



Child Safe Policy

1. Purpose

Sydney Saturday School of Japanese is committed to ensuring that all children and young people who participate in our programs feel **safe, respected, and protected from harm**.

This policy outlines our commitment to child safety and the steps we take to prevent, identify, and respond to concerns about child abuse or misconduct.

2. Scope

This policy applies to all individuals involved in Sydney Saturday School of Japanese, including:

- Teachers and teacher-assistants
- Volunteers
- Office staff
- School Committee members
- Contractors
- Any person working with children on behalf of SSSJ

It applies to **all school activities**, including:

- Classroom teaching
- Online learning
- Cultural events
- School activities and excursions
- Communication with children and families

3. Our Commitment to Child Safety

Sydney Saturday School of Japanese commits to:

- Providing a **safe and supportive environment** for children
- Promoting children's **participation and voice**
- Taking all allegations and concerns **seriously**

- Acting **quickly and appropriately** when concerns arise
 - Meeting legal obligations under NSW child protection laws
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4. Child Safe Principles

Sydney Saturday School of Japanese recognises the importance of:

- Treating children with **respect and dignity**
 - Ensuring **equitable participation** for all children
 - Respecting cultural, language, and religious diversity
 - Ensuring children with disability are **safe and included**
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5. Recruitment and Screening

To protect children, Sydney Saturday School of Japanese ensures:

- All staff and volunteers hold a valid **Working With Children Check (WWCC)**
 - Recruitment processes include reference checks
 - Child safety expectations are explained during induction
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6. Code of Conduct

All staff and volunteers must:

- Treat children with respect and fairness
- Maintain **appropriate professional boundaries**
- Avoid being alone with a child in a closed environment
- Use appropriate language and behaviour at all times
- Communicate with children only through approved school channels

Staff and volunteers must **not**:

- Engage in inappropriate physical contact
 - Develop personal relationships with students outside school activities
 - Communicate privately through personal social media
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7. Reporting Child Safety Concerns

All staff and volunteers must report any child safety concern.

Concerns should be reported to the **Child Safety Officer**.

Where required, reports may be made to external authorities including:

- NSW Police
- Department of Communities and Justice (DCJ)

If a child is in immediate danger, **call 000**.

8. Responding to Concerns

When responding to a concern:

- The child's **safety and wellbeing is the highest priority**
 - All concerns are **recorded and documented**
 - Confidentiality is respected
 - Appropriate support is provided to the child
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9. Child Participation

Children are encouraged to:

- Speak up if they feel unsafe
- Ask questions
- Share their concerns with trusted adults

The organisation will ensure children **know how to seek help**.

10. Communication with Families

Parents and carers will be informed about:

- The organisation's child safety commitment
 - How to raise concerns or complaints
 - How child safety policies are implemented
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11. Review of the Policy

This policy will be:

- Reviewed **at least once every year**
 - Updated when legislation or guidance changes
 - Reviewed following any serious incident
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12. Approval

Approved by: Midori Niwa, Chie Hiraoka, Haruna Ozawa

Position: Presidents of School Committee

Date:28/03/2026