



Child Safety and Wellbeing Policy

1. The College commitment to child safety

Overnewton Anglican Community College (The **College**) is a child safe organisation committed to welcoming all children, young people and their families.

We are committed to providing an environment where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives. College child safe policies, strategies and practices are inclusive of the needs of all children and students.

We have **zero tolerance** of child abuse and take proactive steps to identify and manage any risks of harm to students in our College environments.

We promote positive relationships between students and adults and between students and their peers. These relationships are based on trust and respect.

We take proactive steps to identify and manage any risk of harm to students in our College environment. When child safety concerns are suspected, identified or reported, we treat these concerns seriously and respond promptly and thoroughly.

Particular attention is given to the child safety needs of Aboriginal students, those from culturally and linguistically diverse backgrounds (CALD), international students, students with disabilities, those unable to live at home, children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+) and other students experiencing risk or vulnerability. Inappropriate or harmful behaviour targeting students based on these or other characteristics, such as racism or homophobia, are not tolerated at our College, and any instances identified will be addressed with appropriate consequences.

Child safety is a shared responsibility. Every person involved in our College has an important role in promoting child safety and wellbeing and promptly raising any issues or concerns about a child's safety.

We are committed to regularly reviewing College child safe practices, and seeking input from our students, families, staff, volunteers and the College community, generally, to inform our ongoing strategies.

2. Purpose

This policy provides an overview of the College's approach to implementing *Ministerial Order 1359 – Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools* (**Ministerial Order 1359**) which sets out how the Victorian Child Safe Standards apply in school environments, Refer to Section 22.



It informs our College community of everyone's obligations to act safely and appropriately towards children and guides our processes and practices for the safety and wellbeing of students across all areas of our work.

3. Scope

This policy:

Applies to all College staff, contractors and volunteers, whether or not they work in direct contact with students, including a minister of religion. It also applies to College board members where indicated.

Applies in all physical and online College environments used by students during or outside of College hours, including other locations provided by for a student's use and those provided through third-party providers.

This policy should be read together with other child safety and wellbeing policies, procedures and codes – Refer to Section 22.

4. Definitions

In this Policy, the following terms have the following meanings unless the context requires otherwise:

Child means a child or young person who is under the age of 18 years.

Child abuse includes:

- any act committed against a child involving:
 - a sexual offence; or
 - an offence of grooming (as per s49M(1) of the *Crimes Act 1958*); or
- the infliction, on a child, of:
 - physical violence; or
 - serious emotional or psychological harm.
- serious neglect of a child; or
- the types of harm set out in below in Part 5 of this policy.

Child safety includes matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to suspicions, incidents, disclosures or allegations of child abuse.

College environment means any of the following physical, online or virtual places, used during or outside College hours:

- a campus of the College.
- online or virtual College environments made available or authorised by the College governing authority for use by a child or student (including email,



- intranet systems, software applications, collaboration tools, and online services); and
- other locations provided by the College or through a third-party provider for a child or student to use including, but not limited to, locations used for:
 - College camps.
 - approved homestay accommodation.
 - delivery of education and training such as registered training organisations, TAFEs, non-school senior secondary providers or another school; or
 - sporting events, excursions, competitions or other events.

5. Types of Harm

Physical Harm occurs when a child suffers, or is likely to suffer, significant harm from an injury inflicted by a child’s parent, caregiver or any other person. It may be the consequence of punishment or physically aggressive treatment of a child.

Sexual Harm occurs when a person uses power or authority over a child to involve the child in sexual activity. Physical force is sometimes involved. Child sexual abuse involves a wide range of sexual activity.

Grooming refers to a situation whereby words or conduct, there is communication with student with the intention of facilitating the child’s engagement in or involvement in a sexual offence, whether or not there is a response made to the communication.

Emotional Harm occurs when a child’s parent or caregiver repeatedly rejects the child or uses threats to frighten the child. This may involve name calling, put downs or continual coldness to the extent that it significantly damages the child’s physical, social, intellectual or emotional development.

Serious Neglect refers to a situation in which a child’s parent or caregiver fails to provide the basic necessities of life, such as food, clothing, shelter, medical attention or supervision, to the extent that the child’s health and development is, or is likely to be significantly harmed.

6. Legal responsibilities

The College takes our legal responsibilities seriously and our commitments to a child safe environment are to be read in conjunction with Ministerial Order 1359.

In addition, the College has legal responsibilities under the *Crimes Act 1958* (Vic) including:

- **Failure to disclose:** Reporting child sexual abuse is a community-wide responsibility. All adults in Victoria who have a reasonable belief that an adult has committed a sexual offence against a child under 16 have an obligation to report that information to the police.



- **Failure to protect:** People of authority in our organisation will commit an offence if they know of a substantial risk of child sexual abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.

Furthermore, personnel who are **mandatory reporters** must comply with their duties. Any legal obligations under this policy do not abrogate or discharge a mandatory reporter from their duty.

7. Roles and responsibilities

Board Members

In performing the functions and powers given to them under the College's constitution, Board members will:

- champion and promote a child safe culture with the broader College community.
- ensure that child safety is a regular agenda item at College board meetings.
- undertake annual training on child safety and wellbeing.
- approve updates to, and act in accordance with the Child Safe Code of Conduct to the extent that it applies to College board members.
- as delegated to the Principal, ensure that selection, supervision and management practices are child safe; and
- endorse this policy.

Governance Committee

The Governance Committee members will:

- champion and promote a child safe culture with the broader College community.
- ensure that child safety is a regular agenda item at the governance meetings.
- undertake annual training on child safety and wellbeing.
- approve updates to, and act in accordance with the Child Safe Code of Conduct to the extent that it applies to College governance members.
- approve this policy before it goes to the Board.

College leadership team

The College Leadership Team (CLT), particularly the Principal and Deputy Principals are responsible for ensuring that a strong child safe culture is created and maintained, and that the policies and practices are effectively developed and implemented in accordance with Ministerial Order 1359.

The Principal and Deputy Principals, as representatives of the CLT, they will:

- ensure effective child safety and wellbeing Compliance, policies, procedures, codes and practices are in place and followed.



- model a child safe culture that facilitates the active participation of students, families and staff in promoting and improving child safety, cultural safety and wellbeing.
- enable inclusive practices where the diverse needs of all students are considered.
- reinforce high standards of respectful behaviour between students and adults, and between students.
- promote regular open discussion on child safety issues within the College community, including at leadership team meetings, staff meetings and College council meetings.
- facilitate regular professional learning for staff and volunteers (where appropriate) to build deeper understandings of child safety, cultural safety, student wellbeing and prevention of responding to abuse; and
- create an environment where child safety complaints and concerns are readily raised, and no one is discouraged from reporting an allegation of child abuse to relevant authorities.

College staff and volunteers

All staff and volunteers will:

- participate in child safety and wellbeing induction and training provided by the College and/or Department of Education and Training annually, and always follow the College’s child safety and wellbeing policies and procedures.
- act in accordance with the College’s Child Safety Code of Conduct.
- identify and raise concerns about child safety issues in accordance with the Child Safety Responding and Reporting Obligations Policy and Procedures, including following the [Four Critical Actions for Schools](#);
- ensure students’ views are taken seriously and their voices are heard about decisions that affect their lives.
- implement inclusive practices that respond to the diverse needs of students.

Specific staff child safety responsibilities

The persons responsible for the implementation of child safe policies and procedures are as follows:

| Responsibility | Position(s) |
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| Informing the school community about this policy and making it publicly available. | Principal |
| First point of contact for child safety concerns and complaints or queries and for coordinating responses to child safety incidents. | Principal, relevant Deputy Principal and relevant Head of School |



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| Promptly managing the College's response to an allegation or disclosure of child abuse, and ensuring that the allegation or disclosure is taken seriously | Head of Student Services, Principal, relevant Deputy Principal and relevant Head of School and/or Deputy Head of School |
| Responding appropriately to a child who makes or is affected by an allegation of child abuse | Head of Student Services and student services team |
| Monitoring overall College compliance with these policies and procedures | Head of Student Services and Risk and Compliance Coordinator |
| Managing an alternative procedure for responding to an allegation or disclosure if the person allocated responsibility cannot perform their role | Principal and relevant Deputy Principal |
| Ensuring key people have appropriate skills and capacity to undertake child safety roles and responsibilities, including teachers, student counsellors and others | Head of Student Services and Risk and Compliance Coordinator |
| Implement child safety policies and practices including inducting and training for all staff and volunteers, including how to recognise and respond to child abuse | Head of Student Services and Risk and Compliance Coordinator |
| Communication relating to child safety with community and stakeholders | Principal and Deputy Principals |
| Review of Child Safe Policies, Procedures and Practices | Risk Management Committee and Governance Committee |
| College staff selection, supervision and management practices for a child-safe environment | Director of Human Resources |
| Strategies to identify and reduce or remove risks of child abuse | Risk and Compliance Coordinator |
| Strategies to promote child empowerment and participation | Relevant Heads of School |
| Review and update the Child Safety Risk Register | Child Safety Committee, Risk Management Committee and Governance Committee |



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| Risk assessment and management is properly supervised on identifying, preventing, and reducing risks of child abuse and harm. | Principal, CLT, Risk Management Committee, Governance Committee and Board |
| Endorse all Child Safety Policies, Procedures and Practices including, Child Safety Risk Register | Board |

8. Child Safety Code of Conduct

The College’s Child Safety Code of Conduct sets the boundaries and expectations for appropriate behaviours between adults and students. It also clarifies behaviours that are not acceptable in our physical and online environments.

We ensure that students also know what is acceptable and what is not acceptable so that they can be clear and confident about what to expect from adults in the College.

All of The College staff and volunteers must agree to abide by our *Agreed Staff Expectations Policy*, *Community Code of Conduct for Adults* and *Child Safety Code of Conduct*, which specifies the standards of conduct required when working with children and includes processes to report inappropriate behaviour.

9. Managing risks to child safety and wellbeing

At the College we identify, assess and manage risks to child safety and wellbeing in our physical and online school environments. We have risk management strategies in place to identify, assess, and take steps to minimise child abuse risks, which include risks posed by physical environments and online environments.

In particular, the College seeks to take the following steps and considerations to identify and manage risks:

1. identify the College’s child safety risks across the range of school environments (including excursions, camps, online).
2. identify any existing risk mitigation measures or existing controls.
3. assess and rate the College’s child safety risks given the existing controls in place, taking into account the likelihood of risk, and the likely consequence of the risk.
4. if the risk rating is more than the ‘acceptable level’, identify further risk management strategies through additional treatments or other prevention, detection or mitigation strategies and then re-assess the risk (once in place these treatments will then become controls).

The College Child Safety Risk Register is used to record any identified risks related to child abuse alongside actions in place to manage these risks. The Risk Management



Committee will monitor and evaluate the effectiveness of the actions in the Child Safety Risk Register at least annually.

10. A culturally safe environment

At the College, we are committed to establishing an inclusive and culturally safe College where the strengths of Aboriginal (inclusive of Aboriginal and Torres Strait Islander peoples) culture, values and practices are respected.

Culture safety includes being provided with a safe, nurturing and positive environment for Aboriginal children and students where they feel comfortable being themselves and expressing their culture, including their spirituality and belief systems and are supported by carers who respect their Aboriginality and encourage their sense of self and identity.

We consider how every student can have a positive experience in a safe environment. For Aboriginal students, we recognise the link between Aboriginal culture, identity and safety and actively create opportunities for Aboriginal students and the Aboriginal community to have a voice and presence in our College planning, policies and activities, refer to the Aboriginal Education & Culturally Safe Environment Policy.

The College has developed the following strategies to promote cultural safety in the College community:

- begin school assemblies with an Acknowledgement of Country as a standing agenda item.
- fly the Aboriginal and Torres Strait Islander flags on school grounds.
- incorporate Aboriginal names and art into the College community as recognition of the local Aboriginal community.
- establish and maintain a Reconciliation Action Plan and associated committee.
- establish connections with Aboriginal communities and provide opportunities for students to engage and learn with such communities.
- ensure a commitment to culturally safe environments is embedded in all policies and procedures, specifically outlining the clear consequences of racism;
- build College-wide knowledge of Aboriginal histories, cultures, perspectives, values and skills and attitudes and ensure all stakeholders are familiar with this knowledge, including staff and students.
- incorporate cultural safety into the education of students and in the induction and professional development of College staff and volunteers.
- implement strategies to engage and empower students and families in the development of a culturally safe environment, particularly considering the needs of Aboriginal students and families.
- express zero tolerance of racism in our statement of commitment to child safety included in our Child Safety and Wellbeing Policy and other documents.
- address racism from students, staff, volunteers or visitors directly. Make sure racist speech or actions are always dealt with.



11. Student empowerment

This policy is intended to empower children to be vital and active participants at the College. We involve them when making decisions, especially about matters that directly affect them. We listen to their views and respect what they have to say.

To support child safety and wellbeing at the College, we are committed to creating an inclusive and supportive environment that encourages students and families to contribute to the College's child safety approach and understand their rights and their responsibilities.

Respectful relationships between students are reinforced and we encourage strong friendships and peer support in the College to ensure a sense of belonging through implementing a whole College approach to Respectful Relationships and supporting an inclusive environment through the College's values and pastoral care program.

We inform students of their rights through our whole College approach to Respectful Relationships and age-appropriate curriculum and give them the skills and confidence to recognise unsafe situations with adults and other students and to speak up and act on concerns relating to themselves and their peers. Furthermore, we ensure our students know who to talk to if they are worried or feeling unsafe and we encourage them to share concerns with a trusted adult at any time.

We are committed to promoting child safety in ways that are readily accessible, easy to understand and user-friendly to children.

When the College is gathering information in relation to a complaint about alleged misconduct or abuse of a child, we will:

- listen to the complainant's account and take them seriously.
- check our understanding of the complaint; and
- support the student and keep them (and their parents and carers, as appropriate) informed about progress.

12. Family engagement

The College families and the College community have an important role in monitoring and promoting children's safety and wellbeing and helping children to raise any concerns.

To support family engagement at the College, we are committed to providing families and community with accessible information about the College's child safe policies and practices and involving them in our approach to child safety and wellbeing.

We will create opportunities for families to have input into the development and review of our child safety policies and practices and encourage them to raise any concerns and ideas for improvement.



The College has developed the following strategies to promote family engagement in regard to child safety:

- utilise the Family Involvement Program to promote community engagement and empowerment.
- ensure the Community Code of Conduct and Child Safety Code of Conduct are adhered to; and
- encourage each College and teachers engage with families and organise regular opportunities for communication and participation in decisions regarding the safety and wellbeing of their children.
- all of our child safety policies and procedures will be available for students and parents on our Publications or in hard copy by request.
- notices and emails will inform families and the school community about any significant updates to our child safety policies or processes, and strategies or initiatives that we are taking to ensure student safety.
- PROTECT Child Safety posters will be displayed digitally.

13. Diversity and equity

As a child safe organisation, we celebrate the diversity of our students, families and community and promote respectful environments that are free from discrimination. The College focus is on the wellbeing and growth of all.

We recognise that every child has unique skills, strengths and experiences to draw on.

We are committed to paying particular attention to individuals and groups of children and young people in our community with additional and specific needs. This includes tailoring our child safety strategies and supports to the needs of:

- Aboriginal children and young people.
- children from culturally and linguistically diverse backgrounds.
- children and young people with disabilities.
- children unable to live at home or impacted by family violence.
- international students; and
- children and young people who identified as LGBTIQ+.

Our Gender Diversity and Inclusion Policy provides more information about the measures we have in place to support diversity and equity.

14. Suitable staff and volunteers

At the College, we apply robust child safe recruitment, induction, training and supervision practices to ensure that all staff, contractors and volunteers are suitable to work with children.



Recruitment and Human Resources Practices

The College understands that when recruiting staff and volunteers we have ethical as well as legislative obligations to child safety. We apply robust child safe recruitment, induction, training, and supervision practices to ensure that all staff, contractors, and volunteers are suitable to work with children.

We take all reasonable steps to employ skilled people to work with children. We develop selection criteria and advertisements that clearly demonstrate our commitment to child safety and an awareness of our social and legislative responsibilities, setting out the job's requirements, duties and responsibilities regarding child safety and the job occupant's essential or relevant qualifications, experiences and attributes in relation to child safety.

We will also endeavour to ensure all applicants for jobs that involve child connected work are informed of the College's child safety practices, including the Agreed Staff Expectations Policy and Child Safety Code of Conduct.

We actively encourage applications from Aboriginal/Indigenous peoples, people from culturally and/or linguistically diverse backgrounds and people with a disability.

All people engaged in child-related work, including volunteers and contractors are required to hold a Working with Children Check and to provide evidence of this Check.

In accordance with our Recruitment Policy and Procedures, we will make reasonable efforts to gather, verify and record the following information about an applicant who may engage in child-connected work:

- Working with Children Check status, or similar checks.
- proof of personal identity and any professional or other qualifications.
- the person's history of work involving children; and
- references that address the person's suitability for the job and working with children.

All newly appointed staff will be required to participate in our Child Safety and Wellbeing induction program, "Staff Onboarding Information". The program will include a focus on:

- The Child Safety and Wellbeing Policy
- The Child Safety Code of Conduct
- The Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures and
- Any other child safety and wellbeing information that school leadership considers appropriate to the nature of the role.

All staff engaged in child-connected work will be supervised appropriately to ensure that their behaviour towards children is safe and appropriate.



Staff will be monitored and assessed to ensure their continuing suitability for child connected work. This will be done by regular performance reviews and training.

Inappropriate behaviour towards children and young people will be managed swiftly and in accordance with our school and department policies and our legal obligations. Child safety and wellbeing will be paramount.

This information will assist in ensuring we are recruiting the right people.

Fair procedures for personnel

Whilst the safety and wellbeing of children is our primary concern, we are also committed to being fair and just to personnel. We endeavour to record all allegations of abuse and safety concerns using appropriate documentation. All records are securely stored.

If an allegation of abuse or a safety concern is raised, we seek to provide updates to children and families on progress and any actions we as a College take.

15. Induction and training

All newly appointed staff will be expected to participate in our child safety and wellbeing induction program. The program will include a focus on:

- this Child Safety and Wellbeing Policy.
- the Child Safety Code of Conduct.
- the Child Safety Responding and Reporting Obligations (including mandatory reporting); and
- any other child safety and wellbeing information that is considered appropriate to the nature of the role.

New employees and volunteers will be supervised regularly to ensure they understand the College's commitment to child safety and that everyone has a role to play in protecting children from abuse, as well as checking that their behaviour towards children is safe and appropriate.

The College aims for all staff and volunteers (in addition to parents/carers and children) to feel confident and comfortable in discussing any allegations of child abuse or child safety concerns. We train our staff and volunteers to identify, assess, and minimise risks of child abuse and to detect potential signs of child abuse.

We also support our staff and volunteers through ongoing supervision to: develop their skills to protect children from abuse; and promote the cultural safety of Aboriginal children, the cultural safety of children from linguistically and/or diverse backgrounds, and the safety of children with a disability.



Ongoing supervision and management of staff

All staff engaged in child-connected work will be regularly supervised appropriately to ensure that their behaviour towards child is safe and appropriate. Inappropriate behaviour towards children and young people will be managed swiftly and in accordance with the College’s policies and legal obligations. Child safety and wellbeing will be paramount.

We also support our staff and volunteers through ongoing supervision to develop their skills to protect children from abuse; and promote the cultural safety of Aboriginal children, the cultural safety of children from linguistically and/or diverse backgrounds, and the safety of children with a disability.

All volunteers are required to comply with all of our policies.

Suitability of volunteers

All volunteers are required to comply with all relevant College Child safety policies and procedures. All volunteers are required to comply with the College Volunteers Policy, which describes how we assess the suitability of prospective volunteers and outlines expectations in relation to child safety and wellbeing induction and training, supervision and management, and volunteers understand their obligations on information sharing and recordkeeping.

16. Child safety knowledge, skills and awareness

Ongoing training and education are essential to ensuring that staff understand their roles and responsibilities and develop their capacity to effectively address child safety and wellbeing matters.

In addition to the child safety and wellbeing induction, our staff will participate in a range of training and professional learning to equip them with the skills, knowledge and awareness as necessary to maintain a child safe environment through ongoing education and training.

Staff Child Safety and Wellbeing training will be delivered at least annually and will include guidance on:

- the College’s child safety and wellbeing policies, procedures, codes and practices.
- completing the Protecting Children – Mandatory Reporting and Other Legal Obligations online module annually
- Child Safe Standards training
- recognising indicators of child harm, including harm caused by other children and students.
- responding effectively to issues of child safety and wellbeing and supporting colleagues who disclose harm.
- how to build culturally safe environments for children and students.
- information sharing and record keeping obligations; and



- how to identify and mitigate child safety and wellbeing risks in the College environment.

Other professional learning and training on child safety and wellbeing, for example, training for our volunteers, will be tailored to specific roles and responsibilities and any identified or emerging needs or issues.

Board members training and education

To ensure the College's Board are equipped with the knowledge required to make decisions in the best interests of student safety and wellbeing, and to identify and mitigate child safety and wellbeing risks in our College environment, the Board is trained annually. Training will include guidance on:

- completing the Protecting Children – Mandatory Reporting and Other Legal Obligations online module annually.
- Child Safe Standards training
- individual and collective obligations and responsibilities for implementing the Child Safe Standards and managing the risk of child abuse.
- child safety and wellbeing risks in our College environment; and
- the College's child safety and wellbeing policies, procedures, codes and practices.

Volunteers training and information

Volunteers training and education are essential to ensuring that they understand their roles and responsibilities and develop their capacity to effectively address child safety and wellbeing matters.

All Volunteers will participate in an annual child safety and wellbeing induction and training to equip them with the skills, knowledge, and awareness as necessary to maintain a child safe environment through ongoing training, refer to the Volunteers Policy and Volunteers Induction and Training Checklist.

Volunteers Child Safety and Wellbeing training will be delivered at least annually and will include information on:

- the College's Child Safety and Wellbeing Policy.
- the College's Child Safety Code of Conduct.
- Child Safe Standards training.
- other child safety and wellbeing information that is considered appropriate to the nature of the role.
- recognising indicators of child harm, including harm caused by other children and students.
- responding effectively to issues of child safety and wellbeing and supporting colleagues who disclose harm.
- how to build culturally safe environments for children and students.
- information sharing and record keeping obligations; and



- how to identify and manage child safety risks relevant to the role the volunteer will undertake, without compromising a child or student’s right to privacy, access to information, social connections and learning opportunities.

17. Complaints and reporting processes

The College seeks to foster a culture that encourages staff, volunteers, students, parents and the College community to raise concerns and complaints. This makes it more difficult for breaches of the code of conduct, misconduct or abuse to occur and remain hidden.

The College has clear pathways for staff, students, parents/carers and the community to when raising complaints and concerns and responding and this is documented in the College’s Complaints and Appeals Policy.

If there is an incident, disclosure, allegation or suspicion of child abuse, all staff and volunteers must follow the College’s Child Safety Responding and Reporting Obligations Policy. This procedure addresses complaints and concerns of child abuse made by or in relation to a child or student, school staff, volunteers, contractors, service providers, visitors and any other person while connected to the College.

Any inappropriate behaviour will be reported through appropriate channels, including the Department of Families, Fairness and Housing and Victoria Police, depending on the severity and urgency of the matter. It is the responsibility of the College to report an allegation of abuse if we have a reasonable belief that an incident took place.

Factors contributing to a reasonable belief may be, but not limited to:

- A student states they or someone they know has been abused.
- Behaviour consistent with that of an abuse victim is observed.
- Someone else has raised a suspicion of abuse but is unwilling to report it.
- Observing suspicious behaviour.

Concerns should be raised with the Principal, Child Safety Advocates or a member of the College Leadership team, and collectively follow the Four Critical Actions for schools.

As soon as any immediate health and safety concerns are addressed, and relevant College staff have been informed, we will ensure the Principal or relevant Deputy Principal follows:

- the [Four Critical Actions](#) for complaints and concerns relating to adult behaviour towards a child; and
- the [Four Critical Actions: Student Sexual Offending](#) for complaints and concerns relating to student sexual offending.
- Complaints and Appeals Policy.



The College's Taking Responsibility and Anti-Bullying Policies address complaints and concerns relating to student violence and other harmful behaviours.

18. Communications

The College is committed to communicating our child safety strategies to the College community through:

- ensuring that all key child safety and wellbeing policies are available on the College's public website.
- displaying appropriate child safety and wellbeing displays around the College.
- updates in the College newsletter and through the Parent Portal; and
- ensuring that child safety is a regular agenda item at leadership meets, staff meetings and College Board meetings.

19. Privacy and Information Sharing

The College collects, uses and discloses information about children and their families in accordance with the Victorian privacy laws, and other relevant laws. Information relating to how the College collects, uses and discloses information is outlined in the Department of Education School's Privacy Policy: [Schools' Privacy Policy](#).

Staff will endeavour to respect the privacy of the personal information of individuals, whether they be colleagues, volunteers, parents or children, unless there is a risk to someone's safety. We have safeguards and practices in place to try to ensure any personal information is protected. Everyone is entitled to know how this information is recorded, what will be done with it, and who will have access to it.

20. Records management

The College acknowledges that appropriate records management practices and record keeping obligations are a critical element of child safety and wellbeing. Staff understand their obligations on record keeping and manage records in accordance with the College's Records Management Policy and Procedures.

21. Review of child safety policies, procedures, and practices

The College has established processes for the review and ongoing improvement of our child safe policies, procedures, and practices. Policies and procedures document how the organisation is safe for children and young people. Best practice models and stakeholder consultation informs the development of policies and procedures.

The College will:



- regularly review this policy to ensure compliance with all child safe related laws, regulations and standards;
- review and update this policy every 2 years or after any significant child safety incident.
- circulate the policies to staff and ensure it is implemented by staff.
- analyse any complaints, concerns and safety incidents to improve policy and practice.
- act with transparency and share pertinent learnings and review outcomes with relevant stakeholders.
- ensure the Board oversee Governance policies relating to Child Safe Standards.
- address all Child Safe Standards in our policies and procedures.
- use best practice models from Independent Schools Victoria, Victorian Registration and Qualifications Authority and the Department of Education and stakeholder consultation for the development of policies and procedures.

This policy is also available in a simplified student friendly version.

22. Related Policies and Procedures

This Child Safety and Wellbeing Policy is to be read in conjunction with other related College policies, procedures, and codes. These include the College:

- Anti Bullying Policy
- Child Safety Code of Conduct
- Child Safety Responding and Reporting Obligations Policy
- Responding to Reportable Allegations Policy
- Complaints and Appeals Policy
- Dispute Resolutions Policy
- Community Code of Conduct
- Taking Responsibility Policy
- Records Management Policy and Procedures
- Child Safety Document Retention Procedures
- Gender Diversity and Inclusion Policy
- Volunteers Policy
- Aboriginal Education & Culturally Safe Environment Policy.

Related Department of Education and Training policies

- [Bullying Prevention and Response Policy](#)
- [Child and Family Violence Information Sharing Schemes](#)
- [Complaints Policy](#)
- [Contractor OHS Management Policy](#)

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- [Digital Learning in Schools Policy](#)
- [Family Violence Support](#)
- [Protecting Children: Reporting Obligations Policy](#)
- [Policy and Guidelines for Recruitment in Schools](#)
- [Reportable Conduct Policy](#)
- [Student Wellbeing and Engagement Policy](#)
- [Supervision of Students Policy](#)
- [Visitors in Schools Policy](#)
- [Volunteers in Schools Policy](#)
- [Working with Children and other Suitability Checks for School Volunteers and Visitors](#)

Other related documents

- [Identifying and Responding to All Forms of Abuse in Victorian Schools](#)
- [Four Critical Actions for Schools](#)
- [Identifying and Responding to Student Sexual Offending](#)
- [Four Critical Actions for Schools: Responding to Student Sexual Offending](#)
- [Recording your actions: Responding to suspected child abuse – A template for Victorian schools](#)

Ministerial Order No. 1359

- [Ministerial Order](#)

23. Policy status and review

The Principal is responsible for reviewing and updating the Child Safety and Wellbeing Policy at least every two years. The review will include input from the Risk Management Committee, staff, students’ parents/carers and the school community. The Governance Committee review this policy and the Board endorse this policy.

| Document Details | |
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| Next Review Date: | 14 th November 2025 |
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| In Consultation with: | Risk Management Committee and Governance Committee |
| Endorsed by: | Board 21 st November 2023 |
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