



Student Safety and Wellbeing Policy

(OHAED) SSW-POL-2026:1.0

<p>Purpose:</p>	<p>The purpose of this policy is to establish and promote a safe, inclusive, and culturally responsive environment across all entities operated by Ohana Education Ltd. It ensures that the safety and wellbeing of every student are prioritised in all aspects of Ohana Education Ltd’s operations.</p> <p>This policy outlines the processes through which Ohana Education Ltd will implement and comply with the Child Safe Standards and the Universal Principle, as required under the Child Safe Organisation Act 2024 (Qld).</p>
<p>Scope:</p>	<p>This policy applies to the entire Ohana Education Ltd community across all educational entities and programs operated by Ohana Education Ltd, including its colleges, academies, schools, campuses, and education programs.</p> <p>It covers students and staff, including full-time, part-time, permanent, fixed-term, and casual employees, as well as contractors, volunteers, and individuals undertaking work experience or vocational placements. The policy also extends to members of the broader Ohana Education Ltd community, including parents/guardians and all visitors involved in or attending any Ohana Education Ltd site or program.</p>
<p>References:</p>	<p>Sources of Obligation</p> <ul style="list-style-type: none"> ● <i>Child Safe Organisations Act 2024 (Qld)</i> ● <i>Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)</i> ● <i>QFCC Guidelines for implementing the Child Safe Standards in Queensland.</i> <p>Related</p> <ul style="list-style-type: none"> ● Statement of Commitment to Student Safety and Wellbeing ● Acceptable Use of ICT Policy ● Blue Card Policy ● Blue Card Register ● Complaints Handling and Disputes Policy* ● Complaints Handling and Disputes Procedure ● Enrolment Policy* ● Parent Code of Conduct* ● Performance Management System ● Professional Learning Policy ● Recruitment Policy ● Reporting Concerns of Harm and Abuse Policy* ● Restricted Person Declaration Form

	<ul style="list-style-type: none"> ● Risk Management Framework ● Staff Code of Conduct ● Statement of Commitment to Student Safety and Wellbeing* ● Student Code of Conduct* ● Volunteer Code of Conduct* ● Behaviour Management Policy* ● Child Protection and Safeguarding Framework 	
Status:	Approved	Supersedes: <i>New</i>
Authorised by:	Board Chair	Date of Authorisation: 3rd February 2026
Review Cycle:	Annually, or as appropriate, to reflect changing legislation and environment.	Next Review Date: February 2027
Policy Owner:	Board	

Definitions

Child safe entity, as per s10 of the Child Safe Organisation Act 2024 QLD, is an entity—

- (a) that provides:
 - (i) services specifically for children; or
 - (ii) facilities specifically for use by children who are under the supervision of the entity; and
- (b) that is either:
 - (i) mentioned in [schedule 1](#); or
 - (ii) prescribed by regulation.

However, an individual is not a child safe entity unless the individual carries on a business as an entity mentioned in subsection (1), including, for example, as a sole trader or partner in an entity mentioned in subsection (1), including, for example, as a sole trader or partner in a partnership under the Partnership Act 1891, section 5.1. ¹

Child safe standards, as per s9 of the Child Safe Organisation Act 2024 QLD, are the following standards applying to an entity—

- (a) child safety and wellbeing is embedded in the entity’s organisational leadership, governance and culture;
- (b) children are informed about their rights, participate in decisions affecting them and are taken seriously;
- (c) families and communities are informed and involved in promoting child safety and wellbeing;
- (d) equity is upheld and diverse needs respected in policy and practice;
- (e) people working with children are suitable and supported to reflect child safety and wellbeing values in practice;

- (f) processes to respond to complaints and concerns are child-focused;
- (g) staff and volunteers of the entity are equipped with the knowledge, skills and awareness to keep children safe through ongoing education and training;
- (h) physical and online environments promote safety and wellbeing and minimise the opportunity for children to be harmed;
- (i) implementation of the child safe standards is regularly reviewed and improved;
- (j) policies and procedures document how the entity is safe for children.²

Student, is any child or young person of any age, enrolled or seeking enrolment with Ohana Education Ltd.

Universal Principle, in implementing and complying with the Child Safe Standards, a child safe entity must provide an environment that promotes and upholds the right to cultural safety of children who are Aboriginal persons or Torres Strait Islander persons (the Universal Principle).³

QFCC, Queensland Family and Child Commission.

Objectives

Ohana Education Ltd will implement and comply with the Child Safe Standards and understand they may be required to give an authorised officer of the Queensland Family and Child Commission (QFCC) information about the school's compliance. In implementing and complying with the Child Safe Standards, Ohana Education Ltd will provide an environment that promotes and upholds the right to cultural safety of students who are Aboriginal persons or Torres Strait Islander persons (the Universal Principle). Ohana Education Ltd will have regard to Guidelines made by the QFCC in implementing and complying with the Child Safe Standards and Universal Principle ⁴.

As per the [Guidelines](#), this policy outlines the ways in which Ohana Education Ltd actions and prioritises the safety and wellbeing of students. Rules and expectations regarding student safe practices are outlined for staff, volunteers and community members with the aim of establishing a student safe environment ⁵.

This policy will:

- Set out the Ohana Education Ltd's expectations, practices, and approaches in relation to each of the Child Safe Standards, including the Universal Principle.
- Be displayed for public access on Ohana Education Ltd's website and at the Ohana Education Ltd office.
- Cover acceptable and unacceptable student to student, and student to adult interactions
- Describe the Ohana Education Ltd's commitment to equity, inclusion and cultural safety and how the organisation recognises, responds and respects these factors.

Principles

The implementation of, and compliance with, the Child Safe Standards and Universal Principle by Ohana Education Ltd are to be based on the following fundamental principles:

(a) Child safe entity's, including Ohana Education Ltd, are responsible for continuously improving the ways in which, in their operations—

(i) the safety of children is promoted; and

(ii) child abuse is prevented; and

(iii) allegations of child abuse are properly responded to; ⁶

(b) The Child Safe Standards are not a simple checklist. They encourage child safe entities to think about how their day-to-day work protects children's rights and safety.⁷

Responsibilities

Ohana Education Ltd is responsible for developing and implementing this Student Safety and Wellbeing Policy and related policies and procedures to ensure it fulfils its CSS and Universal Principle obligations.

All governing body members, staff and volunteers at Ohana Education Ltd are responsible for acting in compliance with this policy and related policies and procedures.

In addition to general responsibilities, the following role-specific duties apply:

Governing Body & Shared Services Executives: Provide oversight, policy development, compliance monitoring, and organisational support to ensure student safety and wellbeing.

School Leadership (Principal & Deputies): Implement policy at the school level, supervise staff, and ensure timely reporting and documentation of all safety and wellbeing matters.

Wellbeing Team: Provide student support, implement safety plans, and manage risk and referral processes.

Teaching & Support Staff: Maintain safe environments, follow procedures, and report concerns.

Volunteers & Contractors: Comply with child safety requirements and report concerns immediately.

Implementation of the Child Safe Standards

1. Leadership and Culture

Student safety and wellbeing is embedded in the School's leadership, governance and culture.⁸

Statement of Commitment

At Ohana Education Ltd, we are unwavering in our commitment to providing a safe, inclusive, and supportive learning environment for all students. We believe that every child and young person has the right to feel safe, be respected, and be protected from harm, abuse, neglect, and exploitation.

We recognise our fundamental duty of care and are fully committed to the safety and wellbeing of all children and young people in our community. This responsibility is shared by every member of our organisation - leaders, staff, volunteers, and contractors - and extends across all aspects of college life and operations.

In line with relevant legislation, child protection standards, and best-practice frameworks, we are committed to:

- Embedding child safety and wellbeing as a central consideration in all
- planning, decision-making, and daily practice;
- Promoting a culture where children feel confident to speak up and are listened to with respect;
- Responding proactively and appropriately to concerns, allegations, or incidents involving student safety;
- Ensuring that all staff and volunteers understand their responsibilities and are supported through training, clear policies, and strong leadership;
- Engaging families, carers, and the wider community as active partners in upholding child safety and wellbeing;
- Reviewing and strengthening our safeguarding framework regularly to maintain its effectiveness, transparency, and alignment with evolving standards.

We value and respect the diversity of our students and community, and we are especially committed to the safety of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disability, and those who may be at higher risk of harm.

This Statement of Commitment reflects our pledge to uphold the highest standards of care, accountability, and protection for every student entrusted to us.

Risk Management

Ohana Education Ltd implements robust risk management processes to prevent, identify, and mitigate risks to students, and is committed to the monitoring of risk to the safety of students on an ongoing basis. Ohana Education Ltd will utilise various risk management tools including Risk Management Policy, Risk Management Processes, Risk Appetite Statement, Risk Registers, Work Health & Safety Policy, Emergency Response Policy and associated plan to assist it in this process and will keep appropriate records of decisions made and actions taken in relation to risks to students.

Code of Conduct

At Ohana Education Ltd we expect our staff and volunteers to conduct themselves as follows:

- School staff and volunteers are expected to always behave in ways that promote the safety and wellbeing of our students. Staff must actively seek to prevent harm to students, and to support those who have been harmed.

Specific responsibilities include:

- Staff and volunteers should avoid situations where they are alone in an enclosed space with a student.
- When physical contact with a student is a necessary part of the teaching/learning experience, staff and volunteers must exercise caution to ensure that the contact is appropriate and acceptable. Staff must always advise the student of what they intend on doing and seek their consent.
- Staff must not develop a relationship with any student that is, or that can be interpreted as having a personal rather than a professional interest in a student.

- Staff and volunteers must not have a romantic or sexual relationship with a student.
- Staff and volunteers must treat all students, colleagues and community members with respect, fairness and dignity, regardless of culture, race, ethnicity, language, religion, ability, gender, sexual orientation, or background.
- Staff and volunteers must not engage in any form of racism, discrimination, harassment, or exclusionary behaviour. This includes verbal, written, online or behavioural actions that demean, stereotype or disadvantage an individual or group.
- Staff and volunteers must actively challenge racist or discriminatory behaviour when it occurs and follow school procedures for reporting such incidents.
- Staff and volunteers must promote a culturally safe, inclusive and respectful environment by valuing diversity, acknowledging cultural differences, and modelling culturally responsive behaviour at all times.

Information Sharing & Recordkeeping

Staff and volunteers understand their obligations in information-sharing and maintaining accurate, secure records about student harm and abuse concerns, disclosures, and responses.

2. Student Voice

Students are informed about their rights, participate in decisions affecting them and are taken seriously.⁹

Ohana Education Ltd is committed to championing the voices of children and young people, ensuring they have genuine agency in matters that affect them. We listen to students in age-appropriate and culturally appropriate ways and create safe, structured opportunities for them to express their views.

Ohana Education Ltd uses the curriculum and educational programs to actively promote positive peer relationships and reduce student isolation by embedding learning experiences that strengthen social skills, empathy and respectful behaviours. Through age-appropriate lessons and whole-school wellbeing programs, students are also provided with access to sexual abuse prevention education that builds their understanding of personal safety, protective behaviours and where to seek help. Together, these curriculum-based approaches support safer, more connected and more informed students.

3. Family and Community

Families and the community are informed and involved in promoting student safety and wellbeing.¹⁰

Ohana Education Ltd recognises the vital role families and communities play in the safety, wellbeing, and education of students. We value strong, respectful, and collaborative partnerships with families and the broader school community.

We intentionally build inclusive relationships, particularly with First Nations families, local community members, and Elders. We honour Country and embed an Acknowledgement of Country in our practices to ensure students understand the importance of knowing and respecting the land on which we learn.

4. Equity and Diversity

Equity is upheld, and the diverse needs of students are respected in policy and in practice.¹¹

Ohana Education Ltd is committed to creating an inclusive, equitable environment where all students feel safe, respected, and supported. We actively work to remove barriers to participation and ensure our practices reflect cultural safety for all students.

This commitment is actioned through the following policies

- Diversity and Inclusion Policy
- Disability Discrimination Policy
- Anti Discrimination Policy
- Staff and Student Code of Conduct
- Behaviour Management Policy
- Workplace Bullying Policy
- Student Anti-Bullying Policy
- Sexual Harassment Policy and Harrassment Prevention Plan

5. People

Ohana Education Ltd is committed to recruiting, selecting, training and managing staff in such a way that limits risks to students. In particular, Ohana Education Ltd will:

- Ensure that its recruitment and selection procedures act to reduce the risk of harm to student from staff via:
 - Accurate position descriptions, including whether the successful applicant must be a teacher registered with the Queensland College of Teachers (who has been subject to relevant police and other safety checks), whether a Blue Card is necessary for the successful applicant, the responsibilities and supervision associated with the position, the nature and environment of the service provided to students, and the experience and qualifications required by the successful applicant.
 - Advertising the position with a clear statement about the school's commitment to safe and supportive work practices and identifying that candidates will be subject to a teacher registration check or Blue Card screening, a police check, referee checks, identification verification and the requirement to disclose any information relevant to the candidates' eligibility to engage in activities including students.
 - A selection process that includes assessing the application via an interview process, and referee and other checks (as identified above) based on the accurate position description.
 - A probationary period of employment, which allows the school to further assess the suitability of the new staff and to act as a check on the selection process.
- Ensure that its training and management procedures act to reduce the risk of harm to students from staff via:
 - Management processes that are consistent, fair and supportive.
 - Performance management processes to help staff to improve their performance in a positive manner.

- Supportive processes for staff when they are experiencing challenges, such as mentoring, mediation, conflict resolution, coaching, additional training, and external support and counselling services.
- An induction program which thoroughly addresses Ohana Education Ltd's policies and procedures, particularly its expectations regarding student risk management, and to assist staff to understand their role in providing a safe and supportive environment for students.
- Training new and existing staff on an ongoing basis to enhance skills and knowledge and to reduce exposure to risks, as follows:
 - the school's policies and procedures
 - identifying, assessing and minimising risks to students
 - handling a disclosure or suspicion of harm to a student.
- Keeping a record of the training provided to staff.
- Exit interviews to assist Ohana Education Ltd to identify broader issues of concern that may impact on the safety and wellbeing of students at Ohana Education Ltd.

6. Complaints

Processes to respond to complaints and concerns are child focused.¹³

Ohana Education Ltd is committed to maintaining a student-focused approach to receiving and responding to complaints. Our Complaints Handling and Dispute Policy and Procedure outlines how concerns can be raised, the roles and responsibilities of staff, and the processes used to respond to different types of matters. We ensure that all complaints are taken seriously, addressed promptly and thoroughly, and managed in line with our reporting, privacy and employment law obligations.

Any concerns, disclosures or allegations relating to harm or abuse of a student are managed under Ohana Education Ltd's Reporting Concerns of Harm or Abuse Policy, which sets out our mandatory obligations to act protectively and report to the appropriate authorities.

7. Skills and Knowledge

Staff and volunteers of the school are equipped with the knowledge, skills and awareness to keep students safe through ongoing education and training.¹⁴

Ohana Education Ltd will train its staff in processes relating to the health, safety and conduct of staff and students on their induction and will refresh training annually.¹⁵

Ohana Education Ltd will:

- Provide all staff with induction training in cultural competency and cultural responsiveness, with annual refresher training to maintain and deepen these capabilities.
- Ensure all staff receive induction training in trauma-informed practice, supported by annual refresher training to embed consistent, evidence-based approaches across the school.

- Develop and implement a communications strategy that identifies key stakeholders and delivers regular, relevant information on the prevention of student harm and abuse, as well as best practice in Student Safety and Wellbeing.
- Ensure all staff and volunteers receive training during induction in policies and procedures relating to child safety and protection, disability support, professional boundaries, protective interruption, positive behaviour support, inclusive education, and the expected standards of conduct.

8. Physical and Online Environments

Physical and online environments promote safety and wellbeing and minimise the opportunity for students to be harmed.¹⁶

Ohana Education Ltd proactively identifies and mitigates risks within both the physical and online environments, ensuring that safety measures do not compromise students' privacy or healthy development. Staff and students use online platforms in line with Ohana Education Ltd's code of conduct and related policies, supporting a safe, respectful and well-managed digital learning environment.

9. Continuous Improvement

Implementation of the child safe standards is regularly reviewed and improved.¹⁷

Ohana education Ltd is committed to fostering a culture of continuous improvement in student safety, wellbeing and cultural respect. We recognise that embedding the Child Safe Standards and Universal Principle is a continuing journey that requires ongoing commitment, regular review and continual strengthening of our practices.

Ohana Education Ltd will:

- Review policies, procedures and practices regularly to ensure they remain effective, responsive and appropriate for the Ohana Education Ltd community. This includes undertaking periodic audits, self-assessments and reflective practice to identify strengths and opportunities for improvement.
- Analyse available data including complaints and concerns to identify causes and systemic issues and use these insights to inform continuous improvement of policies, procedures and practices.
- Conduct an annual self-assessment against the Child Safe Standards using the QFCC self-assessment tool or equivalent (ISQ Checklist for implementing and complying with the Child Safe Standards, ISQ Readiness Survey or other).
- Develop and implement an improvement plan that has regard for the QFCC Guidelines.
- Measure and monitor outcomes by tracking meaningful indicators such as feedback from staff, students and families, incident reports, harm and abuse reports, training participation, and perceptions of cultural safety to understand current performance and areas requiring enhancement.

- Record, monitor and report to the School governing body and the Senior Executive Team regarding any breaches of this policy or related policies.
- Engage the school community in continuous improvement by seeking and listening to feedback, encouraging open dialogue, and partnering with students, families, staff, volunteers and community stakeholders to inform updates to policies and practices.
- Provide ongoing learning, training and development for staff and volunteers, including induction and refreshers, to ensure everyone understands their responsibilities for student safety and cultural safety and is equipped to respond effectively as new risks or needs arise.

10. Policies and Procedures

Policies and procedures document how the school is safe for children.¹⁸

Ohana Education Ltd has embedded its Statement of Commitment to Student Safety and Wellbeing in all relevant policies and procedures. Ohana Education Ltd has made all relevant policies and procedures publicly available on its website and copies are available on request from Ohana Education Ltd office. Staff and volunteers are trained in implementing relevant policies and procedures regularly.

Ohana Education Ltd ensures that its policies and procedures are accessible, developmentally appropriate and easily understood by all students. Ohana Education Ltd provides student-friendly versions of key policies using clear language, visual support and formats that reflect the diverse communication needs of our students. These include simplified guides, posters, visual flow charts, infographics and digital tools such as apps or interactive resources.

Ohana Education Ltd regularly reviews these materials with student input to ensure they remain relevant, inclusive and effective in supporting students to understand their rights, know how to seek help, and participate confidently in matters affecting their safety and wellbeing.

Ohana Education Ltd is committed to ensuring its policies and procedures uphold cultural safety for Aboriginal and Torres Strait Islander students, families and communities. Where possible, Ohana Education Ltd will actively engage local Aboriginal and Torres Strait Islander Elders, community representatives and cultural advisors in the review, development and implementation of relevant policies and procedures.

Ohana Education Ltd will embed trauma-aware and trauma-informed practice across all relevant policies, procedures and guidance documents. This includes recognising the impact of trauma on students, understanding how trauma may influence behaviour and communication, and ensuring that staff are equipped to respond with sensitivity and consistency.

References

1 Child Safe Organisation Act 2024 QLD s10

2 Child Safe Organisation Act 2024 QLD s9

3 Child Safe Organisation Act 2024 QLD s11(2)

4 Child Safe Organisation Act 2024 QLD s11

- 5 Guidelines for implementing the Universal Principle and Child Safe Standards in Queensland, QFCC, p94
- 6 Child Safe Organisation Act 2024 QLD s14
- 7 Guidelines for implementing the Universal Principle and Child Safe Standards in Queensland, QFCC, p4
- 8 Child Safe Organisations Act 2024 QLD, s9(a)
- 9 Child Safe Organisations Act 2024 QLD, s9(b)
- 10 Child Safe Organisations Act 2024 QLD, s9(c)
- 11 Child Safe Organisations Act 2024 QLD, s9(d)
- 12 Child Safe Organisations Act 2024 QLD, s9(e)
- 13 Child Safe Organisations Act 2024 QLD, s9(f)
- 14 Child Safe Organisations Act 2024 QLD, s9(g)
- 15 Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(c)
- 16 Child Safe Organisations Act 2024 QLD, s9(h)
- 17 Child Safe Organisations Act 2024 QLD, s9(i)
- 18 Child Safe Organisations Act 2024 QLD, s9(j)