

CHILD SAFETY AND WELLBEING POLICY

Help for non-English speakers

If you need help to understand the information in this policy, please contact Keysborough Secondary College.
Phone 03 9798 1877 – Acacia Campus or 03 9546 4144 – Banksia Campus or email at:
keysborough.sc@education.vic.gov.au

This policy provides an overview of our school's approach to implementing [Ministerial Order 1359](#) (PDF, 363KB)

sets out how the Victorian Child Safe Standards apply in school environments. _____ which

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.

SCOPE

This policy:

- applies to all College staff, volunteers and contractors whether or not they work in direct contact with students. It also applies to school council members where indicated.
- 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
- should be read together with our other child safety and wellbeing policies, procedures, and codes – refer to the related school policies section below.

DEFINITIONS

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

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

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.

College Council

In performing the functions and powers given to them under the *Education and Training Reform Act 2006*, College council members will:

- champion and promote a child safe culture with the broader school community

- ensure that child safety is a regular agenda item at school council

- undertake annual training on child safety, such as the [Child Safe Standards School Council Training PowerPoint](#).

- approve updates to, and act in accordance with the Child Safety Code of Conduct to the extent that it applies to school council employees and members

- when hiring College Council employees, ensure that selection, supervision, and management practices are child safe (At Keysborough Secondary College, College Council employment duties are delegated to the College Principal who is bound by this policy).

Specific staff child safety responsibilities

Keysborough Secondary College has nominated a child safety champion, the 'Assistant Principal – Wellbeing' on each campus, to support the College Principal to implement our child safety policies and practices(b)-6.1 (e)-9.39 (e)3 (ge)Detgeetged.8 (e)

The Keysborough Secondary College *Supervision and Yard Duty Policy* outlines supervision processes and requirements with a focus on child safety

Yard duty staff are trained to actively patrol the school grounds, paying particular attention to secluded areas that have been identified as high risk including the oval and secluded sections of the College to identify and mitigate risks in the physical school environment without compromising a child or student's right to privacy, access to information, social connections and learning opportunities, including our *Child Safety and Wellbeing Policy* and the *Child Safety Code of Conduct*

Keysborough Secondary College specific settings with additional risk include:

child, we will listen to the complainant's account and take them seriously, check our understanding of the complaint,

*Bullying Prevention Policy
Inclusion and Diversity Policy*

Keysborough Secondary College also implements:

[Resilience, Rights and Respectful Relationships and Building Respectful Relationships teaching and learning materials](#)

[Respectful Relationships whole school approach](#)

SUITABLE STAFF AND VOLUNTEERS

At Keysborough Secondary College, 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 recruiting staff, we follow the Department of Education's recruitment policies and guidelines, available on the Policy and Advisory Library (PAL) at:

[Recruitment in Schools](#)

[Suitability for Employment Checks](#)

[School Council Employment](#)

[Contractor OHS Management.](#)

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

sight, verify and record the person's Working with Children clearance (WWCC); using

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, proc

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

COMMUNICATION

This policy will be communicated to our College community in the following ways:

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 nmu2 Tw 0.253 0 7iC6BcpMIs r0Q(1

Visitors Policy
Volunteers Policy
Wellbeing and Engagement Policy
Working with Children Clearance Policy

Related Department of Education policies

[Bullying Prevention and Response Policy](#)
[Child and Family Violence Information Sharing Schemes](#)
[Complaints Policy](#)
[Contractor OHS Management Policy](#)
[Digital Learning in Schools Policy](#)
[Family Violence Support](#)
[Protecting Children: Reporting Obligations Policy](#)
[Policy and Guidelines for Recruitment in Schools](#)
[Reportable Conduct Policy](#)
[Student Wellbeing and Engagement Policy](#)
[Supervision of Students Policy](#)
[Visitors in Schools Policy](#)
[Volunteers in Schools Policy](#)
[Working with Children and other Suitability Checks for School Volunteers and Visitors](#)

Other related documents

[Identifying and Responding to All Forms of Abuse in Victorian Schools](#)
[Four Critical Actions for Schools](#)
[Identifying and Responding to Student Sexual Offending](#)
[Four Critical Actions for Schools: Responding to Student Sexual Offending](#)
[Protecting children from abuse: for Parents and Carers](#)
[Recording your actions: Responding to suspected child abuse – A template for Victorian schools](#)
[Child Safe Standards CCYP](#)
[VRQA Child Safe Regulations](#)

Related legislation

[The Victorian Charter of Human Rights and Responsibilities Act 2006 \(Vic\)](#)
[Education and Training Reform Act 2006](#)
[Education and Training Reform Regulations 2017](#)
[Ministerial Order No. 1359](#)
[Working with Children Act 2005](#)
[Child Wellbeing and Safety Amendment \(Child Safe Standards\) Bill 2015](#)

POLICY STATUS AND REVIEW

The 'Accountabilities Assistant Principal' is responsible for reviewing and updating the Child Safety and Wellbeing Policy at least every two years. The review will include input from students, College Council, College Leadership and the Keysborough Secondary College community.

APPROVAL AND REVIEW

Policy last reviewed

March 2024