

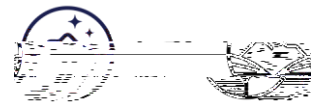
The School of St Jude

Child Protection Policy



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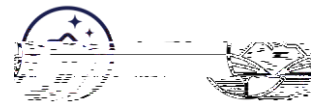
1. Introduction

Protecting the rights of children to be safe is everyone's responsibility. It's the law.

This policy covers all students and employees at The School of St Jude. The School of St Jude is committed to providing a positive, supportive, safe and secure environment, so all students can achieve their full academic potential.

This commitment is achieved through The School of St Jude:

- a) Promoting a culture of putting the best interest of the student first.
- b) Having a culture where abuse, neglect and bullying is not tolerated.
- c) Educating students to recognise any form of abuse, neglect or bullying at school, home or in the community and most importantly, knowing how to seek help and keep themselves safe.
- d) Equipping all employees working at The School of St Jude to recognise possible symptoms of abuse, neglect and bullying and actively supporting the child to seek help.
- e) Encouraging everyone to report incidents of abuse, knowing that there will not be any professional or legal consequences, so long as they report in good faith.
- f) Enforcing safeguards to ensure all adults involved with The School of St Jude have a proven reputation of protecting children.
- g) Connecting with other professional employees and organisations outside of The School of St Jude to resolve complex issues.
- h) Dedicating specialised employees to child protection – the Child Protection Officers.
- i) Supporting and educating parents to create safe and secure environments at home so their children can maximise their academic opportunity



3. Key roles and responsibilities

3.1. At The School of St Jude, child protection is everyone's responsibility.

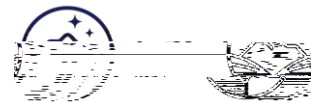
Every student has the right to be safe from physical, sexual and emotional abuse, neglect and exploitation. It is therefore everybody's responsibility (including students) to not engage in any abusive behaviour and, in doing so, create an environment which helps every student achieve his or her full academic potential.

3.2. Key roles and their responsibilities:

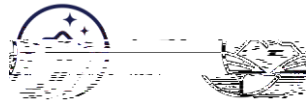
The School of School Ltd – Australia (SOSJA) Charity

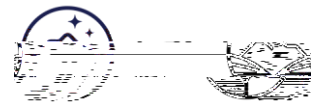
As the funding partner of The School of St Jude, The School of School Ltd - Australia Charity Board is responsible for developing a best practice Child Protection Policy. This Policy will embed an organisational culture of zero tolerance of child abuse at The School of St Jude by way of effective leadership and governance. The SOSJA Board will:

- Ensure up to date policies and systems are in place to reduce the risk of abuse.
- Monitor systemic issues through twice-yearly reviews of incidents of child abuse and how they are resolved.
- Satisfy themselves that effective safeguards are in place to ensure the school is a safe place which supports academic excellence.
- Satisfy itself that all Australian Legislative obligations are met.



	<p>Community Service, College and Tertiary scholarships.</p> <ul style="list-style-type: none">- Demonstrate compliance with Policy objectives, by ensuring all relevant responsibilities specified in this Child Protection Policy are discharged.- Ensure all employees, contractors, visitors and volunteers are aware of their obligation to observe the Child Protection Policy rules as they relate to child safety.- Ensure that The School of St Jude culture prioritises the safety and wellbeing of children and clearly demonstrates the school's commitment to the protection of children from abuse and harm.
<p>All Senior Managers, Managers and Head of Schools.</p>	<p>In their roles, as management and leadership of The School of St Jude, they</p>

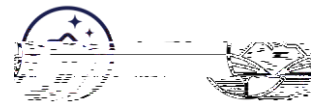




Student Central Government, Head Boy and Head Girl, House Leaders and Health and Social Welfare Prefect and Committees. BSJSP Volunteer and Scholar Representatives.

The School Government, especially Head Boy, Head Girl, General Secretary, House Leaders, Health and Social Welfare Prefect and Committees or BSJSP Volunteer and Scholar Representatives are in a special and important position in representing the entire school/BSJSP body in student welfare and safety, it is vitally important they use their roles to lead the way on Child Protection for students. Therefore, they will:

- Be a good listener, support and care for your fellow students. Give them moral, social and spiritual support.
- Protect your fellow students from bullying and other form of mistreatment.
- Know the forms of abuse and be aware on how to help students with emotional issues.
- Counsel and support students who are being bullied or have emotional issues.
- Identify and inform the CPOs about the serious emotional issues that need counselling sessions by the School Counsellor.
- Observe and identify students who are abused and report to a Child Protection Officer or any staff whom they trust by filling in the Incident Form.
- Encourage fellow students to disclose any kind of abuse to the CPOs.
- Report on the efforts made by the Student Government to foster a child safe environment to the CPO.
- Conduct seminars or training to other students on how to report an abuse.
- Build good living relationship in the boarding house, free from bullying, abuse and any form of discrimination.
- Attend Child Protection training as required.



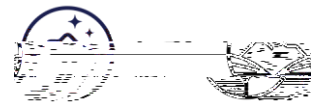
Parents	<ul style="list-style-type: none">- Know and follow the Child Protection Rules.- Attend termly Parent's Agreement meetings.- Ensure their child is aware of the Child Protection and School Rules.- Report any concerns or allegations of child abuse to their area's Parent Representative and the Head of School or CPOs.
Visitors	<ul style="list-style-type: none">- Know and follow the Child Protection Code of Conduct – St Jude's Visitors- Report any concerns or allegations of child abuse to the Experience and Community Programs Senior Manager.

4. Actions to support and enforce the policy

4.1. Support

The School of St Jude promotes and protects the best interest of their students through the provision of:

- Annual awareness training for employees, students, and parents on the policies and procedures relating to child protection.
- Specialist Child Protection Officers at each campus, within Head Office, Boarding, and in Beyond St Jude's Scholarship Program to support teachers, employees, and students to report instances of abuse and assist in resolving the issue.
- Promoting employees and student awareness of their responsibility to report incidents. They will not experience any professional or legal consequences, as long as the incident is reported in good faith.
- Training activities aimed at developing teachers' skills to communicate and discipline in a positive way.
- Posters throughout the school to reinforce a culture of zero tolerance to abuse.
- Training for parents to practice positive discipline at home.
- Publication of the policy and procedures on the website of The School of St Jude.



In the case of a serious incident, and it is deemed by the Human Resources Manager and Senior Management that the student, other students, or employees may be at risk of injury, an employee may be suspended with pay until the investigation is completed, for a maximum of one week. It is important to note that this is in no way a comment on the employees alleged behaviour, but an example of where The School of St Jude will put safety of for all first.

If, at the completion of the investigation, it is found that an employee did commit a serious breach of the Child Protection Policy their employment can be terminated as per proceedings outlined in the HR Manual.

4.2.2. Complaints against a student

This policy is also in accordance with *School Rules and Regulations for Primary and Secondary Students Day and Boarding, Parents Agreement Regarding Primary/Secondary School Students, Discipline Policy & Procedure for Primary and Secondary and (volunteers and scholars).*

If a child protection matter has been reported to the Child Protection Officer that alleges a student has abused another student, they will receive notification of the allegation and given at least three days to prepare their response. Once the student has become aware of the allegation, they are not to have any contact with the person making the complaint. The student who is subject of the complaint may be required to attend a different class and/or boarding room/house until the matter is resolved.

In the case of a serious incident and it is deemed by Senior Management that the student, other student(s), or reporting employees may be at risk of injury, a student may be suspended for a maximum of 14 days. It is important to note that this is in no way a comment on the student's alleged behaviour, but an example of where The School of St Jude will put the best interest of all children first.

However, if it is found that a student did commit a serious breach of the Child Protection Policy, their name and redacted investigation documents may be forwarded to the relevant school board; Primary School Committee or Secondary School Board for expulsion, or a BSJSP Disciplinary Hearing for termination.

When a matter goes to the relevant Primary School Committee, Secondary School Board or BSJSP Disciplinary Hearing for expulsion, the name of the student identified in the complaint will be kept confidential at all times and will not be used as a witness at the meeting. A CPO will be a witness to provide evidence for expulsion, representing the identified student in the complaint.

4.2.3. Complaints against a CPO

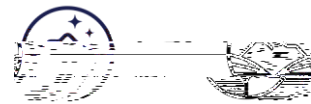
If a CPO is the subject of a complaint, the complaint should be filed with an alternative CPO or trusted employee. The CPO or trusted employee should fill out the incident form and submit to the Academic Senior Manager, Community Relations Manager, Fundraising and Strategic Development Senior Manager, BSJ & Career Development Programs Manager, Special Programs Senior Manager or Human Resources Manager.

The complaint processes underlined in section 4.2.1 will then apply.

4.2.4. Complaints against a parent

If a parent is the subject of a complaint, the complaint should be filed with the appropriate campus CPO. The CPO investigates the case with the relevant Head of School then reports to the Community Relations Manager.

After investigation, if the CPO finds the complaints raised are true, then the CPO and Community



Relations Manager call in the parents to discuss the matter and warn them in writing through a warning letter. Parents leave with a copy of the letter and the other copy is kept in the student's file. A Welfare check needs to be scheduled within the week of the meeting and then four weeks later. The CPO must check-in on the student weekly until the second welfare check.

If it is a serious incident, the reporting CPO must immediately report it to the Head of School of the relevant campus and Community Relations Manager. They will proceed in informing the relevant Government Welfare Desk and recommend the removal of the student to foster care.

At any point during the investigation into a serious incident, a student may remain in boarding until the CPO, Head of School and Community Relations Manager are satisfied that a safe living environment is secured.

4.2.5. Complaints against a visitor

This policy is reflected in the *Child Protection Code of Conduct St J Visitors*. If a child protection matter has been reported to the CPO for a complaint against a visitor, the CPO is to immediately report the incident to the Experience and Community Programs Senior Manager and Senior Management and start an investigation.

In the case of a serious incident, and it is deemed by the Experience and Community Programs Senior Manager and Senior Management that the student, other students, or employees may be at risk of injury, an visitor may be escorted off campus immediately. It is important to note that this is in no way a comment on the visitors' alleged behaviour, but an example of where The School of St Jude will put safety of for all first.

The Experience and Community Programs Senior Manager and Senior Management will then meet within 24 hours of the complaint, with all investigation outcomes gathered by the CPO, to decide whether the incident should be reported to the Police, and whether the visitor should be removed from school campus accommodation and prohibited from participating in school-related activities.

5. Complaints

As a Child-Safe Organisation, everybody has the right to report any concerns of inappropriate behaviour towards children. All complaints will be investigated by CPO's and with Human Resources Manager's support where relevant.

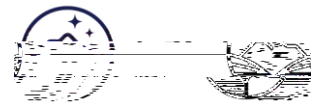
5.1. Protection for reporters

As a Child-Safe Organisation, everybody has the right to report any concerns of inappropriate behaviour towards children. No-one will suffer any professional or legal consequences or disciplinary action (even if the cases are not proven) so long as they report in good faith.

5.2. False complaints by employees or students

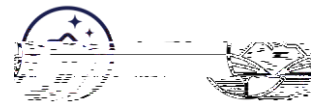
People who have been found to have made false complaints against another employee or student may have serious consequences imposed and could include, but not limited to:

- Apology
- Counselling
- Warning
- Demotion
- Suspension
- Standing aside
- Termination, or



- Expulsion (in the case of a student)

People who have had a false complaint made against them



7.1. Immediate safety concerns

The CPO and Head of School of the relevant school or BSJ & Career Development Programs Manager need to assess the safety of a student with the Community Relations Manager and put in temporary safety measures. This may include: putting the child in another class, boarding room/house, allowing the student to stay at boarding, or organizing a foster family.

7.2. Serious incidents

Serious incidents involving sexual abuse and physical abuse requiring medical treatment are to be reported by the CPO immediately to the Community Relations Manager, Fundraising and Strategic Development Senior Manager, Academic Senior Manager or BSJ & Career Development Programs Manager and Special Programs Senior Manager, and Head of relevant campus and Human Resources Manager (if an employee involved).

Medical treatment for students must be organised immediately by the relevant CPO, in coordination with the Community Relations Manager. They will ensure in criminal incident; any required documentation will be organised with police officials.

7.3. Resolving incidents

The aim is to resolve incidents as quickly as possible, so that everyone has certainty and the school environment becomes safer. Ideally, an incident would be resolved within the timeframe of the disciplinary procedures found in the HR Manual, Disciplinary procedures in the Academic or BSJSP policies and procedures, and feedback given to the person who reported the incident.

However, some child protection incidents are extremely complex and may require hearings or involvement from external professionals to be fully resolved. The CPO has a responsibility to work with school leaders and Managers to keep the resolution process on track.

8. Recording

The creation and maintenance of accurate records and rigorous record-keeping practices are critical to identifying, preventing and responding to child protection issues. To assist with learning, identifying trends and where additional training is required, The School of St Jude will maintain a register of all incidents and record all training activities. A declaration by students, parents and employees that they have read and understood the policy and rules associated with their role is recorded on their file. All visitors must sign a declaration that they have read the *Child Protection Code of Conduct* recorded within the school supporter database.

8.1. Incidents

All incidents must be reported using the Incident Form. This form is then lodged with the Child



8.2. Training

A record of attendance by employees in induction and annual refresher courses will be maintained by the Human Resources Manager. This will form the basis of the twice-yearly reports in April and November will be provided to The School of School Ltd - Australia Charity Board.

8.3. Declarations

All employees and students need to sign a declaration as part of their employment contract or enrolment that they have read and understood the Child Protection Policy and the rules that apply to their role. These declarations must be kept on their file.

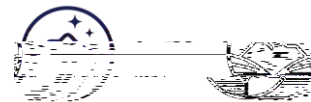
Parents and secondary students must indicate they understand and support the commitment of The School of St Jude to zero tolerance of child abuse by signing the Parent Agreement Form.

All visitors must sign a declaration that they have read the *Child Protection Code of Conduct* St recorded within the school supporter database.

9. Employment of new personnel

Prior to commencing their engagement with The School of St Jude, the recruitment and screening process for all employees and volunteers must include child protection disclaimer in job advertisement, reference checks and requests for Working with Children/Police Checks where available, to promote and protect the safety of all students under the care of The School of St Jude. This aims to:

- promote and protect the safety of all children under the care of The School of St Jude,



Community Relations Manager, Fundraising and Strategic Development Senior Manager, Academic Senior Manager and relevant Head of School or Special Programs Manager. This report will identify:

- Number of incidents reported
- Number of incidents resolved
- Average time taken to resolve incidents
- Types of incidents – Physical, Emotional or Sexual abuse; Neglect or Grooming
- Source of Abuse – employee, other students, visitor, home, or community
- Location of Abuse – specific classrooms, areas in playground, buses, on the way to and from school, boarding accommodation, home etc.

This monthly Report will also include:

- Student Report from Central Student Government.
- Any training that has been conducted with students and staff.

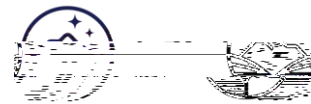
In cases where no incidents are reported within the month, the CPO will:

- Explain the absence of reported incidents in the monthly report.
- Report on the specific actions the CPO has taken to prevent underreporting; including extra training, informal check-ins with students and staff, reinforcing reporting procedures in assemblies and staff meetings.

10.3. Student Reports

A monthly report will be submitted by each responsible student leader to the Chairperson of the Central Student Government, with copies sent to the CPOs of their respective campus. This report will include:

-



11. Training

11.1. Employee training

The School of St Jude will train all employees in the Child Protection Policy at least once annually.

All new employees, whether short term or long-term appointments, must be familiar with the CPP before starting work at The School of St Jude. The CPP policy and rules for the role are to be included with the employment contract and employees must sign that they have received and understood the Child Protection Policy and Rules for their role. Awareness training on the CPP will be included in all induction training sessions. Child Protection Induction training for new employees must be undertaken within a timeframe of one month from commencement of duties.

Annual training sessions will be supplemented by monthly informal updates at employees' meetings, posters and regular discussions between Heads of Schools, CPOs and employees.

Training is mandatory for all employees. Not attending will lead to disciplinary procedures. The Human Resources Manager will maintain a signed record of attendance by employees at induction and annual refresher courses.

The *Child Protection Frequently Asked Questions* document is to be updated twice-yearly with all new questions asked during annual training sessions.

All Managers and Senior Managers are required to conduct annual refresher trainings with their (sub)divisions.

11.2. CPO training

All CPOs are to receive culturally-appropriate professional development training on specific Child Protection issues at least once per year.

All new CPOs will be trained on the Child Protection Policy, training requirements, and procedures within one month of accepting their role as CPO.

11.3. Student training

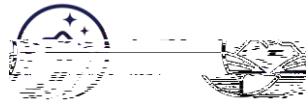
CPOs will train all students in the Child Protection Policy at least once a term/semester.

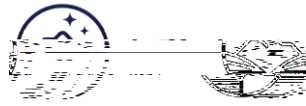
Student Government and Health and Social Welfare Committee members are required to conduct annual refresher trainings with their fellow students.

The Academic Senior Manager, Fundraising and Strategic Development Senior Manager, and Community Relations Manager will meet with the CPOs and the Central Student Government of each school twice per year to improve the training and share feedback on awareness campaigns that can be conducted.

11.4. Parent training

CPOs will train all Parent Representatives in the Child Protection Policy once a year. Parents will be reminded of the Child Protection Policy in at least one of their Parent Agreement meetings each year.



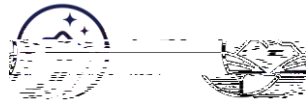


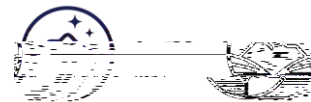


is strengthened by your presence.

14.4.1. Your rules

- a. Disclose to the Experience and Community Programs Senior Manager any convictions in relation to child abuse in my country of origin or any other country prior to leaving the visitor centre at The School of St Jude.
- b. Wear your identification badge at all times whilst on St Jude's premises.
- c. Never be alone with a student in boarding accommodation, closed room, bus or private outdoor area. Always meet with students with the door open or in an open public space where other adults can see and hear.
- d. Only use bathrooms in the visitor accommodation block or employees' bathrooms.
- e. Never enter student boarding accommodation, unless invited and accompanied by a St Jude's employee. Never when a student is bathing or dressing.
- f. Never enter a student's home or meet off campus unless pre-arranged by The School of St Jude and accompanied by a St Jude's employee. Such visits/meetings must be approved by the Community Relations Manager.
- g. Never seek or exchange personal contact information with employees, students or their families, including email ad.5 621.1 Tm6.58 Tm.93.31 564.43 Tm0.051 0.3(on)4()-10(bl)7(oc)-15(k)-5(c





16.1. Child Protection Flow Chart

Child Protection is everyone's responsibility

