



CHILD SAFETY AND WELLBEING POLICY

1. Purpose of this Policy

- 1.1 The St Catherine's School Child Safety and Wellbeing Policy demonstrates our school's commitment to child safety and creating and maintaining a child safe and child-friendly organisation, where students are safe and feel safe.

This policy provides an overview of our school's approach to implementing [Ministerial Order 1359](#) which sets out how the Victorian Child Safe Standards apply in school environments.

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

[Translated resources about the Child Safe Standards](#) are provided in community languages.

2. Scope

- 2.1 This policy:

- applies to all School staff, volunteers and contractors, secondees, and employees and volunteers engaged indirectly through a third-party provider, whether or not any of them work in direct contact with students. It also applies to School Council members where indicated;
- applies in all of the School's physical, virtual and online school environments and boarding premises used by students during or outside of school hours, including other locations provided for a student's use (for example, a school camp) and those provided through third-party providers;
- should be read together with our other child safety and wellbeing policies, procedures, and codes – refer to the related school policies section below
- the term 'school' refers to the school environment and school boarding environment and is inclusive of the School Boarding premises;
- the term 'Aboriginal' is inclusive of Aboriginal and Torres Strait Islander peoples.

3. Definitions

- 3.1 The following terms in this policy have [specific definitions](#):

- child
- child safety
- child abuse



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- child-connected work
- child-related work
- school environment
- school boarding environment
- School staff
- School boarding premises staff
- School governing authority
- school boarding premises governing authority
- student
- volunteer.

4. Statement of Commitment to Child Safety

- 4.1 St Catherine's School is a Child Safe organisation and is committed to embedding a child safe culture into our practices and processes, and to taking action to ensure that a child safe culture is championed and modelled across the school. We are committed to providing environments where our students, including Aboriginal students, are physically, socially, emotionally and culturally safe and feel safe. Students' participation and inclusion 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 diverse cultural backgrounds and needs of all children, young people and students, including Aboriginal students.
- 4.2 The School is committed to mitigating risk for all students, with specific policies, processes and procedures addressing the needs of these students.
- 4.3 Particular attention is given to the child safety needs of Aboriginal students, those from culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, students who identify as lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTQI+) and other students experiencing risk or vulnerability. Inappropriate or harmful behaviour targeting students based on these or other characteristics, such as racism or homophobia, are not tolerated at our school, and any instances identified will be addressed with appropriate consequences.
- 4.4 We promote positive relationships between students and adults and between students and their peers. These relationships are based on trust and respect and reinforced through the School Values, the Wellbeing program and the Learning Framework.



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- 4.5 St Catherine's School has zero tolerance for child abuse and all staff employed by St Catherine's School are responsible for the care and protection of the children within our care and to report information about suspected child abuse.
- 4.6 We take proactive steps to identify and manage any risk of harm to students in our school environment through risk assessment, mitigation and management. When child safety concerns are raised or identified, we treat these seriously and respond promptly and thoroughly.
- 4.7 Child safety is a shared responsibility. Staff training and community awareness processes emphasise that every person involved in our school has an important role in promoting child safety and wellbeing and promptly raising any issues or concerns about a child's and young person's safety.
- 4.8 We value student input to planning and procedures to prioritise their safety and inclusion and the Towards 2025 Strategic Plan includes a focus on Student Voice. A Student Voice Child Safety Group has been established, in addition to broader consultation of the student body via workshops and surveys.
- 4.9 We are committed to regularly reviewing our child safe practices, and seeking input from our students, families, staff, and volunteers to inform our ongoing strategies.

5. Roles and Responsibilities

School Council

- 5.1 In performing their functions and powers as members of the governing authority of St Catherine's School, School Council members will:
- champion and promote a child safe culture with the broader school community
 - ensure that child safety is a regular agenda item at School Council and that Governance arrangements ensure effective implementation of the Child Safety and Wellbeing Policy
 - undertake annual training on child safety
 - approve updates to, and act in accordance with, the Child Safety Code of Conduct and other child safe policies, to the extent that they apply to School Council members
 - when appointing new School Council members, ensure that selection meets the requirement that they be fit and proper persons and able to carry out their legal responsibilities in relation to the operation of St Catherine's School and its school
 - ensure compliance with the School's child safety obligations, including effective implementation of all policies and procedures required by Ministerial Order No. 1359.



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Principal

5.2 The Principal of St Catherine's School is responsible for:

- informing the school community about this policy, and making it publicly available
- implementing child safety policies, procedures, processes and practices, including staff and volunteer training
- discharging the requirements imposed by Ministerial Order No. 1359.

School Leadership Team

5.3 The School Leadership Team (comprising the Principal; Deputy Principal: Head of Senior School; ; Deputy Principal: Operations; Director of Senior Years; Director of Middle Years; Head of Junior School; Deputy Head of Junior School; Head of Early Learning Centre; Head of eLearning;; Director of Community Engagement;; Director of Business; Deputy Business Manager; Human Resources Manager, 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.

5.4 The Principal and the Senior Leadership Team will:

- ensure effective child safety and wellbeing governance, policies, procedures, codes and practices are in place and followed
- model a child safe culture that facilitates the active participation of students, families and staff in promoting and improving child safety, cultural safety and wellbeing
- enable inclusive practices where the diverse needs of all students are considered
- reinforce high standards of respectful behaviour between students and adults, and between students
- promote regular open discussion on child safety issues within the school community including at leadership team meetings, staff meetings and school council meetings
- facilitate regular professional learning for staff and volunteers (where appropriate) to build deeper understandings of child safety, cultural safety, student wellbeing and prevention of and responding to child abuse
- 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.



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Child Safety Champions' Responsibilities:

- 5.5 St Catherine's School has nominated the Child Safety Champions below to support the Principal to implement child safety policies, procedures, processes and practices, including staff and volunteer training.

The responsibilities of the Child Safety Champions are outlined at [Guidance for Child Safety Champions](#). The Child Safety Champions are the first point of contact for child safety concerns or queries and for coordinating responses to child safety incidents.

The Child Safety Champions are:

- Director of Middle Years
 - Director of Senior Years
 - Head of Junior School
 - Head of Early Learning Centre
 - Senior School Psychologist
- The Child Safety Champions are responsible for monitoring the School's compliance with the *Child Safety and Wellbeing Policy*. Anyone in our school community should approach a Child Safety Champion or the Principal if they have any concerns about the School's compliance with the *Child Safety and Wellbeing Policy*.
 - Other specific roles and responsibilities are named in relevant child safety policies and procedures, including the *Child Safety Code of Conduct*, *Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures*, and the Child Safety Risk Register.
 - The School has an established Child Safe Standards Sub Committee and a Student Voice Group to contribute to child safety.
 - The Child Safe Standards Sub Committee meets regularly to identify and respond to any ongoing matters related to child safety and wellbeing and reports to the School Council Risk Committee.
 - Student Voice Groups provide an opportunity for students to contribute to school strategies.
 - The Child Safe Standards Sub-Committee monitors the Child Safety Risk Register.



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School Staff and Volunteers

- 5.6 All School staff (including individuals who are contracted to the School either directly or through a third party, ministers of religion, and employees or officers of a religious body associated with the School), and volunteers, will:
- participate in child safety and wellbeing induction and training that is appropriate to the nature of their role provided by the School, the Department of Education and Training and other providers, and always follow the School's child safety and wellbeing policies and procedures
 - act in accordance with our Child Safety Code of Conduct
 - actively demonstrate an awareness of child safety protocols and procedures, and ensure these are embedded in all aspects of school-based activities and interactions with students and their families across the School
 - create a culturally safe environment for Aboriginal children and students
 - follow processes for responding to and reporting suspected child abuse
 - attend and complete annual training on Child Safety, including recognising the signs and symptoms of child abuse, knowing how to respond, and understanding responsibilities and processes for reporting
 - fulfill legal obligations, including mandatory reporting and Duty of Care obligations
 - ensure confidential information is only shared with relevant authorities to the extent necessary to promote the wellbeing or safety of a child or group of children, consistent with the best interest with the child or students
 - identify and raise concerns about child safety issues, including abuse, in accordance with our Child Safety Responding and Reporting Obligations Policy and Procedures, including following the Four Critical Actions for Schools
 - ensure students' views and diverse circumstances and cultural backgrounds, including those of Aboriginal students, are taken seriously and their voices are heard about decisions that affect their lives
 - implement inclusive practices that respond to the diverse needs and cultural backgrounds of all students, including Aboriginal students.



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6. Child Safety Code of Conduct

Our *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, virtual and online environments.

We ensure that students also know, through child friendly versions of policies, student charters and child safety posters 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 *Child Safety Code of Conduct* also includes processes to report inappropriate behaviour and this is supported by age-appropriate student Reporting Flow Charts displayed in the ELC, Junior School and Senior School.

7. Managing Risks to Child Safety and Wellbeing

At St Catherine's School we identify, assess and manage risks to child safety and wellbeing in our physical, virtual 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, Beyond Boundaries activities, Boarding House 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. Our School Leadership Team will monitor and evaluate the effectiveness of the actions in the Child Safety Risk Register at least annually.

The School is committed to promoting child safety and managing risk in physical, virtual and online environments, taking into account the nature of the school environment, the activities conducted and the characteristics and needs of all children and students.

The School is committed to ensuring the following policies and procedures are implemented to address the following areas of risk:

Online and Virtual Environment

- 7.1 St Catherine's School is registered as an eSmart School and is working toward full accreditation of each of the six domains. An eSmart Committee has been established to audit curriculum, undertake a gap analysis and implement action plans.

Policies and guidelines to manage risk in online environments include:

- Acceptable Use of Technology Agreement
- Student Remote Learning Code of Conduct



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- Learn@Home Charter
- Staff Remote Learning Guidelines
- Student Behaviour Management Policy
- Bullying Prevention and Response Policy
- Procurement policies for online facilities and services

Further to these procedures and policies, the School will also:

- engage Cyber Safety Specialists to present to students and parents
- Include the teaching of Digital Intelligence (including cyber safety and cyber risks) into the Digital Citizenship Program
- Integrate the Respectful Relationships Program as a partner school
- Source and curate resources such as the Office of eSafety toolkit, Bullying No Way activities, eSmart Action Plan, (including Years 5 and 6 eSmart licences)
- Promote activities to raise awareness to promote positive online interactions and prevent bullying (eg the National Day Against Bullying and Violence, Safer Internet Day, eSmart Week).

Physical Environment

7.2 The OH&S Committee oversees the development and implementation of the following:

- identifying and documenting the School's physical child safety risks in the School's Risk Register
- monitoring the range of school environments, including the Boarding House and nature of the physical spaces including onsite buildings and grounds, classrooms, corridors, pick up and drop off areas and school perimeter security.

8. Establishing a Culturally-safe Environment

Commitment to the Cultural Safety of Aboriginal Students¹:

St Catherine's School and Boarding House is committed to creating a culturally sensitive and safe environment for every student and we respect the unique identities and experiences of Aboriginal and Torres Strait Islander students.

St Catherine's is committed to 'Closing the Gap' and acknowledges Australia is a nation of great diversity, and an ancient land that has been cared for by Indigenous Australians for many thousands of years. The School accepts that it has a shared responsibility to

¹ The term 'Aboriginal' in this policy is inclusive of Aboriginal and Torres Strait Islander peoples.



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support children, young people, families, colleagues and the local community to understand, respect and value diversity and the strengths of Aboriginal culture, values and practices.

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.

Strategies to promote cultural safety in our school community include the School's *Reconciliation Action Plan*, which outlines the implementation of the School's aims to create an inclusive and welcoming physical, virtual and online environment for Aboriginal children, young people and their families, to encourage students to express their culture and cultural rights, and to educate all students in Aboriginal and Torres Strait Islander history and cultural rights. Other measures include staff training in cultural competence and developing links with local elders, Aboriginal organisations and families.

9. Student Empowerment

- 9.1 To support child safety and wellbeing at St Catherine's School, we work to create an inclusive and supportive environment that encourages students and families to contribute to our child safety approach.
- 9.2 Respectful relationships between students are reinforced and we encourage strong friendships and peer support in the school to ensure a sense of belonging through our School Values, the House Program, our whole school approach to Respectful Relationships, the Resilience Project and eSmart registration.
- 9.3 We inform students of their rights and responsibilities through Child Safety presentations, the *Student Charter* and *Boarding Students Charter* (created by students), the Acceptable Use of Technology Agreement, the Student Voice program and the Respectful Relationships curriculum.
- 9.4 Students receive Child Safety presentations to give them the skills and confidence to recognise unsafe situations with adults or other students and to speak up and act on concerns relating to themselves or their peers. 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.
- 9.5 The School takes steps to empower students to participate in a way that is culturally safe for Aboriginal children.
- 9.6 To empower students to raise concerns or complaints, age-appropriate flowcharts are used throughout the School from ELC to Year 12 to indicate steps to seek help if feeling unsafe. Students and families can also access information on how to report concerns on the Parent Portal Child Safety page and in the *Child Safe Reporting Obligations Policy*.



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- 9.7 When the School is gathering information in relation to a complaint about alleged misconduct or abuse of a child or young person, we will listen to the complainant's account and take them seriously, check our understanding of the complaint, support the student and keep them (and their parents and carers, as appropriate) informed about progress.

10. Family Engagement

Our families and the school community have an important role in monitoring and promoting children's safety and wellbeing and helping students to raise any concerns.

To support family engagement, at St Catherine's School we are committed to providing families and community with 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:

- 10.1 The School will seek input from families and the community through surveys, Parent Community Engagement Committee, Parents and Friends Association, sub-committees of School Council, School Council, parent meetings, etc.
- 10.2 All Child Safety Policies and Procedures will be available for students and parents via the School Portal Policy tile, however, specific consultation processes will be undertaken in creating or revising Child Safety policies.
- 10.3 The School provides culturally safe opportunities for Aboriginal families to participate in the organisation.
- 10.4 The School will plan and develop strategies that encourage the school community to acknowledge and appreciate the strengths of Aboriginal cultures.
- 10.5 Organising interpreters or providing information in easily translatable formats to engage families from non-English speaking backgrounds when seeking feedback about the Child Safety Strategies.
- 10.6 Blue Ribbon Newsletters or mystcatherines News items will inform families 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.
- 10.7 Child Safety posters will be displayed across the school in the Barbreck and Nicholas Libraries, corridors and classrooms. The School's Child Safety practices are communicated electronically through the Parent Portal, Boarding Parent Communications and in the School Blue Ribbon Newsletter.



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11. Diversity and Equity

Statement of Commitment

As a child safe organisation, we celebrate the rich diversity of our students, families and community and promote respectful environments that are free from discrimination. Our focus is on wellbeing and growth for all. Inclusion at St Catherine's School involves upholding equity and supporting children's and young people's social, cultural and linguistic diversity (including abilities, disabilities, gender, family circumstances, cultural heritage and geographic location).

We recognise that every child and young person has unique skills, strengths and experiences to draw on.

We pay particular attention to individuals and groups of students in our community with additional and specific needs. This includes tailoring our child safety strategies and supports to the needs of:

- Aboriginal students
- students from culturally and linguistically diverse backgrounds
- students with disabilities
- lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+) students
- students unable to live at home or impacted by family violence
- international students
- boarders

The *Diversity, Inclusion and Equity Policy* provides more information about the measures we have in place to ensure that equity is upheld, and diverse needs respected in policy and practice in the School and Boarding premises.

12. Suitable Staff and Volunteers

At St Catherine's School, 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

- 12.1 Recruitment advertisements for school or Boarding staff who will be engaged in child-connected work have a clear statement that sets out:



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- (i) the job's requirements, duties, and responsibilities regarding child safety and wellbeing: and
- (ii) the job occupant's essential or relevant qualifications, experience and attributes in relation to child safety and wellbeing.
- (iii) will include a clear statement on expectations around Child Safety compliance and a provision of a current Working with Children's clearance as a condition of employment.

12.2 All applicants for jobs that involve child-connected work for the School or Boarding House must be informed about the child safety practices of the School and Boarding House (including agreeing to and signing the *Child Safety Code of Conduct*).

12.3 When engaging staff to perform child-related work, we:

- sight, verify and record the person's Working with Children clearance or equivalent background check such as a Victorian Institute of Teaching Registration and, when considered appropriate, a National Police Record Check
- collect and record:
 - proof of the person's identity and any professional or other qualifications
 - the person's history of working with children
 - references that address suitability for the job and working with children.

12.4 All teaching staff are required to be VIT registered.

Staff Induction

12.5 All newly appointed staff will be expected to participate in our Child Safety and Wellbeing Induction program. The program will include a focus on:

- the *Child Safety and Wellbeing Policy* (this document)
- the *Child Safety Code of Conduct*
- the *Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures* and
- any other child safety and wellbeing information that School Leadership considers appropriate to the nature of the role.

Ongoing Supervision and Management of Staff

12.6 All staff engaged in child-connected work will be supervised appropriately to ensure that their behaviour towards students is safe and appropriate.

Staff will be monitored and assessed to ensure their continuing suitability for child-connected work. The Staff Code of Conduct and position descriptions outline expectations of staff and volunteer behaviour which also includes:



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- zero tolerance of racism and expectations that staff and volunteers will act on incidents of racism
- that students will be supported to express their culture and enjoy their cultural rights.

Inappropriate behaviour towards students will be managed swiftly and in accordance with our school policies and our legal obligations. Child safety and wellbeing will be paramount.

Staff and Contractors are supervised to check their understanding of the School's commitment to child safety and that their behaviour towards students is safe and appropriate in accordance with the Child Safety Code of Conduct. Volunteers are supervised by a staff member while onsite as per the Volunteer Policy.

New employees complete a probation process, including classroom observations, to monitor their suitability for child-connected work. Staff are monitored and assessed via regular performance reviews to ensure their continuing suitability for child-connected work. Staff meetings include child safety as an agenda item. Staff, Contractor and Volunteer VIT Registration or Working with Children clearances are monitored for currency.

Any inappropriate behaviour will be reported by staff to the Principal, or a Child Safety Champion and will be managed in accordance with the *Child Safety Responding and Reporting Obligations Policy and Procedures* where required.

Suitability of Volunteers

- 12.7 All volunteers are required to comply with our *Volunteers Policy*, which describes how we assess the suitability of prospective volunteers and outlines expectations in relation to child safety and wellbeing induction and training, and supervision and management.
- 12.8 When engaging a volunteer to perform child-connected work, the staff member engaging the volunteer must:
- sight, verify and record the person's Working with Children clearance, if the person is required to have a clearance in accordance with the *Worker Screening Act 2020*, or any equivalent background check; and
 - consider the child safety risks relevant to the volunteer's role and, if reasonable and appropriate, collect and record:
 - proof of personal identity;
 - information about any essential or relevant professional or other qualifications;
 - the person's history of work involving children; and



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d) references that address the person's suitability for the job and for working with children.

(iii) Volunteers are provided with an induction regarding child safety and wellbeing that is appropriate to the nature of the role, including information on the *Child Safety Code of Conduct*, the *Child Safety and Wellbeing Policy* and the *Child Safety Responding and Reporting Obligations Policy and Procedures*.

13. 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 address child safety and wellbeing matters effectively.

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.

Staff 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
- completing the [Protecting Children – Mandatory Reporting and Other Legal Obligations](#) online module annually
- recognising indicators of child harm including harm caused by other children, young people 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, young people and students
- information sharing and recordkeeping obligations
- how to identify and mitigate child safety and wellbeing risks in the school environment.

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.

School Council Training and Education

To ensure our School Council 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 Council is trained at least annually. Training includes guidance on:



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- 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
- St Catherine's School child safety and wellbeing policies, procedures, codes and practices

14. Complaints and Reporting Processes

St Catherine's School fosters a culture that encourages staff, volunteers, students, parents, 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 the school's *Complaints and Grievances Policy*.

If there is an incident, disclosure, allegation or suspicion of child abuse, all staff and volunteers (including School Council members and homestay providers and hosts) must follow our *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, young person 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](#) for complaints and concerns relating to adult behaviour towards a child and young person
- the [Four Critical Actions: Student Sexual Offending](#) for complaints and concerns relating to student sexual offending

Our *Student Wellbeing and Engagement Policy and Bullying Prevention and Response Policy* cover complaints and concerns relating to student physical violence or other harmful behaviours.

15. Communications

St Catherine's School 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 *Child Safety and Wellbeing Policy* (this document), *Child Safety Code of Conduct*, and the *Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures*.



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- displaying PROTECT posters and other age-appropriate visual information and displays around the school
- updates in our school Blue Ribbon Newsletter and Parent Portal
- ensuring that child safety is a regular agenda item at School Leadership Team meetings, Staff meetings and School Council meetings.

16. Privacy and Information Sharing

St Catherine's School collects, uses, and discloses information about students and their families in accordance with Victorian privacy laws, and other relevant laws.

The Child Information Sharing (CIS) Scheme, enables sharing of confidential information between prescribed entities in a timely and effective manner in order to promote the wellbeing and safety of children. Alongside the CIS Scheme, the *Family Violence Protection Act 2008* includes the Family Violence Information Sharing (FVIS) Scheme and the Family Violence Multi-Agency Risk Assessment and Management (MARAM) Framework, which enables information to be shared between prescribed entities to assess and manage family violence risk to children and adults. For further information on how our school collects, uses and discloses information, refer to the School's *Privacy Policy*.

17. Records management

We acknowledge that records management practices are a critical element of child safety and wellbeing. The School will create, manage and appropriately dispose of records relevant to child safety and wellbeing in accordance with Public Record Office Victoria Recordkeeping Standards, including minimum retention periods, and policy and guidance issued by the Department of Education and Training.

18. Review of child safety practices

At St Catherine's School, we have established processes for the review and ongoing improvement of our child safe policies, procedures, and practices.

We will:

- review and evaluate our child safety and wellbeing policies, procedures and practices after any significant child safety incident, or at least every 2 years, and improve them where applicable
- analyse any complaints, concerns, and safety incidents to identify causes and systemic failures and inform continuous improvement, including improving policy and practice
- act with transparency and report pertinent learnings and review outcomes to school staff, volunteers, our school community, and families and students.



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19. Related Policies and Procedures

This *Child Safety and Wellbeing Policy* is to be read in conjunction with other related school policies, procedures, and codes. These include our:

- *Bullying Prevention and Response Policy*
- *Child Safety Code of Conduct*
- *Child Safety Responding and Reporting Obligations Policy and Procedures*
- *Community Code of Conduct*
- *Complaints and Grievances Policy*
- *Contractors and Visitors Policy*
- *Diversity, Inclusion and Equity Policy*
- *Reportable Conduct Scheme Policy*
- *Student Wellbeing and Engagement Policy*
- *Visitors Policy*
- *Volunteers Policy*

Other related documents and legislation:

- [Ministerial Order 1359](#)
- [Identifying and Responding to All Forms of Abuse in Victorian Schools](#)
- [Four Critical Actions for Schools](#)
- [Identifying and Responding to Student Sexual Offending](#)
- [Four Critical Actions for Schools: Responding to Student Sexual Offending](#)
- [Recording your actions: Responding to suspected child abuse – A template for Victorian schools](#)
- [Workers Screening Act 2020](#)
- [Child and Family Violence Information Sharing Schemes](#)

20. Policy Status and Review

This Policy has been endorsed by the School Council.

This policy will be reviewed for effectiveness:

- As part of St Catherine's School policy review schedule (every 2 years);



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- As required, with changes to current legislation, research, policy and best practice;
- Following issues raised through the Complaints and Grievances Policy;
- After any significant child safety incident; and
- Upon receipt of staff and parent/guardian feedback.