

*LifeChanger*  
CHRISTIAN COLLEGE  
PORT VILA



UNDER COMMUNITY CHRISTIAN SCHOOLS VANUATU (CCSV)  
The Owners and Governance  
A Registered Education Authority in Vanuatu

**CHILD PROTECTION DOCUMENT**  
**POLICY AND IMPLEMENTATION**

LifeChanger Christian College  
PO Box 350  
Port Vila, Vanuatu

**Delivering accessible, quality Christian education to students  
from poor and remote communities, equipping them for life.**

# Child Protection

## Child Safe Code of Conduct:

All students of **LifeChanger Christian College** (“LCCC”) up to and including 18 years of age are categorized as CHILDREN for the purpose of safety and protection at the school.

- All children will be treated with respect.
- All staff will provide a welcoming and safe environment for all children at the school.
- Open communication is encouraged between all children and the school staff.
- Staff must always be transparent in their actions and whereabouts.
- Concerns about child abuse must be reported.
- Staff members or other adults at the school must not protect each other at the expense of a child. Any concerning or suspicious behaviour of their colleagues must be reported.
- Staff must be responsible and know that they are accountable for their actions. Adults will always be responsible for their own behaviour and cannot blame the child, even if the child ‘provokes’ a response.
- Wherever possible, ensure that another adult is present when working near children.
- Not invite unaccompanied children into private residences, unless they are at immediate risk of injury or in physical danger.
- Not sleep close to unsupervised children unless absolutely necessary, in which case the supervisor’s permission must be obtained, and ensuring that another adult is present if possible.
- Never use any computers, mobile phones, video cameras, cameras or social media to exploit or harass children, or access child exploitation material through any medium.
- Not hire children for domestic or other labour; which is inappropriate given their age or developmental stage; which interferes with their time available for education and recreational activities; or which places them at significant risk of injury.
- Comply with all relevant local legislation, including labour laws in relation to child labour.
- Immediately disclose all charges, convictions and other outcomes of an offence that relates to child exploitation and abuse, including those under traditional law, which occurred before or occurs during association with LifeChanger Christian College.
- Be aware of behaviour and avoid actions or behaviours that could be perceived by others as child exploitation and abuse.
- Take care to ensure local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child.
- Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive.
- Ensure images are honest representations of the context and the facts.
- Ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.
- Obtain informed consent from the child and/or parent or guardian of the child before photographing, recording or filming a child.

### **These Actions Are Condemned by LCCC's Child Safe Code of Conduct:**

- Shaming, humiliating, belittling or degrading a child.
- Using offensive, inappropriate or discriminatory language when speaking with a child.
- Smacking, hitting or in any way physically assaulting a child.
- Acting in a way that shows unfair and differential treatment of a child.
- Assisting a child with things of a personal nature such as happens in the toilet, or changing clothes, unless another staff member is present.
- Acting or speaking suggestively or provocatively towards a child.
- Separating a child from the group so as to behave inappropriately with them.
- Having a sexual relationship with a child.

### **The School's Child Protection Officer is Responsible for:**

- Interviewing the staff member or other person who has made the accusation, and any other witnesses, to gather more information.
- Immediate reporting of an incident to the Principal.
- Receiving (or writing themselves, if they have been the observer) reports.
- Keeping records of every incident report of child abuse.
- Ensuring the child is protected at all times during this process.
- Ensuring the child is distanced from the person who has been accused.
- Confidentiality. All information regarding the abuse should be kept confidential. Children rarely lie in situations like this. Their story must be heard and believed unless proven otherwise.

### **Responding to disclosure by a child:**

- Listen carefully.
- Tell the child you believe him or her.
- Tell the child that it is not their fault and he or she is not responsible for the abuse.
- Tell the child that you are pleased that she or he has told you.
- Follow the Child Abuse Reporting Process.

### **Child Abuse Reporting Process:**

- Staff must always report all child abuse concerns *immediately* to the Child Protection Officer.
- The Child Protection Officer must complete an *incident report* and immediately inform the Principal.
- The Principal is then responsible for the follow-up actions.
- If an incident is serious or repeated, the Principal must inform the Governance immediately.
- The Governance will conduct an initial assessment based on the quality and reliability of the information, and decisions made on what steps to take.

### **Governance Action:**

- Action will be categorized as simple disciplinary action, medium disciplinary action, high risk disciplinary action, or criminal matter.
- In serious cases such as child molestation occurring at the school, the Governance will inform the Police.
- All reports will be handled professionally, confidentially and expediently.

### **Procedure after disclosure:**

- Both the victim and the accused person must be treated with confidentiality and respect.
- Records should be made of all facts and these should be carefully and confidentially filed.

### **Staff Behavioural Protocols in the Context of Classroom Discipline:**

- Each staff member must sign a statement annually to say that they have read and received training on the Child Protection Policy and Incident Report documents, will respect the documents, and understand that action will be taken in cases of inappropriate behaviour.
- Protocols for disciplining students are in the LifeChanger Christian College Discipline Policy document.

### **Staff application process and interviews**

- The recruitment screening processes for all LCCC staff applicants will include criminal record checks before engagement, and at least two verbal referee checks, one of which must be the candidate's most recent employer-supervisor. Background information including dates and places of employment must also be provided.
- If a criminal record check is not reliable or is unattainable, a statutory declaration is required. The LCCC staff applicant must sign a form stating that they have not been charged or convicted of any child related offence.
- Behavioural-based questions will be used in interviews to assess the candidate's past behaviour, especially with children.
- LCCC will not employ or engage for work any person who LCCC believes may pose a risk to children in its programs. This commitment will be reflected in LCCC's employment contracts, which will therein contain a clause ensuring that LCCC retains the right to suspend, transfer or dismiss employees who breach this policy.

### **Visitors to the school**

- Visitors must sign in and wear the school's visitor identification before entering the student zones.
- If a staff member observes inappropriate behaviour by a visitor, or has any reason at all for concern about a visitor, the staff member must inform the school's Principal, who must inform the Governance immediately.
- Staff must be present at all times whenever a visitor is with a student. Staff must never leave visitors alone with a child at the school.
- Staff members are responsible for their children first of all and this has priority over any visitor, whether they are local or from overseas.
- Staff members must not allow a visitor to leave the school with a child without permission from the Principal and always at least one other member of staff accompanying them.

## **Child Protection Risk Assessment**

- Risk Assessment is a careful examination of what, in the place of work or school, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.
- Risk Assessments will be carried out in the development of all school programs and activities.
- All Risk Assessment documents must record a three step process: identify the hazards in the school work place, program or activity, assess the risks presented by these hazards, and put control measures in place to reduce the risk of these hazards causing harm.
- Control measures will be taken to remove any hazards, or at least reduce the risk of them causing harm to as low a level as possible.

## **Child Protection Policy Review**

This Child Protection Policy document *dated November 2019* will be reviewed once every five years.



### Child Protection Incident Report Form

*This form is to be completed if you have knowledge or any kind of abuse of a child or if a child's safety might be in danger. Complete this form to the best of your knowledge and submit it to the Child Protection Officer. If your concern involves the Child Protection Officer or the Principal, you must report direct to the School Management.*

**Place and date form completed:**

#### ABOUT YOU

Your name: .....

Your job title: .....

Workplace: .....

Your relationship to the child: .....

Your contact details: .....

#### ABOUT THE CHILD

Child's name: .....

Child's gender: .....

Child's age: .....

Child's class in the school: .....

Child's contact details or address: .....

Child's parents or guardians: .....

#### ABOUT THE INCIDENT

**How did you come to know about the incident (tick or cross which)?**

- 1. Direct observation
- 2. Suspicion
- 3. Disclosure of child
- 4. Disclosure of other person/s. Give their name/s
- 5. Other

**Date and time of the incident OR the period of the incident:** .....

**Location of the incident:** .....

**Who is the person you are accusing?**.....

**Their role at the school:** .....

**Their relation to the child:** .....

**Details about the incident** (If possible, state exactly what the child or other source said to you, and how you responded):

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**Your personal observations of the child (visible injuries, emotional state, etc.):**

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**Any other information you would like to say:**

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**Persons informed:**

.....

**Any other action taken:**

.....

**Authorities informed (tick or cross which):**

- Child Protection Officer informed?
- School Principal informed?
- School Management informed?
- Police informed?

**Name:**

**Signature:**

**Date:**