



St Michael's Collegiate

Safeguarding Statement for Students

Reference	Date approved	Date Last amended	Date of next review	Status
ACF 5.5	14 August 2018	December 2021	December 2023	Approved by: Principal

The Rights of Students at St Michael's Collegiate School (Collegiate or School)

We at Collegiate believe all of our students should:

- Feel safe;
- Be safe;
- Feel comfortable;
- Have a right to contact your parents or others if you feel unsafe, uncomfortable or distressed at any time during a school activity;
- Be provided with activities that are suitable for your age and development, and taken by appropriately qualified staff;
- Be provided with clear directions and given an opportunity to redirect your behaviour in a positive manner if staff believe that you have broken program rules and/or misbehaved;
- NOT be subject to disciplinary action involving physical punishment, or any form of treatment that could reasonably be considered degrading, cruel, frightening or humiliating; and
- Contribute suggestions and feedback on an activity, event or program in which you have participated.

The Responsibility of Staff of Collegiate

Our staff have a Code of Conduct and Safeguarding Practices and Behaviour Guidelines that they must follow. This aims to make sure that you are protected from harm and that our activities, events and programs are enjoyable and worthwhile for all participants. The Safeguarding Practices and Behaviour Guidelines includes the following:

- The staff of Collegiate do their best to make sure that you are protected from harm;
- The staff of Collegiate will display an appropriate name badge or identification card when on duty;
- The staff of Collegiate will supervise students effectively;
- Parent / guardian permission must be given in advance in writing or electronically (which includes generic approval for lower risk excursions) before we can:
 - Take you on an excursion;
 - Arrange overnight stays or camps; and/or
 - Provide transport to another location.
- We make sure that staff to student ratios are maintained. (Please check with us if you are unsure what is meant by ratios);

- The staff of Collegiate will not be alone with a student where they cannot be observed by other staff of Collegiate [unless, in rare circumstances where compelling circumstances are communicated to the Principal, Deputy Principal (or their delegate) in advance and confirmed in writing as soon as reasonably practicable.]
- The staff of Collegiate are not allowed to exceed their position description details. This means that they cannot be employed for babysitting or visit you at your home. They are not allowed to friend you on Facebook or other social media, text, take photos of you for Instagram / YouTube / social media or Snap Chat you. They are not allowed to communicate with you in any way beyond your attendance at your activity, event or program;
- The staff of Collegiate must use guidance strategies that are fair, respectful and appropriate to your age and background;
- The staff of Collegiate are required to report and respond to any incidents of abuse or neglect towards students and children who participate in our activities, events or programs;
- The staff at Collegiate are available to listen to students. The 'Worried About Something' chart provides you with more information about who you can talk to. All staff will take your concerns seriously and try to help you. You will be supported by the Staff Wellbeing Team (one or more of the following people will be there to support you – Principal, Deputy Principal, Head of School, School Psychologist, Educational Counsellor, Year Level Coordinator and Mentor); and
- Staff at Collegiate have to act in ways to keep you safe. The information you share will be treated confidentially and only those who need to know will know. There may be times where staff are worried about your safety or the safety of other people and they have to act or share your information to keep everyone safe. You will be treated with respect and understanding through this process.

Responsibilities of Students at Collegiate

When you are involved in activities of Collegiate you also have some responsibilities. These include:

- Letting a staff or parent know if you are unhappy with the way you are being treated or you don't feel safe;
- Treating other participants and adults with respect;
- Following the rules of the activity, event or program you are participating in;
- Listening to others and respecting their opinions; and
- Finding some trusted adults who you can talk to and share your concerns. Especially if you are feeling unsafe.