OneSchool Global

Child Safety and Wellbeing Policy

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Child Safety and Wellbeing Policy

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<tr><td rowspan="2">Policy author
Teresa Neville, State Compliance and Business Manager</td><td rowspan="2">Reviewed by:
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<tr><td>Local Document Code
Not applicable</td><td colspan="2" rowspan="2">Associated documents
Duty of Care Policy
Bullying and Harassment Policy
Working with Children Policy
Child Safety Code of Conduct
Global Child Protection Guidelines
Child Safety Responding and Reporting Policy
Campus Support Team Handbook
Student Support and Child Protection Handbook</td></tr>
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1. POLICY STATEMENT

The OneSchool Global Victoria Child Safety and Wellbeing Policy demonstrate 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 at OneSchool Global Victoria.

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. PURPOSE

This policy provides the framework for:

- the development of work systems, practices, policies and procedures that promote child safety, protection and wellbeing within the school.
- the creation of safe and supportive school environments and a positive and robust child protection culture
- the promotion and open discussion of child protection issues within the school that comply with all laws, regulations and standards relevant to child protection in Victoria.

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3. SCOPE

This policy applies:

- to all school staff, volunteers, visitors and contractors whether or not they work in direct contact with students.
- to state board members and campus support team where indicated
- 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

4. DEFINITIONS

The following terms in this policy hav specific definitions which can be found at Child Safe Standards. These include:

- Child
- Child safety
- Child abuse
- Child-connected work
- Child-related work
- School environment
- School staff
- School governing authority
- Student
- Volunteer

5. STATEMENT OF COMMITMENT TO CHILD SAFETY

OneSchool Global Victoria 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 zero tolerance for child abuse and take proactive steps to identify and manage any risks of harm to students in our school environments.

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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 and Torres Strait Islander (ATSI) 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.

6. ROLES AND RESPONSIBILITIESS

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

Specific responsibilitiess are summarised at the end of this Policy under section 19: Additional Child Safe Responsibilities at the School.

7. 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 also includes processes to report inappropriate behaviour.

8. CULTURALLY SAFE ENVIRONMENT

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

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We think about how every student can have a positive experience in a safe environment and recognise the link between ATSI culture, identity and safety and actively create opportunities for ATSI students 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 ATSI children and students and are equipped to acknowledge and appreciate the strengths of the ATSI culture.

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

- 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
- Encourage student voice in shaping respectful school culture.
- Annual staff training on how to recognise and respond to racism appropriately and sensitively
- Embed in the curriculum topics on recognising prejudice, challenge stereotypes, the impact of racism and celebrate diversity and inclusiveness.

9. STUDENT EMPOWERMENT

To support child safety and wellbeing at OneSchool Global Victoria, 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 responsibilitiess.

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 the 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) led Student Council meetings

We inform students of their rights through the:

- SLT 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.
- Student Wellbeing Team representatives in place
- Zoom digital signage in classrooms and learning centres
- Living the values – committed to displaying integrity, care and compassion, is respectful of others and takes responsibility for their actions
- A Quality OSG Student Persona - embedded in everyday school and is an achievement contained in student semester reports

Students at OneSchool Global Victoria 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.

9.1 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 include:

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	Network: Who do we have relationships with? Formal & Informal Relationships Marriage Healthy Vs Unhealthy Relationships Perceptions Stereotypes	Network: Who do we have relationships with? Formal & Informal Relationships Marriage / Same Sex Marriage Forced Marriage Healthy Vs Unhealthy Relationships Perceptions Protected Characteristics

Personal Boundaries	Personal Boundaries	Unconscious Bias Stereotypes Personal Boundaries Negative Physical Attention

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 Victoria 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:

- Ensuring the Child Safety and Wellbeing Policy is available for students and parents/guardians on the school's OneSchool Global Victoria website
- Informing 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 through the Campus newsletters and Parent portal.
- Inform families of current processes and support available through the OSG Aware Parent Child Protection webinar (& training video) and allows parents/guardians to submit questions on program content or delivery etc. via the OSG Aware Hub OSG Aware Parent Questions
- Obtain direct feedback from parents/guardians 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.

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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:

- 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 LGBTIQA+.
- children and young people impacted by prior trauma
- gender differences amongst children and young people

At OneSchool Global Victoria 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.

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- 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

12. SUITABLE STAFF AND VOLUNTEERS

At OneSchool Global Victoria we apply robust child safe recruitment, induction, training, and supervision practices to ensure that all staff, volunteers and contractors are suitable to work with children.

Recruitment and screening

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

- sight, verify and record the person's Victorian Institute of Teaching registration or Working with Children Check clearance and comply with current Worker Screening Act requirements including ongoing monitoring, reassessment obligations and information-sharing requirements.
- collect and record proof of the person's identity and any professional or other qualifications

OSG Victoria will also use additional selection, background checking and screening process for staff and volunteers that take into account child safe considerations including:

- the person's history of working with children
- references (for staff and volunteers) that address suitability for the job and working with children.

OneSchool Global Victoria may be required to provide information to relevant screening bodies, regulators or authorities where concerns arise regarding a person's suitability to work with children.

Where required by the Education and Training Reform Act 2006 (Vic), OneSchool Global Victoria will notify the Victorian Institute of Teaching of concerns, investigations, findings, disciplinary action, misconduct or competence matters involving registered teachers.

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The Campus Principal and school leaders will ensure legislative notification obligations to the Victorian Institute of Teaching are met within required timeframes.

Child Safety Training and Information

All newly appointed staff and volunteers will be expected to participate in our child safety and wellbeing induction program, which includes information about the School's child safe policies, practices and procedures.

All staff, as well as relevant volunteers and contractors also receive refresher and ongoing child safe training at least annually.

The School's child safe induction and ongoing training program includes:

- all staff are required to read the Child Safety and Wellbeing Policy and provide signed acknowledgment.
- All staff are required to read the Child Safety Code of Conduct and provide signed acknowledgment.
- participate in the Regional Induction Orientation
- complete training provided by the Department of Education and Training (Protecting Children - Mandatory Reporting and Other Obligations Non-Government Schools - Mandatory Reporting and Other Obligations)
- training in the use of CPOMS (Child Protection online Management System) including information sharing and record keeping
- how to build culturally safe environments for children and students
- responding effectively to child safety incidents and concerns, including supporting colleagues who disclose harm
- recognising abuse and other harm and identifying key indicators, including harm caused by other children and young people
- how to identify and mitigate child safety and wellbeing risks in the School's environments without compromising a child, young person or student's right to privacy, access to information, social connections and learning opportunities
- procedures for complaints and concerns related to child abuse

Other professional learning and training on child safety and wellbeing will be tailored to specific roles and responsibilitiess and any identified or emerging needs or issues. For examples, volunteers and Campus Support Teams are required to complete the child protection and Safeguarding training video.

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.

13. 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:

- OSG VIC Child Safety Risk Register
- Excursion risk assessment (for off-site activities / facilities)
- Campus WHS Risk Register
- Contractor management
- Volunteer induction
- Complaints and Grievances Register – submission and monitoring of entries

Our Child Safety Campus Risk Register is 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.

14. COMPLAINTS AND REPORTING PROCESSES

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OneSchool Global Victoria fosters a culture that encourages staff, volunteers, students, parents/guardians, 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 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 or the 'Report It' function available via the School's website

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 cover complaints and concerns relating to student physical violence or other harmful behaviours.

15. REPORTABLE CONDUCT SCHEME

OneSchool Global Victoria complies with the Victorian Reportable Conduct Scheme established under the *Child Wellbeing and Safety Act 2005 (Vic)*.

The Reportable Conduct Scheme applies to allegations, disclosures or findings that an employee, volunteer, contractor or other worker has engaged in reportable conduct towards a child.

Reportable conduct includes:

- sexual offences committed against, with or in the presence of a child
- sexual misconduct committed against, with or in the presence of a child
- physical violence against, with or in the presence of a child
- behaviour causing significant emotional or psychological harm to a child
- significant neglect of a child
- misconduct involving children prescribed by legislation.

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The ‘Head of Organisation’ must:

- notify the Social Services Regulator within three business days of becoming aware of a reportable allegation
- provide prescribed information within 30 calendar days
- conduct or arrange an appropriate investigation
- provide investigation outcomes and findings to the Social Services Regulator
- maintain records relating to reportable conduct matters.

For OneSchool Global Victoria, the Head of Organisation is the Regional Principal or their formally delegated authorised officer.

All staff, volunteers, contractors and board members must immediately report any concern that may constitute reportable conduct to the Campus Principal and Designated Safeguarding Lead.

This amendment directly addresses the critical gap identified in the review.

16. CHILD PROTECTION OFFENCES

All school staff, volunteers and leaders should be aware that Victorian law creates criminal offences relating to child abuse. These include:

Failure to Disclose

Any adult who reasonably believes that a sexual offence has been committed against a child under 16 years of age by another adult must report that information to Victoria Police unless an exemption applies.

Failure to Protect

A person in a position of authority within an organisation commits an offence if they know of a substantial risk that a child may become the victim of sexual abuse by an adult associated with the organisation and they negligently fail to reduce or remove that risk.

Grooming Offences

Victorian law prohibits grooming behaviours designed to facilitate sexual activity with a child. Grooming can occur in person, online, directly with a child or indirectly through a parent, carer or other person.

Staff must immediately report any concerns regarding these offences.

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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 the Department of 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* (Vic) and the *Privacy Act 1998* (Cth).

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.

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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

17.1 Child information sharing scheme (CISS) and Family Violence and Information Sharing Scheme (FCISS)

OneSchool Global Victoria is an Information Sharing Entity under Victorian legislation and complies with the Child Information Sharing Scheme (CISS) and Family Violence Information Sharing Scheme (FVISS).

Authorised staff may share information where permitted or required by law to:

- promote child wellbeing or safety
- assess or manage family violence risk
- support child protection investigations
- assist other authorised Information Sharing Entities to respond to risk.

Information sharing decisions must:

- be documented in CPOMS
- comply with privacy obligations
- be made by appropriately authorised personnel
- include records of information requested, shared, received and relied upon.

Information sharing & volunteer confidentiality

Volunteers engaged and approved by OneSchool Global Victoria 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.

18.1 Child Protection Online Management System (CPOMS)

CPOMS is a secure, role-based online system used for the recording, management, and oversight of confidential child protection and safeguarding information. Access permissions are allocated according to staff roles to ensure that all records remain strictly confidential and that the integrity of the school's safeguarding processes is maintained.

All staff receive CPOMS training as part of their induction. Additional training and updates are delivered throughout the year by the Regional Director of Safeguarding. Staff can access current CPOMS training materials via the Child Protection and Safeguarding section of the Global Hub.

A weekly report is provided from the Campus Principal or Designated Safeguarding Lead (DSL) to the Campus Support Team (Pastoral Care) and Regional Principal (RP) to summarise the number of new cases, number of cases closed for monitoring, number of cases closed with no further action, total number of active cases, and number of cases referred to external agencies (all by category). The report will enable the Campus Support Team member and RP to ensure policy, procedure and case management timelines are kept to, and to find opportunities for continuous improvement. Weekly summary reports are aggregated and structured to prevent the identification of individual students, families, or staff, particularly in low volume campuses or sensitive case categories.

CPOMS records will be audited by the CP at least quarterly, and RDS at least annually, as a means to continuously improve the quality of case reporting, management and record keeping. Records of all audits and actions will be held in leadership evidence files.

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19. POLICY IMPLEMENTATION

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 Child Safety and Wellbeing Policy is published on the School's website. It is provided to new staff, volunteers and contractors at their induction or prior to them commencing their work at the School.

All staff and volunteers are required to read and sign the Child Safety Code of Conduct.

The School also communicates child safety to students through classroom discussions, student wellbeing programs, assemblies, age-appropriate learning activities, and regular reminders from staff and School leadership.

20. EMBEDDING A CULTURE OF CHILD SAFETY: OUR CHILD SAFE PROGRAM

The Child Safe Program relates to all aspects of child safety, wellbeing, and protecting children, young and students aged 18 or over from abuse and other harm. It establishes work systems, practices, policies and procedures to create and maintain a child safe environment and culture at the School. It includes:

- The Child Safety Code of Conduct
- Clear information about what is abuse and other harm and associated key indicators of abuse and other harm
- Clear procedures for responding to and reporting child safety incidents or concerns internally, and for responding to incidents or allegations of abuse or other harm, that are consistent with the PROTECT 4 Critical Actions to identify and respond to child abuse
- Strategies to support, encourage and enable staff, volunteers, contractors, parents/guardians and students to understand, identify, discuss and report child safety matters
- Procedures for recruiting and screening staff, volunteers and contractors
- Procedures for reporting to external agencies (including mandatory reporting to DFFH Child Protection, reporting Reportable Conduct to the Social Services Regulator and reporting sexual offences against children to Victoria Police), that are consistent with PROTECT 4 Critical Actions to identify and respond to child abuse
- Pastoral care strategies designed to empower students and keep them safe

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- Strategies to support and encourage the participating and inclusion of ATSI students, students from culturally and linguistically diverse backgrounds, students with disability and other vulnerable students
- Child safety training
- Information regarding the steps to take after disclosure of abuse or other harm to protect, support and assist students
- Guidelines with respect to record keeping and confidentiality
- A system for continuous review and improvement.

21. ADDITIONAL CHILD SAFE RESPONSIBILITIESS AT THE SCHOOL

Child safety and wellbeing is everyone's responsibility. Specific responsibilitiess are outlined below.

State Board

The State Board is responsible for:

- Approving and reviewing the School's child safe policies and procedures required for registration as a non-government school, including those required for compliance with MO 1359.
- Ensuring that the School has and implements processes to comply with its child safe legal and regulatory obligations
- Ensuring the School has appropriate resources to effectively implement the Child Safe Standards and MO 1359; and
- Championing and promoting a child safe culture within the School

Child Protection Governance Committee

OneSchool Global has a Child Protection Governance Committee at the regional and campus level. The committees meet monthly and hav a standing agenda to discuss the records kept on CPOMS, active case reviews, thematic trends, lessons learned, compliance and governance reporting. The Regional Child Protection Governance Committee also provide actions for the region and campuses.

Regional Principal

- Support the Campus Principal if complex child safety cases are escalated for advice

- Ensure the Child Safety and Wellbeing Policy operates effectively under leadership from the Campus Principal.
- Provide audit reports and feedback to the Campus Principal about quality of child protection arrangements.
- Support the Campus Principal advice is required, however this does not replace the requirement of reporting to relevant authorities.
- Act as the Head of Organisation in the context of the Reportable Conduct Scheme and notify the the Social Services Regulator of reportable allegations and investigate these allegations.

Campus Principal

The 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 meetings
- 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

School Leadership Team

Our School Leadership Team (comprising the Regional 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.

The Regional Principal 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

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- 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.
- 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
- annually review the School's child safe practices and all requirements covered within Ministerial order 1359

School staff and volunteers

All school staff and volunteers will:

- participate in child safety and wellbeing induction Regional Induction Orientation
- complete annual training provided by the Department of Education and Training, Protecting Children - Mandatory Reporting and Other Obligations Non-Government Schools - Mandatory Reporting and Other Obligations (staff requirement only)
- 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
- 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)
- 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.

In addition, staff will champion and model child safety and wellbeing in the following ways:

- Regular reminders in Homeroom sessions that students should report any concerns in any of the following ways that are available to them.
    - Report to a teacher or staff members
    - Report to the Campus Principal
    - Report to the Campus Support Team (Pastoral)
- Use the anonymous Report It function on Canvas (Learning Management system)
    - Complaints & Grievances form (available to all staff, students, volunteers, contractors)
    - Staff annually trained in the use of CPOMS
    - Annual mandatory reporting refresher
    - Mental Health First Aid course completed by nominated staff
    - Student & staff attendance at School led OSGAware Program
    - Volunteer Child Protection and Safeguarding webinar

Contractors

All contractors are responsible for contributing to the safety and protection of students in the School environment. To meet these obligations all contractors:

- must comply with the Child Safety and Wellbeing Policy and Child Safe Code of Conduct.
- Be aware of key indicators of abuse and other harm
- Understand their legal obligations with respect to the reporting of abuse and other harm
- Raise all child safety concern with their school contact

Campus Support Team (Pastoral Care)

The Campus Support Team will:

- champion and promote a child safe culture with the broader school community
- support and challenge the Campus Principal to ensure policy and procedure are applied effectively
- participate in the Campus Child Protection Committee.

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Designated Safeguarding/Child Protection Lead (DSL)

The key responsibilitiess of the DSL include:

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

22. REVIEW OF CHILD SAFETY PRACTICES

OneSchool Global Victoria is committed to the continuous improvement of its child safe policies, procedures and practices. The School reviews the policies and procedures required for compliance with MO 1359 and the Child Safe Standards annually (or earlier if a significant child safety incident occurs at the School 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 School:

- Analyse any complaints, concerns and child safety incidents that may have occurred
- Communicates any learnings, adjustments or amendments to policy and practice widely throughout the School community

23. LEGISLATION

Ministerial Order 1359: Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises

Children, Youth and Families Act 2005 (Vic)

Child Wellbeing and Safety Act 2005 (Vic)

Crimes Act 1958 (Vic)

Education and Training Reform Act 2006 (Vic)

Education and Training Reform Regulations 2017 (Vic)

Equal Opportunity Act 2010 (Vic)

Privacy Act 1998 (Cth)

Public Records Act 1973 (Vic)

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Worker Screening Act 2020 (Vic)

24. VERSION CONTROL

Document Code	Date	Version No.	Nature of change
POL_VIC_HSW_Child Safety and Wellbeing	04/2024	V1.0	Policy created
POL_VIC_HSW_Child Safety and Wellbeing	05/2025	V2.0	Review and update
POL_VIC_OP_Child Safety and Wellbeing Policy_V3.0	09/2026	V3.0	New OSG policy template. Remove reference to the Child Safe Schools Policy as the requirements are addressed herein. Policy was reviewed to align with the 11 Child Safe Standards. New section 19, 20, 21. Remove Communications section as details are embedded in other parts of policy. Review frequency amended to 2-year cycle to align with Ministerial Order 1369 requirements.