

<b>TERMS OF REFERENCE FOR THE THE SCHOOL CHILD PROTECTION POLICY REVIEW COMMITTEE</b>	
Composition of Committee	Mrs Audrey Jackson (Independent Chair) - remunerated position REDACTED WM (Head of Preparatory School)
Quorum	Any four Committee members.
Reporting To	The Council of THE SCHOOL  Council will be sharing the Committee's Report with the Anglican Archbishop of Perth, and using the Report as a basis for a report on the outcome of the review to the broader School Community.
Timeframe for Reporting	Final Report to be delivered to Council by the end of Term IV, 2010.
Purpose of Review	The Review is being conducted with the purpose of commenting and reporting on the quality and effectiveness of THE SCHOOL child protection policies and procedures. The aim of the review is to ensure that THE SCHOOL continues to provide best practice child protection policies and procedures for students in our care, which are fit for purpose in preventing abuse of the power relationship between staff and students. The Review is not intended to cover student to student interactions (e.g. bullying), or student misbehaviour towards staff.  To the extent that gaps are identified in existing policies and procedures, Council will use the Report as a basis to revise and update existing policies and procedures.
Terms of Reference	In order to achieve the Purpose of the Review, the CPPRC is requested to review and report on:- <ul style="list-style-type: none"> <li>• Whether the School's existing child protection policies and procedures (including, without limitation, those relating to potential sexual, psychological or physical abuse) are fit for purpose and reflect best practice.</li> <li>• The adequacy and suitability of policies and procedures dealing with: <ul style="list-style-type: none"> <li>○ The manner in which complaints can be made and dealt with;</li> <li>○ Guidance for staff in responding on any child protection issues;</li> <li>○ Reporting procedures in the event of any child protection incidents (including trigger points for reporting from Staff to Headmaster, and Headmaster to Council);</li> <li>○ Employment practices relevant to child protection issues, including dealing with staff selection, appointment, probation, appraisal, file details handover;</li> <li>○ The selection and guidance of boarding residents – in particular their qualifications and behaviour guidelines.</li> <li>○ Internet use by staff and prohibitions on and consequences of accessing child pornography.</li> <li>○ Student education for protective behaviours.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>o Communication to school community as part of a crisis management plan.</li> <li>• Whether the applicable Policies and Procedures have the appropriate content in the appropriate place (having regard to the audience for Policies versus Procedures).</li> <li>• Pastoral care obligations: <ul style="list-style-type: none"> <li>- appropriateness of existing reporting guidelines;</li> <li>- whether greater range of accountability options is required;</li> <li>- appropriateness of existing communication strategies;</li> <li>- options to improve policies, procedures reporting and communication;</li> </ul> </li> <li>• The appropriate audiences for communication of policies and procedures.</li> </ul>
How will it be undertaken	<p>The Review is to be conducted by way of:</p> <ul style="list-style-type: none"> <li>• a review and audit of existing policies and procedures in place at THE SCHOOL</li> <li>• research into best practice policies and procedures from other comparable institutions;</li> <li>• gap analysis between THE SCHOOL policies and procedures and identified best practice;</li> <li>• recommendations on suggested improvements to existing policies and procedures.</li> </ul> <p>The composition of the Committee includes representatives from parents, boarding parents, the Council and the Preparatory School. It is not intended that the Committee seek submissions or interviews from/with the broader School community.</p>
Administrative Matters	<p>The School can assist in provision of meeting facilities and administrative and secretarial support. Requests for assistance of this nature can be made via the Bursar, YG</p>
Definitions	<p>Policies: Written documents issued by School and headed "Policies" which set overarching rules and principles that direct and limit actions of the identified subjects of the Policy, in pursuit of mission, values, objectives and goals of the School. These are generally drafted so as to be suitable for publication and dissemination amongst the broader School community.</p> <p>Procedures: Written statements that provide rules and guidance for Staff of the School to assist in the carrying out of their roles. These are not intended for publication to the broader School community.</p>
Council Contact:	WO Chairman

Dated \_\_\_\_ September, 2010