

Clovelly Public School P&C Association

Child Safety Policy

Commitment to Child Safety

Clovelly Public School P&C Association (**CPS P&C**) is committed to the safety and wellbeing of all children involved in any activity undertaken by the CPS P&C. It is the responsibility of every adult to ensure the well-being and safety of every child by taking active measures to keep children safe from physical, sexual or emotional abuse and by creating a trusting environment that values, respects and welcomes children.

Child Safety Policy and Procedure

CPS P&C Obligations

1. The CPS P&C will:

- perform Working with Children Check (WWCC) clearances, as required by law and Department of Education policy, and maintain records of WWCC clearances, which are confidential and should be stored securely.
- remove or bar any employee or volunteer who fails to gain a WWCC clearance from child-related work.
- make available a copy of this Child Safety Policy to all members of the CPS P&C.

Additional Band Committee Obligations

2. The Friends of the Band Committee (FOTB) will:

- make available a copy of this Child Safety Policy is provided to all parents/carers on joining the band.
- ensure parents/carers are advised to escalate any concerns of child welfare to the FOTB immediately.
- ensure that, at any off-site band performances, children are supervised by a minimum of 1 parent volunteer or teacher in addition to the Band Conductor.
- ensure parents provide written permission for band camps which involve an overnight stay off-site. Parents/carers should be provided with full camp details including the venue, drop off times, transport to/from school, daily schedule and a list of volunteers or teachers involved. Parents/carers should be required to provide additional contact details, dietary requirements, medication requirements and an additional point of contact in an emergency. Children staying overnight must share with the same sex only and any exception to this rule will be made in consultation with parents. No adults are to share children's rooms. Children using the toilets will go in pairs or more. Adults are not to enter children's toilets unless extenuating circumstances such as a medical emergency exist. Children will notify an adult before going to the toilet. That adult is responsible for monitoring that they return in a timely manner and will investigate if they do not do so. All adult volunteers assisting at Camp are required to have WWCC clearance.

Individual Obligations of CPS P&C members

3. Each member of the CPS P&C must:

- not engage in any illegal activity whilst undertaking in P&C activities.
- not expose any child to aggressive, negative or bad language or to conversations, correspondence or images that are personal or intimate in nature.
- not discipline or attempt to discipline any child.
- not engage in social networking relationships with any child that a relationship has been established with directly during a volunteering activity.
- not undertake direct, individual communication with any child.
- not physically touch a child unless under consent whilst administering first aid.
- conduct all activities in an inclusive way ensuring each child feels they are being treated equally.

Process for Dealing with Child Safety

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- ensure the immediate safety of the child – remove them from the rehearsal/activity if required.
 - gently and calmly speak with the child involved if possible.
 - reassure the child and confirm that they have done the right thing by speaking to an adult.
 - listen carefully to the child, take them seriously and do not judge or allocate blame in any way.
 - do not force them to disclose details of any abuse, ask leading questions or promise not to tell anyone.
 - if they require immediate medical treatment, contact the school office or emergency services, as appropriate.
 - make a record of what has occurred and what has been said.
 - as soon as possible, notify the CSP P&C.

This grievance, complaints and disputes procedures policy is as adopted by the
CPS P&C Association August 11th 2020.

CLOVELLY P&C PRESIDENT

Print Name: Ben Glover

Signature:



CLOVELLY P&C SECRETARY

Print Name: Alison Spicer

Signature:



Related Documents:

CPS P&C Association By-laws and Membership Form

CPS P&C Association Code of Conduct Policy CPS P&C

Association Social Media Policy

CPS P&C Association Grievances, Complaints and Procedure Policy