

Child Safety and Wellbeing Policy

Policy Audience: Public Document



Whenever there are concerns that a child or young person is in immediate danger the Police should be called on **000**.

The local 24-hour Police Station contact details are:

Bayside Police – 03 8530 5100

Caulfield Police – 03 9524 9500

Moorabbin Police – 03 9556 6565



Help for non-English speakers.

If you need help to understand this policy, please contact us at enquiries@kilvington.vic.edu.au

1.0 Introduction

Kilvington Grammar School's (the School) has a zero tolerance to child abuse and racism and is committed to establishing and maintaining a child safe environment in which all children feel safe and are safe from harm.

Our Child Safety and Wellbeing Policy (Policy) demonstrates the School's commitment to:

- Safeguarding our students from physical, sexual, emotional and psychological abuse and neglect.
- Identifying, confronting and addressing racism.

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.

2.0 Purpose

The purpose of this Policy is to provide 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.

3.0 Scope

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

From 1 July 2024, the definition of employee has changed, bringing new workers and volunteers into the Reportable Conduct Scheme. As a consequence, this Policy may also now apply to workers or volunteers provided by labour hire agencies, companies or other providers, as well as secondees, directors of companies and individual business.

Child Safety and Wellbeing Policy

Policy Audience: Public Document



Examples of these workers or volunteers include, but are not limited to:

- Casual relief teachers provided by a labour hire agency.
- Administrative staff, gardening, maintenance, IT or other staff performing supporting work at the School who are engaged through a labour hire company.
- Student teachers undertake a placement at the School, including the Early Learning Centre, as part of their teaching course.

4.0 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	<p>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.</p> <p>This can be a single incident or incidents that occur over time and, regardless of by whom or how this harm occurs, can involve:</p> <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-connected work	Work authorised by the School Board and performed by an adult in the School environment while children are present or reasonably expected to be present.
Child-related work	Work at the School or associated with homestay accommodation that usually involves direct contact with a child. Work is not child-related by reason only of occasional direct contact with children that is incidental to the work.
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.

Child Safety and Wellbeing Policy

Policy Audience: Public Document



<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.</p> <p>This includes any disclosure, allegation, suspicion, concern or internal report regarding:</p> <p>Services or dealings with individuals.</p> <ul style="list-style-type: none">• 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.• 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.• Is employed directly by the School or is employed through a labour hirer company. <p>Direct contact is defined in the Worker Screening Act 2020 (Vic) 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.

Child Safety and Wellbeing Policy

Policy Audience: Public Document



Direct Volunteers	<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.• Is working through a direct arrangement with the School or through a labour hire agreement.• Is a higher education student teacher on placement with the School, including the Early Learning Centre, as part of their teaching course. <p>Direct contact is defined in the Worker Screening Act 2020 (Vic) 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.
Mandatory Reporting	<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 Children, Youth and Families Act 2005 (Vic), 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>
School Community	<p>The School Community includes all:</p> <ul style="list-style-type: none">• School staff (permanent, fixed term, sessional and casual).• Volunteers.• Contractors.• Members of the School Board.• Parents/guardians and any other adult family members of a student enrolled at the School.• Visitors.• External education providers.• Pre-service teachers on placement at the School.• Provisional psychologists on placement at the School.• Any other student or intern on placement at the School.• Approved homestay hosts, guardians and parent representatives for international students.

Child Safety and Wellbeing Policy

Policy Audience: Public Document



School Environment	<p>All physical and online environments and other locations used by our students, both during and outside of school hours.</p> <p>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.• 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• Overnight activities, including camps and overseas tours including those provided by external education providers and other contractors.• Day excursions, including those provided by external education providers and other contractors.
School Staff	<p>All staff, including music instructors and sports coaches employed on a casual basis, are "school staff" for the purposes of Ministerial Order 1359.</p> <p>They include any person working in the School environment who is:</p> <ul style="list-style-type: none">• Directly engaged or employed by the School.• A contracted service provider (whether or not a body corporate or any other person is an intermediary) engaged by the School to perform child-related work• A minister of religion, a religious leader or employee or officer of a religious body associated with the School.

5.0 Policy Statement

5.1 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.

We believe we all share responsibility for student safety and wellbeing. This is supported by a dedicated wellbeing team, including the Character Team, Pastoral Care Team, classroom teachers, mentors and school psychologists, who work to uphold student rights, safety and wellbeing.

5.2 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: <https://www.kilvington.vic.edu.au/>.

Child Safety and Wellbeing Policy

Policy Audience: Public Document



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.

5.3 Cultural Safety for Indigenous Students

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 and valued.

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.

To achieve this, we have in place strategies and actions to ensure the cultural safety of Aboriginal students. For more information, please contact the School's Child Safe Champion by telephoning 03 9578 6231 or emailing directorofbusiness@kilvington.vic.edu.au.

The School's Anti-Bullying and Harassment Policy affirms our commitment to respecting and valuing Aboriginal children.

It is the School's policy that:

- Staff and volunteers must encourage and support Aboriginal children to express their culture and enjoy their cultural rights.
- Staff and volunteers must actively support and facilitate participation and inclusion within the School by Aboriginal children and their families.
- Measures are adopted by the School to ensure racism is identified, confronted and not tolerated, and any instances of racism within the School environment are addressed with appropriate consequences.
- The Principal and members of the Executive have a responsibility to assist all members of the School Community to acknowledge and appreciate the strengths of Aboriginal culture and understand its importance to the wellbeing and safety of Aboriginal children.

For advice on how members of the School Community can prevent and report bullying and harassment, please refer to our Anti-Bullying and Harassment Policy which can be found on the School's website.

5.4 Students' Rights to Safety, Information and Participation

As part of our commitment to creating a child-safe and child-centred organisation, the School has established a Student Wellbeing Framework that underpins our approach to fostering an inclusive and supportive culture, promoting a strong sense of belonging and ensuring all students feel safe.

It is the School's policy to enable our staff and volunteers to:

- Be attuned to the signs of harm.
- Identify indicators of child abuse.
- Support and facilitate child-friendly ways for children and students to express their views and raise concerns.
- Be responsive to students.

Child Safety and Wellbeing Policy

Policy Audience: Public Document



5.4.1 Student Empowerment

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, learning environments, and matters relating to student safety and wellbeing.

We empower students through meaningful leadership opportunities in Junior School and Senior School to enable students to develop confidence, communication skills, and responsibility.

Student voice and agency are represented through our School Leaders and our Student Leadership Council, which builds leadership capacity across the whole school. The Student Leadership Council provides meaningful opportunities for students to contribute ideas, collaborate with peers and staff, and share perspectives on issues that impact their school experience.

Through the Student Leadership Council and committees focused on connection, diversity and inclusion, sustainability and community service, students develop confidence, communication skills and responsibility, ensuring their voices are heard and valued.

5.4.2 Providing Information

We will provide our students with information about:

- Their rights to safety, information, and participation.
- The process of contacting relevant staff where there are child safety incidents or concerns related to themselves or someone they know.

Students will be informed of their rights, including to safety, information and participation, through:

- Assemblies.
- Character Days.
- Mentor/Class Groups.
- Health Curriculum
- Wellbeing Workshops
- PROTECT Child Safety posters.
- Anti-Bullying and Harassment policies and posters.

5.4.3 Character Initiative

The School believes that every student is seen as a person of infinite worth and is entitled to be nurtured with respect, care and high expectations, enabling them to achieve their personal best.

We know that support can come from a number of people in our students' lives, and we recognise the importance of friendships and encourage students to seek support from their peers as a way for them to feel safe and connected..

We recognise that positive relationships and a strong sense of belonging are fundamental to student wellbeing and safety. Through the Character Initiative, the School prioritises connection, inclusion and personal growth so that all students feel known, valued and supported within the school community.

The Character Initiative intentionally develops the personal, social and leadership capabilities of students, supporting their wellbeing and capacity to positively contribute to school life and beyond.

Through the Character Initiative, the School:

- Explicitly teaches core character traits through the curriculum and dedicated character days.
- Integrates character development into mentoring and wellbeing sessions, working closely with The Resilience Project. and other external organisations.
- Delivers Character and Connection Days focused on embedding practice and celebrating students' growth in character.

Child Safety and Wellbeing Policy

Policy Audience: Public Document



- Establishes a purposeful and sequential leadership pathway that empowers students to build capacity, express their voice, and actively shape the school community.
- Actively acknowledges and celebrates key annual wellbeing and awareness days.
- Provides authentic, real-world opportunities for students to demonstrate character in action through project-based learning and immersive, life-changing experiences.

For more information about the Character Initiative, Child Safety and Wellbeing, please visit the School website: kilvington.vic.edu.au.

5.5 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 build cultural safety at the School through partnerships with relevant communities, including 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.

To support family and community engagement, we:

- Have a clear and visible Wellbeing page on our School Website.
- Publish our Child Safety and Wellbeing policies and procedures on our School Website and Intranet.
- Promote child safety and wellbeing in our School newsletter *In The Know*.
- Display PROTECT Child Safety posters across the School, including the Health Centre.
- Will seek their feedback on our Child Safety and Wellbeing policies and procedures. To do this, we will consult with our families and community when making changes to these policies and procedures, and provide a platform for families and members of our community to provide feedback. We may consult with families via 'In the Know', email or our intranet KCEE.
- Will create opportunities to enable participation into the review of our child safety and wellbeing programs and practices.
- Will encourage them to raise concerns and suggestions to enable us to improve our child safety and wellbeing programs and practices.

Upon enrolment, every parent and guardian becomes a member of Kilvington Parents and Friends Association (PFA). The PFA provides a diverse range of opportunities for parents to engage with the School through social and community events.

For information about the PFA, please look at under the Wellbeing tab on our website: kilvington.vic.edu.au or telephone 03 9578 6231.

5.6 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.
- Will 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

Child Safety and Wellbeing Policy

Policy Audience: Public Document



- 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.

5.7 Child Safety Human Resources Management

5.7.1 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.

When collecting, using and storing any information, including personal information, we adhere to privacy laws and principles as well as the School's Privacy Policy.

New staff must provide the School with relevant professional and other qualifications by uploading this information onto Connx. Information collected through this program 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, which may include a Police Check.

It is also 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's record keeping standards.

The 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.

5.7.2 Training and Information about Child Safety

As a part of the 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

Child Safety and Wellbeing Policy

Policy Audience: Public Document



and concerns.

- Working With Children Clearances and other child safety and wellbeing human resources practices.

As part of their annual training, all staff are provided the support they need to confirm they have read and they understand the School's Child Safety and Wellbeing policies and procedures, including this Child Safety and Wellbeing Policy as well as the School's:

- Child Safe Code of Conduct
- Procedures for Managing Child Safety Incidents or Concerns, including Child Safe Complaints, at or involving the School or its Staff, Volunteers or Contractors
- Procedures for Responding to and Reporting Child Safety Incidents or Concerns (including Mandatory Reporting)
- Staff Code of Conduct
- Staff and Students Professional Boundaries Policy.

Staff are also required to confirm they have read and they understand the School's Complaints Resolution Policy (Parents, Guardians and Students), which manages non-child safety incidents and concerns.

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, which is available on the School's public website, includes this Child Safety and Wellbeing Policy as well as the School's:

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

5.7.3 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.

Staff and relevant Volunteers and Contractors will be assessed to ensure they have the appropriate skills and knowledge to engage in child-connected work.

To achieve this, the School will:

- Ensure qualifications, Working with Children Check, Victorian Institute of Teaching registration and other registrations are screened and reviewed for changes and to confirm they are still valid.
- Take appropriate action, such as prevent them from engaging in child-connected work when the WWCC, Victorian Institute of Teaching (VIT) or other registration is no longer valid.
- Identify training needs and address these through education on Child Safety and Wellbeing.
- Set clear expectations about the role requirements, duties and responsibilities relating to Child Safety and Wellbeing in all staff position descriptions.
- Conduct reviews to assess whether staff are following the Codes of Conduct and other child safety and wellbeing policies.

5.8 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

Child Safety and Wellbeing Policy

Policy Audience: Public Document



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 (CISS) and/or the Family Violence Information Sharing Scheme (FVISS).
- Securing and retaining records of the child safety incident or concern.
- Securing and retaining records of the School's response to the child safety incident or concern.
- Taking broader actions to improve child safety at the School (including systemic reviews and resulting improvements).

5.8.1 Procedures to Make a Child Safety Complaint

To make a child safety incident complaint at or involving the School or our staff, volunteers or contractor, please refer to our 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 including, but not limited to:

- The process for making a complaint about the School or the behaviour of any person within the School.
- The steps the School will take in response to this complaint, including, but not limited to, our:
 - Immediate response.
 - Investigation process.
 - Record keeping process.
 - Review of the investigation procedures and outcomes.

5.8.2 Procedures for Responding to and Reporting Child Safety Incidents or Concerns

If you need to respond to and report child safety incidents or concerns, including Mandatory Reporting, please refer to our Procedures for Responding to and Reporting Child Safety Incidents or Concerns (including Mandatory Reporting).

In this document, you will find information, including but not limited to, the process for:

- How to respond to child safety incidents or concerns.
- How to report child safety incidents or concerns.
- How the School responds to reports of child safety incidents or concerns.

Child Safety and Wellbeing Policy

Policy Audience: Public Document



- How to make a mandatory report.
- How to make a non-mandatory report.

5.9 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 Safety Risk Register, along with the actions in place at the School to manage these risks. The Risk and Finance Committee, whose members include the Principal and Director of Business (the Child Safe Champion), monitor and evaluate the effectiveness of these actions at least annually.

For more information regarding the Risk and Finance Committee, please refer to 7.2 in this Policy.

5.10 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 CISS and/or FVISS.

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

5.11 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.

Child Safety and Wellbeing Policy

Policy Audience: Public Document



For more information regarding the School's records management of child safety incidents or concerns, please refer to the School's website: <https://www.kilvington.vic.edu.au/>.

5.12 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 will:

- 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.

6.0 Child Safe Procedures

6.1 Reporting Child Safety Incidents or Concerns to the School

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 the School's:

- Procedures for Managing Child Safety Incidents or Concerns, including Child Safe Complaints, at or involving the School or its Staff, Volunteers or Contractors
- Procedures 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 have the following forms for staff to complete when reporting child abuse incidents, disclosures or suspicions to relevant authorities:

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

Child Safety and Wellbeing Policy

Policy Audience: Public Document



external child advocacy or child safety organisations.

Any person who has 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 deputyprincipal@kilvington.vic.edu.au.

Any person can also contact the School's Child Safe Champion by telephoning 03 9578 6231 or emailing directorofbusiness@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.

6.2 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.

6.3 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.

Child Safety and Wellbeing Policy

Policy Audience: Public Document



6.4 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 safety and wellbeing 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.

7.0 Responsibilities

Child safety and wellbeing is everyone's responsibility. The School ensures 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.

7.1 Kilvington Grammar School Board

For the purposes of Ministerial Order 1359, the Kilvington Grammar School Board (the 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 responsible for:

- The School's overall compliance with its child safety policies, including this Policy and the Child Safety Code of Conduct.
- Championing and promoting a child safe culture with all members of the School Community.
- Ensuring Child Safety is a regular agenda item at Board Meetings.
- Undertaking annual training on child safety and wellbeing, including specific training on their responsibilities.
- Reviewing and approving updates to, and act in accordance with the School's Child Safety and Wellbeing Policy and Child Safety Code of Conduct and all other related policies and procedures to the extent that they apply to Board Members who are also employees of the School.

Child Safety and Wellbeing Policy

Policy Audience: Public Document



- Reviewing its child safe practices at least annually or earlier where there has been a child safety incident or concern.
- Reviewing the Risk Register, which includes the Child Safety Risk Register, at least annually.
- Monitoring and evaluating the effectiveness of the strategies that are in place at the School to manage Child Safety risks.
- Endorsing the Child Safety Risk Register to ensure that risk management strategies and controls are implemented.
- Ensuring the selection, supervision and management process for the election of Board Members is child safe.
- Holding the Principal, the Child Safe Champion and all other members of Executive Staff accountable for the effective implementation of the Child Safety and Wellbeing Policy and Child Safe Codes of Conduct.
- Ensuring the School has appropriate resources to effectively implement:
 - The Child Safety Framework
 - The National Principles for Child Safe Organisations published by the Australian Human Rights Commission
 - The Victorian Child Safe Standards
 - The School's Child Safety program, which includes appropriate child safety and wellbeing training and resources for staff and students as well as direct volunteers and contractors students.

7.1.1 Child Safe Standards – Actions for the Board

Child Safe Standard 2: Child safety and wellbeing is embedded in leadership, governance and culture

The Board must approve the Code of Conduct given that it applies to School Board employees.

Child Safe Standard 6: Suitable staff and volunteers

The Board must ensure that the School's recruitment policies and practices are followed, and appropriate records kept in respect of Board employees.

Child Safe Standard 7: Complaints processes

The Board plays an important role in ensuring they immediately notify the School if they become aware of any child safety concerns.

Child Safe Standard 8: Child safety knowledge, skills and awareness

The Board must at least annually, receive appropriate guidance and training about:

- 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 the school environment.
- The child safety policies, procedures and practices of the School.

Child Safe Standard 9: Child safety in physical and online environments

The Board, where applicable to their powers and functions, must ensure that procurement policies for facilities and services from third parties ensure the safety of children and students.

7.1.2 Child Safe Standards – Supporting the Principal

The Board can support the principal by informing them of any views of the School community that may be relevant to the Child Safe Standards and relevant to a review of the School's child safety policies, procedures and practices.

Child Safety and Wellbeing Policy

Policy Audience: Public Document



The specific Child Safe Standards are:

- Child Safe Standard 1: Culturally Safe Environments.
- Child Safe Standard 3: Child and Student Empowerment.
- Child Safe Standard 4: Family Engagement..
- Child Safe Standard 5: Diversity and Equity.
- Child Safe Standard 10: Review of Child Safety Practices.
- Child Safe Standard 11: Implementation of Child Safety Practices.

7.1.3 Review and Evaluation

In addition to the responsibilities outlined in 7.1 (above), the Board will:

- Review and evaluate the School's child safety and wellbeing policies, procedures and practices after any significant child safety incident, or at least every two years, and improve where applicable.
- Ensure complaints, concerns and safety incidents are analysed to identify causes and systemic failures and inform continuous improvement.
- Report on the outcomes of relevant reviews to school staff, volunteers, the school community, and families and students.

7.2 Risk and Finance Committee

The Risk and Finance Committee is responsible for:

- Reviewing the Risk Register, which includes the Child Safety Risk Register, at least annually.
- Monitoring and evaluating the effectiveness that are in place at the School to manage Child Safety risks.
- Endorsing the Child Safety Risk Register to ensure that risk management strategies and controls are implemented.
- Ensuring the Risk Register, which includes the Child Safety Risk Register, once reviewed is sent to the next Board Meeting.

7.3 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:

- Championing and promoting a child safe culture with all members of the School Community.
- Ensuring effective child safety and wellbeing governance, policies, procedures, codes and practices are in place and followed.
- 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, cultural safety and wellbeing at the School.
- Promoting regular and open discussion of child safety, cultural 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.
- Enabling inclusive practices where the diverse needs of all students are considered.

Child Safety and Wellbeing Policy

Policy Audience: Public Document



7.4 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.

7.5 Executive

The School Executive comprises of the:

- Principal
- Deputy Principal
- Director of Business (who is the School's Child Safe Champion)
- Executive Assistant to the Principal
- Head of Senior School
- Head of Junior School
- Director of Human Resources and Operations
- Director of Admissions
- Director of Marketing and Community Engagement
- Head of Teaching and Learning
- Head of Character and Wellbeing

Each member of the School Executive is responsible for:

- Championing and promoting a child safe culture with all members of the School Community.
- Modelling the Child Safe Codes of Conduct and reinforcing high standards of child safe behaviours between adults and students, and between students.
- Ensuring appropriate resources are made available in their area of operations to enable the School's Child Safe Program to be effectively implemented within the School.
- Support the Principal in the practical application of the School's child safety strategies, policies, procedures and work systems.

7.6 Child Safety Officers

The School's Child Safety Officers are:

- Head of Senior School
- Head of Junior School
- Deputy Head of Senior School
- Deputy Head of Junior School
- Head of Psychology Services
- School Psychologist
- Director of Human Resources and Operations

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.

7.7 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.

Child Safety and Wellbeing Policy

Policy Audience: Public Document



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.

7.8 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 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.

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 is in accordance with the requirements prescribed by the Public Record Office Victoria Record Keeping Standards and in line with the School's Privacy Policy.

7.9 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).

Child Safety and Wellbeing Policy

Policy Audience: Public Document



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.

8.0 Relevant Legislation and Standards and Related Documents

8.1 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
- Retention and Disposal Authority for Records of Schools
- Victorian Child Safe Standards
- Worker Screening Act 2020 (Vic)
- United Nations Convention on the Rights of the Child

8.2 Related Documents

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

- Anti-Bullying and Harassment Policy
- Change Rooms/ Areas Policy
- Child Safety Code of Conduct
- Complaints Resolution Policy (Parent, Guardian and Student)
- Contractor Management Policy
- Kilvington Grammar School Child Safety Incident Report Form
- Kilvington Grammar School Student Sexual Offending Form
- Privacy Policy
- Procedures for Managing Child Safety Incidents or Concerns, including Child Safe Complaints at or Involving the School or its Staff, Volunteers or Contractors
- Procedures for Responding to and Reporting Child Safety Incidents or Concerns (including Mandatory Reporting)

Child Safety and Wellbeing Policy

Policy Audience: Public Document



- Purchasing Goods and Services Policy
- Records Management Policy
- Staff and Student Professional Boundaries Policy
- Staff Code of Conduct
- Staff Members with Children Enrolled at the School Policy
- Visitors Policy and Procedures
- VIT Code of Conduct
- Volunteers Management Policy

9.0 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).

10.0 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.

Inappropriate behaviour towards children and young people will be managed promptly and in accordance with:

- The Department of Families, Fairness and Housing (Child Protection) policies.
- The School's policies.
- Our legal obligations.

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.

11.0 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.

Child Safety and Wellbeing Policy

Policy Audience: Public Document



12.0 Evaluation

Policy last reviewed: March 2026

Approval: The Board

Review cycle: Annually