

POLICY: Child Protection - Building Child Safe Communities and Parent Involvement in the School

At St Michael's we pride ourselves on being a safe, honest, respectful learning community. The children know these expectations very clearly and we work as a school community to promote in a positive way the ongoing development of each child in becoming safe, honest respectful learners.

Clearly as adults we also have a responsibility to contribute to developing a community culture of mutual respect, honesty, ongoing positive support, inclusiveness and belonging, engagement with learning and forgiveness. Parents and staff at St Michael's achieve this community culture as we work together for the benefit of the children because we keep these ways of communicating and interacting at the forefront.

To focus on maintaining and building St Michael's as a Child Safe Community there are also a number of procedures at school to keep children safe. These including signing children in at the office if you are running late, adhering to traffic and parking rules when dropping off or picking up your child, using the pedestrian crossing when crossing the road with your child, instructing your child to wait in the supervised areas at dismissal time, and signing in as a visitor if entering the school during school hours. At times in the busy life of parents these procedures may feel a bit inconvenient but that is certainly not the intention. These sorts of procedures are all about keeping children safe and we appreciate your support in teaching the children how to be safe by following these procedures.

Similarly, Catholic Education Diocese of Parramatta (CEDP) is committed to keeping children safe at all CEDP schools, Catholic Out of Schools Hours Care, Catholic Early Learning Centres and Trade Training Centres. Implementing a variety of practices that reduces potential risk forms part of our strategy to build child safe communities.

A range of checks and undertakings are required for people who work for or provide services, including the services of volunteers, to Catholic Education Diocese of Parramatta.

We follow CEDP policies and procedures relating to Child Protection. All staff complete mandatory child protection training which includes Risk of Significant Harm, Safeguarding, Code of Conduct and Privacy. All staff members are considered to be mandatory reporters in relation to child protection matters.

Catholic Education Diocese of Parramatta (CEDP) associated documents are located on the following website:

<https://www.parra.catholic.edu.au/about/our-strategy-and-policies/policy-central>

- Working with Children Check:

<https://www.parra.catholic.edu.au/-/media/project/cedp/shared/policies/working-with-children-check.pdf>

- CEDP Safeguarding procedures

<https://www.parra.catholic.edu.au/-/media/project/cedp/shared/policies/cedp-safeguarding-procedures.pdf>

- Code of Conduct when working with children

<https://www.parra.catholic.edu.au/-/media/project/cedp/shared/policies/code-of-conduct-when-working-with-children-and-students.pdf>

- Preventing discrimination, harassment and bullying policy

<https://www.parra.catholic.edu.au/-/media/project/cedp/shared/policies/preventing-discrimination-harassment-and-bullying-policy.pdf>

Parents are encouraged to take an active interest in their child's education. Parents are invited to help in classrooms with Reading, Maths groups and art and craft activities. We also encourage parents to help in our School Library to cover books and volunteer for Stop and Drop, Canteen and Student banking. The opportunities provided to students are greatly enhanced by the contribution of volunteers

In order to become a school volunteer at St Michael's Primary school, all volunteers must complete a [BCSC Undertaking Form and Training Module for Volunteers and Contractors](#).

The purpose of this module is to inform you of the standards of behaviour and other requirements that must be adhered to when delivering services to children and students.

The undertaking should take no more than **5 minutes** to complete and the training module approximately **15 minutes**.

Once the form and training modules are submitted an automated email will be sent to you within 24 hours to confirm the status of your submission.

The undertaking form will expire within 2 years or when your WWCC expires (if applicable) whichever is sooner. At this time you will need to complete the Undertaking form and training module again. You will receive an automatic reminder email when this occurs.

Start your training to become a volunteer:

1. Go the Catholic Education Diocese of Parramatta Office - <https://www.parra.catholic.edu.au/VolunteerTraining>
2. Scroll down and click on "Start Now", then click on "Begin Undertaking".
3. You will be given a "BCSC" number. Please email your name and the BCSC number to the school at stmichaelsbhills@parra.catholic.edu.au

All Parent volunteers must complete the Child protection training module and Undertaking for Volunteers form online before they can assist in the school.