Child Safe Program

Child Safe Policy

If you are a non-English speaker who needs help to understand this Policy, please contact College reception for assistance..

Background

The King's College Child Safe Policy demonstrates our school's commitment to creating and maintaining a child safe and child-friendly organisation, where children and young people 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 children and guides our processes and practices for the safety and wellbeing of students across all areas of our work.

Our Child Safe Policies are reviewed every two years by the College Board, who have oversight of Child Safety at King's College. Policies were last revised by the Board in February 2025.

King's College Board has approved this Child Safe Policy on 1 July 2022. It will be reviewed on or before 28 February 2027.

Purpose

Our Child Safe Policy demonstrates the College's strong commitment to child safety and wellbeing and to creating and maintaining a child safe and child-friendly environment. It provides an overview of the policies and practices that we have developed to keep our students safe, including from abuse or other harm.

Our Child Safe Policy outlines the key elements of our approach to implementing Ministerial Order 1359 (which sets out how the Victorian Child Safe Standards apply in school environments) and to the College as a child safe organisation.

It informs the College community about everyone's obligations to act safely and appropriately towards students and guides the policies, processes and practices for the safety and wellbeing of students across all areas of our work, which are set out in the College's Child Safe Program. (1)

King's College's Child Safe Policy is to be read and understood in conjunction with, the Victorian Child Safe Standards and Ministerial Order 1359.

The Child Safe Policy provides the framework for:

- the implementation of the Victorian Child Safe Standards and Ministerial Order 1359
- the development of work systems, practices, policies and procedures, consistent with PROTECT Four Critical Actions for Schools: Responding to Incidents, Disclosure and Suspicions of Child Abuse (PROTECT Four Critical Actions) and PROTECT Four Critical Actions for Schools: Responding to Student Sexual Offending (Four Critical Actions: Student Sexual Offending), that promote child protection, safety and wellbeing within the College
- the creation of a safe and supportive College environment and a positive and robust child safe culture
- the promotion and open discussion of child safety issues within the College
- compliance with all laws, regulations and standards relevant to child safety and wellbeing, including child protection, in Victoria.

Scope

The College's Child Safe Policy applies to all adults in the College community, whether or not their work involves direct contact with students, including:

- Staff and Direct Contact Contractors (including External Education Providers) who are "school staff" within the meaning of Ministerial Order 1359
- other types of Contractors

- Volunteers
- Visitors.

This Policy applies in all physical, virtual and online College environments used by students during or outside of school hours, including all locations provided for a student's use, (for example on-site and off-site College grounds, sporting events, camps and excursions and environments provided by External Education Providers and other Contractors).

Definitions

Definitions of the following terms used in the Child Safe Policy can be found in Child Safe Program Definitions:

- child/young person
- child abuse and other harm
- child safety and wellbeing
- child safety incident or concern
- child-connected work
- child-related work
- contractor
- school environment
- school staff
- school governing authority
- staff/staff member
- student
- visitor
- volunteer.

Roles and Responsibilities

Child safety and wellbeing is everyone's responsibility. All adults in the College community have a shared responsibility for contributing to the safety, wellbeing and protection of students.

Specific responsibilities are summarised at the end of this Policy.

Statement of Commitment to Child Safety and Wellbeing

All children and young people who come to King's College have a right to feel and be safe. We are committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe and can actively participate in decisions that affect their lives.

We have a zero tolerance for child abuse and other harm and are committed to acting in students' best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such is committed to providing the necessary resources to ensure compliance with all relevant child safety and wellbeing laws and regulations and maintaining a child safe culture.

Each member of the College community has a responsibility to understand the important and specific role that they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all that they do and every decision that they make.

Child Safe Standards

King's College has also developed specific child safe principles and values relevant to its own specific circumstances that guide our work systems, practices, policies and procedures to protect students from abuse and harm.

The Victorian Child Safe Standards

The Victorian Child Safe Standards were originally developed in response to the Victorian Parliament's Inquiry into the Handling of Child Abuse by Religious and Other Organisations. They were replaced by a set of new Standards in 2022, to reflect the National Principles for Child Safe Organisations and to support greater national consistency. There are 11 Victorian Child Safe Standards. They are:

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The Victorian Registration and Qualifications Authority (VRQA) monitors and enforces compliance with the Victorian Child Safe Standards for all registered schools in Victoria.

King's College's Child Safe Principles and Values

1. All children have the right to be safe.
2. The welfare and best interests of the child are paramount.
3. The views of the child and a child's privacy must be respected.
4. Clear expectations for appropriate behaviour with children are established in our Child Safety Code of Conduct and Staff and Student Professional Boundaries policy.
5. The safety of children is dependent upon the existence of a child safe culture.
6. Child safety awareness is promoted and openly discussed within our King's College community.
7. Procedures are in place to screen all staff, Direct Contact Volunteers**, Third Party Contractors and External Education Providers who have direct contact with children.
8. Child safety and protection is everyone's responsibility.
9. Child protection training is mandatory for all College Boardmembers, staff and Direct Contact Volunteers.
10. Procedures for responding to alleged or suspected incidents of child abuse are simple and accessible for all members of the King's College community.

11. Children from culturally or linguistically diverse backgrounds, Aboriginal or Torres Strait Islander Children and other children who are vulnerable (such as children in out-of-home care or children of diverse sexuality) have the right to special care and support.
12. Children who have any kind of disability have the right to special care and support.

King's College's Policy

Child Safe Codes of Conduct

Our Child Safe Codes of Conduct include a Child Safety Code of Conduct and a Staff and Student Professional Boundaries policy. Together, these Codes of Conduct set boundaries and expectations for appropriate behaviours between adults in our College community and students, including in physical, online and virtual environments.

We also have a Student Code of Conduct, which includes standards of behaviour for students relevant to child safety and wellbeing.

Our Child Safe Codes of Conduct include clear processes to report inappropriate behaviour. We publish our Child Safe Codes of Conduct on our public website so that everyone can easily find out what behaviours are acceptable and unacceptable at our College and how to report inappropriate behaviour.

We also provide additional information to students and families about the Child Safe Codes of Conduct, to ensure that they know what behaviours are acceptable and unacceptable and how to report inappropriate behaviour.

Cultural Safety

At King's College, we are committed to establishing an inclusive and culturally safe College where the strengths of Aboriginal and Torres Strait Islander culture, values and practices are respected.

We identify, confront and do not tolerate racism, and we address any instances of racism within the school environment with appropriate consequences.

We think about how every student can have a positive experience in a safe environment. For Aboriginal and Torres Strait Islander students, we recognise the link between culture, identity and safety and actively create opportunities for Aboriginal and Torres Strait Islander students, their

families and their communities (including local Aboriginal communities relevant to the College) to have a voice and presence in our College's planning, policies, and activities.

The specific strategies that we have adopted to promote cultural safety in our College community are set out in our Aboriginal and Torres Strait Islander Students (Child Safe) policy.

Student Empowerment and Participation

King's College is a child safe and child-centred organisation, and we work to create an inclusive and supportive environment that encourages students and families to contribute to our approach to child safety and wellbeing.

We ensure that our physical, virtual and online environments are friendly and welcoming to all children and young people.

We actively seek to include students in decisions that affect them. This includes decisions about organisational planning, delivery of services, management of facilities, and learning and assessment environments.

We ensure that students know about their rights to safety, information and participation. We actively seek to understand what makes students feel safe in our College and regularly communicate with students about what they can do if they feel unsafe.

We recognise the importance of friendships and encourage respectful relationships, strong friendships and support from peers.

The specific strategies that we have adopted to promote the participation of and empowerment of students, and to implement all of the above obligations, are set out in the Participation and Empowerment of Students section of our Child Safe Program.

Parent/Carer, Family and Community Engagement at the College

The College recognises that parents and carers have the primary responsibility for the upbringing and development of their children. We ensure that they participate in decisions affecting their children.

We ensure that families and relevant communities (Aboriginal and Torres Strait Islander communities, culturally and linguistically diverse communities, other communities that make up our Staff and student cohort, and the local community in which our College operates) know about the

College's operations and policies, including its Child Safe Policy and the Child Safe Codes of Conduct, record keeping practices, risk management, and complaints and investigation processes.

We actively seek to include families and relevant communities in decisions about organisational planning, delivery of services, management of facilities, and learning and assessment environments.

We build cultural safety at the College through partnerships with Aboriginal and Torres Strait Islander communities, as well as with culturally and linguistically diverse communities that make up our staff and student cohort.

The specific strategies that we have adopted to promote the engagement of parents/carers, families, and relevant communities in child safety and wellbeing at the College, to make information about child safety and wellbeing available and accessible, and to implement all of the above obligations, are set out in the Family and Community Involvement in Child Safe policy in our Child Safe Program.

Diversity and Equity

Our College values diversity and does not tolerate any discriminatory practices. To achieve this, we:

- support the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students and their families
- support the cultural safety, participation and empowerment of students from culturally and linguistically diverse backgrounds and their families
- support students with disability and their families and act to promote their participation
- support students and families of diverse sexuality and act to promote their participation
- seek to recruit a workforce that reflects a diversity of cultures, abilities and identities
- ensure that all Staff, Direct Contact Volunteers and Direct Contact Contractors have training about Aboriginal and Torres Strait Islander cultures, disability, culturally and/or linguistically diverse backgrounds, and those with particular experiences or needs
- have a physical environment that actively celebrates diverse cultures and recognises cultural difference
- commit to promoting the inclusion of students of differing abilities.

The specific strategies that we have adopted to promote equity and respect diversity at the College are set out in the Family and Community Involvement, Cultural Safety and Equity/Diversity section of our Child Safe Program.

Suitable Staff, Volunteers and Contractors and Child Safety Knowledge, Skills and Awareness (Child Safe Human Resources Management)

The specific human resources management strategies that we have adopted at the College to promote child safety and wellbeing are set out in the Child Safe Human Resources Management section of our Child Safe Program. They include the following:

Recruitment and Screening

King's College applies best practice standards in the recruitment and screening of Staff, Volunteers and Contractors to engage the most suitable and appropriate people to work with our students. Our practices include:

- making our commitment to child safety and wellbeing clear in recruitment advertising and documentation
- requiring all Staff and relevant Volunteers and Contractors to maintain a valid VIT Registration or WWC (working with children) clearance, and sighting, verifying and recording this information
- using additional selection, background checking and screening processes that take into account child protection considerations.

Training on and Information About Child Safe

As a part of King's College's induction process, all Staff, as well as relevant Volunteers and Contractors, must complete our child protection induction program, which includes information about our child protection policies, practices and procedures.

All Staff, as well as relevant Volunteers and Contractors also receive refresher and ongoing child protection training at least annually.

Our child protection induction and ongoing training program includes information about:

- this Child Safe Policy
- the Child Safe Codes of Conduct
- recognising child abuse and other harm and identifying key indicators, including harm caused by other children and young people
- our policies and procedures for responding to and reporting child safety incidents or concerns (including mandatory reporting, reporting to police and reportable conduct obligations)

- our policies and procedures for information sharing and record keeping about child safety incidents and concerns
- WWC clearances and other child safety and wellbeing human resources practices
- how to identify and mitigate child safety and wellbeing risks in the College's environments.

The College provides all Visitors to the College, including Casual Volunteers and Contractors, with information about the Child Safe Codes of Conduct and how to report child safety incidents or concerns to the College and to relevant external authorities.

King's College Board also receives child protection training at least annually, to ensure that its members are 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 College's environment. Its training includes guidance on:

- 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 College's environment
- the College's child protection policies, procedures, codes and practices.

Ongoing Supervision, Management and Support

The College's Child Protection Champions and Executive Leadership Team provide supervision and support to all Staff, Direct Contact and Regular Volunteers, and Direct Contact and Regular Contractors to ensure that they are compliant with the College's approach to child safety and wellbeing. Our child protection supervision and support program includes:

- annual performance reviews for all staff members
- appointing a supervising staff member to Direct Contact Volunteers/Contractors and to those Regular Volunteers/Contractors who are engaged in "child-connected work"
- professional development programs for Staff that include child protection education.

The College swiftly manages any inappropriate behaviour towards students, in accordance with our policies and legal obligations. Child safety and wellbeing is the paramount consideration when managing inappropriate behaviour.

Complaints and Reporting Processes: The College's Response to Child Safety Incidents or Concerns

King's College fosters a culture that encourages everyone in the College community to raise concerns and complaints about child safety and wellbeing. We have clear pathways for raising complaints and concerns set out in the **Procedures** below, and in our Grievance Policy.

We also have clear procedures that all Staff, Volunteers and Contractors must follow whenever they witness, suspect or receive a complaint about a child safety incident or concern involving a student, a staff member, a Volunteer, a Contractor or the College, set out in the **Responding to and Reporting Child Safety Incidents or Concerns** section of the Child Safe Program. These are summarised for students, parents/carers and other members of the College community in our public-facing Procedures for Responding to and Reporting Child Safety Incidents or Concerns and public-facing website..

Our Student Management Policy cover complaints and concerns relating to physical violence, bullying and other harmful student behaviours.

The College will take appropriate, prompt action in response to all child safety incidents or concerns, including all complaints, allegations or disclosures of abuse or other harm, when Staff, Volunteers, Contractors, students, parents/carers or anyone else reports these to the College.

The safety and wellbeing of the student/s involved in the matter will be the paramount consideration when responding to child safety incidents and concerns. The College follows the National Office of Child Safety's Complaint Handling Guide: Upholding the rights of children and young people and the Commission for Children and Young People's Including Children and Young People in Reportable Conduct Investigations resources when investigating and responding to child safety incidents and concerns.

The College's response will include:

- externally reporting all matters that meet the required relevant thresholds to Child Protection (Mandatory Reports), the Police (Mandatory Reporting of Child Sexual Abuse), the CCYP (Reportable Conduct), and/or the Victorian Institute of Teaching (Teacher Misconduct), depending on the issues raised and consistent with PROTECT Four Critical Actions and Four Critical Actions: Student Sexual Offending
- fully cooperating with any resulting investigation by an external agency
- protecting any student connected to the child safety incident or concern until it is resolved and providing ongoing support to those affected
- taking particular measures in response to child safety incidents or concerns about an Aboriginal or Torres Strait Islander student, a student from a culturally and linguistically diverse

background, a student with disability, and other vulnerable students (such as students who are unable to live at home or students who identify as lesbian gay, bisexual, transgender or intersex)
- sharing information with, or requesting information from, external people or agencies as permitted or required under the Child Information Sharing Scheme and/or the Family Violence Information Sharing Scheme
- securing and retaining records of the child safety incident or concern and the College's response to it
- taking broader actions to improve child safety at the College (including systemic reviews and resulting improvements).

Child Safe Risk Management

King's College recognises the importance of a risk management approach to child protection and to minimising the risk of harm to children and young people without compromising their rights to privacy, access to information, social connections and learning opportunities. The College's Child Safe Risk Management Strategy can be found here.

Our **Purchasing Goods and Services Policy and Procedures** makes sure that we ensure the safety of children, young people and students when we purchase facilities, goods and services.

We identify, assess and manage child protection risks in all College environments, based on a range of factors including the nature of our College's activities, its physical, virtual and online environments and the characteristics of the student body. We use this information to inform our policies, procedures and activity planning.

We record identified risks to child safety and wellbeing in our Child Safe Risk Register, along with the actions in place at the College to manage these risks. King's College Board, the Principal and/or the Executive Leadership Team monitor and evaluate the effectiveness of these actions at least annually.

Child Safe Privacy and Information Sharing

The College collects, uses and discloses information about students and their families in accordance with Victorian privacy laws and other relevant laws, including laws that permit the College to disclose information about child safety and wellbeing to external people and agencies. For information about how the College collects, uses and discloses this information, refer to our Privacy Policy.

Child Safe Record Keeping

The College is committed to best practice record keeping about child safety incidents and concerns in accordance with Public Record Office Victoria Recordkeeping Standards (including minimum retention periods).

The College records all internal and external reports of child safety incidents and concerns, as well as any other responses by the College using PROTECT Recording your actions: Responding to suspected child abuse - A Template for Victorian Schools or, if the incident or concern involves student sexual offending, the PROTECT Responding to Suspected Student Sexual Offending - A Template for Victorian Schools.

When keeping records of child safety incidents or concerns, the College maintains confidentiality and privacy for students and families in accordance with federal and state privacy legislation.

Communications

King's College is committed to communicating our child safety and wellbeing strategies, policies and procedures to our College community through the measures set out in the Implementation section below. In addition, we:

- display PROTECT Posters around the College
- provide child protection information and updates through school newsletters, emails, social media and parent information nights.
- include child safety as a regular agenda item at Executive Leadership Team meetings and staff meetings.

Child Safe Program and Practice Review

King's College is committed to the continuous improvement of the policies and procedures making up our entire Child Safe Program and of our child safety and wellbeing practices. We review the Program as a whole annually (or earlier if a significant child safety incident occurs at the College or legislation changes) for overall effectiveness and to ensure compliance with all child safety and wellbeing related laws, regulations and standards.

When undertaking these reviews, the College:

- actively seeks, actions, and incorporates feedback from students, families, the wider College community, Staff, Volunteers and Contractors

- analyses any complaints and child safety incidents that may have occurred
- communicates any learnings, adjustments or amendments to policy and practice widely throughout the College community.

Child Safe Procedures

Reporting Child Safety Incidents or Concerns to the College

Whenever there are concerns that a child or young person is in immediate danger call the Police on 000.

Any person, including all Staff, Volunteers, Contractors, parents/carers and students, can at any time report concerns about the wellbeing of a child aged under 17 to Child Protection by:

- during business hours (8:45am-5:00pm, Monday to Friday), contacting the Child Protection intake service for the local government area where the child resides, listed here.
- after hours, telephoning 13 12 78.

Staff, Volunteers and Contractors

Staff, Volunteers and Contractors must follow our Procedures for Responding to and Reporting Child Safety Incidents or Concerns and report child safety incidents or concerns internally to a Child Protection Champion or the Principal.

Where the incident or concerns involves the Principal, internal reports should instead be made to the Chair of the College Board.

We recognise that some individuals, particularly children, face additional vulnerabilities to child abuse and other harm, as well as additional barriers to disclosing child safety incidents or concerns. Our Child Safe Program provides guidance on identifying additional vulnerabilities and barriers, and contains strategies for supporting these individuals to participate in the College community and enabling them to disclose child safety incidents or concerns to the College.

Students, Parents/Carers and Community Members

Students who have child safety concerns about themselves or any other child or student aged 18 or over can:

- disclose the child safety incident or concern to any staff member, Volunteer or Contractor. This might be done:
    - verbally
    - in writing
    - through electronic means (such as email)
    - indirectly (such as in written assignments, in artworks or in any other way)
- use the College's anonymous suggestion box, which is located outside the wellbeing room to disclose anonymously
- contact Child Wise, Braveheart's, Kid's Help Line.

For more information, students can refer to the child-friendly version of our Child Safe Complaints Management Policy and Procedures, available **Grievance Policy**.

Parents/carers, family members and other community members who have child safety concerns or who suspect that a child or young person associated with the College may be subject to abuse or other harm can contact:

- the Principal, who is the College's Senior Child Protection Officer, by phoning 03 5562 0147 or emailing principal@kings.vic.edu.au
- if the concern relates to the Principal, the Chair of the College Board by Ian Pech, ipech@bigpond.net.au.

Any person can also contact the Senior Child Protection Officer, or the Chair of the College Board if they have concerns regarding the College's leadership in relation to child safety.

Communications will be treated confidentially on a 'need to know basis'.

The College's Response to and External Reporting of Child Safety Incidents or Concerns

Our Child Safe Program sets out the procedures, consistent with PROTECT Four Critical Actions and Four Critical Actions: Student Sexual Offending, that the College will follow for any child safety incident or concern involving a student, College Staff, Volunteer, Contractor or Visitor, or other person connected to the College or the College environment.

It also provides guidance for all Staff, Volunteers and Contractors on their obligations to respond to and report, to relevant external authorities, child safety incidents and concerns.

These procedures and guidance are summarised in our public-facing Procedures for Responding to and Reporting Child Safety Incidents or Concerns and public-facing website..

Support for Students, Families and Staff Following Child Safety Incident or Disclosure

Child safety incidents or concerns can cause trauma and significantly impact on the mental health and wellbeing of children, as well as on their families. In addition to reporting and referral to the relevant authorities, the College plays a central role in addressing this trauma and has a duty of care to ensure that students feel safe and supported at College.

The College employs a range of measures to support students affected by a child safety incident or concern depending on the particular circumstances of the matter and of the student and their family:

- Child Protection Champions will work with the student and their family to develop a Student Support Plan
- support strategies that could be considered for students and/or their families might include offering or organising referrals to internal or external support, such as the College chaplains, bi-cultural workers and/or translators, or an external support agency and/or child advocacy organisation which specialises in supporting children and young people impacted by abuse or other harm.

The College offers former students who may disclose historical child safety incidents or concerns from their time at the College similar support.

Witnessing a child safety incident or receiving a disclosure of abuse or other harm can be a distressing experience for Staff, Volunteers and Contractors involved. The College assists impacted Staff, Volunteers and Contractors to access necessary support.

Embedding a Culture of Child Safety: Our Child Safe Program

Our Child Safe Program itself is one of the strategies employed by King's College to embed a culture of child safety at the College.

Our Child Safe Program relates to all aspects of child safety and wellbeing and establishes work systems, practices, policies and procedures to create and maintain a child safe environment and culture at the College. It includes:

- the Child Safe Codes of Conduct

- clear information about what is child abuse and other harm and key indicators of child abuse and other harm
- clear procedures, that are consistent with PROTECT Four Critical Actions and Four Critical Actions: Student Sexual Offending, for responding to and reporting child safety incidents or concerns internally to a Child Protection Champion, and for responding to incidents or allegations of child abuse or other harm
- strategies to support, encourage and enable Staff, Volunteers, Contractors, parents/carers and students to understand, identify, discuss and report child safety matters
- procedures for recruiting and screening members of the Executive Leadership Team, Staff, Volunteers and Contractors
- procedures for reporting to external agencies, that are consistent with PROTECT Four Critical Actions and Four Critical Actions: Student Sexual Offending, including Mandatory Reporting to the Department of Families, Fairness and Housing (Child Protection), reporting reportable conduct to the Commission for Children and Young People (CCYP) and reporting child sexual abuse to police
- pastoral care strategies designed to empower students and keep them safe
- strategies to support and encourage the participation and inclusion of Aboriginal and Torres Strait Islander students, students from culturally and linguistically diverse backgrounds and students with disability
- child protection training
- information regarding the steps to take after a disclosure of abuse or other harm to protect, support and assist students
- guidelines with respect to record keeping and confidentiality
- policies to ensure compliance with all relevant laws, regulations and standards (including the Victorian Child Safe Standards and Ministerial Order 1359)
- a system for continuous review and improvement.

Child Safe Responsibilities at the College

Child safety and wellbeing is everyone's responsibility. Specific responsibilities at the College include:

The College Child Protection Champion/s

One or more staff members are nominated as a Colleges Child Protection Champion. Child Protection Champions receive additional specialised training with respect to child safety and

wellbeing, including but not limited to child protection issues. They are a point of contact for raising child safety concerns within the College. They are also responsible for championing child protection within the College and assisting in coordinating responses to child safety incidents.

Our Child Protection Champions are:

- Allister Rouse, Principal
    - principal@kings.vic.edu.au
- Camilla McLeod, Chaplain
    - cmcleod@kings.vic.edu.au
- Marko Wakim, Chaplain
    - mwakim@kings.vic.edu.au

The Senior Child Protection Officer

King's College has also appointed Allister Rouse as the College Senior Child Protection Officer.

The Senior Child Protection Officer has additional child protection responsibilities, such as being a first point of contact for all child safety concerns or queries for the wider community and coordinating the College's response to child safety incidents in consultation with the Executive Leadership Team and King's College Board.

King's College Board

King's College Board is King's College's “school governing authority” for the purposes of Ministerial Order 1359.

King's College Board is responsible for:

- championing and promoting a child safe culture within the College
- approving our Child Safe Program, including this Child Safe Policy and the Child Safe Codes of Conduct

It is responsible for ensuring that the College has appropriate resources to effectively implement the Victorian Child Safe Standards, Ministerial Order 1359 and our Child Safe Program.

The College Board’s Child Safety Committee

One member of the Board is appointed or identified as a Child Safety Committee. The Child Safety Committee is responsible for ensuring that child protection is prioritised, modelled and championed at the Board level of the College. The Child Safety Committee drives the Board's child protection responsibilities by ensuring that the Board meets those responsibilities.

At King's College, our Board's Child Safety Committee is responsible for monitoring Child Safe Policy..

The Principal

The Principal is responsible, and will be accountable, for the operational management of the College, and the implementation of the Child Safe Program. The Principal is responsible for:

- taking all practical measures to ensure that this Child Safe Policy and the College's Child Safe Program is implemented effectively and followed
- ensuring that a strong and sustainable child safe culture is maintained within the College, including by:
    - modelling the Child Safety Code of Conduct, and reinforcing high standards of child safe behaviours between adults and students and between students
    - facilitating the participation of students, families, Staff and other members of the College community in promoting and improving child safety and wellbeing at the College
    - promoting regular and open discussion of child safety and wellbeing issues within the College community
    - facilitating regular professional learning for Staff and relevant Volunteers and Contractors about child safety, cultural safety, student wellbeing and preventing and responding to child safety incidents and concerns
    - creating an environment where child safety incidents, concerns and complaints are readily raised with the College and where no one is discouraged form reporting child safety incidents or concerns to relevant external authorities.

The Principal is the "head" of the College for the purposes of the Reportable Conduct Scheme.

Staff

All Staff are "school staff" for the purposes of Ministerial Order 1359.

All Staff are required to comply with our Child Safe Policy and Child Safe Codes of Conduct, be familiar with our Child Safe Program and understand their legal obligations with respect to the

reporting of child abuse and other harm, and WWC Checks.

It is each individual's responsibility to be aware of key indicators of child abuse and other harm, to be observant, and to raise all child safety incidents and concerns with a Child Protection Champion.

To meet these obligations, all Staff must:

- participate in child safety and wellbeing induction and ongoing training provided by the College
- always follow the College's child safety and wellbeing policies and procedures in the Child Safe Program
- act in accordance with the Child Safe Codes of Conduct
- identify and raise child safety incidents and concerns in accordance with our Procedures for Responding to and Reporting Child Safety Incidents or Concerns, and follow the PROTECT Four Critical Actions and Four Critical Actions: Student Sexual Offending
- ensure students' views are taken seriously and their voices are heard when making decisions that affect them
- implement inclusive practices that respond to the diverse needs of students.

Volunteers

A Volunteer is a someone who performs work for the College in a College environment without remuneration or reward. Volunteers may be family members of students, or from the wider College or local community. Volunteers are not "school staff" for the purposes of Ministerial Order 1359.

All Volunteers at the College are responsible for contributing to the safety and protection of students in the College environment.

To meet these obligations:

- all Volunteers must comply with our Child Safe Policy and Child Safe Codes of Conduct
- Direct Contact Volunteers (and, if required by the College, other Volunteers such as Regular Volunteers who are engaged in "child-connected work") must:
    - participate in child safety and wellbeing induction and ongoing training provided by the College
    - be aware of key indicators of child abuse and other harm
    - understand their legal obligations with respect to the reporting of child abuse and other harm
    - raise all child safety concerns with a Child Protection Champion.

Contractors

A Contractor is someone engaged by the College to perform specific tasks. Contractors are not employees of the College. However, Contractors who have direct contact with children are “school staff” for the purposes of Ministerial Order 1359.

Contractors may include maintenance and building personnel, consultants, music tutors, sports coaches, and cleaners as well as external education providers (organisations that the College has arranged to deliver a specified course of study that is part of the curriculum, to a student or students enrolled at the College).

All Contractors are responsible for contributing to the safety and protection of students in the College environment.

To meet these obligations:

- all Contractors must comply with our Child Safe Policy and Child Safe Codes of Conduct.
- Direct Contact Contractors (and, if required by the College, other Contractors such as Regular Contractors who are engaged in “child-connected work”) must:
    - participate in child safety and wellbeing induction and ongoing training provided by the College
    - be aware of key indicators of child abuse and other harm
    - understand their legal obligations with respect to the reporting of child abuse and other harm
    - raise all child safety concerns with a Child Protection Champion.

The College may include these requirements in the written agreement between it and the Contractor.

Implementation

The Child Safe Policy is published on our College’s public website.

It is provided to new Staff, and to Direct Contact and Regular Volunteers, and Direct Contact and Regular Contractors at their induction or prior to them commencing their work at the College.

The College provides all Visitors to the College, including Casual Volunteers and Casual Contractors, with information about the Child Safe Policy (including in particular the Child Safe Codes of Conduct and how to report child safety incidents or concerns to the College and to relevant external authorities).

Breach of the Child Safe Policy

King's College enforces this Child Safe Policy and our Child Safe Codes of Conduct. In the event of any non-compliance, we will instigate a review that may result in a range of measures including (depending on the severity of the breach):

- remedial education
- counselling
- increased supervision
- the restriction of duties
- suspension
- in the case of serious breaches, termination of employment, contract or engagement.

Source of Obligation

The Child Safe Policy implements, and is to be read and understood in conjunction with:

- Victorian Child Safe Standards, Standard 2
- Ministerial Order 1359, Clause 6

Policy Review

A review of the Child Safe Policy is conducted annually or earlier if required, such as if a significant child safety incident occurs at the College or due to changes in legislation.

King's College Board is responsible for ensuring that this Policy is reviewed and updated as needed and for approving this Policy.

(1) The Child Safe Program is the name given to the full collection of policies and procedures that assist the College to be a child safe organisation and to meet the requirements of the Victorian Child Safe Standards and Ministerial Order 1359. It includes policies and procedures for:

- responding to and reporting child safety incidents and concerns
- child safe human resources management (including WWC clearances)
- participation and empowerment of students
- informing and involving families and relevant communities in child safeguarding issues
- equity and diversity
- child safeguarding risk management strategies

- strategies for embedding a culture of child safety at the College and
- regular reviews and continuous improvement of child protection policies, procedures and practices.