



Presbyterian Ladies' College

MELBOURNE

PLC CHILD PROTECTION, SAFETY AND WELLBEING POLICY

1. Rationale

PLC values and respects each and every student and is committed to providing them with an outstanding education in a safe and welcoming environment.

PLC is committed to the protection of all children from all forms of child abuse and demonstrates this commitment through the implementation of a comprehensive Child Protection and Safety Program designed to keep children safe. This policy consolidates a number of policies that have been developed and implemented by PLC to provide a safe environment and protect the emotional, psychological and physical wellbeing of its students.

The College regards its child protection responsibilities as being of the utmost importance and so is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. PLC is committed to supporting and upholding the Victorian Government's Child Safety Standards complying with Ministerial Order 1359. PLC acknowledges that it has a legal and moral duty to protect its students from foreseeable harm. This includes the provision of safeguards against mistreatment and prompt reporting of child abuse.

2. Scope

PLC's Child Protection, Safety and Wellbeing Policy relates to all members of the PLC Community, this includes

- all staff members, including non-teaching staff and temporary or casual staff
- the College Council
- volunteers
- parents and carers
- third party contractors
- external Education Providers
- teacher candidates or other tertiary students on placement at the College
- visitors.

This policy applies across all school environments, including the Boarding House environment (Koorinya), both during and outside school hours, within and outside the physical school environment (excursions, camps and tours) and the online environment. This includes overseas students, for whom the College has additional duty of care responsibilities.

The ELC is also covered by a supplementary Child Safety Environment policy.

3. Key Definitions (as outlined in Ministerial Order 1359 unless otherwise noted)

Term	Definition
Child	A child or young person who is under the age of 18 years

Student	A person who is enrolled at or attends the school or student at the school boarding premises
Child Safety	Includes matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to suspicions, incidents, disclosures or allegations of child abuse
Child abuse	<p>Includes</p> <ul style="list-style-type: none"> (a) any act committed against a child involving— <ul style="list-style-type: none"> (i) a sexual offence (ii) an offence under section 49M(1) of the Crimes Act 1958 (<i>Grooming for sexual conduct with a child under the age of 16</i>) (b) the infliction, on a child, of— <ul style="list-style-type: none"> (i) physical violence (ii) serious emotional or psychological harm (c) the serious neglect of a child
Grooming	Is a form of child abuse and refers to when a person engages in predatory conduct to prepare a child or young person for sexual activity at a later date. Grooming can include communicating and/or attempting to befriend or establish a relationship or other emotional connection with the child and/or their parent/carer.
Family Violence	<p>While the term ‘family violence’ does not form part of the official definition of ‘child abuse’, the impact of family violence on a child is commonly referred to as a form of child abuse. In Victoria, section 5 of the <i>Family Violence Protection Act 2008 (Vic)</i> defines “family violence” as behaviour by a person towards a family member that is:</p> <ul style="list-style-type: none"> ● physically or sexually abusive ● emotionally or psychologically abusive ● economically abusive ● threatening ● coercive ● in any other way controlling or dominating the family member and causes them to feel fear for their own, or other family member’s safety or wellbeing. <p>Behaviour that causes a child to hear, witness, or be exposed to the effects of such behaviour also falls within the definition of “family violence”.</p>
School/ Boarding staff	<p>In a non-government school/ boarding premises means an individual working in a school/ boarding environment who is:</p> <ul style="list-style-type: none"> a) directly engaged or employed by a school/ boarding premises governing authority b) a contracted service provider (whether or not a body corporate or any other person is an intermediary) engaged by the school/ boarding premises governing authority to perform child-related work. This includes tutors working with Boarding House students. <p>a minister of religion, a religious leader or an employee or officer of a religious body associated with the school/ boarding premises</p>
School environment	<p>Means any physical, online or virtual places, using during or outside school hours:</p> <ul style="list-style-type: none"> a) a campus of the school

	<ul style="list-style-type: none"> b) online or virtual school environments made available or authorised by the school governing authority for the use of a child or students (including email, intranet systems, software applications, collaboration tools, and online services) c) other locations provided by the school or through a third-party provider for a child or student to use including, but not limited to, location used for <ul style="list-style-type: none"> i. camps ii. delivery of education and training such as registered training organisations, TAFEs, non-school senior secondary providers or another school iii. sporting events, excursions, competitions and other events
School Boarding environment	<p>Means any physical, online or virtual space made available or authorised by the school boarding premises governing authority for a child or student boarding at a school boarding premises to use at any time, including:</p> <ul style="list-style-type: none"> a) online or virtual school boarding environments (including email, intranet systems, software applications, collaboration tools, and online services); b) other locations provided by the provider of school boarding services or through a third-party provider for a child or student to use including, but not limited to, locations used for: <ul style="list-style-type: none"> i. camps; ii. delivery of education and training such as registered training organisations, TAFEs, non-school senior secondary providers or another school; or iii. sporting events, excursions, competitions or other events iv. environments where tutors are working with boarding house students.
School governing authority	<p>Means</p> <ul style="list-style-type: none"> a) the proprietor of a school, including a person authorised to act for or on behalf of the proprietor b) the governing body for a school (however described), as authorised by the proprietor of a school or the ETR Act c) the principal, as authorised by the proprietor of a school, the school governing body, or the ETR Act.
School boarding premises governing authority	<p>Means</p> <ul style="list-style-type: none"> a) the provider of school boarding services b) the governing body of a school boarding premises (however described), as authorised by the proprietor of school boarding services or the ETR Act c) the principal, as authorised by the proprietor of a school, the school governing body, or the ETR Act.
Volunteers	<p>Means a person who performs work without remuneration or reward for the school or school boarding premises in the school environment or school boarding premises environment</p>

4. Statement of Commitment to Child Protection and Safety

PLC is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making.

At PLC we have a zero tolerance for child abuse.

PLC is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved with the College has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

5. Child Protection, Safety and Wellbeing Principles

PLC's commitment to child safety and the development of the PLC Child Protection, Safety and Wellbeing Program is based on the following overarching principles that guide the development and regular review of our work systems, practices, policies and procedures to protect children from abuse:

- a) All children have the right to be safe
- b) The wellbeing and best interests of the child are paramount
- c) The views of the child and a child's privacy must be respected
- d) Clear expectations for appropriate behaviour with children are established in our Child Safety Code of Conduct and Staff and Student Professional Boundaries policy
- e) The safety of children is dependent upon the existence of a child safe culture
- f) Child safety and wellbeing awareness is promoted and openly discussed within our College community
- g) Families participate in decisions related to child safety and wellbeing which affect their child
- h) Children are empowered by informing them of their rights and responsibilities and are encouraged to speak up about any matters of importance to them, including if something goes wrong. PLC works to include the participation of children and young people in decision making regarding any matters affecting their welfare.
- i) Procedures are in place to screen all staff, volunteers, contractors and external education providers who have direct contact with children
- j) Child safety and protection is everyone's responsibility
- k) Child protection training is mandatory for all PLC Council members, staff, contractors and volunteers
- l) Any form of abuse or neglect towards children and young people will not be tolerated and immediate action will be taken upon to report of any suspected harmful or abusive behaviours
- m) Procedures for responding to alleged or suspected incidents of child abuse are simple and accessible for all members of the College community
- n) Children have the right to a culturally safe school environment in which their diverse and unique identities are respected and valued. This includes those who identify as Aboriginal or Torres Strait Islander
- o) The College will pay particular attention to children who have any kind of disability, who are from culturally or linguistically diverse backgrounds, children who are unable to live at home, international

students and lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+) students.

- p) The Child Safety, Protection and Wellbeing Program should be regularly reviewed and improved upon.

6. Child Safety and Risk Management

PLC has adopted a risk management approach to the development of a Child Safety, Protection and Wellbeing Program by identifying key risk indicators and assessing child safety risks based on a range of factors including the nature of our College's activities, physical and online environments and the diversity of the student cohort and then looking for ways to mitigate against each identified risk.

PLC has implemented a number of risk management policies and procedures to:

- a) provide a safe learning environment for its students
- b) identify risks of child abuse and mitigate those risks
- c) assist staff to detect child abuse
- d) care for a student who may be a victim of abuse
- e) report suspected or known child abuse to appropriate authorities

Additionally, PLC is committed to monitoring its practices and procedures to ensure the highest standard of care for its students, and will seek to continually improve its practices and procedures.

7. PLC Child Safety Staff Code of Conduct

PLC has a Child Safety Staff Code of Conduct which outlines expectations of professional conduct, and standards to which all staff must adhere. The overarching principle guiding all adult behaviours is that the safety of all students is paramount.

8. Suitable Staff

PLC conducts a rigorous screening and recruitment process that includes exacting reference checks. All applicants for employment at PLC are informed of the College's child safety and wellbeing policies and procedures.

In addition:

- All teachers must be registered with the Victorian Institute of Teaching
- All non-teaching staff must have a current Working With Children Check.
- All newly employed staff from 2021 must undertake a National Police Check.

New staff will undergo induction that includes comprehensive details of duty of care, child protection, identification and risk indicators of child abuse, and the statutory obligations that all staff must be aware of regarding reporting child abuse. All new staff must sign an agreement indicating that they have read, understood, and will abide by the PLC Child Protection and Safety Policy and the PLC Child Safety Staff Code of Conduct.

PLC is committed to providing ongoing training to its staff. All staff must undertake annual training on child safety and protection.

9. Suitable Volunteers and Third Party Contractors

All PLC Volunteers and Third Party Contractors are required to complete induction training on the content of the PLC Child safety program in addition to holding and presenting a current Working With Children Check. This is completed electronically via the PLC Contractor Management platform (LinkSafe) before coming onto the College campus. This system requires Volunteers and Third-Party Contractors to acknowledge that they have read and understood the College's Child Safety program and also provides real-time verification of the individual's Working With Children Check.

Following the completion of all induction requirements, Volunteers and Third Party Contractors are required to wear an identification sticker generated from the Contractor Management Platform (including a photo to provide proof of their identity) while on the College campus.

10. Visitors to PLC

During school hours all visitors must be clearly identified by signing in at the relevant reception areas of the College and wearing a visitor's sticker at all times whilst on the campus. Junior School and ELC parent/guardian visitors are required to sign in and wear a visitor sticker when they are in a parent- helper role or attending their child's music lesson.

Any visitors to the College requesting to speak to or meet with individual day students must be directed to either the Deputy Principal (Pastoral, Staff and Students), the Director of Student Wellbeing or the relevant Year Level Co-ordinator in the Senior School and the Head of Junior School (or delegate) in the Junior School. Guidelines around visitors to Boarding House students are outlined in the College's Boarding policies.

Staff are required to be vigilant about visitors (including parents / guardians) to the College and speak with anyone who is not wearing a sticker to clarify the purpose of their visit.

11. Procurement of Goods and Services

PLC has procurement practices and policies in place to ensure the safety of children and students. All procurement contracts require written consent to comply with the PLC Child Safety, Protection and Wellbeing program in the goods and services they provide. Any procurement activities requiring external contractors to access the PLC school environment require individuals to complete the Child Protection and Safety induction training for Third Party Contractors in addition to presenting a valid Working with Children Check before coming onto campus.

12. Deliveries Addressed to Students

Deliveries addressed to day students received by the College from outside of the College community may be re-directed to the student's listed home address. This applies to communications that may include letters, parcels or packages, regardless of whether they are hand-addressed, typed, hand-delivered or delivered through a postal or courier service.

Management of deliveries addressed to boarding students is outlined in the College's Boarding policies.

13. Student Empowerment

PLC has policies, procedures and pastoral and educational programs in place to empower students through building:

- a) a clear understanding of appropriate and acceptable behaviours

- b) a strong sense of self
- c) resilience
- d) ethical behaviours
- e) leadership qualities and capabilities
- f) healthy relationships (including sexuality)

PLC's pastoral program includes age appropriate education and information sessions for students to understand, identify, discuss and report child safety matters.

14. Diversity and Equity

PLC is committed to creating a safe and inclusive environment for all within its community. The College recognises the value and importance of diversity and is dedicated to creating and maintaining an inclusive culture that supports and celebrates diversity. Great care is taken throughout the College to ensure there is zero tolerance of both direct and indirect discrimination, paying appropriate attention to the needs of the following groups:

- Aboriginal and Torres Strait Islanders
- Children and young people with a disability
- Children and young people from culturally and linguistically diverse backgrounds
- LGBTQIA+, (Lesbian, gay, bisexual, transgender, queer and intersex)
- Children and young people who are unable to live at home

PLC has programs in place to ensure all students remain happy, healthy, safe, engaged, and supported at school to achieve their full potential.

15. Bullying

PLC has a zero tolerance of bullying or harassment of any kind. The College acknowledges that bullying does occur in schools at times and has policies and educational programs to mitigate against this kind of behaviour. There are clear guidelines for students on how to respond to an incident of bullying, including bringing it to a trusted adult's attention as quickly as possible. These are outlined in the PLC Bullying and Harassment Policy.

16. Online Safety

PLC acknowledges that students routinely access online environments and therefore has in place policies, online codes of conduct, guidelines and educational programs to support and encourage safe behaviours.

For any College authorised education programs that are delivered through an online school environment, the College will implement procedures and communicate guidelines to parents/guardians and students to promote the safety of all students participating in the program. Guidelines that are communicated to parents/guardians will outline the responsibilities of parents in ensuring a safe online learning environment including, for example, their responsibility for monitoring online safety at home.

17. Reporting Child Abuse or Child Protection Concerns

The College has developed and implemented the following procedures for reporting and responding to allegations of child abuse.

Child Safety Officers

PLC has appointed the Deputy Principal (Pastoral, Staff and Students) as the College's Senior Child Protection and Safety Officer. The Senior Child Protection and Safety Officer has an important role in the promotion and maintenance of the child protection culture at the College. Reporting directly to the Principal, the College's Senior Child Protection and Safety Officer must provide timely reports on any Child Protection concerns. The Senior Child Protection and Safety Officer is contactable by phone on (03) 9808 5811 or by emailing awilliams@plc.vic.edu.au.

In addition to the Senior Child Protection and Safety Officer PLC has appointed the people listed below as the Colleges Child Protection and Safety Officers. The main role of each Child Protection and Safety Officer is to be staff who students, parents and staff can turn to with child abuse or child safety concerns. Other key responsibilities include:

- having a good working knowledge of the College's Child Safe Policy and Child Protection Program
- without replacing any legal reporting obligations any person may have, promptly managing the College's response to an allegation or disclosure of child abuse, and ensuring that the allegation or disclosure is taken seriously
- ensuring that the College's Child Safe Policy is clearly communicated to all key stakeholders including students, parents/carers, staff and volunteers
- ensuring that the College's Child Safe Policy and Child Protection Program are being implemented effectively
- ensuring that there are clear procedures for anyone to report child protection concerns and reportable conduct matters within the College
- assist and advise a person on the process involved when they are reporting an allegation of child abuse
- promoting child protection issues within the College community and responding to general queries with respect to the College's Child Safe Policy and Child Protection Program
- ensuring a strong and sustainable child protection culture is embedded within the College
- being a first point of contact for staff, or other members of the College community, raising child protection concerns within the College
- assisting the Principal, Senior Child Safety Officer and other senior staff members in coordinating appropriate responses to child protection incidents including liaising with the Police and other external agencies and responding to a child who makes, or is affected by, an allegation of child abuse
- ensuring the College's Child Safe Policy and Child Protection and Safety Program are reviewed on a regular basis by an appropriate member of staff.
- ensuring the referral and follow up by the College counsellors for any child who makes, or is affected by, an allegation of child abuse
- ensuring the Principal is informed of any Child Safety reports made.

Please note that reporting the matter to a PLC Child Protection and Safety Officer does not displace or discharge an individual from any other legal and regulatory reporting obligations that arise if a person reasonably believes a child is at risk of child abuse.

The Child Protection and Safety Officers at PLC are:

Department	Child Protection and Safety Officers
Early Learning Centre	Mrs Deborah Hendren (Head of ELC)
Junior School	Mrs Melissa Voce (Head of Junior School)
	Mrs Leticia Newell (Deputy Head of Junior School - Curriculum and Pedagogy)
Senior School	Mrs Anne-Marie Williams (Deputy Principal -Pastoral, Staff and Students) – Senior Child Protection and Safety Officer
	Ms Kim Watkins (Director of Student Wellbeing)
	Ms Anna Taranto (Head of Counselling)
Boarding House	Mrs Amy Munro (Head of Boarding)
Sport	Mrs Jen Rivett (Director of Sport)
Aquatic Centre	Mrs Shelly Hawkins (Aquatic Centre Manager)
Non-Teaching Staff	(Business Manager)

If a Child Safety and Protection Officer cannot perform their role, for example, due to conflicts of interest or absence, these duties must be performed by either another College Child Safety and Protection Officer, or the Senior Child Safety and Protection Officer.

Child Safety and Protection Officers are selected based on a number of considerations, namely:

- their personal attitudes, experiences and beliefs, for example, a person who is non-judgmental, calm, resilient and demonstrates a high degree of integrity and respect for confidentiality
- their role within the College, for example, a person who has seniority and experience working with complex student and family issues at the College and someone who is readily accessible and available to all members of the College community
- their personal profile within the College, for example, a person who is approachable, who students and staff trust and who is willing and able to respond to issues personally and sensitively.

18. Reporting Procedures

The College has implemented the following procedures as outlined in the flow charts: 'Four Critical Actions for Schools: Responding to Student Sexual Offending'¹ and 'Four Critical Actions for Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse'²:

- a) Staff are trained to report concerns regarding student safety to a Child Protection and Safety Officer. The Child Safety and Protection Officers, in consultation with a School Counsellor will be able to

¹ https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_SSO.pdf

² https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf

assist in clarifying concerns and managing the next steps. (If a particular Child Safety Officer is not available, all Child Safety Officers are trained to respond.)

- b) All staff are trained in their legal obligation to report child abuse (sexual, physical, emotional or psychological), and their responsibility in keeping children and young people safe. This includes, but is not limited to, Mandatory Reporting obligations and training on the Failure to Disclose and Failure to Protect offences.
- c) All students will be informed in an age appropriate way of PLC's Child Safety policies and how students will be supported and assisted if they disclose child abuse, or are otherwise linked to suspected child abuse
- d) All suspected or known cases of abuse will be reported to Child Protection at the Department of Families, Fairness and Housing (DFFH) Victoria or the Police. Further detail should be referenced from PLC's Child Protection Program on Wyse
- e) All reports of Child Abuse made to DFFH Child Protection or Child FIRST must also be copied to the Principal.
- f) Should an allegation of suspected abuse be made, PLC is committed to protecting the child and will:
 - i. listen sensitively to the student
 - ii. protect the student and keep them safe
 - iii. inform appropriate authorities
 - iv. monitor the ongoing wellbeing of the student
 - v. record, make secure and retain all documentation using the appropriate template:
 - Responding to Suspected Student Sexual Offending³
 - Responding to Suspected Child Abuse⁴

Fulfilling the roles and responsibilities contained in the procedure does not displace or discharge any other obligations that arise if a person reasonably believes that a child is at risk of child abuse.

As an Information Sharing Entity under Victoria's [Child Information Sharing Scheme](#), PLC is authorised to disclose (and request) confidential information from other Information Sharing Entities to promote a child's wellbeing or safety.

19. Action in Response to Victoria's Reportable Conduct Scheme

The Principal will be informed of any allegation of child abuse or misconduct towards children against a worker or volunteer. Upon receiving the allegation, the Principal will:

- a) Take immediate action to protect children from further potential for abuse
- b) Report the allegation to the Commission for Children and Young People (CCYP). In circumstances where an allegation of criminal conduct is made, the Victorian Police will be informed as the first priority
- c) Ensure investigation of the allegation occurs, that appropriate action is taken in response and records of the outcome are kept

³ https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_template_interactive_03112016.pdf

⁴ https://www.education.vic.gov.au/Documents/about/programs/health/protect/PROTECT_Responding_TemplateSchools.pdf

- d) Report the finding and reasons for the outcome to the CCYP at the conclusion of the investigation.

20. Roles and Responsibilities

Child protection is everyone's responsibility. At PLC all members of the PLC Council, the Principal, Child Safety and Protection Officers and staff, as well as volunteers, have a shared responsibility for contributing to the safety and protection of children. All volunteers, contractors and External Educational Providers at PLC are required to actively support the Child Safety Policy and be an integral part of ensuring a culture of child safety.

Specific responsibilities include:

- *PLC Council:* to ensure that appropriate resources are made available to allow the College's Child Protection and Safety Policy and the Child Protection Program to be effectively implemented within the College and are responsible for holding the Principal and Executive Team accountable for effective implementation.
- *The Principal:* is responsible, and will be accountable for taking all practical measures to ensure that this Child Protection and Safety Policy and the College's Child Protection Program are implemented effectively and that a strong and sustainable child protection culture is maintained within the College.
- *Staff Members:* must be familiar with the content of PLC's Child Protection and Safety Policy, Child Protection Program and their legal obligations with respect to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the College's Child Protection and Safety Officers.
- *Volunteers, Contractors & External Education Providers:* must be familiar with the content and be supportive of PLC's Child Protection and Safety Policy and Child Safety Code of Conduct and their legal obligations with respect to the reporting of child abuse.

The Principal, Deputy Principal (Pastoral, Staff and Students), Deputy Principal (Curriculum, Learning and Administration), Head of Junior School, Head of Junior School Student Care and Wellbeing, Head of ELC and Head of Boarding oversee the implementation of child safety policies and practices.

21. Policy and Program Review

PLC is committed to the continuous improvement of our Child Protection and Safety Program.

The College Child Protection and Safety Policy has been approved and endorsed by the College Council and is reviewed on an annual basis or following any developments in Child Protection and Safety best practices or legislation.

22. Related policies and legislation

Child Safety Staff Code of Conduct
Complaints and Grievances Policy
Privacy Policy
Critical Incident Policy
Supervision Policy
Recruitment and Selection Policy
Induction Policy

Staff and Students Professional Boundaries Policy
Mandatory Reporting Policy
Student Wellbeing Policy
Equal Opportunity Act 2010 (Vic)
Child Wellbeing and Safety Act 2005, amended July 2021
Children, Youth and Families Act 2005
Ministerial Order 1359 Child Safe Standards
Education and Training Reform Act 2006
Children Legislation Amendment (Reportable Conduct) Act 2017
Children, Youth and Families Act 2005
Crimes Act 1958

Approved: PLC College Council

Date: June 2022

Review date: June 2023

Update History: 02/22 Updated policy to comply with Ministerial Order 1359 and current PLC operations

APPENDIX 1:

PLC APPLICATION OF CHILD SAFE STANDARDS

The following sections outline the ways in which Presbyterian Ladies' College ensures a Child Safe environment.

1. The College is committed to 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. To this end, the following structures, policies and procedures are in place:
 - Girls are encouraged to celebrate their culture through specific days, events and assemblies
 - Acknowledgement of Country takes place at the start of significant College events
 - Bullying intervention and prevention policy explicitly promotes inclusion and sets out consequences for racism vilification
 - Discipline Policy sets out consequences of racism
 - Assemblies and Chapels promote inclusion and explain consequences of racism
 - Curriculum experiences to promote understanding and celebration of Aboriginal people and culture
 - Reconciliation week is formally recognised
 - Indigenous student mentor.

2. The College is committed to Child Safe Standard 2 – Child safety and wellbeing is embedded in organisational leadership, governance and culture. To this end, the following structures, policies and procedures are in place:
 - Public commitment to Child Safety on website, staff portal and in all handbooks
 - Child safe culture fostered at Council Level through regular reporting of child safe matters
 - Child safe culture fostered at Executive level through regular discussion of child safe matters

- Cyclical professional learning for all staff in child safe procedures and policies
 - Policy review of all policies relating to child safety either annually or every 3 years
 - Child Safety Staff Code of Conduct including volunteers.
 - Risk management policies and procedures focused on child safety including:
 - Emergency Evacuation Policy
 - Risk Management Framework
 - Emergency Management Policy
 - OH&S Policies including storage of hazardous materials
 - Clear procedures for sharing information and managing confidential information via Privacy Policy and Records Management Policy
 - Pastoral programs embedded across the College
 - Health and Wellbeing subjects for all Year Levels
3. The College is committed to Child Safe Standard 3 – Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously. To this end, the following structures, policies and procedures are in place:
- Assemblies promoting student voice
 - Clear complaints policies
 - Specific sessions regarding consent and sexual abuse prevention delivered from Years 5 to 12
 - This policy ensures that staff can recognise possible signs of harm
 - Student Leadership Committee, Boarding House Committee and other Committees give students a voice
 - Regular meetings between student leaders and relevant staff mentors or Deputy Principal (Pastoral, Staff and Students)
 - Student surveys annually give students in Years 5 to 12 an opportunity to provide feedback
 - Swift response to student concerns
4. The College is committed to Child Safe Standard 4 – Families and communities are informed, and involved in promoting child safety and wellbeing. To this end, the following structures, policies and procedures are in place:
- Information evenings
 - Learning Conferences
 - Parent Handbooks
 - Enrolment Contract
 - Policies on website
 - Letters and newsletters about key events and excursions
 - Annual parent surveys where all parents are invited to provide detailed feedback
 - Parents and students are encouraged to contact the Deputy Principal (Pastoral, Staff and Students) as the College's Senior Child Protection and Safety Officer on any matter regarding child safety
5. The College is committed to Child Safe Standard 5 – Equity is upheld and diverse needs respected in policy and practice. To this end, the following structures, policies and procedures are in place:
- Staff induction program
 - Complaints handling policy and procedures
 - College Values Statement

- Staff briefings
 - Social Action and International Student Week Committees to promote cultural inclusion, especially for Aboriginal students
 - Choice of texts in library spaces deliberately culturally diverse
 - International Student Coordinator
6. The College is committed to Child Safe Standard 6 – People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice. To this end, the following structures, policies and procedures are in place:
- Recruitment Policy
 - WWCC Policy
 - Volunteer code of Conduct
 - Staff and volunteer induction programs
 - Child Safety Staff Code of Conduct (including volunteers)
 - Inclusion of Child Safety questions in all interviews
 - Observation of new staff
 - Recognition and Staff Development Program for staff
 - Professional Learning processes
7. The College is committed to Child Safe Standard 7 – Processes for complaints and concerns are child focused. To this end, the following structures, policies and procedures are in place:
- Student Diary and various policies (Discipline, Bullying and Harassment etc.) outline processes for raising concerns
 - Access to Year Level Coordinators and other senior staff for all students
 - Complaints policies
 - This policy
 - Privacy Policy
 - Processes in place for Reportable Conduct
 - The College is part of the National Redress Scheme
8. The College is committed to 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. To this end, the following structures, policies and procedures are in place:
- Staff and volunteer induction processes
 - Regular professional learning sessions relating to Child Safe Standards
9. The College is committed to Child Safe Standard 9 – Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed. To this end, the following structures, policies and procedures are in place:
- Acceptable Use of ICT Policy
 - Internet filtering systems
 - Apps approval process
 - Staff professional learning in acceptable use of ICT
 - Monitoring of student devices
 - Parent, student and staff information sessions

- Risk Management framework
- Risk Management for camps and excursions
- OH&S Processes for managing dangerous substances and equipment

10. The College is committed to Child Safe Standard 10 – Implementation of the Child Safe Standards is cyclical reviewed and improved. To this end, the following structures, policies and procedures are in place:

- Policy Review Cycle
- Reporting and reviewing of child safety matters and incidents and accidents at governance, Executive and OH&S meetings
- Review meetings after each emergency evacuation
- Investigation of complaints and documentation of contact with staff and parents in relation to complaints
- Reporting of staff, student and parent satisfaction to the College Council, to parents via the Annual Report and students (as appropriate) via assemblies

11. The College is committed to Child Safe Standard 11 – Policies and procedures document how the organisation is safe for children and young people. To this end, the following structures, policies and procedures are in place:

- PLC WYSE portal with all relevant policies
- Policies reviewed by Executive Team to ensure clarity
- Policies circulated to staff and implemented by staff
- ISV isComply used to view and inform best practice policies
- Governance and Finance Risk Audit Compliance Committee oversee Governance policies relating to Child Safe Standards