Mid North Christian College | Hope in the Living God

LOCATION
43 Port Davis Road,
Locked Bag 2, Port Pirie
South Australia 5540

CONTACT
Phone 08 8632 4240
admin@midnorthcc.sa.edu.au
midnorthcc.sa.edu.au

Protective Practices Guidelines for Online Learning Policy and Procedure

Adapted from the SA Protective Practices for staff in their interaction with children and young people: Guidelines for staff working or volunteering in education and care settings (2019) – a cross sector document

https://www.education.sa.gov.au/sites/default/files/protective_practices_for_staff_in_their_interactions_with_children_and_young_people.pdf?v=1554684254

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Duty of Care

In their relationships with children and young people, all staff must ensure that the physical and emotional wellbeing of children and young people is safeguarded, and that their own behaviour is guided by this duty of care both within and beyond the education and care setting. This duty of care obligations continues regardless of the learning environment e.g. online learning environments.

Within the protective practices, this duty of care particularly relates to staff:
- expectations about their own conduct.
- intervening in the inappropriate conduct of other adults.
- reporting unprofessional behaviour of other adults to the College, if they observe or are informed of such behaviour.

Professional and Role Boundaries

The professional boundaries outlined in these guidelines apply beyond specific education or care sites and beyond specific cohorts of children and young people. For example, where staff are participating or have participated in interschool sport events or combined school trips or camps, they are expected to respect professional boundaries with all the children and young people involved in those activities.

Failure to report a boundary violation may also be subject to disciplinary action.

Communication & Personal Disclosure

- Ensure that all conversations and comments are professional.
- Do not make personal comments about the students' homes, their home background, their attire or how they look.
- Ensure you do not make personal jokes, gestures or language that may be considered to be offensive or targeting a particular student.
- If a student is making inappropriate comments about another student, please remove that student from the online lesson and report the matter to your Department Coordinator. The Coordinator will contact the student's parents or caregiver.

- If you are concerned about the content in the background being inappropriate, offensive or in breach or protective practices, end the session and inform the College Leadership Team immediately. You will be able to arrange another video session that the student will not be allowed to participate in until the matter is resolved. The College Leadership Team will contact the student's parents or caregivers regarding this matter.

  Staff in our school are mandated notifiers and are, therefore required under the Children and Young People (Safety) Act 2017 (SA) to report suspicion of risk or harm to the Child Abuse Report Line (CARL). This legal obligation continues even in an online environment.

  To report a suspected case of child abuse or neglect call the child report line (CARL): 131478 or visit www.childprotection.sa.gov.au

  If you believe that a child is in imminent danger call 000

Please refer to the below section in the Protective Practices guidelines 2019: p. 8

- Inappropriate comments about a child or young person's appearance, including excessive flattering comments
- Inappropriate conversation or enquiries of a sexual nature (eg questions about a child or young person's sexuality or their sexual relationship with others)
- Disrespectful or discriminatory treatment of, or manner towards, young people based on their perceived or actual sexual orientation
- Use of inappropriate nicknames
- Vilification or humiliation
- Jokes or innuendo of a sexual nature
- Obscene gestures and/or language
- Facilitating/permitting access to pornographic material
- Facilitating/permitting access to sexually explicit material that is not part of an endorsed
- Failing to intervene in sexual harassment of children and young people

Correspondence of a personal nature via any medium (eg phone, text message, letters, email, social media, internet postings) that is unrelated to the staff member's role. Does not include class cards or bereavement cards

- Introducing 'secrets.'
- Communication related to the role but carried out via private personal devices eg communication to taxi drivers of student personal details, with parent or outside agencies and services.
- Discussing personal lifestyle details or opinions of self, other staff or children and young people unless directly relevant to the learning topic and with the individual's consent.

Workspace Setup
- Ensure that your workspace is neutral and has no personal content in the background.
- Backgrounds can be blurred for Zoom, MS Teams and Skype meetings with students.
- Ensure that you are working in a secure room that would minimise contact with other people within your home.
- Ensure that other people won't be seen or heard when you are conducting a Microsoft Teams meeting.
- Ensure that students cannot see bathrooms, toilets or other areas of your house that are personal.
- Ensure that you are cautious about using the designated workspace as any other room including a changeroom, bedroom etc. to prevent any unintentional breaches or protective practices.
- Ensure that you switch off the chat and open video once your session is complete.
- Ensure that you leave the video session before students start leaving as this will prevent a one-on-one video situation.

- If an incident happens, contact the College Leadership immediately and if needed, complete a Child Abuse Report as soon as possible.

Please refer to the following violations of the professional boundaries from the Protective Practices guidelines 2019 (p.8)
- Inviting/allowing/encouraging children and young people to attend the staff member's home (see p 11 for country and local community considerations)
- Attending children and young people's homes or their social gatherings *

Approval of the workspace There is a Checklist available for schools on the AISSA website
- Staff who are approved to work from home, must ensure that the Deputy Principal or Principal is provided with pictures or the intended workspace. A site inspection may be requested by the Deputy Principal or Principal to ensure that the area is deemed suitable.

Attire
- When working from home, ensure that you are dressed for work in your normal professional work attire.

Digital Forums & Social Networking / Managing Privacy Expectations
- Never work one-on-one with a student either in person or online. In case of an online private tutoring, another adult must be involved in online session.
- Ensure that you are only using school approved equipment and that all video files, still-frames or picture of students are not stored on your personal devices.
- Only use school approved communication methods including Microsoft Teams, Seesaw, SEQTA and your school email.
- Ensure that other adults are cc'd into any email correspondence between you and a student.

Please refer to the following violations of staff boundaries from the Protective Practices guidelines 2019:
- Being alone with a child or young person outside of a staff member's responsibilities
- Photographing, audio recording or filming children or young people via any medium when not authorised by the site leader to do so and without required parental consent
- Using personal rather than school equipment for approved activities, unless authorised by the site leader to do so
- Still/moving images or audio recordings of children and young people on personal equipment or kept in personal locations such as car or home that have not been authorised by the site leader
- Email, social media, internet postings that is unrelated to the staff member's role
- Allowing children and young people access to a staff member's personal internet locations (eg social networking sites) – this is very important
- Uploading or publishing still/moving images or audio recordings of children and young people to any location, without parental and site leader's consent
- Correspondence of a personal nature via social media, internet postings
- Creating/using private online chat rooms
- Filming/recording for the use of behaviour training/modification

Managing Challenging Behaviour
- If a student is making inappropriate comments about another student, please remove that student from the online lesson and report the matter to your Department Coordinator. The Coordinator will contact the student's parents or caregiver.
- If you are concerned about the content in the background being inappropriate, offensive or in breach or protective practices, end the session and inform the College Leadership Team immediately. You will be able to arrange another video session that the student will not be allowed to participate in until the matter is resolved. The College Leadership Team will contact the student's parents or caregivers regarding this matter.

- In video conference sessions ensure that the teacher has control over each participants video and muting so they can manage inappropriate behaviour
- If an incident occurs and a child is at risk, contact the College Leadership immediately and if needed, complete a Child Abuse Report as soon as possible.

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  If you believe that a child is in imminent danger call 000

The full set of Protective Practice 2019 Guidelines are available using the following link:
https://www.education.sa.gov.au/sites/default/files/protective_practices_for_staff_in_their_interactions_with_c hildren_and_young_people.pdf?acsf_files_redirect

Who does this Policy relate to: Students, Staff, Parents

Policy Reviewer: Deputy Principal, IT Coordinator

Department Approval: CLT

Board Approval required: Yes

New or Revised: New (2020)

Approved Date of Policy: 30/04/2021

Next Review Date: By Term 3, 2024

CF 7/5/2021