

# Child Safety and Wellbeing

Authorisation Date: 08/2025

OSG Document Code: POL\_VIC\_HSW\_Child Safety and Wellbeing

Region: VIC

# Child Safety and Wellbeing

<b>OSG Document Code</b> POL_VIC_HSW_Child Safety and Wellbeing	<b>Authorisation Date</b> 08/2025	<b>Next Review Date</b> 08/2026
<b>Enquiries Contact:</b> <a href="mailto:admin.vic@oneschoolglobal.com">admin.vic@oneschoolglobal.com</a>	<b>Approval Authority/Endorsed</b> OneSchool Global Vic Board	<b>Document Author</b> Melissa Wright
<b>Associated Documents</b> <i>POL_VIC_HSW_Duty of Care</i> <i>POL_VIC_ADM_Working with Children</i> <i>POL_VIC_HSW_Mandatory Reporting</i> <i>POL_VIC_HSW_Child Safe Schools</i> <i>POL_VIC_HSW_Code of Conduct</i>		

## 1. PURPOSE

The OneSchool Global Vic Child Safety and Wellbeing 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](#) (PDF, 363KB) 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.

## 2. SCOPE

2.1 This policy:

- 2.1.1 Applies to all school staff, volunteers, visitors and contractors whether or not they work in direct contact with students.
- 2.1.2 Applies to state and campus board members where indicated
- 2.1.3 Applies in all physical and online school environments used by students during or outside of school hours, including other locations provided by for a student's use (for example, a school camp) and those provided through third-party providers
- 2.1.4 Should be read together with other OneSchool Global Child Safety and Wellbeing policies (including those listed above in the associated documents section)

## 3. STATEMENT OF COMMITMENT TO CHILD SAFETY

OneSchool Global Vic is a child safe organisation which welcomes all children, young people and their families.

We are committed to providing environments where our students are safe and feel safe, where their participation 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 needs of all children and students.

We have no tolerance for child abuse and take proactive steps to identify and manage any risks of harm to students in our school environments.

We promote positive relationships between students and adults and between students and their peers. These relationships are based on trust and respect.

We take proactive steps to identify and manage any risk of harm to students in our school environment. When child safety concerns are raised or identified, we treat these seriously and respond promptly and thoroughly.

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, children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex, queer and asexual (LGBTIQA+) 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.

Child safety is a shared responsibility. 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 safety.

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.

## 4. DEFINITIONS

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

- child
- child safety
- child abuse
- child-connected work
- child-related work
- school environment
- school staff
- school governing authority
- student
- volunteer.

## 5. ROLES AND RESPONSIBILITIES

### School leadership team

Our school leadership team (comprising the principal, campus principal, deputy campus principals) is 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.

Principals and campus principal / deputy campus principals 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 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.

## School staff and volunteers

All school staff and volunteers will:

- participate in child safety and wellbeing induction [Regional Induction Orientation AU \(4\).pdf](#)
- complete annual training provided by the Department of Education and Training, Protecting Children – Mandatory Reporting and Other Obligations for staff of Non-Government schools [MR NG 2024 \(infosharing.vic.gov.au\)](#)
- receive annual training in the use of CPOMS (Child Protection online Management System) including information sharing and record keeping
- always follow the school's child safety and wellbeing policies and procedures act in accordance with our Child Safety Code of Conduct [FRM\\_VIC\\_HSW\\_Code of Conduct.pdf](#)
- identify and raise concerns about child safety issues in accordance with Child Safety Responding and Reporting Obligations – via OneSchool Global CPOMS (Child Protection online Management System) [CPOMS Login](#)
- ensure students' views are taken seriously and their voices are heard about decisions that affect their lives
- implement inclusive practices that respond to the diverse needs of students.

## School Campus board members

In performing the functions and powers given to them under the *Education and Training Reform Act 2006*, OneSchool Global Vic campus Board members will:

- champion and promote a child safe culture with the broader school community
- ensure that child safety is a regular agenda item at OneSchool Global Vic campus board meetings
- review campus CPOMS reports & incidents referred by the CP
- undertake annual training on child safety
- approve updates to, and act in accordance with the Child Safety Code of Conduct to the extent that it applies to OneSchool Global Vic campus board members
- Ensure volunteers are provided with Child Protection & Safeguarding training video
- when hiring OneSchool Global Vic campus board, ensure that selection, supervision, and management practices are child safe

## Specific staff child safety responsibilities

Each Campus Principal (CP) of a OneSchool Global Vic campus is the nominated child safety champion, supporting the Regional Principal to implement our child safety policies and practices, including staff and volunteer training.

In our 2 larger settings, this role is supported by the Deputy Campus Principal (DCP).

The key responsibilities of the child safety champion include:

- Promote child safety culture
- Provide support and guidance
- Train and educate
- Monitor, review and report

Within the structure of OneSchool Global Vic ultimate responsibility for all child safe matters rests with the Campus Principal, this includes:

- for all students enrolled at their campus
- leads their staff in managing child safe matters
- review, investigate, elevate, report any items reported on the CPOMS software tool (together with the reporting staff member)
- include child safety matters in their weekly report to the Regional Principal
- conduct monthly campus child protection committee meeting (& minutes)
- monitoring the school's compliance with the Child Safety and Wellbeing Policy
- Campus point of contact for anyone in our school community if they have any concerns about the school's compliance with the Child Safety and Wellbeing Policy
- Coordinate responses to child safety incidents (in conjunction with the principal)

Our principal and administration manager will:

- ensure the school community is informed about this policy, and making it publicly available
- ensure updates to this policy are communicated to the school community and are made publicly available

Staff champion and model child safety & wellbeing in the following ways:

1. Regular reminders in Homeroom sessions that students should report any concerns in any of the following ways that are available to them.
  - a. Report to teacher or staff members
  - b. Report to the Campus Principal
  - c. Report to the Campus Administrator (community)
  - d. Use the anonymous Report It function on Canvas (Learning Management system)
  - e. For parents use the Reporting function available via the schools website
  - f. Complaints & Grievances form (available to all staff, students, volunteers, contractors)
  - g. Staff annually trained in the use of CPOM
  - h. Annual mandatory Reporting refresher
  - i. Mental Health First Aid course completed by nominated staff
  - j. Student & staff attendance at School led OSGAware Program
  - k. Volunteer Child Protection and Safeguarding webinar

OSGBEAware program (delivered in homeroom) rolled out in 2025 has provided additional training of staff for student wellbeing and protection

- Trainer Handbook
- Staff program information & resources

### **Campus Child protection Committees**

OneSchool Global Vic also has an established Child Protection committee at each campus location. This committee meets monthly and has a standing agenda. [Campus Child Protection Committee Standing Agenda.pdf](#)

Items include:

Specific cases, thematic patterns, number of staff inductions completes/planned, pre employment checks, visitors planned, Site security checks, training update & e-safety plan.

## **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 and online environments.

We ensure that students also know 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 [FRM\\_VIC\\_HSW\\_Code of Conduct.pdf](#) also includes processes to report inappropriate behaviour.

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

At our school we identify, assess and manage risks to child safety and wellbeing in our physical and online school environments.

Risks are managed in the following ways:

- Risk Register CPOMS (Child Protection Online Management System)
- Campus Child Safe Risk Register
- Excursion risk assessment (for off-site activities / facilities)

- Campus WHS Risk Register
- Campus WHS Contractor Register
- Campus Volunteer Register
- Complaints and Grievances Register – submission and monitoring of entries

Our child safety campus risk registers are used to record any identified at risk students alongside actions in place to manage those risks. The register is monitored and updated by the campus child protection committee.

Each campus leadership team will monitor and evaluate the effectiveness of the actions in the child safety risk register at least annually.

## 8. ESTABLISHING A CULTURALLY SAFE ENVIRONMENT

At OneSchool Global Vic we are committed to establishing an inclusive and culturally safe school where the strengths of Aboriginal culture, values and practices are respected.

We think about how every student can have a positive experience in a safe environment. For Aboriginal students, 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.

Ensure school staff, students, volunteers and the school community understand its importance to the wellbeing and safety of Aboriginal children and students and are equipped to acknowledge and appreciate the strengths of Aboriginal culture.

We have developed the following strategies to promote cultural safety in our school community:

- Make Aboriginal voice part of decision making in matters that affect Aboriginal students. Be open to different ways of doing and expressing things.
- Acknowledge and draw on the existing knowledge of Aboriginal students and their families.
- Ask for feedback from Aboriginal students and their families about what the school does well, and what can be improved
- Maintain zero tolerance of racism
- Address racism from students, staff, volunteers or visitors directly. Make sure racist speech or actions are always dealt with, and the culture of the school works to prevent incidents from occurring
- Train staff and volunteers to understand the importance of Aboriginal culture to the wellbeing and safety of Aboriginal students
- Develop a resource bank of digital, hardcopy print and other artefacts that support the inclusion of Aboriginal content across the curriculum

The OneSchool Global Vic Board endorses the strategies and actions outlined to support this clause.

## 9. STUDENT EMPOWERMENT

To support child safety and wellbeing at OneSchool Global Vic, we work to create an inclusive and supportive environment that encourages students and families to contribute to our child safety approach and understand their rights and their responsibilities.

Respectful relationships between students are reinforced and we encourage strong friendships and peer support in the school to ensure a sense of belonging by:

- Deliver age-appropriate curriculum content about respectful relationships, sexuality, consent and sexual abuse prevention as part of implementing the whole school approach to Respectful Relationships, via OSG Aware program (outlined below)
- Empower students with the knowledge that adults are accountable and that students have a right to safety.
- SLT (Student Leadership Team) lead Student Council meetings

We inform students of their rights through:

- SLT (Student Leadership Team) at each Campus are expected to be positive leaders and role models for all students in accordance with the School Ethos and Student Persona. They are the voice of the student body and are there to make a positive difference to the school environment.
- SLT (Student Leadership Team) at each Campus, Student Wellbeing Team representatives in place
- Zoom digital signage in classrooms and learning centres
- Living The Values
- A Quality OSG Student Persona - embedded in everyday school and is an achievement contained in student semester reports

Students at OneSchool Global Vic are provided with 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.

### OSGAware - Child Protection & Safeguarding Programme

OSGAware is a globally consistent, fully endorsed program to ensure students gain a full understanding of how to keep themselves and those around them safe and protected from harm.

Students work in groups during these workshops, to discuss and complete activities

Workshop content examples

CONTENT – WORKSHOP		
Privacy settings and content ownership Sharing on the World Wide Web Risky places in the online world People online Online Bullying Online Grooming Sharing images and videos Law on harmful content Examples of how harmful content can leave a Digital footprint Reporting to the authorities	Privacy settings and content ownership Sharing on the World Wide Web Risky places in the online world People online Online Bullying Online Grooming Sharing images and videos Law on harmful content Examples of how harmful content can leave a Digital footprint Reporting to the authorities	Privacy settings and content ownership Sharing on the World Wide Web Risky places in the online world People online Online Bullying Online Grooming Sharing images and videos Sharing indecent and inappropriate images Manipulative behaviour Law on harmful content Examples of how harmful content can leave a Digital footprint Reporting to the authorities

CONTENT – WORKSHOP		
Network: Who do we have relationships with? Formal & Informal Relationships Marriage Healthy Vs Unhealthy Relationships Perceptions Stereotypes Personal Boundaries	Network: Who do we have relationships with? Formal & Informal Relationships Marriage Healthy Vs Unhealthy Relationships Perceptions Stereotypes Personal Boundaries	Network: Who do we have relationships with? Formal & Informal Relationships Marriage / Same Sex Marriage Forced Marriage Healthy Vs Unhealthy Relationships Perceptions Protected Characteristics Unconscious Bias Stereotypes Personal Boundaries Negative Physical Attention

Students and families can also access information on how to report concerns via the Schools website [Victoria - Oneschool Global](#)

When the school is gathering information in relation to a complaint about alleged misconduct or abuse of a child, 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) 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 children to raise any concerns.

To support family engagement, at OneSchool Global Vic 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:

- all of our child safety policies are available for students and parents on the schools website [Victoria - OneSchool Global](#)
- Campus newsletters and Parent portal - 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.
- OSG Aware Parent Child Protection webinar (& training video) – will inform families of current processes and support available
- OSG Aware Program parent questions – allows parents to submit questions on program content or delivery etc. via the OSG Aware Hub [OSG Aware Parent Questions](#)
- Obtain direct feedback from parents via the Complaints & Grievances process and the 'Report It' function
- PROTECT Child Safety along with OneSchool Global Child Protection and Safeguarding Posters will be displayed across the school and/or on digital signage

## 11. DIVERSITY AND EQUITY

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.

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

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

- Aboriginal children and young people
- children from culturally and linguistically diverse backgrounds
- children and young people with disabilities
- children unable to live at home or impacted by family violence
- international students
- children and young people who identify as LGBTIQ+.

At OneSchool Global Vic we will:

- recognise and respond to students' diverse circumstances
- understand that some students are at higher risk of harm than others
- provide easy access to information
- adjust procedures to respond to different needs
- make sure complaints processes are child-friendly, culturally safe and easy to understand.

Upholding equity and respecting diverse needs are relevant in implementing all the Child Safe Standards.

We have developed the following strategies to promote diversity and equity in our school community:

- Communicate that discrimination and bullying are not tolerated – if incidents of bullying or discrimination occur, address the incident in line with school policy
- Let students know they can raise concerns or report incidents that occurred at school and outside the school.



- Check in with vulnerable students and their families to confirm their needs are being met. This can occur at pick-up or drop-off, at parent teacher interviews or through informal discussions.
- Respond to family violence in a way that is accessible, culturally responsive, safe, child-centred, inclusive and non-discriminatory.
- Provide child safety information in accessible, child-friendly language and formats
- Create opportunities to remind staff and volunteers about student diversity and accommodating students and young people's needs.
- Seek out expert advice as needed to support inclusion, such as an occupational therapist, speech pathologist, provision planning.
- Pay attention to diverse student cohorts and individuals in your community, recognising that they may have higher risk of harm.
- Use contemporary, culturally sensitive and inclusive examples when discussing families, relationships or professions and vocations
- Recognise the range of diverse student and family attributes. Pay attention to:
  - cultural safety for Aboriginal and Torres Strait Islander students
  - the needs of students with disability and responses to disability
  - the needs of students from diverse religious and cultural communities
  - the needs of very young students and children
  - the impact of prior trauma
  - gender differences

The OneSchool Global Vic Board endorses the strategies and actions outlined to support this clause.

## 12. SUITABLE STAFF AND VOLUNTEERS

At OneSchool Global Vic 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

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

- Robust recruitment and screening of applicants
- sight, verify and record the person's Victorian teaching registration or Working with Children clearance a
- 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.
  - references that address suitability for the job and working with children.

### Staff induction

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 schools Child Safe policies
- participate in child safety and wellbeing induction [Regional Induction Orientation AU \(4\).pdf](#)
- complete training provided by the Department of Education and Training, Protecting Children – Mandatory Reporting and Other Obligations for staff of Non-Government schools [MR NG 2024 \(infosharing.vic.gov.au\)](#)
- training in the use of CPOMS (Child Protection online Management System) including information sharing and record keeping
- procedure for complaints and concerns related to child abuse

## Ongoing supervision and management of staff

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

Staff will be monitored and assessed to ensure their continuing suitability for child-connected work. This will be done by:

- School leaders regularly walk-around classrooms and the school yard.
- Include child safety and wellbeing as a regular agenda item for staff meetings at all levels.
- New staff members have an allocated mentor on campus

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

## Suitability of volunteers

All volunteers are required to comply with our Code of Conduct [FRM VIC HSW Code of Conduct.pdf](#) and Working with children policies [POL VIC ADM Working with Children.docx](#)

These policies outline expectations and compliance requirements in relation to child safety and wellbeing induction and training, and supervision and coming onto school premises.

## Volunteer Child Protection Program

Campus Administrator / Board member to outline the importance of volunteers all completing child protection training. 0

- Global high standard for the protection of the students.
- Puts students at the centre.
- Volunteers must know what to look out for and how to report concerns.
- Meets OneSchool Global's moral and legal obligations
- Child protection and Safeguarding training video provided to volunteers

## 13. CHILD SAFE KNOWLEDGE, SKILLS AND AWARENESS

Ongoing training and education are essential to ensuring that staff understand their roles and responsibilities and develop their capacity to effectively address child safety and wellbeing matters.

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 and procedures
- completing the [Protecting Children – Mandatory Reporting and Other Legal Obligations](#) online module annually
- how to build culturally safe environments for children and students
- information sharing and recordkeeping obligations
- how to identify and mitigate child safety and wellbeing risks in the school environment.
- Completing the annual CPOMS system training

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 Board training and education

To ensure our school board 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  
Training includes guidance on:

- completing the [Protecting Children – Mandatory Reporting and Other Legal Obligations](#) online module annually
- Completing the annual CPOMS system training
- OneSchool Global Vic child safety and wellbeing policies and procedures

## 14. COMPLAINTS AND REPORTING PROCESSES

OneSchool Global Vic 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 our school's Complaints and Grievances Policy. The Policy can be found at [POL\\_VIC\\_OP\\_Complaints and Grievances.pdf](#) and is available to the school community via the School's website.

All students, school staff, volunteers, contractors, service providers, visitors or any other person while connected to the school with a complaint or grievance is able to lodge a complaint or grievance via the school's [complaints and grievances form](#)

If there is an incident, disclosure, allegation or suspicion of child abuse, all staff and volunteers (including school board members) must follow our Child Safety Responding and Reporting Obligations.

Our policy and procedures address complaints and concerns of child abuse made by or in relation to a child or student, school staff, volunteers, contractors, service providers, visitors or any other person while connected to the school.

Our Bullying Harassment Policy [POL\\_VIC\\_HSW\\_Bullying Harrassment incl Cyberbullying.pdf](#) cover complaints and concerns relating to student physical violence or other harmful behaviors.

## 15. COMMUNICATIONS

OneSchool Global Vic 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 Procedure
- displaying PROTECT posters along with OneSchool Global Child Protection and Safeguarding Posters around the school
- Zoom digital signage – on classrooms and learning centre
- updates in our school newsletter and via the Parent Portal
- ensure each campus conducts monthly Child Protection Committee meetings
- ensuring that child safety is a regular agenda item at school leadership meetings, staff meetings and school board meetings.

## 16. POLICY IMPLEMENTATION AND GOVERNANCE

The implementation and governance of this policy involves creating and enforcing clear guidelines, fostering a child-safe culture, and monitoring and improving practices to ensure the safety and well-being of children.

This includes continued socialisation of our Child Safe policies, maintenance of codes of conduct, and risk registers, as well as providing training and support for staff and volunteers. Regular review, evaluation, and feedback for identifying areas of improvement and ensuring ongoing compliance.

Key aspects of implementation and governance:

Position	Governance Responsibility
Campus Principal (CP) Campus Administrator (CA)	<ul style="list-style-type: none"> <li>Implementation and guidance of policy to campus staff</li> <li>CPOMS access and training for campus staff</li> <li>Initial report / investigation acted upon where appropriate</li> <li>Entry made into Campus weekly report and elevated to RP / RTL</li> <li>Entry is also made onto CPOMS where appropriate</li> <li>Verification of annual Mandatory Reporting completed by Campus staff</li> <li>Monthly Child Protection Committee Meetings</li> </ul>
Regional Principal (RP) Regional Team Leader (RTL)	<ul style="list-style-type: none"> <li>Review of CPOMS incidents entered by campuses</li> <li>Review of Campus weekly reports for Child Safety entries</li> <li>Leadership and guidance of policy to CP / CA</li> <li>Annual review of the policy</li> <li>Annually review schools child safe practices by Principal and Child Safe Champions (CPs)</li> <li>Annually review all requirements covered within ministerial order 1359</li> <li>Receive notifications of any Mandatory Reports and support any investigations.</li> <li>Ensure investigation are followed through and appropriate action taken where required.</li> <li>Elevate any Child Safety/ Wellbeing issues to OneSchool Global Board</li> <li>State Child Protection Governance Committee Meeting</li> </ul>
OneSchool Global Vic Board	<ul style="list-style-type: none"> <li>Receive notifications of any Mandatory Reports and support any investigations.</li> <li>Ensure investigation are followed through and appropriate action taken where required.</li> <li>Leadership and guidance of policy to RP / RTL</li> <li>Annual review of the policy</li> <li>Annually review schools child safe practices by Regional Principal and Child Safe Champions (CPs)</li> <li>Annually review all requirements covered within ministerial order 1359</li> </ul>



## 17. PRIVACY AND INFORMATION SHARING

Sharing information appropriately and with due care is important to children's safety and wellbeing

Privacy laws allow school staff to share a child's personal and health information to enable other school staff to:

- Support the education of the student, plan for individual needs and address any barriers to learning
- Support the social and emotional wellbeing and health of the student
- Fulfil duty of care obligations to the student, other students, staff and visitors
- Make reasonable adjustments if the student has a disability, including a medical condition or mental illness
- Provide a safe and secure environment

The type of information that may be appropriate to share with other school staff about a child who is impacted, or suspected to be impacted by child abuse may include:

- That the child is in a difficult situation
- That the child should be monitored and may need support
- The content of any student support plan, including any signs or symptoms that the child may display when they are in need of support, and any strategies or support services that have been put in place to support the child while they are at school

As a school staff member, privacy legislation permits you to disclose personal information about a child to department families fairness and housing (dffh) child protection if:

- It is authorised or permitted by law
- Or if it is necessary to lessen or prevent a serious and imminent risk to health, safety or welfare of any person.

Reporting suspected child abuse to [dffh child protection](#) or [victoria police](#) does not constitute a breach of victorian privacy laws because these disclosures are specifically permitted under the children youth and families act 2005 and the privacy and data protection act 2014.

Disclosure of information to dffh child protection in good faith does not constitute unprofessional conduct or a breach of professional ethics. This means that you cannot be successfully sued or suffer formal adverse consequences in your work.

If you've made a report or referral your identity will be protected, unless you consent to its disclosure or the disclosure is specifically authorised by a court or tribunal

Child information sharing scheme (CISS)

CISS allows Schools to share information to support child wellbeing or safety.

This ensures that professionals working with children, young people and families can gain a complete view of the children and young people they work with, making it easier to identify wellbeing or safety needs earlier, and to act on them sooner. This will allow children to receive the best support possible across services.

### Information sharing & volunteer confidentiality

Volunteers engaged and approved by oneschool global vic are required to complete both a:

- Volunteer agreement
- Confidentiality agreement

The Confidentiality agreement outlined that any disclosure of confidential student information is a breach of the deed.

## 18. RECORDS MANAGEMENT

In Victoria, schools must maintain comprehensive and secure records of child safety and wellbeing incidents, creating and storing them according to the [Public Record Office Victoria \(PROV\)](#) Recordkeeping Standards and the [Child Safe Standards](#) under [Ministerial Order No. 1359](#).

Records must be retrievable, stored securely, and retained for:

- Student safety and wellbeing records are to be retained for a minimum of 75 years.
- Sexual abuse records:
  - Documents related to the reporting and investigation of sexual abuse incidents, allegations, or disclosures must be kept for at least 99 years.

Record keeping for child abuse should be:

- clear and objective: provide a factual account of events.
- thorough: capture all relevant information.
- secure: protected from unauthorised access.
- meet employment law obligations
- organised and accessible: maintained in a logical, indexed manner to ensure easy retrieval.

Purpose of long-term retention:

These long retention periods are crucial because:

- delayed disclosure: victims may not disclose abuse for many years.
- future legal action: survivors may need records for future civil legal proceedings, which in Victoria no longer have a statute of limitations for child sexual abuse.

### **Child Protection Online Management System (CPOMS)**

Child abuse records are maintained within the OneSchool Global secure online platform CPOMS.

CPOMS manages the:

- recording of initial report information
- records are created & reviewed with real-time visibility
- confidential child protection records
- workflow through to resolution (closing the case)

### **Audit controls**

- All incidents, actions and key transactions performed in CPOMS are time, date and user stamped.
- Consequently, an audit trail is maintained that accurately records all key activities undertaken using the system. Track and analyse what has been done, by whom and when.
- This system ensures OneSchool Global Vic protects the confidentiality of the records and the integrity of the School.

### **Role-based access control and Identity Management**

To help protect sensitive systems and data, we enforce strict access management practices, including:

- Role-based access controls to ensure that employees only have access to the information required for their responsibilities. e.g. Child Protection Lead / Regional Principal
- Regular access reviews to ensure proper authorisation levels.
- Multi-factor authentication (mfa) for accessing critical systems.

### **Business Continuity and Disaster Recovery**

Our business continuity plan (bcp) and disaster recovery plan (drp) help ensure that we are prepared for unexpected events:

- Critical systems undergo daily incremental backups and weekly full backups.
- Backup systems are regularly tested to ensure effectiveness.
- Automated alerts notify our team of backup or system failures to ensure rapid resolution.

### **Ongoing Records**

All records within cpoms are:

- Created and maintained
  - Records, including notes, of meetings or discussions about the actual or alleged incident,
  - Records of cases or decisions by bodies, tribunals, courts
  - Surveillance images and footage (where available).
- Easily retrievable (\*access level required)
- Stored securely so that they cannot be lost, damaged, altered or tampered with over time.

- Confidentially - so that privacy is protected and only authorised people can access them for legitimate purposes.
- Contextual information is retained with the records
- Retained – CPOMS is a non-purge system. Data is not removed or deleted at anytime once a record has been opened

## 19. REVIEW OF CHILD SAFETY PRACTICES

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

We will:

- annually review schools child safe practices by Principal and Child Safe Champions (CPs)
- annually review all requirements covered within ministerial order 1359
- Board to conduct review of this policy and child safe practices annually

## 20. VERSION CONTROL

Policy Code	Date	Version No.	Nature of Change
<i><b>POL_VIC_HSW_Child Safety and Wellbeing</b></i>	April 2024	1.0	Policy created
<i><b>POL_VIC_HSW_Child Safety and Wellbeing</b></i>	August 2025	2.0	Review & update