





<b>Responsible Officers:</b>	Principal
<b>Version:</b>	3.0
<b>Approved By:</b>	College Board
<b>Date Approved:</b>	

## CHILD SAFETY AND WELLBEING POLICY



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- Facilitating the reporting of any notifiable



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The *Code of Conduct* also includes processes to report inappropriate behaviour.

### 7. MANAGING RISKS TO CHILD SAFETY AND WELLBEING

At our College we identify, assess and manage risks to child safety and wellbeing in our physical and on-line School environments. These risks are managed through all our College policies, procedures and practices, and in our activity specific risk assessments, such as those we develop for on-site events, off-site activities, overnight camps, adventure activities and facilities and services we contract through third party providers.

We identify and manage the risks in our on-line environments through our ICT policies, procedures and system controls. We inform students and their families about appropriate use of the School's technology, safety tools and how to seek help and report concerns including cyberbullying and on-line grooming.

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

### 8. ESTABLISHING A CULTURALLY SAFE ENVIRONMENT



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Through our Pastoral, Child Safety and Wellbeing Programs the College ensures children and students are informed about all of their rights to personal safety, information and participation.

We recognise the importance of friendships and support from peers to help children and students feel safe and be less isolated. Staff are trained to signs of harm and will actively facilitate child-friendly ways for children and students to express their views, raise their concerns and participate in decisions affecting them.

The views of children and students will always be taken seriously and their concerns are addressed in a just and timely manner.

### **10. FAMILY ENGAGEMENT**

The College recognises that parents and guardians have the primary responsibility for the upbringing and development of their children. The College will involve parents and guardians in



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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 a detailed child safety on-line training course annually;
- Recognising indicators of child harm, including harm caused by other children and students;
- Responding effectively to issues of child safety and wellbeing and supporting colleagues who disclose harm;
- How to build culturally safe environments for children and students;
- Information sharing and record keeping obligations; and
- How to identify and mitigate child safety and wellbeing risks in the school environment.

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

- The *Four Critical Actions* for complaints and concerns relating to adult behaviour towards a child; and
- The *Four Critical Actions: Student Sexual Offending* for complaints and concerns relating to student sexual offending.

Our [Community Expectations Policy](#) and [Student Bullying and Harassment Policy](#) cover procedures relating to student physical violence or other harmful behaviours.

### 15. COMMUNICATIONS

Billanook College 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), *Code of Conduct*, and the *Responding to Concerns of Child Abuse Neglect and Safety* procedures;
- Informing the students through their Pastoral Programs and on *MyConnect*;
- Updates in our College Bulletin, emails or *MyConnect*; and
- Ensuring that child safety is a regular agenda item at College Leadership meetings, Staff meetings and College Board meetings.

### 16. PRIVACY AND INFORMATION SHARING

Billanook College collects, uses and discloses information about children and their families in accordance with Victorian privacy laws and other relevant laws. For information on how our School collects, uses and discloses information refer to the College's [Privacy Policy](#).

### 17. RECORDS MANAGEMENT

We acknowledge that good records management practices are a critical element of child safety and wellbeing and manage our records in accordance with our *Records Management Policy*.

### 18. REVIEW OF CHILD SAFETY PRACTICES

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

We will:

- Review and improve our policy every two years or after any significant child safety incident;
- Analyse any complaints, concerns and safety incidents to improve policy and practice; and
- Act with transparency and share pertinent learnings and review outcomes with School Staff and our School community where appropriate.



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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:

- Aboriginal and Torres Strait Islander Policy
- Child Protection Policy
- Code of Conduct
- Community Expectations Policy
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