



Presbyterian Ladies' College

MELBOURNE

CHILD SAFETY AND WELLBEING POLICY

1. Rationale/Purpose

Presbyterian Ladies' College (PLC) values and respects every student and is committed to providing them with an outstanding education in a safe and inclusive 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 Safety Program designed to keep children safe. This policy consolidates several policies that have been developed and implemented by PLC to provide a safe school environment and protect the emotional, psychological and physical wellbeing of PLC 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 statutory requirements with a focus on maintaining and protecting a child safe culture. PLC is committed to supporting and upholding the Victorian Government's Child Safe Standards complying with Ministerial Order 1359. Refer to Appendix 1 of this policy for the application of these standards in the context of the PLC environment.

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 the prompt reporting and effective management of actual, suspected or alleged child abuse.

The purpose of this policy is to provide a framework that sets out clear guidelines and directions for the implementation of this policy, including the legal requirements for reporting and behaviour expectations of those responsible (under the scope of this policy) to prevent abuse and neglect, ensuring children are safeguarded in all settings. The policy also exists to increase awareness and understanding among staff, students, volunteers, third-party contractors and the community about child protection, and to promote wellbeing by supporting the physical, emotional and psychological wellbeing of children by fostering a child safe and supportive environment.

2. Scope

PLC's Child Safety and Wellbeing Policy applies to all members of the PLC Community, including:

- all staff members, including non-teaching staff and temporary or casual staff
- the College Council
- volunteers, including International Student Accommodation Providers
- parents and guardians
- third party contractors
- all 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 while International students temporarily reside with Accommodation Providers) and the online environment. This policy also applies to international students, for whom the College has extended and additional duty of care responsibilities.

The Early Learning Centre (ELC) is also covered by a supplementary Child Safety Environment policy.

3. Source of Obligation

Ministerial Order 1359 Child Safe Standards

Children, Youth and Families Act 2005

Child Wellbeing and Safety Act 2005, amended July 2021

Education and Training Reform Act 2006

Children Legislation Amendment (Reportable Conduct) Act 2017

Children, Youth and Families Act 2005

Crimes Act 1958

Equal Opportunity Act 2010 (Vic)

Privacy Act 1988

4. Guiding Principles

4.1 Statement of Commitment to Child Safety and Wellbeing

Presbyterian Ladies' College (PLC) is committed to the safety and wellbeing of all children and young people. This commitment remains 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 and feel safe, and where their voices are heard with respect to decisions that affect their education and their lives. Particular attention will be paid to the needs of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability or vulnerability, international students, lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+) students and students who are unable to live at home.

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

4.2 Child Protection, Safety and Wellbeing Principles

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

- all children have the right to be safe
- the wellbeing and best interests of the child are paramount and are prioritised
- the views of the child must be considered, and a child's privacy must be respected
- clear expectations for appropriate behaviour with children are established in our Child Safety Code of Conduct and Staff and Student Professional Boundaries policy
- the safety of children is dependent upon the existence of an appropriate and compliant child safe culture including an environment where any form of racism or abuse will not be tolerated
- child safety and wellbeing awareness is promoted and openly discussed within our College and the College community
- through effective and accessible communication, families are encouraged to participate in decisions related to child safety and wellbeing which affect their child. The school child safety policy and code of conduct seeks family and community input and is available to the PLC community on our website
- 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 and/or safety

- PLC will diligently engage external education providers and other third-party contractors to ensure they meet all child safe compliance requirements and protocols
- the school's safety culture is underpinned by an understanding that child safety and protection is everyone's responsibility
- child protection training is mandatory for all PLC Council members, staff, contractors and volunteers
- any form of abuse or neglect towards children and young people will not be tolerated and immediate action will be taken to report of any suspected harmful or abusive behaviour
- procedures for responding to alleged or suspected incidents of child abuse are simple and accessible for all members of the College community
- 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
- the College will pay particular attention to children who have any kind of disability or vulnerability, 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
- the Child Safety Program should be regularly reviewed and improved upon.

5. Implementation

5.1 Child Safety and Risk Management

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

PLC has implemented several risk management policies and procedures to:

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

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 for the ongoing safety of our students.

PLC's management through its governance and culture, will champion, lead and model safety considerations across the College and boarding house decisions, initiatives and practices.

5.2 PLC Child Safety Code of Conduct

PLC has a Child Safety Code of Conduct which outlines expectations of professional conduct, and standards to which all members of the PLC Community must adhere, as outlined in this policy scope. The overarching principle guiding all adult behaviours is that the safety of all students is paramount.

5.3 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 clearance
- all new staff must undertake a National Police Check.

New staff will undergo an induction program that includes comprehensive training pertaining to their duty of care, child protection, identification and risk indicators of child abuse, and the statutory obligations requiring that all staff must be aware of their obligations in reporting child abuse. All new staff must sign an agreement indicating that they have read, understood, and will abide by the PLC Child Safety and Wellbeing Policy and the PLC Child Safety Code of Conduct.

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

5.4 Suitable Volunteers and Third Party Contractors

All procurement contracts require written consent from the contractor to comply with the PLC Child Safety Program in the goods and services they provide.

PLC volunteers and third-party contractors who access the school environment are required to complete child safe induction training in addition to holding and presenting a current Working With Children Check. This training is completed electronically via the PLC visitor and contractor management platform, LinkSafe, before presenting at 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 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 provided with identification to wear (including a photo to provide proof of their identity) whilst on the College campus. Staff are encouraged to approach anyone on campus who cannot be verified with their identification.

For International Student Accommodation Providers all household members over 18 years of age are appropriately screened for suitability. This includes reference checks, current Working With Children Checks, as well as annual Child Safety training that is provided by the College to these individuals.

5.5 Visitors to PLC

During school hours all visitors must be clearly identified by signing in at the relevant reception areas of the College and always wearing their identification as provided by the College, whilst on campus.

Any visitors to the College requesting to speak to or meet with individual day students must be directed to either the Deputy Principal (Wellbeing), the Director of Student Wellbeing or the relevant Year Level Co-ordinator in the Senior School and the Head of Junior School (or their delegate) in the Junior School. Guidelines pertaining to visitors of 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 cannot verify their identification and the purpose of their visit.

5.6 Student and Child Empowerment

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

- a clear understanding of appropriate and acceptable behaviours
- a strong sense of self
- resilience and strengthened confidence
- ethical behaviours
- leadership qualities and capabilities
- healthy relationships (including sexuality)
- the importance of friendships and support to ensure students feel safe and less isolated.

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

5.7 Diversity and Equity

PLC is committed to creating a safe and inclusive environment for all students 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 racism and 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 encourage all students to remain happy, healthy, safe, engaged, and supported at school to achieve their full potential.

5.8 Bullying and Harassment

PLC has zero tolerance for 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 (student against student).

5.9 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 define, support and encourage safe behaviours.

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

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

In addition to the Senior Child Safety Officer, PLC has appointed the positions listed below (at table 1) as the College Child Safety Officers. The main role of each Child Safety Officer is to be a person that 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 Safety and Wellbeing Policy, Child Safety Code of Conduct and Child Safety Program
- prioritising any complaints, grievances or concerns relating to child safety or allegations of a breach

of the child safety code of conduct or this policy, ensuring that the matter is addressed promptly, thoroughly and in partnership with the child and their family

- the management of complaints pertaining to child safety matters are child focused and are centred around the protection, immediate and ongoing safety and support of the child, and includes:
 - reporting the allegation, suspicion, or disclosure of child abuse to the relevant authority
 - protect the child connected to the complaint until the complaint is resolved; and
 - make, secure, and retain records of the complaint and the response of the school in managing the matter
- ensuring that the College's Child Safe and Wellbeing Policy is clearly communicated to all key stakeholders including students, parents/carers, staff, and volunteers
- ensuring that the College's Child Safety and Wellbeing Policy and Child Safe 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 safety and protection issues within the College community and responding to general queries with respect to the College's Child Safe and Wellbeing Policy and Child Safety 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 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.

The reporting of a matter to a PLC Child 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.

Staff are encouraged to report their concerns to any Child Safety Officer, including the Senior Child Safety Officer, the Deputy Principal (Wellbeing).

PLC has appointed the role of Child Safety Officer to the following positions of responsibility:

Table 1. PLC Child Safety Officers

Child Safety Officers by Location	Location
Deputy Principal - Wellbeing Senior Child Safety Officer (03) 9808 5811 or dpstaffstudents@plc.vic.edu.au	Senior School
Head of ELC	Early Learning Centre
Head of Junior School	Junior School
Deputy Head of Junior School (Administration & Student Wellbeing)	Junior School
Director of Student Wellbeing	Senior School

Head of Counselling	Senior School
Head of Boarding	Boarding House
Director of Sport	Hilda McKay
Aquatic Centre Manager	Aquatic Centre
Business Manager	Business Office

5.11 Reporting Procedures

The College has implemented the following reporting procedures as outlined in the flow charts: 'Four Critical Actions for Schools: Responding to Student Sexual Offending¹ and 'Four Critical Actions for Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse². To support these procedures:

- staff are trained to report concerns regarding student safety to a Child Safety Officer. Child Safety Officers, in consultation with a School Counsellor, will be able to 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)
- 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
- 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
- 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 Safety Program on Wyse
- all reports of Child Abuse made to DFFH Child Protection or Child FIRST must also be copied to the Principal
- 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.

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

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

5.12 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:

- take immediate action to protect children from the potential of further abuse
- 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 priority
- ensure investigation of the allegation occurs, that appropriate action is taken in response and records of the outcome are kept and securely stored
- report the finding and reasons for the outcome to the CCYP at the conclusion of the investigation.

5.13 Roles and Responsibilities

Child protection is everyone's responsibility. At PLC all members of the PLC Council, the Principal, Child Safety 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 and Wellbeing Policy and be an integral part of ensuring a culture of child safety.

Specific responsibilities include:

- *PLC Council:* is responsible for providing governance oversight, to ensure that appropriate resources are made available to allow the College's Child Safety and Wellbeing Policy and the Child Safety 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 Safety and Wellbeing Policy and the College's Child Safety Program are implemented effectively and that a strong and sustainable child protection culture is maintained within the College
- *Child Safety Officers:* PLC has a designated group of trained Child Safety Officers in place across the College. Our current list of Child Safety Officers and their contact details can be accessed by staff via the Child Safety Quick Link on Wyse (the College intranet). Child Safety Officer posters are also positioned around the College
- *Staff Members:* must be familiar with the content of PLC's Child Safety and Wellbeing Policy, Child Safety Program and their legal obligations with respect to the reporting of child abuse. It is everyone'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 Safety Officers
- *Volunteers, Contractors & External Education Providers:* must be familiar with the content and be supportive of PLC's Child Safety and Wellbeing Policy and Child Safety Code of Conduct and their legal obligations with respect to the reporting of child abuse.

The Principal, Head of Junior School, Deputy Principal (Wellbeing), Deputy Head of Junior School (Administration & Student Wellbeing), Head of ELC and Head of Boarding are responsible to oversee the development, implementation and review of PLC's child safety policies and practices.

5.14 Policy and Program Review

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

The College Child Safety and Wellbeing Policy is approved and endorsed by the College Council and is reviewed every two years or following any developments in Child Protection and Safety best practices or changes to legislation.

6. Key Related Policies

Child Safety 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
Reportable Conduct Policy
Student Wellbeing Policy
Risk Management Policy
Working with Children Clearance Policy
Gender and Sexual Identity Policy

7. Definitions

The definitions for this policy are as outlined in Ministerial Order 1359 unless otherwise noted and can be found in Appendix 2 of this policy.

8. References

Four Critical Actions for Schools – Responding to Incidents, Disclosures and Suspicions of Child Abuse (staff access from Child Safety Quick Link on Wyse).

9. Communication of this Policy

Staff

This policy is located on Wyse>Staffroom>PLC Policies>Staff Policies>Child Safety>CHI.1 Child Safety and Wellbeing Policy.

This policy is communicated, via email, to all staff, following each scheduled review.

Students

This policy is located on the Student Common Room page on Wyse.

Child safety and wellbeing is further communicated via assemblies and student briefings.

Parents/Guardians

Parents/Guardians can access the policy via Wyse>Parent Neighbourhood resources>Parent Policies on Wyse.

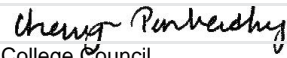

Reminders to access PLC policies is communicated via the PLC Newsletter.

PLC Community

This policy is available to access from the PLC website.

10. Policy Approval

For Office Use Only

Approved By	Principal		
Principal's Signature		Date Approved	21 November 2024
Approved & Endorsed By	College Council		
Council Chair Signature		Council Endorsement Date	6 February 2025
Policy Owner/s	Principal, Deputy Principal (Wellbeing)	Next Review	November 2026

This Child Safety and Wellbeing Policy is subject to a two-year review cycle, irrespective of any amendments made during this period.

See next page for Appendices ...

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 and Harassment 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
 - an Indigenous student mentor provides ongoing support for Indigenous students
 - the College employs a dedicated International Student Coordinator as well as a Wellbeing Assistant who can speak in the first language of most of the Colleges' international students and their parents/ guardians.

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 and training on 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 and Wellbeing Code of Conduct including volunteers.
 - risk management policies and procedures focused on child safety including:
 - Emergency Management Plan
 - OH&S Policies including storage of hazardous materials
 - Risk Management Framework, including specific Child Safety Risk Register
 - procedures for sharing information and managing confidential information via Privacy Policy and Records Management Policy
 - pastoral programs embedded across the College
 - Health and Wellbeing 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
 - complaint procedures and 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 and other Committees give students a voice
 - Boarding House Student Committee, which is coordinated by International Students, meet regularly to discuss matters, and provide feedback to the Head of Boarding and Deputy Principal (Pastoral, Staff and Students). This includes Child Safety matters.
 - 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
 - Boarding House orientation and induction sessions including students and parents
 - Enrolment Contract
 - International Student Accommodation Provider screening, induction and training processes
 - policies on the 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 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
 - contractor induction program.
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
 - regular Child Safety Officer training.
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.

Key Definitions

Term	Definition
Child	A child or young person who is under the age of 18 years.
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	Means <ul style="list-style-type: none"> a) any act committed against a child involving a sexual offence; or an offence under section 49M (1) of the Crimes Act 1958; and b) the infliction, on a child, of physical violence; or serious emotional or psychological harm; and c) the serious neglect of a child.
PLC	Presbyterian Ladies' College, Burwood, Victoria
WYSE	PLC's intranet.
School Boarding environment	Means any physical, online or virtual space made available or authorised by the school boarding premises governing authority for a child or student boarding at a school boarding premises to use at any time, including: <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 Boarding premises governing authority	Means <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.

School (College) environment	Means any physical, online or virtual places, using during or outside school hours: <ul style="list-style-type: none"> a) a campus of the school 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 governing authority	Means <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) staff	In a non-government school/ boarding premises means an individual working in a school/ boarding environment who is: <ul style="list-style-type: none"> a) directly engaged or employed by a school/ boarding premises governing authority b) a contracted service provider (whether 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 c) a minister of religion, a religious leader or an employee or officer of a religious body associated with the school/ boarding premises.
School (College) staff	Means an individual working in a school environment who is: <ul style="list-style-type: none"> a) directly engaged or employed by a school governing authority; b) a contracted service provider (whether a body corporate or any other person is an intermediary) engaged by the school governing authority to perform child-related work; or c) a minister of religion, a religious leader or an employee or officer of a religious body associated with the school.
Student	A person who is enrolled at or attends the school or student at the school boarding premises.
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. For this policy this term also includes International Student Accommodation Providers as the College does not utilise commercial or paid International Student Accommodation Providers.

Appendix 3

List of Child Safety Officers and Contact Details (access from Wyse Homepage>Child Safety Quicklink).