



Statement of Practice – Child Safety

Related CECG Policies

[Child Safety Policy](#)

[Guidelines for Professional Conduct when Working with Children and Young People](#)

[Mandatory and Voluntary Reporting Policy](#)

[Reportable Conduct Policy ACT](#)

Summary

These procedures outlined how St John the Apostle Primary School meets its commitment to child safety, the ACT Child Safe Standards and the care and protection of children and young people.

The Procedures have been developed to assist staff understand and meet their essential obligations when undertaking child related roles. It operates in conjunction with CECG Policies.

Our commitment to every student

St John the Apostle Primary School is committed to keeping children safe in our school. The Archdiocese of Canberra and Goulburn Child Safeguarding Commitment can be accessed [here](#).

Approach to Child Safety

The overarching responsibility for child safety at St John the Apostle Primary School is led by Principal Jo Reed and supported by Assistant Principal Karen Leighton who in addition to their existing roles are our Child Safe Advocates. It is every staff members responsibility to keep the students of St John the Apostle Safe.

Safeguarding is a term used to describe the protection of children and young persons including the vulnerable. This may be due to their age, culture or trauma background, or as they may be at risk of abuse, neglect or exploitation.

St John the Apostle Primary School is committed to complying with the Child Safe Standards.



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Our safeguarding approach

Our approach to child safeguarding is outlined in our [Child Safety Policy](#). This policy includes the CECG Commitment Statement, the many aspects of child safety, how we ensure young people are safe, and our compliance with the Child Safe Standards.

Our approach to child safety may be visualised as a 'web' or curriculum, with many aspects linking together to contribute to its strength. As a child safe school, we strive to understand and follow our legal obligations, use contemporary safeguarding practices and involve all stakeholders – particularly children and families – in safeguarding functions.

Key Focus Areas

Our school identifies key child safety areas of focus each year, in addition to our existing obligations.

In 2025, our Child Safe focus areas are:

Child Safe Focus 2025		
Child Safe Focus	Reason for Focus	Actions
Continue to provide education and support relating to Child Safety Matters	To build capacity around Duty of Care in relation to child safety matters	Staff meetings and Professional Development with Lachlan Ellis



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Mandatory Reports.	To develop teacher capacity in recognising suspected cases of neglect, abuse, coercion etc which would warrant a Mandatory Report.	Individual support for staff when making a report. Using Flourish/ etc
Protective Behaviours	To develop in students the skills of empowerment, communication, self-esteem, resilience, social skills, and other life skills to prevent abuse, coercion, inappropriate play, reduce violence and to promote wellbeing.	All teachers deliver an ongoing Protective Behaviour program K-6. <i>Daniel Morcombe Child Safety Program.</i>
Support and Safety Plans	To provide all staff opportunities to read, implement and review Support and Safety Plans of individual students throughout the school	All Teachers/ Administration Staff are given Support and Safety Plans to read, implement and review every time they are updated.
Child Safe Standards	To encourage all staff to become familiar with the standards and their implications. To develop a child – safe culture.	Revisit standards during staff meetings and executive meetings. Display standards in the staffroom. Email staff Professional Development, Professional reading and other relevant information as required.
Safety and Training	To provide all staff the necessary training when attending to a student that may require immediate First Aid or Incident Response	All Staff – <ul style="list-style-type: none"> • First Aid Training • Epilepsy Training • Emergency Response Training



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The Role of Our Child Safe Advocate

The role of our child safe advocate is to proactively address areas of improvement which include:

- leading discussions at staff meetings
- providing child safety related training to staff including strengthening the capacity to respond to and manage child safety issues at schools in an appropriate trauma informed manner
- assist staff to adjust teaching and learning practices to accommodate child safeguarding aspects
- overseeing our compliance with the Child Safe Standards.
- As part of our approach to child safety it is expected that child safety will be a standing agenda item at all leadership and staff meetings.

New Staff Inductions

The Assistant Principal is required to conduct a child safety related induction with all staff using resources provided by Catholic Education and contextualised for our school. This induction is required to be conducted prior to the new staff member interacting with children and young people.

Inductions focus on the key areas of:

- Relevant Child Safety Policies and Procedures
- Guidelines for Working with Children and Young People and Code of Conduct Responsibilities
- Mandatory Reporting and Reportable Conduct obligations
- Duty of Care and Supervision responsibilities
- Behaviour Management

Mandatory Reporting of Risk of Significant Harm

All school staff are mandated reporters and must make a mandatory report in a timely manner to ACT Child and Youth Protection Services if they believe a child or young person under the age of 18 years is suffering:

- sexual abuse
- physical abuse
- emotional abuse (including family violence)
- neglect (including educational neglect)
- non-accidental injury.



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Risk of Significant Harm	
What to do if you believe a child is in immediate danger or in a life-threatening situation (at or outside school)?	<ul style="list-style-type: none">• Telephone Police or Emergency Services on '000' immediately• Advise [include name] of your concerns and the actions taken• Make a record of your concerns and actions taken• If police attend and say they will report under Mandatory Reporting laws, workers should record the names, rank and station of the police for the CECG Mandatory Reporting
Making a mandatory report	<ul style="list-style-type: none">• Access the ACT Mandatory Reporting Portal and complete the report• Alternatively mandated reporters can report online or contact Child and Youth Protection Services ph. 1300 556 728 or childprotection@act.gov.au• Email a copy of the completed report to [insert name] and the CE Child Protection Team at mandatoryreporting@cg.catholic.edu.au• Do not disclose to the child, parents, carers or other community members that you have made a mandatory report• Provide to Assistant Principal/Principal any relevant information which can assist the school review how they support the relevant student

Reportable Conduct

All staff are required to notify, in a timely manner, a member of the School Executive or CECG when they identify reportable conduct. This may be from something that a person is directly or indirectly aware of.

Where a possible reportable conduct incident has been identified, staff are required to:

- Make detailed notes of the incident and any relevant evidence (such as observations, what they heard, persons present etc)
- Secure these notes and provide them, when requested to Catholic Education Staff
- Not investigate the alleged conduct themselves
- Not discuss the alleged conduct with other staff, unless required to as part of the investigation.

Staff Training



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- Staff are required to complete the online SALT Child Protection Training annually and participate in the annual face to face code of conduct training by the end of Term One.
- New permanent staff are required to complete the online SALT Child Protection Training before commencing duties with students.
- Casual staff are encouraged to complete the online SALT Child Protection Training before commencing duties with students.
- Staff are required to review annually and in Term One the Child Safe Policies listed above.

Protective Behaviours and Respectful Relationships Training

Staff are required to follow the agreed educational approach in the following areas:

Emergency Management

St John the Apostle School has an Emergency Management Plan and Emergency Management Procedures which outline how emergency incidents are responded to and managed. Staff are required to meet the Principal/Assistant Principal to discuss these plans and procedures prior to commencing duties at the school. This is to ensure they can respond appropriately in the event of an emergency incident.

Incident Management

Where an incident of concern occurs which may be a reportable incident per CECG Policy staff are required to advise the Principal in a timely manner. This is to allow an appropriate response, support and reporting.

Records of Student Incidents

Where it is necessary to make a record of student behaviour/incident this is required to be made in a timely and detailed manner in Compass. Where a staff member does not have access to Compass the record should be made by the Assistant Principal on their behalf.

Administration of Medication and First Aid

Leanne Griffiths, Debbie Milne and Roxy Su are the school's First Aid Officers. The First Aid room is in the Front Office. Any medication can only be administered by them. In an emergency the Leadership Team or a designated person may administer medication such as an Epi-pen if required.



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Transportation of Students

Staff are only permitted to transport students where there has been approval jointly provided by Jo Reed or Principal's delegate and the parent/carer. There should always be two staff members present unless there are exceptional reasons as to why this is not possible.

Child Safety SOP	Jo Reed
SOP last updated	May 2025