

# POLICY AND PROCEDURES

## CHILD SAFETY AND WELLBEING POLICY GRM 1.13.8

Date Approved:	21/11/2024
Date Effective:	21/11/2024
Scheduled Review Date:	21/11/2025
Policy Category:	Governance and Risk Management
Policy Owner:	Principal
Approving Body:	College Board

### 1. Purpose

The SEDA College (Victoria) Child Safety and Wellbeing Policy demonstrates our school's commitment to creating and maintaining a child safe organisation, where children and young people are safe, feel safe, are happy and empowered. SEDA College has a **no-tolerance approach** for child abuse.

This policy provides an overview of our College'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.

### 2. Definitions

A reference or term included in this policy is defined as follows;

"SEDA College" or "the College" refers to SEDA College (Victoria).

"Children and young people" as defined by the Commission for Children and Young People (CCYP) means a person under the age of 18 years, but for the purposes of this policy, includes all children and young people enrolled at SEDA College (Victoria), regardless of their age.

"Child abuse" includes:

- a) any act committed against a child involving:
  - i. a sexual offence
  - ii. grooming offences under section 49M(1) of the Crimes Act 1958
- b) the infliction, on a child, of:
  - i. physical violence
  - ii. serious emotional or psychological harm
- c) the serious neglect of a child including exposure to family violence and its effects

"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.

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"Child-connected work" means:

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

"Child-related work" means work—

a) at or for a service, body or place, or that involves an activity, specified in subsection (3); and  
b) that usually involves direct contact with a child.

"Governing body" means the person or body responsible for the governance, conduct, or management of the school. This includes ensuring the school meets all regulatory requirements and maintains high standards in areas such as financial management, curriculum, and student safety.

"School Environment" means any physical or virtual place made available or authorised by the college for use by a young person during or outside school hours including:

- A campus of the school
- Online school environments, including email and intranet systems
- Other locations provided by the school and for a child's use including school camps, sporting events, excursions, competitions, or school community and other events.

"Staff" or "staff member" or "employee" in this policy includes all employees of SEDA College (Victoria).

For the purpose of this policy, an employee is a person of or over the age of 18 years who is:

- an employee of SEDA College, whether or not the person is employed in connection with any work or activities of SEDA College that relate to children; or
- engaged by SEDA College to provide services, including volunteers and volunteers from external agencies, secondees, individual business owners who employ or engage staff, contractors, office holders and directors of companies where the director performs work for the organisation, whether or not the person provides services to children.

"Student" means a person who is enrolled at or attends the school.

"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.

"LGBTIQA+" is an evolving acronym that stands for lesbian, gay, bisexual, transgender, intersex, queer/questioning, asexual.

- (1) As defined in Ministerial Order 1359.
- (2) As defined in the Child Wellbeing and Safety Act 2005
- (3) As defined in the Worker Screening Act 2020

### 3. Scope

This policy:

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CAMBERWELL | VIC | 3124  
PO BOX 1237 | CAMBERWELL | VIC | 3124  
ABN: 39 612 321 865

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e [info@scv.vic.edu.au](mailto:info@scv.vic.edu.au)  
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- applies to all College Board members, school staff, volunteers and contractors whether or not they work in direct contact with students.
- 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 section 6. Referenced Documents.

#### 4. Statement of Commitment

SEDA College (Victoria) 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 support & respect all children and young people, as well as our teachers, non-teaching staff and volunteers. We are committed to the safety, participation and empowerment of all children and young people.

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.

**To meet our commitment:**

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 and Torres Strait Islander 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 LGBTQIA+ 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 involving:

- Child abuse
- Allegations of child abuse

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- Concern of potential child abuse
- Managing the risk of child abuse
- Providing support to a child at risk of child abuse and to actively maintain a safe school environment both during school hours and outside the school day.

We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.

The College has robust human resources and recruitment practices for all teachers, non-teaching staff and volunteers.

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.

Please refer to *Appendix A* for a summary of how the College applies each of the Victorian Child Safe Standards.

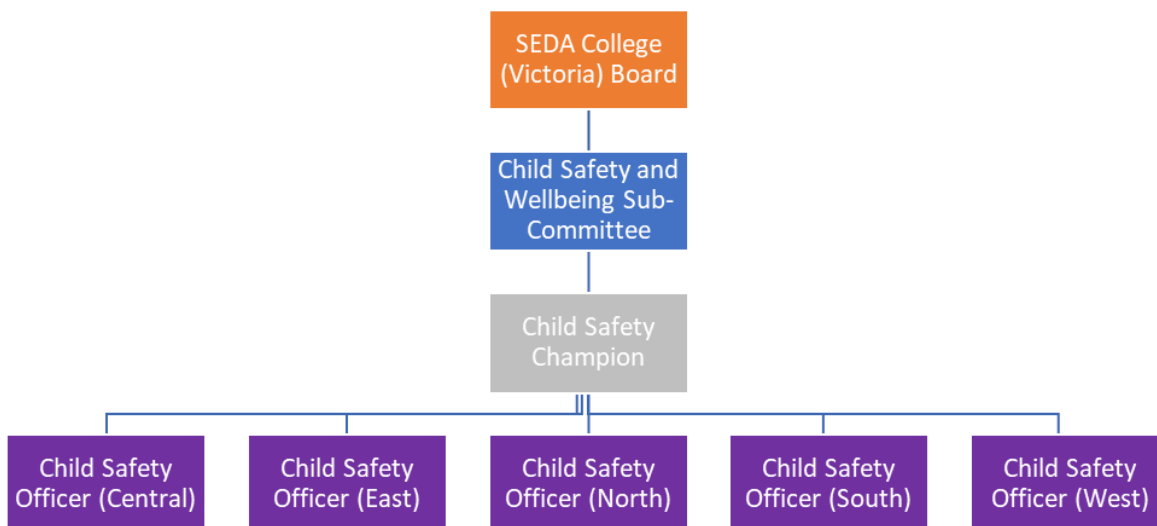
#### 4.1 Roles and responsibilities

##### a) College Board

In performing the functions and powers given to them under the *Education and Training Reform Act 2006*, Directors will:

- champion and promote a child safe culture with the broader school community
- ensure that child safety is a standing agenda item at school Board meetings
- undertake annual training on child safety
- approve updates to, and act in accordance with the Child Safety Code of Conduct to the extent that it applies to school Board, employees and members

The Board have formulated a structure to ensure that they have oversight over the Child Safety framework within the College which is as follows:



- Board Child Safety and Wellbeing Sub-Committee (Minimum 2 Directors, Principal, Director of Business Services and Child Safety Champion)
- Child Safety Champion (Assistant Principal Education)

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- Child Safety Officer for each region (Regional Manager North, South, East, West and Central)

Our Finance and Risk Sub-Committee monitors the Child Safety Risk Register.

The Child Safety Champion (CSC) will support the Principal in implementing our child safety policies and practices, including staff and volunteer training. The Principal and CSC are the first point of contact for child safety concerns or queries and for coordinating responses to child safety incidents. The responsibilities of the child safety champion are outlined in the [Guidance for child safety champions](#). In addition to these roles, our CSC is also responsible for:

- attending the Child Safety and Wellbeing Sub-Committee meetings
- for monitoring the school's compliance with the Child Safety and Wellbeing Policy. Anyone in our school community can approach them if they have any concerns about the school's compliance with the Child Safety and Wellbeing Policy.
- for informing the school community about this policy, and making it publicly available
- 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.

#### b) College Executive team

Our College Executive team (comprising the Principal, Assistant Principals and Director of Business services) 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 College Executive 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 Board 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
- 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.

#### c) School staff and volunteers

All staff and volunteers will:

- participate in child safety and wellbeing induction and training provided by the school or the Department of Education and Training, and always follow the school's child safety and wellbeing policies and procedures
- act in accordance with our Child Safety Code of Conduct on MySEDA
- identify and raise concerns about child safety issues in accordance with our Child Safety Responding and Reporting Obligations Policy and Procedures on MySEDA, including following the [Four Critical Actions for Schools](#)

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

#### d) Checking of Volunteers & Contractors

All people engaged in work at SEDA College including external providers (sports coaches, health professionals etc) and contractors are required to sign into each College campus. All guests, contractors and external providers must show their Working With Children Check (WWCC) before being granted entry onto the premises. Details of the WWCC are to be recorded.

## 5. Procedures

### 5.1 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.

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

### 5.2 Managing risks to child safety and wellbeing

At the 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, specific campuses 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 school leadership team will monitor and evaluate the effectiveness of the actions in the Child Safety Risk Register at least annually.

### 5.3 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 and Torres Strait Islander 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 LGBTQIA+.
- Other vulnerable students

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

#### 5.4 Establishing a culturally safe environment for First Nations people

At SEDA College (Victoria) 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.

#### 5.5 Student empowerment

To support child safety and wellbeing at the 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, implementing our whole school approach to Respectful Relationships, our Student Code of Conduct and our school values.

We inform students of their rights to feel safe and be safe through our student induction 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 through our Learning Management System (MySEDA).

Strategies will be put in place to promote participation and empowerment of young people.

Students will participate in clear and appropriate programs regarding empowerment of young people including, for example, anti-bullying, cyber safety, child safety and resilience.

At the Commencement of each year, the Teachers, Regional Managers, Assistant Principals and Principal will ensure all students have had a briefing on child safety & the processes and procedures in place to support them. This will be carried out each year during orientation week.

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.

#### 5.6 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, 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.

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ABN: 39 612 321 865

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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:

- Feedback gathered through MySEDA, student, staff, and parent meetings and other communications.
- all of our child safety policies and procedures will be available for students and parents on MySEDA or in hard copy by request.
- Bulletin notices and emails will 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.
- PROTECT Child Safety posters will be displayed digitally.

### 5.7 Staff recruitment

At the 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.

When engaging staff to perform child-related work we follow our Staffing Policy to ensure we:

- sight, verify and record the person's Working with Children clearance, Police Check or equivalent background check such as a Victorian Institute of Teaching registration
- collect and record:
  - proof of the person's identity and any professional or other qualifications
  - the person's history of working with children
  - references that address suitability for the job and working with children.

#### b. Staff Induction

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

- the Child Safety and Wellbeing Policy
- 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 e.g. Staff Code of Conduct, Safe use of ICT

#### c. 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 regular performance reviews and training.

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

All volunteers are required to comply with all of our policies.

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## 5.8 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:

- 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
- 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 volunteers, will be tailored to specific roles and responsibilities and any identified or emerging needs or issues.

## Board of Management Training and education

To ensure the College Board 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 Board 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
- our child safety and wellbeing policies, procedures, codes and practices

## 5.9 Complaints and reporting processes

SEDA College Victoria 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 Complaint Policy. The Complaints Policy can be found on MySEDA.

If there is an incident, disclosure, allegation or suspicion of child abuse, all staff and volunteers must follow our Child Safety Responding and Reporting Obligations Policy and Procedures on MySEDA.

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.

Any inappropriate behavior will be reported through appropriate channels, including the Department of Families, Fairness and Housing (DFFH) and Victoria Police, depending on the

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e [info@scv.vic.edu.au](mailto:info@scv.vic.edu.au)  
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severity and urgency of the matter. It is the responsibility of the College to report an allegation of abuse if we have a reasonable belief that an incident took place.

Factors contributing to a reasonable belief may be:

- a student states they or someone they know has been abused (noting that sometimes they may in fact be referring to themselves)
- behavior consistent with that of an abuse victim is observed
- someone else has raised a suspicion of abuse but is unwilling to report it
- observing suspicious behavior

Concerns should be raised with the Principal, Child Safety Champion (Deputy Principal – Education), Child Safety Officers (Regional Managers) or a member of the senior College Leadership Team, and collectively follow the **Four Critical Actions for Schools**.

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

The staff member should immediately contact Victoria Police if a student is at risk or a criminal offence may have been committed.

Where the student is over the age of 18 and discloses or is the alleged victim of any type of abuse, the College will provide support to the student and contact Child Protection and the Police for further investigation.

In the case of a reportable conduct allegation, e.g. employee misconduct involving the care, supervision and authority over young people, the College will make a report to the Commission for Children and Young People (CCYP) and the Victorian Institute of Teaching (VIT).

Our Student Wellbeing Policy and Anti-Discrimination, Harassment and Bullying Policy cover complaints and concerns relating to student physical violence or other harmful behaviours.

### 5.10 Communications

SEDA College (Victoria) 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, Child Safety Code of Conduct, and the Child Safety Responding and Reporting Obligations Policy
- displaying PROTECT posters digitally
- updates in our College bulletin on MySEDA
- ensuring that child safety is a standing agenda item at Board meetings, school leadership meetings and staff meetings

### 5.11 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 the College's Privacy Policy.

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### 5.12 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 our Record Keeping and Information Management Policy.

### 5.13 Review of child safety practices

At SEDA College (Victoria), 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 annually or after any significant child safety incident
- analyse any complaints, concerns, and safety incidents to improve policy and practice
- act with transparency and share pertinent learnings and review outcomes with school staff and our school community.

This policy is also available in a simplified student friendly version.

## 6. Referenced Documents

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

- Anti-Discrimination and Bullying (including cyber) Policy
- Child Safety Responding and Reporting Obligations Policy and Procedures
- Child Safety Code of Conduct
- Complaints Policy
- Student Inclusion and Diversity Policy
- Student Wellbeing Policy
- Privacy Policy
- Record Keeping and Information Management Policy
- External Providers Policy
- Staffing Policy
- Child Safety and Wellbeing Policy – Student Friendly Version

Supporting legislation include:

- Ministerial Order 1359
- Child Safety and Wellbeing Act 2005
- Children, Youth and Families Act 2005 (Vic)
- Education Training and Reform Act 2006
- Crimes Act 1958 (Vic) (Including Failure to Protect and Failure to Disclose offences)
- Wrongs Act 1958 (Vic) including Part XIII – Organisational liability for child abuse)
- Worker Screening Act 2020

## 7. Policy Review and Consultation

The Principal and leadership team are responsible for reviewing and updating the Child Safety & Wellbeing Policy every 12 months and after any major incident. The review will include input from students, parents/carers and the school community.

This policy is also available in a Student Use version.

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## 8. Policy History

Version	Approval Date	Effective Date	Summary of Changes
V1	11/11/16	11/11/2016	New Policy
V2	30/01/18	31/01/2018	Appendix 4: Updated to reflect staff roles
V3	7/02/19	7/02/2019	General formatting Reference to <i>Wrongs Amendment (Organisational Child Abuse) Act 2017</i> Section 4.5 adding an 'and' for the two dot points Stipulate that the policy will be reviewed every year Updated Appendix 5 Incident Report Form to include reference to Insurer Updated to provide more detail regarding annual training Clarify that risk management is campus specific
V4	10/01/20	10/01/2020	Remove original Appendix 4 and reference to Appendix 4 Stipulate that the Child Protection Code of Conduct Guidelines for employees and volunteers takes into account professional codes. Update links Edit original Appendix 5 (now 4) to further clarify secure storage arrangements and process Clarify roles and responsibilities by inserting a new section.
V5	17/08/20	17/08/2020	Updated Appendix 1 definition of who is mandated to report, due to legislative change.
V6	17/12/21	17/12/2021	Updated definitions and general formatting to new SEDA College template
Rename	20/06/2022	01/07/2022	Rename Policy to 'Child Safety and Wellbeing Policy". Separate reporting obligations to create a new policy and align this policy with Ministerial Order 1359.
V7	19/10/2023	19/10/2023	Added: Policy review and consultation details endorsement details by Board Re-worded statement of Policy to Statement of Commitment and re-worded reference to "zero tolerance" for child abuse to "no tolerance" to comply with Ministerial Order 1359. Child safety shared responsibility details Checking of volunteers & contractors Strategies to promote participation & empowerment of young people Referenced Staff Code of Conduct and Safe Use of ICT under staff induction Details of reporting channels & definition of reasonable belief Referenced additional legislation – Children, Youth & Families Act 2005 (Vic), Crimes Act 1958 (Vic), Wrongs Act 1958 (Vic). Appendix A – application of Child Safe Standards
V8	21/11/2024	21/11/2024	Updated letterhead to reflect current address. Updated definitions – "Children & Young People", "School Environment", Staff or Staff Member or Employee". Changed Policy Owner from Board Chairperson to Principal. Added the College Board as the Approving Body.

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## APPENDIX 1

### APPLICATION OF CHILD SAFE STANDARDS

The following sections outline the ways SEDA College ensures a Child Safe environment.

#### Child Safe Standard 1:

*Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.*

We do this by:

- Creating an inclusive and welcoming environment for Aboriginal students and their families
- Acknowledgement of Country takes place at the start of significant College events and is included in all email signature correspondence, staff handbook and website.
- Preparation of a Reconciliation Action Plan (in Progress).
- Encouraging & supporting students to express their culture and enjoy their cultural rights through curricular programs
- Recognising the right of students and their families to identify as Aboriginal and not challenging their identity
- Ensure that racism in within the school is identified, confronted and not tolerated (Discipline Policy)
- Child Safety & Wellbeing Sub Committee meet regularly to review Child Safety requirements and continuous improvement of implementing the ongoing practice of Cultural Safety of Aboriginal Children
- Reconciliation week is formally recognised

#### Child Safe Standard 2:

*Child Safety & Wellbeing is embedded in organisational leadership, governance & culture.*

We do this by:

- A public commitment to child safety on website, MySEDA, handbooks and in public spaces e.g. head office reception.
- A child safe culture is championed and modelled at all levels of the school.
- Governance arrangements facilitate the implementation of the Child Safety and Wellbeing Policy, and all associated policies, at all levels of the school.
- A Code of Conduct provides guidelines for staff and volunteers on expected behavioural standards, responsibilities and processes.
- Risk management strategies focus on preventing, identifying and mitigating risks to children and young people including Emergency Management Plan, OH&S Policies and Venue Risk Registers, Risk Management Framework, including specific Child Safety Risk Registers.
- Staff and volunteers understand their obligations on information sharing and record keeping.

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### Child Safe Standard 3:

*Children & Young people are empowered about their rights, participate in decisions affecting them and are taken seriously.*

We do this by:

- Students are informed about all of their rights, including to safety, information and participation.
- Bulletin notices and emails inform families and the school community about any significant updates to child safety policies or processes, and strategies or initiatives that we are taking to ensure student safety.
- Having a clear complaints policy & procedure
- The importance of friendships is recognised and support from peers is encouraged to help students feel safe and be less isolated.
- Students are offered access to sexual abuse prevention and support programs and services, and to relevant related information, in an age-appropriate way.
- Staff and volunteers are informed and 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 and imbed a culture that facilitates participation and is responsive to input from all students.

### Child Safe Standard 4:

*Families and communities are informed and involved in promoting child safety and wellbeing.*

We do this by:

- Holding regular information evenings
- Conducting regular MyPlan Meetings with students and parents
- Frequently liaising with students and families via MySEDA Bulletin Posts
- Information about the school's child safety and wellbeing policies and relevant information is accessible via the College website and MySEDA, and on request.
- Parent & whole school staff surveys where all parents are invited to provide feedback for the purposes of evaluating programs and practices within the College.

### Child Safe Standard 5:

*Equity is upheld respected in policy & practice.*

We do this by:

- Ensuring staff are inducted appropriately, and complete various compliance training annually including Anti-bullying and harassment, sexual harassment awareness and child safety.
- Understanding that our students have diverse circumstances and provide support and responds to those who are vulnerable.
- Student connect on MySEDA includes support information for students including respectful relationships, healthy mind , bullying, Cyberbullying, Gender & Sexuality, Culture etc
- Students at the College have access to information, support and complaints processes that are culturally safe, accessible and easy to understand.
- The College pays particular attention to the needs of students with disability, students from culturally and linguistically diverse backgrounds, those who are unable to live at home, students who identify within the LGBTIQ+ community and other vulnerable students.
- The College pays particular attention to the needs of Aboriginal children and young people and provides a culturally safe environment for them.

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CAMBERWELL | VIC | 3124  
PO BOX 1237 | CAMBERWELL | VIC | 3124  
ABN: 39 612 321 865



#### Child Safe Standard 6:

*People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.*

We do this by:

- Staffing Policy in place
- Position Descriptions outline commitment to Child Safety, set clear expectations about the roles requirements, duties and responsibilities regarding child safety.
- Child Safety Staff Code of Conduct
- Inclusion of Child Safety questions in all interviews
- Recruitment, including advertising, referee checks and staff and volunteer pre-employment screening, emphasis child safety and wellbeing.
- All staff and volunteers have current working with children checks or VIT
- All staff and volunteers receive an appropriate induction and are aware of their responsibilities to children and young people, including record keeping, information sharing and reporting obligations.
- Ongoing supervision and people management is focussed on child safety and wellbeing

#### Child Safe Standard 7:

*Processes for complaints and concerns are child focused.*

We do this by:

- Having an accessible, complaints handling policy which clearly outlines the roles and responsibilities of leadership, staff and volunteers, approaches to dealing with different types of complaints, breaches of relevant policies or the Code of Conduct and obligation to act and report.
- Complaints are taken seriously and responded to promptly and thoroughly.
- Policies and procedures in place that address reporting of complaints and concerns to relevant authorities, whether or not the law requires reporting, and cooperates with law enforcement.
- Reporting, privacy and employment law obligations are met.

#### Child Safe Standard 8:

*Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.*

We do this by:

- Appropriate Staff and volunteer induction process ensuring that regular professional development sessions relating to Child Safe Standards are held at least twice per year.
- Training programs are reviewed annually and all staff receive Child Safety and reporting training at induction, via ongoing training and professional development that includes: Privacy, sexual harassment awareness, bullying and anti-harassment, Equal employment, OHS, Child safety, Mandatory reporting
- Contact officers appointed to provide staff and volunteers with the opportunity to debrief on issues of child safety & wellbeing

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### Child Safe Standard 9:

*Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.*

We do this by:

- The online environment is used in accordance with the School's Code of Conduct and Child Safety and Wellbeing Policy and practices.
- Safe Use of ICT Policy in place
- Staff professional learning in acceptable use of ICT
- Teaching staff during the orientation period review with students the ICT Policy
- Students are encouraged to report any misuse of the ICT policy to their classroom teacher.
- Internet filtering systems
- Monitoring of student devices
- Parent, student and staff information sessions
- Risk Management framework
- Completion of OHS and Venue Child Safety Risk Assessments reviewed at least annually and approved by the College Board
- Risk Management for camps and excursions

### Child Safe Standard 10:

*Implementation of the Child Safe Standards is regularly reviewed and improved.*

We do this by:

- Regularly review, evaluations and improvements to child safe practices.
- Complaints, concerns and safety incidents are analysed to identify causes and systemic failures to inform continuous improvement.
- Policy Review Cycle
- Reporting and reviewing of child safety matters and incidents and accidents at Governance, Leadership, Risk and Compliance, Child Safe Committee and OH&S meetings
- Investigation of complaints and documentation of contact with staff and parents in relation to complaints

### Child Safe Standard 11:

*Policies and procedures document how the organisation is safe for children and young people.*

We do this by:

- Policies circulated to staff and implemented by staff.
- College Board oversee Governance policies relating to Child Safe Standards
- Addressing all Child Safe Standards in our policies and procedures.
- Using best practice models from ISV, VRQA and DET and stakeholder consultation for the development of policies and procedures.

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ABN: 39 612 321 865

w [seda.vic.edu.au](http://seda.vic.edu.au)  
e [info@scv.vic.edu.au](mailto:info@scv.vic.edu.au)  
p 1800 11 7332

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