

CHILD SAFETY POLICY AND PROCEDURE

Approving authority	Executive Management Team (EMT)
Purpose	This policy and procedure has been developed to ensure that Ozford College appropriately manages the risks of child abuse in all school environments and to meet the Victorian Child Safe Standards and Ministerial Order 1359 Managing The Risk Of Child Abuse In Schools And School Boarding Premises.
Responsible Officer	Principal
Associated documents	Governance charter Anti-Bullying and Harassment Policy and Procedure Anti-Discrimination and Harassment Policy and Procedure Child Safety Code of Conduct Policy and Procedure Child Safe Risk Management Policy and Procedure College Communication Policy and Procedure Contractor and Consultants Policy and Procedure Community (including Parents and Guardians) Code of Conduct Policy and Procedure Critical Incident Policy and Procedure Curriculum Framework, Assessment, Mode of Delivery, Reporting and Record-Keeping Policy and Procedure Diversity, Cultural Safety and Equity Policy and Procedure Human Resources Policy and Procedure Information, Communication and Technology (ICT) Acceptable Use Policy and Procedure Mandatory Reporting Policy and Procedure Responding to and reporting allegations of suspected child abuse Policy and Procedure Student Behaviour Management Policy and Procedure (includes Student Code of Conduct) Student Complaints and Appeals Policy and Procedure Student Support and Services Policy and Procedure Younger Students and Homestay Policy and Procedure Records Management Policy and Procedure

1. RATIONALE

This Ozford College (hereafter referred to as the College) policy has been developed to meet the Victorian Child Safe Standards and Ministerial Order 1359 Managing The Risk Of Child Abuse In Schools And School Boarding Premises. All registered schools are required to manage the risks of child abuse in all school environments and comply with the Minimum Standards for a Child Safe Environment as set out in the Ministerial Orders.

Child safety encompasses matters related to protecting all children from all forms of child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to incidents or allegations of child abuse.

All College staff (as defined by the Ministerial Order) and volunteers involved in child connected work must comply with the College child safe policies. The Ministerial Order 1359 defines school staff as an individual working in the school environments who is:

- directly engaged or employed by the College;

- a contracted service provider (whether or not a body corporate or any other person is an intermediary) engaged to perform child-related work; or
- a minister of religion, a religious leader or an employee or officer of a religious body associated with the school.

Child connected work means all work authorised by the governing school authority (the Executive Management team) and performed by an adult in a school environment while children are present or reasonably expected to be present.

2. SCOPE

This policy and procedure applies to:

- the governing body members, the Executive management team
- staff directly engaged or employed by the Executive management team
- contracted staff ie. contracted service provider whether or not a body corporate or any other person is an intermediary) engaged to perform child-related work
- volunteers
- parents
- students; and
- the wider community.

This policy and procedures applies to all Ozford school environments. School environments means any of the following physical, online or virtual places, used during or outside school hours:

- A campus of the school;
- Online or virtual school environments made available or authorised by the school governing authority for use by a child or student (including email, intranet systems, software applications, collaboration tools, and online services); and
- Other locations provided by the school or through a third-party provider for a child or student to use including, but not limited to, locations used for:
 - camps;
 - approved homestay accommodation;
 - delivery of education and training such as registered training organisations, TAFEs, non-school senior secondary providers or another school; or
 - sporting events, excursions, competitions or other events.

3. DEFINITIONS

Child means a child or young person who is under the age of 18 years.

Child abuse includes:

- (a) any act committed against a child involving:
 - (i) a sexual offence
 - (ii) an offence under section 49B(2) of the Crimes Act 1958 (grooming)
- (b) the infliction, on a child, of:
 - (i) physical violence
 - (ii) serious emotional or psychological harm
- (c) serious neglect of a child

Child safety encompasses 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 (Ministerial Order No. 1359).

4. POLICY

- 4.1 The College has zero tolerance to child abuse and is committed to the protection and wellbeing of all children in all of its school environments. The safety and wellbeing of students is our first priority and the College aims to create a child-safe and child-friendly environment where children are free to enjoy life to the full without any concern for their safety. There is particular attention paid to the most vulnerable children, including international students, children from culturally and/or linguistically diverse backgrounds, children with a disability, children who are unable to live at home, LGBTIQ+ students and Aboriginal and Torres Strait Islander children.
- 4.2 The Executive Management team is committed to providing a culturally safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.
- 4.3 The Executive Management Committee has been involved in the development of and endorses this child safety and wellbeing policy that sets out:
- EMTs commitment to child safety;
 - the actions the College takes to ensure a child safe culture is championed and modelled at all levels of the College
 - the governance arrangements in place within the school for ensuring implementation of the policy at all levels; and
 - the process by which the EMT reviews its child safe practices.
- 4.4 The College's vision and values are set out in the Governance charter. They include:
- **Unity** - We work together to achieve our vision, mission and objectives.
 - **Passion** - We are passionately committed to delivering quality educational experiences and expanding all learners' horizons.
 - **Excellence** - We strive for the highest quality in every aspect of our work
 - **Respect** - We respect all our clients and stakeholders by providing a caring Ozford community based on openness, fairness and friendship. At Ozford we recognize that with rights come responsibilities to ourselves, our clients and our stakeholders.
 - **Integrity** - We act responsibly and honestly in all we do.
 - **Diversity** - We promote intercultural awareness and understanding through authentic experiences both within the Ozford community and the broader Australian and global community.
- 4.5 The College principles that guide the school in developing policies and procedures to create and maintain a child safe school environment include:
- We value the input of, consult with and communicate regularly with our students, staff (as defined by the Ministerial order) and families.
 - We have established and made accessible child safety policies, procedures, systems and practices that reflect the risks of the College.
 - We take a preventative, proactive and participatory approach to child safety.
 - We value and empower our students to participate in decisions which affect their lives including ensuring that they are comfortable and encouraged to speak up if they feel worried or unsafe.
 - We respect diversity in cultures while keeping child safety paramount.
 - We engage people who are suitable to work with children and have high quality staff and volunteer supervision and professional development.

- We foster a culture of openness that supports all persons to safely disclose risks of harm to children and encourage the reporting of suspected abuse, neglect or mistreatment promptly to the appropriate authorities.
- We support our students who disclose or are otherwise linked to suspected child abuse.
- We will manage all child safety concerns in a sensitive, confidential, honest, responsible and timely manner.
- We will ensure that staff and volunteers are supported to implement the child safe policies to the extent that it is applicable to their role and responsibilities
- We ensure the procurement policies for facilities and services from third parties ensure the safety of students.
- We will monitor compliance with and continuously improve the effectiveness of our child safe strategies.

Standard 1 Culturally safe environment for Aboriginal children

- 4.6 The Executive Management Team will establish and maintain a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.
- An aboriginal child's ability to express their culture and enjoy their cultural rights is encouraged and actively supported.
 - Strategies are embedded within the organisation which equip all members to acknowledge and appreciate the strengths of Aboriginal culture and understand its importance to the wellbeing and safety of Aboriginal children and young people.
 - Measures are adopted by the organisation to ensure racism within the College is identified, confronted and not tolerated. Any instances of racism are addressed with appropriate consequences.
 - The organisation actively supports and facilitates participation and inclusion within it by Aboriginal children, young people and their families.
 - All of the College's policies, procedures, systems and processes together create a culturally safe and inclusive environment to meet the needs of Aboriginal children, young people and their families.

Standard 2 Child safety organisational leadership, governance and culture

- 4.7 Child safety and wellbeing is embedded in the College's culture.
- The College makes this public commitment to child safety. This Child safe policy is accessible on the College website.
 - The College promotes child safety in the operations of the College as set out in this policy, taking a zero-tolerance approach to child abuse and requiring all staff to uphold the Child Safety commitment.
 - The College's Risk management strategies focus on preventing, identifying and mitigating risks to younger students. The College recognises the potential child safety risks and is committed to implement risk management strategies to minimise child safety risks.
- 4.8 The College's child safe culture is championed and modelled by all College staff at all levels.
- 4.9 The Executive Management Committee has overall responsibility for ensuring that:

- Child safety and wellbeing is embedded in the College leadership, governance and culture.
 - The values and principles to create and maintain a child safe environment are upheld. The Child Safe Code of Conduct provides guidelines for expected behavioural standards and responsibilities.
 - Models of behaviour are based on mutual respect and consideration.
 - Thorough and rigorous practices are applied in the recruitment, screening and ongoing professional learning of all staff and volunteers.
 - The College's Risk management strategies focus on preventing, identifying and mitigating risks to younger students in all College environments.
 - The College's child safe culture is championed and modelled at all levels of the College.
 - The College develops, implements and promotes its policies, procedures and practices that establish a culturally safe environment where younger students are respected and valued.
 - Staff have regular and appropriate learning to develop their knowledge of, openness to and ability to prevent, identify and address child safety and wellbeing matters
 - The College takes specific action to protect children from abuse and reports all incidents of child abuse.
 - The College reviews the effectiveness of its strategies to embed a culture of child safety.
- 4.10 The Principal has the overall leadership role in monitoring and responding to the policy, procedures and practices for child safety and wellbeing.
- 4.11 Child safety is a shared and collective responsibility of all College staff, students (over the age of 18 years), volunteers, contractors who interact with underage students. Every adult has a duty of care and their responsibilities include:
- treating students with dignity and respect, acting with propriety, providing a duty of care, and protecting students in their care
 - following the College policies, procedures and processes in the course of their work, if they form a reasonable belief that a child or young person has been or is being abused or neglected
 - providing a physically and psychologically safe environment where the wellbeing of students is nurtured.
 - undertaking regular training and education in order to understand their individual responsibilities in relation to child safety, and the wellbeing of students, including ways to prevent, identify and mitigate risks relating to child safety and wellbeing.
 - assisting students to develop positive, responsible and caring attitudes and behaviours which recognise the rights of all people to be safe and free from abuse.
 - following the College's Child Safety Code of Conduct.
 - where risks of child abuse are identified, ensuring that action is taken to mitigate against those risks and that risks and actions are appropriately recorded.
 - reporting all child abuse incidents as set out in the Responding to and reporting allegations of suspected child abuse Policy and Procedures.
- 4.12 The College creates records relevant to any child safety complaints, disclosures or breaches of the Child Safety Code of Conduct and maintains and disposes of those records in accordance with security and privacy requirements and Public Record Office Victoria Recordkeeping Standards (including minimum retention periods).

- 4.13 The College complies with legal obligations that relate to managing the risk of child abuse under the Children, Youth and Families Act 2005 (Vic.), the Crimes Act 1958 (Vic.), the Child Wellbeing and Safety Act 2005 (Vic.) and the recommendations of the Betrayal of Trust report.

Standard 3 Younger students are empowered about their rights, participate in decisions affecting them and are taken seriously

- 4.14 The Executive Management Team will ensure younger students are empowered about their rights, participate in decisions affecting them and are taken seriously.
- Younger students are informed about all of their rights, including to safety, information and participation. The College empowers and promotes younger student participation, particularly on matters that affect them including safety.
 - The importance of friendships is recognised and support from peers is encouraged, to help younger students feel safe and be less isolated.
 - Students are offered access to sexual abuse prevention programs and to relevant related information in an age-appropriate way.
 - The College ensures that staff are attuned to signs of harm and facilitate child-friendly ways for younger students to express their views, participate in decision-making and raise their concerns.
 - The College has strategies in place to develop a culture that facilitates participation and is responsive to the input of younger students.
 - The College will support, enable and encourage staff, parents and younger students to understand, identify, discuss and report child safety matters.
 - The College will respect and support younger students who disclose or are otherwise linked to suspected child abuse.

Standard 4 Families and communities are informed and involved

- 4.15 The Executive Management Team will ensure Families and communities are informed and involved in promoting child safety and wellbeing.
- Families are encouraged to participate in decisions affecting their child.
 - The College engages and openly communicates with families and the community about its child safe approach and relevant information is accessible.
 - Families and communities have a say in the development and review of the College's policies and practices.
 - Families, carers and the community are informed about the College's operations and governance.
- 4.16 The Community (including Parents and Guardians) Code of Conduct Policy and Procedure sets out the College's expectations of the families of students.
- 4.17 The College Communication Policy and procedure sets out how the College communicates with families.
- 4.18 The Student Behavior Management Policy and Procedure sets out how families are encouraged to participate in decisions affecting their child.

Standard 5 Equity is upheld and diverse needs of younger students are respected

- 4.19 The Executive Management Team will ensure that equity is upheld and diverse needs respected in policy and practice.

- The College, including all staff, understands children and young people's diverse circumstances, and provides support and responds to those who are vulnerable as set out in the following College's policies and procedures:
 - Anti-Bullying and Harassment Policy and Procedure
 - Anti-Discrimination and Harassment Policy and Procedure
 - Diversity, Cultural safety and Equity Policy and Procedure
 - Student Behaviour Management Policy and Procedures
- Students have access to information, the Student support team (who are bi-lingual) and the Student Complaints and Appeals Policy and Procedures in ways that are culturally safe, accessible and easy to understand.
- The College pays particular attention to the needs of younger students with disability, children and young people from culturally and linguistically diverse backgrounds, those who are unable to live at home, and lesbian, gay, bisexual, transgender and intersex children and young people.
- The College pays particular attention to the needs of Aboriginal children and young people and provides/promotes a culturally safe environment for them.

Standard 6 People are suitable and supported to keep younger students safe

- 4.20 The Executive Management Team will ensure that people working with younger students are suitable and supported to reflect child safety and wellbeing values in practice.
- Recruitment, including advertising, referee checks and staff pre-employment screening, emphasise child safety and wellbeing as set out in the:
 - Human Resources Policy and Procedure
 - Contractor and Consultants Policy and Procedure
 - Relevant staff and volunteers have current working with children checks or equivalent background checks.
 - All staff receive an appropriate induction and are aware of their responsibilities to younger students, including record keeping, information sharing and reporting obligations.
 - Ongoing supervision and people management is focused on child safety and wellbeing.

Standard 8 Staff are equipped to keep younger students safe

- 4.21 The Executive Management Team will ensure that staff are equipped with the knowledge, skills and awareness to keep younger students safe through ongoing education and training.
- Staff are trained and supported to effectively implement this Child Safety Policy and Procedure.
 - Staff receive training and information to recognise indicators of child harm including harm caused by other children and young people.
 - Staff receive training and information to respond effectively to issues of child safety and wellbeing and support colleagues who disclose harm.
 - Staff receive training and information on how to build culturally safe environments for children and young people.
 - Staff are provided with information to understand their obligations on information sharing and record keeping.

Standard 7 Processes for complaints and concerns are child focused.

- 4.22 The Executive Management Team will ensure that processes for complaints and concerns are child focused.
- The following College policies set out the roles and responsibilities of leadership, staff, approaches to dealing with different types of complaints, breaches of relevant policies or the Code of Conduct and obligations to act and report.
 - Child Safe Code of Conduct Policy and Procedure
 - Student Complaints and Appeals Policy and Procedures
 - Mandatory Reporting Policy
 - Responding to and reporting allegations of suspected child abuse Policy and Procedure
 - Human Resources Policy and Procedure
 - Contractor and Consultants Policy and Procedure
 - The College has an accessible, student focused Student Complaints and Appeals Policy and Procedure.
 - The College makes its policies and procedures easy to understand and publicly accessible so the complaint handling processes can be understood by younger students, families and staff, and are culturally safe.
 - The College ensures that all complaints are taken seriously and responded to promptly and thoroughly.
 - The College's Responding to and reporting allegations of suspected child abuse Policy and Procedures addresses reporting of complaints and concerns to relevant authorities, whether or not the law requires reporting, and co-operates with law enforcement. It also ensures that reporting, privacy and employment law obligations are met.
 - The College is a prescribed Information Sharing Entity (ISE) meaning that, where legislated requirements are met, it is able to share confidential information with other ISEs to promote child wellbeing or safety under the CISS or FVISS. At the College, if any member of our College community has concerns for a child's safety they need to discuss, they can notify the College on +61 3 8663 7188.

Standard 9 Physical and online environments promote safety and wellbeing

- 4.23 The Executive Management Team will ensure that all College physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
- Staff identify and mitigate risks in the online and physical environments without compromising a child's right to privacy, access to information, social connections and learning opportunities. Risk management plans consider risks posed by the organisational setting, activities and the physical environment.
 - The online environment is used in accordance with the Information, Communication and Technology (ICT) Acceptable Use Policy.
 - The College's procurement approach and the Contractor and Consultants Policy and Procedures ensure the safety of younger students.

Standard 10 Child Safe practices are regularly reviewed and improved

- 4.24 As required by Ministerial Order 1359 Managing the Risk of Child Abuse in Schools and School Boarding Premises, the policies and procedures and any other statements and records:
- have been designed to address all Child Safe Standards;
 - have been designed to be understood and implemented by all staff, the EMT and volunteers;

- are championed and modelled by the EMT and all College leaders;
- are documented and have been designed to be easy to understand; and
- are informed by best practice models and stakeholder consultation including surveys of staff, students and families.
- are reviewed after any significant child safety incident, or at least every two years and improved where applicable.

4.25 The Executive Management Team will ensure that the implementation of the Child Safe Standards is regularly reviewed and improved.

- The College will regularly review, evaluate and improve child safe practices.
- Complaints, concerns and safety incidents will be analysed to identify causes and systemic failures to inform continuous improvement.
- The College will report on the findings of relevant reviews to staff and volunteers, families, students and the Community.

Standard 11 Policies and procedures document the College’s child safe practices

4.26 The Executive Management Team will ensure that the College’s policies and procedures document how the College is safe for younger students.

- Policies and procedures address all Child Safe Standards.
- Policies and procedures are documented and easy to understand.
- Best practice models and stakeholder consultation informs the development of policies and procedures.
- The EMT members champion and model compliance with policies and procedures.
- Staff understand and implement policies and procedures.

4.27 The College’s child safe policies have been based on:

- the Victorian Department of Education Guidance materials and website resources;
- the Commission for Children and Young People (CCYP) website resources
- the Victorian Registration and Qualifications Authority (VRQA) website resources;
- the Victorian Department of Children, Youth and Families website resources; and
- the Victorian Department of Justice and Community safety fact sheets and website information.
- CECV policy and resources accessible on the CECV website.
- The OIHE policies and procedures
 - Consideration of feedback from staff, students and their families collected through a survey conducted in June 2023.

5. PROCEDURE

5.1 The Executive Management team and all staff have a legal and/or moral responsibility in the prevention and reporting of child abuse and neglect. The following table identifies the roles of those who are responsible for this policy and the procedures.

Responsible for:	Who is responsible?
Development of Strategies to embed an organisational culture of child safety including	The Executive Management team

Responsible for:	Who is responsible?
seeking feedback from staff, students and their families	
Development of a child safety policy framework including child safe policy, child safety code of conduct, screening, supervision, training, and other human resources policies, procedures for responding to and reporting suspected child abuse, strategies to identify and reduce or remove risks of child abuse and strategies to promote child participation and empowerment.	The Executive Management team
Designated Child protection officer to support all staff and students with this policy	International Student Coordinator
Ensuring the Executive Management team and staff are appropriately screened and selected	Business owner and Principal
Coaching staff on risks and ensuring new and existing Executive Management team and staff are provided with regular professional development	Principal, High school coordinator and the International Student Coordinator
Complete all required professional development including in respect to cultural safety and comply with the College Child safe policies and code of conduct	Executive Management team and all staff, visitors, volunteers and students
Monitoring staff suitability for child connected work	Principal, High school coordinator and the International Student Coordinator
Ensuring the College implements the child empowerment strategies	Principal, High school coordinator and the International Student Coordinator
Promptly managing the school's response to an allegation or disclosure and ensuring that it is taken seriously.	Primary: Principal Alternative: Other EMT members
Encouraging students to speak up and responding appropriately to a child who makes or is affected by an allegation of child abuse.	All staff.
Reporting an incident	All staff with support from the Designated Child protection officer
Protect any child connected to alleged child abuse until the allegation is resolved.	Primary: International Student Coordinator Alternative: Other EMT members
Monitoring school compliance with this policy.	Executive Management team including the Principal
Make, secure and retain records	All staff International Student Coordinator
Reviewing this policy	The Executive Management team

Child safe strategies to empower students (Standards 1, 2, 3 & 5)

5.2 The College takes the following actions to promote child empowerment and the participation of all students.

- Developing a College culture where

- the diverse and unique identities and experiences of Aboriginal children, young people and students are respected and valued.
- strategies are developed to equip students to acknowledge and appreciate the strengths of Aboriginal culture and understand its importance to the wellbeing and safety of Aboriginal children and students.
- students are informed about all of their rights, including to safety, information and participation
- students are empowered about their rights, participate in decisions affecting them and are taken seriously
- there are opportunities for students to participate and staff are responsive to their contributions to strengthen confidence and engagement.
- the importance of friendships is recognised and support from peers is encouraged, to help children and students feel safe and be less isolated
- Developing child safe information that is accessible, culturally and age appropriate for students. The majority of the College's students are from culturally diverse backgrounds.
- Publicly promoting the child safe policies on the College website
- Making reference to the College child safe policies in Student pre-enrolment, orientation and other child safe information.
- Ensuring that the orientation process includes specific reference to the College child safe policies.
- As part of student support strategies embedding the promotion of the child safe policies.
- Ensuring that all students have the ability to express their culture and enjoy their cultural rights and that this is encouraged and actively supported by all staff.
- Developing curriculum planning documents or other documentation that details the strategies and actions to ensure the students receive appropriate education about:
 - the College policies
 - standards of behaviour for students attending the school;
 - the diverse circumstances of students and how the College provides support and responds to vulnerable children and students.
 - the needs of Aboriginal students, students with disability, students from culturally and linguistically diverse backgrounds, students who are unable to live at home, international students, and lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+) students and how the College ensures there is a culturally safe environment for them.
 - students are empowered about their rights as set out in the United National convention including
 - be treated fairly
 - have a say about decisions affecting them
 - live and grow up healthy
 - have people who do what is best for them
 - believe what they want to believe
 - privacy
 - find out information and express themselves
 - be safe no matter where they are
 - be cared for and have a home
 - education, play and cultural activities

- help and protection if they want it
- students are encouraged to participate in decisions affecting them and are taken seriously ie. there are opportunities for children and students to participate and are responsive to their contributions to strengthen confidence and engagement.
- healthy and respectful relationships (including sexuality).
- students are offered access to sexual abuse prevention programs and to relevant related information in an age-appropriate way
- resilience;
- the importance of friendships is recognised and support from peers is encouraged, to help children and students feel safe and be less isolated;
- child abuse awareness and prevention.
- access to information, support and complaints processes in ways that are culturally safe, accessible and easy to understand.
- Providing students that are 18 years of age with information about their obligations particularly students living in homestay arrangements with younger students.

Child safe strategies to inform and engage families and the Ozford community (Standards 2 & 4)

5.3 The College takes the following actions to demonstrate its commitment to child safety and ensure families and communities are informed and involved in promoting child safety and wellbeing and to understand, identify, discuss and report child safety matters:

- publicly promoting the child safe policy and procedures on the College website.
- in developing and reviewing this policy being sensitive to the diversity and characteristics of the school community which mainly consists of families from culturally diverse backgrounds.
- making reference to this policy in Student pre-enrolment, orientation and other child safe information.
- advising parent(s)/guardians) and homestay hosts and carers, student welfare providers about the policy and where it can be accessed in school communications.
- seeking feedback from families and the community on the College policies and incorporating that feedback in policy review processes so the community have a say in the development and review of policies and practices related to child safety and wellbeing.
- ensuring that families participate in decisions related to child safety and wellbeing which affect their child by:
 - Partnering with families in respect to the student's learning and wellbeing.
 - The Executive Management team plan for and provide the supports and structures that help teachers form relationships with families and find opportunities for open communication and dialogue.
 - Teachers reach out to engage with families as their role as parent and their particular knowledge of the student is valued and essential for the best possible educational outcomes and ensuring wellbeing.
 - The College recognises that families have a pivotal role in guiding the student. Families provide support and advocate for the student.
 - Engaging with families when student behaviour issues arise as set out in the Student Behaviour management Policy and Procedure.

- Communicating with families in respect to a child safe incident as set out in the Responding to and reporting allegations of suspected child abuse Policy and Procedures.

Child safe strategies to support, encourage and enable staff (Standards 6 & 8)

5.4 The College takes the following actions to support, encourage and enable school staff to understand, identify, discuss and report child safety matters:

- College strategies are developed to
 - equip staff to acknowledge and appreciate the strengths of Aboriginal culture, understand its importance to the wellbeing and safety of Aboriginal children and students and pays particular attention to the needs of Aboriginal students to enable the College to provide and promote a culturally safe environment for them
 - equip staff to understand the diverse circumstances of students and provide support and responds to vulnerable students and pay particular attention to the needs of students with disability, students from culturally and linguistically diverse backgrounds, students who are unable to live at home, international students, and lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+) students
 - attune staff to signs of harm and facilitate child-friendly ways for children and students to express their views, participate in decision-making and raise their concerns.
 - facilitate participation and responsiveness to the input of students
- Ensuring applicants for roles are informed about College's child safety practices (including the code of conduct).
- When engaging volunteers to undertake child-connected work, volunteers are made aware of the child safety policy and child safety code of conduct of the College.
- Ensuring new staff (as defined by the Ministerial order) and volunteers receive an induction that includes:
 - the school's policies, codes, practices, and procedures governing child safety and child-connected work including:
 - information on the child safety code of conduct
 - the child safety policy and
 - Student complaints and appeals policy and procedures
 - Responding to and reporting allegations of suspected child abuse policy and procedures
 - making them aware of their responsibilities to children and students, information sharing and reporting obligations, and record keeping obligations
- Ensuring staff in supervision roles coach and support staff in development of their understanding of child safe risks and the College policies and procedures.
- Ensuring supervision and people management of staff and volunteers focuses on child safety and wellbeing
- At least annually, ensuring that appropriate guidance and training is provided to the individual members of the school governing authority and school staff about:
 - individual and collective obligations and responsibilities for managing the risk of child abuse including:

- the school's strategy and approach to implementation of the child safe standards
- guidance on responding effectively to issues of child safety and wellbeing and supporting colleagues who disclose harm
- guidance on how to build culturally safe environments for children and students
- guidance on their information sharing and recordkeeping obligations
- child safety and wellbeing risks in the school environment including:
 - guidance on how to identify and mitigate child safety and wellbeing risks in the school environment without compromising a child or student's right to privacy, access to information, social connections and learning opportunities
 - guidance on recognising indicators of child harm including harm caused by other children and students
- the College's child safety policies, procedures and practices including:
 - Child Safety Policy and Procedures
 - Child Safe Risk Management Policy and Procedures
 - Younger Students and Homestay Policy and Procedures
 - Mandatory Reporting Policy
 - Responding to and reporting allegations of suspected child abuse policy and procedures
 - Student Support and Services Policy and Procedures
 - Human Resources Policy and Procedures

Governance of the school's Child safe strategies (All Standards)

5.5 The Executive Management team:

- ensures that Child safety and wellbeing is embedded in the leadership, governance and culture.
- champions and models the College child safe policies and practices.
- engages in professional development
- proactively engages in the identification, mitigation and monitoring of the effectiveness of the child safety risk management of child safe risks in all environments.
- supports, encourages and enables school staff, families and students to understand, identify, discuss and report child safety matters; and
- supports or assists children who disclose child abuse or are otherwise linked to suspected child abuse
- has child safety as a standing item
- ensures the College undertakes reviews of its child safe strategies and practices annually.
- ensures that as part of the review process:
 - There is review and evaluation of the child safety and wellbeing policies, procedures and practices after any significant child safety incident, or at least every two years, and improve where applicable.
 - Complaints, concerns and safety incidents are analysed to identify causes and systemic failures and inform continuous improvement.
 - Engagement with families, staff and the Ozford community
- ensures that the College reports on the outcomes of relevant reviews to staff, volunteers, the school community, and families and students.
- monitors the school's adherence to its child safety policy.

6. FEEDBACK

Feedback or comments on this policy and procedure is welcomed by the listed responsible officer.