



The Montessori School Kingsley Inc.

CHILD PROTECTION AND CHILD SAFETY POLICY



1. VERSION MANAGEMENT

Version	Date Published/Reviewed	Changes	Author	Date Ratified by School Board
1	1 January 2004			
2	2005 – 2008 Annually		Principal	
3	2009	Mandatory Reporting of Sexual Abuse	Principal	
4	2010 – 2015 Annually			
5	2016	Student Driver/Family Law	Principal	
6	2017	Grooming/Risk of Suicide	Principal	
7	2017	Sun Protection Policy	Principal	
8	2018	Section 1.13 Inclusion of Policy forbidding corporal or degrading punishment.	Principal	
9	2018	Section 1.19 Amendment to Mandatory Report Flowchart.	Principal	
10	2018	Section 1.22 Inclusion of response to breach of staff code of conduct – grooming/child abuse.	Principal	
11	2018	Section 1.24. Inclusion of Children in care of CPFS.	Principal	20/1/2018
12	2018	Sun Protection Policy		
13	July 2018	Student Code of Conduct	Principal	
14		Formerly Child Safety Policy		
15	2019	Incorporated Grooming Behaviour	Principal	8/4/2019
16	2020	Comprehensive changes to meet the requirements of 2020 Registration Standards	Principal	
17	2024	Reviewing, benchmarking, and combining Child Safety Policy with the Child Protection Policy	Principal	13/12/2024

2. INTENT

The Montessori School Kingsley is dedicated to maintaining a secure environment for children and promoting practices that ensure the safety, wellbeing, and welfare of its students within the School premises and the broader community. All members of the School community, including staff, volunteers, students, visitors, and contractors, are expected to share this commitment.

Our teachers, staff, and School Board are dedicated to upholding a duty of care that ensures the wellbeing and safety of all students throughout their time under our supervision.

We are committed to creating a secure educational environment by employing capable educators and maintaining a safe setting for learning and growth.

Given their unique position of authority and responsibility, school staff play a pivotal role in ensuring a child-safe environment. Our Staff Code of Conduct outlines the expected standards of behaviour for all employees.

3. ORGANISATIONAL SCOPE

The Child Safety and Protection Policy covers all aspects of child safety and protection within the School, with a strong emphasis on preventing abuse and responding appropriately to suspected or actual abuse. This includes recognising and addressing Emotional Abuse, Neglect, Physical Abuse, Sexual Abuse, and Grooming Behaviour.

The School's Child Protection and Safety Policy as well as the Child Protection and Child Safety Procedures undergo an annual review to ensure continuous improvement and the review is approved by the School Board. These documents must also be reviewed each time there is an incident involving child protection and child safety.

4. DEFINITIONS

TERM	DEFINITION
Child Abuse	Including physical, sexual, emotional abuse and Neglect.
Corporal Punishment	Use of physical force for punishment, excluding reasonable restraint.
Cyber Predator	Online predators manipulate children into meeting in real life with the sole goal of having sex with them.
Degrading Punishment	Incompatible with human dignity, belittles or humiliates.
Emotional Abuse	Involves sustained, inappropriate ill-treatment, including threatening, belittling, teasing, or bullying, which affects a child's emotional development and wellbeing.
Grooming Behaviour	Deliberate actions taken to engage in sexual activity with a child, involving a gradual process of building trust with the child and those around them.
Neglect	Involves the failure to provide basic necessities, such as adequate supervision, food, shelter, clothing, medical care, and emotional security.

Parent	In relation to a child, means a person who at law has responsibility for the long-term care, welfare and development of the child; or the day-to-day care, welfare and development of the child.
Physical Abuse	Involves severe and/or persistent ill-treatment, resulting in injuries such as cuts, bruises, burns, and fractures, caused by acts such as beating, shaking, or excessive discipline.
Principal	The School's Principal or any of the Co-Principals, as the case may be relevant at the time.
School	The Montessori School Kingsley
Sexual Abuse	Encompasses a wide range of exploitative and inappropriate sexual activities involving a child, leading to significant emotional trauma, physical injury, and psychological harm.
Workers	A person is a worker if the person carries out work in any capacity for the School, including work as: a) an employee b) a contractor or subcontractor; c) an employee of a contractor or subcontractor; d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; e) an apprentice or trainee; f) a student gaining work experience; or g) a volunteer.

5. POLICY CONTENT

5.1 Policy Principles

The School strictly prohibits any form of Child Abuse, Corporal Punishment, and Degrading Punishment. We uphold the following principles in our commitment to child safety and protection:

- **Child-Centric Approach:** The wellbeing and safety of every child are our utmost priority.
- **Prevention:** We are dedicated to proactively creating an environment that prevents harm to children and minimises risks.
- **Participation:** We value children's voices and encourage open communication with them to ensure their safety and wellbeing.
- **Responsibility:** All members of our school community share the responsibility of safeguarding children.
- **Transparency:** We are transparent in our actions, policies, and procedures related to child safety and protection, with appropriate consideration to confidentiality of victims.
- **Cultural Sensitivity:** We respect and consider the cultural, social, and individual characteristics of children while ensuring their safety.
- **Professionalism:** All staff and volunteers are expected to adhere to high professional standards in their interactions with children.

5.2 National Principles for Child Safe Organisations

The School also supports the National Principles for Child Safe Organisations, which have been established by the Australian Human Rights Commission to build cultures in all organisational settings to advance the safety and wellbeing of children and young people.

These National Principles, endorsed by all Commonwealth, state and territory governments, include:

- Child safety and wellbeing are embedded in organisational leadership, governance, and culture.
- Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
- Families and communities are informed and involved in promoting child safety and wellbeing.
- Equity is upheld and diverse needs are respected in policy and practice.
- People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
- Processes to respond to complaints and concerns are child-focused.
- Staff and volunteers are equipped with the knowledge, skills, and awareness to keep children and young people safe through ongoing education and training.
- Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
- Implementation of the national child safe principles is regularly reviewed and improved.
- Policies and procedures document how the organisation is safe for children and young people.

5.3 Child Protection Measures

The School is committed to safeguarding children from all forms of abuse. This Policy outlines specific measures to ensure child protection:

- To maintain the safety of children, only authorised individuals are granted access to the School premises. Access to the school property is restricted to authorised personnel, and conditions of entry are clearly defined.
- To prioritise the safety and wellbeing of our students, the School has established procedures for reporting and documenting absences.
- All staff members are required to sign and commit to the School's Staff Code of Conduct as part of their employment conditions, and this document is reviewed annually.
- Teachers receive training on a Protective Behaviours Curriculum, which empowers students to recognise and report abuse, understand power dynamics in relationships, and develop protective strategies.
- All teachers are trained on Mandatory Reporting Requirements and their obligations to report suspected Child Abuse and Child Maltreatment.
- Stringent recruitment procedures ensure that staff members have the necessary understanding and ability to work with children. New staff members are inducted into the School's policies and procedures for the prevention, detection, and reporting of abuse and Grooming Behaviour.
- The School maintains clear procedures for reporting concerns about children's welfare, including cooperation with external agencies such as The Department of Communities and the Western Australian Police Force Child Abuse Squad.
- Staff members respond appropriately to student disclosures, ensuring the child's best interest while adhering to confidentiality obligations. Mandatory reporting is required in cases of sexual abuse.
- Accidents and injuries are documented through the Accident/Injury Report Form and matters of concern are reported through the Meeting/Incident Report Form.
- The School provides support for students who are victims of abuse and Neglect, collaborating with relevant agencies and developing management plans when necessary.
- Child protection considerations are integrated with related policies, including Complaints and Grievance, Behaviour Management, Anti-Bullying, and the School Code of Conduct.
- The School's Child Protection and Child Safety Policy and procedures are readily accessible to Parents through the School's website.

5.4 Child Safety Measures

The safety and wellbeing of our students are paramount. We have established a comprehensive set of measures to ensure a secure environment for learning and growth. These measures encompass various aspects of child safety and wellbeing:

- Ensuring a secure physical environment, including fire safety, playground supervision, parking regulations, proper use of equipment, and safety during extreme weather events.
- Providing education and awareness on cyber safety (Cyber Predators) to both students and Parents.
- Promoting students' general wellbeing through appropriate support and guidance.
- Regularly reviewing and updating our safety protocols and procedures to align with best practices.
- Fostering a culture of respect, inclusivity, and positive behaviour among all members of the school community.

6. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this Policy, the following roles and responsibilities apply:

ROLE	RESPONSIBILITY
Board Directors	<ul style="list-style-type: none"> Overseeing governance and ensuring compliance with the Policy at a strategic level. Approving annual reviews and significant updates to the Policy.
Health and Safety Representative	<ul style="list-style-type: none"> Maintain a record of incidents and safety concerns related to child protection, Support continuous improvements in safety measures.
Parents/Carers	Support the school’s child protection efforts by following the School’s policies and communicating any concerns appropriately.
Policy Owner	The Policy Owner, the Principal, has overall responsibility for the content of this Policy and its operation in the School.
Principal	<ul style="list-style-type: none"> Ensure the Policy requirements are implemented, monitored, and reviewed. Provide leadership and oversight to maintain a child-safe environment.
Students	<ul style="list-style-type: none"> Engage in age-appropriate child safety education programs. Report concerns about safety or wellbeing to a trusted adult within the School community.
Workers	<ul style="list-style-type: none"> Ensuring they understand the information presented in this Policy. Ensure their actions and conduct align with the Policy principles and procedures.

7. RELATED DOCUMENTS

7.1 Policies that are relevant to the operation of this Policy are as follows:

- Anti-Bullying Policy
- Behaviour Management Policy
- Complaints Management Policy
- Emergency and Critical Incident Policy
- Health and Safety Policy

7.2 Procedures that are relevant to the operation of this Policy are as follows:

- Anti-Bullying Procedures
- Behaviour Management Procedures
- Child Protection and Child Safety Procedures
- Complaints Management Procedures
- Emergency and Critical Incident Procedures
- Fire Management and Evacuation Procedures

7.3 Internal documents that are relevant to the operation of this Policy are as follows:

- Accident/Injury Report Form
- Community Code of Conduct
- Meeting/Incident Report Form
- Staff Code of Conduct
- Student Code of Conduct

7.4 External documents that are relevant to the operation of this Policy are as follows:

- *Children and Community Services Amendment (Reporting Sexual Abuse of Children) Act 2008*
- Government of Western Australia – Department of Communities: Mandatory Reporting Guide: Western Australia
- Government of Western Australia – Department of Education: Reportable Incident Notification Form
<https://www.suicidepreventionaust.org/our-board/>
- National Principles for Child Safe Organisations
- *School Education Act 1999*
- The Mind Matters website: <https://mind-matters.com.au/>
- The Ministerial Board on Suicide Prevention website: