



**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                    |
| 18      | February 2026           | Reviewed  | Principal | 23/02/2026                    |
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## 2. INTENT

The Montessori School Kingsley is committed to fostering a secure and nurturing environment where every child feels safe, supported, and respected. This policy addresses two interconnected but distinct areas of responsibility:

- **Child Safety and Wellbeing:** Ensuring all aspects of safety within the School environment, including physical, emotional, and cultural safety, and promoting practices that support every child's overall wellbeing.
- **Child Protection:** Focusing on the prevention, identification, and timely reporting of suspected or actual child abuse, and ensuring clear, effective responses to safeguard children at risk of harm.
- **Suicide and Self-Harm Prevention:** Recognising the critical importance of early intervention and support for students at risk of suicide or non-suicidal self-injury (NSSI). This includes proactive measures to prevent harm, timely risk assessment, and immediate action to ensure the safety and wellbeing of the student.

This commitment reflects both our legal responsibilities and the Montessori philosophy of care and respect for the whole child — mind, body, and spirit.

All members of the School community, including staff, volunteers, students, visitors, and contractors, share responsibility for maintaining a child-safe environment. This includes:

- Acting with integrity and vigilance to protect students from harm.
- Creating and maintaining a learning environment that is physically, emotionally, and culturally safe.
- Responding promptly and appropriately to any concerns about a child's safety, wellbeing, or risk of self-harm.

Our teachers, staff, and School Board uphold a duty of care to protect and support all students under our supervision. Through robust policies, clear procedures, and a strong Staff Code of Conduct, we ensure that every child entrusted to our care has the opportunity to thrive in a safe and supportive educational setting, free from abuse, harm, or neglect.

## 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                      | Any act or failure to act on the part of a caregiver or adult that results in harm, potential harm, or threat of harm to a child. This includes physical, sexual, emotional abuse, and neglect.   |
| Corporal Punishment              | Any punishment in which physical force is used and intended to cause some degree of pain or discomfort, however light. It typically involves hitting the child with the hand or with an implement. It does not include the use of reasonable physical restraint to protect the child or others from harm.   |
| Cyber Predator                   | Online predators manipulate children into meeting in real life with the sole goal of having sex with them.  |
| Degrading Punishment             | Any punishment that is incompatible with respect for human dignity. This includes both Corporal and non-physical punishment that belittles, humiliates, denigrates, scapegoats, threatens, scares, or ridicules the child..   |
| Emotional Abuse                  | Involves sustained, inappropriate ill-treatment, including threatening, belittling, teasing, or bullying, which affects a child's emotional development and wellbeing.  |
| Gatekeeper                       | Gatekeeper: A staff member or designated school personnel who is trained to identify students at risk of suicide or self-injurious behaviour, respond appropriately, and connect the student to professional support. Gatekeepers act as the first point of contact within the school, ensuring that concerns are recognised early and referred to the appropriate mental health services or safeguarding pathways. |
| 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.   |
| Non-Suicidal Self-Injury (NSSI): | A deliberate act to harm oneself without the intent to die, usually to reduce uncomfortable or distressing emotions and often repetitive in nature. NSSI can be referred to as self-harm (the term deliberate self-harm is also used by health care professionals).   |
| 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.   |

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|--------------------|---|
| 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. |
| Suicidal Behaviour | Includes suicidal ideation, communications, attempts and suicide  |

## 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 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.

### 5.4 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.

## 5.5 Suicide Prevention Measures

The School recognises the critical importance of suicide prevention and the promotion of mental wellbeing among students. We are committed to identifying risks early, providing appropriate support, and responding effectively to students experiencing suicidal thoughts or behaviours.

To uphold this commitment, the School has implemented the following measures:

- Key staff receive training to recognise warning signs of suicide and non-suicidal self-injury (NSSI), and to respond appropriately, including how to manage disclosures and provide immediate support.
- Selected staff are trained as Gatekeepers to take the lead in supporting at-risk students, coordinating responses, and engaging external services when required.
- Staff are encouraged to actively monitor students for signs of distress or risk factors and to report concerns immediately to the Principal or delegate.
- The School has established step-by-step procedures for responding to disclosures of suicide risk or NSSI, ensuring a calm, consistent, and timely response focused on student safety.
- Individual Wellbeing Plans are developed for at-risk students, outlining strategies for ongoing support, communication, and monitoring.
- Parents and carers are engaged early in the process, and the School works closely with external agencies such as AISWA Psychology Service, CAMHS, and other relevant professionals.
- All incidents, actions, and communications are documented accurately and stored securely, in line with the School's Record Management Policy, while maintaining appropriate confidentiality.
- The School fosters an environment where students feel safe seeking help, encourages open conversations about mental health, and actively works to reduce stigma surrounding suicide and self-harm.

## 6. ACCOUNTABILITIES AND RESPONSIBILITIES

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

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

## **7. RELATED DOCUMENTS**

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

- Anti-Bullying Policy
- Behaviour Management Policy
- Critical Incident Management Policy
- Extreme Weather Policy
- Health and Safety Policy
- Sun Protection Policy

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

- Anti-Bullying Procedures
- Behaviour Management Procedures
- Bushfire Management Plan
- Child Protection Procedures
- Child Safety Procedures
- Critical Incident Management Procedures
- Evacuation and Lockdown Procedures
- Missing Student Response Procedures
- Suicide and Non-Suicidal Self-Injury Prevention Procedures
- Suicide and Non-Suicidal Self-Injury Immediate Response 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
- Incident Report Form – Student
- Individual Wellbeing Plan
- Parent-Teacher Meeting Form & Matter of Concern
- 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: