



Catholic College Sale

RESPONDING TO AND REPORTING CHILD SAFETY INCIDENTS OR CONCERNS POLICY

1.0 POLICY AUTHORITY

The Board of Catholic College Sale Limited ('the Board') governs the College. Based on the principle of subsidiarity and in keeping with the Board's Delegations Schedule, the Board delegates a broad range of duties, functions, powers and authority to the Principal of Catholic College Sale (CC Sale). This includes the effective implementation of this *Responding to and Reporting Child Safety Incidents or Concerns Policy* and the compliance obligations outlined herein.

2.0 INTRODUCTION

Protecting children and young people from harm is a shared responsibility between the family, schools, the general community, community agencies, professionals working with children, police and government. Each has a significant role to play in ensuring the safety and wellbeing of children and young people and in helping prevent harm from occurring.

Catholic College Sale has a mission-driven, moral and legal responsibility to provide a safe, inclusive and secure environment for students where their voices are heard and where every reasonable precaution is taken to protect them from all forms of abuse. Our College works in partnership with the community to ensure that we reduce or remove risks to the personal safety and wellbeing of our students and all children and young people.

A joint protocol 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. It is titled *PROTECT: Identifying and Responding to All Forms of Abuse in Victorian Schools (DET 2018)*. The PROTECT materials, which are updated in line with changed legislation, have guided the development of this policy and are referenced throughout.

3.0 PURPOSE

This policy assists CC Sale staff and personnel¹ to understand and comply with Victoria's Ministerial Order No. 1359, *Child Safe Standards: Managing the Risk of Child Abuse in Schools and School Boarding Premises*. The policy focuses on Standard 5 – processes for responding to and reporting suspected or known child abuse.

All CC Sale staff and personnel must understand and abide by their professional, moral and legal obligations to implement child protection practices as outlined in this policy. The policy applies in all physical and online environments used by students during or outside of school hours, including other locations provided by the College for a student's use (for example, a school camp) and those provided through third-party providers).

¹ In this policy, the term 'personnel' refers to Board members, volunteers, contractors, other service providers, religious and chaplains involved with the College.

4.0 PRINCIPLES

- All children and young people, regardless of their gender, race, religious beliefs, disability, sexual orientation or social background, have the right to personal safety, including safety in relationships and protection from all forms of abuse and neglect.
- CC Sale is committed to nurturing a culturally safe and inclusive community which values diversity and difference and which protects the right of each student to feel safe and be safe at school. This commitment has particular application to the needs of Aboriginal students, those from culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+) and other students experiencing risk or vulnerability.
- CC Sale is committed to working in partnership with families and community agencies to reduce or remove risks to the personal safety and wellbeing of our students and all children and young people.
- All College staff and personnel have a responsibility to care for students, to positively promote their welfare, and to protect them from any kind of harm.
- College policies and practices for the care, wellbeing and protection of our students demonstrate compliance with legislative requirements and cooperation with the Church, governments, the police and human services agencies. Our policies and practices are embedded in honest, respectful and trusting relationships between adults and all young people and children.
- All CC Sale students have the right to a thorough and systematic education in all aspects of personal safety.
- CC Sale staff, personnel, parents and students should feel free to raise concerns about child safety, knowing these will be taken seriously by the College.
- Early identification and effective intervention can lessen the initial and long-term effects of abuse and promote recovery of the student and family concerned.
- Harm to students, children and young people is minimised by allegations or suspicions of abuse being dealt with promptly and with:
 - high measures of confidentiality
 - adherence to agreed procedures
 - provision of appropriate emotional support and pastoral care.
- All persons involved in situations where harm is suspected or disclosed must be treated with sensitivity, dignity and respect. Appropriate confidentiality will be maintained, with information being provided to those who have a right or a need to be informed, either for pastoral reasons or legal requirements (including under legislated information sharing schemes such as the Child Information Sharing Scheme (CISS) and the Family Violence Information Sharing Scheme (FVISS))
- College staff and associates will have appropriate and regular training and briefings regarding this policy and related College policies and procedures pertaining to child safety

5.0 DEFINITIONS

Child: A child or a young person who is under the age of 18.

Mature minor: A young person at least 17 years of age and assessed to be sufficiently mature and intelligent to make decisions for themselves

Young person: A person who is 12-18 years of age.

Student: In this policy, refers to young people enrolled at CC Sale.

Child safety: Encompasses matters related to protecting all children from abuse, managing the risk of abuse, providing support to a child at risk of abuse, and responding to incidents or allegations of abuse.

Child abuse: This includes any act committed against a child/young person involving:

- a sexual offence
- grooming
- physical violence
- serious emotional or psychological harm
- serious neglect.

Sexual offences: A sexual offence occurs when a person involves a child in sexual activity, or deliberately puts the child in the presence of sexual behaviours that are exploitative or inappropriate to the child's age and development. Sexual offences are governed by the *Crimes Act 1958* (Vic.). Sexual abuse can involve a wide range of sexual activity and may include fondling, masturbation, oral sex, penetration, voyeurism and exhibitionism. It can also include exploitation through pornography or prostitution.

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.).

Physical violence: Physical violence occurs when a child suffers or is likely to suffer significant harm from a non-accidental injury or injuries inflicted by another person. Physical violence can be inflicted in many ways including beating, shaking, burning or using weapons (such as belts and paddles). Physical harm may also be caused during student fights.

Serious emotional or psychological harm: Serious emotional or psychological 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 the child is disturbed or their emotional development is at serious risk of being impaired. Serious emotional or psychological harm could also result from conduct that exploits a child without necessarily being criminal, such as encouraging a child to engage in inappropriate or risky behaviours.

Serious neglect: Neglect includes a failure to provide a child with an adequate standard of nutrition, medical care, clothing, shelter or supervision. Significant neglect causes harm to a child that is more than trivial or temporary. Serious neglect is when the child is exposed to an extremely dangerous or life-threatening situation and there is a continued failure to provide a child with the basic necessities of life

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. While family violence does not form part of the official definition of 'child abuse' in the *Child Wellbeing and Safety Act 2005* (Vic.), the impact of family violence on a child can be a form of child abuse, for example, where it causes serious emotional or psychological harm to a child. A child can also be a direct victim of family violence.

Mandatory report: A report made to Child Protection, by a person mandated under the *Children, Youth and Families Act* (2005), that is based on a reasonable belief that a child is in need of protection from injury that results from abuse or neglect or harm caused as a result of abuse (emotional, physical or sexual) or neglect, including medical neglect.

Mandatory reporter: Person(s) required under the *Children, Youth and Families Act* (2005) to make a report to the Child Protection if they believe a child is in need of protection from physical injury or sexual abuse (emotional, physical or sexual) or neglect, including medical

neglect. Mandatory reporters include VIT registered school teachers or principals and registered nurses.

Non-mandatory report: A report of an incident, disclosure or suspicion made by a person who is not subject to a mandatory reporting obligation.

Non-mandatory reporter: Person(s) who is not subject to a mandatory reporting obligation but who holds professional, moral (and sometimes legal) obligations to report a child protection incident, disclosure or suspicion.

Reasonable belief: When a person is concerned about the safety and wellbeing of a child or young person, he/she 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: Reportable conduct covers allegations or convictions of child abuse or misconduct toward children where the source of the misconduct or conviction is an employee of an organisation. It is defined under the *Child Wellbeing and Safety Act 2005 (Vic.)* to mean a sexual offence, sexual misconduct or 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 of a child.

Reportable Conduct Scheme: Created under the *Child Wellbeing and Safety Act 2005 (Vic.)*, the Scheme requires schools to notify the Commission for Children and Young People (CCYP) if an allegation of reportable conduct (a reportable allegation) is made against one of their employees. Employees can include a principal, teacher, board or school council member, contractor, volunteer, school doctor/nurse/medical professional, allied health staff member, or a minister of religion or religious leader.

Reportable conduct employee allegation: Means any information that leads a person to form a reasonable belief that an employee has engaged in reportable conduct or misconduct that may involve reportable conduct, whether or not the conduct or misconduct is alleged to have occurred within the course of the person's employment.

School environment: Any physical or virtual place made available or authorised by the school for use by a child or young person during or outside school hours, including:

- a campus of the school
- online school environments
- locations used for school camps, sporting events, excursions, competitions, and other events.

Student Sexual Offending: Refers to sexual behaviour that is led by a student 10 years and over which may amount to a sexual offence.

6.0 LEGISLATIVE CONTEXT

Child safety obligations fall under separate pieces of legislation that include the:

- *Children, Youth and Families Act 2005 (Vic.)*
- *Education and Training Reform Act 2006 (Vic.)* and the *Education and Training Reform Regulations 2017 (Vic.)*
- *Child Wellbeing and Safety Act 2005 (Vic.)*
- *Family Violence Protection Act 2008 (Vic.)*
- *Wrongs Act 1958 (Vic.)*
- *Crimes Act 1958 (Vic.)*
- *Worker Screening Act 2020 (Vic.)*

Ministerial Order No. 1359, *Child Safe Standards: Managing the Risk of Child Abuse in Schools and School Boarding Premises*, is made under the *Education and Training Reform Act 2006* (Vic.). The Order, effective from 1 July 2022, specifies how every Victorian school and boarding school premises must embed a culture of 'no tolerance' for child abuse and comply with the prescribed eleven minimum child safe standards.

Under *the Crimes Act 1958*, three criminal offences pertaining to child safety were introduced in 2016. They are:

1. **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.
2. **Failure to protect offence:** This 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.
3. **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.

The **Reportable Conduct Scheme**, created in 2016 under the *Child Wellbeing and Safety Act 2005* (Vic.), requires schools to notify the Commission for Children and Young People (CCYP) if an allegation of reportable conduct (a reportable allegation) is made against one of their employees.

Also under the *Child Wellbeing and Safety Act 2005* (Vic.), a school, as a prescribed Information Sharing Entity (ISE), is able to share confidential information with other ISEs to promote child wellbeing or safety. All Victorian schools became ISEs in April 2021. Catholic College Sale is a prescribed ISE, meaning that, where legislated requirements are met, the College is able to request or share confidential information with other ISEs via the Child Information Sharing Scheme (CISS) or the Family Violence Information Sharing Scheme (FVISS).

All of these legislative obligations described above exist in addition to moral and duty of care obligations, which require College staff/personnel to protect any student, child or young person under their care and supervision from foreseeable harm.

7.0 PROCEDURES

7.1 Becoming Aware of a Child Safety Concern or Incident

All disclosures and/or suspicions that a student/child/young person has been, is being, or is at risk of being abused, must be taken seriously, including suspicions that the abuse is taking or may take place outside College grounds or areas.

If a suspicion develops into a reasonable belief, staff/personnel must act and refer to the

Protect: Four Critical Actions (summarised below in 7.2).

A reasonable belief might be formed if:

- A student/child/young person states that they have been physically or sexually abused;
- Any person tells you that they believe someone has been abused; this may include a student/child/young person who is talking about themselves;
- You observe physical or behavioral indicators of abuse;
- A student/child/young person exhibits sexually abusive or age-inappropriate behaviour(s);
- Professional observations of the student/child/young person's behaviour or development cause you to form a belief that she/he has been physically or sexually abused or is likely to be abused.

It is important to understand that there are many indicators of abuse and neglect. The presence of a single indicator, or even several indicators, does not prove that abuse or neglect has occurred. However, the repeated occurrence of an indicator, or the occurrence of several indicators together, should alert staff/personnel to the possibility of abuse and neglect.

7.2 The Four Critical Actions

Adapted from PROTECT: [Four Critical Actions for Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse \(DET 2018\)](#)

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.

Critical Action 1: Responding to an Emergency

This first step is only applicable if a student/child/young person has just been abused or is at risk of immediate harm. If this is not the case, Critical Action 2: Reporting to Authorities, applies.

If the student/child/young person has just been abused or is at risk of immediate harm, reasonable steps must be taken to protect the student/child/young person, including:

- separating the alleged victim and others involved, ensuring that if the parties involved are all present at the College, they are supervised separately by a staff member;
- arranging and providing urgent medical assistance where necessary, including administering first aid or calling 000 for an ambulance;
- calling 000 for urgent police assistance if the person who is alleged to have engaged in the abuse poses an immediate risk to the health and safety of any person.

If the incident has occurred at the College, staff/personnel should also ensure that reasonable steps are taken to preserve the environment, the clothing and other items, and to

prevent any potential witnesses from discussing the incident until Victoria Police or relevant authorities arrive on the premises.

Critical Action 2: Reporting to Authorities

There are different reporting authorities and procedures depending on whether the source of the suspected or alleged abuse comes from within the College, the family or the broader community of the student/child/young person. The type of abuse will also influence the reporting procedures and the selection of a reporting authority.

- **Employee (Reportable Conduct) Allegation:** This must be reported to the Principal, or, if the Principal is involved in the allegation, to a member of the Leadership Team or the College Board. Depending on the nature of the reportable conduct allegation, the Principal may notify Victoria Police, the Commission for Children and Young People (CCYP), and, if the allegation involves a teacher, the VIT.
- **Sexual abuse or grooming:** Where the suspicion, belief or disclosure relates to sexual abuse or grooming, it must be reported to Victoria Police.
- **Protection from harm that is not believed to involve sexual abuse:** Where the source of the abuse comes from within the family (e.g. family violence) or community and is not sexual abuse or grooming, it must be reported to DFFH Child Protection.
- **Neglect, emotional or psychological abuse:** If staff/personnel believe that a student/child/young person is not subject to abuse, including family violence, but still hold significant concerns for their wellbeing (e.g. risk-taking behaviour, parenting difficulties, isolation from family or lack of support), they must still act. This may include making a referral to or seeking advice from The Orange Door.

Staff/personnel should make a report to The Orange Door if:

- they have a significant concern for a student/child/young person's wellbeing
- their concerns are about circumstances that have a low-to-moderate impact on the student/child/young person
- the student/child/young person's immediate safety is not compromised
- they have discussed the referral to The Orange Door with the parents/carers of the student/child/young person, and all parties are supportive of this decision.

Where staff/personnel believe that the parents/carers will not be supportive of the referral, or the student/child/young person is partaking in any risk-taking activity that is illegal and extreme in nature, they may refer the matter to DFFH Child Protection.

Where there is reasonable grounds to make a report to an external authority, staff/personnel are strongly advised to discuss this belief with one or more of the College's Child Safeguarding Officers (**Appendix B**). The Assistant Principal Student Learning and Wellbeing is the College's Chief Child Safeguarding Officer). If requested, a Child Safeguarding Officer will support staff/personnel to make reports and, also if requested, will manage the reporting process. It is important to note, however, that staff/personnel can make a report without the prior knowledge of the Principal or other College Child Safeguarding Officers.

NOTE

- **Appendix B** provides a list and contact details of the College's Safeguarding Officers and Members.
- **Appendix C** provides more information about external reporting authorities and their contact details.
- An accompanying document to this policy, titled *Procedural Guidelines for Responding to and Reporting Child Safety Incidents and Concerns*, provides more information about child protection reporting processes and obligations, including the responsibilities of mandated and non-mandated reporters, staff reportable conduct and misconduct, and follow up internal and external investigations.

Critical Action 3: Contacting Parents/Carers

Where it is suspected that a student/child/young person has been, or is, at risk of being abused, it is critical that parents/carers of the student/child/young person are notified as soon as practicable after a report is made to the authorities. The College must always seek advice from Victoria Police or DFFH Child Protection to ensure that it is appropriate to contact the parents/carers.

Advice from Victoria Police or DFFH Child Protection may depend on a number of factors, such as:

- The parents/carers of the student/child/young person are alleged to have engaged in the abuse (including in circumstances of suspected family violence);
- A disclosure to the parents/carers may result in further abuse to the student/child/young person;
- The student/child/young person is a mature minor (at least 17 years of age and assessed to be sufficiently mature and intelligent to make decisions for themselves) and has requested that their parents/carers not be notified. The College should insist that another responsible adult is notified in lieu of the parents/carers;
- The notification of parents/carers would adversely affect an investigation of the matter by external authorities.

Where the suspicion of abuse or risk of abuse has not yet warranted a reasonable belief, parents/carers should be notified promptly.

In circumstances of family violence, the College will:

- take care not to inadvertently alert the alleged perpetrator by notifying parents/carers as it could increase risk of harm to the student/child/young person, other family members or College staff/personnel;
- seek advice from DFFH Child Protection or The Orange Door before alerting parents/carers about safe strategies for communicating with a parent/carer who is experiencing family violence.

Critical Action 4: Providing Ongoing Support

Student Support

College staff/personnel who witness a child protection incident, receive a disclosure or develop a suspicion of child abuse (including exposure to family violence) have a critical role to play in ensuring the student/child/young person impacted by the matter feels supported and safe at the College, and heard by adults they trust.

Where external authorities are investigating a report of abuse or risk of abuse, it is the role of the Principal to ensure that students are supported throughout interviews at the College.

Staff Support

The Principal has a duty to provide support to staff/personnel who have witnessed an incident or received a disclosure, or who have made a report to external authorities about a reasonable belief of child abuse. All who act in accordance with this policy can be assured that the Principal and College Safeguarding Officers who are privy to the notification will provide every support possible.

7.3 Other Reporting Considerations and Obligations

Disclosures: It is the role of College staff/personnel to reassure and support a student/child/young person who makes a disclosure of abuse. However, staff/personnel should never promise to keep any disclosures confidential, as all disclosures of abuse must be reported. This applies if disclosures are made by a parent/guardian/carer or a sibling, or if disclosures involve family violence.

Shared concerns: If several staff/personnel have formed a reasonable belief about the same student/child/young person, it is sufficient for one colleague to make a report. Other staff/personnel are obliged to ensure the report has been made and that all grounds for their own belief are included in the report made by the reporting colleague. If one colleague directs the other(s) not to make a report, and one colleague continues to hold the belief that a student/child/young person is in need of protection, then that colleague is legally obliged to make a report to the appropriate authority.

Additional/ongoing reports: After making a report, staff/personnel may continue to suspect that a student/child/young person is at risk and in need of protection. Any further observations should continue to be recorded and a report made on each separate occasion where a belief has been formed that the student/child/young person is likely to be at risk and in need of protection. Additional reports should be to the same reporting authority.

Reporting implications: Reporting to the appropriate authority does not commit staff/personnel to reporting abuse to a full judicial response. The identity of the reporting person(s) will remain confidential unless:

- staff/personnel choose to inform the student/child/young person or parents/guardians of the report;
- staff/personnel consent in writing to their identity being disclosed;
- a Court or Tribunal decides that it necessary for the identity of the staff/personnel to be disclosed to ensure the safety and wellbeing of the child/young person;
- a Court or Tribunal decides that, in the interests of justice, the staff/personnel are required to provide evidence.

Receiving a disclosure about or from a former student: If staff/personnel receive a disclosure from a former student about historical abuse, they must act. If the former student is currently of school age and attending a Victorian school, they must immediately refer to the Four Critical Actions described above (in 7.2). If the former student is no longer of school age or attending a Victorian school, staff/personnel must still act. They are to report the disclosure to the Principal and seek advice about other appropriate reporting authorities to be notified.

Notes and records: Staff/personnel must keep clear and comprehensive notes relating to incidents, disclosures and allegations of abuse. Even if a decision is taken not to make a report to an external authority, these records may become helpful if a later report is made to the relevant authorities. The records may also be sought at a later date if the matter is the subject of Court proceedings.

Notes and records must be kept securely on College grounds and must not be destroyed.

7.4 Student Sexual Offending

Once a child is 10 years or over, some sexual behaviour can constitute a sexual offence. A sexual offence includes rape, sexual assault, indecent acts and other unwanted sexualised touching, all of which are offences under the Crimes Act 1958.

It is widely recognised that determining whether a student's sexual behaviour amounts to sexual offending may be difficult. College staff/personnel are advised of the importance of considering the context of any alleged sexual behaviour of students, taking into consideration their developmental age and cognitive functioning, so that an informed decision about appropriate action can be made.

The 2018 DET resource titled *PROTECT: Identifying and Responding to Student Sexual Offending* includes procedures and guidance on:

- Defining Student Sexual Offending
- Knowing Your Obligations
- Four Critical Actions for Schools: Responding to Student Sexual Offending.

The key obligations of staff/personnel in relation student sexual offending are reproduced here from the DET resource:

- *As a school staff member, you must act as soon there is an incident or allegation or you form a suspicion that a student is victim to student sexual offending and/or a student has committed student sexual offending.*
- *You must act even if you have not directly observed the student sexual offending (e.g. if the victim or another person tells you about the student sexual offending).*
- *If you are unsure whether a behaviour (or suspected behaviour) constitutes student sexual offending, you should seek further advice and follow the Four Critical Actions.*
- *You must also act if you form a reasonable belief that a student's sexual offending is a result of underlying child abuse by following the Four Critical Actions for Schools: Responding to Suspected Student Sexual Offending and the Four Critical Actions for Schools.*
- *You should make sufficient enquiries to form a reasonable belief and to determine a child's immediate needs. However, once a reasonable belief has been formed, it is not your role to investigate. This is the role of DFFH Child Protection or Victoria Police.*

College staff/personnel must report their concerns of student sexual offending to the Principal or another Child Safeguarding Officer. The Principal has primary responsibility for managing the College's response. However, it is important to note that reporting internally does not mean that all reporting obligations have been met. In some circumstances, staff/personnel must also report to Victoria Police or DFFH.

8.0 APPENDICES

- A. Terms of Reference
- B. Child Safeguarding Members and Officers
- C. Reporting Authorities – Contact Information
- D. Incident or Concerns Reporting Procedure
- E. Child Safety Reporting Form (Contractors and Volunteers)

9.0 REFERENCES

- State of Victoria, Ministerial Order No. 1359, *Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises*
- Department of Education 2018, *PROTECT: Identifying and responding to all forms of abuse in Victorian schools*
- Department of Education 2018, *PROTECT: Identifying and Responding to Student Sexual Offending*

10.0 RELATED COLLEGE POLICIES & DOCUMENTS

- Child Safety Code of Conduct
- Child Safety and Wellbeing Policy
- Child Safety Record Keeping Policy
- Child Safety Policy – Student Input Version
- Child and Family Violence Information Sharing Schemes Policy
- Procedural Guidelines – Responding to and Reporting Child Safety Incidents and Concerns
- Duty of Care Policy
- Privacy Policy
- Child Safety Information for Volunteers and Contractors

11.0 MONITORING AND REPORTING

The Board is responsible for monitoring the implementation of this policy and for providing reports as required to the members of the company, i.e., the Bishop of Sale and the Provincial of the Marist Brothers Australia Limited (MSA Ltd).

The Principal is responsible for:

- Ensuring compliance with the obligations outlined in this policy;
- Assigning authority, responsibility and accountability at appropriate levels within the College for policy implementation and compliance;
- Providing delegated staff with the direction, support and resources necessary to fulfil policy requirements;
- Ensuring cyclic reviews of the policy and recommending to the Board any revisions that may be required to accommodate changes in legislation and diocesan directives;
- Reporting and escalating concerns, issues and policy breaches to the Board and working collaboratively with the Board to resolve them.

12.0 APPROVAL

Approved by	CC Sale Ltd Board
Person(s) Responsible	Principal
Date(s) Reviewed or Updated	June 2023
Next Review Date	June 2024

Catholic College Sale Child Safeguarding Committee

Terms of Reference

Introduction

These Terms of Reference (TOR) set out the scope, functions, membership, reporting and administrative arrangements for the Catholic College Sale Ltd Child Safeguarding Committee (CSC) and the roles and responsibilities of the Child Safeguarding Officers and Chief Child Safeguarding Officer.

Scope

Catholic College Sale Ltd is committed to Child Safety Reform to reflect most progressive organisational, government and community needs and expectations.

To this end, the Principal endorsed by the board has established the Child Safeguarding Committee (CSC) with the primary objective of providing advice and direction to the Principal on the initiatives, policies and practices that will enable Catholic College Sale Ltd to lead the way in the care, wellbeing and protection of children and young people.

A particular focus of the CSC's work is to provide direction and leadership on the promotion and implementation of Ministerial Order 1359 Managing the Risk of Child Abuse in Schools and School Boarding Premises and other relevant VRQA/Legislative obligations.

The CSC will support cultural change across the College. It will build on the existing policies and procedures already in place to improve capacity and increase consistency across the College.

Membership

The Child Safeguarding Committee is comprised of the following appointed positions:

- Principal
- Deputy Principal – Learning & Teaching (Chair & Reports to Board)
- Assistant Principal – Student Learning & Wellbeing
- Business Manager
- Risk and Compliance Officers
- Board Representative

Terms of Reference

The Child Safe Committee works to the following Terms of Reference.

The Child Safeguarding Committee ensures all policies and procedures related to child safety are implemented and acted upon:

- appoint and induct Child Safeguarding Officers as needed;
- receive reports and any recommendations from the Child Safeguarding Officers Sub Committee chaired by the Assistant Principal – Student Wellbeing (Chief Child Safeguarding Officer);
- ensure the induction of staff, volunteers and contractors;
- ensure current updates on child safe issues are provided to the College Board, staff, parents and students;
- the Strategic Improvement plan will support implementation of child safe policies;
- reviewing annually, or as required, the Child Safety Risk Register;

- ensuring that risk management plans are developed and implemented for community events and excursions/camps;
- annually reviewing child safety policies and procedures to ensure currency and effective implementation, specifically the College's procedures for Responding to and Reporting Allegations of Child Abuse;
- ensuring that the College's Child Safeguarding Program (CSP) is being effectively implemented in the College community;
- appropriate advice to be resourced as required;
- appropriate resources to be provided by the College to ensure the implementation of all child safe policies.

The Child Safeguarding Committee meets at least twice per Term, or otherwise as necessary to meet as needed.

College Child Safeguarding Officers Sub Committee

Catholic College Sale has appointed the following staff as the College's Child Safeguarding Officers. Each Child Safeguarding Officer is available to answer any questions that staff, parents or students may have with respect to our Child Safety and Safeguarding Program.

Assistant Principal Learning & Wellbeing (Chief Child Safeguarding Officer)
 Director of Engagement
 College Counsellor * 2
 House Leader * 1
 Teacher
 Student Representative * 2
 Parent Representative * 2

The roles and responsibilities are outlined in Appendix B

The agenda of the Committee must be based on *Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises* (Ministerial Order No. 1359)

Catholic College Sale Child Safeguarding Committee

Our Child Safeguarding Committee receive additional specialised training with respect to child safety and protection issues.

Name	Position	Contact No.	Email Address
Mr Chris Randell	Principal	(03) 5143 9700	principal@ccsale.catholic.edu.au
Ms Cindy Foat	Deputy Principal Learning and Teaching	(03) 5143 9700	cfoat@ccsale.catholic.edu.au
Mr Anthony Robbins	Assistant Principal Student Learning and Wellbeing	(03) 5143 9700	arobbins@ccsale.catholic.edu.au
Ms Kaitlyn Abrahall	Business Manager	(03) 5143 9700	kabrahall@ccsale.catholic.edu.au
Mrs Jayne Holland	Risk and Compliance Manager	(03) 5143 9700	jholland@ccsale.catholic.edu.au
Ms Kylie Johnston	Risk and Compliance Officer	(03) 5143 9700	kjohnston@ccsale.catholic.edu.au
	College Board Representative		via sgaden@ccsale.catholic.edu.au

Catholic College Sale Child Safeguarding Officers Sub Committee

Our Child Safeguarding Officers receive additional specialised training with respect to child safety and protection issues. They are a point of contact for raising child safety concerns within the College. They are also responsible for championing child safeguarding within the College and assisting in coordinating responses to child safety incidents.

Name	Position	Contact No.	Email Address
Mr Anthony Robbins	Assistant Principal Student Learning and Wellbeing	(03) 5143 9700	arobbins@ccsale.catholic.edu.au
Ms Rachael Bown	Director of Engagement Years 7 – 10	(03) 5143 9700	rdown@ccsale.catholic.edu.au
Mr Josh Stubbe	House Leader / Teacher	(03) 5143 9700	jstubbe@ccsale.catholic.edu.au
Ms Jacinta Slattery	Teacher	(03) 5143 9700	jrslattery@ccsale.catholic.edu.au
Ms Lateshia Locker	Student Counsellor	(03) 5143 9700	llocker@ccsale.catholic.edu.au
Mrs Lauren Forsyth	Student Counsellor	(03) 5143 9700	lforsyth@ccsale.catholic.edu.au
TBA	Student Representative		
TBA	Parent Representative		

The Chief Child Safeguarding Officer

The Assistant Principal Student Learning and Wellbeing, is the College's Chief Child Safeguarding Officer. They have additional child safeguarding responsibilities, such as being a first point of contact for all child safety concerns or queries for the wider community, coordinating the College's response to child safety incidents, and ensuring continuous improvement to the College's child safety practices and culture.

Role Responsibilities of Child Safeguarding Officers

The Child Safeguarding Officers work with College Leadership, staff, students, volunteers and the broader community to create a child safe environment in the College. Their duties include:

Promoting a child safety and wellbeing culture

- Build awareness of child safety at staff and parent meetings, through newsletters and staff bulletins;
- Ensure the College's child safety policies and procedures are current and fit for purpose, publicly accessible, known and implemented;
- Promote a culture of listening to students and families and acting on their child safety concerns;
- Support staff and volunteers to focus on the child safety needs of vulnerable students.

Providing support and guidance

- Be a point of contact for child safety concerns for staff, volunteers, students and parents/carers;
- Provide guidance to students, staff and volunteers on child safety policies and procedures;
- Work with College Leadership to respond to child safety incidents;
- Maintain current skills and knowledge to support child safety and wellbeing, including:
 - child-focused complaint processes, mandatory reporting obligations and the [Four Critical Actions](#)
 - student rights, participation and empowerment
 - Aboriginal cultural safety and inclusive practices to meet students' diverse needs
 - child safety risk management, including online safety
 - child safety information sharing and record keeping obligations
 - working with relevant agencies to refer students and families to appropriate support
 - keeping across emerging research and best practice guidance in child safety and wellbeing.

The agenda of the Sub Committee must be based on *Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises* (Ministerial Order No. 1359)

External Reporting Agencies – Contact Details

There are different reporting authorities depending on whether the source of the suspected or alleged abuse comes from within the College, or within the family or community of the child/young person. The type of abuse will also inform which reporting agency is to be notified.

DFFH CHILD PROTECTION

The Department of Families, Fairness and Housing (DFFH) has responsibility for child protection, housing, disability, the prevention of family violence, multicultural affairs, LGBTIQ+ equality, veterans, women and youth. This government agency has statutory powers and can use these to protect children.

CC Sale falls under the South Division Intake of DFFH Child Protection services, located at Dandenong.

T:1300 655 795

THE ORANGE DOOR

A family information referral Support Team run by a registered community service in a local area that can receive confidential referrals about a child/young person of concern. It does not have any statutory powers to protect a child but can refer matters to DFFH.

CC Sale falls under the Outer Gippsland region of The Orange Door referral services, located in Bairnsdale.

T: 1800 512 358

COMMISSION FOR CHILDREN AND YOUNG PEOPLE (CCYP)

The CCYP is the reporting authority for allegations of child abuse (and other child-related misconduct) made against employees and volunteers who work with children and young people.

T: 1300 78 29 78

W: <https://ccyp.vic.gov.au>

VICTORIA POLICE

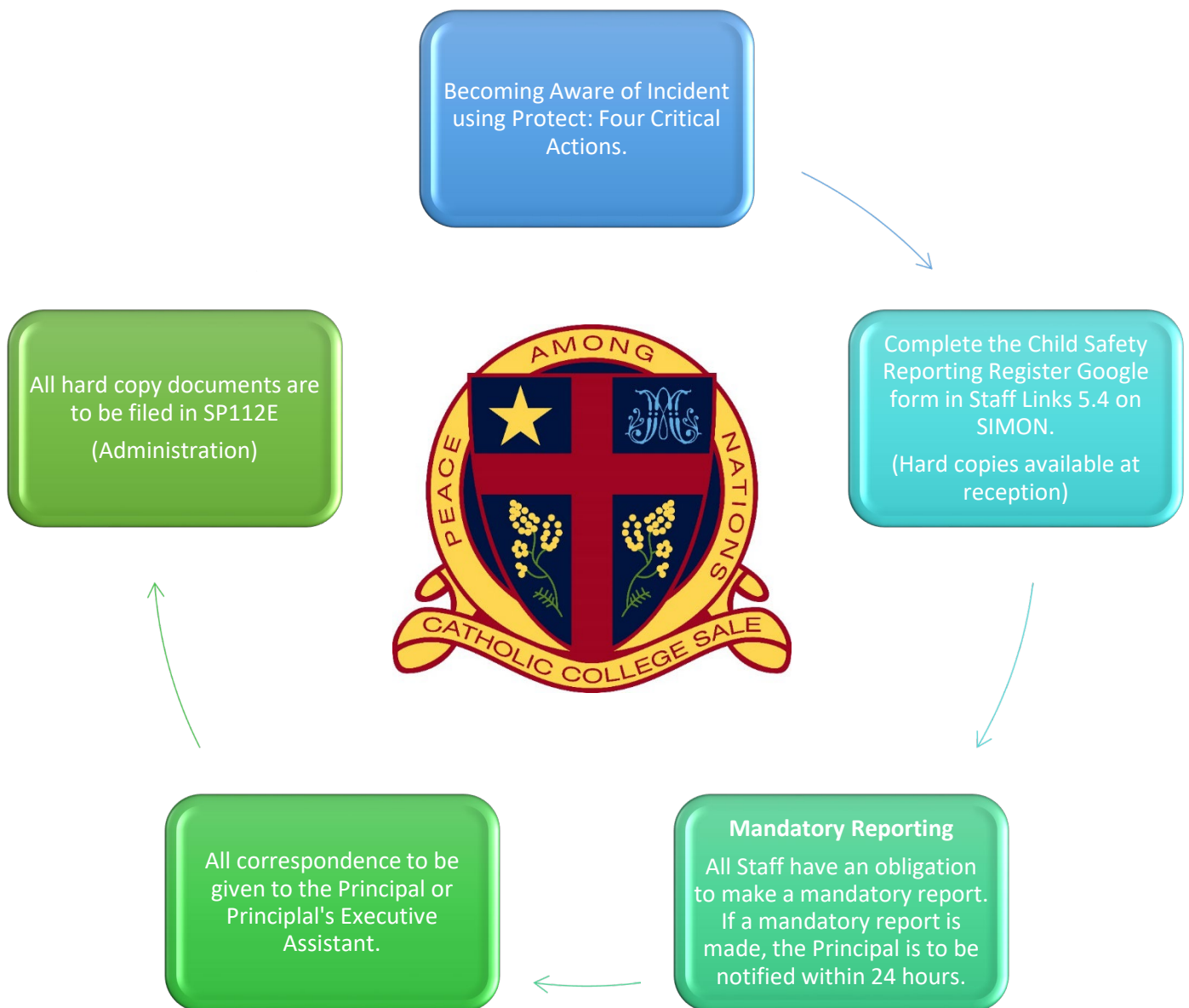
Victoria Police is the reporting authority when the source of the abuse comes from within the school and/or where a suspicion, belief or disclosure relates to grooming. Where the source of suspected or actual abuse comes from within the family or community, both DFFH Child Protection and Victoria Police are notified.

T: **000** if a child/young person is in imminent danger.

(03) 5142 2200 (local Police Station)

Catholic College Sale Ltd

Incident or Concern Reporting Procedure





Catholic College Sale
CHILD SAFETY REPORTING FORM
(Contractors and Volunteers)

NAME/S OF PERSON/S INVOLVED IN REPORT:

ORGANISATION:
(If applicable) _____

TYPE OF REQUEST:

- Internal Request
- External Request

CONTACT DETAILS:

Email: _____

Mobile: _____

Address: _____

INFORMATION RELATING TO REQUEST (attach any relating documentation):
