



CHRISTIAN  
BROTHERS  
COLLEGE

## CONTRACTOR HANDBOOK

Revised 2022



Faith **Excellence** Community **Compassion**

# CHRISTIAN BROTHERS COLLEGE CONTRACTOR SAFETY HANDBOOK

IMPLEMENTED: JANUARY 2022 TO BE REVIEWED: JANUARY 2025

## RATIONALE

Christian Brothers College is committed to ensuring the health, safety and welfare of all contractors, visitors, volunteers, employees and our general community.

The purpose of this handbook therefore is to provide contractors of CBC with clear direction in fulfilling their responsibilities in regards to maintaining safe work practices and an environment in which people are not exposed to hazards.

In particular, this handbook is designed to ensure that Christian Brothers College exercise its duty of care with respect to 'child protection' responsibilities by providing a **secure environment that ensures the safety and wellbeing of all**.

## INTRODUCTION

Christian Brothers College and the Catholic Church Endowment Society (CCES) is committed to developing and implementing a planned and systematic approach to the management of contractors, sub-contractors and employees of contractors (hereafter referred to as Contractors) engaged to work at any Christian Brothers College campus or facility.

Christian Brothers College recognises that it has a responsibility to ensure that the contractor so far as reasonably practicable provides and maintains a work environment in which people are not exposed to hazards.

Contractors are to ensure that they follow all procedures and instruction provided by the Property Manager of CBC and meet with the requirements of all relevant legislation, particularly legislation that pertains to matters of work health and safety whilst conducting works at any Christian Brothers College campus or facility.

## OBJECTIVE

- ❖ To ensure that all hazards and risks associated to contractor's health and safety are identified, assessed and where they cannot be eliminated, are effectively controlled.
- ❖ Christian Brothers College in consultation with all contractors; ensures measures to control hazards and risks are implemented and then regularly monitored and reviewed.

## CONTRACTOR RESPONSIBILITIES

The contractor has a responsibility to comply with all Work, Health and Safety legislative requirements and ensure that their work does not create a risk to their workers, sub-contractors, the organisation and its workers, the environment or to the public.

Contractors who regularly attend at the college for maintenance, repair and/or have entered into a contract for the supply of services will be required to complete and sign a Contractor Acceptance Agreement in which the contractor will declare that they will:

- undertake their obligations under the Work Health and Safety Act 2012, Work Health and Safety Regulations 2012, Approved codes of Practice and Australian Standards whilst engaged in any work at CBC;
- agree to provide a safe system of work for the duration of the work;



- possess skills, knowledge and experience derived from formal training in safe work procedures that are applicable to the work that will be performed at the college or its facilities;
- have certification and qualifications that are required by lawful regulations;
- will cease working, make safe the workplace and contact the Property Manager if they become aware of danger to themselves or others during the period of the work;
- ensure that a current Return to Work SA Insurance Policy is in place.

## **SAFETY PROCEDURES FOR ALL CONTRACTORS**

### ***INDUCTION***

The Contractor is to allow time prior to commencement of work for a site induction to be completed.

All contractors are required to be inducted prior to the commencement of any work at Christian Brothers College. When major work is in progress, if the Contractor engages any sub-contractors it is their responsibility to ensure inductions are completed.

Contractors must ensure they have the appropriate licence/certificate of competency to perform the work they are contracted to do.

When work is being conducted on a construction site, contractors must hold a “White Card”.

Records of all inductions will be maintained by the college.

### ***LEGISLATION***

The requirements of all relevant Work Health and Safety legislation shall be met by Contractors and their employees whilst on any Christian Brothers College site. Contractors can access legislative information, applicable Codes of Practice at [www.safework.sa.gov.au](http://www.safework.sa.gov.au)

### ***NON ENGLISH SPEAKING BACKGROUND***

Contractors will ensure that people with a non-English speaking background will be provided with appropriate information, instruction and training disseminated in an appropriate language and form.

### ***CONFIDENTIALITY***

All Contractors and their staff shall be required to keep confidential information that they might gain access to in their daily work in or around the site.

### ***HOUSEKEEPING***

The Contractor will ensure that the site is maintained and cleared of all rubbish and materials at the end of each day. On completion of the contracted works the contractor will clear all debris, surplus building materials and leave the site in a suitable condition.

### ***BARRICADES & FENCING***

To ensure the safety of all persons on the worksite or passing by, Contractors must supply and erect any necessary barricades and fencing including signage appropriate to the work being undertaken. Care must be taken to check and secure barricades and fences whenever contract staff leaves the work area.

## **ACCESS AND EGRESS**

Before commencement of work the Property Manager or the Director of the ELC (in the case of the Early Learning Centre) should be contacted to arrange access to the site. The nominated contact person for Christian Brothers College is the Property Manager who can be contacted on 0403 588 457.

## **STORAGE & MAINTENANCE OF EQUIPMENT, PLANT AND TOOLS**

Contractor's materials and equipment will need to be stored by the Contractor and the site will not be held responsible for any articles that may have been left on the premises. Contractors shall conform to Work Health and Safety Regulations 2012 and relevant Australian Standards for all plant, equipment and tools used on site.

## **RISK ASSESSMENTS**

All items of plant, hazardous substances and electrical equipment that have the potential of causing injury are subject to a risk assessment in accordance with current legislation. All safe work practices as outlined in the SWMS/JSA/Risk assessment need to be complied with.

The contractor will be required to monitor the worksite to ensure that all the controls and safe work practices are followed as per the SWMS/JSA/Risk assessment in relation to security, hazards and general housekeeping to minimise the risk of injury.

## **HAZARDOUS MANUAL TASKS**

All hazardous manual tasks must be assessed and reasonable steps taken to ensure that risks identified will not cause injury.

## **EMERGENCY MANAGEMENT AND FIRST AID**

The emergency evacuation procedures of the site where the contractor is working on is to be adhered to at all times. Please ensure you note the emergency assembly points as indicated and the lockdown procedures.

Contractors shall ensure that they have their own first aid kits available and have suitable arrangements in place for obtaining medical assistance when required.

## **PERSONAL PROTECTIVE EQUIPMENT**

Contractors shall provide all necessary personal protective equipment and ensure that they are manufactured to relevant Australian Standards, appropriate for intended application, in good condition and utilised as necessary. This includes but not limited to:

- Safety Glasses
- Hard Hats
- Respirators
- Safety Gloves
- Safety Boots
- Protective Clothing
- Face Shield

## **POTENTIAL HAZARDS**

Any hazards that are identified must be reported immediately to the Property Manager so that appropriate actions can be implemented, appropriate forms completed and consultation with affected parties is to take place.

## **ACCIDENT/INCIDENT/NEAR MISS REPORTING**

Any accident / incident / near miss must be reported. Any incident which results in injury to a person or damage to property must be reported to the Property Manager immediately. Injuries will be investigated to ensure preventative action is taken to reduce any reoccurrence. All documentation must be completed and kept for the prescribed retention time. Any costs incurred with any treatment to the injured person are met by the contractor.

Any notifiable incident as outlined and defined in the Work Health and Safety Regulations or Act 2012 (SA), Part 3, Incident Notification, must be reported immediately to the Property Manager and SafeWork SA.

## **ENFORCEMENT NOTICES**

A Contractor will immediately inform the Property Manager in the event of an improvement, prohibition or default notice being issued. The Property Manager will then notify the CSH&WSA Manager to inform them of the breach. It is the responsibility of the Contractors to implement the corrective actions to comply with the authority.

## **FIRE PREVENTION**

The Contractor will ensure that at all time there is a free access/egress to the site for all emergency situations. In the event of the fire alarm sounding the Contractor and their representatives must evacuate the site according to the fire warden's directions and must go to the nominated assembly point. No one must re-enter the building until advised by the fire wardens.

## **FIRE EXTINGUISHERS**

In some case where contractors are required to provide fire extinguishers they will comply with the current Australian Standards.

Fire extinguishers shall be used to suit the intended purpose and will be checked on a regular basis. Any work involving welding, grinding, heat treatment or work with any naked flame a fire extinguisher must be made available.

## **HAZARDOUS SUBSTANCES**

The Contractor must submit a Safety Data Sheet for all substances that are brought onto site. All substances must be clearly labelled, stored in tight sealed containers along with safe handling and storage instructions. In the event of a chemical spill clean-up materials must be available and easily accessible at all times.

## **CHEMICAL SPILL**

In the event of a chemical spill the following steps must occur:

Contain the spill if safe to do so:

- prevent further spillage
- contain what has been split
- follow SDS information
- block storm water drains

Report the spill

- in case of a large or dangerous spill contact the fire brigade on 000
- notification to SafeWork SA, Environmental Protection Authorities

Clean Up

- clean up shall be conducted by a competent person with knowledge of spilled substance
- clean up as quickly as possible to reduce any pollution

- do not wash chemicals down the drain or pour chemicals onto the ground
- use absorbent material to contain the spill
- used absorbent material that can be disposed of in a general waste bin or as directed by the Safety Data Sheet

## **DANGER & OUT OF SERVICE TAGS**

Where a piece of plant or equipment is deemed to be faulty a Danger Tag or Out of Service tag will be issued. The tag can only be removed by the person who attached the tag, or the maintenance person who carried out the repairs. If the person who attached the tag is not on site the supervisor responsible for the operation of the equipment or workshop may remove the tag after inspection if safe to do so.

## **ELECTRICAL**

All hand held electrical equipment operated, must be fitted with RCD protection at the source of power and maintained in accordance with Work Health and Safety Regulations 2012.

Electrical equipment includes:

- portable, hand held and stationary appliances, designed for connection to low voltage supplied by a flexible cord, cord extension sets and electrical portable outlet devices.
- flexible cords connected to fixed equipment in certain environments
- portable isolation transformers
- Residual Current Devices (RCD) – portable and fixed.

Electrical leads must:

- be tested and tagged in accordance with statutory requirements
- be supported clear of floors or under protective covers, and connected to the nearest power outlet
- be removed from the power outlet when not in use
- not pass through doorways unprotected
- no use of double adapters or piggyback leads

The Contractor must provide a portable RCD when a non-portable RCD is not installed. RCD's must be tested in accordance with Work Health and Safety Regulations 2012.

**Note: Double adaptors or piggyback leads are not permitted on College Property**

## **ASBESTOS**

Christian Brothers College has an ongoing commitment to the identification and removal of asbestos and asbestos products from its sites. Christian Brothers College Senior Campus and Early Learning Centre have an asbestos register which is being continually updated in accordance with current legislation. Contractors are required prior to commencement of work to check the register for possible asbestos in the area where work is to commence. Occupants in the work area must also be protected and the work must be done after hours or in isolation in special circumstances.

In the event that asbestos material not previously identified in documentation provided is found in the course of works being undertaken, the Contractor must cease work immediately and contact the Property Manager.

## **WORKING AT HEIGHTS**

If work must be performed at height, appropriate walkways, scaffolding or safety harnesses must be provided and used. Ladders shall comply with Code of Practice – Managing the Risks of Falls at Work Places, be suitable for the task and be in good working order. If people are in the vicinity where objects may fall from above, protection is to be implemented.

Contractors must ensure that any workers who work at heights have established a safe system of work to protect themselves and other people in the area.

## ***INTERRUPTION OF SERVICES***

Where a Contractor's work involves a requirement to isolate services then the Property Manager must be informed. This can involve water supply, gas supply, telephones and electricity supply. Should services be accidentally shut down the Contractor must also notify the Property Manager immediately so other measures can be taken depending on the time involved.

## ***EXCAVATION & TRENCHES (Dial before you dig)***

Underground surveys should be undertaken by the Contractor to identify any underground obstacles before proceeding with work to assess the necessary course of action.

## ***RESTRICTED AREAS***

A restricted area is an area where no one but authorised people can enter. Contractors shall not enter any sign posted restricted area or area that has been identified to them as restricted at induction. If contractors need to access a restricted area, permission must be obtained from the Property Manager.

## ***CONFINED SPACE***

Confined space means an enclosed or partially enclosed space that, is not designed or intended primarily to be occupied by a person, or is designed or intended to be, at normal atmospheric pressure while any person is in the space; and is or likely to be a risk to health and safety from-

- i. an atmosphere that does not have a safe oxygen level; or
- ii. contaminants, including airborne gases, vapours and dusts, that may cause injury from fire or explosion; or
- iii. harmful concentrations of any airborne contaminants; or
- iv. engulfment,

but does include a mine shaft or the workings of a mine.

Confined spaces can be, but not limited to, plant rooms and electrical distribution boards. When work is to be undertaken within a confined space CSH&W SA Procedure 26 Confined Space should be adhered to and all legislative requirements fulfilled.

## ***HIGH RISK WORK***

Prior to commencing any work involving confined space, hot work, working at heights, asbestos, high voltage systems, excavations and demolition a risk assessment is required.

## ***PERMIT TO WORK***

Prior to commencing any hot work such as welding, brazing or removal of paint by heat gun or burner authorization must be obtained. Adequate fire extinguishers must be present near each welding plant. Welders must use screens to protect all personnel from welding flashes and any hot waste produced during the process.

Hot work being conducted in a confined space requires an additional Hot Work Permit (Permit to Work Form).

## ***INAPPROPRIATE BEHAVIOUR AND HARASSING LANGUAGE***

Inappropriate language and harassing behaviour of any nature are unacceptable and will not be allowed onsite. Offensive behaviour and/or language includes behaviour that reinforces inappropriate, demeaning or discriminatory attitudes or assumptions about persons based on race, sex, sexual orientation, transgender status, marital status or disability.

## **ALCOHOL AND OTHER DRUGS**

Contractors will be responsible for ensuring so far as reasonably practicable that the site remains drug and alcohol free. All employees at the site will ensure that they are not, by consumption of alcohol or drugs and are in such a state to endanger his/her own safety or the safety of others.

## **WORKING ALONE**

It is the responsibility of the Contractors if any employees are working alone to ensure that suitable communication is available if emergency assistance is required.

## **TRAFFIC MANAGEMENT**

Depending on the work to be completed, the worksite may allocate specific parking areas to the contractors. Contractors will be required to abide by this. At certain times the property should be avoided, i.e. school drop off/pick up and recess/lunch times, please check with the Property Manager for further information or as directed.

## **AMENITIES**

The Property Manager will advise what amenities the contractor can use. Use of student toilets is prohibited at all times.

## **SMOKING**

All Christian Brothers College worksites are smoke free.

## **DOCUMENTATION AND OTHER REQUIREMENTS**

All Contractors providing services to Christian Brothers College will be required to provide copies of the following documents.

- SWMS/JSA/Risk Assessment prior to commencement of works;
- Appropriate trade licence (valid);
- Public Liability Insurance on an annual basis;
- Return to Work SA certificate on an annual basis;
- Competency Certificates (valid);
- Any High Risk Work Licence (valid).
- Any relevant training undertaken
- Police clearance (Working with Children) for any person that undertakes work at the college.

For any major works which includes but is not limited to building renovations, new building works, major maintenance works that has the potential to impact on the safety of the staff, the following additional documents and requirements will be required.

- Site safety plan;
- Regular site meetings with contractor;
- Appropriate cordon of the site and proof of council approval where required;
- Development approval from council where applicable;
- Appropriate warning signs including PPE and requirements;
- Suitable and safe access and egress to site;



- Commitment to consultation with CBC and its staff in regards to safety;
- Emergency Response Plans;
- The contractor must ensure that a person holds the position of safety supervisor in respect of a **construction site** if 20 or more people could be involved in the performance of work at a particular time.



# Christian Brothers College

## Child Safeguarding Policy

### Purpose

Our Child Safeguarding Policy, which includes our Statement of Commitment to Child Safety, was written to demonstrate the strong commitment of the College to promoting children's wellbeing and safeguarding children from harm, and to provide an outline of the policies and practices that we have developed to keep our students safe, including from abuse or other harm.

It is an overarching policy that provides the key elements of our approach to the College as a child safe organisation and sets the tone for the College's entire Child Safeguarding Program.

The Child Safeguarding Policy provides the framework for:

- the implementation of the Principles of Good Practice
- the development of work systems, practices, policies and procedures that promote child protection within the College
- the creation of a positive and robust child protection culture
- the promotion and open discussion of child protection issues within the College
- complying with all laws, regulations and standards relevant to child protection in South Australia.

See also, the **EREA Child Safeguarding Standards Framework**, **EREA Child Protection Policy**, **EREA Commitment Statement to Child Safety** and the **National Catholic Safeguarding Standards**.

### Scope

The College's Child Safeguarding Policy applies to all adults in the College community, including Staff, Volunteers, Contractors, External Education Providers, parents/carers and other family members. This policy applies in all College environments, both physical and online, and on-site and off-site College grounds (e.g. camps and excursions).

### Statement of Commitment to Child Safety

All children and young people who come to Christian Brothers College have a right to feel and be safe. We are committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe, and are able to actively participate in decisions that affect their lives.

We have a zero tolerance for child abuse and other harm and are committed to acting in students' best interests and keeping them safe from harm.

The College regards its child safeguarding responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintaining a child safe culture.

Each member of the College community has a responsibility to understand the important and specific role that they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all that they do and every decision that they make.

### Child Safeguarding Standards

In addition to implementing the Principles of Good Practice, the College's commitment to child safety is based on the EREA Child Safeguarding Standards Framework and the **National Catholic Safeguarding Standards** published by Catholic Professional Standards Ltd., which set out the following overarching standards that guide the development and regular review of our work systems, practices, policies and procedures to protect students from abuse and other harm. These standards directly align with the National Principles for Child Safe Organisations (National Principles), which have been endorsed by all Australian states and territories. They are also similar to the Principles of Good Practice.

## The National Catholic Safeguarding Standards

The **National Catholic Safeguarding Standards (NCSS)** expand on the National Principles, specifically for Catholic settings. They set out 10 overarching standards that guide the development of a child safe culture for Catholic entities. Compliance with the NCSS is mandatory for all Catholic entities.

They are:



### Standard 1

Committed leadership, governance and culture



### Standard 2

Children are safe, informed and participate



### Standard 3

Partnering with families, carers and communities



### Standard 4

Equity is promoted and diversity is respected



### Standard 5

Robust human resource management



### Standard 6

Effective complaints management



### Standard 7

Ongoing education and training



### Standard 8

Safe physical and online environments



### Standard 9

Continuous improvement



### Standard 10

Policies and procedures support child safety

## The EREA Child Safeguarding Standards Framework

Our Child Safeguarding Program is also based on and implements the EREA Child Safeguarding Standards Framework. This Framework includes a set of Child Safeguarding Standards that express the College's own overarching commitment to the child safe values and principles that guide the development of our Child Safeguarding Program. The Framework builds on the NCSS.

The EREA Child Safeguarding Standards are:

**Standard 1:** Committed Leadership, Governance and Culture: *Child Safeguarding is embedded in the College's leadership, governance and culture*

**Standard 2:** Children and Young People are Safe, Informed and Participate: *Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously*

**Standard 3:** Partnering with Families, Carers and Communities: *Families, carers and communities are informed and involved in promoting child safety and wellbeing*

**Standard 4:** Equity is Promoted and Diversity Respected: *Equity is upheld and diverse needs respected in policy and practice*

**Standard 5:** Robust Human Resource Management: *People working with children and young people are suitable and supported to reflect child safeguarding values in practice*

**Standard 6:** Effective Complaints Handling: *Processes for raising child safety concerns and complaints are responsive, understood, accessible and used by children and young people, families, carers, relevant communities, and staff*

**Standard 7:** Ongoing Education and Training: *Staff and relevant Volunteers and Contractors are equipped with the knowledge, skills and awareness to keep children and young people safe through information, ongoing education and training*

**Standard 8:** Safe Physical and Online Environments: *Physical and online environments promote safety and contain appropriate safeguards to minimise the opportunity for children and young people to be harmed*

**Standard 9:** Regular Review and Continuous Improvement: *Implementation of the EREA Child Safeguarding Standards and the College's child safeguarding Policies and Procedures is regularly reviewed and improved*

**Standard 10:** Policies and Procedures Support Child Safety: *Policies and procedures document how the College is safe for children*

**Standard 11:** EREA Protocols and Requirements: *EREA protocols and requirements support ongoing compliance with and reporting against the EREA Child Safeguarding Standards*

## Children and Young People's Rights to Safety, Information and Participation

Christian Brothers College is a child safe and child-centred organisation. Our environment is friendly and welcoming to all children and young people.

We actively seek to include students in decisions that affect them. This includes decisions about organisational planning, delivery of services, management of facilities, and classroom learning and assessment environments.

We ensure students know about their rights to safety, information and participation. We recognise the importance of friendships and support from peers. We actively seek to understand what makes students feel safe in our organisation and regularly communicate with students about what they can do if they feel unsafe.

## Parents/Carers, Families and Community Involvement at the College

The College recognises that parents and carers have the primary responsibility for the upbringing and development of their children. We ensure they participate in decisions affecting their children.

We ensure families and relevant communities know about the College's operations and policies, including its Child Safeguarding Policy and Child Safe Codes of Conduct, record keeping practices, risk management, and complaints and investigation processes.

We actively seek to include families and relevant communities in decisions about organisational planning, delivery of services, management of facilities, and classroom learning and assessment environments.

We build cultural safety at the College through partnerships with relevant communities.

## Valuing Diversity in the College Community

Our College values diversity and does not tolerate any discriminatory practices. To achieve this, we:

- support the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students and their families
- support the cultural safety, participation and empowerment of students from culturally and linguistically diverse backgrounds and their families
- welcome students with a disability and their families and act to promote their participation
- welcome students and families of diverse sexuality and act to promote their participation
- seek to recruit a workforce that reflects a diversity of cultures, abilities and identities

- ensure all Staff, Direct Contact Volunteers and Direct Contact Contractors have training about Aboriginal and Torres Strait Islander cultures, disability, culturally and/or linguistically diverse backgrounds, and those with particular experiences or needs
- have a physical environment that actively celebrates diverse cultures and recognises cultural difference
- commit to ensuring our facilities promote the inclusion of students of all abilities.

## Our Child Safeguarding Program

Christian Brothers College is committed to the effective implementation of our Child Safeguarding Program and ensuring that it is appropriately reviewed and updated. We adopt a risk management approach by identifying key risk indicators and assessing child safety risks based on a range of factors including the nature of our College's activities, physical and online environments and the characteristics of the student body.

Our Child Safeguarding Program relates to all aspects of child safety and protecting students from abuse or other harm, and establishes work systems, practices, policies and procedures to create and maintain a child safe environment and culture at the College. It includes:

- Child Safe Codes of Conduct
- clear information as to what constitutes child abuse and other harm and associated key indicators of abuse or other harm
- clear procedures for reporting child safety incidents or concerns internally, and for responding to allegations of child abuse or other harm
- strategies to support, encourage and enable Staff, Volunteers, Contractors, parents/carers and students to understand, identify, discuss and report child safety matters
- procedures for recruiting and screening members of the Executive Team, Staff, Volunteers and Contractors
- procedures for reporting to external agencies, including Mandatory Notifications to DCP, and Reporting to Police
- pastoral care strategies designed to empower students and keep them safe
- strategies to support and encourage the participation and inclusion of Aboriginal and Torres Strait Islander students, students from culturally and/or linguistically diverse backgrounds and students with disability
- child safeguarding training



- information regarding the steps to take after a disclosure of abuse or other harm to protect, support and assist students
- guidelines with respect to record keeping and confidentiality
- policies to ensure compliance with all relevant laws, regulations and standards (including the EREA Child Safeguarding Standards Framework and the **National Catholic Safeguarding Standards** published by Catholic Professional Standards Ltd.)
- a system for continuous review and improvement.

As a part of Christian Brothers College's induction process, all Staff, as well as relevant Volunteers and Contractors are required to complete induction in our child safeguarding policies, practices and procedures. All Staff, as well as relevant Volunteers and Contractors also receive refresher and ongoing child safeguarding training.

Staff, Direct Contact and Regular Volunteers, and Direct Contact and Regular Contractors are supported and supervised by the College's Child Safeguarding Officers and Executive Team to ensure that they are compliant with the College's approach to child safety.

### Reporting Child Safety Incidents or Concerns to the College

Our Child Safeguarding Program provides detailed guidance for Members of the Board Advisory, Staff, Volunteers and Contractors on how to identify key indicators of child abuse and other harm and how to report child safety incidents or concerns internally to one of our College's Child Safeguarding Officers. It also contains detailed procedures with respect to the reporting of child abuse incidents to relevant external authorities.

**Students** at the College are provided with information about and encouraged to use multiple pathways to raise child safety incidents or concerns about or at the College. These include informal and formal ways, an 'anonymous' way, and through external child advocacy or child safety organisations.

**Parents/carers, family members and other community members** who have child safety concerns or who suspect that a child or young person associated with the College may be subject to abuse or other harm can contact:

- the College's Senior Child Safeguarding Officer **Daniel Lynch, the Principal**, by emailing [dlynch@cbc.sa.edu.au](mailto:dlynch@cbc.sa.edu.au), or

if the concern relates to the Principal, the EREA Regional Director.

Students, parents/carers, family members and other community members can also raise child safety incidents or concerns through the **College's Complaints Handling Policy**.

Any person can also contact the Senior Child Safeguarding Officer, or EREA Regional Director if they have concerns regarding the College's leadership in relation to child safety.

Communications will be treated confidentially on a "need to know basis".

**Whenever there are concerns that a child is in immediate danger the Police should be called on 000.**

## Responsibilities for Child Safeguarding at the College

Child Safeguarding is everyone's responsibility. All adults in the College community have a shared responsibility for contributing to the safety and protection of students. Specific responsibilities include:

### The College's Child Safeguarding Officers

A number of senior staff members are nominated as the College's Child Safeguarding Officers. Our Child Safeguarding Officers receive additional specialised training with respect to child safety and protection issues. They are a point of contact for raising child safety concerns within the College. They are also responsible for championing child safeguarding within the College and assisting in coordinating responses to child safety incidents.

Contact details for our Child Safeguarding Officers are set out below:

Name	Position and Email
Cameron Alexander	Deputy Principal <a href="mailto:calexander@cbc.sa.edu.au">calexander@cbc.sa.edu.au</a>
Lee Del Col	Head of Senior Campus <a href="mailto:ldelcol@cbc.sa.edu.au">ldelcol@cbc.sa.edu.au</a>
Alison Ronoastro	Head of Junior Campus <a href="mailto:aronastro@cbc.sa.edu.au">aronastro@cbc.sa.edu.au</a>
Anthony Farina	Director of Students <a href="mailto:afarina@cbc.sa.edu.au">afarina@cbc.sa.edu.au</a>
Sean Carr	Director Early Learning Centre <a href="mailto:scarr@cbc.sa.edu.au">scarr@cbc.sa.edu.au</a>
Michelle Drake	People and Culture Manager <a href="mailto:mldrake@cbc.sa.edu.au">mldrake@cbc.sa.edu.au</a>

Christian Brothers College has also appointed **Daniel Lynch** as the College's Senior Child Safeguarding Officer. The Senior Child Safeguarding Officer is contactable by emailing [dlynch@cbc.sa.edu.au](mailto:dlynch@cbc.sa.edu.au).

The Senior Child Safeguarding Officer has additional child safeguarding responsibilities, such as being a first point of contact for all child safety concerns or queries for the wider community and coordinating the College's response to child safety incidents in consultation with the Executive Team and the Board Advisory.

## Edmund Rice Education Australia

EREA is responsible for approving our Child Safeguarding Program and ensuring that the College has appropriate resources to effectively implement the EREA Child Safeguarding Standards Framework, the National Catholic Safeguarding Standards published by Catholic Professional Standards Ltd. and our Child Safeguarding Program.

### The Principal

The Principal is responsible, and will be accountable for, the operational management of the College, and the Child Safeguarding Program. The Principal is responsible for taking all practical measures to ensure that this Child Safeguarding Policy and the College's Child Safeguarding Program is implemented effectively and that a strong and sustainable child safe culture is maintained within the College.

### EREA Regional Director

The EREA Regional Director supports and advises the Principal in relation to the relevant child protection legislation and the implementation of the College's Child Safeguarding Program.

### School Board

Under the EREA governance structure, the School Board is responsible for working collaboratively with the Principal to ensure consistency and faithfulness to the Charter for Catholic Schools in the Edmund Rice Tradition and the Touchstones of Liberating Education, Gospel Spirituality, Inclusive Community, and Justice and Solidarity. As part of this role, the School Board has responsibility for approving major College policies that are consistent with EREA policies.

### The College Executive Team

Each member of the College Executive Team is required to ensure that appropriate resources are made available in their area of operations to allow the College's Child Safeguarding Program to be effectively implemented within the College, and to support the Principal in the practical application of the College's child safeguarding strategies, policies, procedures and work systems.

### Staff Members

All Staff are required to comply with our Child Safeguarding Policy and Child Safe Codes of Conduct, be familiar with our Child Safeguarding Program and understand their legal obligations with respect to the reporting of child abuse and other harm, and Working with Children Checks. Each current and new staff member is required to sign a written statement indicating that they have read and acknowledged the College's Child Safeguarding Policy and Child Safe Codes of Conduct.

It is each individual's responsibility to be aware of key indicators of abuse and other harm, to be observant, and to raise all child safety incidents and concerns with one of the College's Child Safeguarding Officers.

### Volunteers

All Volunteers at the College are responsible for contributing to the safety and protection of students in the College environment.

All Volunteers are required to comply with our Child Safeguarding Policy and Child Safe Codes of Conduct. Direct Contact and Regular Volunteers are required to understand their legal obligations with respect to the reporting of child abuse and other harm.

It is each individual's responsibility to be aware of key indicators of child abuse and other harm, to be observant, and to raise all child safety concerns with one of the College's Child Safeguarding Officers.

### Contractors

All Contractors engaged by the College are responsible for contributing to the safety and protection of students in the College environment.

All Contractors engaged by the College are required to comply with our Child Safeguarding Policy and Child Safe Codes of Conduct. Direct Contact and Regular Contractors are required to understand their legal obligations with respect to the reporting of child abuse and other harm. The College may include this requirement in the written agreement between it and the Contractor.

Direct Contact and Regular Contractors include, for example, maintenance and building personnel, consultants, casual teachers, tutors, sports coaches and College cleaners. This also includes music teachers and other extra-curricular teachers and instructors who are engaged by students and their families directly, rather than the College, but have an agreement with the College to use the College's facilities.

### External Education Providers

An External Education Provider is any organisation that the College has arranged to deliver a specified course of study that is part of the curriculum, to a student or students enrolled at the College. The delivery of such a course may take place on College premises or elsewhere.

All External Education Providers engaged by the College are responsible for contributing to the safety and protection of students in all College environments. All External Education Providers engaged by the College are required by the College to comply with our Child Safeguarding Policy and Child Safe Codes of Conduct. Christian Brothers College may include this requirement in the written agreement between it and the External Education Provider.

## Child Safe Human Resources Management

Christian Brothers College applies best practice standards in the recruitment and screening of Staff and relevant Volunteers and Contractors. Our recruitment procedures comply with the College's **Child Safe Human Resources Management** and ensure that all reasonable steps are taken to engage the most suitable and appropriate people to work with children and young people. All Staff and relevant Volunteers and Contractors are required to maintain a valid Working with Children Check.

The College ensures that the College Executive Team, Staff and relevant Volunteers and Contractors undergo child safeguarding induction, and ongoing education and training as part of our commitment to safeguarding children and young people from harm.

Staff, Direct Contact Volunteers and Direct Contact Contractors are subject to regular supervision and performance monitoring while engaging with students.

The College ensures that professional development programs for Staff include child safeguarding education and training programs.

## Child Safe Risk Management

The College recognises the importance of a risk management approach to minimising the potential for child abuse or harm to occur and we use this information to inform our policies, procedures and activity planning.

The College has developed a comprehensive Risk Management Program to assist in the identification, assessment and management of child safety risks in all College environments.

## Record Keeping

The College has a **Child Safeguarding Record Keeping** policy and is committed to best practice record keeping.

In accordance with our policy, and as required by our **Procedures for Responding to and Reporting Child Safety Incidents or Concerns**, all internal and external reports of child safety incidents and concerns, as well as any other responses by the College are recorded using the **Responding to an Incident, Disclosure or Suspicion of Child Abuse** or **Other Harm Template**.

In maintaining records of child safety incidents or concerns, the College maintains confidentiality and privacy for students and families in accordance with federal and state privacy legislation.

## Policy and Program Review

Christian Brothers College is committed to the continuous improvement of our Child Safeguarding Program. The Program is regularly reviewed for overall effectiveness and to ensure compliance with all child protection related laws, regulations and standards.

The College is committed to actively seeking, actioning, and incorporating into this Policy, feedback from students, families, the wider College community, Staff, Volunteers and Contractors, and will communicate any adjustments or amendments widely throughout the College community.

## Non-Compliance with Our Child Safeguarding Policy

Christian Brothers College enforces this Child Safeguarding Policy and our Child Safe Codes of Conduct. In the event of any non-compliance, we will instigate a review that may result in a range of measures including (depending on the severity of the breach):

- remedial education
- counselling
- increased supervision
- the restriction of duties
- suspension or
- in the case of serious breaches, termination of employment, contract or engagement.