

## **Principle 1: Child safety and wellbeing is embedded in organizational leadership, governance, and culture.**

Kannada shaale acknowledges the serious consequences of child abuse and neglect, both in the short term and the long term. Within its schools the protection strategies and procedures to be followed are based on the following principles:

- All adults have a responsibility to care for children, to positively promote their welfare and to protect them from any kind of abuse.
- All children have the right to a thorough and systematic education about personal safety, including safety in relationships.
- WAKS (Western Australia Kannada Sangha) committee and KANNADA SHAALE are committed to child safety.
- WAKS is committed to preventing child abuse and identifying risks early and removing and reducing these risks.
- WAKS and KANNADA SHAALE are committed to fulfilling our legal responsibilities around child abuse.
- Our KANNADA SHAALE will ensure there are human resources and recruitment practices for all staff and volunteers.
- KANNADA SHAALE will ensure regular training and educating of staff on child abuse risks.

## **TEACHER/STUDENTS/VOLUNTEERS CODE OF CONDUCT**

- is publicly available.
- states as its objective the promotion of child safety in the school environment
- sets standards about the ways in which school staff are expected to behave with children
  - considers the interests of school staff (including other professional or occupational codes of conduct that regulate school staff), and the needs of all children; and
- is consistent with the school's child safety strategies, policies and procedures as revised from time to time.
- School is aware of having procedures in place for the detection and reporting of Staff and Volunteer Code of Conduct breaches, grooming and child abuse.

## **Teachers have a right to**

- expect the co-operation of students,
- Expect them to be able to educate in a structured and cooperative manner.
- In carrying out their professional obligations, they can count on the help of other employees and the administration.
- within the confines of school rules, maintain flexibility in their approach to classroom procedures and organization
- Teachers have a duty to educate their students.

### **Teachers have a responsibility to**

- Students should be treated equally and consistently.
- give a variety of learning strategies that are acceptable,
- take on the job of student counselling and pastoral care, when necessary,
- instill in kids a sense of awareness and comprehension of school rules,
- follow the school's agreed-upon student management policies and procedures
- connecting with parents and guardians on issues concerning their children's educational growth and behavior.

### **Students have a right to**

- feel safe within the school,
- learn in a challenging environment to the best of their ability,
- be treated with respect by other students and teachers,

### **Students have a responsibility to**

- accept school policies regarding behaviour,
- act and work co-operatively with other students and teachers,
- respect the learning needs of other students,
- take progressive responsibility for their own learning, to work consistently and complete tasks as required,
- be tolerant of differences,
- be punctual and regular in attendance,
- inform parents of educational progress and to ensure that all school communication is effectively delivered.

### **Parents/guardians have a right to**

- expect that their children can interact and learn in a secure environment,
- be informed of matters regarding their children,
- be involved in developing strategies for student behaviour.

### **Parents/guardians have a responsibility to**

- Mandatorily Sign IN / Sign Out the form while drop off and pick up
- encourage children to observe school rules,
- work co-operatively with the school to solve problems,
- provide support for teachers in implementing the code of conduct,
- communicate relevant information and concerns to the school.

## **Advertising the school**

- involved with the other school community
- advertising through posters and attending community organized events
- through Facebook and WhatsApp

## **Principle 2: Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.**

The aim of The Keeping Safe: Child Protection Curriculum is to teach all children from a young age, in an age-appropriate way, to:

- Having time to say what they think or feel, or express themselves in a way appropriate to the individual child
- Recognize abuse and tell a trusted adult about it
- Understand ways of keeping themselves safe
- Understand what appropriate and inappropriate touching is
- We all have the right to do be safe
- We can help ourselves to be safe by talking to people we trust.

## **Principle 3: Families and communities are informed and involved in promoting child safety and wellbeing.**

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#### **Principle 4: Equity is upheld, and diverse needs respected in policy and practice**

We believe to achieve learning and development in kids when we support and understand each child's diverse strength, abilities, interest and cultural practices

- Kannada Shaale promotes children's sense of identity and belonging to family, groups, and communities.
- We also help and support them to learn other culture if they are comfortable with it.
- We demonstrate respect for the diversity
- We welcome all other kids from different communities to learn our Kannada language
- Kannada Shaale and WAKS assures that the teachers and volunteers treat all pupils equally

#### **Principle 5: People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice**

##### **Guidelines for Parent Volunteers:**

1. Volunteers can participate a range of activities including, assisting the teachers in the classroom, organizing the classroom, and in any events related to Kannada shale.
2. All volunteers must ensure that they have the permission to sit and assist at the School during the classes.
3. All volunteers must hold the WWC.
4. Parents of child enrolled at the school are not required to obtain WWC.
5. Sign In/Sign out form's mandatory.
6. The school does not support any contact among volunteers and students other than approved activity.
7. Volunteers must advise school if any concerns about the students they have regarding the conduct of their duty.
8. All volunteers must read and sign the policy before entering the school premises.
9. Members will be interviewed/ discuss the Interest / purpose for volunteering.
10. Checking the volunteer's proof of Identify.
11. Check if a person is holding a current and valid WWC. Or ready to apply for being a Volunteer.
12. Document the selected volunteer's detail.

##### **Seeking and Selection Criteria for Volunteers.**

1. The email will be sent to all the members asking for volunteering when needed.
2. Members with interest/ wanting to help at Kannada Shale can directly approach / email Principal.

## **Principle 6: Processes to respond to complaints and concerns are child focused.**

WAKS Kannada shale is committed to providing a safe, pleasant environment for all the kids.

We expect all members of our WAKS Kannada Shale will treat each other with respect.

However, in few instances individuals may sometime complain that decisions, behavior, actions or omissions.

This procedure below provides our WAKS Kannada Shale members how such complaints are addressed in an appropriate manner.

### **1. Impartiality:**

No judgments or assumptions will be made until the complaints investigation is done.

### **2. Fair Hearing (Active Listening):**

When complaint is made both parties will have chance to hear by.

### **3. No Discrimination/ Victimization:**

We make sure that a person who makes a complaint, on their family will not be victimized or discriminated.

### **4. Timeliness:**

Each complaint will be finalized within as short period of time. Investigations are carried out through the appropriate internal or external body in a planned, proportionate, child focused, thorough, and Timely manner

### **5. Respectful Treatment:**

People who make complaints are treated respectfully and sensitively, and receive a fair and reasonable Process.

## **WHAT TO DO IF YOU HAVE A COMPLAIN:**

- Send an email to our Principal or can approach her directly and lodge the complaint. Complaints may be received in various ways, including in person, by phone, via an online complaint form, by email or by social media.
- Unless the complaint is resolved at first point of contact, details of the complaint should be recorded along with other relevant information. Once the complaint is lodged will have an interview (Meeting) with both parties and discuss the issue.
- This complaint will be maintained confidential until it is solved. Acknowledge the complaint by using the preferred communication method nominated.
- Provide the child or young person with information about the complaint-handling process, the likely next steps and expected timeframe.
- Principal will endeavor to assist in resolving their complaint between the parties and negotiate.

## **Principle 7: Staff and volunteers are equipped with the knowledge, skills, and awareness to keep children and young people safe through ongoing education and training**

- Kannada Shaale and WAKS provide volunteer teachers with regular education and training opportunities in child safety and wellness policies and procedures and evidence-based practices.
- Kannada Saale supports staff and volunteers in raising awareness of harm or danger to children and youth and provides a safe environment.
- Teachers and volunteers are educated on the rights of children and youth regarding the creation and use of children's and youth records.
- Teachers and volunteers can recognize several indicators of harm to children.
- Teachers and volunteers respond effectively when child safety and welfare or cultural safety issues arise.
- All staff and volunteers are responsible to report any identified risks or maintenance issues immediately, thus keeping students safe from risks when engaging in their education, training, and activities both on and off the school premises.

### **Students with health issues**

For students whose health care needs can be met using resources available at the school, the principal:

- ask parents to complete one or more standard Department emergency management and response plans (staff only) or provide an alternative plan from their child's doctor.
- manage the implementation and update of the student wellness plan; and
- provide the necessary training to enable staff to support student health care.

### **Staffs and volunteers must be aware of complaint procedure**

Persons who are the subject of a complaint, who make a complaint or provide information while managing a complaint shall not be subjected to prejudice, intimidation, and harassment or be subject to any detriment because of their involvement.

#### **When you raise a concern or decide to make a complaint, we aim to:**

- treat all people equitably, with respect and dignity
- deal with your complaint in a confidential and timely manner
- provide you with access to appropriate and easily understandable information about the complaint handling process
- consider your complaint impartially and in accordance with due process and principals of natural justice
- keep you informed of the progress and outcome of your complaint.

**We ask that when making a complaint you will:**

- treat all parties with respect and dignity
- be respectful of confidentiality if you choose to share information about your complaint • raise the concern or complaint as soon as possible after the issue has arisen
- provide complete and information about the concern or complaint
- ask for support or further information if you need to
- act fairly and honestly, considering the interests of all parties involved, to achieve an acceptable outcome
- act in a way that acknowledges the interests of all parties, see things as they are, and deal with them in a practical way when considering a course to resolve the concern or complaint.

**Principle 8: Physical and online environments promote safety and wellbeing while minimizing opportunity for children and young people to be harmed.**

Kannada Shaale's environment is maintained to a standard, ensuring students are safe from risks when engaging in their education and activities and taking all reasonable steps to protect them from risks of harm

Managing risk means considering the effect of uncertainty (whether positive or negative) on school objectives.

This is achieved by:

- adequate supervision and upkeep of the environment while learning or playing.
- Keeping Exits Clear. Make sure all classroom exits—both doors and windows—remain clear
- Instruct students in safety issues, such as safe use of equipment prior to commencing each activity
- Eliminating Tripping Hazards.
- Risk assessments of all activities planned
- Regular classroom supervisions (includes bags are placed appropriately, while using craft materials)
- Instructing how to use and handle equipment such as, scissors, knives and art tools is therefore crucial.
- Adjustments to existing infrastructure.
- Ensuring the ground, premises and equipment are safe
- General safety messages to kids no running inside, no climbing on inappropriate equipment, no throwing things and being careful around electrical equipment
- OHS policies and procedures which mitigate risk and protect students and staff.

- Providing medical assistance if needed or seeking assistance from a medically trained person to aid students if injured.