



Catholic College Sale

**CHILD SAFETY
INFORMATION AND AGREEMENT FOR
VOLUNTEERS AND CONTRACTORS**

VOLUNTEER/CONTRACTOR NAME:

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

DATE(S) OF ATTENDANCE:

| Topic | |
|--|----------------------------|
| Child Safeguarding Code of Conduct | Initials / Date |
| <p>Catholic College Sale has a Child Safety Code of Conduct with which all staff and adults engaged or contracted by the College must comply.</p> <p>A copy of the Child Safety Code of Conduct is provided.</p> <p>Please initial and date to indicate that you have read and agree to abide by the Child Safety Code of Conduct.</p> | |
| Topic | |
| Child Safety Incidents or Concerns | |
| <p>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.</p> <p>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 plies regardless of whether the alleged perpetrator is a parent/carer, family member, staff member, volunteer, contractor, other adult or another child or young person.</p> <p>Child safety incidents or concerns include:</p> <ul style="list-style-type: none"> • Physical abuse or harm • Sexual Abuse • Grooming • Emotional abuse or psychological harm • Neglect • Family violence and exposure to family violence. | |

Topic

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 concern regarding a student at the College, you should report this to 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 Child Safeguarding Officers will be able to assist you in clarifying your concerns and managing the next steps.

Contact details for our Child Safeguarding Officers are set out below:

| Name | Position | Contact No. | Email Address |
|--------------------|---|----------------|--|
| Mr Chris Randell | Principal | (03) 5143 9700 | principal@ccsale.catholic.edu.au |
| Mr Tim Morrison | Deputy Principal Learning and Wellbeing | (03) 5143 9700 | tmorrison@ccsale.catholic.edu.au |
| Mr Jim Sutton | Director of Engagement Years 10 - 12 | (03) 5143 9700 | jsutton@ccsale.catholic.edu.au |
| Ms Jacinta Werner | Teacher | (03) 5143 9700 | jrwerner@ccsale.catholic.edu.au |
| Mr Josh Stubbe | Teacher | (03) 5143 9700 | jstubbe@ccsale.catholic.edu.au |
| Mrs Mary McNally | Student Counsellor | (03) 5143 9700 | mmcnally@ccsale.catholic.edu.au |
| Miss Lacie Bennett | Student Counsellor | (03) 5143 9700 | lbennett@ccsale.catholic.edu.au |
| Jayne Holland | Administration Manager | (03) 5143 9700 | jholland@ccsale.catholic.edu.au |

If the child safety incident or concern involves:

- a breach of the College's 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 contractor; 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 *Responding to and Reporting Child Safety Incidents and Concerns Policy*, and the accompanying Procedural Guidelines, accessible from the College website.

Complaints

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 and contractors.

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.

Topic

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 are outlined in our:

- *Responding to and Reporting Child Safety Incidents and Concerns Policy*
- *Procedural Guidelines for Responding to and Reporting Child Safety Incidents and Concerns*

Agreement

I acknowledge receipt of this Information Sheet and I agree:

- to abide by the College's 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 by Catholic College Sale.

Signed:

Name

Dated

NOTE – OFFICE ADMINISTRATION

Copy of the College's Safeguarding Code of Conduct to be provided to the volunteer/contractor

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