

anzuk* Education Services PTY LTD CHILD PROTECTION POLICY	Issued By:	Human Resources Department
	Approved By:	Daniel Mundy
	Date:	8th August 2016
	Distributed To:	All Employees
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Child Safe Policy

The purpose of this policy is to ensure anzuk* Education Services Pty Ltd (“**the Company**”) employees are aware of the Company’s zero tolerance for child abuse. The policy has also been developed to ensure that employees adhere to their obligations to protect children from abuse, and are committed to listening to and protecting children.

Policy

anzuk* has a strict screening process in place that is carried out for all candidates prior to placing them into education settings. Reference checks are mandatory and are completed by nominated principal-class referees before the candidate attends an interview with an Education Recruitment Consultant.

anzuk* confirms that each candidate employed by the agency maintains current registration with the Victorian Institute of Teaching (VIT) if employed as a Casual Relief Teacher, or holds a current Employee Working with Children Check (WWCC) if employed in an Education Support position. The Company has strict compliance procedures and current registration with the relevant authority is confirmed each day before the employee is placed in an education setting.

It is assured that anzuk* will maintain the strict screening and induction procedures set out above to support Child Safety.

Our Commitment to Child Safety

anzuk* is committed to the safety of children. We have a commitment to cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds, and to provide a safe environment for children with a disability.

anzuk* has the safety, happiness, empowerment and wellbeing of children as a priority. We have zero tolerance of child abuse, and we treat all allegations and safety concerns seriously.

anzuk* has a firm recruitment practice for all employees to ensure safety in our schools comes first.

If you believe a child is at immediate risk of abuse phone 000.

Code of Conduct

In accordance with the Victorian Child Safe Standards Code of Conduct, all staff, volunteers and board members of anzuk* Education Services PTY LTD are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

All personnel of anzuk* Education Services PTY LTD are responsible for supporting the safety, participation, wellbeing and empowerment of children by:

- adhering to anzuk* Education Services PTY LTD child safe policy at all times / upholding anzuk* Education Services PTY LTD statement of commitment to child safety at all time
- taking all reasonable steps to protect children from abuse
- treating everyone with respect
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another
- promoting the cultural safety, participation and empowerment of Aboriginal children (for example, by never questioning an Aboriginal child's self-identification)
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)
- ensuring as far as practicable that adults are not left alone with a child
- reporting any allegations of child abuse to anzuk* Education Services PTY LTD Child Safety Officer Andrew Wesley / leadership, and ensure any allegation to reported to the police or child protection
- reporting any child safety concerns to anzuk* Education Services PTY LTD Child Safety Officer Andrew Wesley / leadership
- if an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe
- encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.

Staff and volunteers must not:

- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps. Sitting on laps could be appropriate sometime, for example while reading a storybook to a small child in an open plan area)
- put children at risk of abuse (for example, by locking doors)
- do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- use inappropriate language in the presence of children
- express personal views on cultures, race or sexuality in the presence of children
- discriminate against any child, including because of culture, race, ethnicity or disability
- have contact with a child or their family outside of our organisation without our child safety officer's knowledge and/or consent (for example, no babysitting). Accidental contact, such as seeing people in the street, is appropriate)
- have any online contact with a child or their family (unless necessary, for example providing families with e-newsletters)
- ignore or disregard any suspected or disclosed child abuse.

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to anzuk* Education Services PTY LTD Child Safety Officer Andrew Wesley / leadership.

www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/child-safe-standards

Child Safety Officer

If you have any questions or concerns relating to child safety, or to report an allegation of child abuse, please contact our child safety officer, Andrew Wesley (Head of People, Office and Culture) on (03) 9249 2444 or at andrew@anzukteachers.com.au.

Breach of Policy

An employee who acts in breach of this policy or any other Company policy may face disciplinary action, up to and including termination of employment.

In cases where the Company has incurred costs due to an employee’s breach of this policy, the company may seek to recover such costs from the employee.

Policy Review

This policy will be reviewed every two year or following any significant incidents if they occur prior to next review. We will endeavour to work collaboratively with our schools and local communities to ensure that they have the opportunity to contribute.

Declaration

I declare that I,, have read and understand the child safe policy and principals of my employer, anzuk* Education Services PTY LTD. I solemnly intend to uphold all of the responsibilities that have been outlined in this policy.

Signed _____

Full Name _____

Date _____

In the presence of anzuk* Education Services PTD LTD representative

Signed _____

Full Name _____

Date _____