



## CHILD SAFETY AND WELLBEING PROCEDURE

### PURPOSE

This procedure demonstrates the strong commitment to the care, safety and wellbeing of all students at Salesian College, Sunbury (the College). It provides an outline of the procedure, actions and strategies that will be implemented to ensure that a child safe culture is championed and modelled at all levels of the College, to keep students safe from harm, including all forms of abuse in the College environment, on campus, online and in other locations provided by the College.

This procedure takes into account relevant legislative requirements within the state of Victoria, including the specific requirements of the Child Safe Standards as set out in Ministerial Order No. 1359: Implementing the Child Safe Standards - Managing the Risk of Child Abuse in Colleges and College Boarding Premises.

### SCOPE

This procedure applies to all College employees, volunteers, those in religious ministry and contractors (staff) whether they work in direct contact with students or not. It also applies to the College Board members where indicated.

The procedure applies to all physical and online College environments used by students during or outside of College hours, including other locations provided by for a student's use (for example, a College camp) and those provided through third-party providers.

The procedure should be read together with other College child safety and wellbeing policies, procedures, and codes including:

- Staff Code of Conduct
- Child Safety and Wellbeing Policy
- Child Safety Code of Conduct
- Child Safety Responding and Reporting Obligations Policy and Procedure
- Reportable Conduct Policy

### PROCEDURE

#### 1. Responsibilities of College Leadership

The Principal, the College governing authority and College leaders at the College recognise their particular responsibility to ensure the development of preventative and proactive strategies that promote a culture of openness, awareness of and shared responsibility for child safety and wellbeing. Responsibilities include:

- creating an environment for children and young people to be safe and to feel safe
- ensuring that Aboriginal children's ability to express their culture and enjoy their cultural rights is encouraged and actively supported
- upholding high principles and standards for all Staff
- promoting models of behaviour between adults and children and young people based on mutual respect and consideration
- creating an environment where child safety complaints and concerns are readily raised, and all are encouraged to report an allegation of abuse to relevant authorities
- ensuring thorough and rigorous practices are applied in the recruitment, screening, induction and ongoing Staff professional learning Staff
- ensuring that Staff have regular and appropriate learning to develop their knowledge of, openness to, and ability to prevent, identify and address child safety and wellbeing matters

- ensuring that appropriate risk management strategies and practices are in place that focus on preventing, identifying and mitigating risks related to child safety and wellbeing in the College environment
- providing regular opportunities to clarify and confirm legislative obligations, policies and procedures in relation to children and young people’s protection and wellbeing
- ensuring the minimum requirements of the Victorian Child Safe Standards as set out in Ministerial Order No. 1359 are met
- ensuring specific action to protect children from abuse in line with the three criminal offences introduced under the Crimes Act 1958 (Vic.) and in line with the Child Safety Responding and Reporting Obligations Policy and Procedure
- ensuring all matters that may constitute reportable conduct under the Reportable Conduct Scheme are reported in accordance with the College’s Reportable Conduct Policy
- sharing information under legislated information sharing schemes (CISS and FVISS) in accordance with the College’s prescribed role as an Information Sharing Entity (ISE)
- ensuring that the risks related to child safety and wellbeing, including evaluating the effectiveness of the implementation of its risk controls are monitored and reviewed, on an annual basis and after any significant child safety incident at the College.

## **2. Responsibilities of College Staff**

Responsibilities of College staff (College employees, contractors and clergy) and volunteers include:

- treating children and young people with dignity and respect, acting with propriety, providing a duty of care, and protecting children and young people in their care
- following the legislative and internal College policies and procedures in the course of their work, if they form a Reasonable Belief that a child or young person has been or is being abused or neglected
- providing a physically and psychologically safe environment where the wellbeing of children and young people is nurtured
- implementing inclusive practices that respond to the diverse needs of students
- undertaking regular training and education to understand their individual responsibilities and obligations 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
- assisting 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
- following the Child Safety Code of Conduct
- where risks of child abuse are identified, ensuring that action is taken to mitigate those risks, and that risks and actions are appropriately recorded
- Reporting any child safety risk using College-based reporting tools
- Protect and support persons who bring forward child safety concerns
- Embedding child safe practices, respectful relationships in all lesson content where possible and appropriate.

## **3. Organisational arrangements**

- The Principal has the overall leadership role in monitoring and responding to the policy, procedure and practices for child safety and wellbeing in the College in accordance with the Child Safety and Wellbeing Policy.
- The College Board has established a Child Safety Sub-Committee, and the College has appointed Child Safety and Wellbeing Leaders.
- The roles of the Child Safety and Wellbeing leaders is as follows:
  - The Child Safety and Wellbeing Leaders assist the Principal.
  - The Child Safety and Wellbeing Leaders work in preventing, identifying and mitigating risks in child safety and wellbeing.
  - The Child Safety and Wellbeing Leaders also support the Principal to monitor implementation of College policies, procedures and practices, to monitor and review the risks associated with child safety and wellbeing (including by and to identify professional learning.

- The College's website and CollegeBox will provide information to keep parents and carers informed of child safety and wellbeing commitments, procedures and arrangements.

#### **4. Expectation of College staff and volunteers**

The College expects College employees, volunteers, contractors and clergy to proactively ensure the safety and wellbeing of students at all times, to identify concerns about child safety and wellbeing and to take appropriate action if there are concerns about the safety and wellbeing of any child at the College. All College staff must remain familiar with the relevant laws, the code of conduct, and policies and procedures in relation to child protection, and comply with all requirements. We have developed a Child Safety Code of Conduct which recognises the critical role that College staff play in protecting students and establishes clear expectations of College employees, volunteers, contractors and clergy for appropriate behaviour with children in order to safeguard them against abuse and/or neglect. The Code also protects College staff and volunteers through clarification of acceptable and unacceptable behaviour.

The College expects College Staff to proactively ensure the safety and wellbeing of students, to identify concerns about child safety and wellbeing and to take appropriate action if there are concerns about the safety and wellbeing of any child at the College.

The Staff Code of Conduct sets out the clear expectations for appropriate behaviour of all College staff and Volunteers and the Child Safety Code of Conduct, recognises the critical role that College staff play in protecting the students against abuse and/or neglect.

All College staff must remain familiar with the relevant laws, the codes of conduct, and policies and procedures in relation to child protection, and comply with all requirements.

#### **5. Student safety and participation and empowerment**

The College actively encourages all students to openly express their views and feel comfortable about giving voice to the things that are important to them including expressing their identity. This may include expressions of culture, sexuality and gender.

We teach students about what they can do if they feel unsafe and enable them to understand, identify, discuss and report their concerns. We listen to and act on any concerns students, or their parents or carers, raise with us.

The curriculum design integrates appropriate knowledge and skills to enhance students' understanding of being safe, as well as their understanding of their rights to safety, information and participation. Teaching and learning strategies that acknowledge, and support student agency and voice are implemented. We ensure that students are offered access to sexual abuse prevention programs and to relevant related information in an age-appropriate way.

We have developed appropriate education about:

- standards of behaviour for students attending the College
- healthy and respectful relationships (including sexuality)
- resilience
- child abuse awareness and prevention.

We have also developed curriculum planning documents that detail the strategies and actions the College takes to implement its obligations to ensure that:

- children and students are informed about all their rights, including to safety, information and participation
- the importance of friendship is recognised and support from peers is encouraged, to help children and students feel safe and be less isolated
- staff and volunteers are attuned to signs of harm and facilitate child-friendly ways for children and students to express their views, participate in decision-making and raise their concerns
- we have strategies in place to develop a culture that facilitates participation and is responsive to the input of children and students
- we provide opportunities for children and students to participate and is responsive to their contributions to strengthen confidence and engagement

We support students to identify, discuss and report their concerns and listen to children, take their views seriously, and are committed to addressing any concerns that they raise with us.

Students impacted by a child abuse or child safety matter will be provided with support to assist them to feel safe at College and develop protective factors. Supports will be tailored to each individual student and circumstance. Supports provided to students at the College may include:

- regularly communicating with the students and their parents and carers where appropriate
- convening a Student Support Group of College wellbeing staff and teachers to plan, support and monitor affected students
- developing Student Support Plans for students affected by the incident to ensure appropriate levels of care and support are provided
- access to counselling
- referrals to external services such as family violence services, Centre Against Sexual Assault (CASA), and/or appropriate allied health professionals

Where external authorities are investigating a report of abuse or risk of abuse, it is the role of the Principal to ensure students are supported throughout interviews at the College.

## **6. Reporting and responding**

The College creates records relevant to any child safety complaints, disclosures or breaches of the Child Safety Code of Conduct and maintains and disposes of those records in accordance with security and privacy requirements and Public Record Office Victoria Recordkeeping Standards (including minimum retention periods) and the Child Safety and Wellbeing Recordkeeping Procedures. The College complies with legal obligations that relate to managing the risk of child abuse under the Children, Youth and Families Act 2005 (Vic), the Crimes Act 1958 (Vic), the Child Wellbeing and Safety Act 2005 (Vic) and the recommendations of the Betrayal of Trust report.

Child protection reporting obligations fall under separate pieces of legislation with differing reporting requirements.

The College's Child Safety Responding and Reporting Obligations Policy and Procedure sets out the actions required under the relevant legislation when there is a reasonable belief that a child at the College is in need of protection or a criminal offence has been committed, and provides guidance and procedures on how to make a report.

The policy assists Staff and families to:

- identify the indicators of a child or young person who may be in need of protection
- understand how a reasonable belief is formed under the reportable conduct scheme as well as mandatory reporting
- make a report of a child or young person who may need protection
- comply with mandatory reporting obligations under child protection law, and their legal obligations relating to child abuse and grooming under criminal law
- understand and comply with information sharing and recordkeeping obligations
- comply with reporting obligations under the reportable conduct scheme including obligations to report and investigate allegations of reportable conduct. Refer to the Reportable Conduct Policy.

The College has also established additional internal procedures and processes to help ensure that appropriate action is taken to prevent, identify and respond to concerns about the wellbeing and/or safety of a student and is a prescribed Information Sharing Entity (ISE). Where legislated requirements are met, confidential information can be shared with other ISEs to promote child wellbeing or safety under the CISS or FVISS.

If any member of the College community has concerns for a child's safety they need to discuss, they can notify the College Principal, the Assistant Principals of each campus or other designated leaders within the College.

If the above members of the College are not available, then the concern should be discussed with any other member of the executive team. Alternatively, any member of the College community may report directly to the responsible authority.

The staff member, supported by the Principal or designated leadership staff within the College will follow the step-by-step guide to making a report as outlined in the Four Critical Actions for Colleges: Responding to Incidents, Disclosures and Suspicions of Child Abuse.

### **Screening and recruitment of College Staff**

The College HR team members will apply thorough and rigorous screening processes in the recruitment of employees and volunteers involved in child-connected work. The College's commitment to child safety and wellbeing and related screening requirements are included in all advertisements for such employee, contractor and volunteer positions, and all applicants are provided with copies of the Staff Code of Conduct, Child Safety Code of Conduct and the Child Safety and Wellbeing Policy.

Position descriptions for staff involved in child-connected work contain a clear statement that sets out the requirements, duties and responsibilities regarding child safety and wellbeing for those in that role and the occupant's essential qualifications, experience and attributes in relation to child safety and wellbeing.

When recruiting and selecting employees, contractors and volunteers involved in child-connected work, we ensure that we gather, verify and record the following information about any person we propose to engage:

- proof of personal identity
- confirmation that the person has a current Working with Children clearance
- review of the results of a recent National Police Check
- evidence of current professional registration (as relevant)
- evidence of any essential or relevant professional or other qualifications
- the applicant's history of work involving children
- references that address the applicant's suitability for the job and working with children. We will also ensure that appropriate supervision or support arrangements are in place in relation to the induction of new College staff into the College's policies, codes, practices and procedures governing child safety and wellbeing and child-connected work.

The College has procedures and processes for monitoring and assessing the continuing suitability of College staff and volunteers to work with children, including regular reviews of the status of Working with Children Checks and staff professional registration requirements such as Victorian Institute of Teaching (VIT) registration. Refer to the Child Safety Recruitment Procedure.

The principal or nominated staff ensures the implementation of the following guidelines published by the Catholic Education Commission of Victoria (CECV) and updated by the Victorian Catholic Education Authority (VCEA) from time to time:

- Engaging External Labour Providers and Casuals - A guide for Colleges
- Guidelines on the Employment of Staff in Catholic Colleges
- Guidelines on the Engagement of Volunteers in Catholic Colleges
- Guidelines on the Engagement of Contractors in Catholic Colleges
- NDIS/External Providers: Guidelines for Colleges.

### **7. Child safety and wellbeing training for College staff**

The College's leadership team provide employees, volunteers and clergy with regular and appropriate opportunities to develop their knowledge of and openness to, and ability to address child safety and wellbeing matters. This includes induction, ongoing training and professional learning to ensure that everyone understands their professional and legal obligations and responsibilities, and the procedures for reporting suspicion of child abuse and neglect.

At least annually, the College's professional learning and training addresses:

- staff's individual and collective obligations and responsibilities for managing the risk of child abuse
- preventing, identifying and mitigating child abuse risks in the College environment without compromising a child or student's right to privacy, access to information, social connections and learning opportunities
- the reportable conduct scheme
- the College's current child safety standards (including this Procedure, the Child Safety Code of Conduct and any other policies and procedures relating to child safety and wellbeing, including in relation to managing complaints and concerns related to child abuse)
- guidance on recognising indicators of child harm including harm caused by other children and students
- guidance on responding effectively to issues of child safety and wellbeing and supporting colleagues who disclose harm, including their mandatory reporting obligations
- guidance on how to build culturally safe environments for children and students
- guidance on their information sharing and recordkeeping obligations, including under the Public Record Office Victoria Recordkeeping Standards and the College's Child Safety and Wellbeing Recordkeeping Procedure.

### During Onboarding

Employees sign employment contract which contains:

- Acceptance and Disclosure Statement which requires a declaration that they:
  - do/do not have relationship/s to disclose with student/s of the College, and if there is a disclosure obligation, specify name/s of students and nature of relationship/s.
  - have not been charged with nor found guilty of any offence which would be incompatible with the position
- The College Child Safety Code of Conduct
- The College Child Safety and Wellbeing Policy
- CECV Commitment Statement to Child Safety
- Teacher Position Description, which includes the responsibility to be familiar with and comply with the College's child-safe policy and procedure.

### During Induction

Employees are assigned the ACF Child Safeguarding Course as well as College/VCEA mandatory reporting modules in the first semester of every year.

### During Employment

Employees are assigned the above modules through CaTH annually in Semester 1 and are required to undertake this by the end of the first term break.

## **8. Diversity and equity - strategies and actions**

The College is committed to ensuring that equity is upheld, and that diverse needs are respected in policy and practice. We do not tolerate discrimination, racism or bullying. College Staff will identify and address discrimination, racism and bullying.

We aim to ensure that:

- all College staff and volunteers understand the diverse circumstances of children and students
- the College provides support and responds to vulnerable children and students
- children, students, staff, volunteers and the College community have access to information, support and complaints processes in ways that are culturally safe, accessible and easy to understand
- the College pays particular attention to the needs of students with disabilities, students from culturally and linguistically diverse backgrounds, students who are unable to live at home, international students, and LGBTIQ+ students
- the College pays particular attention to the needs of Aboriginal students and provides and promotes a culturally safe environment for them.

Strategies and actions taken to implement these diversity and equity obligations are:

- Catholic Archdiocese of Melbourne - Welcoming Each Other: Guidelines for Interfaith Education in the Colleges of the Archdiocese of Melbourne
- Catholic Education Commission of Victoria (CECV) - Aboriginal and Torres Strait Islander Education Action Plan
- CECV - Aboriginal and Torres Strait Islander Perspectives
- CECV - Assessing and Intervening with Impact
- CECV - Guidelines for Supporting New Arrivals and Refugees
- CECV - Intervention Framework
- CECV - Parent Guide to Program Support Groups
- CECV - Personal Care Support in Colleges
- CECV - Positive Behaviour Guidelines
- Catholic Education Melbourne (CEM) - Horizons of Hope - Vision, Context, Strategy, Practice
- CEM - Identity and Growth: A perspective for Catholic Colleges
- Edmund Rice Education Australia (EREA) - Live Life to the Full: EREA Safe & Inclusive Learning Communities Statement
- National Catholic Education Commission - Framework for Student Faith Formation in Catholic Colleges
- Victorian Curriculum F-10
- Victorian Department of Education and Training (DET) Out-of-Home Care Education Commitment
- Victorian DET - Resilience, Rights and Respectful Relationships, incorporating a Catholic context
- Salesian College Sunbury Learning Diversity Procedure

## **9. Family engagement - strategies and actions**

College staff inform families, carers and other members of the College community about relevant child safety and wellbeing matters and are involved in the promotion of child safety and wellbeing at the College. We aim to ensure that:

- families participate in decisions relating to child safety and wellbeing which affect their child
- we engage and openly communicate with families, carers and other members of the College community about our child safe approach
- all members of the College community have access to information relating to child safety and wellbeing
- families, carers and other members of the College community have the opportunity to provide input into the development and review of the College's child safety and wellbeing policies and practices
- families, carers and other members of the College community are informed about the operations and governance of the College in relation to child safety and wellbeing.
- The College supports and facilitates the participation of Aboriginal children, students and families
- the Engaging Families in Child Safety Policy outlines the strategies in place in the College.
- strategies and actions the College aim to undertake to implement the family engagement obligations are to:
  - create a welcoming environment
  - provide regular opportunities to communicate
  - reflect diversity of the College community
  - provide inclusive and accessible information
  - engage families and communities in building a child safe organization
  - build family and community involvement in child safety into business as usual

## **10. Risk management**

The College is committed to proactively and systematically identifying and assessing risks to student safety across the whole College environment and reducing or eliminating (where possible) all potential sources of harm. We document, implement, monitor and annually review risks and risk management strategies for child safety and wellbeing, evaluate the effectiveness of the implementation of College risk controls and ensure that the strategies change as needed and as new risks arise.

The Principal is responsible for ensuring a child safety risk register is developed, maintained and regularly reviewed. This risk register takes into account the local risks and hazards identified in College environments.

The College has the following structures and processes in place to prevent, identify and manage risks relating to child safe practices and wellbeing and to review the child safety practices. These are:

- Child Safety Committee as a subcommittee on College Board
- Standing agenda item at Executive meetings
- Standing agenda item at Wellness Team meetings/Year Level care team meetings
- OH & S Committee
- College Organisation Team
- Paperly and SchoolBox
- Appropriate supervision measures are put in place for students within and outside of the College
- Undertaking due diligence when considering procurement and third parties

### **11. Communication**

The Principal is to make the policy and procedure for child safety publicly available. Information about child safety is communicated in age and culturally appropriate ways to best assist the College community. The Principal notifies the College community when this policy and the College's processes and strategies are updated through the College's communication channels.

### **RELATED POLICIES AND DOCUMENTS**

Staff Code of Conduct  
Child Safety and Wellbeing Policy  
Child Safety and Wellbeing Recordkeeping Procedure  
Child Safety Risk Register  
Child Safety Recruitment Procedure  
Child Safety Code of Conduct  
Engaging Families in Child Safety Procedure  
Child Safety Responding and Reporting Obligations Policy Procedure  
Reportable Conduct Policy  
Glossary of Terms

### **LEGISLATION AND STANDARDS**

Ministerial Order 1359: Implementing the Child Safe Standards - Managing the Risk of Child Abuse in Colleges and College Boarding Premises  
Children, Youth and Families Act 2005 (Vic)  
Child Wellbeing and Safety Act 2005 (Vic)  
Worker Screening Act 2020 (Vic)  
Education and Training Reform Act 2006 (Vic)  
Education and Training Reform Regulations 2017 (Vic)  
Equal Opportunity Act 2010 (Vic)  
Privacy Act 1988 (Cth)  
Public Records Act 1973 (Vic)  
Crimes Act 1958 (Vic.) - including three criminal offences under this Act:

## POLICY INFORMATION

<b>Responsible director</b>	AP - Savio and Bosco Campuses
<b>Policy owner</b>	College Board
<b>Approving authority</b>	College Board
<b>Assigned board committee</b>	Child Safety
<b>Committee Approval Date</b>	-
<b>Board Approval date</b>	21/05/2026
<b>Next Board Review date</b>	21/05/2028
<b>Publication</b>	Schoolbox; Website

<b>POLICY DATABASE INFORMATION</b>	
<b>Assigned framework</b>	MS4-Student_Care; CA4-Student Care, Safety & Welfare
<b>Superseded versions</b>	2026 v1.0