

This leaflet has been given to you to make sure you understand what is expected of you. Please ask the school's Principal if you are unclear about anything in it, and keep the leaflet in a safe place, so that you can read it again if you need to.

If you are worried about the safety of any child or young person in our school, you must report this to the Principal.



**DIVINE MERCY COLLEGE**

**Child Protection  
Advice for  
Volunteers and  
Regular Visitors**

**DIVINE MERCY COLLEGE**

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### **Child Protection Advice**

Thank you for your interest in becoming a volunteers or regular visitor, including contractors. As a school we are committed to safeguarding and meeting the needs of children and we hope this leaflet will provide some useful advice and information when working with children at DMC.

### **What are my responsibilities**

All those who come into contact with children through their everyday work whether paid or voluntary have a duty to safeguard and promote the safety and welfare of children.

### **Volunteer Declaration**

As a volunteer at the school, you are expected to read and sign the Volunteers and Non-Child Related Contractors Declaration. Volunteers who work closely with children or who attend overnight events are also expected to have or to complete a Working with Children Check WCC.

It is a requirement, also that you inform the Principal immediately if you become subject to any criminal investigation, caution or conviction. This helps to protect you and the young people in your care.

### **What should you do if I am worried about a child?**

If whilst working with a child, you become concerned about:

- Comments made by a child
- Marks or bruising on a child
- Changes in the child's behavior or demeanor
- Concerning observations

Please report these concerns to the Principal.

### **What should you do if a child discloses that he/she is being harmed?**

Although the likelihood of this is small it is important to know what to do in such an eventuality as children rarely lie about such matters.

- Listen to an accept what is being said without displaying shock or disbelief.
- Allow the child to talk freely
- Reassure the child, but do not make promises that you may not be able to keep.
- Stress that it was the right thing to tell.
- Do not ask the child to write a statement.
- Do not criticize the alleged perpetrator.

Immediately record all details of the disclosure, including wherever possible, the exact words or phrases used by the child. Please ensure you sign and date the written records and then hand them to the Principal.

### **What should you do if the alleged abuser is a member of the School Staff?**

You should report such allegations to the Principal.

### **What should you do if the alleged abuser is a member of the School Principal?**

You should report such allegations to the Chair of the School Board.

### **How do I ensure that my behavior is always appropriate?**

Appropriate relationships with children should be based on mutual trust and respect. As a volunteer or regular visitor, you may be working closely with children sometimes on a one to one basis.

If you are working with a pupil on his/her own, you need to ensure that you are visible to others at all times.

You are not to photograph or record pupils, unless requested to by the class teacher, exchange emails or text messages, or give out your personal details. Any unprofessional contact with pupils (e.g. through a social networking site) may leave you vulnerable to an allegation of abuse being made against you.

Please help us safeguard the children in our care by following these guidelines. No child should suffer harm, either at home or at school. Everyone who works in our school has a responsibility to make sure that all our children and young people are safe.