



LEIBLER YAVNEH COLLEGE CHILD PROTECTION

Protocols Regarding the Handling of Sensitive, Critical and Child Protection Incidents Involving Students

Last review September 2017
Next review September 2018

Protocols Regarding the Handling of Sensitive, Critical and Child Protection Incidents Involving Students

(For allegations against **staff members** and **adults**, see separate Policy and protocols)

The College has a holistic framework for addressing the individual learning needs of all students, including those with special needs and other unique areas of cultural diversity.

The College is cognizant of ensuring the program and ethos of our school complements the varying cultural domains of our parent and student population in the context of meeting the minimal standards of child safety and child protection.

Please read this policy in conjunction the College Child Protection and Mandatory Reporting Policies.

Whenever there are Child Protection concerns, the first priority is the child's safety and wellbeing.

Once this has been secured and confirmed:

1. The Head of the Section of the College must be informed immediately (Head of ELC; Heads of Primary School; Head of Student Management, Secondary School)
2. Thereafter, the College Principal. If the Head of the Section is not available, the College Principal must be informed directly. If the College Principal is unavailable, the Deputy Principal in Secondary School must be contacted.
Note: contact with the above people is of paramount importance, and all meetings, classes or appointments should be interrupted in order to ensure prompt communication with the above Senior Staff.
3. The College Principal will inform the College Chair and if necessary ChildWise or DHS.
4. The Head of Section, and /or the College Principal will initiate contact with the parent/s. In the case of divorced parents, both parents need to be contacted unless specific court orders or other legal arrangements are in place.
5. In the event of there being no senior staff member to contact the parent (within the hour of the incident occurring or being reported) the teacher should make contact with the parent/s to inform them of the incident. Parental contact over sensitive/critical or Child Protection issues should never be via e mail alone.
6. Contact with parents in regard to these critical matters should be 24/6 excluding Shabbat, but including Sunday, if necessary. If parents are divorced or separated, both parents should be contacted.
7. When speaking to parents in regard to sensitive, critical or Child Protection issues, the support of our College Psychologist (Boyd Cowley) should be offered.
8. File notes of all relevant incidents and any follow up conversations or observations should be written and provided to the College Principal or his delegated Senior Manager.
9. The relevant staff member/s must provide the College Principal or his delegated Senior Manager with a written file note of the incident and any relevant subsequent conversations including the following information:

Date	Child involved	Summary of incident	People involved	Actions thus far

This information also needs to be filed in the College's Centralised Notifications and Disclosures of critical Incidents register, filed in the Secondary office in the Secondary School.

10. All relevant letters on behalf of the College need to be sent by or approved by the College Principal.
11. At the conclusion of an investigation, a debriefing needs to be conducted with all stakeholders in order to ascertain further improvements in procedures and protocols.
12. The College offers appropriate counselling and psychological support to any staff member involved in sensitive child protection matters.
13. In complying with the child safe standards, the College is mindful of the diversity of students and school communities and applies the following inclusion principles as part of each standard:
 - Promoting the cultural safety of Aboriginal and Torres Strait Islander children
 - promoting the cultural safety of children from culturally and/or linguistically diverse backgrounds (CaLD)
 - Promoting the safety of children with a disability.