Catholic College Sale

CHILD SAFETY

INFORMATION AND AGREEMENT FOR VOLUNTEERS

VOLUNTEER NAME:

_____

ATTENDANCE VENUE/LOCATION (e.g., name of campus/venue and/or location of off-site venue):

_____

DATE(S) OF ATTENDANCE:

_____

Child Safety Code of Conduct	Initials / Date
Catholic College Sale has a Child Safety and Wellbeing Policy and a Child Safety Code of Conduct, which all staff and adults engaged by the College must comply with. A copy of the Child Safety and Wellbeing Policy and Child Safety Code of Conduct are provided. Please initial and date to indicate that you have read and agree to abide by the Child Safety and Wellbeing Policy and Child Safety Code of Conduct.	

Child Safety Incidents or Concerns

There are different definitions of child abuse or other harm in various legislation, including child protection laws, criminal laws, reportable conduct, and teacher registration laws and regulations.

There are also Working with Children Check requirements.

To manage this, at the College we refer to all incidents or concerns about the abuse or harm to a child as 'child safety incidents or concerns'. This term applies regardless of whether the alleged perpetrator is a parent, guardian or carer, family member, staff member, volunteer, contractor, other adult, or another child or young person.

Child safety incidents or concerns include:

- Physical abuse or harm
- Sexual Abuse
- Grooming
- Emotional abuse or psychological harm
- Neglect
- Family violence and exposure to family violence.

How to Report Child Safety Incidents or Concerns Internally to the College

Catholic College Sale has appointed a number of Child Safeguarding Officers. If you witness or are concerned about a child safety incident or a concern regarding a student at the College, you should report this to the Principal or one of our Child Safeguarding Officers.

If you suspect that a student may be experiencing abuse or other harm, but you are unsure whether your concern rises to the levels required for internal or external reporting to the relevant authority, the Principal or our Child Safeguarding Officers will be able to assist you in clarifying your concerns and managing the next steps.

Contact details for the Principal, our Child Safeguarding Officers and Wellbeing Support Officers are set out below:

Name	Position	Contact No.	Email Address
Brett Van Berkel	Principal	(03) 5143 9700	principal@ccsale.catholic.edu.au
Anthony Robbins	Deputy Principal Wellbeing	(03) 5143 9700	arobbins@ccsale.catholic.edu.au
Tahnee Cashman	Director of Engagement Years 7 - 10	(03) 5143 9700	tcashman@ccsale.catholic.edu.au
Kate Donald	Leader Professional Practice	(03) 5143 9700	kdonald@ccsale.catholic.edu.au
Jamie Murphy	Sports Coordinator	(03) 5143 9700	jmurphy@ccsale.catholic.edu.au
Michele Wakeham	Faith & Mission Coordinator	(03) 5143 9700	mwakeham@ccsale.catholic.edu.au
Nancy-Lee McIntosh	Teacher	(03) 5143 9700	nmcintosh@ccsale.catholic.edu.au
Lauren Forsyth	Wellbeing Support Officer	(03) 5143 9700	lforsyth@ccsale.catholic.edu.au
Jacquie May	Wellbeing Support Officer	(03) 5143 9700	jmay@ccsale.catholic.edu.au
Lateshia Locker	Wellbeing Support Officer	(03) 5143 9700	llocker@ccsale.catholic.edu.au

If the child safety incident or concern involves:

- a breach of the College's Child Safety and Wellbeing Policy or Child Safety Code of Conduct;
- a child safety incident or concern alleged to have occurred, be occurring, or be at risk of occurring at the College or a College event;
- a child safety incident or concern alleged to have been, to be, or to be at risk of being perpetrated by a member of staff or a volunteer; or
- any complaint about the College's response to or management of a child safety incident, concern, or complaint;

This can be reported under our *Child Protection Reporting Obligations: Summary of the College's Procedures for Responding to and Reporting Child Safety Incidents or Concerns,* accessible from the College website.

Anyone can make a complaint:

- to a Child Safeguarding Officer;
- to the Principal; or
- a trusted staff member;

in person, in writing, or over the phone. You may do this anonymously if you wish.

The College will take appropriate, prompt action in response to all child safety incidents or concerns, including suspicions, allegations, or disclosures of abuse or other harm, that are reported internally by volunteers.

Where appropriate, all matters that meet the required thresholds will be reported externally by the College to the relevant Authority, depending on the information contained in the report.

How to Report Child Safety Incidents or Concerns Externally to Relevant Authorities

In addition to reporting internally, if you are a mandatory reporter (i.e., if you are required by law to make a report about a child safety incident or concern to a child protection, law enforcement, or registration Authority), you must also meet your statutory reporting obligations.

Even if you are not required to report under the law, you may make a voluntary external report to any relevant Authority.

More information about reporting obligations, reporting procedures, and contact details for the relevant external authorities is outlined in our:

- *Child Protection Reporting Obligations: Summary of the College's Procedures for Responding to and Reporting Child Safety Incidents or Concerns*

Agreement

I acknowledge receipt of this Information, and I agree:

- to abide by the College's Child Safety and Wellbeing Policy and Child Safety Code of Conduct; and
- to make any required internal or external reports about child safety incidents or concerns that I may become aware of during my engagement with Catholic College Sale.

Signed: _____

Name: _____ Dated: _____

NOTE – OFFICE ADMINISTRATION

Copy of the College's Child Safety and Wellbeing Policy and Child Safety Code of Conduct to be provided to the volunteer.

Original signed copy of this agreement to be retained by the College; copy to be provided to the volunteer.