

CHILD SIDE PLAYGROUP AND  
SCHOOL FOLLOWS CHILD  
PROTECTION AND PROTECTIVE  
BEHAVIOUR PROCESSES.

take a walk on the  
**Child Side**  
Playgroup and School



Keeping our Children Safe  
Advice for Volunteers &  
Regular Visitors

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# Keeping Children Safe Advice for Volunteers & Regular Visitors

**The protection and care of children is a whole-of-community and society responsibility. All children have a right to be safe and schools have a 'duty of care' to all children at the school.**

Thank you for your support and commitment to Child Side Playgroup and School (CSS).

CSS expects school staff (paid and unpaid), parents/guardians, governing council members and children to behave in a manner that is consistent with our commitment to being **SAFE**, **KIND**, and **CREATIVE** through our words and our actions.

The following information will assist you understand your responsibilities to this commitment.

At Child Side Playgroup and School, we believe that a child safe environment is vital to ensure the safety and wellbeing of children and must remain of paramount consideration in all that we do and the decisions that we make.

This Child Protection Advice has been provided to ensure that you understand what is expected of you. Please ask a Co-principal if you are unclear about anything, and keep this information, so that you can refer back if you need to.

**If you are worried about the safety or welfare of any child or young person in this school, you must report this concern to one of the identified designated Staff. Questions, clarifications and concerns should always be brought forward and will be treated with discretion, empathy and respect.**

**Please help us to safeguard the children in our care by following these guidelines.**

**IF YOU HAVE CONCERNS, TALKING TO YOUR CHILD'S CC  
EDUCATOR IS THE BEST PLACE TO START**

# Keeping Children Safe Advice for Volunteers & Regular Visitors

## Volunteer Agreements

As a volunteer at this school, you agree to abide by the CSS Code of Conduct and act within and in support of all School policy and procedures. As a volunteer at this school you are also expected to sign the CSS Volunteer Declaration. Most volunteers are also required to provide a current Working With Children Check (WWCC).

It is a requirement, also, that you inform one of the Co-Principals immediately if you become subject to any criminal investigation, caution or conviction. This helps to protect you as well as the young people in your care.

## What are my responsibilities?

All those who come into contact with children through their every day work whether paid or voluntary have a duty of care to safeguard and promote the welfare of children.

Child Side School has a number of policies to assist with these responsibilities which you should be aware of and refer to as required:

- CSS Child Protection Policy
- CSS Code of Conduct – School Staff (includes Volunteers)
- CSS Concerns, Complaints, Disputes Policy (Grievance)
- CSS Whistleblower Protection Policy

These as well as other relevant policy can all be viewed on the school website <https://chilsideschool.wa.edu.au/documents>.

**Under the CSS Code of Conduct all CSS Community members have an obligation to objectively report observable behaviour which breaches or is suspected of breaching the Code, other than those behaviours subject to mandatory reporting obligations to a designated staff member.**

If you are a Mandatory Reporter under the Child and Community Services Act, your obligations under the Act are the same in this context.

## Who do I report to?

Under Non-Government School Standards, Child Side School is required to identify “designated senior staff members” to whom reports\* must and or can be made.

CSS Designated Staff to whom reports must or can be made:

- Co-Principal (Administration): Karron McDonald
- Co-Principal (Senior Educator): Leonie O'Connell
- Continuity and Cohesion Educators: Lisa Seewraj or Sarah Neale
- Chair of the Governing Council: Janine Morgan; governingcouncil@childdeschool.wa.edu.au

\*Reports may include but are not limited to:

- Complaints, Concerns and Disputes (grievance),
- Code of Conduct Breaches - Staff, Parent/guardian, Children, GC Members
- Duty of Care Concerns,
- Risk Management Concerns,
- Any Child Protection and Safety Concerns including - Sexual Abuse or Welfare Concerns

**Under the CSS Whistleblower Protection Policy, any person making a report are assured that in making a report they will not be personally disadvantaged by dismissal, demotion, any form of harassment, discrimination or current or future bias.**

## What should I do if I am worried about a child?

If whilst working at school and during interactions with a child/children, you become concerned about-

- Comments made by a child
- Marks or bruising on a child
- Changes in the child's behaviour or demeanour
- Worrying observations

Please report these concerns to a designated staff member

# Keeping Children Safe Advice for Volunteers & Regular Visitors

## What should I do if a child discloses that they are being harmed?

Although the likelihood of you being subject to a disclosure is small, it is important to know what to do in such an eventuality as children rarely lie about such matters.

- Listen to what is being said without displaying shock or disbelief, accept what is being said
- Allow the child to talk freely
- Reassure the child, but do not make promises that might not be possible to keep
- Do not promise confidentiality but explain to the child that you may have to tell an Educator or a Co-Principals in order that they can provide appropriate help
- Do not interrogate the child or ask leading questions
- Reassure the child that it is not their fault
- Stress that it was the right thing to tell
- Do not ask the child to write a statement
- Do not criticise or make comment about the alleged perpetrator

Immediately record details of the disclosure, including wherever possible the exact words or phrases used by the child. Forms for the recording of information of this nature are available and should be completed and returned to a designated staff member to enable the matter to be dealt with in the most appropriate way.

**Please ensure you have signed and dated the record. Understand that what has been disclosed is confidential and should not be shared with anyone else other than the person you are reporting to.**

## What should I do if the alleged abuser is a member of the school staff?

You should report such allegations to one of the designated staff.

## What should I do if the alleged abuser is the Principal?

You should report such allegations to the Chair of the Governing Council

## **How do I ensure that my behaviour is always appropriate?**

Appropriate relationships with children should be based on mutual trust and respect.

As a volunteer or regular visitor you may well be working closely with children sometimes on a one to one basis. Children, especially when they are young, are often spontaneously affectionate and tactile and it is important not to alienate them through lack of response or by appearing to reject this. You should, however, be careful about touching children.

Unless there is a well-established familial relationship and these arrangements have been established and understood by the child's/children's parents/guardian do not:

- Photograph or video children (other than your own) at school or at school activities.
- Give out your own personal details, exchange e-mails, exchange text messages, contact them via social media sites, make phone calls or personally visit other children.

**Questions, clarifications and concerns should always be brought forward and will be treated with discretion, empathy and respect.**

**Thank you for helping us to safeguard the children in our care by following these guidelines.**



Phone 08 9731 5232  
Child Side School Office



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Email the Governing Council Chair  
[governingcouncil@childdisidesschool.wa.edu.au](mailto:governingcouncil@childdisidesschool.wa.edu.au)

### THE ROLE OF THE DIRECTOR GENERAL

The Director General of the Department of Education is responsible for ensuring that the school observes the registration standards, and monitors the school's compliance with the standards including the standard about its complaints handling system. Any student, parent or community member is entitled to contact the Director General with concerns about how the school has dealt with a complaint. Information is available on the [Department of Education website](#). While the Director General may consider whether the school has breached the registration standards, and other requirements, they do not have power to intervene in a complaint or override the school's decision.

