

MACKILLOP EDUCATION

VIC-EDU-P-001 Child Safety and Wellbeing Policy

December 2022



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VIC-EDU-P-001 Child Safety and Wellbeing Policy

1. Policy Scope

This policy:

- Applies to all MacKillop Family Services Limited (MacKillop Family Services) school staff, volunteers and contractors in the State of Victoria (MacKillop Education) whether or not they work in direct contact with students. This relationship between MacKillop Family Services and MacKillop Education will be hereafter referred to as MacKillop Education. It also applies to Directors of the MacKillop Family Services Limited Board where indicated.
 - The term 'school staff' includes MacKillop Family Services staff working at MacKillop Education campuses and in MacKillop Education & Engagement Programs in Victoria.
 - The term 'students' includes students attending a MacKillop Education campus and the children and young people the MacKillop Education & Engagement Programs in Victoria staff support.
- Applies in all physical and online school environments used by MacKillop Education students during or outside of school hours, including other locations provided by for a student's use (for example, a school camp) and those provided through third-party providers.
 - The term 'school environment' includes the environments where MacKillop Education & Engagement Programs staff in Victoria engage with students.
- Should be read together with our other child safety and wellbeing policies, procedures, and codes - refer to the related school policies section below.

All MacKillop Education policies and procedures are subject to the MacKillop Education *VIC-EDU-P-001 Child Safety and Wellbeing Policy*.

2. Policy Outline

Context

MacKillop Education's values of respect, hope, justice, compassion, and collaboration inform the quality of relationships we establish and all that we do to ensure our learning community is a place of welcome and safety. MacKillop Education celebrates diversity, and we are committed to inclusion, ensuring every student, regardless of race, religion, culture, gender identity or personal circumstances, including barriers to learning, can access education and experience success.

Our model, Reframing Learning and Teaching Environments (ReLATE), supports our trauma-informed practice and highlights the critical partnership between students, parents/guardians/carers, and staff, as we work together, to enhance the learning outcomes for every child.

Purpose

The MacKillop Education *VIC-EDU-P-001 Child Safety and Wellbeing Policy* demonstrates our commitment to creating and maintaining a child safe and child-friendly organisation, where children and young people are safe and feel safe.

This policy provides an overview of MacKillop Education's approach to implementing Ministerial Order 1359 which sets out how the Victorian Child Safe Standards apply in school environments.

It informs the MacKillop Education community of everyone’s obligations to act safely and appropriately towards children and guides our processes and practices for the safety and wellbeing of students across all areas of our work.

Definitions

Aboriginal	The term ‘Aboriginal’ in this Order includes Aboriginal and Torres Strait Islander peoples. Ref: Ministerial Order 1359
Child	A child or a young person under the age of 18 years. Ref: Child Wellbeing and Safety Act 2005
Child abuse	<p>a) Any act committed against a child involving:</p> <ul style="list-style-type: none"> ▪ a sexual offence; ▪ grooming offences under section 49M(1) of the Crimes Act 1958. <p>b) The infliction, on a child, of:</p> <ul style="list-style-type: none"> ▪ physical violence; ▪ serious emotional or psychological harm. <p>c) The serious neglect of a child including exposure to family violence and its effects.</p> <p>Ref: Child Wellbeing and Safety Act 2005</p>
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. Ref: Worker Screening Act 2020
Child-related work	<ul style="list-style-type: none"> ▪ involves an adult working with children under 18 years old (both paid and unpaid work); ▪ having direct contact with children (physical, face-to-face, written, oral or electronic contact); and ▪ is a usual part of the person’s duties (and is not occasional or incidental to their work). <p>Ref: Working with Children and other Suitability Checks for School Volunteers and Visitors Policy, Victorian Government - Wellbeing Workforces and Child Safety Unit</p>
Child-connected work	Means: Work authorised by the school governing authority and performed by an adult in a school environment while children are present or reasonably expected to be present. Ref: Ministerial Order 1359.

School environment	<p>Means any of the following physical, online or virtual places, used during or outside school hours:</p> <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 use by a child or student (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, locations used for: <ul style="list-style-type: none"> i. camps; ii. approved homestay accommodation; iii. delivery of education and training such as registered training organisations, TAFEs, non-school senior secondary providers or another school; or iv. sporting events, excursions, competitions or other events. <p>Ref: Ministerial Order 1359</p>
School staff	<p>An individual working in a school environment who is:</p> <ul style="list-style-type: none"> a) directly engaged or employed by a school governing authority; b) a contracted service provider (whether or not 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. <p>Ref: Ministerial Order 1359</p>
School governing authority	<p>MacKillop Family Services Chief Executive Officer who has sub-delegated this authority to the Group Director, MacKillop Institute and Education.</p> <p>Ref: Ministerial Order 1359 Ref. <i>B-P-04 Delegations Procedure and Chart</i></p>
School governing body	<p>The MacKillop Family Services' Board is the governing body of our schools and programs. The Board retains the obligations/reserves approval of MacKillop Education policies, procedures and other materials required, under the Victorian Ministerial Order, for school registration and compliance with the child safe standards by MacKillop Family Services</p>
Student	<p>A person who is enrolled at or attends the school.</p> <p>Ref: Ministerial Order 1359</p>
Volunteer	<p>A person who performs work without remuneration or reward for the school in the school environment.</p> <p>Ref: Ministerial Order 1359</p>

Statement of commitment to child safety

MacKillop Education is committed to being a child safe organisation, which welcomes all children, young people and their parents/guardians/carers.

We are committed to providing environments where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives. Our child safe policies, strategies and practices are inclusive of the needs of all children and students.

We have no tolerance for child abuse and take proactive steps to identify and manage any risks of harm to students in our school environments.

We promote positive relationships between students and adults and between students and their peers. These relationships are based on trust and respect.

We take proactive steps to identify and manage any risk of harm to students in our school environment. When child safety concerns are raised or identified, we will treat these seriously and respond promptly according to our documented policies and procedures.

Particular attention is given to the child safety needs of Aboriginal students, those from culturally and linguistically diverse backgrounds, students with disabilities, those unable to live at home, children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex queer and asexual (LGBTIQ+) and other students experiencing risk or vulnerability. Inappropriate or harmful behaviour targeting students based on these or other characteristics, such as racism, bigotry or homophobia, are not tolerated at our school, and any instances identified will be addressed, in line with relevant policies and procedures.

Child safety is a shared responsibility. Every person involved in MacKillop Education plays a fundamental role in promoting child safety and wellbeing and promptly raising any issues or concerns about a child's safety.

We are committed to regularly reviewing our child safe practices, and seeking input from our students, parents/guardians/carers, staff, and volunteers to inform our ongoing strategies.

3. Policies, procedures and practices

Child Safety Code of Conduct

Our *VIC-EDU-P-002 Child Safety Code of Conduct* sets the boundaries and expectations for appropriate behaviours between adults and students. It also clarifies behaviours that are not acceptable in our physical and online environments.

We ensure that students also know what is acceptable and what is not acceptable so that they can be clear and confident about what to expect from adults in the school.

The *VIC-EDU-P-002 Child Safety Code of Conduct* also includes processes to report inappropriate behaviour.

Establishing a culturally safe environment

At MacKillop Education we are committed to establishing an inclusive and culturally safe school where the strengths of Aboriginal culture, values and practices are respected. This commitment is outlined in the *P.11 - Aboriginal and Torres Strait Islander Cultural Safety Policy*.

We think about how every student can have a positive experience in a safe environment. For Aboriginal students, we recognise the link between Aboriginal culture, identity and safety and actively create opportunities for Aboriginal students and the Aboriginal community to have a voice and presence in our school planning, policies, and activities.

Diversity and equity

As a child safe organisation, we celebrate the rich diversity of our students, parents/guardians/carers and community and promote respectful environments that are free from discrimination. Our focus is on wellbeing and growth for all. The *P.7 - Embracing Diversity and Inclusion Policy* outlines the principles of our approach to embracing diversity and inclusion.

We recognise that every child has unique skills, strengths and experiences.

We aim to ensure that:

- All staff, contractors and volunteers understand the diverse circumstances of our students.
- We provide support and respond to the needs of vulnerable students, in particular students with disability, students from culturally and linguistically diverse backgrounds, students who are unable to live at home or impacted by family violence, and students who identify as LGBTIQ+.
- We support the needs of Aboriginal students, providing and promoting a culturally safe environment for them.
- Students, staff, volunteers and the school community have access to information, support and complaints processes in ways that are culturally safe, accessible and easy to understand.

A Student Support Group meeting (SSG) is held for each student at the beginning of each term. The SSG provides an opportunity for students, and parents, guardians or carers, to identify their needs. Students are encouraged to contribute to the development of their learning goals and the planning of reasonable adjustments to ensure access to the curriculum and participation in their education.

Student empowerment

The students at MacKillop Education have increased vulnerabilities due to their experience of trauma, disability and/or marginalised cultural backgrounds. Ensuring that our students' voice is heard is therefore critical.

Our *VIC-EDU-P-026 Student Voice Policy* outlines our commitment to student empowerment through voice, advocacy and agency. We actively encourage all students to openly express their views and give voice to the things that are important to them. Students are provided with opportunities to participate in decisions that impact them.

We ensure our students know who to talk to if they are worried or feeling unsafe and we encourage them to share concerns with a trusted adult at any time. The *VIC-EDU-P-037 Child Safety Internal Complaints Process* informs students of the support available and the actions to take if they feel uncomfortable or unsafe. We listen to and act on any concerns or complaints students, or their parents, guardians or carers, raise with us.

Supporting students with disability

MacKillop Education is committed to ensuring that all students with disability are fully supported to access education and achieve their academic, social and emotional potential. Our *VIC-EDU-P-019 Nationally Consistent Collection of Data Policy* outlines the processes by which the school will determine the adjustments needed to best support each student.

Curriculum

The curriculum design integrates appropriate knowledge and skills to enhance students' understanding of safety and protective strategies while also fostering student agency and voice.

Our curriculum incorporates explicit teaching about:

- Children's rights to safety, information and participation.
- Developing social connections and friendships with peers.
- Leadership skills and team work.
- Online safety
- Respectful relationships.
- Sexual education (including sexuality, child abuse awareness and protection).

Complaints and reporting processes

MacKillop Education fosters a culture that encourages staff, contractors, volunteers, students, parents/guardians/carers, and the school community to raise concerns and complaints. This makes it more difficult for breaches of the code of conduct, misconduct or abuse to occur and remain hidden.

We have clear pathways for raising complaints and concerns and responding and this is documented in our *VIC-EDU-P-005 Complaints Policy*.

If there is an incident, disclosure, allegation or suspicion of child abuse, all staff and volunteers (including MacKillop Family Services' Board) must follow our *VIC-EDU-P-003 Child Safety Responding and Reporting Obligations Policy and Procedures*. Our policy and procedures address complaints and concerns of child abuse made by or in relation to a child or student, school staff, volunteers, contractors, service providers, visitors or any other person while connected to the school.

As soon as any immediate health and safety concerns are addressed, and relevant school staff have been informed, we will ensure our school follows:

- The *Four Critical Actions - Responding to Incidents, Disclosures and Suspicions of Child Abuse* for complaints and concerns relating to adult behaviour towards a child.
- The *Four Critical Actions: Responding to Student Sexual Offending* for complaints and concerns relating to student sexual offending.

Our *VIC-EDU-P-009 Anti-Bullying Policy* covers complaints and concerns relating to harmful behaviours, including physical violence.

Suitable staff and volunteers

At MacKillop Education, we apply robust child safe recruitment, induction, training, and supervision practices to ensure that all staff, contractors, and volunteers are suitable to work with children.

Staff recruitment

When recruiting staff, we follow the MacKillop Family Services' (MacKillop) recruitment policies and guidelines. Our commitment to child safety and wellbeing and our screening requirements are included in all advertisements for any employee, contractor and volunteer positions, and all applicants are provided with copies of our *VIC-EDU-P-002 Child Safety Code of Conduct* and *VIC-EDU-P-001 Child Safety and Wellbeing Policy*.

The screening and recruitment of education staff is supported by the MacKillop's Human Resources Team.

When engaging staff to perform child-connected work, we:

- Confirm the applicant's National Disability Insurance Scheme (NDIS) Worker Screening Check status.
- Confirm the applicant's Working with Children Check (WWCC) and National Police Check status, registration with the Victorian Institute of Teaching and/or other professional registration (as relevant).
- Obtain proof of personal identity and any essential or relevant professional or other qualifications.

When engaging staff to perform child-related work the following additional checks are carried out:

- Verify the applicant's history of work, involving children.
- Obtain references that address the applicant's suitability for the job and working with children, and, in particular, working with vulnerable children with high level support needs.

Engaging contractors for child-connected work

MacKillop Education will follow MacKillop's policies and procedures for engaging contractors in child-connected work.

Engaging volunteers

MacKillop Education will follow the *CECV Guidelines for the Engagement of Volunteers in Catholic Schools*. This describes how the suitability of prospective volunteers will be assessed and outlines expectations in relation to child safety and wellbeing induction and training, and supervision and management.

The type of training and information provided to each volunteer will be tailored to the nature and responsibilities of their role.

Staff induction

All newly appointed staff will be expected to participate in our child safety and wellbeing induction program This includes:

- The *VIC-EDU-P-001 Child Safety and Wellbeing Policy*.
- The *VIC-EDU-P-002 Child Safety Code of Conduct*.
- The *VIC-EDU-P-003 Child Safety Responding and Reporting Obligations Policy and Procedures*.
- Any other child safety and wellbeing information that school leadership considers appropriate to the nature of the role.
 - Aboriginal cultural awareness and LGBTIQ+ training
 - How to contribute to identifying, removing or reducing risks
 - Recordkeeping and information sharing requirements
 - School values and philosophy
 - Procedures for managing complaints
 - Privacy and reporting protocols

Ongoing supervision and management of staff

All staff and volunteers engaged in child-related work will be supervised appropriately to ensure that their behaviour towards children is safe and appropriate. Supervision will be conducted as outlined in the MacKillop's Supervision Procedure.

Staff will be monitored and assessed to ensure their continuing suitability for child-related work. This will be done through monthly supervision sessions which shall include discussion of child safety considerations.

Inappropriate behaviour towards children and young people will be managed promptly and in accordance with MacKillop's Human Resources policies and our legal obligations. Child safety and wellbeing will be paramount.

MacKillop has processes for monitoring and assessing the ongoing compliance of education staff to work with children, including regular reviews of the status of WWCCs and staff professional registration requirements such as Victorian Institute of Teaching (VIT) registration.

All contractors engaged in child-connected work and visitors to the school will be supervised appropriately, with oversight by a designated staff member. Where possible, contractors engaged in child connected work will be organised to attend the school outside of school hours.

Child safety knowledge, skills and awareness

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

In addition to the child safety and wellbeing induction, our staff will participate in a range of training and professional learning to equip them with the skills and knowledge necessary to maintain a child safe environment.

All staff who are employed in an ongoing capacity by MacKillop Education will undertake training in MacKillop's ReLATE model¹ which provides a whole-of-school approach that focuses on safety, wellbeing and resilience. The model promotes wellbeing as an essential precondition for learning. Safe, predictable and supportive learning environments are created and maintained, where students are not just known, but deeply understood.

Child safety and wellbeing training will be delivered at least annually and will include guidance on:

- Our school's child safety and wellbeing policies, procedures, codes, and practices.
- Child safety responding and reporting obligations - completing the *Protecting Children - Mandatory Reporting and Other Legal Obligations* online module.
- Recognising indicators of child harm including harm caused by other children and students.
- Responding effectively to issues of child safety and wellbeing and supporting colleagues who disclose harm.
- How to build culturally safe environments for children and students.
- Information sharing and recordkeeping obligations.
- How to identify and mitigate child safety and wellbeing risks in the school environment.

The MacKillop Education leaders and staff complete training in *The Family Violence Multi-Agency Risk Assessment and Management Framework (MARAM)*.

Other professional learning and training on child safety and wellbeing, for example, training for our volunteers, will be tailored to specific roles and responsibilities and any identified or emerging needs or issues.

MacKillop Family Services' Board - training and education

To ensure the MacKillop Family Services' Board is equipped with the knowledge required to make decisions in the best interests of student safety and wellbeing, and to identify and mitigate child safety and wellbeing risks in our school environment, the Board is trained at least annually. Training includes guidance on:

- Individual and collective obligations and responsibilities for implementing the Child Safe Standards and managing the risk of child abuse.
- Child safety and wellbeing risks in our school environment.
- MacKillop Education child safety and wellbeing policies, procedures, codes and practices.

¹ ReLATE – Reframing Learning and Teaching Environments, The MacKillop Institute

Family engagement

Our parents/guardians/carers and the school community have an important role in monitoring and promoting children's safety and wellbeing and helping children to raise any concerns.

To support parent/guardian/carer engagement, we are committed to providing accessible information about our school's child safe policies and practices and involving them in our approach to child safety and wellbeing.

We will create opportunities for families to have input into the development and review of our child safety policies and practices and encourage them to raise any concerns and ideas for improvement.

We do this by:

- All of our child safety policies and procedures are available for students and parents/guardians/carers at the MacKillop Education Website and the school reception.
- Newsletters will inform parents/guardians/carers and the school community about any significant updates to our child safety policies or processes, and strategies or initiatives that we are taking to ensure student safety.
- PROTECT Child Safety posters will be displayed across the school.
- Conducting forums, surveys and other opportunities for parents/guardians/carers to provide input.

Managing risks to child safety and wellbeing

At our school we identify, assess and manage risks to child safety and wellbeing in our physical and online school environments. These risks are managed through our child safety and wellbeing policies, procedures and practices, and in our activity specific risk registers, such as those we develop for off-site overnight camps, adventure activities and facilities and services we contract through third party providers for student use.

Our Child Safety Risk Register is used to record any identified risks related to child abuse alongside actions in place to manage those risks. The MacKillop Education Leadership Team will monitor and evaluate the effectiveness of the actions in the Child Safety Risk Register at least annually.

MacKillop Education demonstrates its commitment to proactive management of risks to student safety and wellbeing by ensuring a culture of continuous improvement based on reflection, open communication, and working collaboratively to manage risk.

Privacy and information sharing

MacKillop Education collects, uses, and discloses information about children and their parents/guardians/carers in accordance with Victorian privacy laws, and other relevant laws. For information on how our school collects, uses and discloses information refer to our *VIC-EDU-P-020 Privacy Policy*.

MacKillop Education is a prescribed Information Sharing Entity (ISE). This means that, where legislated requirements are met, it can share confidential information with other ISEs to promote child wellbeing or safety under the Child Information Sharing Scheme (CISS) or Family Violence Information Sharing Scheme (FVISS).

Records management

We acknowledge that good records management practices are a critical element of child safety and wellbeing and manage our records in accordance with the Melbourne Archdiocese Catholic Schools' Records Management Policy.

Communications

MacKillop Education is committed to communicating our child safety strategies to the school community through:

- Ensuring that key child safety and wellbeing policies are available on our website including the *VIC-EDU-P-001 Child Safety and Wellbeing Policy*, *VIC-EDU-P-002 Child Safety Code of Conduct*, and the *VIC-EDU-P-003 Child Safety Responding and Reporting Obligations Policy and Procedure*.
- Displaying PROTECT posters, procedures for making complaints and our commitment to child safety around the school.
- Providing updates in our school newsletter.
- Ensuring that child safety is a regular agenda item at school leadership meetings, staff meetings and MacKillop Family Services' Board meetings.

4. Responsibilities

Everyone employed or volunteering at MacKillop Education has a responsibility to understand the important and specific role they play individually and collectively to ensure a child safe culture in which the wellbeing and safety of all students is at the forefront of all they do and every decision they make.

(CECV Commitment Statement to Child Safety²).

MacKillop Education has allocated roles and responsibilities for child safety and wellbeing as follows:

Guide to Child Safe Responsibilities of Education Leadership

MacKillop Family Services' Board and MacKillop Education Leaders

The MacKillop Family Services' Board and MacKillop Education Leaders are responsible for ensuring that a strong child safe culture is created and maintained, and that policies and practices are effectively developed and implemented in accordance with Ministerial Order 1359.

The MacKillop Family Services' Board, acting as the school governing body, will:

- Approve the following key child safety policies and procedures, following recommendation from the Governance Committee:
 - *VIC-EDU-P-001 Child Safety and Wellbeing Policy*
 - *VIC-EDU-P-002 Child Safety Code of Conduct*
 - *VIC-EDU-P-003 Child Safety Responding and Reporting Obligations Policy and Procedure*
- Approve the Child Safety Risk Register following recommendation from the Audit and Risk Committee
- Act in accordance with the *VIC-EDU-P-002 Child Safety Code of Conduct* to the extent that it applies to Board Directors

² Catholic Education Commission of Victoria Ltd (CECV) 2016, Commitment Statement to Child Safety: A safe and nurturing culture for all children and young people in Catholic schools

- Ensure that the key child safety and wellbeing policies, procedures and practices are reviewed and updated at least every two years.
- Ensure that child safety is regularly addressed at Board meetings.
- Undertake annual training on child safety.

The MacKillop Family Services' Board delegates the school governing authority to MacKillop's Chief Executive Officer/Group Director, MacKillop Institute and Education.

The Deputy Executive Principal, Campus Principals and Education and Engagement Programs Director have responsibility for the operational management and implementation of Ministerial Order 1359.

MacKillop Education leaders will:

Child safe culture

- Create an environment where child safety complaints and concerns are readily raised, and no one is discouraged from reporting an allegation of child abuse to relevant authorities.
- Enable inclusive practices where the diverse needs of all students are considered.
- Model a child safe culture that facilitates the active participation of students, parents/guardians/carers and staff in promoting and improving child safety, cultural safety and wellbeing.
- Promote regular open discussion on child safety issues within the school community including at leadership team meetings, and staff meetings.
- Reinforce high standards of respectful behaviour between students and adults, and between students.

Child safe policies, procedures and practices

- Ensure effective child safety and wellbeing governance, policies, procedures, codes and practices are in place and followed.
- Ensure that the school has in place appropriate risk management strategies and practices that focus on preventing, identifying and mitigating risks related to child safety and wellbeing in the school environment.
- Ensure the school takes specific action to protect children from abuse in line with the three new criminal offences introduced under the *Crimes Act 1958* (Vic.) and in line with *PROTECT: Identifying and responding to all forms of abuse in Victorian schools*.
- Ensure the school understands and reports all matters that may constitute reportable conduct under the Reportable Conduct Scheme and in accordance with the *VIC-EDU-P-007 Reportable Conduct Policy*.
- Ensure thorough and rigorous practices are applied in the recruitment, screening and induction of staff and volunteers.
- Facilitate regular professional learning for staff and volunteers (where appropriate) to build deeper understandings of child safety, cultural safety, student wellbeing and prevention of responding to abuse.

School staff and volunteers will:

Child safe culture

- Assist children and young people to develop positive, responsible and caring attitudes and behaviours which recognise the rights of all people to be safe and free from abuse.
- Ensure students' views are taken seriously and their voices are heard about decisions that affect their lives.
- Implement inclusive practices that respond to the diverse needs of students.
- Provide a physically and psychologically safe environment where the wellbeing of children and young people is nurtured.

Child safe policies, procedures and practices

- Act in accordance with our *VIC-EDU-P-002 Child Safety Code of Conduct*.
- Follow the school's child safety and wellbeing policies and procedures.
- Identify and raise concerns about child safety issues in accordance with our *VIC-EDU-P-003 Child Safety Responding and Reporting Obligations Policy and Procedure*, including following the *Four Critical Actions for Schools*.
- Participate in child safety and wellbeing induction and training provided by the school.

Specific staff child safety responsibilities

The Deputy Executive Principal, Campus Principals/Program Leaders must participate in relevant training and professional learning to ensure they understand their individual responsibilities in relation to:

- child safety, and the wellbeing of children and young people, including ways to prevent, identify and mitigate risks relating to child safety and wellbeing

The Deputy Executive Principal, Campus Principals/Program Leaders are responsible for:

- Child Safety and Wellbeing Induction and Training
- Coordinating responses to child safety incidents, concerns or queries.
- Informing the school community about the *VIC-EDU-P-001 Child Safety and Wellbeing Policy*, and making it publicly available.
- Monitoring the Child safety Risk Register.
- Monitoring the school's compliance with the *VIC-EDU-P-001 Child Safety and Wellbeing Policy*.
- The implementation of our child safety policies and practices, including staff and volunteer training.

Members of the school community should approach the Campus Principal/ Program Leaders in the first instance, or the Education and Wellbeing Coordinator, if they have any concerns or queries regarding:

- Child safety.
- MacKillop Education's compliance with the *VIC-EDU-P-001 Child Safety and Wellbeing Policy*.

Other specific roles and responsibilities are named in other child safety policies and procedures, including the *VIC-EDU-P-002 Child Safety Code of Conduct*, *VIC-EDU-P-003 Child Safety Responding and Reporting Obligations Policy and Procedure*, and Child Safety Risk Register.

Review of child safety practices

At MacKillop Education, we have established processes for the review and ongoing improvement of our child safe policies, procedures, and practices.

We will:

- Act with transparency and share pertinent learnings and review outcomes with school staff and our school community.
- Analyse any complaints, concerns, and safety incidents to improve policy and practice.
- Review and improve our policy every 2 years or after any significant child safety incident.

5. Related legislation, policy, guidelines and resources

Related MacKillop Education and MacKillop Family Services Policies and Procedures

- BF-P-128 Contractor Engagement and Management Procedure
- B-P-04 Delegations Procedure and Chart
- Child Safety Risk Register
- HR-P-001 Recruitment Selection and Appointment of Employees
- HR-P-036 Supervision Procedure
- P.11 - Aboriginal and Torres Strait Islander Cultural Safety Policy
- P.7 - Embracing Diversity and Inclusion Policy
- VIC-EDU-P-002 Child Safety Code of Conduct
- VIC-EDU-P-003 Child Safety Responding and Reporting Obligations Policy and Procedures
- VIC-EDU-P-005 Complaints Policy
- VIC-EDU-P-007 Reportable Conduct Policy
- VIC-EDU-P-009 Anti-Bullying Policy
- VIC-EDU-P-019 Nationally Consistent Collection of Data Policy
- VIC-EDU-P-020 Privacy Policy
- VIC-EDU-P-026 Student Voice Policy
- VIC-EDU-P-037 Child Safety Internal Complaints Process

Catholic Education Commission Victoria and Melbourne Archdiocese Catholic Schools

- Catholic Education Commission of Victoria Ltd (CECV) 2016, Commitment Statement to Child Safety: A safe and nurturing culture for all children and young people in Catholic schools.
- CECV Guidelines on the Employment of Staff in Catholic Schools
- CECV Guidelines on the Engagement of Contractors in Catholic Schools
- CECV Guidelines on the Engagement of Volunteers in Catholic Schools
- CECV NDIS/External Providers: Guidelines for Schools
- Child Safety and Wellbeing Policy
- MACS Record Management Policy

Department of Education and Training

- Child Safety and Wellbeing Policy Template
- Child Protection and Child Safe Standards (PROTECT website)
 - Four Critical Actions For Schools - Responding to Incidents, Disclosures and Suspicions of Child Abuse
 - Four Critical Actions For Schools - Responding to Student Sexual Offending
 - Identifying and Responding to All Forms of Abuse in Victorian Schools
 - Protecting Children - Mandatory Reporting and Other Legal Obligations - online training module
- The Family Violence Multi-Agency Risk Assessment and Management Framework (MARAM)

Relevant legislation

- Child Wellbeing and Safety Act 2005 (Vic.)
- Children, Youth and Families Act 2005 (Vic.)
- Education and Training Reform Act 2006 (Vic.)
- Crimes Act 1958 (Vic.)
- Education and Training Reform Regulations 2017 (Vic.)
- Equal Opportunity Act 2010 (Vic.)
- Ministerial Order 1359 (Vic.)
- Privacy Act 1988 (Cth)
- Worker Screening Act 2020 (Vic.)

6. Approval and Review Details

The MacKillop Education Leadership Team is responsible for reviewing and updating the Child Safety and Wellbeing Policy at least every two years. The review will include input from students, parents/guardians/carers and the MacKillop Education community.

Approval and Review	Details
Approval Authority	MacKillop Family Services' Board
Approval Date	December 2022
Recommended to Approval Authority by	Board Governance Committee
Next Review Date	December 2024
Version	2

Approval and Amendment History	Details
Superseded documents	Child Safety Policy, December 2020
Notes	Major review and rewrite of policy to align with the new Victorian Child Safe Standards and Ministerial Order 1359