

Policy and Procedure Manual

Child Safe Policy

1. Rationale

All children and young people who come to St Leonard's College have a right to be safe and to feel safe.

All members of our school community have a responsibility to care for children and young people, to positively promote their wellbeing and protect them from any kind of harm or abuse.

This Child Safe Policy exists to ensure St Leonard's College is a child safe organisation with a shared commitment to keeping children safe by embedding a child safe culture, and to meeting the minimum requirements for compliance with Ministerial Order No.1359 – *Managing the Risk of Child Abuse in Schools and Boarding Schools*.

This Child Safe Policy is endorsed by the school's governing authority, the College Council.

2. Purpose

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

The policy provides an overview of our school's approach to implementing Ministerial Order No. 1359 which sets out how the Victorian Child Safe Standards apply in school environments.

The policy informs our school community about our strategies and the obligations of everyone to act safely and appropriately towards children and guides our processes and practices for the safety and wellbeing of students across all areas of our work.

3. Scope

This policy:

- 3.1 applies to all school staff, volunteers, and contractors irrespective of whether they work in direct contact with students. It also applies to school council members where indicated
- 3.2 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
- 3.3 should be read together with our other child safety and student wellbeing policies, procedures, and codes outlined in section 24 Related Policies and Procedures of this policy.

4. Source of Obligation

Ministerial Order No. 1359 - *Managing the Risk of Child Abuse in Schools and Boarding Schools*.

Children, Youth and Families Act 2005.

Privacy Act 1988

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5. Definitions

The following terms in this policy have [specific definitions](#):

- child
- child safety
- child abuse
- child-connected work
- child-related work
- school environment
- school staff
- school boarding premises staff
- school governing authority
- school boarding premises governing authority
- student
- volunteer

6. Statement of Commitment to Child Safety

- 6.1. St Leonard's College is a child safe organisation which welcomes all children, young people and their families
- 6.2. 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
- 6.3. We have zero tolerance for child abuse and take proactive steps to identify and manage any risks of harm to students in our school environments
- 6.4. We promote positive relationships between students and adults and between students and their peers. These relationships are based on trust and respect
- 6.5. 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
- 6.6. Particular attention is given to the child safety needs of First Nations' 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 (LGBTIQA+) 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
- 6.7. 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

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7. Roles and Responsibilities

Child safety is everyone's responsibility. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with the Principal, the Director of Wellbeing, the Head of Counselling team or with one of the Child Protection Officers.

This policy and associated procedures all make clear that reporting internally to or consulting with a Child Protection Officer does not change any obligation under legislation to report to an external authority.

All people associated with direct contact with children at the College, including College Council, are required to provide copies of an official Working with Children Check.

This can be one or more of the following: Employee Working with Children Check, Volunteer Working with Children Check or a Victorian Institute of Teaching (VIT) registration. When a VIT is provided, photo identification is also required.

Specific groups include:

College Council

The College Council is required to ensure that appropriate resources are made available to enable this Child Safe Policy and the Child Safe Program to be effectively implemented within the College and are responsible for holding the Principal and the Executive team accountable for effective implementation. All members of the College Council are required to complete annual child safety training, and to be proactive in raising any child related concerns to the Principal.

The Principal

The Principal is responsible, and will be accountable for, taking all practical measures to ensure that this Child Safe Policy and the Child Safe Program are implemented effectively and that a strong and sustainable child protection culture is maintained within the College. The Director of Wellbeing is appointed by the Principal to oversee the implementation of the Child Safe Policy and Program. The Principal, Director of Wellbeing and the Head of Counselling Team are nominated Lead Child Protection Officers who take a lead role in responding to child protection incidents. Lead Child Protection Officers complete further specific training in addition to annual child safety staff training.

Child Protection Officers

In addition to the Principal, Director of Wellbeing and the School Counsellors, a range of staff members are nominated as Child Protection Officers. The Child Protection Officers receive additional specialised training and are an important point of contact for raising child safety concerns within the College. They are also responsible for championing child protection and safety within the College and proactively raising issues of concern in relation to child safety. Child Protection Officers complete further specific training in addition to the annual child safety staff training.

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Staff Members

For the purpose of this policy staff members include permanent employees, fixed term employees, casual employees and third-party contractors.

All staff members are required to be familiar with the content of this Child Safe Policy and their legal obligations with respect to the reporting of child abuse or suspected child abuse. It is everyone's responsibility to be aware of key risk indicators of child abuse, to be observant, and to be proactive in raising any concerns they may have relating to child abuse, with one of the Child Protection Officers.

Permanent and fixed term employees are required to complete annual child safety training.

Casual Employees

All casual employees engaged by the College are required to be familiar with this Child Safe Policy, the Child Safe Code of Conduct, the Staff-Student Boundaries Policy and their legal obligations with respect to the reporting of child abuse. They sign and acknowledge their understanding of and responsibilities to the College Child Safe Program.

Casual employees are expected to be proactive in sharing any child related concerns with their St Leonard's College supervisor whilst they are engaged at the College.

Third Party Contractors

These are service providers engaged by the College and are responsible for contributing to the safety and protection of children in the College environment.

All third-party contractors engaged by the College are required to be familiar with this Child Safe Policy, the Child Safe Code of Conduct, the Staff Student Boundaries Policy and their legal obligations with respect to the reporting of child abuse. The College will include this requirement in any written agreement between it and the third-party contractor.

Third-party contractors (i.e. external service providers) must ensure each of their employees who is engaged at the College signs and acknowledges their understanding of and responsibilities to the St Leonard's College Child Safe Program and are proactive in raising any concerns.

The College uses SAM4Schools to register all contractors engaged by the College and to monitor compliance to our child safe requirements.

Third Party Contractors are expected to be proactive in sharing any child related concerns with a member of staff whilst they are engaged at the College.

Volunteers

All volunteers are required to complete the volunteer registration and Child Safe induction process to comply with our Child Safe requirements. Volunteers register using our online Volunteer Registration form to register their Working with Children Check clearance (WWCC) and to acknowledge they have read and are familiar with this Child Safe Policy, the Child Safe Code of Conduct and their legal obligations with respect to the reporting of child abuse.

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Volunteers are also required to acknowledge the Volunteer Code of Conduct which outlines expectations in relation to their behaviour and conduct when engaged at the College.

Volunteers are expected to be proactive in sharing any child related concerns with a member of staff whilst they are engaged at the College.

External Education Providers

An external education provider is any organisation that the College has arranged to deliver a specified course of study, which is part of the curriculum, to a student or students enrolled at the College. The delivery of such a course may take place on College premises or elsewhere.

All external education providers engaged by the College are responsible for contributing to child safety and protection and are required to be compliant with the Victorian Child Safe Standards.

St Leonard's College will include this requirement in the written agreement between it and the external education provider.

External education providers are expected to be proactive in sharing any child related concerns with the relevant member of staff at St Leonard's College, in addition to any obligation under legislation to report to an external authority.

Visiting Presenters and External Allied Health Providers

A visiting presenter is any person(s) or organisation that the College has arranged to deliver a professional presentation that relates to a specified course of study or program, which is part of the curriculum, to a student or group of students enrolled at the College. The delivery of such a presentation may take place online or on the College premises.

Allied Health Professionals (for example Occupational Therapists and Speech Therapists) includes any person(s) the College has arranged (either on behalf of, or at the direction of the parent/guardian) to provide professional services to a student(s) enrolled in the College, and who is required to attend the College to deliver these services.

All visiting presenters and external allied health providers engaged by the College are responsible for contributing to child safety and protection and are required to be compliant with the Victorian Child Safe Standards.

Visiting presenters and external allied health providers are expected to be proactive in sharing any child related concerns with a member of staff whilst they are engaged at the College.

St Leonard's College will include this requirement in any arrangements with visiting presenters/allied health professionals. Child safety protocols include the organising staff member issuing guidelines to all visiting presenters and allied health professionals engaged in child related work to the respective provider prior to their engagement with the College.

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8. Child Safe Code of Conduct

Our Child Safe Code of Conduct is endorsed by the College Council and is set out in a separate document to this policy. Our Child Safe Code of Conduct sets the boundaries and expectations for appropriate behaviours between adults and students. It clarifies behaviours that are not acceptable in our physical and online environments. The Code also includes processes to report inappropriate behaviour.

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

9. Managing Risks to Child Safety and Wellbeing

At St Leonard's College, we identify, assess and manage specific school environment 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, in our risk assurance system, 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.

The Child Safety Risk Register is used to ensure we are compliant with the Victorian Child Safe Standards, and to record any additional identified risks related to child abuse. The Child Safe Risk Register incorporates all actions in place to manage those risks. Our school leadership team are responsible for monitoring and evaluating the effectiveness of the actions in the Register, at least annually.

The Child Safe Risk Register is endorsed by the school's governing authority, the College Council at least annually.

10. Establishing a Culturally Safe Environment

At St Leonard's College, we are committed to establishing an inclusive and culturally safe school where the strengths of First Nations' culture, values and practices are respected.

We think about how every student can have a positive experience in a safe environment. For First Nations' students, we recognise the link between First Nations' culture. We identify and safely and actively create opportunities for First Nations' students and the First Nations 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:

- the development of a Reconciliation Action Plan in conjunction with Indigenous Elders
- a Welcome to Country is conducted at least annually to reflect and encourage discussion
- beginning events and assemblies with an Acknowledgement of Country
- fly the First Nations' flags on school grounds
- build schoolwide knowledge of First Nations' histories, cultures, perspectives, values, skills and attitudes through academic subjects, celebration of NAIDOC week, awareness campaigns during Reconciliation Week, Annual Have a Yarn Breakfast, and commemoration of Sorry Day

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- collaborate with indigenous organisations and Elders on best practice in relation to indigenous issues and cultural safety
- established connections with local and interstate Indigenous organisations
- the appointment of our Warruwi (Indigenous) Partnership Coordinator
- cultural safety training for all staff
- ELC focus on embedding indigenous perspectives in all aspects of their curriculum
- the use of a cultural plan for indigenous students upon enrolment as stipulated in 'Protocols for Koorie Education in Victorian Primary and Secondary Schools'
- the dissemination and implementation of protocols from the Victorian Aboriginal Education Association INC (VAEAI) throughout the College through the 'Protocols for Koorie Education in Victorian Primary and Secondary Schools'
- opportunities for First Nation's students to share background and language without being the "expert" in the room
- identification and consequences of racism are taught in a variety of core subjects and in the Personal Development Program
- any incidences of racism can be reported anonymously through the Student Bully Hotline and/or to any staff member
- the College's Diversity and Inclusion Policy, which also highlights the College's commitment to ensuring that racism is not tolerated.

11. Student Empowerment

St Leonard's College is a child centred organisation. We actively seek to empower our young people about their rights through programs such as the Junior School Circle Time and the Personal Development Programs at Years 5-12. 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 are informed about these rights and processes through:

- Assemblies
- our Student Wellbeing site
- personal safety and respectful relationships programs
- opportunities to participate in groups to share student perspective
- anti-bullying and anti-harassment policies and posters.

Students are also encouraged to participate in decisions affecting them. Student voice is taken seriously and treated respectfully. Participation is facilitated by but not limited to:

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- social action groups in all sections of the College
- student leadership meetings with staff – captains and house captains, year level representatives
- student input into policy reviews
- student wellbeing committees
- student focus groups for specific input, e.g. wellbeing review.

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. Staff and volunteers are trained to recognise signs of abuse, how to manage disclosures and connect children to supports.

The College encourages students to develop friendships and to be supportive of each other. We do not tolerate bullying or abusive behaviour between children and are proactive in taking action if this occurs. Activities to achieve these aims include:

- classroom activities
- transition program for new students
- camp to build social connectedness
- Mentors and teachers monitoring friendships
- peer support programs (CONNECT, Peer Support) to build social skills and inclusion
- Fast five check-ins / rate your week / MS wellbeing track one trial give mentors and HOY understanding of social connectedness
- Anti-bullying programs, bullying audits and student bullying hotline.

12. 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 St Leonard's 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 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.

Some ways we do this include:

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- PROTECT Child Safe posters are displayed across the College at reception areas and each sub section of the College where parents, visitors and students can see them
- Child Safe and wellbeing policies and procedures are available for parents and students on the College website and intranet (parent portal). These are also referred to during information nights and in newsletters, Council annual reports, *Network* magazine and the *Leonardian* publication
- families and carers are informed about the school's governance and approach to child safety and wellbeing, including roles and responsibilities of school staff at information nights
- input is sought from families and the community through targeted focus groups, mentor points of contact and information evenings. Heads of Year and Heads of School engage parents in decisions and discussions about pastoral issues, academic and curriculum matters
- parents are invited to share views and feedback with the Principal
- ISV surveys are conducted to gather data on parent and community views of College practices and processes.

13. 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:

- First Nations' 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+.

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

Other strategies and actions the College takes in abiding by Ministerial Order 1359 include:

- staff workshops in understanding the needs of gender and sexually diverse young people, students from the CALD community, students with various learning needs and disabilities and First Nations' children and young people

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- visibility of inclusive philosophy at the College – posters, flags, Statement of Commitment Boards, email signatures, celebration of Harmony Day, NAIDOC Week and Pride Week
- LGBTIQA+ student support groups
- Learning Enhancement staff ensure students with special learning needs are made known to relevant staff and recommend specific teaching/learning strategies for these learning needs
- the creation of Student Support Plans where appropriate through consultation with students from these groups and dissemination of this information to relevant people in the College
- Global Scholars, International Students and Indigenous students have selected staff to monitor their concerns, needs and progress
- an anonymous Student Bullying Hotline for students
- an anonymous Child Safety Hotline for students
- proactive and regular check ins with Mentors of students
- other relevant policies such as our Gender Identity Policy and Diversity and Inclusion Policy.

14. Staff Recruitment

When recruiting staff, we apply robust child safe recruitment, induction, training, and supervision strategies and practices to ensure that all employed staff understand their child safety responsibilities in relation to their position at the College and are suitable to work with children. These strategies are implemented in accordance with the new Victorian Child Safe Standards.

When recruiting staff to perform child-related work, we:

- verify and record the person's Working with Children Clearance or equivalent background check such as a Victorian teaching registration (VIT)
- collect and record proof of the person's identity and any professional or other qualifications and relevant information.

Advertising

The College ensures that recruitment advertisements for staff in child connected work contain:

- the job's requirements, including expected knowledge of child development appropriate to the role
- an outline of responsibilities and requirements regarding child safety and wellbeing
- essential or relevant qualifications, experience and attributes in relation to child safety and wellbeing.

The College provides all successful applicants with the school's Child Safe Policy, Child Safe Code of Conduct, Pastoral Care and Student Wellbeing Policy and links to child safety resources, to read and acknowledge when signing their contract.

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Interviewing

The College considers the following in relation to the interviewing process, including:

- giving consideration as to who will be on the interview panel and ensure panel members have the right skills, experience and information to perform their role
- developing job interview questions about the candidate's experience working with children and child safety experience
- seeking referees as appropriate, including their last employer, and any relevant overseas or interstate referees when they have worked outside Victoria
- asking referees about the person's character and experience in working directly with children and young people.

15. Staff Induction

All newly appointed staff, depending on their position, will be expected to either participate in or acknowledge understanding of our child safety and wellbeing policies and program, including -

- this Child Safe Policy
- the Child Safe Code of Conduct
- the Procedures for Responding to and Reporting Allegations of Child Abuse
- the Staff Student Boundaries Policy, and
- any other child safety and wellbeing information that school leadership considers appropriate to the nature of the role.

16. Ongoing Supervision and Management of Staff

Staff are monitored to ensure their continuing suitability for child-connected work through completion of child-safe training. 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 is paramount in all that we do.

Teaching staff are monitored on an ongoing basis to ensure their VIT registration is current. General staff are monitored to ensure their Working with Children Clearance is current.

17. 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.

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In addition to the child safety and wellbeing induction, our staff 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 is delivered at least annually and includes guidance on:

- our school's child safety and wellbeing policies, procedures, codes, and practices
- completing an online protecting children module covering mandatory reporting and other legal obligations
- 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
- 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 sports coaches and volunteers, is tailored to specific roles and responsibilities and any identified or emerging needs or issues.

18. College Council Training and Education

To ensure our College Council is 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
- St Leonard's College child safety and wellbeing policies, procedures, codes and practices.

19. Responding to Incidents, Disclosure, Alleged and/or Suspicion of Child Abuse

If there is an incident, disclosure, allegation or suspicion of child abuse, all staff and volunteers (including College Council members and homestay providers) must follow our **Procedures for Responding to and Reporting Allegations of Child Abuse**. This 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.

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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, or
- the **Four Critical Actions: Student Sexual Offending** for complaints and concerns relating to student sexual offending

Our Pastoral Care and Student Wellbeing Policy and Anti-Bullying (Student) Policy cover complaints and concerns relating to student physical violence or other harmful behaviours.

20. Privacy and Information Sharing

The 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 our Privacy Policy, available on the College website.

Our Child Safe Program provides guidance and reference to the Child Information Sharing Scheme (CISS), which enables information sharing between authorised organisations to promote a child's wellbeing or safety.

The safety of the child/student is paramount in all that we do, and this is prioritised in the sharing of information about the child/student.

21. Reporting and Confidentiality

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

Failure to Disclose

All adults who form a reasonable belief that a sexual offence has been committed by an adult against a child (aged less than 16 years) are required by law, to disclose that information to police (unless they have a reasonable excuse not to do so). Staff at St Leonard's College should also inform the Principal, the Director of Wellbeing and/or the Head of Counselling Team.

Failure to Protect

This law requires those in positions of power and responsibility to act protectively for children under their care, including Principals, teachers and those supervising children, if there is a substantial risk of a sexual offence being committed against a child under 16 years of age.

Mandatory Reporting

Mandatory reporters in the College must make a report to child protection as soon as practicable if they form a belief on reasonable grounds, that a child needs protection from physical injury or sexual abuse. Mandatory reporters at the College must also inform the Principal, the Director of Wellbeing and/or the Head of the Counselling team.

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Non-Mandatory Reporters

Non mandatory reporters engaged at the College are expected to be proactive in sharing any child related concerns with the Principal, the Director of Wellbeing and/or the Head of the Counselling team.

Communication will be treated confidentially and shared on a 'need to know basis' and in accordance with reporting obligations under legislation.

It is important that staff and adult members of the school community understand that, consulting with or informing the Principal, a Child Protection Officer or another senior member of staff does not change any obligation under legislation to report to an external authority.

Further details in relation to staff and other adults in the College community responding to and reporting child safety concerns are outlined in our 'Procedures for Responding to and Reporting Allegations of Child Abuse'.

22. Child Safe Records Management

Good records management practices are a critical element of child safety and wellbeing.

St Leonard's College is committed to ensuring that all records, including records related to child safety, are managed in accordance with the Privacy Act 1988 and the Victorian Child Safe Standards.

The [Child Safe Record Keeping](#) section of our Child Safe Program (on PolicyConnect) details our strategy and practices for ensuring our compliance.

23. Review of Child Safety Practices

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

We:

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

24. Related Policies and Procedures

This Child Safe Policy is to be read in conjunction with other related school policies, procedures, and codes that, taken together, form our Child Safe Program. These include our:

- Child Safe Code of Conduct
- Child Safe Procedures for Responding and Reporting Suspected Child Abuse
- Anti-Bullying Student Policy

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- Diversity and Inclusion Policy
- General Records Management Policy
- Grievance Policy
- Online Safety Policy
- Pastoral Care & Student Wellbeing Policy
- Privacy Policy
- Staff-Student Boundaries Policy
- Supervision Policy
- Visitor Management Policy
- Volunteer Management Policy

Other related documents

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

25. Communication of this Policy

Our policy is publicly available on our website at <https://www.stleonards.vic.edu.au>. St Leonard's College is committed to communicating our child safety strategies to the school community through:

Students

- the Student Wellbeing Site on STL Link (the College intranet) under Child Safety
- Child Safe posters displayed and distributed throughout the school.

Staff

- the staff policy portal (PolicyConnect) via STL Link (the College intranet) > Child Safe Program Quick Link
- The Child Safe Policy is included in new staff induction material

College Community

- an annual notice is published in the College Newsletter advising the College community of the location of College policies
- parent information evenings
- Intranet (STL Link) for parents
- the College public website

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26. Prepared by

Director of Wellbeing, Compliance Manager

27. Consultation

This policy has been prepared in consultation with the St Leonard's College community. Consultation includes (but is not limited to) parent/guardian focus groups, the Student Wellbeing group, the College counselling team, the Pastoral Executive Committee, child safety information in school newsletters, parent/guardian information evenings, and consultation with First Nations' community elders.

28. Review Cycle

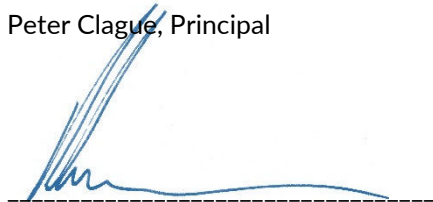
This policy is reviewed every two years, in accordance with the requirements of the Ministerial Order, for approval and endorsement by the Principal and the school's governing authority, the College Council.

29. Reason for Revision

This version has been updated and reissued in accordance with the requirements of Ministerial Order No. 1359 Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises*.

30. Approved by

Peter Clague, Principal



Signature

22 May 2023

Date

31. Endorsed by

Chair, College Council



Signature

14 June 2023

Date

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