



**Camberwell Girls
Grammar School**
An Anglican School

**CREATE YOUR
TOMORROW**

CHILD SAFETY POLICY

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Prepared by: Phong Pham
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Table of Contents

1. INTRODUCTION	3
Scope	3
Policy intent	4
Framework objectives	4
Values and Principles	4
Definitions	5
Policy Review	6
Related Policies	6
2. CHILD SAFE STANDARDS	7
Standard 1: Organisational Culture of Child Safety	7
Roles and Responsibilities	7
<i>Child Safe Officers</i>	8
Strategy.....	9
<i>Child Safe Commitment Statement</i>	9
<i>Child safe Communication</i>	9
<i>Child safe policies and procedures</i>	10
<i>Child safe training</i>	10
<i>Child safe recruitment protocol</i>	10
Standard 2: Child Safe Policy	11
Statement of Commitment to Child Safety	11
Standard 3: Code of Conduct	12
Child Safety Code of Conduct.....	12
Standard 4: Human Resources Practices	13
Working with Children Check	13
Working with Children Check – International Student Program.....	13
Standard 5: Reporting Child Abuse	14
Legislative Responsibilities	14
Mandatory Reporting.....	15
Reportable Conduct.....	15
Complaints and Grievance	15
Standard 7: Empowerment of Children	16



Change History

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1.0	-	-	-	-	-
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1. INTRODUCTION

On 26 November 2015, the Victorian Parliament passed the Child Wellbeing and Safety Amendment (Child Safe Standards) Bill 2015 to introduce child safe standards into law.

Ministerial Order No. 870 was gazetted in January 2016, setting out the 7 child safe standards that schools must meet in order to create and maintain a child safe organisation.

The 7 child safe standards are listed below:

- **Standard 1:** Strategies to embed an organisational culture of child safety
- **Standard 2:** A child safe policy or statement of commitment to child safety
- **Standard 3:** A code of conduct that establishes clear expectations for appropriate behaviour with children
- **Standard 4:** Human resource practices that reduce the risk of child abuse by new and existing personnel
- **Standard 5:** Processes for responding to and reporting suspected child abuse
- **Standard 6:** Strategies to identify and reduce or remove risks of child abuse
- **Standard 7:** Strategies to promote the participation and empowerment of children

Underpinning these 7 standards are the 3 core principles aimed at promoting cultural safety of Aboriginal children, children from culturally and /or linguistically diverse backgrounds (includes international students) and children with a disability.

Scope

Under the National Framework for Protecting Australia's Children (2009), protecting children is everyone's responsibility: parents, communities, governments and businesses all have a role to play. As a result, this policy applies to:

- School Council (as individual members of the board as well as to the board as an entity),
- Principal,
- All school staff (teaching / non teaching),
- Volunteers (including guardianship / homestay arrangements)
- Contractors
- Ministers of religion working in the school environment.

It is the responsibility of the School Council and the Principal to ensure that the policy is regularly reviewed and remains compliant with the relevant authorities and legislations.

The application of this policy sets out the school's expectations of all stakeholders and the part they play in ensuring the safety of children in the school. The school's duty of care is non-delegable. This means that this policy applies even when children are learning with an external provider.

Unless otherwise stated, for the purposes of this policy, a child is any person under the age of 18 years.

Policy intent

Camberwell Girls Grammar School (CGGS) is committed to creating and maintaining a school in which all children are safe from harm. CGGS has a zero tolerance of child abuse.

The aim of this document is to set out the policies, procedures and strategies adopted by the school to build a child safe culture – on campus, online and in any other locations associated with the school, both during and outside of school hours.

This policy takes into account relevant legislative requirements within the state of Victoria, including the specific requirements of the Victorian Child Safe Standards as set out in Ministerial Order No. 870.

This policy should be read and understood by all those connected to the school.

Framework objectives

This policy provides the framework for:

- The development of work systems, processes, policies and procedures that promote child safety;
- The creation of a positive and robust child safe culture;
- The promotion and open discussion of child safe issues within the school; and
- Compliance with all laws, regulations and standards relevant to child safety in Victoria.

Values and Principles

At CGGS, all students have the right to:

- Protection against discrimination
- Be treated with respect by everyone
- Make mistakes and not be judged or shamed
- Express their own opinions and be heard by everyone
- Feel safe and secure while at school
- Learn and share information through exploration, trial and error
- Be protected from abuse, both mentally and physically
- Practice their own religion and beliefs

The school's commitment to child safety is based on the following values and principles:

- Child safety policies and procedures will support ongoing assessment and removal of the risk of child abuse in the school environment
- The school's culture will foster openness so that all persons, and particularly children, may feel safe to disclose concerns or risks of harm to children
- Appropriate conduct and behaviour towards children are expected at all times
- Policies support the processes that assist the school to engage the most appropriate personnel to work with children
- Suspected or actual abuse of children are reported promptly to the appropriate authorities
- Support and assistance are provided to children who have suffered abuse and to their families

Definitions

Child	An individual who is under the age of 18 years and who is enrolled as a student at CGGS.
Child abuse	Child abuse includes- <ul style="list-style-type: none"> a) any act committed against a child involving- <ul style="list-style-type: none"> (i) a sexual offence; or (ii) the offence of grooming; and b) the infliction, on a child, of- <ul style="list-style-type: none"> (i) physical violence; or (ii) serious emotional or psychological harm; and c) serious neglect of a child.
Child-connected work	This is work which is authorised by CGGS that is performed by an adult in the CGGS school environment while children are present or reasonably expected to be present.
Child safety	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 incidents or allegations of child abuse.
School environment	The CGGS school environment is any physical or virtual place made available or authorised by CGGS for use by a child during or outside school hours, and includes: <ul style="list-style-type: none"> a) our Senior School campus at 2 Torrington Street, Canterbury b) our Junior School campus at 4 Mont Albert Road, Canterbury and formerly at St John's Avenue, Mont Albert c) online School environments including email and intranet systems d) (d) other locations provided by CGGS for a child's use, including locations used for school camps, sporting events, excursions, competitions and other events.
Staff in a non- government school	An individual working at CGGS who is: <ul style="list-style-type: none"> a) directly engaged or employed by the school's governing authority b) a volunteer or a contracted service provider c) a minister of religion

* Under Ministerial Order No. 870

Policy Review

CGGS is committed to the continuous improvement of the child safety program and initiatives. The program is regularly reviewed for overall effectiveness and to ensure compliance with all child protection related laws, regulations and standards.

This policy will be reviewed annually or more often as circumstances require.

Next scheduled review date is May 2019.

Related Policies

- Risk Management Framework Policy
- Code of Conduct
- Complaints & Grievance Policy
- Working with Children Check Policy
- Mandatory Reporting Policy
- Reportable Conduct Scheme Policy

2. CHILD SAFE STANDARDS

The **Child Safe Standards** under Ministerial Order No. 870, form part of the Victorian Government's response to the **Betrayal of Trust Inquiry** (the 2013 Parliamentary Inquiry into the Handling of Child Abuse by Religious and Other Non-Government Organizations).

Below is a discussion on the policies and procedures implemented by CGGS in response to the legislation of the Child Safe Standards.

Standard 1: Organisational Culture of Child Safety

CGGS is committed to the protection of all children from all forms of child abuse and demonstrates this commitment through the implementation of a comprehensive Child Safety Program designed to keep children safe. At CGGS, a child safe culture is one where everyone associated with the school:

- Understands the school's commitment to child safety
- Understands their role and responsibility to child safety
- Understands the school's strategies to grow a child safe culture
- Understands what is acceptable / unacceptable behaviour around children
- Has the confidence to discuss or report incidences of child abuse
- Buys in with the school's commitment to child safety

Creating a culture of child safety at CGGS sets the foundation for lowering the risk of harm to children.

Roles and Responsibilities

It is the responsibility of the School Council to develop, implement and promote the Child Safety Program, provide the necessary resources and regularly review its development to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. The School Council meet quarterly with child safety being one of the permanent agenda items. At the Council meeting, members discuss how child safe practices are being achieved, reviewed and accepted.

Everyone involved in CGGS has a role to play and is responsible for protecting children and upholding the duty of care that the school owes to all of its students. Protection is a shared responsibility between all CGGS employees, workers, volunteers, contractors and all members of the CGGS community. It is the expectation of the school that all members of the school community can identify child abuse, can openly discuss child abuse and knows how to report incidences of child abuse to the relevant authorities.

Child Safe Officers

In addition, a number of executive and senior management have been assigned Child Safety Officer roles to ensure that authoritative voices are utilised to grow the child safety culture within the school.

The role of a Child Safe Officer is to:

- Initiate internal processes to assess, investigate and manage cases of child abuse
- Liaise with the school's leadership team to decide on legislative reporting requirements
- Raise awareness and promote child safety throughout the school
- Act as a source of support, advice and expertise to staff and students on matters of child safety

The current Child Safety Officers are listed below:

Name	Position	Contact No.	Email
Debbie Dunwoody	Principal	9811 8529	principal@cggs.vic.edu.au
Senior School Child Safety Officers:			
Cathy Poyser	Deputy Principal / Head of Senior School	9811 8546	PoyserC@cggs.vic.edu.au
Kate Manners	Deputy Head of Senior School – Teaching and Learning	9811 8809	MannersK@cggs.vic.edu.au
Kath Woolcock	Deputy Head of Senior School – Student Wellbeing	9811 8508	WoolcockK@cggs.vic.edu.au
Shane Maycock	Deputy Head of Senior School – Co – Curricular Programs	9811 8833	MaycockS@cggs.vic.edu.au
Paula Kolivas	School Counsellor	9811 8546	pkolivas@cggs.vic.edu.au
Beth Sarlos	School Counsellor	9811 8546	SarlosB@cggs.vic.edu.au
Rev Helen Creed	School Chaplain	9811 8517	CreedH@cggs.vic.edu.au
Junior School Child Safety Officers:			
Paul Donohue	Head of Junior School	9811 8541	DonohueP@cggs.vic.edu.au
Craig Goodwin	Deputy Head of Junior School – Student wellbeing	9813 1965	cgoodwin@cggs.vic.edu.au
Emma Hinchliffe	Deputy Head of Junior School – Teaching & Learning	9813 1965	GilesK@cggs.vic.edu.au
Shane Maycock	Deputy Head of Senior School – Co – Curricular Programs	9811 8833	MaycockS@cggs.vic.edu.au
Angela Follacchio	Early Learning Centre Team Leader	9811 8545	AFollacchio@cggs.vic.edu.au
Beth Sarlos	School Counsellor	9811 8546	SarlosB@cggs.vic.edu.au
Rev Helen Creed	School Chaplain	9811 8517	CreedH@cggs.vic.edu.au

Any student, parent, staff member, volunteer, contractor or other members of the school community may report child safety concerns to their Child Safety officer. This includes but is not limited to:

- Disclosure of child abuse
- Allegation, suspicion or observation of child abuse
- Breach of Code of Conduct
- Environmental safety issues

000 must be called if a child is in immediate danger

A report to a Child Safety Officer may be conducted face-to-face, verbally, via email, via telephone or in writing.

Upon receiving a report, the Child Safety Officer will:

- Offer support to the child, the parents and the person making the report
- Initiate internal processes to ensure the safety of the child and investigate the incident
- Report to the school's leadership team: Principal, Deputy Principal or Head of Junior School
- In consultation with the school leadership team, determine whether the incident is required to be reported to the relevant authorities under the mandatory reporting or reportable conduct scheme.

Once the investigation is completed, the relevant parties are notified of the outcome and any actions to be undertaken (if applicable). The relevant parties may appeal the decision of the school in accordance with the school's complaints and grievance process. Refer to the Complaints & Grievance Policy for further details.

Strategy

In addition to having clearly defined roles and responsibilities, the school has adopted the following strategies to promote child safety to the wider school community:

- Child safe commitment statement
- Child safe communication
- Child safe policies and procedures
- Child safe training
- Child safe recruitment protocol

Child Safe Commitment Statement

CGGS is committed to child safety and this is embedded in the commitment statement which is communicated in the header of all policy documents, on the school website and in all position descriptions and job advertisements. Further details are discussed in Standard 2.

Child safe Communication

Child safety is regularly communicated to the school community via school assemblies, newsletters and bulletins sent home to parents. Child safe policies are accessible to the school community via the school intranet (SEQTA) and on the school website for public access. Child safe posters and signage are displayed throughout the school

to visually convey and reinforce the school's commitment to child safety. The signage is child friendly in its language and refers the reader to SEQTA for further details.

A simplified version of the Child Safety policy is also translated into Mandarin to educate international students as well as local students that may have difficulty understanding the child safety policy in its English written form.

Refer to Standard 2 for further details.

Child safe policies and procedures

Child safe policies and procedures (this document), are in place and regularly reviewed by the School Council to ensure that it is relevant and in line with current Commonwealth and state legislation. The document provides guidance on how child safety should be managed within the school, guidance on acceptable and unacceptable behaviour as well as appropriate measures on responding to and reporting on cases of child abuse

Child safe training

CGGS provides all staff with regular and appropriate opportunities to develop and refine their knowledge of child safety. This awareness is raised at induction, developed through on the job training and enhanced through professional learning initiatives via online training assessments and external training seminars.

Annually, all ongoing staff are required to complete a prescribed list of compulsory professional development courses on child safety. This ensures that all staff remain abreast of their professional and legal obligations.

Child safe recruitment protocol

CGGS conducts a rigorous screening and recruitment process to deter unsuitable applicants and reduce the risk of abuse to students at the school. The school's statement of commitment to child safety is clearly listed on all external job advertisements, the job description has an item dedicated to child safety while there is a clear focus on child safety evident throughout the interview process. The successful applicant must complete an induction prior to commencement at the school, and must sign an agreement acknowledging that they have read and understood the school's Child Safe Policy and Child Safe Code of Conduct.

In addition:

- All teachers must be registered with the Victorian Institute of Teaching
- All non-teaching staff must have a current Working with Children Check

They must provide documentary evidence of the above to HR to store on file.

The School diligently carries out reference checks on prospective employees to ensure that the appropriate candidate is selected with respect to qualification and child safety.

Refer to Standard 5 for further details.

Standard 2: Child Safe Policy

Statement of Commitment to Child Safety

For the purposes of this policy, child abuse constitutes the following:

- Sexual abuse / offence / misconduct (against, with or in the presence of, a child)
- Physical abuse / violence (against, with or in the presence of, a child)
- Behaviour that is likely to cause significant emotional or psychological harm
- Significant neglect.
- Family violence

CGGS is committed to the protection of all children from all forms of child abuse and demonstrates this commitment through the implementation of a comprehensive Child Safe Program incorporated in work systems, practises, policies and procedures and underpinned by the below statement of commitment:

All students who attend Camberwell Girls Grammar School (CGGS) have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at, or is engaged by CGGS in child connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and/or linguistically diverse backgrounds and those with a disability.

Communication of this policy and commitment

CGGS is committed to ensuring that child safety remains an ongoing high priority across the school and that all members of the school community (existing, new and prospective) are collectively aware of the tools and resources available to them to support child safe decision making and practices. This policy as well as the statement of commitment is made publicly available on the school's website. Staff and students may also access this information on the school intranet (SEQTA).

Other communication practises to promote child safety include the following:

- The statement of commitment is visible on the header of all internal policy documents
- Child safety updates are regularly presented at the quarterly school assembly
- Child safety commitment statement is documented in all advertised job descriptions

In addition, when new staff, volunteers or children join the school, the induction process includes information about the child safe policy, statement of commitment and code of conduct.

Simple signage and posters on child safety are also systematically placed around the school for easy viewing to direct members of the school where to go for further information. Child Safety Officers are also available to provide support.

Standard 3: Code of Conduct

Child Safety Code of Conduct

CGGS Child Safety Code of Conduct outlines appropriate standards of behaviour for all adults (associated with or representing the school) towards students. It details professional boundaries, ethical behaviour and acceptable and unacceptable relationships. When staff, volunteers, contractors, parents and children are clear about expectations, they are more likely to act appropriately with each other.

Where a staff member breaches the Code, CGGS may take disciplinary action, including in the case of serious breaches, immediate termination. All adults associated with the school are expected to report any breaches of the Code to their Child Safety Officers. Students are also encouraged to speak up and report any possible breaches.

The school reviews the Code annually.

All allegations of child abuse are reported to the relevant statutory authorities:

- Victoria Police (Mandatory Reporting / Reportable Conduct)
- Child First (Mandatory Reporting)
- Department of Health and Human Services (Mandatory Reporting)
- Commission for Children and Young People (Reportable Conduct)

Refer to Standard 5: Reporting Child Abuse for further details on reporting requirements.

All adults associated with the school involved in child related work are required to sign the school Code of Conduct before commencing work. This includes guardians providing welfare support and any adults providing homestay arrangements for international students.

The signed Code of Conduct is stored on file with HR. Any revisions to the Code of Conduct must be re-signed by all active adults associated with the school.

Refer to the Code of Conduct document on SEQTA for further details.

Standard 4: Human Resources Practices

CGGS recruitment processes reinforces the school's commitment to child safety. Reasonable steps are taken during the advertisement, interview, screening and induction phase to ensure that only skilled people suitable to work with children are engaged in child related work with the school. This also applies to guardians providing welfare support and any adults providing homestay arrangements for international students.

Prospective applicants are made aware of the relevant duties and responsibilities regarding child safety on the job advertisement. These child safe related duties and responsibilities are reinforced in the face to face interview where questions surrounding the applicant's suitability to work with children are explored. Reference checks are then carried out and referees are required to substantiate and validate the candidate's suitability to work with children. A working with children check and/or police check is then carried out to ensure that the applicant is not listed as unsuitable to work with children on any of the national databases. Upon joining the school, all new staff are explained of the school's Child Safe Policy and Child Safe Code of Conduct at induction and regularly rescreened thereafter to ensure the person remains suitable to be involved in child related work.

The school's philosophy is that if reasonable steps are taken during the recruitment process, then this will ensure that people who are unsuitable to work with children are prohibited to join the school community.

Working with Children Check

The Working with Children Act 2005 (the Act) was introduced by the Victorian Government to protect children from people who may put them at risk. The Act makes it compulsory for people engaged in child related work with direct contact with children to have a working with children's check (WWC check).

The WWC check verifies a person's history to make sure they do not have any relevant criminal offences or findings from professional disciplinary bodies. The WWC check is valid for 5 years (unless revoked).

WWC Check applies to all CGGS existing, new and prospective employees, contractors and volunteers who are engaged in child-related work in the occupational fields that usually involves direct contact with a child / children.

Refer to the Working with Children Check Policy for further details.

Working with Children Check – International Student Program

For guardianship and/or possible homestay arrangements, the following parties are required to hold a valid Working with Children Card (for volunteers) prior to taking on the responsibility of any international student studying at CGGS:

- All members of the homestay family over 18 years of age
- All blood relative guardians nominated by the parents
- All guardians assigned by ISA Guardian & Welfare Services

A WWCC exemption applies If an international student resides with their own family under a Guardian visa or nominates CGGS as the guardian under a CAAW arrangement.

Standard 5: Reporting Child Abuse

All members of the school community are expected to be aware of their moral and legal reporting obligations to contact the relevant authorities when they are concerned about a child's welfare and safety. CGGS takes all allegations seriously and encourages all members of the school to speak up immediately and openly when they become aware or suspicious of any form of child abuse. All allegations are investigated fairly and appropriately with a right of appeal available for all related parties for any inconsistent findings. Reporting tools, Child Safety Officers, policies and procedures and a clear reporting process is in place to encourage all members of the school to report all cases of child abuse.

For international students, an additional resource in the form of the International Student Coordinator may be the first point of contact for reporting suspected cases of child abuse.

Legislative Responsibilities

CGGS takes its legal responsibilities seriously including:

- **Failure to disclose:** Reporting child sexual abuse is a community-wide responsibility. All adults in Victoria who have a reasonable belief that an adult has committed a sexual / grooming offence against a child under 16 have an obligation to report that information to the police.
- **Failure to protect:** People of authority at CGGS will commit an offence if they know of a substantial risk of child sexual abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.
- **Mandatory Reporting:** Any personnel who are mandatory reporters must comply with their duties in accordance with the relevant legislations and report to child protection and/or the police a child suspected of being abused. Refer to Mandatory Reporting section for further details
- **Reportable Conduct:** The Head of School (Principal) must comply with their duties in accordance with the relevant legislations and report to the Commission for Children and Young People and/or the police any worker, volunteer and/or contractor suspected of committing child abuse. Refer to Reportable Conduct section for further details

Mandatory Reporting and Reportable Conduct are specific legislative reporting requirements under separate legislations. They are independent of each other. Reporting an incident of child abuse under one legislation does not eliminate the need to report under the other legislation.

Refer to the Mandatory Reporting Policy and Reportable Conduct Scheme Policy for further details.

Mandatory Reporting

In accordance with the Children, Youth and Families Act 2005, mandatory reporters (Principal, teacher, school nurse, medical practitioner, police) are required to report any concerns of child abuse to child protection (Department of Health and Human Services (DHHS), Child First) and/police. The reporting scheme is concerned about the safety of the child, in particular:

'where the child has suffered, or is likely to suffer, significant harm as a result of physical injury or sexual abuse, and the child's parents have not protected, or are unlikely to protect, the child from harm of that type.'

Refer to the Mandatory Reporting Policy for further details.

Reportable Conduct

Unlike Mandatory Reporting, Reportable Conduct is mandated under the Child Wellbeing and Safety Act 2005 and is concerned about the abuse of an adult worker (staff, volunteer, contractor) of the school against a child. The purpose of the scheme is to ensure that any adult that has committed an offence against children are reported to the Commission for Children and Young People and/or the police to ensure that they are flagged and restricted from any future child related work. This reporting obligation ultimately falls in the hands of the Principal.

All guardians and adults providing guardianship and/or homestay support to international students will be reported by the school in the event of breach under the Reportable Conduct Scheme.

Refer to the Reportable Conduct Scheme Policy for further details.

Complaints and Grievance

All allegations of child abuse are investigated in accordance with the school's internal processes and the outcomes are communicated to the relevant parties. Any party that disputes the findings and wishes to appeal the decision of the school may enact their right to appeal in line with the school's complaints and grievance process. The procedures are designed to ensure that throughout the school there is a transparent process for handling complaints and grievances and dealing with them fairly, promptly and consistently.

Refer to the Complaints & Grievance Policy for further details.

Standard 6: Reducing and Removing Risks

The school has adopted the best practice risk management framework set in AS/NZS ISO 31000:2009 for managing risks.

The philosophy on risk management at CGGS is to take a proactive and structured approach to managing risk and child safety by carefully evaluating all areas of the school's operations where risks to child safety may occur and establishing procedures for managing and monitoring them. All new activities are subject to a formal risk assessment prior to commencement while all existing risk assessments are reviewed and updated on a regular basis (at least annually). This ensures that child safety and risk remain in the forefront of all decision making, curriculum planning, system development and process improvements.

The school's Risk & Compliance Manager is responsible for the design and implementation of the school wide risk policy and framework and the maintenance of the risk register. A Risk & Governance subcommittee is also in place to oversee the integrity of the school's risk management processes and systems.

Refer to the Risk Management Framework Policy document for further details.

Standard 7: Empowerment of Children

The final building block to developing a child safe school is ensuring the buy in from students and empowering them to understand their rights, recognise what abuse is and understand that it is unacceptable and that they can do something about it. This involves engaging with students, obtaining their perspective on the school's child safety initiatives, involving them in the policy development process and regularly checking in with the students for feedback. Parents are also encouraged to be involved, to support their children and share their views to the school on whether a child safe culture is visible throughout the school.

The Principal and the School Council are responsible for developing strategies to deliver age appropriate education about:

- Standards of behaviour expected at the school in accordance with the school's code of conduct
- Healthy and respectful relationships (including sexuality)
- Resilience
- Child abuse awareness and prevention
- Reporting child abuse

When children are respected and valued, they are much more likely to speak up about issues of safety and wellbeing. Ultimately, this enhances the safety of children at CGGS.