



# CHILD SAFETY AND WELLBEING POLICY

This document was reviewed and updated by Board June 2023

To be reviewed June 2025

## Introduction

A founding theological belief of Donvale Christian College (the 'College') is that parents have been called by God to raise their children. The College seeks to honour the role of parents/carers and support them as they seek "to perform their task with constant prayer that the Spirit may enable them to be good instruments in His hands for bringing the children up in the discipline and instruction of the Lord" (Educational Creed).

The College is committed to providing a safe environment for all children. Our example of God as a father, nurturing his children throughout their life journey through his provision of love and guidance is an image of God as the supreme 'care giver'. Jesus speaks very strongly on the value and care of children in a number of places throughout the scriptures. This establishes the foundation that the College is a community that work together in partnership to establish a safe and supportive environment for all children in its care, enhancing learning opportunities and fostering spiritual, emotional, social and academic development.

Because the character of a Christian school is called to be faithful and just, school leadership has the authority and obligation to ensure that the College environment is a safe place for all children, free of child abuse, discrimination, harassment, sexual harassment/abuse, vilification, victimisation and bullying. The College takes a strong, active stand on child safety.

The College has developed the following Child Safety and Wellbeing Policy. This policy is an overarching document that provides key elements of our approach to protecting children from abuse. The policy forms the foundation of the College's procedures, practices, decision-making processes and ultimately the College's culture with respect to child safety. The College's Child Safety and Wellbeing Policy is approved and endorsed by the College Board and is regularly reviewed by the Board.

## Purpose

Our Child Safety and Wellbeing Policy demonstrates the College's strong commitment to child safety and wellbeing and to creating and maintaining a child safe and child-friendly environment. It provides an overview of the policies and practices that we have developed to keep our students safe, including from abuse or other harm.

Our Child Safety and Wellbeing Policy outlines the key elements of our approach to implementing Ministerial Order 1359 (which sets out how the Victorian Child Safe Standards apply in school environments) and to the College as a child safe organisation. It informs the College community about everyone's obligations to act safely and appropriately towards students and guides the policies, processes and practices for the safety and wellbeing of

students across all areas of our work, which are set out in the College's Child Protection Program.

The Child Safety and Wellbeing Policy is to be read and understood in conjunction with, the Victorian Child Safe Standards, Ministerial Order 1359 and the National Principles for Child Safe Organisations (National Principles). The Child Safety and Wellbeing Policy provides the framework for:

- the implementation of the Victorian Child Safe Standards, Ministerial Order 1359 and the National Principles
- the development of work systems, practices, policies and procedures, consistent with PROTECT Four Critical Actions for Schools: Responding to Incidents, Disclosure and Suspicions of Child Abuse (PROTECT Four Critical Actions) that promote child protection safety and wellbeing within the College;
- the creation of a safe and supportive College environment and a positive and robust child safe culture;
- the promotion and open discussion of child safety issues within the College; and
- compliance with all laws, regulations and standards relevant to child protection and child safety in Victoria.

## Scope

The College's Child Safety and Wellbeing Policy applies to all adults in the College community, whether or not their work involves direct contact with students, including:

- staff and direct contact contractors (including External Education Providers) who are "school staff" within the meaning of Ministerial Order 1359
- other types of Contractors
- Volunteers
- Visitors.

This Policy applies in all physical, virtual and online College environments used by students during or outside of school hours, including all locations provided for a student's use, (for example on-site and off-site College grounds, sporting events, camps and excursions and environments provided by External Education Providers and other Contractors).

## Definitions

Definitions of the following terms used in the Child Safety and Wellbeing Policy can be found in Child Protection Program Definitions.

- Child
- child abuse and other harm
- child safety and wellbeing
- child safety incident or concern
- child-connected work
- child-related work
- contractor
- school environment
- school staff
- school governing authority
- student
- visitor
- volunteer

- parent means parent/carer.

## Roles and Responsibilities

Child safety and wellbeing is everyone's responsibility. All adults in the College community have a shared responsibility for contributing to the safety, wellbeing and protection of students. Specific responsibilities are summarised at the end of this Policy.

## Statement of Commitment to Child Safety

**All children and young people who come to Donvale Christian College have a right to feel and be safe. We are committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe and can actively participate in decisions that affect their lives.**

We have zero tolerance for child abuse and other harm and are committed to acting in children's best interests and keeping them safe from harm. The College regards its child protection responsibilities with the utmost importance and as such, committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintaining a child safe culture.

Each member of the College community has a responsibility to understand the important and specific role that they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all that they do and every decision that they make.

## Child Protection Standards

In addition to implementing the Victorian Child Safe Standards, the College's commitment to child safety is based on the National Principles. Requiring compliance with these additional Standards is one of the strategies employed by the College to embed a culture of child safety.

The College has also developed specific child safe principles and values relevant to its own specific circumstances that guide our work systems, practices, policies and procedures to protect students from abuse and harm.

## The Victorian Child Safe Standards

The Victorian Child Safe Standards were originally developed in response to the Victorian Parliament's Inquiry into the Handling of Child Abuse by Religious and Other Organisations. They were replaced by a set of new Standards in 2022, to reflect the National Principles and to support greater national consistency. There are 11 Victorian Child Safe Standards. They are:

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.
2. Child safety and wellbeing is embedded in organisational leadership, governance and culture.
3. Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.
4. Families and communities are informed and involved in promoting child safety and wellbeing.
5. Equity is upheld and diverse needs respected in policy and practice.
6. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
7. Processes for complaints and concerns are child focused.
8. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

9. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
10. Implementation of the Child Safe Standards is regularly reviewed and improved.
11. Policies and procedures document how the organisation is safe for children and young people.

### **The National Principles for Child Safe Organisations**

The National Principles were developed by the Australian Human Rights Commission in response to recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse. The National Principles are comprised of 10 Principles that were informed by, but go further than, the 10 Child Safe Standards recommended by the Royal Commission. They are:

1. Child safety and wellbeing is embedded in organisational leadership, governance and culture.
2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved in promoting child safety and wellbeing.
4. Equity is upheld and diverse needs respected in policy and practice.
5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
6. Processes to respond to complaints and concerns are child focused.
7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
9. Implementation of the national child safe principles is regularly reviewed and improved.
10. Policies and procedures document how the organisation is safe for children and young people.

### **Donvale Christian College's Child Safe Values & Principles**

The College's commitment to child safety 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.

1. All children have the right to be safe.
2. The welfare and best interests of the child are paramount.
3. In all matters relating to a child's views and privacy, the College acts in the best interests of the child.
4. Clear expectations for appropriate behaviour with children are established in our Child Safe Code of Conduct and Staff and Student Professional Boundaries Policies.
5. The safety of children is dependent upon the existence of a child safe culture.
6. Child safety awareness is promoted and openly discussed within our College community.
7. Procedures are in place to screen all staff, direct contact volunteers, third party contractors and external education providers so that only people of good character have direct contact with our students.
8. Child safety and protection is everyone's responsibility.
9. Child protection training is mandatory for all College Board members, staff and direct contact volunteers.
10. Procedures for responding to and reporting alleged or suspected incidents of child abuse are simple and accessible for all members of the College community.

11. Children from culturally or linguistically diverse backgrounds, Aboriginal or Torres Strait Islander Children and other children who are vulnerable (such as children in out-of-home care or children of diverse sexuality) have the right to special care and support.
12. Children who have any kind of disability have the right to special care and support.

### **Child Protection Codes of Conduct**

Our Child Protection Codes of Conduct include a Child Safe Code of Conduct and a Staff and Student Professional Boundaries policy. Together, these Codes of Conduct set boundaries and expectations for appropriate behaviours between adults in our College community and students, including in physical, online and virtual environments. We also have a Student Code of Conduct, which includes standards of behaviour for students relevant to child safety and wellbeing.

Our Child Protection Codes of Conduct include clear processes to report inappropriate behaviour. We publish our Child Protection Codes of Conduct on our public website so that everyone can easily find out what behaviours are acceptable and unacceptable at our College and how to report inappropriate behaviour.

We also provide additional information to students and families about the Child Protection Codes of Conduct, to ensure that they know what behaviours are acceptable and unacceptable and how to report inappropriate behaviour.

### **Cultural Safety**

The College is committed to establishing an inclusive and culturally safe College where the strengths of Aboriginal and Torres Strait Islander culture, values and practices are respected. We think about how every student can have a positive experience in a safe environment. For Aboriginal and Torres Strait Islander students, we recognise the link between culture, identity and safety and actively create opportunities for Aboriginal and Torres Strait Islander students, their families and their communities (including local Aboriginal communities relevant to the College) to have a voice and presence in our College's planning, policies, and activities.

### **Student Empowerment and Participation**

The College is a child safe and child-centred organisation, and we work to create an inclusive and supportive environment that encourages students and families to contribute to our approach to child safety and wellbeing. We:

- ensure that our physical, virtual and online environments are friendly and welcoming to all children and young people.
- actively seek to include students in decisions that affect them. This includes decisions about organisational planning, delivery of services, management of facilities, and learning and assessment environments.
- ensure that students know about their rights to safety, information and participation. We actively seek to understand what makes students feel safe in our College and regularly communicate with students about what they can do if they feel unsafe.
- recognise the importance of friendships and encourage respectful relationships, strong friendships and support from peers.

## **Parent/Carer, Family and Community Engagement at the College**

The College recognises that parents/carers have the primary responsibility for the upbringing and development of their children. We:

- ensure that they participate in decisions affecting their children.
- ensure that families and relevant communities (Aboriginal and Torres Strait Islander communities, culturally and linguistically diverse communities, other communities that make up our Staff and student cohort, and the local community in which our College operates) know about the College's operations and policies, including its Child Safety and Wellbeing Policy and the Child Protection Codes of Conduct, record keeping practices, risk management, and complaints and investigation processes.
- actively seek to include families and relevant communities in decisions about organisational planning, delivery of services, management of facilities, and learning and assessment environments.
- build cultural safety at the College through partnerships with relevant communities.

## **Diversity and Equity**

Our College values diversity and does not tolerate any discriminatory practices. To achieve this, we:

- support the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students and their families
- support the cultural safety, participation and empowerment of students from culturally and linguistically diverse backgrounds and their families
- support students with disability and their families and act to promote their participation
- support students and families of diverse sexuality and act to promote their participation
- seek to support a workforce that reflects a diversity of cultures, abilities and identities
- support Staff training about Aboriginal and Torres Strait Islander cultures, disability, culturally and/or linguistically diverse backgrounds, and those with particular experiences or needs
- have a physical environment that actively celebrates diverse cultures and recognises cultural difference
- commit to ensuring that our facilities promote the inclusion of students of all abilities.

## **Suitable Staff, Volunteers and Contractors and Child Safety Knowledge, Skills and Awareness (Child Protection Human Resources Management)**

The specific human resources management strategies that we have adopted at the College to promote child safety and wellbeing are set out in the Child Protection Human Resources Management section of our Child Protection Program. They include the following:

### Recruitment and Screening

The College applies best practice standards in the recruitment and screening of staff, volunteers and contractors to engage the most suitable and appropriate people to work with our students. Our practices include:

- requiring all staff and relevant volunteers and contractors to maintain a valid VIT registration or WWC (working with children) clearance, and sighting, verifying and recording this information.

- ensuring that all staff and relevant volunteers and contractors undergo child protection induction, and ongoing education and training.
- ensuring that we provide staff, and relevant volunteers and contractors who engage with students, with regular supervision and performance monitoring by their year level coordinator or a senior member of staff.
- ensuring that professional development programs for staff include child protection education and training programs.

### Training on and Information About Child Protection

As a part of the College's induction process, all staff, as well as relevant volunteers and contractors, are required to complete induction training on our child protection policies, practices and procedures. All staff, as well as relevant volunteers and contractors also receive refresher and ongoing child protection training at least annually.

Our child protection induction and ongoing training program includes information about:

- this Child Safety and Wellbeing Policy.
- the Child Protection Codes of Conduct.
- recognising child abuse and other harm and identifying key indicators.
- our policies and procedures for responding to and reporting child safety incidents or concerns (including mandatory reporting, reporting to police and reportable conduct obligations).
- our policies and procedures for information sharing and record keeping about child safety incidents and concerns.
- WWC clearances and other child safety and wellbeing human resources practices.

The College provides all visitors to the College, including casual volunteers and contractors, with information about the Child Safe Codes of Conduct and how to report child safety incidents or concerns to the College and to relevant external authorities.

### Supervision and Support

The College provides staff, direct contact and regular volunteers, and direct contact and regular contractors with support and regular supervision by their year level co-coordinator, the College's Child Protection Officers and/or the Senior Leadership Team to ensure that they are compliant with the College's approach to child safety and wellbeing.

### Complaints and Reporting Processes: The College's Response to Child Safety Incidents or Concerns

The College fosters a culture that encourages everyone in the College community to raise concerns and complaints about child safety and wellbeing. Our processes for raising complaints and concerns, and the procedures that all staff, volunteers and contractors must follow whenever they witness, suspect or receive a complaint about a child safety incident or concern involving a student, a staff member, a volunteer, a contractor or the College, are set out in the Procedures, below.

The College will take appropriate, prompt action in response to all child safety incidents or concerns, including all complaints, allegations or disclosures of abuse or other harm, when staff, volunteers, contractors, students, parents/carers or anyone else reports these to the College.

The College's response will include:

- externally reporting all matters that meet the required relevant thresholds to Child Protection (Mandatory Reports), the Police (Mandatory Reporting of Child Sexual Abuse), the CCYP (Reportable Conduct), and/or the Victorian Institute of Teaching (Teacher Misconduct), depending on the issues raised and consistent with PROTECT Four Critical Actions and Four Critical Actions: Student Sexual Offending.
- fully cooperating with any resulting investigation by an external agency.
- protecting any student connected to the child safety incident or concern until it is resolved and providing ongoing support to those affected.
- taking particular measures in response to child safety incidents or concerns about an Aboriginal or Torres Strait Islander student, a student from a culturally and linguistically diverse background, a student with disability, and other vulnerable students (such as those who are vulnerable as a result of their sexual orientation or gender identity as well as those who are unable to live at home).
- sharing information with, or requesting information from, external people or agencies as permitted or required under the Child Information Sharing Scheme and/or the Family Violence Information Sharing Scheme.
- securing and retaining records of the child safety incident or concern and the College's response to it.
- taking broader actions to improve child safety at the College (including systemic reviews and resulting improvements).

### **Child Protection Risk Management**

The College recognises the importance of a risk management approach to minimising the potential for child abuse or harm to occur and we use this information to inform our policies, procedures and activity planning. We have implemented a comprehensive Risk Management Program to assist in the identification, assessment and management of child protection risks in all College environments.

We identify, assess and manage child protection risks in all College environments, based on a range of factors including the nature of our College's activities, its physical, virtual and online environments and the characteristics of the student body. We use this information to inform our policies, procedures and activity planning.

We record identified risks to child safety and wellbeing in our Child Protection Risk Register, along with the actions in place at the College to manage these risks. The College Board, the Executive Principal and/or the Senior Leadership Team monitor and evaluate the effectiveness of these actions at least annually.

### **Privacy and Information Sharing**

The College collects, uses and discloses information about students and their families in accordance with Victorian privacy laws and other relevant laws, including laws that permit the College to disclose information about child safety and wellbeing to external people and agencies. For information about how the College collects, uses and discloses this information, refer to our [Privacy Policy](#).



## **Child Protection Record Keeping**

The College is committed to best practice record keeping about child safety incidents and concerns. The College records all internal and external reports of child safety incidents and concerns, as well as any other responses. When keeping records of child safety incidents or concerns, the College maintains confidentiality and privacy for students and families in accordance with federal and state privacy legislation.

## **Child Protection Program and Practice Review**

The College is committed to the continuous improvement of the policies and procedures making up our entire Child Protection Program and of our child safety and wellbeing practices. The program as a whole is reviewed bi-annually (or earlier if a significant child safety incident occurs at the College or legislation changes) for overall effectiveness and to ensure compliance with all child safety and wellbeing related laws, regulations and standards.

When undertaking these reviews, the College:

- actively seeks, actions, and incorporates feedback from students, families, the wider College community, staff, volunteers and contractors.
- analyses any complaints and child safety incidents that may have occurred.
- communicates any learnings, adjustments or amendments to policy and practice widely throughout the College community.

## **Child Protection Procedures**

### Reporting Child Safety Incidents or Concerns to the College

Whenever there are concerns that a child or young person is in immediate danger the Police should be called on 000.

Any person, including all staff, volunteers, contractors, parents/carers and students, can at any time report concerns about the wellbeing of a child aged under 17 to Child Protection by:

- during business hours (8:45am-5:00pm, Monday to Friday), contacting 1300 360 391.
- after hours, telephoning 13 12 78.

### **Support for Students, Families and Staff Following Child Safety Incident or Disclosure**

Child safety incidents or concerns can cause trauma and significantly impact on the mental health and wellbeing of children, as well as on their families. In addition to reporting and referral to the relevant authorities, the College plays a central role in addressing this trauma and has a duty of care to ensure that students feel safe and supported at the College.

The College employs a range of measures to support students affected by a child safety incident or concern depending on the particular circumstances of the matter and of the student and their family:

- Child Protection Officers will work with the student and their family to develop a Student Support Plan.
- support strategies that could be considered for students and/or their families might include offering or organising referrals to internal or external support, such as the College Counsellor, bi-cultural workers and/or translators, or an external support agency

and/or child advocacy organisation which specialises in supporting children and young people impacted by abuse or other harm.

The College offers former students who may disclose historical child safety incidents or concerns from their time at the College similar support.

Witnessing a child safety incident or receiving a disclosure of abuse or other harm can be a distressing experience for staff, volunteers and contractors involved. The College assists impacted staff, volunteers and contractors to access necessary support.

### **Embedding a Culture of Child Safety: Our Child Protection Program**

Our Child Protection Program itself is one of the strategies employed by the College to embed a culture of child safety at the College. Our Child Protection Program relates to all aspects of child safety and wellbeing and establishes work systems, practices, policies and procedures to create and maintain a child safe environment and culture at the College. It includes:

- the Child Protection Codes of Conduct;
- clear information about what is child abuse and other harm and key indicators of child abuse and other harm;
- clear procedures that are consistent with PROTECT Four Critical Actions and Four Critical Actions: Student Sexual Offending, for responding to and reporting child safety incidents or allegations of child abuse or other harm;
- strategies to support, encourage and enable staff, Volunteers, Contractors, parents/carers and students to understand, identify, discuss and report child safety matters;
- procedures for recruiting and screening members of the Senior Leadership Team, staff, volunteers and contractors;
- procedures for reporting to external agencies, that are consistent with PROTECT Four Critical Actions and Four Critical Actions: Student Sexual Offending, including Mandatory Reporting to the Department of Families, Fairness and Housing (Child Protection), Reportable Conduct to the CCYP and Reporting Child Sexual Abuse to Police;
- pastoral care strategies designed to empower students and keep them safe;
- strategies to support and encourage the participation and inclusion of Aboriginal and Torres Strait Islander students, students from culturally and linguistically diverse backgrounds and students with disability;
- child protection training;
- information regarding the steps to take after a disclosure of abuse to protect, support and assist children;
- guidelines with respect to record keeping and confidentiality;
- policies to ensure compliance with all relevant laws, regulations and standards (including the Victorian Child Safe Standards Ministerial Order 1359 and the National Principles); and
- a system for continuous review and improvement.

### **Responsibilities**

Child safety and wellbeing is everyone's responsibility. Specific responsibilities include:

## **The College's Child Protection Officers**

A number of senior staff members are nominated as the College's Child Protection Officers. Our Child Protection Officers receive additional specialised training with respect to child safety and wellbeing. They are the first point of contact for raising child safety concerns within the College. They are also responsible for championing child protection within the College and assisting in coordinating responses to child protection incidents.

Our Child Protection Officers are:

- Jon Price, Business Manager [jon.price@donvale.vic.edu.au](mailto:jon.price@donvale.vic.edu.au)
- Steve Venour, Head of Secondary [steve.venour@donvale.vic.edu.au](mailto:steve.venour@donvale.vic.edu.au)
- Tanya Vaughan, Head of Primary [Tanya.Vaughan@donvale.vic.edu.au](mailto:Tanya.Vaughan@donvale.vic.edu.au)
- Michael Halliday, Deputy Head of Secondary [michael.halliday@donvale.vic.edu.au](mailto:michael.halliday@donvale.vic.edu.au)
- Catherine Fernihough, Deputy Head of Primary [catherine.fernihough@donvale.vic.edu.au](mailto:catherine.fernihough@donvale.vic.edu.au)

## **The Senior Child Safety Officer**

The College has also appointed Jon Price as the College's Senior Child Safety Officer. The Senior Child Safety Officer has additional child protection responsibilities, such as being a first point of contact for all child safety concerns or queries for the wider community and coordinating the College's response to child safety incidents in consultation with the Executive Principal, the Senior Leadership Team and the Board.

## **Donvale Christian College Board**

The Board is Donvale Christian College's "school governing authority" for the purposes of Ministerial Order 1359. The Board is responsible for:

- championing and promoting a child safe culture within the College
- approving our Child Protection Program, including this Child Safety and Wellbeing Policy and the Child Protection Codes of Conduct

It is responsible for ensuring that the College has appropriate resources to effectively implement the Victorian Child Safe Standards and Ministerial Order 1359 and our Child Protection Program.

## **The Executive Principal**

The Executive Principal is responsible, and will be accountable, for the operational management of the College, and the implementation of the Child Protection Program. The Executive Principal is responsible for:

- taking all practical measures to ensure that this Child Safety and Wellbeing Policy and the College's Child Protection Program is implemented effectively and followed
- ensuring that a strong and sustainable child safe culture is maintained within the College, including by:
  - modelling the Child Safe Code of Conduct and reinforcing high standards of child safe behaviours between adults and students and between students.
  - facilitating the participation of students, families, Staff and other members of the College community in promoting and improving child safety and wellbeing at the College.
  - promoting regular and open discussion of child safety and wellbeing issues within the College community.
  - facilitating regular professional learning for Staff and relevant Volunteers and Contractors about child safety, cultural safety, student wellbeing and preventing and responding to child safety incidents and concerns.

- creating an environment where child safety incidents, concerns and complaints are readily raised with the College and where no one is discouraged from reporting child safety incidents or concerns to relevant external authorities.

The Executive Principal is the “head” of the College for the purposes of the Reportable Conduct Scheme.

### **Staff**

All staff are “school staff” for the purposes of Ministerial Order 1359. All staff are required to comply with our Child Safety and Wellbeing Policy and Child Protection Codes of Conduct, be familiar with our Child Protection Program and understand their legal obligations with respect to the reporting of child abuse and other harm, and WWC Checks.

It is each individual’s responsibility to be aware of key indicators of child abuse and other harm, to be observant, and to raise all child safety incidents and concerns with one of the College’s Child Protection Officers.

To meet these obligations, all staff must:

- participate in child safety and wellbeing induction and ongoing training provided by the College.
- always follow the College’s child safety and wellbeing policies and procedures in the Child Protection Program.
- act in accordance with the Child Protection Codes of Conduct.
- identify and raise child safety incidents and concerns in accordance with our Procedures for Responding to and Reporting Child Safety Incidents or Concerns and follow the PROTECT Four Critical Actions and Four Critical Actions: Student Sexual Offending.
- ensure students views are taken seriously and their voices are heard when making decisions that affect them.
- implement inclusive practices that respond to the diverse needs of students.

### **Volunteers**

A volunteer is a someone who performs work for the College in a College environment without remuneration or reward. Volunteers may be family members of students, or from the wider College or local community. Volunteers are not “school staff” for the purposes of Ministerial Order 1359. All volunteers at the College are responsible for contributing to the safety and protection of students in the College environment.

To meet these obligations:

- all volunteers must comply with our Child Safety and Wellbeing Policy and Child Protection Codes of Conduct
- direct contact volunteers (and, if required by the College, other Volunteers such as Regular Volunteers who are engaged in “child-connected work”) must:
  - participate in child safety and wellbeing induction and ongoing training provided by the College.
  - be aware of key indicators of child abuse and other harm.
  - understand their legal obligations with respect to the reporting of child abuse and other harm.
  - raise all child safety concerns with one of the College’s Child Protection Officers.

## **Contractors**

A contractor is someone engaged by the College to perform specific tasks. Contractors are not employees of the College. However, contractors who have direct contact with children are "school staff" for the purposes of Ministerial Order 1359.

Contractors may include maintenance and building personnel, consultants, music tutors, sports coaches, and cleaners as well as external education providers (organisations that the College has arranged to deliver a specified course of study that is part of the curriculum, to a student or students enrolled at the College).

All Contractors are responsible for contributing to the safety and protection of students in the College environment. To meet these obligations:

- all contractors must comply with our Child Safety and Wellbeing Policy and Child Protection Codes of Conduct.
- direct contact contractors (and, if required by the College, other contractors such as regular contractors who are engaged in "child-connected work") must:
  - participate in child safety and wellbeing induction and ongoing training provided by the College.
  - be aware of key indicators of child abuse and other harm.
  - understand their legal obligations with respect to the reporting of child abuse and other harm.
  - raise all child safety concerns with one of the College's Child Protection Officers.

The College may include these requirements in the written agreement between it and the contractor.

## **Implementation and Communication**

The Child Safety and Wellbeing Policy is published on our website. It is provided to new staff, and to direct contact and regular volunteers, and direct contact and regular contractors at their induction or prior to them commencing their work at the College.

All visitors to the College, including casual volunteers and casual contractors, are provided with information about the Child Safety and Wellbeing Policy (including in particular the Child Protection Codes of Conduct and how to report child safety incidents or concerns to the College and to relevant external authorities).

The Child Safety and Wellbeing Policy is also communicated to staff, volunteers, contractors and other members of the College community through [Schoolbox](#) and its [website](#).

## **Breach of the Child Safety and Wellbeing Policy**

Donvale Christian College enforces this Child Safety and Wellbeing Policy and our Child Protection Codes of Conduct. In the event of any non-compliance, we will instigate a review that may result in a range of measures including (depending on the severity of the breach):

- remedial education
- counselling
- increased supervision
- the restriction of duties
- suspension
- in the case of serious breaches, termination of employment, contract or engagement.

## Source of Obligation

The Child Safety and Wellbeing Policy implements, and is to be read and understood in conjunction with:

- Victorian Child Safe Standards, Standard 2
- Ministerial Order 1359, Clause 6
- the National Principles for Child Safe Organisations, Principle 1

## Policy Review

A review of the Child Safety and Wellbeing Policy is conducted bi-annually or earlier if required, such as if a significant child safety incident occurs at the College or due to changes in legislation. The Board is responsible for ensuring that this Policy is reviewed and updated as needed and for approving this Policy.

*(1) The Child Protection Program is the name given to the full collection of policies and procedures that assist the College to be a child safe organisation and to meet the requirements of the Victorian Child Safe Standards, Ministerial Order 1359 and the National Principles. It includes policies and procedures for:*

- \* responding to and reporting child safety incidents and concerns*
- \* child safe human resources management (including WWC clearances)*
- \* participation and empowerment of students*
- \* informing and involving families and relevant communities in child safeguarding issues*
- \* equity and diversity*
- \* child safeguarding risk management strategies*
- \* strategies for embedding a culture of child safety at the College and*
- \* regular reviews and continuous improvement of child protection policies, procedures and practices.*