If you require access to this policy in a language other than English, please contact the Principal's office on 9016 2000

Child Safety Policy

1. Policy Statement
The Penleigh and Essendon Grammar School Child Safety Policy demonstrates our commitment to creating and maintaining a child safe and child-friendly school, where children and young people are safe and feel safe. This policy reinforces the school's zero-tolerance for child abuse.

2. Purpose
The purpose of this policy is to:
- Articulate the school's commitment to keeping children and young people safe
- Reinforce a zero-tolerance for child abuse, harm and neglect
- Outline the principles for providing a child safe environment
- Promote the rights, empowerment and diversity of all children and young people
- Provide an overview of the school's approach to implementing **Ministerial Order No 1359 – Implementing the Child Safety Standards - Managing the risk of child abuse in schools and school boarding premises** which sets out how the Victorian Child Safe Standards apply in school environments.

3. Scope
This policy applies to:
- all staff, Board Directors, contractors, (including third party providers), volunteers, visitors, students, parents/caregivers and anyone in connection with the school community
- all physical and online school environments used by students during or outside of school hours, including other locations provided by or for a student's use (for example, school camp) and those provided through third-party providers
- all activities during and outside school hours, that occur on school property, whether under the supervision of school staff or others, conducted offsite or online, including learning via a third-party or external provider (such as VET providers, TAFE, University), including sport and co-curricular activities and programs, excursions, incursions, outdoor education, camps, interstate and overseas travel, projects and events (such as school fairs, concerts, performances).

This policy should be read alongside all child safety and wellbeing policies, procedures, and codes of conduct.

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Printed copies of this document are considered uncontrolled.

4. Definitions

The following terms in this policy have <u>specific definitions</u> used in relation to the Victorian Child Safe Standards and Ministerial Order 1359:

- **child**
- **child safety**
- **child abuse**
- **child-connected work**
- **child-related work**
- **school environment**
- **school staff**
- **student**
- **volunteer**

5. Statement of Commitment to Child Safety

Penleigh and Essendon Grammar School (PEGS) 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 a zero-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 First Nations Australian 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, queer and asexual (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.

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.

6. Our Obligations to the Child Safe Standards

The 11 Victorian Child Safe Standards set out the minimum requirements and outline the actions organisations must take to keep children and young people safe.

Ministerial Order No 1359 – Implementing the Child Safety Standards - Managing the risk of child abuse in schools and school boarding premises sets out how these standards apply in school environments.

The following section outlines the school's approach to managing these obligations under each standard.

6.1 Child Safe Standard 1: Culturally Safe Environments

We are committed to establishing an inclusive and culturally safe school where the strengths of First Nations Australian culture, values and practices are respected. We recognise the link between First Nations Australian culture, identity and safety and actively create opportunities for First Nations Australian students and the First Nations Australian community to have a voice and presence in our school planning, policies, and activities.

We have developed strategies to promote cultural safety in our school community, such as those in our First Nations Australians Policy to maintain an inclusive and culturally safe school for First Nations Australian children and families. Examples of these strategies are reflected in the school's Nurragunnawali Reconciliation Action Plan (RAP) Actions, currently under development.

Our school values, Policy of Mutual Respect and Bystander Code of Conduct outline the school's commitment to building positive relationships and a culture of mutual respect where all members of the school community experience a safe, supportive and caring environment free from all forms of unacceptable behaviour including bullying, harassment, discrimination or violence.

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

The **Board of Directors** endorses the **Child Safety Policy, Procedures to Protect Children from Abuse and Codes of Conduct** for Staff and others interacting with students, ensuring that appropriate resources are made available to allow the policies to be effectively implemented and that the Principal, Vice Principal and Senior Staff are held accountable for effective implementation.

Through its Risk Management process, the Board also periodically reviews the effectiveness of strategies that have been implemented to support child safety and revises these as appropriate. This includes the comprehensive review and endorsement of the Child Safety Risk Register.

The **Child Safety Policy, Codes of Conduct** and **Procedures to Protect Children from Abuse** describe our commitment to child safety**.**

  i.   The **Child Safety Policy** 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.

  ii.   Our **Codes of Conduct** set the boundaries and expectations for appropriate behaviours between adults and students. These codes also clarify behaviours that are not acceptable in our physical and online environments.
         The school has the following Codes of Conduct in place:

  - Code of Conduct for Staff and others who interact with students
  - Code of Conduct for Contractors, Volunteers and Visitors
  - Parent Code of Conduct

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.

  iii.   The **Procedures to Protect Children from Abuse** provides staff, contractors, volunteers and visitors with procedures for the mandatory reporting of child

abuse. The Codes of Conduct and Procedures to Protect Children from Abuse also include processes to report inappropriate behaviour.

6.3 Child Safe Standard 3: Child and student empowerment

We work to create an inclusive and supportive environment that encourages students and families to contribute to our child safety approach, students may contribute through many ways such as responding to surveys, participating in forums and learning to understand their rights and their responsibilities.

Our student committees such as the Student Wellbeing Committee and Student Reference Group provide another forum for voicing student contributions towards the school's child safety and wellbeing approach.

Respectful relationships between students are reinforced and we encourage strong friendships and peer support in the school to ensure a sense of belonging.

We inform students of their rights, based on our Mutual Respect Policy and Policy for Positive Interactions of Staff and Students, and give students the skills and confidence to recognise unsafe situations, whether involving adults or other students, and to speak up and act on concerns relating to themselves or their peers.

This is also reinforced through various resources, for example PROTECT Child Safety Posters and the Bystander Code of Conduct displayed in school buildings and electronically. 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 access information on how to report concerns on the school website, by email at mail@pegs.vic.edu.au, by telephoning the Principal's office on 9016 2000 or in person at any Section of the school.

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 caregivers) informed about progress.

Heads of Section oversee arrangements for students to develop an understanding of their rights through various strategies and resources, examples may include Convention on the Rights of the Child or participating in sexual abuse prevention programs in an age-appropriate way.

Student (Child) Safety Officers are assigned within each section or department as a child safety resource for staff and students.

6.4 Child Safe Standard 4: 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.

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. We invite families to participate through various mechanism, some examples may include:

- initiating surveys to monitor family opinion and offer opportunities for discussion
- including information on the school website, on the parent portal of PEGSpace, in newsletters, online and other communications
- discussion of child safety at staff meetings and parent information sessions

- publishing all of our child safety policies and procedures for students and parents on the staff and student portals of PEGSpace and on the website www.pegs.vic.edu.au
- using newsletters, including the Principal's newsletter, *Altior et Sapientior*, published quarterly, to 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
- displaying PROTECT Child Safety posters across the school
- discussing the Bystander Code of Conduct and distributing information in all Sections.

6.5 Child Safe Standard 5: Diversity and Equity

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 Australian 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 LGBTIQA+
- families experiencing difficulties related to their structure.

Our Mutual Respect Policy, First Nations Australian Policy, Gender Inclusion Policy and Student Care Policy provide more information about the measures we have in place to support diversity and equity.

6.6 Child Safe Standard 6: Suitable staff and volunteers

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 engaging staff to perform child-related work, we:
- sight, verify and record the person's Working with Children clearance or equivalent background check such as a Victorian teaching registration
- collect and record:
  o proof of the person's identity and any professional or other qualifications
  o the person's history of working with children
  o references that address suitability for the job and working with children.

Staff induction
All newly appointed staff are expected to participate in our child safety and wellbeing induction program. The program includes a focus on:
- the Child Safety Policy (this document)
- the Code of Conduct for Staff and others interacting with students
- the Procedures to Protect Children from Abuse and
- any other child safety and wellbeing information that school leadership considers appropriate to the nature of the role.

Ongoing supervision and management of staff
The Code of Conduct and Policy for Positive Interactions of Staff and Students set out our expectations for staff behaviour. 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.

Staff members' suitability for employment in a child-connected role will be considered as a compulsory component in the annual Professional Review and will be monitored by the Principal as a component of the annual report to the Board of Directors on child safety.

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.

When engaging volunteers to support child-related work, we:
- sight, verify and record the person's Working with Children clearance or equivalent background check such as a Victorian 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.

Volunteers involved in child-related work are required to complete appropriate induction procedures and to sign off and comply with the Code of Conduct for Staff and others interacting with students

6.7 Child Safe Standard 7: Complaints processes
The school fosters a culture that encourages staff, volunteers, students, parents and caregivers, and the school community to raise concerns and complaints. All concerns and complaints are taken seriously and responded to promptly and thoroughly. The school ensures appropriate record keeping, reporting, privacy and legal obligations are met when handling complaints.

The Complaints and Appeals Policy for Students and Complaints and Appeals Policy for Parents, Associates and Others set out informal and formal steps to facilitate resolution. The Policy of Mutual Respect covers complaints and concerns relating to student physical violence or other harmful behaviour. The Procedures to Protect Children from Abuse guides staff, contractors, volunteers and visitors on the process for mandatory reporting of child abuse. The Codes of Conduct also include processes to report inappropriate behaviour. This approach makes it more difficult for breaches of the code of conduct, misconduct or abuse to occur and remain hidden.

Any complaints or concerns related to child safety or breaches of the Code of Conduct should be raised directly with the Principal, Vice Principal or Head of Section.

If there is an incident, disclosure, allegation or suspicion of child abuse, all staff and volunteers must follow our Procedures to Protect Children from Abuse. This procedure addresses 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](#) published by Department of Education for complaints and concerns relating to student sexual offending

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

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

The Board of Directors and all staff members, including casual staff, student teachers, contractors and other persons in child-related roles will be required annually to both:
- sign the Code of Conduct for Staff and others interacting with students, and
- complete an online training package

to ensure understanding of their obligations and responsibilities to child safety.

Staff child safety and wellbeing training will be delivered at least annually, some examples of topics may include:
- our school's child safety and wellbeing policies, procedures, codes, and practices
- completing an online module concerning child protection, 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 volunteers, will be tailored to specific roles and responsibilities and any identified or emerging needs or issues.

To ensure our Board of Directors 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
- the school's child safety and wellbeing policies, procedures, codes and practices.

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

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 assessments such as those we develop for excursions, 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 safety alongside actions in place to manage those risks. Our Heads of Section, Board of Directors and/or Audit and Risk Committee will monitor and evaluate the effectiveness of the actions in the Child Safety Risk Register at least annually.

We have various strategies in place to support the supervision of students including yard duty, traffic management and staffing ratios. We have various strategies in place to monitor access to school campuses and buildings, where all contractors, volunteers and visitors are

required to sign in via Passtab, sight relevant identification and Working with Children's Check and sign the Code of Conduct. Any person accessing the school without appropriate WWCC or screening checks in place is escorted and supervised by staff at all times while on the premises.

Our ICT Policy, Electronic Devices and Communication Policy and Statement on Cybersafety outline strategies to support child safety in online environments.

6.10 Child Safe Standard 10: Review of child safety practices

The school has established processes for the review and ongoing improvement of our child safe policies, procedures, and practices.

We aim to:
- in consultation with staff, parent and student representatives, review and revise our policy every 2 years 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
- complete annual audit of child safety risk processes at Board and Head of Section level.

6.11 Child Safe Standard 11: Implementation of child safe practices

The School communicate our child safety strategies to the school community through various mechanisms, some examples may include:

- publishing key child safety and wellbeing policies on our website and for the school community on PEGSpace, including the Child Safety Policy (this document), Codes of Conduct, Procedures to Protect Children from Abuse and Policy for Positive Interactions of Staff and Students
- displaying PROTECT posters around the school/on PEGSpace, distributing Bystander Code of Conduct information and supporting gender equality and identity initiatives
- publishing updates in our regular newsletters and blog
- ensuring that child safety is a regular agenda item at school leadership meetings, staff meetings and Board meeting
- seeking input from staff, volunteers student and families in the review of policy and procedures at two yearly intervals.

7. Privacy and information sharing

The school 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 Privacy Policy.

8. Records management

We acknowledge that good records management practices are a critical element of child safety and wellbeing. Refer to the Privacy Policy for further information about our procedures.

9. Related Legislation, Regulations and Standards

- Education and Training Reform Act 2006 and
  Ministerial Order No. 1359 Implementing the child safe standards – managing the risk of child abuse in schools and school boarding premises. (effective 1 July 2022)
- Victorian Child Safe Standards
- Child Wellbeing and Safety Act 2005 (Vic)
- Reportable Conduct Scheme

10. Related Documents

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

- Code of Conduct for Staff and others interacting with student
- Code of Conduct for contractors, volunteers and visitors
- Bystander Code of Conduct (students)
- Parent Code of Conduct
- Complaints and Appeals Policy for Students
- Complaints and Appeals Policy for Parents, Associates and Others
- First Nations Australian Policy
- Gender Inclusion Policy
- ICT Policy
- Policy for Mutual Respect
- Policy for Positive Interactions of Staff and Students
- Privacy Policy
- Procedures to Protect Children from Abuse
- Social Media Policy
- Statement of Our Behaviour
- Student Care Policy
- Visitors Policy
- Volunteers Policy

11. References and resources

- 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
- Principal Checklist Responding to Student Sexual Offending

Plain language resources:

- Victorian Child Safe Standards Plain Language Guide
- Victorian Child Safe Standards Plain Language Poster
- Victorian Child Safe Standards Speak Up Its Your Right Poster
- PROTECT Child Safe Poster
- Australian Human Rights Commission Children's Rights Poster

12. Appendices
Appendix 1: Roles and responsibilities

Role	Responsibilities

Board of Directors	The **Board of Directors,** as the governing authority of the School, is responsible for ensuring child safety and wellbeing is embedded in school leadership, governance and culture.
	Responsibilities:
	• Set the school's commitment to a zero-tolerance for child abuse
	• Endorse the Child Safety Policy, Procedures to Protect Children from Abuse and Codes of Conduct and ensure appropriate governance arrangements are in place for:
	  o Championing and modelling a child safe culture
	  o Implementation of relevant child safety policies, procedures and practices
	  o Ensure appropriate child safe practices are embedded in risk management and employment procedures (including staff and volunteer screening)
	  o Biannual review
	• Undertake annual training in child safety
	• Include child safety in risk reporting
	• Monitor the child safety risk register and mitigations to ensure they are implemented
	• Communicate openly and honestly with the Principal about child safety issues and risk
	• Ensure appropriate resources are available to effectively implement child safety policies, procedures and practices.
	
	In communication with the Principal:
	• Ensure communication and consultation with parents in development of policies
	• Ensure First Nations presence and opinion is considered in development of policies
	• Ensure that students are consulted in the development of policies and that they understand their rights and obligations.

Principal	The **Principal** is responsible and will be accountable for all practical measures to ensure child safety and wellbeing within the school. This includes strategies to mitigate the risk of child abuse. Responsibilities: • Provide regular updates of child safety issues to the Board of Directors, including the annual audit of risks related to child safety • Keep the Board Members fully appraised of child safety management issues within the school • Ensure the school complies with policies endorsed by the Board • Oversee review and development of policies and procedures to strengthen child safety within the school • Ensure that the risk framework prioritises and supports the implementation of commitment to child protection and zero tolerance for child abuse • Demonstrate leadership and commitment to child safety and wellbeing for the school • Establish clear lines of responsibility for managing the end-to-end risk process by assigning authority, responsibility and accountability at appropriate levels within the school structure

Role	Responsibilities

	• Promote a risk management process and culture of zero tolerance for child abuse within the school
	• Monitor changes in the school's activities continuously and ensure that risks to child safety arising from any significant changes are considered within the risk framework
	• Ensure that the school's policies and procedures for child safety are readily accessible by staff, contractors and volunteers and are implemented efficiently and effectively
	• Respond to allegations of suspected abuse, including communication with external authorities
	• Ensure that parents and caregivers have accessible information about child safety. This will include:
	  o publication of the Child Safety Policy, Procedures to Protect Children from Abuse and the Codes of Conduct for Staff and others who interact with students on the website, among other policies
	  o reminders to parents in communications of our commitment to child safety
	  o ensuring that child safety is a regular agenda item at school leadership meetings and staff meetings for discussion.
	• Ensure students are listened to and are encouraged to participate in the development and implementation of child safety policies
	• Ensure that students are offered appropriate abuse prevention programs and age-appropriate, relevant information
	• Champion First Nations presence and consultation in development of child safety policies and procedures
	• Communicate honestly and openly with fellow members of the Heads Of Section about child safety concerns.

Heads of Section (Committee)	Heads of Section are collectively responsible for ensuring that a strong child safe culture and risk management is created and maintained, and that policies and practices are effectively developed and implemented in accordance with Ministerial Order 1359. Collective obligations: • Oversee the effectiveness of the strategic risk register of the school as it relates to child safety and the implementation of the Risk Management Policy incorporating strategic and operational risk • Monitor and oversee the child safety risk register and mitigations to assure they are implemented and continue to prioritise our commitment to child protection and zero tolerance for child abuse. This includes actions to approve and monitor the risk management policy, risk mitigation, resourcing and continuous improvement workplans • Establish clear lines of responsibility for managing the end-to-end risk process • Review the work of the school in developing a risk and compliance culture that is aligned to the strategic priorities and child safety commitment of the school • 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, parent information sessions and 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 and 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.

Role	Responsibilities
Vice Principal	The Vice Principal is responsible for monitoring the school's compliance with the Child Safety Policy. Anyone in our school community should approach the Vice Principal if they have any concerns about the school's compliance with the Child Safety Policy. Responsibilities: • Respond to disclosures of suspected abuse • Establish and monitor the children at risk register • Communicate openly and honestly with the Principal about the risk profile of the school regarding child safety • Communicate with parents on child safety policy and procedures.
Head of Section or Department/Senior Staff	Individually, Heads of Section or Department are responsible for the implementation of child safety practices within their Section or Department Responsibilities: • Communicate issues of child safety arising within their Section to the Principal • Complete the annual audit of risks within their Section or Department • Annual training of staff concerning their obligations to uphold child safety • Oversee training to support children's understanding of their rights, availability of support and how to seek assistance for themselves or others • Supervision of staff, including annual review of suitability for child-related work • Work with Student Safety Officers to develop strategies to empower students including o child safety in the curriculum o encouraging children's opinions o responding to their contributions • Respond to disclosures of suspected abuse including cooperation with the Principal to fulfil statutory obligations • Communicate with parents on child safety policy and procedures • Work with Vice Principal to maintain Children at Risk Register • Work with Human Resources to support awareness of child safety responsibilities for new staff members and volunteers and that they comply with Code of Conduct • Communication on child safety issues with parents and caregivers. This will include: o reminders to parents in term newsletters of our commitment to child safety o ensuring that child safety is a regular agenda item at staff meetings for discussion o discussion of child safety issues at parent information sessions o posters related to child safety displayed prominently o inclusion of curriculum content designed to develop student self-esteem, resilience, healthy and respectful relationships (including sexuality) and mutual respect at a level suited to the cohort.
Director of Human Resources	• Develop recruitment and induction procedures to fulfil requirements of MO No 1359 for all staff and contractors where required for working with students • Monitor suitability of volunteers and contractors in line with MO No 1359, including Working With Children Check • Ensure Code of Conduct obligations are followed for all new staff, volunteers, contractors • Oversee annual review of Child Safety Policies and Code of Conduct by all staff.
ICT Manager	• Implement Code of Conduct sign in and online staff training procedures • Implement procedures to monitor risks to child safety in online environment • Review eSafety procedures and support best practice in response to cybersafety issues.

Role	Responsibilities
Facilities Manager	- Monitor physical environment - Identify and reduce or remove risks to child safety in consultation with Heads of Section, Vice Principal, OHS. - Complete annual audit of risks to child safety
Student Safety Officers	A Student Safety Officer appointed within each Section or Department will support the Head of Section or Director to implement our child safety policies and practices, including staff and volunteer training within the Section or Department. Responsibilities: - Promote and champion a culture of zero tolerance of child abuse within the school - Complete any additional specialised training offered by the school to support their role with respect to child safety - Work with Senior Staff to reduce the risk of child abuse - Encourage children's understanding of their rights, safety and available support - Support child empowerment and participation in development of a child safe school environment - Assist the Head of Section to fulfil annual child safety audit requirements. - Support individuals seeking to make an allegation of suspected child abuse - Work with Head of Section to develop strategies to empower students including: - child safety in the curriculum - encouraging children's opinions - responding to their contributions - Work with staff to implement child safety and wellbeing content within the curriculum - Communicate with the Head of Section to manage disclosures of suspected abuse - Manage communication with parents to highlight child safety policy and procedures.
OHS Committee	The **OHS Committee** directs the operation of risk management procedures at Section level and provides open and honest communication with the **Heads Of Section**. Obligations: The OHS/Risk Committee under the direction of the Heads Of Section: - Reviews risk management procedures for child safety in light of the Risk Management Policy and ensures that they meet standards - Implements the Risk Management Program and the policies and procedures that support child safety and zero tolerance of child abuse at Section level. This includes: - Promoting and championing a risk management culture within the school - Reinforcing clear lines of responsibility for managing the end-to-end risk process - Continuously monitoring changes in the school's activities so that child safety risks are considered within the risk framework - Assisting others to conduct risk assessments - Maintaining the school's risk registers and providing high quality templates, procedures and risk workshop facilitation practices - Reviews the overall effectiveness of the Risk Management Program at least once annually.

Role	Responsibilities
Staff and volunteers	Obligations of all **staff members**: • Work with OHS Committee to identify and mitigate risks in student activities • Support a culture of zero tolerance of child abuse within the School • Complete annual review of Code of Conduct and Child Safety policies • Respond to allegations of risk by acting to reduce potential for immediate harm and reporting incident to Head of Section or Manager • Participate in child safety and wellbeing induction and training as provided by the school and always follow the school's child safety and wellbeing policies and procedures • Act in accordance with our Code of Conduct for staff and others who interact with students • Comply with their legal obligations to report child abuse and with annual training requirements. Each individual is responsible for being aware of the key risk indicators of child abuse and raising any concerns with their Head of Section or Department, the Vice Principal or Principal • Identify and raise concerns about child safety issues in accordance with our Procedures to Protect Children from Abuse 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.
Student committees	The Student Wellbeing Committee and Student Reference Group provide a student voice on child safety. Responsibilities: • Provide feedback on Child Safety policies including strategies for communication and presentation, upon invitation from the Principal
Parents and community	Responsibilities: • Comply with Code of Conduct requirements when involved in child-related and child-connected activities • Comply with Child Safe Standards and Procedures to Protect Children from Abuse and requirements to report suspected child abuse to Police and school. Optional: Provide feedback on Child Safety policies and procedures upon invitation from the Principal.