

THE HUTCHINS SCHOOL

# Safeguarding Children and Young People Policy

Relevant Legislation (to be added)







- × paying particular attention to the needs of Aboriginal and Torres Strait Islander children; those with a disability, children from culturally and linguistically diverse backgrounds, Lesbian, Gay, Bisexual, Transgender or Intersex (LGBTI) children, and those who are unable to live at home.

It is the responsibility of all at the School to:

- × protect children and young people from all forms of abuse, bullying and exploitation (including from the School's staff);
- × be alert to incidents of child abuse and neglect occurring outside the scope of the School's programs and services that may have an impact on the children and young people in our care; and
- × create and maintain a child safe culture that is understood, endorsed and put into action by all who work for, volunteer in or access the School's programs and services.

We require all within the School, regardless of their role or level of responsibility, to act to safeguard children from harm by:

- × adopting the practices and behaviour we have set as our standard when carrying out their roles; and reporting any abuse or neglect of which they become aware to :

the Headmaster;

external authorities

- × utilising clear position descriptions that state the School's commitment to safeguarding children and the requirements for our staff;  
working under a [Code of Conduct](#), approved and endorsed by the School Board, that outlines the expectations of all staff in terms of their interactions with one another, and with children and young people;  
requiring all staff, whether paid or volunteer, to sign their assent to our [Code of Conduct](#) and [Practice and Behaviour Standards](#) through the induction process; and  
Providing all staff with a copy of our [Commitment to Kindness](#), which underpins and emphasises our commitment to safeguarding children and young people at the School.

### We minimise the likelihood of recruiting a person who is unsuitable

The School has measures in place to minimise the likelihood that we will recruit a person who is unsuitable to work or volunteer with children or young people. Our recruitment procedures require

- × that our safeguarding commitment is communicated to potential applicants for positions;  
face-to-face interviews (or, where necessary, via video call – e.g., Skype, Zoom or Microsoft Teams) to be held (which include safeguarding-related questions);  
a minimum of two professional reference checks to be undertaken; and  
screening checks to be undertaken, which require applicants to provide proof of their identity, Registration to Work with Vulnerable People (RWVP) and

We have processes for encouraging two-way communication with children and families. We seek their feedback

We have formally reviewed our service delivery to identify and document potential risks to children or young people. We are committed to undertaking formal reviews at least annually in order to identify and document potential risks to children or young people associated with our programs and services.

### Communicating this policy

The School is committed to ensuring that our Safeguarding Children and Young People Policy is communicated to our school community:

- × on our website;  
in age appropriate formats for children and young people;  
in our school newsletter (Communique); and  
as part of the information provided to parents/carers and families.

This policy is also communicated to all involved staff:

- × during recruitment and induction processes;  
in minimum compulsory training on safeguarding children and young people policies and procedures;  
on agendas for team meetings; and  
where there are any updates or changes to this document.

## 6. Supporting/related documents

[Coaching Policy](#)

[Code of Conduct/carers and fam2o7h69.92 Tm <0078>TrerCode of9Conduct](#)

The master copy is kept in SharePoint Online in read-only in PDF form. All printed copies are uncontrolled.

## 8. Policy owner

Headmaster

## 9. Version Control

Version Number	Author	Purpose/Change	Date
1.0	Manager People, Culture & Safety	Policy creation	25/11/2015
1.1	Manager People, Culture & Safety	Policy reviewed; updated to align with standard 1 of the Safeguarding Children Accreditation Program	5/6/2017
2.0	Policy & Compliance Manager	2.0 revision; major textual review. Sections rewritten for clarity, closer textual representation of current school practice.	1/2/2021