

### The Knox Grammar School Child Protection policy (2 xpages)

- Refers to AIS Child Protection Policy Guidelines
- Staff are required to report to the Principal all child abuse allegations, children at risk etc, children under 16 years.
  1. Reports to be made through reporting line – confidentiality issues
  2. Principal or Principal's nominee will report any matter that has been notified as 'required by the relevant legislation'

#### **Issues:**

1. **Policy fairly specific to reporting 'child at risk' to DoCS. No info about Ombudsman, CCYP.**
2. **AIS policy included, which mentions allegations against employees and Ombudsman**
3. **No definitions of child abuse**

### Child Protection – Boarding Policy statement

- Similar wording in first page as Knox Child Protection Policy above – eg. reporting child at risk and DoCS reporting
- Point 9 (first page) – Prohibited Employment Act 1998
- Contains definitions of 'Child Abuse and Neglect' from NSW Child Protection Council's *Interagency Guidelines for Child Protection Intervention* - definitions for: emotional abuse, Neglect, child sexual abuse, Domestic Violence and refers to Grooming. **(May need to make reference to Our guidelines for misconduct that may involve child abuse – reportable conduct/sexual misconduct)**
- Policy discusses 'reasonable grounds to suspect' – does not make a distinction with the Ombudsman Act 1974 re. 'allegation' of child abuse against employees.
- One page after the policy makes references to allegations against employees being notified to the Ombudsman **(does not make clear the process for this to occur – policy disjointed)**
- Included with policy is extracts from AIS policy – does not make it specific to Knox school and reporting arrangement.
- Policy does not make the distinction of a child as being under 18 years for Ombo Act, as opposed to 16 for mandatory reporting to DoCS
- Flow chart of action – not related to allegations against employees

### Grievance Procedure

- Purpose is to protect employees from unfair treatment by other staff members or by the Employer.
- Most conflict resolved by discussion of the parties concerned or mediation/intervention by peers or Executive.
- More formal process is outlined in document
- Avenues for appeal by claimant to IEU, Anti-discrimination board, the Industrial Relations Tribunal

### Anti-bullying code (boarders)

- Structures in place that afford students the opportunity to report bullying:
  1. Each house has an 'internal tutor system' whereby boys divided into small groups and meet weekly to discuss issues and homework;
  2. Bullying surveys – boys identified as bullies were counselled by the Director of Boarding. The full report given to the school counsellor to review;
  3. In Term 1, part of boarder induction program by the Director of Boarding, discuss bullying;
  4. Bullying policy in school diary (page 14); and
  5. Students can go to Director of Boarding, counsellor, Tutor, teacher, year master, school sister, parent.

### Excursion policy

- Supervising staff required to fulfil their 'duty of care'
  1. Younger the student – more supervision
  2. Greater risk – greater supervision
  3. Some excursions, outside experts eg. beaches, only patrolled beaches
- All boarding staff are required to have:
  1. Certified CPR
  2. Certified basic first aid
  3. Child Protection Training
- Director of Boarding must approve all excursion.

### Mobile Phone policy (Boarders)

- No mobile phones for Years 5-7
- No mobile phone during formal times, prep, after lights out

### Booklets and Manuals

#### Knox Staff Handbook (blue)

- Outline of Executive staff and positions
- Professional Conduct
  - Refers to 'Code of Conduct' (**Where is that??**)
  - Mobile phone policy
  - Code of conduct – rules for boys
  - Duty of care policy
  - Excursion procedures: including by bus, overseas
  - The critical incident plan
  - Emergency procedure
  - Occupational Health and safety policy

- Harassment policy
- **The dos and don't's of physical contact to restrain students**
- **Identifying and notifying child abuse, Summary of key information.**  
Contains definitions of child abuse – DoCS procedures/not procedures if an employee.

### Boarding Staff Handbook

- Overview of boarding staff responsibilities
- Discipline:
  - Do not hit, strike or touch any boy
  - Do not get into a protracted verbal argument with any boy
  - Seek support of your Headmaster or the Director of Boarding
  - **Do not ever have a boys or boys in your room or in your motor vehicle**
- Includes timetable for daily routines and weekend routines
- Afternoon leave rules for each house
- Appendix five: School Welfare and discipline policy, includes
  - Rights and responsibilities of students
  - Code of conduct –rules for boys
  - Cross age tutoring – Volunteer Year 11 students paired with younger student
  - Penalty levels eg. level 1 – reprimand, level 2 – detention, level 3 – Saturday detention, level 4 – Suspension, level 5 – expulsion.

### A strategy for Knox 2002-2012

- Academic performance
- Breadth of Education
- Student leadership
- Preparing students for life beyond the school
- Staff development Action plan
  - Articulation and implementation of a personal professional development plan within the context of a whole-staff professional learning strategy – the Knox Learning Institute. **(this is what Anne Lawless was about?)**
- **Evaluating performance**
  - Evaluation processes include:
    - annual goal setting and planning at all levels,
    - staff performance appraisal,
    - Departmental annual reviews and executive reporting structures,
    - Review processes involving school consultative bodies
    - External consultants' reports focusing on school performance, community satisfaction, academic results, learning programmes and technology enriched curriculum
  - Evaluation of key aspects by external bodies, including school registration processes with the Board of Studies.

## **Boarding Professional Development**

### Included:

- Nursing Staff: required to attend 2 x day School Nurses Conference and refresher course at the start of the year, upgrade first aid and resus skills yearly.
- Resident Staff: Annual resus upgrade, First aid accreditation, All staff required to complete Diploma in Residential care in first year of appointment. (noted that Knox keeps track of overdue assignments)
- Knox Boarding subscribes to two professional associations, which provide quarterly newsletters and professional development articles
- In-house professional development (Norrie Cannon expanded on this in interview) – at start of every term a four hour meeting to discuss Knox Boarding specific issues.
- External Consultants: regularly brought into Knox to review Boarding systems.