
Emmaus Catholic College

Kemps Creek



Student Management Policy Child Protection Protocols

2016

November 2015
To be reviewed December 2016

EMMAUS CATHOLIC COLLEGE

Child Protection Protocols

The following protocols are to be observed by all College personnel which includes: full-time staff, temporary staff, part-time staff, relieving staff, volunteers and visitors. These protocols are supported by CEO Parramatta Child Protection Kit.

Child Protection Training will be provided annually as per Diocesan guidelines for all College Personnel (as outlined above) by the Assistant Principal (School)

The College Principal is responsible for the administration and conduct of the College and all that relates to it. Therefore, **the principal is to be informed about all serious matters concerning the welfare of students, including concerns about suspected risk of harm to a child or young person and suspected or disclosed incidents of abuse of children and young persons;**

The College principal is required by legislation to ensure that concerns about the suspected risk of harm to a child are reported, as required, to FaCs

Key responsibilities of all Emmaus Catholic College personnel:

- to report to the principal all instances of any student enrolled at the College, suspected on reasonable grounds of being at risk of harm;
- to provide information required by the principal in order to assist FaCs in the assessment of a student's safety, welfare and well-being;
- to provide ongoing support and care to students who experience abuse, in accordance with the school's pastoral care policy and within the range of normal College duties;
- to keep confidential, except as otherwise required, every aspect of an incident or allegation of suspected child abuse, or any case of a child or young person suspected of being at risk of harm.
- to teach children and young people appropriate child protection behaviours in accordance with the College's curriculum;
- to ensure their interaction with students is in accordance with System and College requirements.

Outside Tutors:

All outside tutors must fill out a Prohibited Employment Declaration Form prior to working at the College. (these forms are found at the College Reception) All outside tutors will be given a copy of the Emmaus Catholic College Child Protection Protocols and will be required to be familiar with and abide by this protocol at all times while working with young people.

Outside tutors must present their qualifications and experience to the Principal or delegate prior to be considered for employment at the College.

When entering the College the tutor must:

- Sign in at the front desk.
- Proceed to the designated area/classroom.

- Keep the door open at all times.
- Report to the Principal all instances of any student enrolled at the College, suspected on reasonable grounds of being at risk of harm.
- Report any inappropriate student behaviour to the Assistant Principal.
- Sign out at the front desk before leaving the College.

Child Protection Notification Chart

