohol issues in the workplace (WHS 17 Drugs and Alcohol Procedure).

## Training

The service provider and nominated supervisor are to ensure that all staff, whether paid or unpaid, complete the checklist to ensure that the physical environment is clean and safe.

Records are to be kept of staff who complete the Mandatory Reporting training.

## Variations

*CENT reserves the right to vary, replace or terminate this Procedure from time to time.*

## Related Policies, Legislation and Documents

These documents should be used to support the Providing a Child Safe Physical Environment Policy and Procedure.

- CENT Work Health & Safety Policy WHS 1
- CENT Hazard and Incident Reporting Procedure and Forms WHS 03
- Healthy Eating and Food Handling Policy and Procedure EYSAC 03
- CENT Plant and Equipment WHS 8
- Accident, Emergencies and First Aid EYSAC 01
- CENT Drugs and Alcohol Procedure WHS 17
- EYSAC 11 Infectious Disease and Infestations Policy and Procedure
- National Health and Medical Research Council (2012) *Staying Healthy* (5<sup>th</sup> Ed)
- Education and Care Services (National Uniform Legislation ) Act 2011
- Education and Care Services National Regulations, as at 1 September 2013
- National Quality Standard for Early Childhood Education and Care and School Age Care
- The Early Years Learning Framework for Australia
- Framework for School Age Care in Australia

Number	EYSAC 07	PROVIDING A CHILD SAFE PHYSICAL ENVIRONMENT POLICY AND PROCEDURE	
Approved by	Michael Avery	Signature	
Date approved		Version number	1.0
Document application	All Catholic Education employees and volunteers in preschools, Early Learning Centres and Out of school care facilities whether paid or unpaid	SIRF area	Leadership, Pastoral Care and Wellbeing, Teaching and Learning Finance, Facilities and Resources