

**ST FRANCIS OF ASSISI PARISH PRIMARY SCHOOL**



**St Francis of Assisi  
PARISH PRIMARY SCHOOL**

# **Child Safety Policy**

**4/4/2019**

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## 1. Introduction

Protection for children and young people is based upon the belief that each person is made in the image and likeness of God and that the inherent dignity of all should be recognised and fostered.

Catholic schools are entrusted with the holistic education of the child, in partnership with parents, guardians and caregivers, who are the primary educators of their children. Catholic school staff therefore have a duty of care to students to take reasonable care to avoid acts or omissions that they can reasonably foresee would be likely to result in harm or injury to the student, and to work for the positive wellbeing of the child

In Victoria, a joint protocol, [Protect: Identifying and Responding to All Forms of Abuse in Victorian Schools](#), involving the Victorian Department of Education and Training (DET), the Catholic Education Commission of Victoria Ltd (CECV) and Independent Schools Victoria (ISV) exists to protect the safety and wellbeing of children and young people.

DET has also produced [Four Critical Actions for Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse](#) and [Protect: Responding to Suspected Child Abuse: A Template for all Victorian Schools](#), both of which are referred to in the joint protocol. (CEVN Policy 2.19)

All teachers, other school staff members, volunteers, contractors, other service providers, parish priests, and canonical and religious order administrators of Catholic schools within Victoria must understand and abide by the professional, moral and legal obligations to implement child protection and child safety policies, protocols and practices.

### Mission Statement

We encourage open communication between children, teachers and parents to foster understanding, patience, trust, forgiveness and loving concern.

We will foster self-discipline, respect for self and others, and responsible decision making.

We will aim to stimulate and encourage the children's growth in the development of their full potential.

As professional educators we realise our responsibility to expand the knowledge and understanding of parents in current educational trends, new programs in schools, developments, techniques, procedures and teacher expectations. The forum by which this responsibility may be undertaken would include Information Nights, Newsletters and Open Days.

As staff members we will foster and encourage professional development. Through friendship, support and recreational activities we will strive to create a confident and positive outlook for each individual.

We at St. Francis of Assisi, are committed to the continual faith development of our children. We aim to build and develop knowledge and awareness of the Catholic Faith by strengthening and deepening relationships with their family, school, community and Church.

At St. Francis of Assisi Parish Primary School we hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our school. Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the gospel ([CECV Commitment Statement to Child Safety](#)).

Our [Educational Philosophy](#) reflects that we believe that all children have the right to learn and grow spiritually, physically, intellectually, emotionally and socially in a safe, nurturing environment. Here in the St Francis of Assisi School Community we strive to work together, fostering respect and justice for all in a challenging, positive, safe and stimulating environment.

The person of each individual human being, in his or her material and spiritual needs, is at the heart of Christ's teaching: that is why the promotion of the human person is the goal of the Catholic school (Congregation for Catholic Education 1997, n. 9).

## 2. Purpose of the Policy

The purpose of this policy is to demonstrate the strong commitment of St. Francis of Assisi Parish Primary School to the care, safety and wellbeing of all students at our school. It provides an outline of the policies, procedures and strategies developed to keep students safe from harm, including all forms of abuse in our school environment, on campus, online and in other locations provided by the school.

This policy is designed to enable all those connected with St Francis of Assisi Primary School to understand and comply with the relevant legislative requirements and regulatory guidelines as set out in [Ministerial Order No. 870](#) & Victorian Child Safe Standards. In particular it addresses Standard 5 of the Victorian Child Safe Standards: processes for responding to and reporting suspected child abuse. It outlines the actions required when there is a reasonable belief that a child is in the need of protection or a criminal offence has been committed.

This policy applies to all school staff, including school employees, volunteers, contractors and clergy.

## 3. Principles

Catholic schools have a moral, legal and mission-driven responsibility to create nurturing school environments where children and young people are respected, their voices are heard and they are safe and feel safe ([CECV Commitment Statement to Child Safety](#)).

**The following principles underpin our commitment to child safety at St. Francis of Assisi Parish Primary School:**

- All students deserve, as a fundamental right, safety and protection from all forms of abuse and neglect.

- Our school works in partnership with families and the community to ensure that they are engaged in decision-making processes, particularly those that have an impact on child safety and protection.
- All students have the right to a thorough and systematic education in all aspects of personal safety, in partnership with their parents/guardians/caregivers.
- All adults in our school, including teaching and non-teaching staff, clergy, volunteers, and contractors, have a responsibility to care for children and young people, to positively promote their wellbeing and to protect them from any kind of harm or abuse.
- The policies, guidelines and codes of conduct for the care, wellbeing and protection of students are based on honest, respectful and trusting relationships between adults and children and young people.
- Policies and practices demonstrate compliance with legislative requirements and cooperation with the Church, governments, the police and human services agencies.
- All persons involved in situations where harm is suspected or disclosed must be treated with sensitivity, dignity and respect.
- Staff, clergy, volunteers, contractors, parents and students should feel free to raise concerns about child safety, knowing these will be taken seriously by school leadership.
- Appropriate confidentiality will be maintained, with information being provided to those who have a right or a need to be informed, either legally or pastorally.

#### 4. Definitions used in this Policy

**Child:** A child or a young person enrolled as a student at the school.

**Child abuse** includes:

- (a) any act committed against a child involving:
  - (i) a sexual offence
  - (ii) an offence under section 49B(2) of the **Crimes Act 1958** (grooming)
- (b) the infliction, on a child, of:
  - (i) physical violence
  - (ii) serious emotional or psychological harm
- (c) serious neglect of a child. ([Ministerial Order No. 870](#))

**Child safety** encompasses matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to incidents or allegations of child abuse. ([Ministerial Order No. 870](#))

**Child neglect:** The failure by a parent or caregiver to provide a child (where they are in a position to do so) with the conditions that are culturally accepted as being essential for their physical and emotional development and wellbeing. ([Safe Schools Hub](#))

**Child physical abuse:** Generally, child physical abuse refers to the non-accidental use of physical force against a child that results in harm to the child. Physically abusive behaviours include shoving, hitting, slapping, shaking, throwing, punching, kicking, biting, burning, strangling and poisoning. The fabrication or induction of an illness by a parent or carer (previously known as Munchausen syndrome by proxy) is also considered physically abusive behaviour. ([Safe Schools Hub](#))

**Child protection:** Statutory services designed to protect children who are at risk of serious harm. ([Safe Schools Hub](#))

**Child sexual abuse:** Any sexual activity between a child under the age of consent (16) and an adult or older person (i.e. a person five or more years older than the victim) is child sexual abuse.

Child sexual abuse can also be:

- any sexual behaviour between a child and an adult in a position of power or authority over them (e.g. a teacher); the age of consent laws do not apply in such instances due to the strong imbalance of power that exists between young people and authority figures, as well as the breaching of both personal and public trust that occurs when professional boundaries are violated
- any sexual behaviour between a child and an adult family member, regardless of issues of consent, equality or coercion
- sexual activity between peers that is non-consensual or involves the use of power or coercion
- non-consensual sexual activity between minors (e.g. a 14-year-old and an 11-year-old), or any sexual behaviour between a child and another child or adolescent who, due to their age or stage of development, is in a position of power, trust or responsibility over the victim. Sexual activity between adolescents at a similar developmental level is not considered abuse. ([Safe Schools Hub](#))

**Emotional or psychological Harm (Serious):** Abuse may occur when a child is repeatedly rejected, isolated or frightened by threats or the witnessing of family violence. It also includes hostility, derogatory name-calling and put-downs, or persistent coldness from a person to the extent where the behaviour of a child is disturbed or their emotional development is at serious risk of being impaired.

**Failure to disclose:** Any school staff member who forms a reasonable belief that a sexual offence has been committed in Victoria by an adult against a child under 16 must disclose that information to Victoria Police.

Failure to disclose the information to Victoria Police is a criminal offence under section 327 of the Crimes Act 1958 (Vic.) and applies to all adults (18 years and over) in Victoria, not just professionals who work with children.

**Failure to protect:** Any school staff member in a position of authority who has the power or responsibility to remove risk, and becomes aware that an adult associated with their organisation (such as an employee, contractor, volunteer, sport coach or visitor) poses a risk of sexual abuse to a child under 16 who is in the care or supervision of the organisation, must take all reasonable steps to reduce or remove that risk

**Family Violence:** Family violence is defined under the Family Violence Protection Act 2008 (Vic.) to include behaviour that causes a child to hear, witness or be exposed to the effects of family violence such as abusive, threatening, controlling or coercive behaviour.

**Grooming:** Grooming refers to predatory conduct undertaken by an adult (18 years or over) to prepare a child for sexual activity at a later time. It is a sexual offence under section 49M of the *Crimes Act 1958* (Vic). Under section 49M, the adult's words or conduct must be intended to facilitate the child engaging a sexual offence by the adult or another adult. (CEVN Child Safe Policy 2.19)

**Mandatory Reporting:** The legal requirement under the Children, Youth and Families Act 2005 (Vic). to protect children from harm relating to physical, psychological or sexual abuse. Under the Act, persons mandated to report abuse include teachers, nurses, police, psychologists, psychiatrists and medical practitioners. ([Safe Schools Hub](#)) (CEVN Policy 2.19)

If, in the course of carrying out their duties, a mandatory reporter forms a reasonable belief that a child is in need of protection from physical injury or sexual abuse, and that the child's parents are unwilling or unable to protect the child, they must report that belief to Department of Health and Human Services (DHHS) Child Protection and/or Victoria Police.

**Reasonable Belief:** When staff are concerned about the safety and wellbeing of a child or young person, they must assess that concern to determine if a report should be made to the relevant agency. This process of considering all relevant information and observations is known as forming a 'reasonable belief'. A 'reasonable belief' or a 'belief on reasonable grounds' is not the same as having proof but is more than mere rumour or speculation. A 'reasonable belief' is formed if a reasonable person in the same position would have formed the belief on the same grounds.

**Reportable Conduct:** Is defined under the Child Wellbeing and Safety Act 2005 (Vic) as a sexual offence, sexual misconduct, physical violence committed against, with or in the presence of a child, behaviour causing significant emotional or psychological harm to a child, or significant neglect to a child. The reportable conduct legislation requires schools to notify the Commission for Children and Young People if an allegation of reportable conduct is made against one of their employees.

**School environment** means any physical or virtual place made available or authorised by the school governing authority for use by a child during or outside school hours, including:

- (a) a campus of the school
- (b) online school environments (including email and intranet systems)
- (c) other locations provided by the school for a child's use (including, without limitation, locations used for school camps, sporting events, excursions, competitions, and other events). ([Ministerial Order No. 870](#))

**School staff** means an individual working in a school environment who is:

- (a) directly engaged or employed by a school governing authority
- (b) a volunteer or a contracted service provider (whether or not a body corporate or any other person is an intermediary)
- (c) a minister of religion. ([Ministerial Order No. 870](#))

## 5. Policy Commitments

All students enrolled at St. Francis of Assisi Parish Primary School have the right to feel safe and be safe. The wellbeing of children in our care will always be our first priority and we do not and will not tolerate child abuse. We aim to create a child-safe and child-friendly environment where children are free to enjoy life to the full without any concern for their safety. There is particular attention paid to the most vulnerable children, including Aboriginal and Torres Strait Islander children, children from culturally and/or linguistically diverse backgrounds, and children with a disability.

### **Our commitment to our students**

- (a) We commit to the safety and wellbeing of all children and young people enrolled in our school.
- (b) We commit to providing children and young people with positive and nurturing experiences.
- (c) We commit to listening to children and young people and empowering them by taking their views seriously, and addressing any concerns that they raise with us.
- (d) We commit to taking action to ensure that children and young people are protected from abuse or harm.
- (e) We commit to teaching children and young people the necessary skills and knowledge to understand and maintain their personal safety and wellbeing.
- (f) We commit to seeking input and feedback from students regarding the creation of a safe school environment.

### **Our commitment to parents and carers**

- (a) We commit to communicating honestly and openly with parents and carers about the wellbeing and safety of their children.
- (b) We commit to engaging with, and listening to, the views of parents and carers about our child-safety practice, policies and procedures.
- (c) We commit to transparency in our decision-making with parents and carers where it will not compromise the safety of children or young people.
- (d) We commit to acknowledging the cultural diversity of students and families, and being sensitive to how this may impact on student safety issues.
- (e) We commit to continuously reviewing and improving our systems to protect children from abuse.

### **Our commitment to our school staff (school employees, volunteers, contractors and clergy)**

- (a) We commit to providing all St. Francis of Assisi Parish Primary School staff with the necessary support to enable them to fulfil their roles. This will include regular and appropriate learning opportunities.
- (b) We commit to providing regular opportunities to clarify and confirm policy and procedures in relation to child safety and young people's protection and wellbeing. This will include annual training in the principles and intent of the Child Safety Policy and Child Safety Code of Conduct, and staff responsibilities to report concerns.
- (c) We commit to listening to all concerns voiced by St. Francis of Assisi Parish Primary School staff, clergy, volunteers, and contractors about keeping children and young people safe from harm.
- (d) We commit to providing opportunities for St. Francis of Assisi Parish Primary School employees, volunteers, contractors and clergy to receive formal debriefing and counselling arising from incidents of the abuse of a child or young person.

## **6. Responsibilities and Organisational Arrangements**

Everyone employed or volunteering at St. Francis of Assisi Parish Primary School has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all they do and every decision they make. ([CECV Commitment Statement to Child Safety](#))

There are Four Critical Actions which must be taken when responding to and reporting a child protection incident, disclosure or suspicion:

1. Responding to an Emergency
2. Reporting to Authorities
3. Contacting Parents/Carers
4. Providing Ongoing Support.

These 4 pillars of action are outlined in App 1

The school has allocated roles and responsibilities for child safety as follows.

### **6.1 Guide to Responsibilities of School Leadership**

The principal, the school governing authority and school leaders at St. Francis of Assisi Parish Primary School recognise their particular responsibility to ensure the development of preventative and proactive strategies that promote a culture of openness, awareness of and shared responsibility for child safety. Responsibilities include:

- creating an environment for children and young people to be safe and to feel safe
- upholding high principles and standards for all staff, clergy, volunteers, and contractors

- promoting models of behaviour between adults and children and young people based on mutual respect and consideration
- ensuring thorough and rigorous practices are applied in the recruitment, screening and ongoing professional learning of staff
- ensuring that school personnel have regular and appropriate learning to develop their knowledge of, openness to and ability to address child safety matters
- providing regular opportunities to clarify and confirm legislative obligations, policy and procedures in relation to child and young people’s protection and wellbeing
- ensuring the school meets the specific requirements of the Victorian Child Safe Standards as set out in [Ministerial Order No. 870](#).

## 6.2 Guide to Responsibilities of School Staff

Responsibilities of school staff (school employees, volunteers, contractors and clergy) include:

- treating children and young people with dignity and respect, acting with propriety, providing a duty of care, and protecting children and young people in their care
- following the legislative and internal school processes in the course of their work, if they form a reasonable belief that a child or young person has been or is being abused or neglected
- providing a physically and psychologically safe environment where the wellbeing of children and young people is nurtured
- undertaking regular training and education in order to understand their individual responsibilities in relation to child safety and the wellbeing of children and young people
- assisting children and young people to develop positive, responsible and caring attitudes and behaviours which recognise the rights of all people to be safe and free from abuse
- follow the school’s Child Safety Code of Conduct.

## 6.3 Organisational Arrangements

At St Francis of Assisi Parish Primary School we have a Child Safety Leader, who is the Student Wellbeing Leader of the school. The Student Wellbeing Leader is employed in a full-time capacity at St Francis of Assisi and meets with the Learning and Teaching Team (Leadership Team) on a weekly basis. We also have a psychologist from NIRODAH who works on the school premises. The Student Wellbeing Leader’s role includes the implementation of specific programs for the wellbeing of children, such as Social and Emotional Learning Programs. The Student Wellbeing Leader meets with the Special Education Leader, Principal and Deputy Principal to discuss at risk students who have been identified through the school’s referral process. We also have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.

## 7. Expectation of our School Staff – Child Safety Code of Conduct

At St. Francis of Assisi Parish Primary School community, we expect school employees, volunteers, contractors and clergy to proactively ensure the safety of students at all times and to take

appropriate action if there are concerns about the safety of any child at the school. All school staff must remain familiar with the relevant laws, the code of conduct, and policies and procedures in relation to child protection and to comply with all requirements. We have developed a [Child Safety Code of Conduct](#), which recognises the critical role that school staff play in protecting the students in our care and establishes clear expectations of school employees, volunteers, contractors and clergy for appropriate behaviour with children in order to safeguard them against abuse and or neglect.

Our Code also protects school staff through clarification of acceptable and unacceptable behaviour.

## 8. Student Safety and Participation

At St. Francis of Assisi Parish Primary School, we actively encourage all students to openly express their views and feel comfortable about giving voice to the things that are important to them.

We teach students about what they can do if they feel unsafe and enable them to understand, identify, discuss and report on child safety. We listen to and act on any concerns students, or their parents or carers, raise with us.

St Francis of Assisi Parish Primary School values student voice through its student leadership structures. There is also a Prep-Year 6 Buddy system throughout the school where child safety initiatives are practised at specific times throughout the year. St Francis of Assisi utilizes a raft of procedural frameworks to promote child safety such as the 'Be You' wellbeing online platform, Program Achieve curriculum framework and the Daniel Morcombe Child Safety curriculum schema. We also have a school-wide positive behaviour policy which is based on Restorative Practices. Our curriculum also includes drug education, Cyber safety, and life education through Open Doors family evenings. Our parents are informed of wellbeing initiatives and activities within the school via the school newsletter, school app and school website.

(Refer to: St. Francis of Assisi Parish Primary School Wellbeing Policy and Mandatory Reporting Policy)

## 9. Reporting and Responding

Our school records any child safety complaints, disclosures or breaches of the Child Safety Code of Conduct, and stores the records in accordance with security and privacy requirements. Our school complies with legal obligations that relate to managing the risk of child abuse under the *Children, Youth and Families Act 2005* (Vic.), the *Crimes Act 1958* (Vic.) and the recommendations of the [Betrayal of Trust](#) report.

In response to the Betrayal of Trust report, three new criminal offences have been introduced under the *Crimes Act 1958* (Vic).

- Failure to disclose offence, which requires adults to report to Victoria Police a reasonable belief that a sexual offence has been committed against a child.

- Failure to protect offence, which applies to people in positions of authority within organisations, who knew of a risk of child sexual abuse by someone in the organisation and failed to reduce or remove the risk.
- Grooming offence, which targets communication with a child or their parents with the intent of committing child sexual abuse.

Child protection reporting obligations fall under separate pieces of legislation with differing reporting requirements.

Our school’s Student Wellbeing Policy updated on 04/04/2019, sets out the actions required under the relevant legislation when there is a reasonable belief that a child at our school is in need of protection or a criminal offence has been committed, and provides guidance and procedures on how to make a report.

Our policy assists staff, volunteers and families to:

- identify the indicators of a child or young person who may be in need of protection
- understand how a ‘reasonable belief’ is formed
- make a report of a child or young person who may be in need of protection
- comply with Mandatory Reporting obligations under child protection law and their legal obligations relating to criminal child abuse and grooming under criminal law.

Our school has also established internal processes to ensure that appropriate action is taken to respond to concerns about the wellbeing and/or safety of a student.

Staff are aware of reportable child safety issues and processes for Identifying and Responding to all forms of Child Abuse Identifying and Responding to All Forms of Abuse and documentation for Responding to Suspected Child Abuse to be followed through the required completion of the Mandatory Reporting on-line PD which takes place yearly. The first point of call in the process is to the Principal, Deputy Principal, Student Wellbeing Leader or directly through the, ‘Four critical actions for schools: Responding to incidents, disclosures and suspicions of child abuse’ (App 1).

### **How to make a mandatory report**

The table below describes the information to include when making a **mandatory report** about child abuse or child protection concerns. If a child is at immediate risk of harm, contact Victoria Police immediately.

## Making a Mandatory Report

Step	Description
<b>1. Keep Notes</b>	<p>Keep comprehensive notes that are dated and include the following information:</p> <ul style="list-style-type: none"><li>● a description of the concerns (e.g. physical injuries, student behaviour)</li><li>● the source of those concerns (e.g. observation, report from child or another person)</li><li>● the actions taken as a result of the concerns (e.g. consultation with the principal, report to DHHS Child Protection, etc.).</li></ul> <p>Schools can use the template provided in <a href="#"><i>Protect: Responding to Suspected Child Abuse: A Template for all Victorian Schools</i></a> to record their notes.</p>
<b>2. Discuss Concerns</b>	<p>Due to the complexity of child abuse incidents, disclosures and suspicions, it is recommended that concerns and observations regarding suspected physical or sexual abuse of a child are discussed with the principal or a member of the Leadership Team and/or Catholic Education Melbourne’s Student Wellbeing Information Line.</p> <p>This is not a legal requirement; however, it will help to ensure support is provided to all involved in matters of this nature. The confidentiality of these discussions must be maintained.</p>

	<p>You should then make your own assessment about whether you are required to make a report about the child or young person and to whom the report should be made.</p> <p><b>It is important to remember that the duty to report abuse or suspicions of abuse exists even if the principal, member of the Leadership Team or a representative of Catholic Education Melbourne advises you not to proceed with reporting suspected abuse.</b></p>
<p><b>3. Gather and document information</b></p>	<p>Gather the relevant information necessary to make the report. This should include the following:</p> <ul style="list-style-type: none"> <li>● full name, date of birth and residential address of the child or young person</li> <li>● details of the concerns and the reasons for those concerns</li> <li>● your involvement with the child or young person</li> <li>● details of any other agencies which may be involved with the child or young person.</li> </ul> <p>This information should be collected and documented using <a href="#"><u>Protect: Responding to Suspected Child Abuse: A Template for all Victorian Schools</u></a>. The template is to be used to record as much information as possible to provide when you make your report to either Victoria Police or DHHS Child Protection.</p> <p>It is critical that completing the template does not impact on reporting times – <b>if a child is in immediate danger, school staff need to report the matter to Victoria Police immediately.</b></p>

#### 4. Make the Report

To report concerns which are life-threatening, phone 000 or the local police station.

Where the source of the abuse comes from **within the school**, that is, the suspected or alleged abuse involves a school staff member, volunteer, allied health practitioner, officer/office holder, contractor or visitor at the school:

- contact Victoria Police, who will contact DHHS Child Protection when appropriate
- report internally to:
  - the principal, or the Leadership Team if the principal is involved in the allegation
  - Catholic Education Melbourne's Student Wellbeing Information Line (9267 0228).

Where the source of the suspected or alleged abuse comes from **within the child's family or community**, you must:

- report sexual abuse and grooming to Victoria Police
- report the matter to [DHHS Child Protection](#) if you consider the child to be in need of protection due to child abuse, or that they have been, are being or are at risk of being harmed due to any form of abuse, including family violence. If after hours, call the **Child Protection Emergency Service on 13 12 78**
- report internally to:
  - the principal, or a member of the Leadership Team if the principal is unavailable
  - Catholic Education Melbourne's Student Wellbeing Information Line (9267 0228).

<p><b>5. Document written records of report</b></p>	<p>Make a written record of the report, including the following information:</p> <ul style="list-style-type: none"> <li>● the date and time of the report and a summary of what was reported</li> <li>● the name and position of the person who made the report and the person who received the report.</li> </ul> <p>The information initially recorded in <i><a href="#">Protect: Responding to Suspected Child Abuse: A Template for all Victorian Schools</a></i> and any additional information provided to either Victoria Police or DHHS Child Protection are to be stored securely and maintained <b>indefinitely</b> by the school to ensure that records are accessible upon request by external authorities investigating the matter.</p>
<p><b>6. Additional steps for overseas students</b></p>	<p>Where a child protection incident, disclosure or suspicion involves an international student at the school and the school has issued a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter for that student (thereby assuming responsibility for the child’s accommodation, support and general welfare), the school will also need to contact the Victorian Registration and Qualifications Authority (VRQA).</p>

Our complaints and disclosure processes are in accordance with CEVN Child Safety Policy 2.19 <https://cevn.cecv.catholic.edu.au/child-safety/child-safe-standard-5.htm> and are outlined in the following policies and procedures:

[Student Wellbeing Policy \(contains our Behaviour Management Policy\)](#)

[Child Protection Reporting Obligations Policy and Procedures](#)

[Code of Conduct Policy](#)

[eLearning Policy](#)

## 10. Screening and Recruitment of School Staff

St Francis of Assisi Parish Primary School will apply thorough and rigorous screening processes in the recruitment of employees and volunteers involved in child-connected work. Our commitment to child safety and our screening requirements are included in all advertisements for such employee, contractor and volunteer positions, and all applicants are provided with copies of the school's Child Safety Code of Conduct and the Child Safety Policy.

When recruiting and selecting employees, contractors and volunteers involved in child-connected work, we make all reasonable efforts to:

- confirm the applicant's Working with Children Check and National Police Check status and/or professional registration (as relevant)
- obtain proof of personal identity and any professional or other qualifications
- verify the applicant's history of work involving children
- obtain references that address the applicant's suitability for the job and working with children.

We have processes for monitoring and assessing the continuing suitability of school staff to work with children, including regular reviews of the status of Working with Children Checks and staff professional registration requirements such as Victorian Institute of Teaching (VIT) registration.

## 11. Child Safety – Education and Training for School Staff

St Francis of Assisi Parish Primary School provides employees, volunteers and clergy with regular and appropriate opportunities to develop their knowledge of, openness to and ability to address child safety matters. This includes induction, ongoing training and professional learning to ensure that everyone understands their professional and legal obligations and responsibilities, and the procedures for reporting suspicion of child abuse and neglect.

All staff are required to complete the online Mandatory Reporting Module and are guided through the staff handbook, where policies are explored explicitly around child safety. The Student Wellbeing Leader assists staff in clarification around Mandatory Reporting.

## 12. Risk Management

At St Francis of Assisi Parish Primary School we are committed to proactively and systematically identifying and assessing risks to student safety across our whole school environment, and reducing or eliminating (where possible) all potential sources of harm. We document, implement, monitor and periodically review our risk management strategies for child safety and ensure that the strategies change as needed and as new risks arise.

The appointed Student Wellbeing Leader informs staff about all relevant materials related to child safety. The flowchart, 'Responding to a possible Mandatory Reporting concern', as outlined in our [Child Protection – Reporting Obligations Policy and Procedures](#) provides staff with a guide when faced with a possible Mandatory Reporting concern.

### 13. Relevant Legislation

*Child protection reporting practices and procedural protocols are governed by a raft of legislation including:*

- *Children, Youth and Families Act 2005 (Vic.)*
- *Working with Children Act 2005 (Vic.)*
- *Education and Training Reform Act 2006 (Vic.)*
- *Equal Opportunity Act 2010 (Vic.)*
- *Privacy Act 1988 (Cth)*
- *Family Violence Protection Act 2008 (Vic.)*
- *Wrongs Act 1958 (Vic.)*
- *Crimes Act 1958 (Vic.)* – Three new criminal offences have been introduced under this Act:
  - a) **Failure to disclose offence**: Any adult who forms a reasonable belief that a sexual offence has been committed by an adult against a child under 16 has an obligation to report that information to police. Failure to disclose the information to police is a criminal offence.
  - b) **Failure to protect offence**: The offence will apply where there is a substantial risk that a child under the age of 16 under the care, supervision or authority of a relevant organisation will become a victim of a sexual offence committed by an adult associated with that organisation. A person in a position of authority in the organisation will commit the offence if they know of the risk of abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.
  - c) **Grooming offence**: This offence targets predatory conduct designed to facilitate later sexual activity with a child. Grooming can be conducted in person or online, for example via interaction through social media, web forums and emails.
  - d) **Reportable Conduct**: Is defined under the Child Wellbeing and Safety Act 2005 (Vic) as a sexual offence, sexual misconduct, physical violence committed against, with or in the presence of a child, behaviour causing significant emotional or psychological harm to a child, or significant neglect to a child. The reportable conduct legislation requires schools to notify the Commission for Children and Young People if an allegation of reportable conduct is made against one of their employees.

## 14. Related Policies

### 14.1 Catholic Education Melbourne Policies

- [Policy 2.2: Guidelines Relating to the Employment of Staff](#) (currently under review)
- [Policy 2.19: Child Protection – Reporting Obligations](#)
- [Policy 2.19a: School Guidelines –Police and DHHS Interview Protocols](#)
- Policy 2.20: Misconduct Policy (withdrawn and currently under review)
- [Policy 2.26: Pastoral Care of Students in Catholic Schools](#)(currently under review)

### 14.2 School Policies

- [Child Protection – Reporting Obligations](#)
- [Student Wellbeing Policy](#)
- [eLearning Policy](#)
- Responsible Use of Social Media Policy (currently in Draft format)
- Student Supervision Policy (currently in Draft format)
- Volunteer’s Policy (currently in Draft format)
- Grievance and Complaints Procedures (currently in Draft format)

## 15. Breach of Policy

Where an **employee** is suspected of breaching any obligation, duty or responsibility within this Policy, St Francis of Assisi Parish Primary School may start the process under clause 13 of the *Victorian Catholic Education Multi Enterprise Agreement 2013* (VCEMEA) for managing employment concerns. This may result in disciplinary consequences.

Where the **principal** is suspected of breaching any obligation, duty or responsibility within this policy, the concerned party is advised to contact the parish priest or the employer. Relevant notification should also be made to Catholic Education Melbourne (Office of Professional Conduct, Ethics and Investigation).

Where any **other member of the school community** is suspected of breaching any obligation, duty or responsibility within this policy, the school is to take appropriate action, including in accordance with Catholic Education Melbourne (Office of Professional Conduct, Ethics and Investigation).

## 16. Review of this Child Safety Policy

At St Francis of Assisi Parish Primary School we are committed to continuous improvement of our child safety systems and practices. We intend this policy to be a dynamic document that will be regularly reviewed to ensure it is working in practice and updated to accommodate changes in legislation or circumstance.

We will maintain a history of updates to the policy.

### History of Updates to Policy

Date	Comment (e.g. major review, minor review)
5/9/2018	Major review
4/4/2019	Minor review- update content in accordance with CEVN Policy 2.19

## 17. Appendix 1. Four Critical Actions for Schools

<https://cevn.cecv.catholic.edu.au/WorkArea/DownloadAsset.aspx?id=8589944702>

## 18. References

Catholic Education Commission of Victoria Ltd (CECV) 2016, [\*Commitment Statement to Child Safety: A safe and nurturing culture for all children and young people in Catholic schools.\*](#)

Catholic Education Commission of Victoria Ltd (CECV) 2013, [\*Victorian Catholic Education Multi Enterprise Agreement 2013\*](#), CECV.

Catholic Education Melbourne 2018, Child Protection Policy 2.19  
<https://www.cem.edu.au/About-Us/Policies/Child-Protection-Reporting-Obligations.aspx>

Congregation for Catholic Education 1997, [\*The Catholic School on the Threshold of the Third Millennium\*](#), Vatican.

Safe Schools Hub 2014, [\*National Safe Schools Framework Glossary\*](#), Australian Government Department of Education and Training.

State of Victoria 2016, [\*Child Safe Standards – Managing the Risk of Child Abuse in Schools: Ministerial Order No. 870\*](#), Education & Training Reform Act 2006, Victorian Government Gazette No. S2.

Victorian Government Department of Justice 2016, [\*Betrayal of Trust Implementation\*](#).