

Policy Name	Child ProtectionPolicy
Constructed by	Corporate Services Manager

Reviewed and Approved by

Other School community members, who are involved in club connected work, and are associated with the School, may also be also be obliged to comply with this policy. For example, this may include homestay

- (j) ensuring that all staff, contractors, and volunteers are aware of relevant laws, organisational policies and procedures, and the organisation's Code of Conduct
- (k) ensuring that all adults within the School community are aware of their obligation to report ~~child abuse~~ risk of abuse in accordance with these policies and procedures
- (l) ensuring that all staff, contractors and volunteers are aware of their obligation to observe the Code of Conduct and Child Safety Code of Conduct
- (m) ensuring the Principal's obligations under the *Child Wellbeing and Safety Act 2005 (Vic)* (i.e. the reportable conduct scheme) are satisfied, and that the Commission is notified in the manner (and time periods) required; and
- (n) providing support information and training for staff, contractors and volunteers in undertaking their child protection responsibilities.

Responsibilities of the Heads of School, Managers and Senior Staff

All Heads of School, Managers and Senior Staff must ensure they:

- (a) promote child safety at all times and model a child safe culture to oth

to ensure that they remain suitable for child connected work.

Working with Children Checks

The School has a Working with Children Checks Policy and all staff must comply with this Policy

Training

Staff must attend annual training. Training covers:

- (a) this Policy and the Child Safety Code of Conduct;
- (b) procedures to respond to complaints or concerns relating to child abuse (i.e., the Reporting Procedure)
- (c) child abuse risks in the School environment and indicators of harm;
- (d) how to identify and mitigate child safety and wellbeing risks, and how to effectively respond to those issues;
- (e) how to respond to disclosures from staff and students; and
- (f) information sharing and recordkeeping obligations.

The School provides volunteers training and information appropriate to the nature of their role. At the very least, this includes this Policy, the Reporting Procedure and the Child Safety Code of Conduct.

Board members must attend annual training. This training covers:

- a) individual and collective obligations and responsibilities for implementing the Child Safe Standards and managing the risk of child abuse;
- b) child safety and wellbeing risk sin the school environment; and
- c) child safety policies, procedures and practices of the School.

Proactive child safety and wellbeing measures

Communication

The School is proactive in the area of prevention and will communicate and disseminate the Child Protection Policy, Code of Conduct and Procedure in the manner below.

STUDENTS	PARENTS, GUARDIANS, COMMUNITY	EMPLOYEES, BOARD MEMBERS	VOLUNTEERS, CONTRACTORS
<ul style="list-style-type: none"> • Website • School assemblies • School Health and Wellbeing curriculum • Information to Senior School students prior to turning 18 	<ul style="list-style-type: none"> • Conditions of enrolment • Website • Parent information evenings • School newsletter • Invitations for feedback on child safety • Reporting to community on outcomes of child safety reviews 	<ul style="list-style-type: none"> • Website • Letters of appointment/ contracts • New employees, and board members Induction • Training and refresher training • Annual Training Session • Performance Development and Coaching sessions (as applicable) 	<ul style="list-style-type: none"> • Website • Contracts • Application forms • Induction

The School will ensure its child safety practices and Child Safety Code of Conduct are communicated in an accessible manner and are easy to understand, particularly:

- (a) younger students, by discussing the documents in person (and by any other method deemed appropriate and effective for the particular age of the student); and

- (b) students living with a disability, by discussing the documents in person (and by any other method deemed appropriate and effective for the particular type of disability that the student is living with);
- (c) children from culturally and linguistically diverse backgrounds, by discussing the documents in person, with the aid of a translator if required;
- (d) families and community members, so these procedures are easy to understand and allow families and.

Empowerment

The School have an Empowerment and Participation Policy that is written in an appropriate language to give students information about their rights, including their right to safety.

There are two iterations to aim to ensure all students have access to information they understand:

- Years 10/12; and
- Years 4/6.

The School strives to create an environment where students are empowered about their rights, participate in decisions affecting them and are taken seriously. This is reflected in the Reporting Procedure.

Participation of families

The School supports Staff to ensure families participate in decisions related to child safety and wellbeing which affect their child by:

- (a) hosting parentteacher interviews regularly;
- (b) (f)0.5w 5

Responding & Reporting to complaints and concerns

When the School suspects that a child or young person has been harmed or is at risk of harm, the School will respond to that suspicion in an appropriate manner which prioritises the safety of children and young people, taking into account the diverse characteristics of the children and young people involved.

In the case of an allegation being made against an employee, contractor, volunteer or Board member at the School, the

YVG Privacy Policy
YVG Records Management Policy
YVG Empowerment and Participation Policy
YVG Diversity and Equality Policy
YVG Social Media Policy
YVG Bullying and Violence Policy
Ministerial Order 1359 and the Victorian Child Safe standards

This policy must be read in conjunction with:

- (a) the law of the Commonwealth or of Victoria; and
- (b) the School's Child Safety Code of Conduct.

This Reporting Procedure applies to all students, employees, volunteers, contractors and Board members of the School, whether they work face-to-face, online or remotely with children. It should be read in accordance with the Child Protection Policy and Child Safety Code of Conduct.

Step 1: Immediate danger

Any staff member who receives a disclosure, suspects or witnesses abuse, or is concerned for the safety of a child or student will stay with the child or student (if within their presence) and take all reasonable steps to ensure the child's immediate safety.

If the staff member believes the child is at immediate risk of abuse or harm, they will notify Victoria Police immediately by telephoning 000.

It may be appropriate to remove the child from any circumstances that could lead to further harm, or offer additional support.

Responding to a disclosure

In the event of a child or young person disclosing an incident of abuse to someone they trust it is essential that the disclosure is dealt with sensitively and professionally. To support and assist children who disclose child abuse, or are linked to suspected child abuse, staff should follow the HEARTS

H – Hear.

Employment and staff matters:

Where the School receives allegations or concerns that any staff member may have engaged in conduct that could give rise to a risk of harm to a child, the School may, at its discretion:

- (a) Stand the staff member down while an investigation is conducted;
- (b) Remove or limit their contact with children;
- (c) Direct the Staff member to return any keys, passes or equipment and to provide access codes and passwords.

Investigations

The Principal (or Chair of the Board if the allegation involves the Principal) will conduct the investigation. 4 (t)19. 89.04 1.7

guidance and information. Ultimately, it is a personal decision of the employee, volunteer, contractor or Board member whether they choose to make a report to an external authority or not.

Step 8: Evaluation

The School Board will be notified and policies and procedures may need to be reviewed if this is considered a significant child safety incident