

Child Safety and Wellbeing Policy

Policy Audience: Public Document



1.0 Purpose

The purpose of this Child Safety and Wellbeing Policy (Policy) is to explain Kilvington Grammar School's (the School) commitment to safeguarding our students from physical, sexual, emotional and psychological abuse and neglect.

This Policy outlines the key elements of our approach to implementing Ministerial Order 1359, which sets out how the Victorian Child Safe Standards apply in school environments. Along with informing the School community of everyone's obligations to act safely and appropriately towards our students, this Policy guides the policies, processes and practices for the safety and wellbeing of students across all areas of our work.

This Policy provides the framework for:

- The implementation of the Victorian Child Safe Standards, Ministerial Order 1359 and the National Principles.
- The development of work systems, practices, policies and procedures, consistent with the Department of Education and Training's PROTECT documents (Four Critical Actions and Four Critical Actions: Student Sexual Offending) that promote child protection, safety and wellbeing within the School.
- The creation of a positive and robust child safe culture.
- The promotion and open discussion of child safety issues within the School.
- Compliance with all laws, regulations and standards relevant to child safety and wellbeing, including child protection, in Victoria.

2.0 Scope

This Policy applies to all adults in the School community. This includes any person who has direct or indirect contact with students and extends to the School Board, staff, volunteers, interns, trainees, homestay providers for international students, third party contractors and external education providers, as well as parents, guardians and visitors.

This Policy applies in all physical and online school environments and other locations used by our students, both during and outside of school hours.

3.0 Definitions

Terms/words	Definition
Aboriginal	Aboriginal and Torres Strait Islander peoples.
Child/Children/ Young Person	A person who is under the age of 18 years or who is enrolled as a student at Kilvington Grammar School.
Child Abuse and Other Harm	Incidents of or concerns about any actual or potential action or inaction towards a child that harms or puts at risk their physical, sexual, psychological and emotional health or development. This can be a single incident or incidents that occur over time and, regardless of by whom or how this harm occurs, can involve: <ul style="list-style-type: none">• Physical abuse.• Sexual abuse.• Psychological abuse.• Emotional abuse.• Neglect.• Grooming.• Exposure to family violence.• Online/cyber abuse.• Image-based sexual offences.
Child Safety	Comprises all 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.

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<p>Concerns and Complaints</p>	<p>A complaint is an expression of dissatisfaction to the School regarding an action taken, decision made, or service provided, or regarding the failure to provide a service, take action or make a decision. This includes any disclosure, allegation, suspicion, concern or internal report regarding:</p> <ul style="list-style-type: none"> • Services or dealings with individuals. • A breach of the School’s Child Safety Code of Conduct. • A breach of the School’s Staff and Student Professional Boundaries Policy. • A child safety incident or concern alleged to have occurred, be occurring or be at risk of occurring at the School or a School event. • Allegations of abuse or misconduct by a staff member, a volunteer or another individual associated with the School. • Disclosures of abuse or harm made by a child or young person. • The conduct of a child or young person at the School. • The inadequate handling of a prior concern. • General concerns about the safety of a group of children or activity • Other staff misconduct. • Any complaint about the School’s response to or management of a child safety incident or concern, including complaints alleging non-compliance with our Procedures for Responding to and Reporting Child Safety Incidents or Concerns and our Procedures for Managing Child Safety Incidents or Concerns.
<p>Direct Contact Contractors</p>	<p>A Third Party Contractor who:</p> <ul style="list-style-type: none"> • Has direct contact with students during the normal course of their work. • May be in position to establish a relationship with a student. • Is a contractor that the School is legally required to screen. <p>Direct contact is defined in the <i>Worker Screening Act 2020 (Vic)</i> to mean any contact between a person and a child that involves:</p> <ul style="list-style-type: none"> • Physical contact. • Face-to-face contact. • Contact by post or other written communication. • Contact by telephone or other oral communication. • Contact by email or other electronic communication.
<p>Direct Volunteers</p>	<p>A Volunteer who:</p> <ul style="list-style-type: none"> • Has direct contact with students during the normal course of their work without payment or financial reward. • May be in position to establish a relationship with a student. • Is a volunteer that the School is legally required to screen. <p>Direct contact is defined in the <i>Worker Screening Act 2020 (Vic)</i> to mean any contact between a person and a child that involves:</p> <ul style="list-style-type: none"> • Physical contact. • Face-to-face contact. • Contact by post or other written communication. • Contact by telephone or other oral communication. • Contact by email or other electronic communication.
<p>Mandatory reporting</p>	<p>The legal requirement for certain professional groups, including registered teachers, school principals, early childhood workers, nurses, registered psychologists, school counsellors and all people in religious ministry, to report a reasonable belief of child physical or sexual abuse to child protection authorities.</p> <p>In Victoria, under the <i>Children, Youth and Families Act 2005 (Vic)</i>, mandatory reporters must make a report to child protection if, in the course of practising their profession or carrying out duties of their office, position or employment, they form a belief on reasonable grounds that a child is in need of protection from physical injury or sexual abuse.</p>
<p>School Environment</p>	<p>All physical and online environments and other locations used by our students, both during and outside of school hours. These include:</p> <ul style="list-style-type: none"> • The School’s campus, located at 2 Leila Road, Ormond. • Approved social media groups set up for School communication, email, the learning management system, and intranet systems such as KCEE.

	<ul style="list-style-type: none"> Other locations, such as school camps, sporting events, competitions or other events, TAFEs, registered training organisations, approved homestay accommodations, another school, non-school senior secondary providers, tours and excursions, including those provided by external education providers and other contractors.
Staff	All Staff, including music instructors and sports coaches employed on a casual basis, are "school staff" for the purposes of Ministerial Order 1359.

4.0 Policy Statement

4.1 Commitment to Child Safety

The School is committed to providing a child safe environment. We believe our students have the right to feel and be safe. We value and respect student empowerment and participation when making decisions that affect them.

We have zero tolerance for child abuse and are committed to acting in our students' best interests and keeping them safe from harm. We regard our child safety responsibilities with the utmost importance and, as such, are committed to providing the necessary resources to ensure compliance with all relevant child safety laws and regulations and maintaining a child safe culture.

Our commitment to child safety is an integral part of every aspect of the School. Therefore, every member of the School community has a responsibility to understand the important specific role they play individually and collectively to ensure the safety and wellbeing of our students is at the forefront of all that they do and every decision that they make.

4.2 Child Safe Codes of Conduct

Our Child Safe Codes of Conduct include a Child Safety Code of Conduct together with a Staff and Student Professional Boundaries Policy. We publish these Child Safe Codes of Conduct on our public website.

These Codes of Conduct set clear expectations of acceptable and unacceptable behaviours with students, professional boundaries, ethical behaviour, expected standards of behaviour and acceptable and unacceptable relationships between adults in our School community and students, including in physical, online and virtual environments. Also included in our Child Safe Codes of Conduct are processes to report inappropriate behaviour.

4.3 Cultural Safety

The school community is committed to establishing an inclusive and culturally safe school where the strengths of Aboriginal and Torres Strait Islander culture, values and practices are respected.

We think about how every student can have a positive experience in a safe environment. For Aboriginal students, we recognise the link between culture, identity and safety. It is our policy to actively create opportunities for Aboriginal students, their families and their communities (including local Aboriginal communities relevant to the School) to have a voice and presence in our School's planning, policies, and activities.

4.4 Student Empowerment and Participation

As part of our commitment to being a child safe and child-centred organisation, we work to create an inclusive and supportive environment that encourages our students to contribute to and understand our approach to child safety and wellbeing.

The School values and respects student empowerment and participation when making decisions that affect them. This includes decisions about organisational planning, delivery of services, management of facilities, and learning and assessment environments.

We ensure our students know about their rights to safety, information and participation. We actively seek to understand what makes students feel safe in our school and regularly communicate with students about what they can do if they feel unsafe.

4.5 Parents/Carers, Family and Community Engagement at the School

The School recognises that parents and carers have the primary responsibility for the upbringing and development of their children.

We ensure that families and relevant communities (Aboriginal and Torres Strait Islander communities, culturally and linguistically diverse communities, other communities that make up our Staff and student cohort, and the local community in which our school operates) know about the School's operations and policies, including this Policy and the Child Safe Codes of Conduct, record keeping practices, risk management, and complaints and investigation processes.

We actively seek to engage with families and relevant communities in decisions about organisational planning, delivery of services, management of facilities, and learning and assessment environments.

We build cultural safety at the School through partnerships with relevant communities.

4.6 Diversity and Equity

The School values diversity and does not tolerate any discriminatory practices. To achieve this, we:

- Support the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students and their families.
- Support the cultural safety, participation and empowerment of students from culturally and linguistically diverse backgrounds and their families.
- Support students with disability and their families and act to promote their participation.
- Support students and families of diverse sexuality and act to promote their participation.
- Seek to recruit a workforce that reflects a diversity of cultures, abilities and identities.
- Ensure that all Staff, relevant Volunteers and Contractors have training about Aboriginal and Torres Strait Islander cultures, disability, culturally and/or linguistically diverse backgrounds, and those with particular experiences or needs.
- Have a physical environment that actively celebrates diverse cultures and recognises cultural difference.
- Commit to ensuring that our facilities promote the inclusion of students of all abilities.

4.7 Child Safety Human Resources Management

4.7.1 Recruitment and Screening

Before signing an employment contract with a prospective employee, the Director of Human Resources and Operations will contact referees to assess that person's suitability to work at the School and for working with children.

Successful applicants are required to complete the Onboarding Platform 'HR Onboard'.

Through this platform, new staff must prove their identity and their right to work in Australia, by uploading on the HR Onboard either a:

- Birth Certificate; or
- Australian Passport.

Staff who are not an Australian citizen must provide copies of their Visa.

New staff must also provide the School with relevant professional and other qualifications by uploading this information onto HR Onboard. Information collected through this Onboarding Platform is checked and verified by the Director of Human Resources and Operations against the Victorian Institute of Teaching, Working with Children Check status checker or other equivalent government agency as required.

In addition, it is a requirement of the School that relevant certificates or transcripts from education providers, including but not limited to universities, are provided as further proof of qualifications.

Once collected, all information regarding employees is retained and stored securely and in accordance with Public Record Office Victoria.

Kilvington Grammar School applies best practice standards in the recruitment and screening of Staff, Volunteers and Contractors to engage the most suitable and appropriate people to work with our students. Our practices include:

- Requiring all Staff, Volunteers and Contractors to maintain a valid Working With Children Clearance (WWCC) or equivalent background check such as a Victorian Institute of Teaching registration. The School will sight, verify and record this information.
- Ensuring all Staff and relevant Volunteers and Contractors undergo child safe induction, and ongoing education and training.
- Ensuring we provide Staff and relevant Volunteers and Contractors who engage with students, with regular supervision and performance monitoring by their line manager or a senior member of Staff.
- Ensuring professional development programs for Staff include child safe education and training programs.

4.7.2 Training and Information about Child Safety

As a part of Kilvington Grammar School's induction process, all Staff, as well as relevant Volunteers and Contractors, are required to complete induction training on our child safe policies, practices and procedures.

All Staff, as well as relevant Volunteers and Contractors, will also receive refresher and ongoing child safe training at least annually. Our child safe induction and ongoing training program includes information about:

- This Child Safety and Wellbeing Policy.
- The Child Safe Codes of Conduct.
- Recognising child abuse and other harm and identifying key indicators.
- Our policies and procedures for responding to and reporting child safety incidents or concerns (including mandatory reporting, reporting to police and reportable conduct obligations).
- Our policies and procedures for information sharing and record keeping about child safety incidents and concerns.
- Working With Children Clearances and other child safety and wellbeing human resources practices.

The School provides all Visitors to the School, including those Volunteers and Contractors who may not be required to complete Child Safety training, with information about our child safe program and how to report child safety incidents or concerns to the School and to relevant external authorities. This information is available on the School's public website.

4.7.3 Supervision and Support

The School provides Staff, as well as relevant Volunteers and Contractors, with support and regular supervision by their line manager, the School's Child Safety Officers and/or the

Executive to ensure that they are compliant with the School's approach to child safety and wellbeing.

4.8 Complaints and Reporting Processes

The School fosters a culture that encourages everyone in the school community to raise concerns and complaints about child safety and wellbeing. A complaint can be made by anyone including a student, former student, parent/carer, other family member, staff member or member of the wider community.

The School will take appropriate, prompt action in response to all child safety incidents or concerns, including all complaints, allegations or disclosures of abuse or other harm, when anyone reports these to the School.

The School's response will include:

- Externally reporting all matters that meet the required relevant thresholds to Child Protection (Mandatory Reports), the Police (Mandatory Reporting of Child Sexual Abuse), the Commission for Children and Young People (Reportable Conduct), and/or the Victorian Institute of Teaching (Teacher Misconduct), depending on the issues raised and consistent with PROTECT Four Critical Actions and Four Critical Actions: Student Sexual Offending.
- Fully cooperating with any resulting investigation by an external agency.
- Protecting any student connected to the child safety incident or concern until it is resolved and providing ongoing support to those affected.
- Taking particular measures in response to child safety incidents or concerns about:
 - An Aboriginal student.
 - A student from a culturally and linguistically diverse background.
 - A student with disability.
 - Students who are unable to live at home.
 - Students who identify as LGBTQIA+.
- Sharing information with, or requesting information from, external people or agencies as permitted or required under the Child Information Sharing Scheme and/or the Family Violence Information Sharing Scheme.
- Securing and retaining records of the child safety incident or concern and the School's response to it.
- Taking broader actions to improve child safety at the School (including systemic reviews and resulting improvements).

Please refer to the **Procedures for Managing Child Safety Incidents or Concerns, including Child Safe Complaints, at or involving the School or its Staff, Volunteers or Contractors.**

In this document, you will find information about the process for making a complaint about the School or the behaviour of any person within the School.

4.9 Child Safety Risk Management

The School recognises the importance of a risk management approach to minimising the potential for child abuse or harm to occur and we use this information to inform our policies, procedures and activity planning.

We identify, assess and manage child safe risks in all School environments, based on a range of factors including the nature of our School's activities, its physical, virtual and online environments and the characteristics of the student body. We use this information to inform our policies, procedures and activity planning.

We record identified risks to child safety and wellbeing in our Child Safe Risk Register, along with the actions in place at the School to manage these risks. The Board, the Head of Junior and Senior School and/or the Executive monitor and evaluate the effectiveness of these actions at least annually

4.10 Privacy and Information Sharing

The School collects, uses and discloses information about our students and their families in accordance with Victorian privacy laws and other relevant laws, including laws that permit the School to disclose information about child safety and wellbeing to external people and agencies.

We share information with, or request information from, external people or agencies as permitted or required under the Child Information Sharing Scheme and/or the Family Violence Information Sharing Scheme

For information about how the School collects, uses and discloses this information, refer to our Privacy Policy.

4.11 Child Safety Record Keeping

The School is committed to best practice record keeping about child safety incidents and concerns.

If an allegation of child sexual abuse is made, the School will ensure full and accurate records are created to document all aspects of the allegation and investigation.

The School records all internal and external reports of child safety incidents and concerns, as well as any other responses, by using the following documents:

- Kilvington Grammar School Child Safety Incident Report Form.
- Kilvington Grammar School Student Sexual Offending Form.

When keeping records of disclosures of allegations of child abuse and/or student sexual offending, the School maintains confidentiality and privacy for our students and their families in accordance with federal and state privacy legislation.

In addition, the School will ensure these records are properly managed, protected and retained over time. As such, the School will adhere to the Public Record Office Victoria Record Keeping Standards.

For records relating to investigations of incidents and allegations of child sexual abuse, the School will abide by the requirements as prescribed in the Retention and Disposal Authority for Records of Organisational Response to Child Sexual Abuse Incidents and Allegations.

4.12 Child Safety Program and Practice Review

The School is committed to the continuous improvement of the policies and procedures of our Child Safe Program. The Program is reviewed annually (or earlier if a significant child safety incident occurs at the School or legislation changes) for overall effectiveness and to ensure compliance with all child safety and wellbeing related laws, regulations and standards.

When undertaking these reviews, the School:

- Actively seeks, actions and incorporates feedback from students, families, the wider School community, Staff, Volunteers and Contractors.
- Analyses any complaints and child safety incidents that may have occurred.
- Communicates any learnings, adjustments or amendments to policy and practice widely throughout the School community.

5.0 Child Safe Procedures

5.1 Reporting Child Safety Incidents or Concerns to the School

Whenever there are concerns that a child or young person is in immediate danger, call Triple zero (000) and ask for urgent Police assistance.

Any person, including all staff, volunteers, contractors, parents/carers and students, can at any time report concerns about the wellbeing of a child under 17 to Child Protection. The contact details are provided in the table below. Note: The Division that takes the case is based on the address of the student, not the address of the School.

Contact hours	Contact name	Telephone number
Business hours: 8:45am - 5:00pm (Monday to Friday)	Child Protection - South Division	1300 655 795
After hours: 5:00pm - 9:00am (Monday to Friday, 24 hours on weekends and public holidays)	Child Protection Emergency Service (state-wide)	13 12 78

Our child safe program includes training for staff, the Board, relevant volunteers and relevant contractors as well as procedures for Managing Child Safety Incidents or Concerns (including Child Safe Complaints) and for Responding to and Reporting Child Safety Incidents or Concerns (including Mandatory Reporting). We do this to provide information on how to identify key indicators of child abuse or other harm and how to report child abuse incidents, disclosures or suspicions internally.

We also outline detailed procedures with respect to the reporting of child abuse incidents, disclosures or suspicions to relevant authorities on our Responding to an Incident, Disclosure or Suspicion of Child Abuse Form.

We recognise that some individuals, particularly children, face additional vulnerabilities to child abuse and other harm, as well as additional barriers to disclosing child safety incidents or concerns. Our child safe program provides guidance on identifying additional vulnerabilities and barriers and contains strategies for supporting these individuals to participate in the School community and enabling them to disclose child safety incidents or concerns to the School.

The School supports students to use multiple pathways to raise child safety incidents or concerns about or at the School. These include informal and formal ways, an 'anonymous' way, and through external child advocacy or child safety organisations.

Parents/carers, family members and other community members who have child safety concerns or who suspect that a child or young person associated with the School may be subject to abuse or other harm can contact:

- The Head of Junior School, by telephoning 03 9578 6231 or emailing hojs@kilvington.vic.edu.au.
- The Head of Senior School by telephoning 03 9578 6231 or emailing hoss@kilvington.vic.edu.au.
- If the concern relates to the Head of Junior and/or the Head of Senior School, contact the Deputy Principal by telephoning 03 9578 6231 or emailing deputy_principal@kilvington.vic.edu.au.

Any person can also contact the School's Child Safe Champion by telephoning 03 9578 6231 or emailing director_of_business@kilvington.vic.edu.au if they have concerns regarding the School's leadership in relation to child safety.

Communications will be treated confidentially on a 'need to know basis'.

5.2 The School's Response to and External Reporting of Child Safety Incidents or Concerns

Our child safe program sets out the procedures, consistent with PROTECT Four Critical Actions and Four Critical Actions: Student Sexual Offending, that the School will follow for any child safety incident or concern involving a student, School Staff, Volunteer, Contractor or Visitor, or other person connected to the School or the School environment.

It also provides guidance for all Staff, Volunteers and Contractors on their obligations to respond to and report, to relevant external authorities, child safety incidents and concerns.

These procedures and guidance are summarised in the following documents which are available on the School's website:

- Procedures for Responding to and Reporting Child Safety Incidents or Concerns (including Mandatory Reporting).
- Procedures for Managing Child Safety Incidents or Concerns, including Child Safe Complaints at or Involving the School or its Staff, Volunteers or Contractors.

5.3 Support for Students, Families and Staff Following Child Safety Incident or Disclosure

Child safety incidents or concerns can cause trauma and significantly impact on the mental health and wellbeing of children, as well as on their families. In addition to reporting and referral to the relevant authorities, the School plays a central role in addressing this trauma and has a duty of care to ensure that students feel safe and supported at School.

The School employs a range of measures to support students affected by a child safety incident or concern depending on the particular circumstances of the matter and of the student and their family:

- Child Safety Officers will work with the student and their family to develop a Student Support Plan.
- Support strategies that could be considered for students and/or their families might include offering or organising referrals to internal or external support, such as the School counsellor, bi-cultural workers and/or translators, or an external support agency and/or child advocacy organisation which specialises in supporting children and young people impacted by abuse or other harm.

The School offers former students who may disclose historical child safety incidents or concerns from their time at the School similar support.

Witnessing a child safety incident or receiving a disclosure of abuse or other harm can be a distressing experience for Staff, Volunteers and Contractors involved. The School assists impacted Staff, Volunteers and Contractors to access necessary support.

5.4 Embedding a Culture of Child Safety: Our Child Safe Program

Our Child Safe Program itself is one of the strategies employed by Kilvington Grammar School to embed a culture of child safety at the School.

Our Child Safe Program relates to all aspects of child safety and wellbeing and establishes work systems, practices, policies and procedures to create and maintain a child safe environment and culture at the School. It includes:

- The Child Safe Codes of Conduct.
- clear information about what is child abuse and other harm and key indicators of child abuse and other harm
- Clear procedures for responding to and reporting child safety incidents or concerns internally to a Child Safety Officer, and for responding to incidents or allegations of child abuse or other harm.
- Strategies to support, encourage and enable Staff, Volunteers, Contractors,

parents/carers and students to understand, identify, discuss and report child safety matters.

- Procedures for recruiting and screening members of the Executive, Staff, Volunteers and Contractors.
- Procedures for reporting to external agencies, including Mandatory Reporting to the Department of Families, Fairness and Housing (Child Protection), Reportable Conduct to the Commission for Children and Young People and Reporting Child Sexual Abuse to Police.
- Pastoral care strategies designed to empower students and keep them safe
- strategies to support and encourage the participation and inclusion of Aboriginal and Torres Strait Islander students, students from culturally and linguistically diverse backgrounds and students with disability.
- Child safe training.
- Information regarding the steps to take after a disclosure of abuse or other harm to protect, support and assist students.
- Guidelines with respect to record keeping and confidentiality.
- Policies to ensure compliance with all relevant laws, regulations, and standards (including the Victorian Child Safe Standards, Ministerial Order 1359 and the National Principles).
- A system for continuous review and improvement.

6.0 Responsibilities

Child safety and wellbeing is everyone's responsibility. ensure our Board, staff and volunteers receive ongoing training and support to implement this Policy

Nevertheless, specific roles and responsibilities have been assigned to specific members of the School community.

6.1 Kilvington Grammar School Board

For the purposes of Ministerial Order 1359, the Kilvington Grammar School Board (Board) is the School's "school governing authority". The Board is responsible for approving our Child Safe Program, including this Policy and the Child Safe Codes of Conduct.

The Board is required to ensure that appropriate resources are made available to allow the Child Safety and Wellbeing Policy and Child Safe of Conduct to be effectively implemented within the School and are responsible for holding the Principal and members of Executive Staff accountable for the effective implementation of the Child Safety and Wellbeing Policy and Child Safe Codes of Conduct.

6.1.1 Board's Child Safe Champion

The School Board's Child Safe Champion is the Director of Business. As an Officer of the Board, the Child Safe Champion is responsible for ensuring that child safety and wellbeing is prioritised, modelled and championed at the Board level of the School. The Child Safe Champion also ensures all members of the Board meet these requirements.

6.2 The Principal

For the purposes of the Reportable Conduct Scheme, the Principal is the "head" of the School.

The Principal is responsible for taking all practical measures to ensure that this Policy and the School's Child Safe Program is implemented effectively and followed. The Principal is also responsible for ensuring a strong and sustainable child safe culture is maintained within the School, including by:

- Modelling the Child Safe Codes of Conduct and reinforcing high standards of child safe behaviours between adults and students, and between students.
- Facilitating the participation of students, families, Staff and other members of the School community in promoting and improving child safety and wellbeing at the School.

- Promoting regular and open discussion of child safety and wellbeing issues within the School community.
- Facilitating regular professional learning for Staff and relevant Volunteers and Contractors about child safety, cultural safety, student wellbeing and preventing and responding to child safety incidents and concerns.
- Creating an environment where child safety incidents, concerns and complaints are readily raised with the School and where no one is discouraged from reporting child safety incidents or concerns to relevant external authorities.

6.3 Child Safety Officers

Our Child Safety Officers are:

- Head of Senior School.
- Head of Junior School.
- School Psychologist.
- Director of Marketing and Development.
- Music Administrator.

Our Child Safety Officers receive additional specialised training with respect to child safety and wellbeing, including but not limited to, child protection issues. They are the first point of contact for raising child safety concerns within the School. They are also responsible for championing child safety within the School and assisting in coordinating responses to child safety incidents.

6.4 Staff

All Staff are required to be familiar with our Child Safety and Wellbeing Policy, Child Safe Codes of Conduct and our Child Safe Program, as well as their legal obligations with respect to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant and to raise all incidents and concerns they may have relating to child abuse with one of the School's Child Safety Officers.

To meet these obligations, all Staff must:

- Participate in child safety and wellbeing induction and ongoing training provided by the School.
- Always follow the School's child safety and wellbeing policies and procedures in the Child Safe Program.
- Act in accordance with the Child Safe Codes of Conduct.
- Identify and raise child safety incidents and concerns in accordance our Procedures for Responding to and Reporting Child Safety Incidents or Concerns, and follow the processes set out in the documents PROTECT Four Critical Actions and Four Critical Actions: Student Sexual Offending.
- Ensure student views are taken seriously and their voices are heard when making decisions that affect them.
- Implement inclusive practices that respond to the diverse needs of students.

6.5 Volunteers

A Volunteer is someone who works without payment or financial reward for the School. Volunteers may be family members of students, or from the wider School or local community. Volunteers are not "school staff" for the purposes of Ministerial Order 1359.

All Volunteers at the School are responsible for contributing to the safety and protection of students in the School Environment. To meet these obligations all Volunteers must comply with our Child Safety and Wellbeing Policy and Child Safety Code of Conduct. Direct Contact Volunteers and, if required by the School, other Volunteers must:

- Participate in child safety and wellbeing induction and ongoing training provided by the

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- Be aware of key indicators of child abuse and other harm.
- Understand their legal obligations with respect to the reporting of child abuse and other harm.
- Raise all child safety concerns with one of the School's Child Safety Officers.

For any school event involving volunteers, the School will undertake a child safety risk assessment. This child safety risk assessment process will enable the School to consider the child safety risks relevant to the volunteer's role in that event.

If the risk assessment determines that the level of child safety risk deems it to be reasonable and appropriate, the School will collect and record the following information regarding the volunteer:

- Proof of personal identity; and
- Information about any essential or relevant professional or other qualifications; and
- The person's history of work involving children; and
- References that address the person's suitability for the job and working with children at our school.

Any information collected and recorded will be done in accordance with the requirements prescribed by the Public Record Office Victoria Record Keeping Standards and in line with the School's Privacy Policy.

6.6 Contractors

A Contractor is someone engaged by the School to perform specific tasks. Contractors are not employees of the School. However, Contractors who have direct contact with children are "school staff" for the purposes of Ministerial Code 1359. All Contractors are responsible for contributing to the safety and protection of children in the School environment.

Contractors include, for example, maintenance and building personnel, gardeners, consultants, caterers and cleaners. Contractors also include external education providers (organisations that the School has arranged to deliver specified course of study that is part of the curriculum, to a student or students enrolled at the School).

To meet these obligations all Contractors must comply with our Child Safety and Wellbeing Policy and Child Safe Code of Conduct. Direct Contact Contractors (and, if required by the School, other Contractors such as Regular Contractors who are engaged in "child-connected work") must:

- Participate in child safety and wellbeing induction and ongoing training provided by the School.
- Be aware of key indicators of child abuse and other harm.
- understand their legal obligations with respect to the reporting of child abuse and other harm
- Raise all child safety concerns with one of the School's Child Safety Officers.

The School may include this requirement in the written agreement between it and the Contractor.

Any information collected and recorded will be done in accordance with the requirements prescribed by the Public Record Office Victoria Record Keeping Standards and in line with the School's Privacy Policy.

7.0 Relevant Legislation and Standards and Related Documents

7.1 Relevant Legislation and Standards

This Policy is to be read and understood in conjunction with legislation, regulations, external policies and standards on child safety and wellbeing, including:

- Child Wellbeing Safety Act 2005 (Vic).
- Children, Youth and Families Act 2005 (Vic).
- Crimes Act 1958 (Vic).
- Education and Training Reform Act 2006 (Vic).
- Equal Opportunity Act 2010 (Vic).
- Family Violence Protection Act 2008 (Vic).
- Four Critical Actions: Student Sexual Offending.
- Ministerial Order 1359 (Vic).
- National Principles for Child Safe Organisations.
- Privacy Act 1988 (Vic).
- PROTECT: Four Critical Actions.
- Reportable Conduct Scheme .Victorian Child Safe Standards.
- Worker Screening Act 2020 (Vic).
- United Nations Convention on the Rights of the Child.

7.2 Related Documents

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

- Anti-Bullying and Harassment Policy.
- Child Safety Code of Conduct.
- Complaints Resolution Policy (Parent, Guardian and Student).
- Kilvington Grammar School Child Safety Incident Report Form.
- Kilvington Grammar School Student Sexual Offending Form.
- Procedures for Responding to and Reporting Child Safety Incidents or Concerns (including Mandatory Reporting).
- Procedures for Managing Child Safety Incidents or Concerns, including Child Safe Complaints at or Involving the School or its Staff, Volunteers or Contractors.
- Retention and Disposal Authority for Records of Schools.
- Staff and Student Professional Boundaries Policy.
- VIT Code of Conduct.
- Volunteers Management Policy.

8.0 Implementation and Communication

The Kilvington Grammar School Child and Safety Wellbeing Policy is published on our public website and on KCEE.

It is provided to new Staff, and to our Direct Contact and Regular Volunteers, and Direct Contact and Regular Contractors at their induction or prior to them commencing at the School.

All Visitors to the School, including Casual Volunteers and Casual Contractors, are provided with information about the School's Child Safety and Wellbeing Policy (including in particular the Child Safe Codes of Conduct and how to report child safety incidents or concerns to the School and to relevant external authorities).

9.0 Breach of Kilvington Grammar School Child Safety and Wellbeing Policy

Kilvington Grammar School enforces this Child Safety and Wellbeing Policy and our Child Safe Codes of Conduct. In the event of any non-compliance, we will instigate a review that may result in a range of measures (depending on the severity of the breach). These include:

- Corrective education.
- Counselling.
- Increased supervision.
- The restriction of duties.
- Appointment to an alternate role.
- Suspension.
- In the case of serious breaches, termination of employment, contract or engagement.

10.0 Policy status and review

Recognising the need for continuous improvement, we will regularly review this Child Safety and Wellbeing Policy. We welcome input from all members of the School community, including staff, students and parents/carers.

This Policy will be reviewed at least annually or earlier if required, such as if a significant child safety incident occurs at the School or due to changes in legislation. The Board will be responsible for ensuring this Policy is regularly reviewed, evaluated and updated as needed.

11.0 Evaluation

Policy last reviewed: August 2023

Approval: The Board

Review cycle: Annually