

## Keeping our students safe

No child should suffer harm, either at home or at school. Everyone who works at The Anglican School Googong, in any capacity, has a responsibility to make sure that all our children are safe.

Please ask the School Principal if you are unclear about anything in these guidelines.

If you are worried about the safety of any child or young person in the school you **must** report this to the Principal or Board Chair.



The Anglican School Googong

136 Gorman Drive  
Googong, NSW, 2629

+61 2 6154 9400  
[admin@tasg.nsw.edu.au](mailto:admin@tasg.nsw.edu.au)

[GoogongSchool.nsw.edu.au](http://GoogongSchool.nsw.edu.au)



Child Protection  
Advice  
For Volunteers and Regular  
Visitors

## Child Protection Advice

Thank you for your interest in becoming a volunteer or regular visitor at The Anglican School Googong. The following will be useful information when working with children at The Anglican School Googong.

### ***What are my responsibilities?***

All adults who come into contact with children through the school environment, paid or voluntary, have a duty to safeguard and promote the welfare of children.

### ***Volunteer Declaration***

As a volunteer at The Anglican School Googong, you are expected to sign the School's volunteer declaration. Some volunteers are also required to apply for a Working With Children Clearance.

If any volunteer becomes the subject of criminal investigation caution or conviction, they are required to inform the Principal immediately. This is in order to protect both the volunteer and the students.

The Anglican School Googong has a Child Protection Policy and a copy is available from the School office.

### ***What should I do if I am worried about a child?***

If, whilst working with a child, you become concerned about:

- Comments made by a child
- Marks or bruising on a child
- Changes in the child's behaviour or demeanour
- Concerning observations

Please report these concerns directly to the Principal.

### ***What should I do if a child discloses that they are being harmed?***

- Listen to what is being said without displaying shock or disbelief; accept what is being said
- Allow the child to talk freely
- Reassure the child, but do not make promises that might not be possible to keep
- Do not promise confidentiality but explain to the child that you may have to tell the Principal so that they can provide appropriate help
- Do not ask the student leading questions
- Reassure the student that it is not their fault
- Stress that it was the right thing to tell
- Do not ask the child to write a statement

Immediately record details of the disclosure, including wherever possible the exact words or phrases used by the student. Forms for the recording of information of this nature are available from Reception and should be completed and returned directly to the Principal, to enable the matter to be dealt with in the most appropriate way.

Please ensure that you have signed and dated the record.

### ***What should I do if the alleged abuser is a member of the school staff?***

You should report such allegations to the Principal in person or via email [Principal@tasg.nsw.edu.au](mailto:Principal@tasg.nsw.edu.au)

### ***What should I do if the alleged abuser is the Principal?***

You should report such allegations to the School Board Chair [Board.Chair@tasg.nsw.edu.au](mailto:Board.Chair@tasg.nsw.edu.au)

### ***How do I ensure that my behaviour is always appropriate?***

Appropriate relationships with children should be based on mutual trust and respect.

As a volunteer or regular visitor you may well be working closely with children sometimes on an individual basis.

Children, especially when they are young, are often spontaneously affectionate and tactile, and it is important not to alienate them through lack of response or rejection. You should, however refrain from instigating physical contact.

If you are working with a student on an individual basis, always ensure that the door is left open or that you are visible to others.

Do not photograph students unless requested by the class teacher, exchange emails or text messages, engage in social media, or give out your own personal details. Any unprofessional contact with students (e.g. through a social networking site) may leave you vulnerable to an allegation of abuse.

Please help us to safeguard the children in our care by following these guidelines.

*Know and discover*

*Understand and dream*

*Grow in faith*