

Child Safeguarding, Child Safe and Child Safety

Where the phrase “child safeguarding,” “child safe” or “child safety” is used in our Child Safe Program it refers to the safety and wellbeing of children and young people, which includes but goes further than the protection of them from harm.

Child and Young Person

A child and young person is defined in the Children and Young People (Safety) Act 2017 (SA), and for the purposes of our Child Safe Program as a person who is under the age of 18.

Student

Where the term “student” is used in this Program, it refers to all students enrolled at Concordia College, including those aged 18 and above.

Note that, as set out in the procedures for Responding to and Reporting Child Safety Incidents and Concerns, our policies and procedures about the internal and external reporting of child safety incidents and concerns must be followed for incidents and concerns about students aged 18 years and above, provided that – for external reporting – the relevant student consents to the report.

Harm to a Child or Young Person/to Children and Young People

“Harm” is defined in Definitions of “Harm” and “At Risk”.

For the purposes of this Program, the phrases “harm to a child or young person” and “harm to children and young people” refer to incidents of or concerns about, including concerns about a risk of a child or young person being physically, sexually, psychologically or emotionally harmed, neglected, groomed or exposed to domestic violence, regardless of by whom or how this harm occurs.

Members of Concordia College Community

Concordia College Board

Concordia College Board includes all members of Concordia College Board irrespective of their level of interaction with students or Concordia College policy.

The Principals

With the exception of where the Principals have specific roles and responsibilities and is therefore expressly identified, the Principals will be included as a **Staff Member** for the purposes of this Program.

Staff Members

This group includes all teaching and non-teaching Staff and, unless otherwise stated, the Principals. The term “staff members” includes those employed by Concordia College on a permanent, temporary or casual basis.

Where differentiation between teachers and non-teaching Staff is required, it will be expressly stated within the policy or procedure itself.

Where term “staff members” is extended to include other members of Concordia College community such as Volunteers or Contractors, this will be expressly stated within the policy or procedure itself.

Direct Contact, Regular and Casual Volunteers

A Volunteer is a person who works without payment or financial reward for Concordia College. Volunteers may be family members of students, or from the wider Concordia College or local community. Volunteers make a considerable contribution to Concordia College community by giving their time and sharing their skills and expertise with others.

Concordia College has identified three different categories of Volunteers, based on the level and frequency of their interaction with students. Volunteers' responsibilities and obligations under the Child Safe Program may depend on their category. The categories of Volunteer are:

- Direct Contact Volunteers
- Regular Volunteers
- Casual Volunteers

Where the term "Volunteer" is used, it captures "Direct Contact Volunteers", "Regular Volunteers" and "Casual Volunteers".

Direct Contact Volunteer

Direct Contact Volunteers are volunteers who are involved in providing support, guidance and supervision directly to students and could potentially have "contact" with students during the normal course of providing the volunteer service.

The Child Safety (Prohibited Persons) Regulations 2019 (SA) defines "contact" with children as when a person:

- has physical contact with the child; or
- is in close physical proximity to the child; or
- communicates with the child (whether orally or by written, electronic or other means).

Direct Contact Volunteers may have contact with students in circumstances where:

- they may have limited supervision by Concordia College Staff in their role
- they may be left alone, one-on-one, with a student (for example, 1:1 tutoring or learning support)
- a reasonable person would consider that the contact may enable the individual to form a relationship of trust with a student (for example, coaching a sports team, helping with a drama production, or regularly working in a canteen or library)
- a reasonable person would consider that the contact could create a potential risk to the safety of a student (for example, responsibility for a group of students during an excursion without staff member present).

Examples of Direct Contact Volunteers include individuals who:

- attend a Concordia College camp or excursion
- assist a student during a learning activity
- assist a student to complete tests or exams (e.g. as a scribe or reader)
- coach, manage, or assist with the coaching or managing, of sports at Concordia College
- assist with theatre or music productions
- tutor, or assist with the tutoring of, a student in extra-curricular activities such as music, choir or debating
- volunteer in Concordia College canteen or uniform shop.

Due to the nature of Direct Contact Volunteers' contact with students, they will have more comprehensive child safe responsibilities and obligations within our Child Safe Program.

Regular Volunteer

Regular Volunteers are individuals who provide volunteer services to Concordia College, more than seven times in any one year, but are not a Direct Contact Volunteer. They may have some indirect or incidental contact with students when providing their services.

Examples of Regular Volunteers include individuals who volunteer more than seven times per year in Concordia College administrative office (other than in a role that has direct contact with students).

Due to the regular nature of Regular Volunteers' attendance at Concordia College or Concordia College events, even though their contact with students may be indirect or limited, they will have some child safe responsibilities and obligations within our Child Safe Program.

Casual Volunteer

Casual Volunteers are individuals who provide volunteer services to Concordia College, seven times or less in any one year, but are not a Direct Contact Volunteer. They may have indirect or incidental contact with students when providing their services but only in circumstances where:

- they are not likely to be left alone, one-on-one, with a student
- a reasonable person would not consider that the contact may enable the individual to form a relationship of trust with a student
- a reasonable person would not consider the contact to create a risk to the safety of a student.

Examples of Casual Volunteers include individuals who, in the circumstance described above, volunteer seven times or less in any one year:

- on a stall at a Concordia College fair
- on a Concordia College BBQ at a sporting event
- in Concordia College administrative office.

Due to the limited nature of Casual Volunteers' contact with students, they do not have the same comprehensive role, responsibilities and obligations as Concordia College staff members or Direct or Regular Contact Volunteers.

Direct Contact, Regular and Casual Contractors

On occasion it may be necessary for the Concordia College to engage outside, independent contractors to perform specific tasks. These Contractors are not employees of Concordia College. Contractors may include, for example, maintenance and building personnel, consultants, tutors, sports coaches and cleaners.

Concordia College has identified three different categories of Contractors, based on the level and frequency of their interaction with students. Contractors' responsibilities and obligations under the Child Safe Program may depend on their category. These categories are:

- Direct Contact Contractors
- Regular Contractors
- Casual Contractors

Where the term "Contractor" is used, it captures "Direct Contact Contractors," "Regular Contractors" and "Casual Contractors".

Direct Contact Contractors

Direct Contact Contractors are individuals who provide contractor services to Concordia College where, in the normal course of providing the services, they could potentially have "contact" with students during the normal course of providing their services.

The Child Safety (Prohibited Persons) Regulations 2019 (SA) defines "contact" with children as when a person:

- has physical contact with the child; or
- is in close physical proximity to the child; or

- communicates with the child (whether orally or by written, electronic or other means).

Direct Contact Contractors may have contact with students in circumstances where:

- they may be left alone, one-on-one, with a student (for example, 1:1 tutor or learning support)
- a reasonable person would consider that the contact may enable the individual to form a relationship of trust with a student (for example, casual teacher, coach of a sports team, music tutor, canteen worker, regular maintenance worker)
- a reasonable person would consider that the contact could create a potential risk to the safety of a student (for example, casual teacher, music tutor).

Examples of Direct Contact Contractors may include:

- maintenance workers who regularly work at times when students are present
- tutors
- specialist music or drama teachers
- casual teachers
- sporting team coaches
- outdoor education specialists
- physical education service providers.

This also includes music tutors and other extra-curricular tutors and instructors who are engaged by students and their families directly, rather than Concordia College, but have an agreement with Concordia College to use Concordia College's facilities.

Due to the nature of Direct Contact Contractors' contact with students, they will have more comprehensive child safe responsibilities and obligations within our Child Safe Program.

Regular Contractor

Regular Contractors are individuals who provide contractor services to Concordia College more than seven times in any one year and are not Direct Contact Contractors. They may have some indirect or limited contact with students when providing their services.

Examples of Regular Contractors may include:

- consultants
- umpires, referees or linesmen at sporting events
- maintenance workers who regularly work at times when students are not expected to be present
- regular caterers for Staff events.

Due to the regular nature of Regular Contractors' attendance at Concordia College or Concordia College events, even though their contact with students may be indirect or limited, they will have some child safe responsibilities and obligations within our Child Safe Program.

Casual Contractor

Casual Contractors are individuals who provide contractor services to Concordia College, seven times or less in any one year, during which they may have indirect or limited contact with students, but only in circumstances where:

- they are not left alone, one-on-one, with a student
- a reasonable person would not consider that the contact may enable the individual to form a relationship or trust with a student
- a reasonable person would not consider the contact to create a risk to the safety of a student.

Examples of Casual Contractors may include individuals who, less than seven times a year:

- provide one-off emergency maintenance work
- give a speech, performance or presentation at Concordia College
- provide assistance with activities at a Concordia College sports day (e.g. lifeguards).

Due to the limited nature of Casual Contractors' contact with students, they do not have the same comprehensive role, responsibilities and obligations as Concordia College staff members or Direct or Regular Contact Contractors.

External Education Providers

An External Education Provider is any organisation that Concordia College has arranged to deliver a specified course of study that is part of the curriculum, to a student or students enrolled at the Concordia College. This may include:

- another registered school
- a government school including Distance Education Centres
- TAFE Colleges
- Registered Training Organisations (RTOs)
- other external providers with appropriate scope of registration, qualifications and expertise.

The delivery of such a course may take place on Concordia College premises or elsewhere.

For the purposes of our Child Safe Program, External Education Providers are considered Direct Contact Contractors.

Concordia College Environment

The "Concordia College Environment" means any physical, virtual or online place made available or authorised by Concordia College Board for use by a student during or outside school hours, including:

- a campus of the Concordia College
- online Concordia College environments (including email and intranet systems)
- other locations provided by the Concordia College for a student's use (including, without limitation, locations used for Concordia College camps, sporting events, excursions, competitions and other events).