



# Child Safe Policy

## Statement of commitment to child safety

At Elite Tutoring College every child has the right to be safe and feel safe. We commit to the safety and wellbeing of every child in our care.

To keep children safe, we commit to:

- Implementing the 10 **Child Safe Standards**, which can be viewed on the Elite Tutoring College website;
- Providing a safe and supportive environment for all children;
- Making sure that children are not exposed to any form of harmful conduct or abuse;
- Empowering children to participate in decisions that affect them and share any concerns they may have;
- Making sure children know who to approach if they feel unsafe or have any child safety concerns.

As a child safe organisation, we commit to:

- Educating everyone involved in our organisation about what it means to be a child safe organisation, so that we can prevent, detect and effectively respond to child abuse;
- Making sure everyone involved in our organisation knows how to appropriately respond to complaints, allegations, disclosures and breaches to our **Child Safe Code of Conduct**;
- Welcoming feedback to continuously improve our child safe policies, procedures and practices;
- Making sure that when family and community members interact with our organisation, they are aware that child safety is everyone's responsibility, and their behaviour aligns with our child safe practices.

## Purpose

This policy is part of our organisation's ongoing commitment to protecting the children in our care from harm and abuse. It:

- Outlines the child safe practices our organisation has put in place to minimise the risks to child safety;

- Sets out what is required from staff, including volunteers and others who interact with our organisation, so they know what is expected from them to keep children safe.

## Scope and audience for this policy

The policy describes what is required from all staff and volunteers in Elite Tutoring College when taking part in any activities, services and events that involve children.

## Responsibilities for children's safety

Everyone in our organisation is expected to carry out the requirements specific to their role to keep children safe. This includes:

- Upholding our organisation's commitment to child safety;
- Reading, signing and upholding the behaviours set out in our **Child Safe Code of Conduct**;
- Meeting requirements across all other child safe policies and procedures, including child safe recruitment practices and risk management;
- Taking part in our regular reviews of our child safe documents;
- Reporting all breaches of our policies or any allegations of child harm or abuse, and meeting all external reporting obligations;
- Completing all child safe training.

Please contact Fabian Colussi with any of your child-safety related questions or concerns.

## Active participation of children, families and communities

- All our child-related policies and procedures are easily accessible on our website and offline for everyone who accesses our services and events, including children, parents, carers and community members.
- Children, parents and carers from diverse backgrounds and circumstances are encouraged to provide feedback on our child-related policies and procedures, including our Child Safe Code of Conduct that describes acceptable and non-acceptable behaviours and our Child Safe Risk Management Plan.
- We provide opportunities for children to provide feedback to our management, board or committee on what makes them feel safe, supported and included.

# Definitions of harm and abuse

## General definitions

### **Psychological abuse (also known as emotional abuse)**

This includes bullying, threatening and abusive language, intimidation, shaming and name calling, ignoring and isolating a child, and exposure to domestic and family violence.

### **Physical abuse**

This includes physical punishment, such as pushing, shoving, punching, slapping and kicking, resulting in injury, burns, choking or bruising.

### **Sexual abuse**

This includes the sexual touching of a child, grooming, and production, distribution or possession of child abuse material.

### **Grooming**

This is a process where a person manipulates a child or group of children and sometimes those looking after them, including parents, carers, teachers and leaders. They do this to establish a position of 'trust' so they can then later sexually abuse the child.

### **Misconduct**

This is inappropriate behaviour that may not be as severe as abuse, but could indicate that abuse is occurring and would often be in breach of an organisation's Child Safe Code of Conduct. This could include showing a child something inappropriate on a phone, having inappropriate conversations with a child or an adult sitting with a child on their lap.

### **Lack of appropriate care**

This includes not providing adequate and proper supervision, nourishment, clothing, shelter, education or medical care.

## What the policy covers

### General conduct

Staff and volunteers must adhere to our **Child Safe Code of Conduct** at all times. This can be viewed on the Elite Tutoring College Website.

### Social media use and online communication

Staff and volunteers must never communicate with children on social media or privately online, except via email and for official, non-personal reasons.

## Photography and the use of images

Photos and videos of children can only be taken with the permission of parents or carers. Parents and carers must also approve any images used on our social media channels. It is unacceptable for staff or volunteers to take photos or videos of children, other than their own, on personal devices, or to share images without permission.

## Physical contact

Physical contact with children should be kept to a minimum. Everyone involved in Elite Tutoring College is expected to have healthy physical boundaries with children.

## Gifts and benefits

Staff and volunteers must never give gifts to children, or bestow benefits of any kind to a child, unless they have direct permission from the child's parents or carers.

## Secondary employment

Staff members must declare any secondary employment and make sure there are no conflicts of interest associated with the employment.

Staff and volunteers are not allowed to babysit children in our care unless they know the family or carer outside Elite Tutoring College. If this is the case, they must let Elite Tutoring College know that this arrangement is in place so it can be documented.

## Out of hours contact with children

Staff and volunteers must let us know about any out-of-hours contact they have with children in our care. It is unacceptable for staff or volunteers to participate in the lives of children outside Elite Tutoring College without a valid reason. Professional boundaries with the children in our care must be maintained at all times.

## Reporting requirements for different types of concerns or incidents

Our **Child Safe Reporting Policy** sets out requirements and procedures for complaints, allegations, disclosures and reports, and external reporting obligations. It can be accessed on the Elite Tutoring College Website.

# Publication, communication and engagement

Our **Child Safe Policy** and other child safe documents can be found on the Elite Tutoring College Website. Anyone involved in our college can request a copy via email at any time. We invite feedback whenever one of our child safe documents is up for review.

## Related legislation, regulations and standards

Elite Tutoring College has to understand and comply with a number of NSW child protection laws and schemes. These include:

- NSW Child Safe Scheme
- Children’s Guardian Act 2019
- Child Protection (Working with Children) Act 2012
- Child Protection (Working with Children) Regulation 2013
- Children and Young Persons (Care and Protection) Act 1998

## Next review date

5 January, 2027, or earlier if there are any critical incidents.