



***SAFEGUARDING OUR CHILDREN***  
***Child Protection in Anglican Education and Care Services***

**Responsibility, recognising and reporting**

Information for volunteers and visitors to Anglican Education and Care Services

Every child has the right to feel safe from harm in every area of their daily life including when at an Education and Care Service (ECS). The protection of children is of paramount importance and is a responsibility that the Anglican Church Southern Queensland (ACSQ) takes very seriously. As part of the ECS community, you, as a volunteer or paid or unpaid visitor, have a responsibility to help safeguard our children. At all times, you are expected to act professionally and behave in an appropriate manner towards all children enrolled at or attending the ECS.

The Anglican Schools Commission has developed this guide to inform volunteers and visitors to an Anglican ECS of their responsibilities, in accordance with legislation or policy, to recognise and report all suspected harm or risk of harm to a child.

## Behavioural obligations

Behaviour of a sexual, physical or psychological nature which exploits the position of trust granted to a volunteer or visitor to the ECS is a breach of obligations and policy and may also be breaking the law. Such behaviour may include:

- transporting a child or visiting a child at home without the prior approval of the Nominated Supervisor or Director/Coordinator and parental consent;
- inviting a child to the volunteer's home;
- sending/receiving inappropriate correspondence;
- giving gifts to a child;
- physical or emotional aggression, violence or bullying;
- sexual exhibitionism;
- development of an intimate relationship;
- exposing a child to pornographic material;
- discussion of matters of sexual behaviour;
- obscene language, especially of a sexual nature;
- suggestive or obscene gestures/actions/jokes;
- jokes of a sexual nature;
- voyeurism (gaining pleasure from secretly watching another);
- repeatedly seeking to be alone with a child; or
- detaining a child in locked facilities or facilities that do not have immediate access to staff members.

This list is not exhaustive. Any behaviour which exploits a child is unacceptable.

## Reporting suspected harm or inappropriate behaviour

As a volunteer or paid/unpaid visitor to an ECS you **must** immediately inform the Responsible Person of all suspicions of harm or risk of harm to a child resulting from suspected physical, sexual or emotional / psychological abuse or neglect. You **must** also immediately inform the Nominated Supervisor of suspected inappropriate behaviour by a member of staff or volunteer towards a child. When the concerns relate to inappropriate behaviour by the Nominated Supervisor, you **must** inform the Principal, for a school based ECS, or the Chair/Executive Officer of the Management Committee, for a non-school based ECS.

## What is 'harm' and 'inappropriate behaviour'

**Harm** means any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. Harm can be caused by – physical, emotional or psychological abuse or neglect; or sexual abuse or exploitation. Sexual abuse includes being sent unsolicited text messages or emails which have sexual content.

**Inappropriate behaviour** means any behaviour by the Nominated Supervisor, a staff member or volunteer towards a child enrolled at or attending the ECS which is inconsistent with the Professional Standards, Codes of Conduct and policies of the ECS and is considered 'inappropriate behaviour' by the person making the complaint.

## Actions by the Responsible Person

After speaking with you about suspected harm, the Responsible Person will decide if a report is required to Child Safety or police and will complete the required reporting form. If the concerns relate to inappropriate behaviour, the Nominated Supervisor or Principal or Chair/Executive Officer will take any action required under ASC policy and procedures.

## Confidentiality and notifier protections

Under the *Child Protection Act 1999* any person acting honestly and reasonably who reports suspected harm to a child or unborn child will be protected from civil, criminal and administrative liability. In accordance with this legislation the name and contact details of the person reporting suspected harm will also remain confidential.

## Breaches of child protection policy

All breaches of these obligations will be treated seriously. When made aware of any breach, the Nominated Supervisor will consider appropriate action which may include excluding the person from continuing in their role as a volunteer or visitor.

## More information

You can ask the ECS for a copy of the *Child Protection in Anglican Education and Care Services Policy and Procedures*.

Name: ..... Date: .....

Role: ..... ECS: .....

### Acknowledgement of understanding

Responsibility	Yes	No
As a volunteer / visitor to this ECS I have read and understood the attached information	<input type="checkbox"/>	<input type="checkbox"/>
I have had my obligations further explained to me as part of my induction	<input type="checkbox"/>	<input type="checkbox"/>
I am aware of my responsibility to help safeguard children	<input type="checkbox"/>	<input type="checkbox"/>
I am aware the ECS has child protection policy and procedures	<input type="checkbox"/>	<input type="checkbox"/>
I am aware of the four types of abuse / harm covered by this policy	<input type="checkbox"/>	<input type="checkbox"/>
I am aware I must behave professionally and in an appropriate manner towards children	<input type="checkbox"/>	<input type="checkbox"/>
I understand these behavioural obligations relate to me in my role at the ECS	<input type="checkbox"/>	<input type="checkbox"/>
I am aware that, if I breach my obligations, I may be excluded from continuing in my role	<input type="checkbox"/>	<input type="checkbox"/>

Recognising	Yes	No
I understand that sometimes children will experience harm from various forms of abuse	<input type="checkbox"/>	<input type="checkbox"/>
I am aware that I am to consider likely harm as well as actual harm	<input type="checkbox"/>	<input type="checkbox"/>
I am aware that any concerns are to be a 'reasonable suspicion'	<input type="checkbox"/>	<input type="checkbox"/>

Reporting	Yes	No
I understand I must <b>immediately</b> discuss any child protection concerns with the Responsible Person	<input type="checkbox"/>	<input type="checkbox"/>
I am aware the Responsible Person, may then need to report the concerns to the police or Child Safety	<input type="checkbox"/>	<input type="checkbox"/>
I understand I am protected from liability if my report is in accordance with the <i>Child Protection Act 1999</i>	<input type="checkbox"/>	<input type="checkbox"/>
I understand my details will be kept confidential as provided for by the <i>Child Protection Act 1999</i>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Volunteer/Visitor Signature</b>	
<b>Nominated Supervisor / Director / Coordinator Signature</b>	

**All children have a right to expect that their ECS will always act to protect them from any kind of harm.**

