



CHILD SAFE POLICY

The Child Safe Code of Conduct outlines appropriate standards of behaviour for all adults in the Good Shepherd Lutheran School Para Vista environment towards students. It serves to protect students, reduce any opportunities for harm or risk of harm to students to occur, and promote child safety in the Good Shepherd Lutheran School Para Vista environment. It provides guidance on how to best support students and how to avoid or better manage difficult situations.

It is Good Shepherd Lutheran School Para Vista's policy that any breach of the Child Safe Code of Conduct is a child safe incident that must be reported internally. Any breach that meets the threshold for external reporting must also be reported to the relevant external authority.

The Child Safe Code of Conduct is published on our public website.

Our Child Safe Program also includes a Staff and Student Professional Boundaries Policy that provides detailed guidance for all Staff, Volunteers, Contractors and Visitors on how to maintain professional boundaries between students and adults at Good Shepherd Lutheran School Para Vista.

Good Shepherd Lutheran School Para Vista reviews the Child Safe Code of Conduct annually.

The Board has approved the Child Safe Policy on October 2025. It will be reviewed in October 2026.

Purpose

The Child Safe Policy demonstrates Good Shepherd Lutheran School Para Vista's strong commitment to creating and maintaining a child safe and child friendly environment, and to complying with the National Principles for Child Safe Organisations (National Principles) and non-government school registration requirements relevant to child safety and child protection. It summarises the policies and practices that we have developed to keep our students safe, including from abuse and other harm.

The Child Safe Policy outlines the key elements of our approach to:

- o implementing the National Principles
- o complying with all laws, regulations and standards relevant to child safety in South Australia, including the Children and Young Persons (Safety) Act 2017 (SA)
- o complying with the Department for Education's [Protective practices for staff in their interactions with children and young people: Guidelines for staff working or volunteering in education and care settings](#) (Protective Practices), [Managing allegations of sexual misconduct in SA education and care settings](#) (Managing Sexual Misconduct), [Sexual behaviour in children and young people: Procedure and Guideline](#) (Sexual Behaviour Guidelines), and [Responding to online safety incidents in South Australian Schools](#) (Managing Online Safety Incidents) guidelines
- o creating a safe, supportive and child-friendly Good Shepherd Lutheran School Para Vista environment
- o promoting the open discussion of child safety issues within Good Shepherd Lutheran School Para Vista
- o informing the Good Shepherd Lutheran School Para Vista community about everyone's obligations to act safely and appropriately towards students and guides the policies, processes and practices for the safety, wellbeing and protection of students across all areas.



Scope

The Child Safe Policy promotes the safety and protection of all students at Good Shepherd Lutheran School Para Vista.

It applies to all adults in the Good Shepherd Lutheran School Para Vista community, including Staff, Volunteers, Contractors (including External Education Providers) and Visitors (including parents/carers and other family members when they are on Good Shepherd Lutheran School Para Vista grounds, attending a Good Shepherd Lutheran School Para Vista event or in the Good Shepherd Lutheran School Para Vista environment).

It applies in all Good Shepherd Lutheran School Para Vista environments, including physical and online environments, and on and off-site Good Shepherd Lutheran School Para Vista grounds (e.g. camps and excursions, and interstate and overseas travel).

Definitions

Term	Definition
Child/Child and Young Person	The term “child” and the phrase “child and young person” refer to a person who is under the age of 18.
Event	Any circumstance where the school has a large number of attendances of school families and community. These events can include, but not limited to Welcome Party, Year 6 Graduation, Athletics, Sports Day, Book Week, School Showcase, Camp, Men ‘n’ Minors, Stage 4 Experience, Tea and Teddies, Teddy Bear’s Picnic
Student	The term “student” refers to all students enrolled at the Good Shepherd Lutheran School Para Vista, including those aged 18 and above.
Harm	“Harm” is defined in section 17 of the Children and Young People (Safety) Act 2017 (SA) (Safety Act), and for the purposes of this Policy, as “physical harm or psychological harm (whether caused by an act or omission)”. It includes (but is not limited to) “harm caused by sexual, physical, mental or emotional abuse or neglect”. It does not matter how the harm occurs or by whom.



Child Safety Incident or Concern	Good Shepherd Lutheran School Para Vista uses the phrase, “child safety incident or concern”, which includes, but goes further than, the Safety Act’s definition of “harm”. Child safety incidents or concerns can take many forms. These include not only harm or risk of harm to a child or young person by their parents/carers but also conduct by other people that can cause harm to a child or young person or to a student aged 18 or over. We define a “child safety incident or concern” as: • “harm”, as defined in the Safety Act, to a child, a young person or a student aged 18 or over • a child or young person being “at risk”, as defined in the Safety Act • a criminal offence against any child or young person, or against a student aged 18 or over, under the Criminal Law Consolidation Act 1935 (SA) (Criminal Law Act) • conduct by Staff, Volunteers and Contractors that may be “reportable conduct” • a breach of the Child Safe Codes of Conduct.
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Statement of Commitment to Child Safety

The Child Safe Policy demonstrates Good Shepherd Lutheran School Para Vista’s strong commitment to creating and maintaining a child safe and child friendly environment.

At Good Shepherd Lutheran School, our focus is to ensure the safety of all children and, no matter their age, beliefs, or background, receive care and support.

Our staff are dedicated to ensuring the safety of children. This commitment ensures that students feel secure at school and are not anxious or fearful about potential risks. School staff are trained to respond appropriately if children express feelings of being unsafe.

In the Lutheran learning communities, the gospel is to “inform all programs, relationships and activities” (LCA and Its School statement). The love of God in Jesus Christ is to govern all that is done, in response to this love, people in the school community are directed to their fellow human beings. Where they love others, they love him. Christ’s promise is that whatever is done for others is done for him. Informed and transformed by God’s creative, redemptive and sanctifying love, God’s people are concerned with the total needs of their fellow human beings.

The Child Safe Program in place at each learning community defines power as the capacity to set and care for boundaries. Boundaries are the structures which support human development within a community; boundaries may be personal, communal, spiritual, psychological or physical. In Christ, there is an empowerment by the gospel to recognize boundaries and prevent their destructive crossing and to care for those who have been violated. Our responsibility of leadership is to care for professional boundaries through the establishment of structures that protect them. Structures provide for support, examination, and action to ensure that leaders, staff and students act according



to boundaries that help, protect and uphold the dignity, worth and safety of each individual. (Valuing Safe Communities: Statement of values)

All children and young people who come to the Learning Community have a right to feel and be safe. We are committed to the safety and wellbeing of all children and young people. 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 harm to children and young people and are committed to acting in students' best interests and keeping them safe from harm.

The Learning Community regards its child safety responsibilities with the utmost importance and 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 Learning 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 Safe Principles

Good Shepherd Lutheran School Para Vista's commitment to child safety is based on the National Principles, which set out the following overarching principles that guide the development and regular review of our work systems, practices, policies and procedures to protect students from harm.

The National Principles for Child Safe Organisations

The National Principles were developed by the Australian Human Rights Commission in response to recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse. The National Principles are comprised of 10 Principles that were informed by, but go further than, the 10 Child Safe Standards recommended by the Royal Commission. They are:

1. Child safety and wellbeing is embedded in organisational leadership, governance and culture.
2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved in promoting child safety and wellbeing.
4. Equity is upheld and diverse needs respected in policy and practice.
5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
6. Processes to respond to complaints and concerns are child focused.
7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
9. Implementation of the national child safe principles is regularly reviewed and improved.
10. Policies and procedures document how the organisation is safe for children and young people.

Roles and Responsibilities

Child safety is everyone's responsibility. All adults in the Good Shepherd Lutheran School Para Vista community have a shared responsibility for contributing to the safety and protection of students.

Of particular importance to this Policy is the role of Child Safety Contact Officer. Additional roles and responsibilities are summarised in the **Procedures** subsection at the end of this Policy.



The Good Shepherd Lutheran School Para Vista's Child Safety Contact Officer/s

Good Shepherd Lutheran School Para Vista has nominated one or more senior staff members as the Good Shepherd Lutheran School Para Vista's Child Safety Contact Officers. They receive additional specialised training about child safety and protection issues.

They:

- can support Staff, Volunteers and Contractors making a report to the Child Abuse Line (Report CARL) (if required)
- are a point of contact for raising child safety concerns within the Good Shepherd Lutheran School Para Vista, subsequent to reporting directly to CARL
- champion child safety within the Good Shepherd Lutheran School Para Vista
- assist in coordinating responses to child safety incidents
- ensure that Good Shepherd Lutheran School Para Vista responds appropriately to students involved in child safety incidents and concerns
- provide assistance and advice to other members of the Good Shepherd Lutheran School Para Vista community who receive or make a disclosure about harm to a child or young person.

Our Child Safety Contact Officer/s are:

Name	Position	Email Address
Evie Stevens	Principal	principal@gspv.sa.edu.au
Claudia Deanshaw	Deputy Principal Junior Primary	claudia.deanshaw@gspv.sa.edu.au
Therese Abraham	Deputy Principal Senior Primary	therese.abraham@gspv.sa.edu.au
Jared Grierson	Teaching and Learning Leader	jared.grierson@gspv.sa.edu.au
Jasmyn Nicholls	Director ELC	jasmyn.nicholls@gspv.sa.edu.au
Mark Elliott	Business Director	mark.elliott@gspv.sa.edu.au
Skyla Charman	Director OSHC	skyla.charman@gspv.sa.edu.au



The Senior Child Safety Contact Officer

Good Shepherd Lutheran School Para Vista has also appointed Evie Stevens as the Good Shepherd Lutheran School Para Vista's Senior Child Safety Contact Officer. They can be contacted by phone on 08 8264 7966 or by emailing principal@gspv.sa.edu.au.

The Senior Child Safety Contact Officer has additional child safe responsibilities, such as being a first point of contact for all child safety concerns or queries for the wider community and coordinating Good Shepherd Lutheran School Para Vista's response to child safety incidents in consultation with the Leadership Team and The Board.

Policy Statement

Child Safe Codes of Conduct

Good Shepherd Lutheran School Para Vista's **Child Safe Code of Conduct** sets boundaries and expectations for appropriate behaviours between adults associated with the Good Shepherd Lutheran School Para Vista and students, including in physical and online environments.

We also have a **Student Code of Conduct**, which includes child safe standards of behaviour for students.

Together, we refer to these as the **Child Safe Codes of Conduct**.

The Child Safe Codes of Conduct include clear processes to report inappropriate behaviour. We publish the Child Safe Codes of Conduct on our public website so that everyone can easily find out what behaviours are acceptable and unacceptable at our Good Shepherd Lutheran School Para Vista and how to report inappropriate behaviour.

We also provide additional information about the Child Safe Codes of Conduct to students and families, to ensure that they know what behaviours are acceptable and unacceptable and how to report inappropriate behaviour.

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

Good Shepherd Lutheran School Para Vista is a child safe and child-centred organisation. We ensure that our physical and online environment is friendly and welcoming to all children and young people.

We actively seek to include students in decisions that affect them. We do this through The Leadership Team, Child Safe Team - conduct a survey as well as informal mechanisms such as

- Survey done by the Child Safe Team and student leaders
- Child Safe Wall in the Front Office and confidential lock box for student's letters
- Child Safe Questionnaire on Microsoft Forms (online access for Stage 3 and 4 students)
- Leadership Team - access
- Class discussions

We ensure that students know about their rights to safety, information and participation, through age-appropriate education, and by providing age-appropriate, simple, and accessible information to students about how to raise, and the Good Shepherd Lutheran School Para Vista's procedures for responding to, child safety concerns.



We recognise the importance of and have implemented specific strategies to support friendships and support from peers. We actively seek to understand what makes students feel safe in our Good Shepherd Lutheran School Para Vista and regularly communicate with students about what they can do if they feel unsafe.

Parents/Carers, Families and Community Involvement at Good Shepherd Lutheran School Para Vista

Good Shepherd Lutheran School Para Vista recognises that parents and carers have the primary responsibility for the upbringing and development of their children. We ensure that they have opportunities to participate in decisions affecting their children.

In addition, we:

- ensure that families and relevant communities (the variety of communities that are relevant to the Good Shepherd Lutheran School Para Vista, such as Aboriginal and Torres Strait Islander communities, culturally and linguistically diverse communities, and other communities that make up our Staff and student cohorts) know about the Good Shepherd Lutheran School Para Vista's operations and policies, including this Child Safe Policy and the Child Safe Codes of Conduct, record keeping practices, risk management, and complaints and investigation processes
- actively seek to include families and relevant communities in decisions about organisational planning, delivery of services, management of facilities, and learning and assessment environments
- build cultural safety at the Good Shepherd Lutheran School Para Vista through partnerships with relevant communities.

Cultural Safety and Valuing Diversity in the Good Shepherd Lutheran School Para Vista Community

Good Shepherd Lutheran School Para Vista 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
- support students with disability and their families and act to promote their participation
- support other vulnerable students and their families and act to promote their participation
- seek to recruit a workforce that reflects a diversity of cultures, abilities and identities
- ensure that all Staff and relevant Volunteers and Contractors have training about Aboriginal and Torres Strait Islander cultures, disability, culturally and 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 that our facilities promote the inclusion of students of all abilities.

We also recognise that some children and young people face additional vulnerabilities to harm, as well as additional barriers to disclosing child safety incidents or concerns. We:

- provide guidance to Staff, and relevant Volunteers and Contractors, about identifying additional vulnerabilities/barriers; and
- implement strategies for supporting students who face additional vulnerabilities/barriers to participate in the Good Shepherd Lutheran School Para Vista community and for enabling them to disclose child safety incidents or concerns to the Good Shepherd Lutheran School Para Vista.

Child Safe Human Resources Management

Recruitment and Screening

Good Shepherd Lutheran School Para Vista applies best practice standards to engage the most suitable and appropriate people to work with our students. Our practices include:

- making our commitment to child safety and wellbeing clear in recruitment advertising and documentation
- meeting the requirements of the Child Safety (Prohibited Persons) Act 2016 (SA) by:
 - requiring all Staff, Direct Contact and Regular Volunteers and Direct Contact and Regular Contractors at Good Shepherd Lutheran School Para Vista to have a current Working with Children Check (WWCC), be “not prohibited” from working with children, and renew their WWCC every five years, in order to work or volunteer at Good Shepherd Lutheran School Para Vista
 - being registered with the DHS Screening Unit and linking all WWCCs
 - verifying the accuracy of all WWCCs with the DHS Screening Unit, before employing or engaging a staff member, Direct Contact /Regular Volunteer or Direct Contact/Regular Contractor, and again every five years, as required by law
 - advising the DHS Screening Unit when Good Shepherd Lutheran School Para Vista becomes aware of certain information relevant to WWCCs about any staff member, Volunteer or Contractor (such as serious criminal offences, child protection information, and disciplinary/misconduct information)
- using additional selection criteria, background checking and screening processes for all Staff, and for relevant Volunteers and Contractors, that take into account child safe considerations.

Training On and Information About the Child Safe Program

As a part of Good Shepherd Lutheran School's induction process, all Staff, as well as relevant Volunteers and Contractors, must complete our child safe induction program, which includes:

- Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) training, provided by the Department for Education
- an induction in our child safe policies, practices and procedures.



All Staff, as well as relevant Volunteers and Contractors, must also complete refresher and ongoing child safe training at least annually, and refresher RRHAN-EC training every three years.

Our child safe induction and ongoing training programs include information about:

- this Child Safe Policy
- the Child Safe Codes of Conduct
- recognising harm and identifying key indicators, including harm caused by other children and young people
- our policies and procedures for responding to and reporting (both internally and to external authorities) all child safety incidents and concerns, including mandatory reporting obligations
- our policies and procedures for information sharing and record keeping about child safety incidents and concerns
- Working with Children Checks, and other child safe human resources practices.

Good Shepherd Lutheran School Para Vista provides all Visitors to the Good Shepherd Lutheran School Para Vista, including Casual Volunteers and Contractors, with information about the Child Safe Code of Conduct and how to report child safety incidents or concerns to the Good Shepherd Lutheran School Para Vista and to relevant external authorities.

Ongoing Supervision, Management and Support

The Good Shepherd Lutheran School Para Vista's Child Safety Contact Officers, Leadership Team and/or an appointed Director provide supervision and support to all Staff, Direct Contact/Regular Volunteers, and Direct Contact/Regular Contractors to ensure that they comply with Good Shepherd Lutheran School Para Vista's approach to child safety and wellbeing.

Our child safe supervision and support program includes:

- immediately contacting the DHS Screening Unit when we become aware of information regarding any staff member, Volunteer or Contractor that is relevant to their WWCC (such as serious criminal offences, disciplinary information or other misconduct or child safe information)
- probationary periods for new staff members, where these are permitted by law or under an Enterprise Agreement
- regular performance reviews for all staff members
- appointing a supervising staff member to Direct Contact Volunteers/Contractors and to those Regular Volunteers/Contractors who work when students are present or expected to be present
- professional development programs for Staff that include child safe education.

Complaints and Reporting Processes

Reporting Harm or Risk of Harm



Good Shepherd Lutheran School Para Vista fosters a culture that encourages everyone in the Good Shepherd Lutheran School Para Vista community to raise concerns and complaints about child safety. We have:

- clear pathways for raising child safe-related complaints and concerns with the Good Shepherd Lutheran School Para Vista, set out in the **Procedures** below; and
- clear procedures that all Staff, Volunteers and Contractors must follow whenever they witness, suspect or receive a complaint about a child safety incident or concern involving a student, a staff member, a Volunteer, a Contractor or the Good Shepherd Lutheran School Para Vista, set out in the **Responding and Reporting Obligations (Child Safe) Policy and Procedures**.

These pathways and procedures make clear that all Mandated Notifiers at Good Shepherd Lutheran School Para Vista must report a child safety incident or concern to CARL in the first instance if it reaches the threshold for Mandatory Reporting to the Department for Child Protection (Department for Child Protection's). They also make clear that anyone can, at any time, report a child safety incident or concern directly to CARL and/or the Police.

These pathways and procedures are also summarised for students, parents/carers and other members of the Good Shepherd Lutheran School Para Vista community in the **Procedures for Managing Child Safety Incidents or Concerns Involving the Good Shepherd Lutheran School Para Vista or its Staff Members (Summary)** which is available on our public website.

Good Shepherd Lutheran School Para Vista's Response to Child Safety Incidents or Concerns

Good Shepherd Lutheran School Para Vista will take appropriate, prompt action in response to all child safety incidents or concerns, including:

- complaints, allegations or disclosures of harm or risk of harm
- breaches of the Child Safe Codes of Conduct
- inappropriate behaviour by Staff, Volunteers, Contractors, students, parents/carers or anyone else

whenever these are reported to Good Shepherd Lutheran School Para Vista.

The safety and wellbeing of the student/s involved in the matter will be the paramount consideration when responding to child safety incidents and concerns. Good Shepherd Lutheran School Para Vista follows the [National Office of Child Safety's Complaint Handling Guide: Upholding the rights of children and young people](#) when investigating and responding to child safety incidents and concerns.

Good Shepherd Lutheran School Para Vista's response will include:

- reporting all matters that meet the relevant thresholds externally (if not already reported) to CARL, the Police and/or the Teachers Registration Board, depending on the issues raised
- reporting all child safety incidents or concerns that occur at or involve the Good Shepherd Lutheran School Para Vista or its Staff, Volunteers and Contractors to LESNW
- fully cooperating with any resulting investigation by an external agency and/or LESNW



- complying with the Department for Education's [Protective Practices](#), [Managing Sexual Misconduct](#), [Sexual Behaviour Guidelines](#) and [Managing Online Safety guidelines](#)
- protecting any student connected to the child safety incident or concern until it is resolved and providing ongoing support to those affected
- taking particular measures in response to child safety incidents or concerns about an Aboriginal or Torres Strait Islander student, a student from a culturally and linguistically diverse background, a student with disability, and other vulnerable students
- sharing information with, or requesting information from, external people or agencies as permitted or required by law
- securing and retaining records of the child safety incident or concern and the Good Shepherd Lutheran School Para Vista's response to it
- taking broader actions to improve child safety at the Good Shepherd Lutheran School Para Vista (including systemic reviews and resulting improvements).

Child Safe Risk Management

Good Shepherd Lutheran School Para Vista recognises the importance of a risk management approach to child safety and to minimising the risk of harm to children and young people in all Good Shepherd Lutheran School Para Vista environments online and offline, without compromising their rights to privacy, access to information, social connections and learning opportunities.

We have a comprehensive **Risk Management Program** to assist in the identification, assessment and management of child safety risks in all Good Shepherd Lutheran School Para Vista environments.

We identify, assess and manage child safe risks in all Good Shepherd Lutheran School Para Vista environments, based on a range of factors including the nature of our Good Shepherd Lutheran School Para Vista's activities, its physical and online environments and the characteristics of our student cohort.

We use this information to inform our policies, procedures and activity planning.

The Good Shepherd Lutheran School Para Vista's child safe risks are;

1. Inappropriate Relationships or Grooming Behaviours
2. Failure to Report or Respond to Suspected Harm
3. Unscreened or Inadequately Vetted Personnel
4. Online Safety and Digital Communication Risks
5. Physical Environment Hazards and Supervision Risks
6. Building and Facility Design Risks
7. Carpark and Pick-Up/Drop-Off Risks
8. Proximity to Main Road (Montague Road)
9. Proximity to Aged Care Facility
10. Deborah Grove (Public Reserve Access Point)
11. Sports Teams (Onsite and Offsite)
12. Incursions, Excursions and Camps
13. Peer-to-Peer Harm or Bullying
14. Privacy and Data Protection Risks
15. Inadequate Support for Students with Additional Needs



Please see [Appendix A](#) for more information on how Good Shepherd Lutheran School mitigates these risks.

Child Safe Privacy, Information Sharing and Record Keeping

Good Shepherd Lutheran School Para Vista collects, uses and discloses information about students and their families in accordance with federal and South Australian privacy laws and other relevant laws, including laws that permit the Good Shepherd Lutheran School Para Vista to disclose information about child safety to external people and agencies. For information about how the Good Shepherd Lutheran School Para Vista collects, uses and discloses this information, refer to the Privacy Policy and Procedures.

In particular, Good Shepherd Lutheran School Para Vista is committed to best practice record keeping about child safety incidents and concerns.

Good Shepherd Lutheran School Para Vista records all internal and external reports of child safety incidents and concerns, as well as any other responses by the Good Shepherd Lutheran School Para Vista.

When keeping records of child safety incidents or concerns, Good Shepherd Lutheran School Para Vista maintains confidentiality and privacy for students and families in accordance with federal and South Australian privacy legislation.

Child Safe Program and Practice Review

Good Shepherd Lutheran School Para Vista is committed to the continuous improvement of our child safe policies, procedures and practices. We review the Policies and Procedures that make up our Child Safe Environments Compliance Statement every five years (or earlier if a significant child safety incident occurs at the Good Shepherd Lutheran School Para Vista or legislation changes) for overall effectiveness and to ensure compliance with all child protection and child safety related laws, regulations and standards.

We review the remaining Policies and Procedures in our Child Safe Program (explained in the **Procedures** below) every two years.

When undertaking these reviews, Good Shepherd Lutheran School Para Vista:

- actively seeks, actions, and incorporates feedback from students, families, the wider Good Shepherd Lutheran School Para Vista community, Staff, Volunteers and Contractors
- analyses complaints, concerns and child safety incidents that may have occurred
- communicates any adjustments or amendments to policy and practice widely throughout the Good Shepherd Lutheran School Para Vista community.

On behalf of all Learning Communities, the Executive Director of LESNW has lodged a Child Safe Environments compliance statement with the Department of Human Services. It lodges further compliance statements whenever any policy included in the Child Safe Environments Compliance Statement is reviewed, updated or amended, which must occur at least every five years.



Communication

Good Shepherd Lutheran School Para Vista is committed to communicating our child safety strategies, policies and procedures to the Good Shepherd Lutheran School Para Vista community. We do this through the measures set out in the **Implementation** subsection below, as well as:

- Policy on website
- Child Safe - Child Friendly document version to be sent home
- Child Safe - Child Friendly video to be shared amongst community

Procedures

Reporting Child Safety Incidents or Concerns

If you are concerned that a child, young person or student aged 18 or over is in immediate danger, call the Police on 000.

Any person, including all Staff, Volunteers, Contractors, parents/carers and students, can at any time contact CARL if they suspect that a child or young person (aged under 18) is being or has been harmed or is at risk of harm.

You can contact CARL on 13 14 78 or [online](#) (if you are registered for online reporting). CARL is open 24 hours a day, seven days a week.

If you need guidance on or support when making a report, or have questions regarding child safety, contact a Child Safety Contact Officer.

Staff, Volunteers and Contractors

All Staff, Volunteers and Contractors must follow the Responding and Reporting (Child Safe) Policy and Procedures.

In particular:

- the following people are Mandated Notifiers and **must** report reasonable suspicions about harm or risk of harm to a child or young person directly to CARL (or to the Police if the child or young person is at immediate risk):
- members of The Board
- the Principal and Leadership Team
- teachers, including student teachers
- all other Good Shepherd Lutheran School Para Vista staff who provide services directly to students
- Direct Contact Volunteers
- Direct Contact Contractors
- a minister of religion



- a manager or supervisor of roles at the Good Shepherd Lutheran School Para Vista that provide services directly to students
- **all** Staff, Volunteers and Contractors who are adults (aged 18 or over) **must**:
- report the sexual abuse of **any** child or young person by other current or former Staff, Volunteers or Contractors directly to the Police
- take steps to protect students from sexual abuse by current Staff, Volunteers and Contractors
- **all** Staff, Volunteers and Contractors **must also**, after fulfilling their legal obligations to report harm or risk of harm to CARL and/or to Police as their first priority, report all child safety incidents or concerns internally to a Child Safety Contact Officer, the Principal or, if the incident or concern involves the Principal, to the Executive Director of LESNW, Chief Executive of AISSA, Chair of the Board by Shawn Zeppel.

Students, Parents/Carers and Community Members

Students at Good Shepherd Lutheran School Para Vista who have child safety concerns about themselves or any other child, young person or student aged 18 or over can:

- contact CARL on 13 14 78
- disclose the child safety incident or concern to a Good Shepherd Lutheran School Para Vista Child Safety Contact Officer
- disclose the child safety incident or concern to any other staff member, Volunteer or Contractor. This might be done:
 - verbally
 - in writing
 - through electronic means (such as email)
 - indirectly (such as in written assignments, in artworks or in any other way)
- disclose anonymously, using the Good Shepherd Lutheran School Para Vista's Insert a Description of the Anonymous Child Protection Mechanism, which is located Insert Location of Anonymous Feedback Mechanism
- contact Insert Preferred External Child Advocacy Organisation (e.g. ChildWise; Bravehearts).

Parents/carers, family members and other community members who have child safety concerns or who suspect that a child or young person associated with Good Shepherd Lutheran School Para Vista, or a student aged 18 or over, is being or has been harmed or may be at risk of harm should immediately contact CARL on 13 14 78.

After contacting CARL, or if they need guidance on or support when contacting CARL, they can contact:

- the Principal, who is the Good Shepherd Lutheran School Para Vista's Senior Child Safety Contact Officer, by phoning 0422398640 or emailing principal@gspv.sa.edu.au



- if the concern relates to the Principal, the Executive Director of LESNW, Chief Executive of AISSA, Chair of the Board by Shawn Zeppel.

Any person can also contact the Principal or the Executive Director of LESNW, Chief Executive of AISSA, Chair of the Board if they have concerns regarding Good Shepherd Lutheran School Para Vista's leadership in relation to child safety.

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

Responding to and External Reporting of Child Safety Incidents or Concerns

The **Responding and Reporting Obligations (Child Safe) Policy and Procedures** sets out the procedures that the Good Shepherd Lutheran School Para Vista will follow when notified of any child safety incident or concern that occurs at or involves the Good Shepherd Lutheran School Para Vista or that involves a student, staff member, Volunteer, Contractor, Visitor or any other person connected to the Good Shepherd Lutheran School Para Vista.

It also provides guidance for all Staff, Volunteers and Contractors on their obligations to respond to child safety incidents and concerns and to report them to relevant external authorities. These obligations include:

- their duty to protect students
- mandatory reporting to Department for Child Protection's (via CARL)
- mandatory reporting to the Police (the Failure to Report offence)
- reporting to Department for Child Protection's or the Police in other situations where a student has been or is being harmed
- reporting teacher misconduct to the Teachers Registration Board
- reporting child safety incidents or concerns that occur at or involve the Good Shepherd Lutheran School Para Vista or its Staff, Volunteers and Contractors to LESNW.

Support for Students, Families and Staff Following Child Safety Incident or Disclosure

Child safety incidents or concerns can cause trauma and significantly impact on the mental health and wellbeing of children, young people, and students aged 18 or over, as well as on their families. In addition to reporting and referral to the relevant authorities, Good Shepherd Lutheran School Para Vista plays a central role in addressing this trauma and has a duty of care to ensure that students feel safe and supported at Good Shepherd Lutheran School Para Vista.

Good Shepherd Lutheran School Para Vista employs a range of measures to support students affected by a child safety incident or concern, depending on the particular circumstances of the matter and of the student and their family:

- Child Safety Contact Officers may work with the student and their family to develop a student Support Plan



- support strategies that could be considered for students and/or their families might include offering or organising referrals to internal or external support, such as a Good Shepherd Lutheran School Para Vista Wellbeing Support Worker, bi-cultural workers and/or translators, or an external support agency and/or child advocacy organisation that specialises in supporting children and young people impacted by harm.

Good Shepherd Lutheran School Para Vista offers similar support to former students who disclose historical child safety incidents or concerns from their time at Good Shepherd Lutheran School Para Vista.

Witnessing a child safety incident or receiving a disclosure of harm or risk of harm can be a distressing experience for Staff, Volunteers and Contractors involved. Good Shepherd Lutheran School Para Vista assists impacted Staff, Volunteers and Contractors to access necessary support.

Embedding a Culture of Child Safety: Our Child Safe Program

We call the full collection of Good Shepherd Lutheran School Para Vista's child safe policies and procedures the "Child Safe Program". It is itself one of the strategies employed by Good Shepherd Lutheran School Para Vista to embed a culture of child safety at the Good Shepherd Lutheran School Para Vista.

The Child Safe Program relates to all aspects of child safety and protecting children, young people and students aged 18 or over from harm. It establishes work systems, practices, policies and procedures to create and maintain a child safe environment and culture at the Good Shepherd Lutheran School Para Vista. It includes:

- policies and procedures for complying with the Protective Practices, Managing Sexual Misconduct and Managing Online Safety Incidents guidelines
- Child Safe Codes of Conduct
- clear information about what is "harm" and associated key indicators of different forms of harm
- clear procedures for reporting to external agencies (including mandatory reporting to Department for Child Protection's and reporting to the Police) which make clear that all Staff, Volunteers and Contractors must, as their first priority, fulfill their legal obligations to report harm or risk of harm to a child or young person to CARL and/or the Police
- clear procedures for reporting child safety incidents and concerns internally, and for responding to incidents or allegations of 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 Leadership Team, Staff, students on placement at the Good Shepherd Lutheran School Para Vista, Volunteers and Contractors
- 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 linguistically diverse backgrounds, students with disability and other vulnerable students



- child safe training
- information regarding the steps to take after a disclosure of harm or risk of harm to protect, support and assist children, young people and students aged 18 or over
- guidelines with respect to record keeping and confidentiality
- policies to ensure compliance with all relevant laws, regulations and standards (including the National Principles)
- a system for continuous review and improvement.

Additional Child Safe Responsibilities at the Good Shepherd Lutheran School Para Vista

Good Shepherd Lutheran School Board Child Safeguarding Champion

One member of The Board is appointed or identified as a Child Safeguarding Champion. They are responsible for ensuring that The Board prioritises, models and champions a child safe culture for LESNW-governed schools.

Executive Director of LESNW

The Executive Director of LESNW is responsible for lodging a new Child Safe Environment Compliance statement with the Department of Human Services on behalf of the Good Shepherd Lutheran School Para Vista whenever this Policy, or any other policy in the Child Safe Program, is amended (or at least every five years, whichever is earlier).

The Principal

The Principal is responsible, and will be accountable, for the operational management of the Good Shepherd Lutheran School Para Vista. They are responsible for taking all practical measures to ensure that this Child Safe Policy and the Good Shepherd Lutheran School Para Vista's Child Safe Program are implemented effectively and that a strong and sustainable child safe culture is maintained within the Good Shepherd Lutheran School Para Vista.

The Board

Each member of the Board is required to ensure that appropriate resources are made available to allow Good Shepherd Lutheran School Para Vista's Child Safe Policy and the Child Safe Program to be effectively implemented and are responsible for holding the Principal and the Leadership Team accountable for effective implementation.

The Leadership Team

Each member of the Good Shepherd Lutheran School Para Vista Leadership Team is responsible for ensuring that appropriate resources are made available in their area of operations to allow the Good Shepherd Lutheran School Para Vista's Child Safe Program to be effectively implemented within the Good Shepherd Lutheran School Para Vista, and for supporting the Principal in the practical application of the Good Shepherd Lutheran School Para Vista's child safe strategies, policies, procedures and work systems.



Staff

All Staff must:

- comply with the Child Safe Policy, the Child Safe Codes of Conduct and the Responding and Reporting Obligations (Child Safe) Policy and Procedures
- be familiar with the other Policies and Procedures in the Child Safe Program; and
- understand their legal obligations with respect to the reporting of harm and risk of harm, and Working with Children Checks.

All Staff must be aware of key indicators of harm and risk of harm, be observant, meet their legal obligations to report harm and risk of harm directly to CARL and the Police, and subsequently report all child safety incidents and concerns internally to the Good Shepherd Lutheran School Para Vista.

To meet these obligations, all Staff must:

- have a current Working with Children Check and be “not prohibited” from working with children, in order to work at the Good Shepherd Lutheran School Para Vista (Good Shepherd Lutheran School Para Vista will verify all WWCCs in the DHS Screening Portal)
- acknowledge in writing or online/electronically that they have read and understood the Child Safe Policy and Child Safe Codes of Conduct
- participate in child safe induction and ongoing training provided by the Good Shepherd Lutheran School Para Vista
- follow the Policies and Procedures in the Child Safe Program
- act in accordance with the Child Safe Codes of Conduct
- identify, respond to and report child safety incidents and concerns in accordance with the Responding and Reporting Obligations (Child Safe) Policy and Procedures
- ensure that students’ views are taken seriously and their voices are heard when making decisions that affect them
- implement inclusive practices that respond to the diverse needs of students
- comply with all relevant child safe human resources policies and procedures.

Volunteers and Contractors

All Volunteers and Contractors at Good Shepherd Lutheran School Para Vista are responsible for contributing to the safety and protection of students in the Good Shepherd Lutheran School Para Vista environment.

To meet these obligations:

- all Volunteers and Contractors must:
 - comply with the Child Safe Policy and Child Safe Codes of Conduct
 - understand and comply with any legal obligations that apply to them with respect to the reporting of harm and risk of harm directly to CARL and the Police



- after making any required external reports to CARL and the Police, raise all child safety incidents and concerns that involve the Good Shepherd Lutheran School Para Vista with a Child Safety Contact Officer
- comply with all relevant child safe human resources policies and procedures
- certain Volunteers and Contractors (those who are so required by law or by the Good Shepherd Lutheran School Para Vista must, as set out in the Child Safe Human Resources Management section above, have a current Working with Children Check and be “not prohibited” from working with children, in order to work or volunteer at the Good Shepherd Lutheran School Para Vista (Good Shepherd Lutheran School Para Vista will verify all WWCCs in the DHS Screening Portal)
- Direct Contact Volunteers and Direct Contact Contractors (and, if required by the Good Shepherd Lutheran School Para Vista, other Volunteers and Contractors) must:
 - participate in child safe induction and ongoing training provided by the Good Shepherd Lutheran School Para Vista or, in the case of a Contractor, provide evidence of other training
 - acknowledge in writing or online/electronically that they have read and understood the Child Safe Policy and Child Safe Codes of Conduct
 - be aware of key indicators of harm and risk of harm to children and young people.
- Direct Contact Contractors that are a business providing services to children and young people (including all External Education Providers) must:
 - provide evidence that they have lodged a Child Safe Environments Statement with the Department of Human Services prior to being engaged by the Good Shepherd Lutheran School Para Vista
 - ensure that their personnel have a current Working with Children Check and are “not prohibited” from working with children, in order to work at the Good Shepherd Lutheran School Para Vista (the Good Shepherd Lutheran School Para Vista will either itself verify all WWCCs in the DHS Screening Portal, or may require the Contractor to do this and to provide the Good Shepherd Lutheran School Para Vista with evidence of the WWCC status of every person engaged to provide the service).

For Contractors, the Good Shepherd Lutheran School Para Vista may include these requirements in the written agreement between it and the Contractor.

Implementation

The Child Safe Policy is published on our public website.

It is provided to:

- new Staff, Direct Contact and Regular Volunteers, and Direct Contact and Regular Contractors at their induction or prior to them commencing their work at the Good Shepherd Lutheran School Para Vista.
- to parents/carers on enrolment.



The Good Shepherd Lutheran School Para Vista provides all Visitors to Good Shepherd Lutheran School Para Vista, including Casual Volunteers and Casual Contractors, with information about the Child Safe Policy, the Child Safe Code of Conduct and how to report child safety incidents or concerns to CARL and the Police, and subsequently to the Good Shepherd Lutheran School Para Vista, through Insert How Child Safe Information is Made Available to Visitors/Casual Volunteers/Casual Contractors.

Good Shepherd Lutheran School Para Vista provides all students with a child-friendly version of the Child Safe Policy and the Statement of Commitment to Child Safety, [found on the school website](#) and also communicates these to students through

Breach

Good Shepherd Lutheran School Para Vista enforces the Child Safe Policy and the 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
- in the case of serious breaches, termination of employment, contract or engagement.

Source of Obligation

- Children and Young People (Safety) Act 2017 (SA), section 114
- National Principles for Child Safe Organisations
- Education and Early Childhood Services (Registration and Standards) Act 2011 (SA)
- Education and Early Childhood Services (Registration and Standards) Regulation 2011 (SA), regulation 36A
- Standards for Registration and Review of Registration of Schools in South Australia

Related Policies

- Codes of Conduct (Child Safe) Policies and Procedures
- Responding and Reporting Obligations (Child Safe) Policy and Procedures
- Sharing Information About Students' Safety, Welfare or Wellbeing Policies and Procedures
- Working with Children Checks Policy and Procedures
- WWCC Procedures for Staff



- Risk Management (Child Safe) Policy and Procedures
- Compliance, Review and Improvement (Child Safe) Policies and Procedures
- Complaints Handling Policy

Related Documents

- child-friendly version of/information about the Child Safe Policy
- child-friendly version of/information about the Complaints Management (Child Safe) Policy and Procedures
- Procedures for Managing Child Safety Incidents or Concerns Involving the Good Shepherd Lutheran School Para Vista or its Staff Members (Summary)
- Child Safe Risk Register

References

- Department of Human Services, [Guideline to Writing a Child Safe Environments Policy](#)
- National Office of Child Safety, [Complaint Handling Guide: Upholding the rights of children and young people](#)

Policy Review

This Child Safe Policy has been approved by The Board in October 2025.

The Board reviews the Child Safe Policy at least every five years, or earlier if required (such as due to changes in legislation), in light of experience, the effectiveness of its procedures and the publication of relevant research.

A new Child Safe Environments compliance statement is lodged with the Department of Human Services each time this Policy is reviewed and updated.

The Good Shepherd Lutheran School Para Vista reviews the Child Safe Code of Conduct annually.

The Board has approved the Child Safe Policy on October 2025. It will be reviewed on September 2026.



Development/Review Team:	LESNW/ CompliSpace	
Policy Endorsed:	October 2025 Principal	
Policy Approved:	Principal Evie Stevens Signature:  Date: 29/10/2025	School Board Chair Shawn Zeppel Signature  Date: 29/10/2025
Review Period:	Annual	
Version:	4.0 Supersedes Version 3.0	
Review History:	2019, 2022, 2024, 2025, 2026	



Appendix A Good Shepherd Lutheran School Risks and Mitigation

1. Inappropriate Relationships or Grooming Behaviours

Risk of staff, volunteers, or external providers engaging in grooming or boundary violations with students.

Mitigation: clear and accessible *Codes of Conduct* for all employees, volunteers, and contractors. All adults engaged with the school are required to complete *RRHAN-EC (Responding to Risks of Harm, Abuse and Neglect – Education and Care)* training prior to commencing duties. Comprehensive induction processes ensure understanding of the school's *Child Safe Policy, Professional Boundaries Guidelines*, and reporting obligations.

Supervision protocols are actively implemented to reduce opportunities for one-on-one unsupervised contact between adults and students, including visibility in learning spaces and staff presence in high-risk areas. Leadership maintains a transparent culture of accountability through continuous monitoring, ongoing professional learning, and the expectation that all staff and volunteers promptly report any boundary concern, suspicion of grooming, or inappropriate conduct to the Principal.

2. Failure to Report or Respond to Suspected Harm

Risk that a staff member does not recognise or report signs of abuse, neglect, or harm.

Mitigation: Mandatory *Responding to Risks of Harm, Abuse and Neglect in Education and Care (RRHAN-EC)* training for all staff and volunteers; clear and accessible reporting pathways; and annual refresher sessions at the beginning of each year facilitated by the Risk and Compliance Officer. Staff also complete CompliLearn modules on Child Safe Policies and legislative obligations. Leadership maintains oversight of all notification processes to ensure compliance, timely response, and accountability across the school.

3. Unscreened or Inadequately Vetted Personnel

Risk of unscreened staff, volunteers, contractors, or visitors having contact with children.

Mitigation: Working with Children Check (WWCC) verification is required prior to engagement, including completion and secure storage of Certificates of Interrogation. The *Staff, Contractors, External Providers, and Volunteer Register* is maintained collaboratively by the Enrolment Officer and the Risk and Compliance Officer to ensure all personnel meet screening requirements. Regular oversight and periodic verification are conducted via the Department of Human Services (DHS) Screening Portal, with compliance audits performed monthly to ensure currency and integrity of records.

4. Online Safety and Digital Communication Risks

Risk of cyberbullying, grooming, image-based abuse, or privacy breaches through online learning platforms or social media.

Mitigation: Staff and students are required to sign ICT User Agreements outlining acceptable online behaviour, privacy obligations, and responsible technology use. The school maintains technical safeguards including password protection, secure user authentication, firewalls, spam filtering, and regular antivirus updates to protect network integrity and prevent unauthorised access. All users are prohibited from accessing or sharing offensive, illegal, or unsafe content, and staff are reminded through induction and ongoing professional development of their responsibility to model appropriate digital citizenship. The *ICT User Account Retention Policy* ensures that accounts for departing staff and students are promptly disabled and removed, minimising risks associated with lingering digital access.



5. Physical Environment Hazards and Supervision Risks

Risk of unsupervised or isolated areas within the school grounds (e.g. toilets, playgrounds, oval edges, OSHC spaces, or between buildings) where limited visibility or absence of adult presence may increase the likelihood of harm, inappropriate behaviour, or delayed response to incidents.

Mitigation:

Good Shepherd Lutheran School Para Vista conducts regular *risk assessments* of both indoor and outdoor environments to identify potential hazards, supervision gaps, and environmental blind spots. Supervision rosters and maps clearly define staff coverage across key areas, ensuring consistent visibility and presence throughout the school, ELC and OSHC environments.

The Risk and Compliance Officer, in collaboration with leadership, actively monitors supervision practices through direct observation, staff feedback, and analysis of incident and near-miss reports. Staff are encouraged to record any identified hazards or supervision concerns in *CompliSpace*, where all reports are logged, tracked, and reviewed. The Risk and Compliance Officer investigate these reports, follows up on identified risks, and monitors the closure of corrective actions to ensure compliance and effective mitigation.

The *Work Health and Safety (WHS) Committee*, which meets once per term, reviews all reported hazards and risks, including those related to supervision and child safety, to ensure oversight, consultation, and continuous improvement in maintaining safe physical environments.

Environmental design principles such as clear sightlines, strategic equipment placement, secure fencing, appropriate lighting, and visible signage are reviewed through scheduled WHS inspections and the school's maintenance program.

6. Building and Facility Design Risks

Risk that hidden, poorly lit, or unsupervised areas within buildings (e.g. corridors, storage rooms, toilets, stairwells, or underutilised spaces) may enable unsafe behaviour, reduce visibility, or delay staff response in an emergency.

Mitigation: Good Shepherd Lutheran School Para Vista proactively manages these risks through regular environmental audits and maintenance reviews that assess visibility, lighting, access, and spatial layout within all school buildings. Child-safe design principles are applied to ensure staff can maintain line-of-sight supervision and rapid accessibility across learning and communal areas.

Staff are required to promptly report any visibility or structural concerns through *CompliSpace*, where all identified hazards or maintenance issues are tracked, investigated, and closed out by the Risk and Compliance Officer in collaboration with the Business Manager and Maintenance Team. The school's dedicated Maintenance Team is on call daily to conduct repairs, maintain infrastructure, and ensure grounds and facilities remain free of environmental or physical hazards that could compromise student safety.

The Work Health and Safety (WHS) Committee, meeting once per term, reviews all building and facility-related hazards, including lighting, accessibility, and safety in shared spaces, to ensure continuous monitoring and consultation. Preventive maintenance schedules and periodic safety inspections form part of the school's ongoing Risk Management and Child Safe Framework, ensuring all facilities support a visible, safe, and responsive learning environment for children and staff.



7. Carpark and Pick-Up/Drop-Off Risks

Risk of accidents, unauthorised collection, or unsafe interactions in the carpark, access points, or gate areas during high-traffic periods. These times present elevated risks of vehicle congestion, reduced visibility, and potential safety breaches involving students, families, or members of the public.

Mitigation:

Good Shepherd Lutheran School Para Vista manages these risks through comprehensive *Carpark Management Procedures*, which outline safe arrival and dismissal processes for families, staff, and students. These procedures are communicated regularly through the school newsletter, parent handbooks, and digital communications to ensure community-wide awareness and compliance.

Staff supervision is strategically positioned during peak drop-off and pick-up periods to manage traffic flow, assist students at crossing points, and monitor for any unsafe behaviour or unauthorised collection attempts. Designated entry and exit points are restricted and secured during school hours to prevent unauthorised vehicle or pedestrian access.

The *Risk and Compliance Officer* and *Business Manager* oversee regular carpark and traffic flow audits, supported by data and incident tracking within *CompliSpace*. Staff are encouraged to report any hazards, near misses, or supervision concerns through *CompliSpace* forms, which are reviewed and investigated to ensure timely corrective action.

The *Maintenance Team* conducts daily checks of carpark areas, gates, and signage to ensure the physical environment remains safe and free from hazards such as trip risks, poor lighting, or unclear markings. The *Work Health and Safety (WHS) Committee* reviews carpark-related risks each term, including any incidents or feedback raised, to ensure continuous monitoring and improvement of the school's traffic management and supervision systems.

This layered approach—combining supervision, communication, reporting, and maintenance—ensures that all carpark and access areas remain safe, orderly, and aligned with the school's Child Safe and WHS obligations.

8. Proximity to Main Road (Montague Road)

Risk of unauthorised student access to Montague Road or potential external interference due to the school's proximity to a busy public thoroughfare. This risk is heightened during arrival and dismissal times, outdoor learning, and community events where public interaction or increased traffic movement occurs.

Mitigation:

Good Shepherd Lutheran School Para Vista maintains secure perimeter fencing and locked gates during school hours to restrict access and prevent unauthorised entry or exit. Entry points are actively monitored by staff during arrival and dismissal periods to ensure student safety and manage movement between carparks, pathways, and road-adjacent areas.

The Principal, Business Director Head of Property and Risk and Compliance Officer oversee site security and monitors any hazards or incidents reported through *CompliSpace*, including those related to boundary safety or external interference. Reported risks are investigated, actioned, and reviewed to ensure prompt resolution and compliance with supervision expectations. The Maintenance Team conducts daily inspections of perimeter fencing, gates, and signage to ensure all boundary security measures remain effective.

Students participate in ongoing road safety education through the Tea Tree Gully Council Road Safety Program and classroom-based learning to reinforce safe pedestrian practices. The Work Health and Safety (WHS) Committee reviews all site and boundary-related risks once per term, ensuring that



measures remain current, preventative, and aligned with the school's Child Safe and WHS Frameworks.

9. Proximity to Aged Care Facility

Risk of unsupervised or inappropriate interactions between students and members of the public from the neighbouring aged care facility, or unauthorised access through shared boundary areas. These risks may arise during outdoor play, community visits, or when students are engaging in activities near the site perimeter.

Mitigation:

Good Shepherd Lutheran School Para Vista maintains controlled access between the school and the adjoining aged care facility, ensuring all boundary gates remain locked and secured during school hours. Clear signage and fencing delineate school property.

Staff maintain an active presence during recess and lunch periods, with supervision zones strategically positioned near boundary areas to ensure visibility and oversight. The Risk and Compliance Officer monitors and investigates any reported concerns related to the school's boundary or community interaction through CompliSpace, ensuring that all identified risks are documented, actioned, and reviewed for continuous improvement.

The Maintenance Team conducts daily perimeter inspections to ensure all fencing, locks, and gates are functioning effectively, and any hazards or security concerns are rectified immediately. The Work Health and Safety (WHS) Committee, meeting once per term, reviews any incidents or reports involving public interaction or perimeter safety to ensure oversight, compliance, and mitigation of residual risks.

10. Deborah Grove (Public Reserve Access Point)

Risk of students or unauthorised persons entering or exiting through the Deborah Grove reserve area, which is publicly accessible and directly adjoins the school's rear boundary. The open nature of this public space presents potential risks relating to external access, unauthorised student movement, or interaction with members of the public during outdoor learning, play, or OSHC activities.

Mitigation:

Good Shepherd Lutheran School Para Vista maintains secure perimeter fencing and locked gates along the Deborah Grove boundary to prevent unauthorised access between the school and the public reserve. Staff supervision zones include the Deborah Grove boundary during recess, lunch, and outdoor learning sessions to ensure continuous visibility and prompt response to any safety concerns.

The Maintenance Team conducts daily inspections of the fence line and gate structures located near the Deborah Grove access point to ensure integrity, security, and compliance with safety standards. Any identified hazards or damage to fencing or gate locks are reported and actioned immediately.

The Risk and Compliance Officer monitors all supervision and environmental risks through CompliSpace, investigating any reports relating to the reserve boundary and ensuring corrective actions are completed and verified. Periodic environmental safety checks are undertaken to assess changes in the reserve area (e.g., vegetation growth, public activity, or council maintenance impacts) that may affect visibility or access.

The Work Health and Safety (WHS) Committee, meeting once per term, reviews all perimeter and access-related risks, including those associated with Deborah Grove.



11. Sports Teams (Onsite and Offsite)

Risk of supervision or boundary breaches during school or interschool sporting events, training sessions, or when community sports organisations use school facilities. Additional risks include injuries, unauthorised access by members of the public, and lapses in duty of care during travel or offsite competitions.

Mitigation:

Good Shepherd Lutheran School Para Vista ensures staff supervision and duty of care are maintained at all times during sporting activities, whether onsite, offsite, or in partnership with community providers. All external coaches, volunteers, and sports instructors are required to hold a valid Working with Children Check (WWCC) and are vetted in accordance with the school's Child Safe Policy and Volunteer and External Provider Procedures.

For offsite or interschool events, comprehensive SafeTripBuilder risk assessments are completed prior to participation, detailing supervision ratios, transport arrangements, emergency contacts, and medical management procedures. Staff are briefed on supervision expectations, child protection responsibilities, and communication protocols prior to departure.

Onsite sports and training sessions are scheduled to ensure visibility and accessibility of staff. The Risk and Compliance Officer monitors incident reports and risk assessments through CompliSpace to identify recurring safety issues or supervision concerns, ensuring follow-up and review by leadership.

Community or after-hours use of school facilities by external sporting groups is subject to hire agreements that outline clear child safety, supervision, and facility-use expectations.

12. Incursions, Excursions and Camps

Risk of harm arising from inadequate supervision, unvetted external providers, unfamiliar environments, or emergency events during incursions, excursions, or camps. Additional risks include insufficient planning, unclear communication of procedures, or failure to comply with supervision, medical, or emergency response requirements.

Mitigation:

Good Shepherd Lutheran School Para Vista manages these risks through a comprehensive Excursion, Incursion, and Camp Planning Framework embedded within the school's Risk Management and Child Safe Policies. Detailed SafeTripBuilder risk assessments are completed for every offsite or special activity, identifying hazards, supervision requirements, transport plans, medical needs, and emergency procedures.

The Risk and Compliance Officer oversees the verification of all external providers' insurance documentation and Working with Children Checks (WWCC), ensuring compliance with legal and policy obligations prior to engagement. Staff planning and coordination meetings—led by the Risk and Compliance Officer—are conducted with camp and excursion coordinators to reinforce expectations around first aid coverage, supervision ratios, behaviour management, and emergency response protocols.

Policies and procedures are communicated regularly to staff through the Staff Bulletin and team briefings, with templates and checklists available through CompliSpace to ensure consistency in planning and documentation. Parental consent forms are required for all external activities, ensuring families are informed of supervision arrangements, risks, and emergency contacts.

During offsite activities, staff maintain active supervision and clear communication, with emergency contacts and first aid kits accessible at all times. Post-event debriefs and incident reviews are



conducted through CompliSpace to identify lessons learned and strengthen continuous improvement processes.

13. Peer-to-Peer Harm or Bullying

Risk of physical, emotional, or social harm caused by other students through bullying, exclusion, intimidation, or inappropriate peer interactions- both in person and online. These behaviours can negatively impact wellbeing, belonging, and safety within the school community.

Mitigation:

Good Shepherd Lutheran School Para Vista takes a proactive and relational approach to promoting respect, empathy, and inclusion across the school. Restorative practices are embedded into everyday interactions to support students in resolving conflict, taking responsibility, and repairing harm in a constructive and supported manner.

Staff are trained to identify and respond to early signs of peer conflict or bullying, and incidents are addressed promptly through leadership oversight and follow-up with students and families. The leadership and wellbeing team works closely with staff to provide guidance, mediation, and additional support where needed.

Student voice and early reporting are encouraged through multiple child-safe mechanisms, including the Child Safe Questionnaires for Stage 3 and 4 students, which gather direct feedback on safety and relationships, and the Child Safe Lock Box located in the Front Office for Stage 1 and 2 students, where students can confidentially raise safety or wellbeing concerns to the leadership team.

14. Privacy and Data Protection Risks

Risk of personal or sensitive student, staff, or family information being accessed, stored, or shared inappropriately, either through human error, system vulnerabilities, or misuse of digital resources.

Mitigation:

Good Shepherd Lutheran School Para Vista maintains strong information security and privacy practices to ensure the protection of all personal and sensitive information. Secure digital systems, password-protected access, and firewalls safeguard school networks and cloud-based platforms, with data backups performed regularly and user access promptly removed when staff or students leave the school.

All staff complete annual CompliLearn Privacy and Data Protection training at the beginning of each year to reinforce their responsibilities for the safe handling, storage, and disposal of information. Secure disposal procedures are followed for both printed and digital materials containing personal data, and staff are reminded to maintain confidentiality in all communications and recordkeeping.

Access to student and staff information is restricted to authorised personnel only, with file permissions and digital access managed and monitored by the ICT Administrator. The Risk and Compliance Officer oversees privacy-related incidents, monitors hazard and incident reports submitted through CompliSpace, and ensures that any breaches or risks are promptly investigated and resolved.



15. Inadequate Support for Students with Additional Needs

Risk of neglecting the safety, communication, or supervision needs of students with disabilities or those requiring differentiated learning, wellbeing, or behavioural support. These risks may include insufficient adjustments, unclear communication between staff, or failure to identify and respond to individual learning or support requirements.

Mitigation:

Good Shepherd Lutheran School Para Vista ensures equitable and consistent support for all students through a collaborative and structured approach to learning enrichment. Individual Learning Plans (ILPs) and Student Adjustment Plans (SAPs) are developed in consultation with teachers, Learning Enrichment Coordinators, parents/carers, and students to identify each child's strengths, challenges, and goals. Adjustments are clearly documented, regularly reviewed, and monitored to ensure they remain responsive to student needs.

The Learning Enrichment Team provides targeted support through planning meetings, consultation, and direct intervention at Tier 2 and Tier 3 levels, while classroom teachers implement Tier 1 adjustments within the learning environment. Staff are supported through coaching, shared planning, and access to specialised resources that promote inclusive and differentiated teaching practices.