



# CHILD SAFEGUARDING (SAFETY & PROTECTION POLICY & PROCEDURES)

**POLICY CATEGORY: CHILD SAFETY**

MAR 2023

## POLICY CONTROL INFORMATION

POLICY RISK RATING	POLICY REFERENCE	OWNER	ENDORSED
HIGH	CS052022	Principal	Principal
DATE FIRST CREATED	VERSION	APPLICABLE TO	DATE APPROVED
13 May 2022	1.1	ALL staff	Mar 2023
APPROVER(S)	NEXT REVIEW DATE	LOCATION	PORTAL RELEASE
SKC Board	Mar 2024	O:\Governance\Policies	CompliSpace – Child Safety

## **BACKGROUND**

St Kevin's College ("The College") is a Catholic Boys School in the Edmund Rice tradition. St Kevin's College and the St Kevin's College Board (the school governing authority) are committed to ensuring the safety, wellbeing, and participation of all students, children and young people at the College.

The Child Safeguarding (Safety and Protection) Policy and Procedures demonstrate the strong commitment of the College to child safety and provides an outline of the College's policies and practices that have been developed to keep students safe, including from abuse or other harm.

## **PURPOSE**

This Policy is designed to meet the requirements of Ministerial Order 1359, Clause 6.2a, provides the key elements of the College's approach as a child safe organisation and sets the tone for the College's entire Child Safeguarding Program.

The Child Safeguarding Program is the name given to the full collection of College Policies and Procedures in place to meet the requirements of the Victorian Child Safe Standards, Ministerial Order 1359 and the National Catholic Safeguarding Standards.

## **STATEMENT OF COMMITMENT TO CHILD SAFETY**

St Kevin's College is committed to protecting students, young people and children in our care both in physical and online environments. The College has zero tolerance for child abuse and racism and is committed to acting in children's best interest, keeping them safe from harm. The College is committed to complying with Ministerial Order 1359, the New Child Safe Standards and acting in accordance with the College's Child Safeguarding Policies and Procedures, child protection laws and reporting obligations. The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child-safe culture.

## **PRINCIPLES**

St Kevin's College's commitment to child safety is based on the following overarching principles that guide the development and regular review of our work systems, practices, policies and procedures to protect children from abuse. As a Catholic School, the College believes that 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.

For the purposes of this Policy, the term "student" refers to any person enrolled at the College irrespective of age.

1. All students have the right to be safe and feel safe.
2. The welfare and best interests of the student are paramount.
3. The views of the student and a student privacy must be respected.
4. Clear expectations for appropriate behaviour with students are established in the Child Safety Code of Conduct.
5. The safety of students is dependent on the existence of a child-safe culture that is modelled and championed by leaders.

6. Child safety knowledge, skills and awareness is promoted and openly discussed within our School community.
7. Structures and procedures are in place to screen and support all staff, external education providers, contractors and volunteers who have direct contact with students, to promote student safety and wellbeing.
8. Child safety and protection is everyone's responsibility.
9. Child protection training is mandatory for all School Board Directors, employees, contractors and volunteers (hereinafter referred to as "staff").
10. Procedures for responding to alleged or suspected incidents of child abuse are easy to understand and accessible for all members of the School community.
11. The College is committed to creating culturally safe and inclusive environments for Aboriginal students and understanding and responding to the diverse needs of children including those from culturally diverse backgrounds, those with disabilities and students who are vulnerable and those who identify as Lesbian, Gay, Bisexual, Transgender, Queer, Intersex or Asexual (LGBTQIA+)
12. Engagement with students, families, staff, contractors, volunteers and the community in the development and review of child safety policies and practice is fundamental to developing a child safe culture and understanding differing perspectives.

## **APPLICATION**

This Policy applies to all Staff (including teachers, administration and education support Staff, tertiary placement students, and temporary or casual Staff), pre-service teachers, Volunteers, Contractors (including External Education Providers) and clergy, as well as to Visitors.

This Policy applies in all College environments, during or outside school hours, including physical, virtual and online environments, and on-site and off-site College grounds (e.g. extra-curricular activities such as sport and other programs, camps and excursions, interstate and overseas travel).

## **DEFINITIONS**

Refer to Appendix A for a list of key definitions relating to this Policy and Procedures.

## **ROLES AND RESPONSIBILITIES**

Child safeguarding is everyone's responsibility. All adults in the School community have a shared responsibility for contributing to the safety and protection of students. Refer to Appendix B for specific responsibilities.

The College's Director of Child Safeguarding and Child Safety Officers are shown below.



## POLICY OBJECTIVE

### Students, Children and Young People’s Rights to Safety, Information and Participation

St Kevin’s College is a child safe and child-centred organisation. The College actively seeks to include students in decisions that affect them. This includes decisions about organisational planning, delivery of services and classroom learning and assessment environments.

The College aims to ensure that students know about their rights to safety, information and participation. The College recognises the importance of friendships and support from peers and actively seeks to understand what makes students feel safe whilst at school.

### Parents/Carers, Families and Community Involvement at the School

The College recognises that parents and carers have the primary responsibility for the upbringing and development of their children. The College aims to ensure parents/carers have opportunities to participate in decisions affecting their children.

The College ensure families and relevant communities know about the College’s operations and policies, including the Child Safeguarding (Safety and Protection) Policy and the Child Safety Code of Conduct, record keeping practices, risk management, and complaints and investigation processes. For example, this is achieved through publication of key policies on the College website, Community Portal, in the Student Diary, through reminders in the College Newsletter and through workshops for parents and students relating to child safeguarding.

The College actively seeks to include families and relevant communities in decisions about the operation and activities of the College. For example, this is achieved through parent and student forums, feedback surveys and regular liaison with parent and alumni committees and associations.

The College strives to build cultural safety at the College through partnerships with Aboriginal and Torres Strait Islander communities, as well as with culturally and linguistically diverse communities that make up our staff and student cohort. For example, this is achieved through engagement of an Indigenous Program Officer, partnership with the Melbourne Indigenous Transition School (MITS) and enacting of the College’s Reconciliation Action Plan (RAP).

### Valuing Diversity in the School Community

The College values diversity and does not tolerate any discriminatory practices. To achieve this, the College has developed strategies to:

- promote and support the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students and their families

- promote and support the cultural safety, participation and empowerment of students from culturally and/or linguistically diverse backgrounds and their families
- promote the safety of all vulnerable students
- support students with a disability and their families and act to promote their participation
- support students and families of lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+) students and act to promote their participation
- seek to recruit a workforce that reflects a diversity of cultures, abilities and identities
- ensure that all Staff, Direct Contact Volunteers and Direct Contact Contractors have training about Aboriginal and Torres Strait Islander cultures, disability, culturally and linguistically diverse backgrounds, and communities with particular experiences or needs
- have a physical environment that actively celebrates diverse cultures and recognises cultural difference
- commit to ensuring that College facilities are accessible and promote the inclusion of students of all abilities.

## Embedding a Culture of Child Safety

### *Child Safeguarding Program*

The Child Safeguarding Program is one of the strategies employed by the College to embed a culture of child safety at school.

The Child Safeguarding Program relates to all aspects of child safety and protecting students from abuse and establishes work systems, practices, policies and procedures to create and maintain a child safe environment and culture at the College. It includes:

- Child Safety Code of Conduct
- systematic risk management to prevent, identify and mitigate risks related to child safety and wellbeing in the school physical and online environment'
- clear information as to what is child abuse and other harm and associated key indicators of child abuse and other harm
- clear procedures for responding to and reporting child safety incidents or concerns internally to the College's Child Safety Officers, Director of Child Safeguarding, members of the College Leadership Team or Principal, and for responding to incidents or allegations of child abuse or other harm
- strategies to support, encourage and enable College staff, parents/carers and students to understand, identify, discuss and report child safety matters
- procedures for recruiting and screening members of the College Leadership Team, Employees, Volunteers and Contractors (Staff)
- procedures for reporting, consistent with PROTECT Four Critical Actions, to external agencies, including Mandatory Reporting to the Department of Families, Fairness and Housing (Child Protection), Reportable Conduct to the Commission for Children and Young People (CCYP) and Reporting Child Sexual Abuse to Police
- pastoral care strategies designed to empower students and keep them safe and inform students about all their rights including to safety and participation
- strategies to support and encourage the participation and inclusion of Aboriginal and Torres Strait Islander students, students from culturally and linguistically diverse backgrounds, students with disability and LGBTIQ+ students
- Induction and ongoing child safeguarding training to build child safety knowledge skills and awareness of staff, contractors and volunteers
- strategies to educate and support students regarding online conduct and online safety
- information regarding the steps to take after a disclosure of abuse or other harm to protect, support and assist students
- guidelines with respect to record keeping and confidentiality

- policies to ensure compliance with all relevant laws, regulations and standards (including the Victorian Child Safe Standards and the National Catholic Safeguarding Standards)
- 'analysis of complaints, concerns and safety incidents to identify causes and systemic failures

### Training On and Information About the Child Safeguarding Program

As a part of the College's induction process, all Employees as well as relevant Volunteers and Contractors, must complete induction in our Child Safeguarding policies, practices and procedures. All Staff, as well as relevant Volunteers and Contractors, also receive refresher and ongoing child safeguarding training at least annually. Refer to the College's Child Safeguarding Training Policy and Procedures

The College provides all Visitors to the College, including Casual Volunteers and Casual Contractors, with information about the Child Safeguarding Codes of Conduct and how to report child safety incidents or concerns to the College and to relevant external authorities.

Employees, Direct Contact and Regular Volunteers, and Direct Contact and Regular Contractors are supported by the College's Child Safeguarding Officers and College Leadership Team to ensure that they understand and are compliant with the College's approach to child safety.

### The College's Response to Child Safety Incidents or Concerns

The College will take appropriate, prompt action in response to all child safety incidents or concerns, including all complaints, allegations or disclosures of abuse or other harm, when these are reported to the College, whether by staff, students, parents/carers or anyone else (including anonymous reports). The College has developed a *Child Safeguarding (Responding and Reporting) Policy and Procedures* and a *Parent and Student Complaints Policy* which are both publically available on the College's Website

The College's response will include:

- reporting all matters that meet the required relevant thresholds externally to the Department of Families, Fairness and Housing (Child Protection) (Mandatory Reports), the Police (Child Sexual Abuse), the CCYP, and/or the Victorian Institute of Teaching (Reportable Conduct), depending on the issues raised and consistent with PROTECT Four Critical Actions
- fully cooperating with any resulting investigation by an external agency
- protecting any student connected to the child safety incident or concern until it is resolved and providing ongoing support to those affected
- taking particular measures in response to child safety incidents or concerns about an Aboriginal or Torres Strait Islander student, a student from a culturally and linguistically diverse background, a student with disability, and other vulnerable students (such as a student who is unable to live at home or a student who identifies as LGBTQI+)
- sharing information with, or requesting information from, external people or agencies as permitted or required under the Child Information Sharing Scheme and/or the Family Violence Information Sharing Scheme
- securing and retaining records of the child safety incident or concern and the College's response to it
- analysing incident and complaints data to lead to broaderder actions to improve child safety at the College (including systemic reviews and resulting improvements).

### Child Safe Human Resources Management

St Kevin's College applies best practice standards in the recruitment and screening of Staff and relevant Volunteers and Contractors, including:

- requiring all Staff, and relevant Volunteers and Contractors, to maintain a valid VIT Registration or WWC (working with children) clearance.
- ensuring that all Staff, and relevant Volunteers and Contractors, undergo child safeguarding induction, and ongoing education and training
- ensuring that all Staff, and relevant Volunteers and Contractors who engage with students, are provided with regular supervision and performance monitoring by their manager/a senior member of Staff
- ensuring that professional development programs for Staff include child safeguarding education and training programs.

### Child Safe Risk Management

St Kevin's College recognises the importance of a risk management approach to child safeguarding and to minimising the risk of harm to students, children and young people in all College environments.

The College is committed to identifying, assessing and managing child safety risks in all College environments, based on a range of factors including the nature of the College's activities, physical and online environments and the characteristics of the student body, through the Risk Management Program. The College uses this information to inform policies, procedures and activity planning.

### Child Safeguarding in Physical and Online Environment

All of the College's Child Safeguarding Policies apply to both the physical and online environment. The College is committed to the implementation of strategies and programs to support and educate students in understanding appropriate online conduct, online safety and how to report any online concerns, incidents or complaints (in accordance with the Parent and Student Complaints Policy)

### Child Safeguarding Record Keeping

The College is committed to best practice record keeping.

All internal and external reports of child safety incidents, complaints and concerns, as well as any other responses by the College are securely recorded and reported to the College's Governance and Risk Committee (de-identified).

When keeping records of child safety incidents or concerns, the College maintains confidentiality and privacy for students and families in accordance with federal and state privacy legislation. The College creates, maintains and disposes of records relevant to child safety and wellbeing in accordance with Public Record Office Victoria Recordkeeping Standards, including minimum retention periods, as documented in the College's Child Safeguarding Record Keeping Policy and Procedures

The College ensures that staff (including contractors and volunteers) understand their obligations on information sharing and recordkeeping through regular training, as documented in the College's Child Safety Training Policy and Procedures

### Child Safeguarding Program Review and Improvement

St Kevin's College is committed to the continuous improvement of policies and procedures making up the entire Child Safeguarding Program. The Program as a whole is regularly reviewed for overall effectiveness and to ensure compliance with all child protection related laws, regulations and standards. This is overseen by the SKC Board (the College's Governing Authority) through the following:

- an annual review (or sooner in the event of a legislative change or significant child safety incident) of Child Safeguarding Policies and Procedures and the Child Safety Risk Register
- review of child safety incidents, complaints, concerns and issues at every Board meeting
- report of child safeguarding strategies, activities and programs at every Board meeting

- annual Child Safeguarding training (or sooner in the event of a legislative change or significant child safety incident) for all SKC Board and Committee members

When undertaking these reviews, the College actively seeks, actions, and incorporates feedback from students, families, the wider College community, Employees, Volunteers and Contractors, and will communicate any adjustments or amendments widely throughout the College community.

## PROCEDURES

**Whenever there are concerns that a child or young person is in immediate danger the Police should be called on 000.**

### Staff

The Child Safeguarding Program provides detailed guidance for Staff, Volunteers and Contractors on how to identify key indicators of child abuse and other harm and how to report child safety incidents or concerns internally at the College. These reports can be made to a Child Safety Officer, the Director of Child Safeguarding, a member of the College Leadership Team or the Principal.

Where the incident or concern involves the Principal, internal reports should instead be made to the Chair of the St Kevin's College Board at [chair@stkevins.vic.edu.au](mailto:chair@stkevins.vic.edu.au)

The Child Safeguarding Program also contains detailed guidance for Staff, Volunteers and Contractors about when and how to report child safety incidents or concerns to relevant external authorities.

The College recognises that some individuals, particularly students, young people and children, face additional vulnerabilities to child abuse and other harm, as well as additional barriers to disclosing child safety incidents or concerns. The Child Safeguarding Program provides guidance on identifying additional vulnerabilities and barriers, and contains strategies for supporting these individuals and enabling them to disclose child safety incidents or concerns to the College.

For more information, refer to the **Child Safeguarding (Responding and Reporting Obligations) Policy and Procedures**

### Students, Parents/Carers and Community Members

Students at the College are provided with information about and encouraged to use multiple pathways to raise child safety incidents or concerns about or at the College. These are explained in the Parent and Student Complaints Policy and include informal and formal ways, an 'anonymous' way, and through external child advocacy or child safety organisations.

Parents/carers, family members and other community members who have child safety concerns or who suspect that a child or young person associated with the School may be subject to abuse or other harm can contact:

- the Director of Child Safeguarding (03 9822 0911) or email [childsafetyofficer@stkevins.vic.edu.au](mailto:childsafetyofficer@stkevins.vic.edu.au)
- the Principal (03 9822 0911) or email [principal@stkevins.vic.edu.au](mailto:principal@stkevins.vic.edu.au)
- if the concern relates to the Principal, the Chair of the St Kevin's College Board at [chair@stkevins.vic.edu.au](mailto:chair@stkevins.vic.edu.au)

Students, parents/carers, family members and other community members can also raise child safety incidents or concerns through the Parent and Student Complaints Policy.

Any person can also contact the Governance Advisor, Director of Child Safeguarding or the Principal if they have concerns regarding the School's leadership in relation to child safety.

Communications will be treated confidentially on a "need to know basis".

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CHILD SAFEGUARDING (SAFETY & PROTECTION) POLICY

## The College's Response to and External Reporting of Child Safety Incidents or Concerns

The College's response to and external reporting of Child Safety Incidents or Concerns is set out in The Child Safeguarding (Responding and Reporting Obligations) Policy and Procedures. This Policy is consistent with [PROTECT Four Critical Actions for Schools: Responding to Incidents, Disclosures or Suspicions of Child Abuse](#) that the College will follow when notified of any child safety incident or concern involving a student, staff member, Volunteer, Contractor, Visitor or any other person connected to the College or a College environment.

## Support for Students, Families and Staff Following Child Safety Incident or Disclosure

The College will work closely with the student, parents and carers, and our wellbeing team to provide all additional support services that are available. The College employs a range of measures to support students affected by a child safety incident or concern, depending on the particular circumstances of the matter and of the student and their family:

- College staff may work with the student and their family to develop a Student Support Plan.
- Support strategies that could be considered for students and/or their families might include referrals to internal or external support, such as the College Psychologists, bi-cultural workers and/or translators, or an external support agency and/or child advocacy organisation which specialises in supporting students, children and young people impacted by abuse or other harm.
- Ongoing liaison with the student and the family through the College's Director of Child Safeguarding to monitor wellbeing, seek feedback and respond to any request for further support or assistance.

The College offers similar support to former students who disclose historical child safety incidents or concerns from their time at the College.

Witnessing a child safety incident or receiving a disclosure of abuse or other harm can be a distressing experience for Staff, Volunteers and Contractors involved. The College will assist impacted Staff, Volunteers and Contractors to access necessary support.

## IMPLEMENTATION

The Child Safeguarding (Safety and Protection) Policy and Procedures are published on the College's public website.

They are provided to new Staff, to Direct Contact and Regular Volunteers and to Direct Contact and Regular Contractors at their induction. Training about the Child Safeguarding (Safety and Protection) Policy and its Procedures are also included in annual refresher training for Staff and relevant Volunteers and Contractors.

All Visitors to the School, including Casual Volunteers and Casual Contractors, are provided with information about the Child Safeguarding (Safety and Protection) Policy and its Procedures, the Child Safety Code of Conduct and how to report child safety incidents or concerns, through the College's Visitor Management system.

This Policy and its Procedures are also communicated to Staff, Volunteers, Contractors and other members of the School community through other mediums such as the Student Diary, College newsletters, the staff portal, student briefing sessions, and induction and training for SKC Board Members, staff members and Direct Contact Volunteers.

## BREACH OF THIS POLICY AND PROCEDURES

St Kevin's College enforces the Child Safeguarding (Safety and Protection) Policy and Procedures and the Child Safety Code of Conduct. The Policy Owner monitors compliance with this Policy.

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Child safety data is analysed regularly to identify causes and systemic failures and inform continuous improvement. This analysis is reported to the Governance and Risk Committee (SKC Board sub-Committee) on a quarterly basis.

In the event of any non-compliance, there will be a review that may result in a range of measures including (depending on the severity of the breach):

- remedial education
- counselling
- increased supervision
- the restriction of duties
- suspension or
- in the case of serious breaches, termination of employment, contract or engagement.

All breaches and near misses related to this Policy and its Procedures should be reported as a Compliance Breach by the College and are monitored by the College's Governance Advisor and Chair of the Governance and Risk Committee.

Risks identified related to the implementation of this Policy and its Procedures are reported to the Policy Owner to support continuous improvement.

## **POLICY REVIEW**

A review of the Child Safeguarding (Safety and Protection) Policy and Procedures is conducted every year or earlier if required, such as due to changes in legislation or after any significant child safety incident.

The St Kevin's College Board is responsible for ensuring that this Policy and its Procedures are reviewed and updated as needed and for approving this Policy and its Procedures.

## **POLICY AND PROCEDURES LINKAGES**

The Child Safeguarding (Safety and Protection) Policy and Procedures are to be read and understood in conjunction with:

- Child Safety Code of Conduct
- Child Safeguarding (Responding and Reporting Obligations) Policy and Procedures
- Parent and Student Complaints Policy

## **SOURCE OF OBLIGATION AND RELATED LEGISLATIVE INSTRUMENTS**

The Child Safeguarding (Safety and Protection) Policy and Procedures implements:

- Victorian Child Safe Standards
- Ministerial Order 1359
- National Catholic Safeguarding Standards.

## **RELATED FORMS AND DOCUMENTS**

- Department of Education and Training, Catholic Education Commission of Victoria and Independent Schools Victoria, [PROTECT Recording your actions: Responding to suspected child abuse - A Template for Victorian Schools](#)

## **REFERENCES AND RESOURCES**

ST KEVIN'S COLLEGE

CHILD SAFEGUARDING (SAFETY & PROTECTION) POLICY

Heyington | Waterford | Glendalough | Tooronga Sports Fields

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- Department of Education and Training, Catholic Education Commission of Victoria and Independent Schools Victoria, [Four Critical Actions for Schools: Responding to Incidents, Disclosures or Suspicions of Child Abuse](#), 2018

## APPENDIX A – DEFINITIONS

### “Child safety incident or concern”

St Kevin’s College uses the phrase “child safety incident or concern,” which includes, but goes further than, the more limited concept of “child abuse”.

**Child safety incidents or concerns** can take many forms. These include not only “abuse” of a child or young person by their parents/carers, but also conduct by other people that can cause harm to a child or young person.

For the purposes of this Policy and its Procedures, “child safety incidents or concerns” is defined as an incident of or concern about:

- “child abuse” as defined in the Child Wellbeing and Safety Act (2005) (Vic) (CWA Act)  
The CWA Act defines “child abuse” as:
  - a sexual offence against a child
  - the criminal offence of grooming, which includes grooming of a child or of a person with care, supervision or responsibility for the child with the intention of facilitating the child being engaged or involved in the commission of a sexual offence
  - the infliction, on a child, of physical violence or “serious” emotional or psychological harm
  - the “serious” neglect of a child<sup>1</sup>
- a child “in need of protection” as defined in the Child, Youth and Families Act 2005 (Vic) (CYF Act), which includes:
  - abandonment of the child by their parents and no other suitable person can be found who is willing and able to care for the child
  - the child’s parents are dead or incapacitated and no other suitable person can be found who is willing and able to care for the child
  - “significant” harm as a result of physical injury, from which the child’s parents have not or are not likely to protect the child
  - “significant” harm as a result of sexual abuse (including likely future sexual abuse as a result of grooming), from which the child’s parents have not or are not likely to protect the child
  - “significant” emotional or psychological harm, from which the child’s parents have not or are not likely to protect the child
  - “significant” neglect by the child’s parents<sup>2</sup>
- “reportable conduct” as defined in the CWS Act, which means conduct by Staff, Volunteers and Contractors that involves:
  - a sexual offence committed against or in the presence of a child
  - sexual misconduct committed against or in the presence of a child

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<sup>1</sup> “Serious” harm/neglect is harm that has a lasting permanent effect.

<sup>2</sup> “Significant” harm/neglect harm is harm that is more than trivial or insignificant, but need not be as high as “serious” and need not have a lasting permanent effect.

- physical violence committed against or in the presence of a child
- any behaviour that causes “significant” emotional or psychological harm to a child
- “significant” neglect of a child
- a criminal offence against a child as set out in the Crimes Act 1958 (Vic), such as:
  - sexual penetration or sexual assault of, or sexual activity in the presence of, a child aged under 16 or of a child aged 16 or 17 under the care, supervision or authority of the offender
  - grooming a child aged under 16 or a child aged 16 or 17 under the care, supervision or authority of the offender
  - grooming an adult who has a child under their care, supervision or authority
  - encouraging of a child aged under 16 or a child aged 16 or 17 under the offender’s care, supervision or authority to be involved in sexual activity
- a practice to change or suppress a child’s sexual orientation or gender identity, which is prohibited under the Change or Suppression (Conversion) Practices Prohibition Act 2021 (Vic)
- a breach of the Child Safety Code of Conduct, such as:
  - a teacher engaging in unauthorised after hours meetings with a student
  - a Volunteer sports coach engaging in inappropriate online personal communications with a student
  - a Contractor music tutor publishing online photos, movies or recordings of a student without parental/carer consent.

### “Child-Related Work”

“Child-related work” is work performed at or for the College by a staff member, Volunteer or Contractor that usually involves direct contact with a child (unless the direct contact is only occasional and incidental to the work).

Direct contact means any contact between a person and a child that involves:

- physical contact
- face-to-face contact
- contact by post or other written communication
- contact by telephone or other oral communication; or
- contact by email or other electronic communication.

Under this definition, only those Volunteers and Contractors who have direct contact with students are engaged in child-related work for the purposes of Ministerial Order 1359.

### “Child-Connected Work”

For the purposes of Ministerial Order 1359 and this Policy, “child-connected work” is defined as work authorised by the SKC Board and performed by an adult in a College environment while children are present or reasonably expected to be present.

Under this definition, all staff members are engaged in child-connected work.

Under this definition, many, but not all, Volunteers and Contractors are engaged in child-connected work. Volunteers and Contractors who are not adults or who do not work when children are present or expected to be present are NOT engaged in child-connected work.

“Child-connected work” is broader than “child-related work”(defined below). “Child-connected work” does not need to involve direct contact with children, whereas “child-related work” does.

### “School Staff” “Staff” /”Staff Member”

“School staff” is a particular phrase used in Ministerial Order 1359, and is defined as “an individual working in a school environment who is:

- directly engaged or employed by a school governing authority
- a contracted service provider (whether or not a body corporate or any other person is an intermediary) engaged by the school governing authority to perform child-related work
- a minister of religion, religious leader or an employee or officer of a religious body associated with the school”.

The engagement or employment of Staff and Contractors at the School (other than the Principal/Head of Campus, Deputy Principal and the Business Manager) is undertaken by St Kevin’s College on behalf of the St Kevin’s College Board.

This means that all Staff, as well as Direct Contact Contractors, at the School are “school staff” for the purposes of Ministerial Order 1359, no matter their age or the frequency of their engagement.

**NOTE:** Notwithstanding the above, for the purposes of this Policy and its Procedures and the Child Safeguarding Program, the terms “School Staff”, “Staff” and “Staff member” includes teaching and non-teaching employees at St Kevin’s College including the Principal, including those employed by the College on a permanent, temporary or casual basis and also all **Contractors and Volunteers** (including SKC Board and Sub-Committee members) unless otherwise stated.

### “Volunteers” and “Contractors”

A Volunteer is a someone who performs work for St Kevin’s College without remuneration or reward. Volunteers may be family members of students, or from the wider College or local community.

A Contractor is someone engaged by the School to perform specific tasks. Contractors are not employees of the College. Contractors and Volunteers are “school staff” for the purposes of this Policy and its Procedures and the Child Safeguarding Programs.

The College categorises Volunteers and Contractors as either:

- Direct Contact Volunteers/Contractors: Volunteers and Contractors who have direct physical or face-to-face contact with, or who directly communicate with, students (such as Volunteers and Contractors who are tutors, provide learning support, work in the canteen, attend or provide excursions/incursions, assist in music/drama productions and coach sports teams). External Education Providers are considered Direct Contact Contractors.
- Regular Volunteers/Contractors: Volunteers and Contractors who assist the College in ways that do not involve direct contact with students (although there could be indirect or incidental contact), and who do this more than seven times per year (such as Volunteers working in the School’s administration office, contracted consultants, regular maintenance workers or cleaners, and caterers for staff events)
- Casual Volunteers/Contractors: Volunteers and Contractors who assist the College in ways that do not involve direct contact with students (although there could be indirect or incidental contact) or whose services are directed at the general public, and who do this seven times or less per year (such as Volunteers who work on a stall at a School fete or on a barbeque at a sporting event, and one-off emergency maintenance workers).

## “Visitor”

The term “Visitor” refers to any adult who attends a College event or is in a College environment on a one-off or casual basis. Examples of visitors include, but are not limited to:

- Casual Volunteers/Contractors – who are not performing child-connected work
- parents, carers and other adult family members of students, when they are attending College events or in a College environment
- people invited by the College or a staff member to attend a College event or to be in a College environment
- people who attend a College environment for commercial purposes, such as for deliveries or sales purposes.

## “External Education Provider”

An external education provider is any organisation that the College has arranged to deliver a specified course of study that is part of the curriculum, to a student or students enrolled at the College.

The delivery of such a course may take place on College premises or elsewhere.

## APPENDIX B – ROLES AND RESPONSIBILITIES

### 1. Trustees of Edmund Rice Education Australia (TEREA)

A Ministerial Public Juridic Person (PJP) and body corporate established to oversee the continuation of the Charism of Blessed Edmund Rice in the educational mission of the Catholic Church. TEREA is the Member of SKC Ltd (and will not have a direct role in terms of MO 1359).

### 2. St Kevin’s College Limited

St Kevin’s College Limited is the proprietor.

### 4. The St Kevin’s College Limited Board

The St Kevin’s College Board (SKC Board) is the College’s “governing authority” for the purposes of Ministerial Order 1359. It will ensure that the College implements practices for a child-safe environment in accordance with this Order. It has responsibility for the College’s strategic directions, operational policy and risk management frameworks.

It ensures that the College has appropriate processes for:

- receiving and considering information regarding child safety,
- approving and reviewing the School’s Child Safeguarding Program to ensure that it has and implements processes to comply with its child safety legal and regulatory obligations, and
- ensuring that the College has ongoing monitoring processes to verify and evaluate the use of the resources allocated to manage child safeguarding obligations within the College.

The SKC Board delegates its functions relating to the operational management and implementation of the College’s Child Safeguarding Program to the Principal.

### 5. The Principal

The Principal is responsible, and will be accountable for, the operational management of the College, and the Child Safeguarding Program.

The Principal is responsible for taking all practical measures to ensure that this Child Safeguarding (Safety and Protection) Policy and the College’s Child Safeguarding Program are implemented effectively and that a strong and sustainable child safe culture is maintained within the College.

## 6. The Director of Child Safeguarding and Child Safety Officer

The College has also appointed a Director of Child Safeguarding as the College's Senior Child Safety Officer and a team of Child Safety Officers across all campuses.

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 and coordinating the College's response to child safety incidents in consultation with the Principal and the College Leadership Team.

## 7. Staff Members

All Staff must comply with this Child Safeguarding (Safety and Protection) Policy and Procedures and the Child Safety Code of Conduct, be familiar with the Child Safeguarding Program and understand their legal obligations and College Policy with respect to the reporting of child abuse and other harm and WWC Checks. All staff must also ensure students' views are taken seriously and their voices are heard about decisions that affect them. All staff must participate in child safety and wellbeing induction and training provided by the College

All Staff must be aware of key indicators of abuse and other harm, be observant, and raise all child safety incidents and concerns with one of the College's Child Safety Officers.

## 8. Volunteers and Contractors

All Volunteers and all Contractors at the College are responsible for contributing to the safety and protection of students in the School environment.

All Volunteers and all Contractors must comply with the Child Safeguarding (Safety and Protection) Policy and Child Safety Code of Conduct.

Direct Contact Volunteers and Direct Contact Contractors must understand their legal obligations with respect to the reporting of child abuse and other harm.

Direct Contact Volunteers and Direct Contact Contractors must be aware of key indicators of child abuse and other harm, be observant, and raise all child safety concerns with one of the College's Child Safety Officers.

For Contractors, the College may include these requirements in the written agreement between it and the Contractor.

## 9. External Education Providers

All external education providers engaged by the College are responsible for contributing to the safety and protection of children in the school environment.

All external education providers engaged by the College are required to be familiar with the Child Safeguarding (Safety and Protection) Policy and the School's Child Safety Code of Conduct.

The College will include this requirement in the written agreement between it and the external education provider.