



CHILD SAFETY AND WELLBEING POLICY

PURPOSE

The Monivae College Child Safety and Wellbeing Policy demonstrates our school's strong commitment to creating and maintaining a child safe and child-friendly organisation, where children and young people are safe and feel safe.

This policy provides an overview of our school's approach to implementing [Ministerial Order 1359](#) which sets out how the Victorian Child Safe Standards apply in school environments.

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

SCOPE

This policy:

- applies to all school staff, volunteers, contractors and those in religious ministry, whether or not they work in direct contact with students. It also applies to school board members where indicated.
- applies in all physical and online school environments used by students during or outside of school hours, including other locations provided by for a student's use (for example, a school camp) and those provided through third-party providers
- should be read together with our other child safety and wellbeing policies, procedures, and codes – refer to the governance section below.

DEFINITIONS

The format is displayed as:

Key word/abbreviation	Definition
child	Child means a child or young person who is under the age of 18 years.
child safety	Child safety includes matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to suspicions, incidents, disclosures or allegations of child abuse.
child abuse	Child abuse includes: a) any act committed against a child involving: 1. a sexual offence 2. grooming offences under section 49M(1) of the Crimes Act 1958 b) the infliction, on a child, of: 1. physical violence 2. serious emotional or psychological harm c) the serious neglect of a child including exposure to family violence and its effects.
child-connected work	Child-connected work means:

	<p>a) work authorised by the school governing authority and performed by an adult in a school environment while children are present or reasonably expected to be present</p> <p>b) for the purposes of a school boarding premises, work authorised by the provider of school boarding premises in a school boarding premises environment while children are present or reasonably expected to be present.</p> <p>Note: Working with Children clearance is required by law only for people who engage in child-related work. Schools and school boarding premises may also choose to require suitability checks (including Working with Children clearance) for visitors and volunteers engaging in child-connected work.</p>
child-related work	<p>Child-related work means work—</p> <p>(a) at or for a service, body or place, or that involves an activity, specified in section (7) subsection (3) of the Worker Screening Act 2020; and</p> <p>(b) that usually involves direct contact with a child.</p>
school environment	<p>School environment means any of the following physical, online or virtual places, used during or outside school hours:</p> <p>a) A campus of the school</p> <p>b) Online or virtual school environments made available or authorised by the school governing authority for use by a child or student (including email, intranet systems, software applications, collaboration tools, and online services)</p> <p>c) Other locations provided by the school or through a third-party provider for a child or student to use including, but not limited to, locations used for:</p> <ol style="list-style-type: none"> 1. camps 2. approved homestay accommodation; 3. delivery of education and training such as registered training organisations, TAFEs, non-school senior secondary providers or another school; or sporting events, excursions, competitions or other events.
school boarding environment	<p>School boarding environment means any physical, online or virtual space made available or authorised by the school boarding premises governing authority for a child or student boarding at a school boarding premises to use at any time, including:</p> <ul style="list-style-type: none"> • online or virtual school boarding environments (including email, intranet systems, software applications, collaboration tools, and online services) • other locations provided by the provider of school boarding services or through a third-party provider for a child or student to use including, but not limited to, locations used for: <ol style="list-style-type: none"> 1. camps 2. approved homestay accommodation 3. delivery of education and training such as registered training organisations, TAFEs, non-school senior secondary providers or another school 4. sporting events, excursions, competitions or other events.
school staff	<p>school staff means an individual working in a school environment who is:</p>

	<ol style="list-style-type: none"> 1. directly engaged or employed by a school governing authority 2. a contracted service provider (whether or not a body corporate or any other person is an intermediary) engaged by the school governing authority to perform child-related work 3. a minister of religion, a religious leader or an employee or officer of a religious body associated with the school.
school boarding premises staff	<p>School boarding premises staff means an individual working in a school boarding environment who is:</p> <ol style="list-style-type: none"> 1. directly engaged or employed by the school boarding premises governing authority 2. a contracted service provider (whether or not a body corporate or any other person is an intermediary) engaged by the school boarding premises governing authority to perform child-related work 3. a minister of religion, a religious leader or an employee or officer of a religious body associated with the school.
school governing authority	<p>School governing authority means:</p> <ol style="list-style-type: none"> a) the proprietor of a school, including a person authorised to act for or on behalf of the proprietor b) the governing body for a school (however described), as authorised by the proprietor of a school or the ETR Act c) the principal, as authorised by the proprietor of a school, the school governing body, or the ETR Act. <p>The Governing Authority at Monivae is the College Board of Directors.</p>
school boarding premises governing authority	<p>School boarding premises governing authority means:</p> <ul style="list-style-type: none"> • the provider of school boarding services • the governing body for a school boarding premises (however described) as authorised by the provider of school boarding services or the ETR Act.
student	<p>Student means a person who is enrolled at or attends the school or a student at the school boarding premises.</p>
volunteer	<p>Volunteer means a person who performs work without remuneration or reward for the school or school boarding premises in the school environment or school boarding premises environment.</p>

POLICY STATEMENT – COMMITMENT TO CHILD SAFETY

Monivae College is a child safe organisation which welcomes all children, young people and their families.

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

We have no tolerance for child abuse and take proactive steps to identify and manage any risks of harm to students in our school environments.

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

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

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

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

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

Policy Commitments

Commitment to Students

Monivae College commits to:

- The safety and wellbeing of all children and young people enrolled in the school
- Providing children and young people with positive and nurturing experiences
- Listening to children and young people and empowering them by ensuring that they understand their rights (including safety, information and participation), and by taking their views seriously and addressing any concerns that they raise with us
- Taking action to ensure that children and young people are protected from abuse or harm
- Ensuring that the needs of all children and young people enrolled in the school are met, especially those who are most vulnerable
- Recognising the importance of friendships and to encouraging support from peers, to help children and young people feel safe and less isolated
- Developing a culture that facilitates and provides opportunities for children and student participation, and that strengthens the confidence and engagement of children and young people by being responsive to their input
- Teaching children and young people the necessary skills and knowledge to understand and maintain their personal safety and wellbeing
- Seeking input and feedback from children and young people regarding the creation of a safe school environment.

Commitment to Families, Carers and Guardians

Monivae College commits to:

- Communicating honestly and openly with families, carers and guardians about the wellbeing and safety of their children and young people
- Engaging with, and listening to, the views of families, carers and guardians about the child- safety and wellbeing practices, policies, and procedures
- Transparency in decision-making with families, carers and guardians where it will not compromise the safety of children or young people

- Open engagement and communication with families, carers and guardians about a child safe approach and operations and governance related to child safety and wellbeing
- Ensuring that relevant information relating to child safety and wellbeing is accessible to families, carers and guardians
- Acknowledging the cultural diversity of children and young people and their families and being sensitive to how this may impact on student safety issues
- Continuously reviewing and improving our systems to protect children and young people from abuse.

Commitment to School Staff (Employees, Volunteers, Contractors and those in Religious Ministry)

Monivae College commits to:

- Providing all Monivae College staff with the necessary support to enable them to fulfil their roles, and to ensure that staff are attuned to recognise signs of harm and can facilitate child-friendly ways for children and young people to express their views, participate in decision-making and raise their concerns. This will include regular and appropriate learning opportunities
- Providing regular opportunities to clarify and confirm policy and procedures in relation to child safety and young people's protection and wellbeing. This will include annual training in the principles and intent of the Child Safety and Wellbeing Policy and Child Safety Code of Conduct, training in mandatory reporting obligations and staff responsibilities to report concerns
- Listening to all concerns voiced by Monivae College employees, clergy, volunteers, and contractors about keeping children and young people safe from harm
- Providing opportunities for Monivae College employees, volunteers, contractors, and clergy to receive formal debriefing and appropriate assistance arising from incidents of the abuse of a child or young person.

Roles and Responsibilities

Every person at Monivae College has a responsibility to understand the important and specific role they play individually and collectively to ensure that the wellbeing and safety of all children and young people.

1. School Board and Principal

Monivae College Board Directors, as the governing authority and the Principal have direct responsibility for ensuring that the requirements of MO (Ministerial Order) No 1359 are met within the school.

The Board Directors recognise their responsibility, to ensure the development of preventative and proactive strategies that promote a culture of openness, awareness of and shared responsibility for child safety and wellbeing.

Responsibilities include:

- Creating an environment and culture for children and young people to be safe and to feel safe
- Upholding high principles and standards for all staff, those in religious ministry, volunteers, and contractors
- Promoting models of behaviour between adults and children and young people based on mutual respect and consideration
- Ensuring robust practices are applied in the recruitment, screening, and ongoing professional learning of staff and volunteers
- Ensuring that school personnel have regular and appropriate learning to prevent, identify and address child safety and wellbeing matters

- Providing staff with regular opportunities to clarify and confirm their legislative obligations, policy, and procedures in relation to child and young people’s protection and wellbeing
- Ensuring the school meets the specific requirements of the Victorian Child Safe Standards as set out in [Ministerial Order No. 1359](#)
- Ensuring the school takes specific action to protect children from abuse in line with the three new criminal offences introduced under the Crimes Act 1958 (Vic.) and in line with the [PROTECT: Identifying and responding to all forms of abuse in Victorian schools](#)
- Ensuring that the school has in place appropriate risk management strategies and practices that focus on preventing, identifying and mitigating risks related to child safety and wellbeing in the school environment
- Ensuring the school understands and reports all matters that may constitute reportable conduct under the Reportable Conduct Scheme and in accordance with the school’s reportable conduct policy
- Sharing information under legislated information sharing schemes (CISS and FVISS) in accordance with the school’s prescribed role as an Information Sharing Entity (ISE)
- Ensuring that the school monitors and reviews the risks related to child safety and wellbeing, including evaluating the effectiveness of the implementation of its risk controls, on an annual basis.

2. Leadership Team

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

The Principal and Deputy Principal and will:

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

3. School Staff and Volunteers

All staff and volunteers will:

- participate in child safety and wellbeing induction and training provided by the school, and always follow the school’s child safety and wellbeing policies and procedures;
- act in accordance with our Child Safety Code of Conduct;
- identify and raise concerns about child safety issues in accordance with our Child Safety Responding and Reporting Obligations Policy and Procedures including following the Four Critical Actions for Schools;

- ensure students' views are taken seriously and their voices are heard about decisions that affect their lives; and
- implement inclusive practices that respond to the diverse needs of students.

4. Child Safety Officer

The Deputy Principal is the nominated Child Safety Officer. The Child Safety Officer supports the Principal to implement our child safety policies and practices, including staff and volunteer training.

The responsibilities of the Child Safety Officer are outlined in the Child Safety Officer Position Description. In addition to these responsibilities, the Child Safety Officer is responsible for:

- being the first point of contact for child safety concerns or queries and for coordinating responses to child safety incidents;
- monitoring the school's compliance with the Child Safety and Wellbeing Policy. Anyone in our school community should approach the Deputy Principal if they have any concerns about the school's compliance with the Child Safety and Wellbeing Policy;
- informing the school community about this policy, and making it publicly available;
- participating in child safety networks and meetings; and
- assisting in identifying and mitigating risks.

Other specific roles and responsibilities are named in other child safety policies and procedures, including the Child Safety Code of Conduct, Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures, and Child Safety Risk Register.

5. Other Roles and Responsibilities

Monivae College has an established Child Safety and Wellbeing Team and a Student Leadership Group. The Child Safety and Wellbeing Team meet regularly to identify and respond to any ongoing matters related to child safety and wellbeing. The Student Leadership Group provides an opportunity for students to provide input into school strategies.

Having a Child Safety and Wellbeing Team does not remove or displace any other obligations that arise if a person reasonably believes that a child is at risk of child abuse. A person who forms a reasonable belief must act on it.

Our Business Manager and Compliance and Risk Manager monitor the Child Safety Risk Register.

Child Safety Code of Conduct

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

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

To maintain a child safe community, it is expected that school employees, volunteers, contractors and those in religious ministry will act proactively to always ensure the safety of children and young people and to take appropriate action if there are concerns about the safety of any child or young person at the school.

The Child Safety Code of Conduct also includes processes to report inappropriate behaviour.

Managing Risk

At Monivae College we identify, assess and manage risks to child safety and wellbeing in our physical and online school environments. These risks are managed through our child safety and wellbeing policies, procedures and practices, and in our activity specific risk registers, such as those we develop for off-site overnight camps, adventure activities and facilities and services we contract through third party providers for student use.

Our Child Safety Risk Register is used to record any identified risks related to child abuse alongside actions in place to manage those risks. Our Business Manager and Compliance and Risk Manager in consultation with the Leadership Team monitors and evaluates the effectiveness of the actions in the Child Safety Risk Register at least annually.

Establishing a Culturally Safe Environment

At Monivae College, we are committed to establishing an inclusive and culturally safe school where the strengths of Aboriginal 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 Aboriginal culture, identity and safety and actively create opportunities for Aboriginal students and the Aboriginal community to have a voice and presence in our school planning, policies, and activities.

We have developed the following strategies to promote cultural safety in our school community:

- equip staff, students, volunteers and the school community to acknowledge and appreciate the strengths of Aboriginal culture and understand its importance to the wellbeing and safety of Aboriginal children and students
- adopt measures to ensure racism is identified, confronted and not tolerated
- address any instances of racism within the school environment with appropriate consequences
- actively support participation and inclusion in the school by Aboriginal children, students and their families
- ensure school policies, procedures, systems and processes together create a culturally safe and inclusive environment and meet the needs of Aboriginal children, students and their families
- developed and endorsed an Inclusivity policy detailing the strategies and actions the school will take.

Our Aboriginal and Torres Strait Islander Education Plan outlines the measures we have in place to maintain an inclusive and culturally safe school for Aboriginal children and students.

Student Empowerment

To support child safety and wellbeing at Monivae College, we work to create an inclusive and supportive environment that encourages students and families to contribute to our child safety approach and understand their rights and their responsibilities.

Respectful relationships between students are reinforced and we encourage strong friendships and peer support in the school to ensure a sense of belonging through implementing our whole school approach to Respectful Relationships and our school values.

We inform students of their rights through whole school approach to Respectful Relationships program and give them the skills and confidence to recognise unsafe situations with adults or other students and to speak up and act on concerns relating to themselves or their peers. We ensure our students know who to talk to if they are worried or feeling unsafe and we encourage them to share concerns with a trusted adult at any time. Students and families can also access information on how to report concerns at www.monivae.com/childsafety

When the school is gathering information in relation to a complaint about alleged misconduct or abuse of a child, we will listen to the complainant's account and take them seriously, check our understanding of the complaint, support the student and keep them (and their parents and carers, as appropriate) informed about progress.

Monivae College has developed the following strategies to promote student safety and participation in our school community:

- Monivae College actively encourages all children and young people to openly express their views and feel comfortable about giving voice to the things that are important to them.
- Children and young people are taught what they can do if they feel unsafe which enables them to understand, identify, discuss and report their concerns. Concerns raised by students, or their families, carers or guardians, will be heard and acted upon as required.
- Curriculum design integrates appropriate knowledge and skills to enhance students' understanding of being safe, as well as their understanding of their rights to safety, information and participation. Teaching and learning strategies that acknowledge and support student agency and voice are implemented. Monivae College will ensure that children and young people are offered access to sexual abuse prevention programs and to relevant related information in an age-appropriate way.
- Appropriate education strategies are available regarding:
 - Standards of behaviour for children and young people attending the School.
 - Healthy and respectful relationships (including sexuality)
 - Resilience
 - Child abuse awareness and prevention.
- Curriculum planning documents that detail the strategies and actions the school takes to implement its obligations are available to ensure that:
 - Children and young people are informed about all of their rights, including to safety, information and participation
 - The importance of friendship is recognised and support from peers is encouraged, to help children and children and young people feel safe and be less isolated
 - Staff and volunteers are attuned to signs of harm and facilitate child-friendly ways for children and young people to express their views, participate in decision-making and raise their concerns
 - Strategies are in place to develop a culture that facilitates participation and is responsive to the input of children and young people
 - Opportunities are provided for children and young people to participate to enable the process to be responsive to their contributions and to strengthen confidence and engagement
 - Children and young people are offered access to sexual abuse prevention programs and to relevant information in an age-appropriate way.

Family Engagement

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

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

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

We do this by:

- seeking input from families and the community through the parent portal, PAM, school website, newsletters, other communications, school Board, student, staff, and parent meetings etc.
- Families, carers and guardians participate in decisions relating to child safety and wellbeing which affect their child
- School staff engage and openly communicate with families, carers and guardians, other members of the school community about child safe approaches
- All members of the school community have access to information relating to child safety and wellbeing via our website.
- Newsletters and PAM notifications inform families and the school community about any significant updates to our child safety policies or processes, and strategies or initiatives that we are taking to ensure student safety.
- Families, carers, guardians and other members of the school community have the opportunity to provide input into the development and review of the school's child safety and wellbeing policies and practices
- Families, carers and guardians, other members of the school community are informed about the operations and governance of the school in relation to child safety and wellbeing.
- PROTECT Child Safety posters will be displayed across the school for example in the wellbeing hub, library and basement.

Diversity and Equity

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

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

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

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

We are committed to ensuring that equity is upheld. We ensure that all school staff and volunteers understand the diverse circumstances of children and young people and all staff provide support and respond to vulnerable children and young people. All persons including children, students, staff, volunteers and the school community have access to information,

support and complaints processes in ways that are culturally safe, accessible and easy to understand.

Our Student Wellbeing and Engagement Policy provides more information about the measures we have in place to support diversity and equity.

Suitable Staff and Volunteers

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

Staff recruitment

When recruiting staff, we follow the CECV recruitment policies and guidelines, available on the CECV portal. We also have a localised Recruitment and Working with Children Policy which outlines the Schools responsibilities and actions.

All teachers are required to have registration with the Victorian Institute of Teaching (VIT). All other school employees are required to maintain their Working With Children Check and National Police Check. All volunteers are required to maintain their Working With Children Check and may be required to provide a National Police Check at the discretion of the School. Monivae College's commitment to child safety inclusive of screening requirements are included in all advertisements for such employee, contractor and volunteer positions, and all applicants are provided with copies of the Child Safety Code of Conduct and child safety policies and procedures prior to commencement of employment.

Each job description for staff involved in child-connected work has a clear statement that sets out the requirements, duties and responsibilities regarding child safety and wellbeing for those in that role and the applicant's essential qualifications, experience and attributes in relation to child safety and wellbeing.

When recruiting and selecting employees, contractors and volunteers involved in child-connected work, we ensure that the following information about any prospective employee or volunteer is gathered, sighted, verified and recorded:

- Applicant's VIT, Working with Children Check and National Police Check status and/or professional registration (as relevant)
- Proof of personal identity and any professional or other qualifications relevant to the position
- Applicant's history of work involving children
- References that address the applicant's suitability for the job and for working with children.

We also ensure that appropriate supervision or support arrangements are in place in relation to the induction of new school staff to the school's policies, codes, practices and procedures governing child safety and wellbeing and child-connected work.

We have procedures and processes for monitoring and assessing the continuing suitability of school staff and volunteers to work with children, including regular reviews of the status of Working with Children Checks and staff professional registration requirements such as Victorian Institute of Teaching (VIT) registration.

Staff Induction

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

- the Child Safety and Wellbeing Policy (this document)
- the Child Safety Code of Conduct

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

For further information please see our Induction Policy.

Ongoing Supervision and Management of Staff

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

Staff will be monitored and assessed to ensure their continuing suitability for child-connected work. This will be done by conducting regular performance reviews and reviewing peer observation records.

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

Suitability of Volunteers

All volunteers are required to comply with our Volunteers Policy, which describes how we assess the suitability of prospective volunteers and outlines expectations in relation to child safety and wellbeing induction and training, and supervision and management.

Child Safety Knowledge, Skills and Awareness

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

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

Staff child safety and wellbeing training will be delivered at least annually and will include guidance on:

- individual and collective obligations and responsibilities for managing the risk of child abuse
- our school's child safety and wellbeing policies, procedures, codes, and practices
- completing the [Protecting Children – Mandatory Reporting and Other Legal Obligations](#) online module annually
- the reportable conduct scheme
- recognising indicators of child harm including harm caused by other children and students
- responding effectively to issues of child safety and wellbeing and supporting colleagues who disclose harm
- how to build culturally safe environments for children and students
- information sharing and recordkeeping obligations aligned with the Record Keeping Policy
- how to identify and mitigate child safety and wellbeing risks in the school environment.

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

Monivae College Board Training and Education

To ensure our Board Directors are equipped with the knowledge required to make decisions in the best interests of student safety and wellbeing, and to identify and mitigate child safety and wellbeing risks in our school environment, the council is trained at least annually.

Training includes guidance on:

- individual and collective obligations and responsibilities for implementing the Child Safe Standards and managing the risk of child abuse;
- child safety and wellbeing risks in our school environment; and
- Monivae College child safety and wellbeing policies, procedures, codes and practices.

Complaints and Reporting Processes

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

We have clear pathways for raising complaints and concerns and responding and this is documented in our school's Grievance Policy. The Grievance Policy can be found on the website.

If there is an incident, disclosure, allegation or suspicion of child abuse, all staff and volunteers (including school board directors and clergy) must follow our Child Safety Responding and Reporting Obligations Policy and Procedures. Our policy and procedures address complaints and concerns of child abuse made by or in relation to a child or student, school staff, volunteers, contractors, service providers, visitors or any other person while connected to the school.

As soon as any immediate health and safety concerns are addressed, and relevant school staff have been informed, we will ensure our school follows:

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

Staff are to use the template provided in [Protect: Responding to Suspected Child Abuse: A Template for all Victorian Schools](#) to record their notes.

We have established additional internal procedures and processes to help ensure that appropriate action is taken to prevent, identify and respond to concerns about the wellbeing and/or safety of a student.

Monivae College is a prescribed Information Sharing Entity (ISE) meaning that, where legislated requirements are met, the school is able to share confidential information with other ISEs to promote child wellbeing or safety under the CISS or FVISS.

Our Student Wellbeing and Engagement Policy and Bullying Prevention Policy cover complaints and concerns relating to student physical violence or other harmful behaviours.

If any member of the school community has concerns for a child's safety they need to discuss; they can report this to the Child Safety Officer or the Principal.

If the Child Safety Officer or Principal is not available, and the matter is urgent, then it should be reported to a staff member (All staff members are obliged to assist with child safety).

The Child Safety Officer, Principal, or staff member will follow the step-by-step guide to making a report as outlined in [PROTECT: Identifying and responding to all forms of abuse in Victorian schools](#).

The School will make, secure, and retain records of any allegation of child abuse and the school's response.

The School commits to protect any child connected to alleged child abuse until the allegation is resolved.

Responding to Student Sexual Offending

Student sexual offending refers to sexual behaviour that is led by a student 10 years and over which may amount to a sexual offence. A sexual offence includes rape, sexual assault, indecent actions, and other unwanted sexualised touching, all of which are offences under the *Crimes Act 1958*. (PROTECT p.4)

There are [Four Critical Actions for Schools: Responding to Student Sexual Offending](#) which must be taken when responding to and reporting a child protection incident, disclosure or suspicion.

The Child Safety Responding and Reporting Obligations Policy and Procedures outline the procedures that should be followed.

Communications

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

- ensuring that key child safety and wellbeing policies are available on our website including the Child Safety and Wellbeing Policy (this document), Child Safety Code of Conduct, and the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedure
- displaying PROTECT posters around the school
- regular updates in our school newsletter
- ensuring that child safety is a regular agenda item at leadership meetings, staff meetings and board meetings.

Child friendly versions to explain protective behaviours, right relationships and personal safety are available. These policies will be explained to children and young people through the personal and social learning curriculum using age-appropriate language and activities. The age-appropriate policies will also include information for children about how to report to someone if they are feeling unsafe or have been abused.

Teachers and other staff will work with children and young people through the curriculum to understand the best ways to let someone a responsible, trusted adult – know if they are feeling unsafe or have been abused.

Privacy and Information Sharing

Monivae College collects, uses, and discloses information about children and their families in accordance with Victorian privacy laws, and other relevant laws. For information on how our school collects, uses and discloses information refer to the School Privacy Policy available on our website.

Records Management

We acknowledge that good records management practices are a critical element of child safety and wellbeing and manage our records in accordance with the school's Record Management Policy.

Review of Child Safety Practices

At Monivae College, we have established processes for the review and ongoing improvement of our child safe policies, procedures, and practices.

We will:

- review and improve our policy every 2 years or after any significant child safety incident;
- analyse any complaints, concerns, and safety incidents to improve policy and practice; and
- act with transparency and share pertinent learnings and review outcomes with school staff and our school community.

GOVERNANCE

Supporting procedures	Child Safety Responding and Reporting Obligations Procedures Grievance Procedure
Supporting schedules	Child Safety Code of Conduct Community Code of Conduct
Associated policies	Child Safety Responding and Reporting Obligations Policy Reportable Conduct Scheme Policy Responding to Student Sexual Offending Child Safe Risk Management Policy Engaging Families and Caregivers in Child Safety Policy Student Empowerment and Participation Policy Bullying Prevention (including Cyberbullying) Policy Diversity and Equity Policy Grievance Policy Inclusivity Policy Induction Policy Recruitment Policy Student Engagement and Wellbeing Policy Privacy Policy
Related Legislation	Children, Youth and Families Act 2005 (Vic.) Worker Screening Act 2020 (Vic.) Education and Training Reform Act 2006 (Vic.) Education and Training Reform Regulations 2017 (Vic)

	Equal Opportunity Act 2010 (Vic.) Privacy Act 1988 (Cth) Public Records Act 1973 (Vic) Crimes Act 1958 (Vic.)
Category	Operational
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Endorsement	Governance Subcommittee 05.09.2022
Policy Owner	Principal
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Content Enquiries	principal@monivae.vic.edu.au