



Childsafeguarding (Safety and Protection) Policy

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Constructed / Reviewed by: Dean of Child Safeguarding	
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1. Statement of Context and Purpose

The Child Safeguarding (Safety and Protection) Policy is set in the context of the mission and vision of St Kevin's College (the **College**), where we seek to live, learn and teach with the values of the Catholic Church and those of the College – compassion, integrity, and excellence. The College is committed to standards of excellence in the formation of young people. We lead through the values of the Gospel and in the spirituality of Edmund Rice. We strive with compassion and integrity to build a better world.

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.

Principles

The 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 student privacy must be respected.
4. The safety of students is dependent on the existence of a child-safe culture that is modelled and championed by everyone

5. Child safety knowledge, skills and awareness is promoted and openly discussed within our School community.
6. Child safety and protection is everyone's responsibility.

2. Child Safety

The College is an inclusive school committed to providing a safe and educationally supportive environment for students where there is zero tolerance policy for child abuse.

Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the risk of child abuse in schools and school boarding premises sets out the requirements that the College must meet in order to comply with the Child Safe Standards.

One such requirement is that, in embedding a culture of 'no tolerance' for child abuse and giving effect to the Child Safe Standards, schools must ensure that equity is upheld, and diverse needs respected in policy and practice.

This policy sets out the strategies and actions that the College will implement to meet the above requirements.

3. Related Documents

Policies and Procedures

- *Staff Code of Conduct Child Safety Code of Conduct*
- *Child Safeguarding (Responding and Reporting Obligations) Policy and Procedures*
- *Child Safeguarding – ATSI Students*
- *Parent and Students Complaints Policy*

Legislation, Regulations and Standards

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

4. Application

This Policy applies to members of the Board, external members of Committees of the Board, employees, volunteers, contractors of the College, all staff (including the Principal, whether full time, part time or casual), 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).

5. Definitions

Child Safe Standards	Means the standards made under Section 17 of the <i>Child Wellbeing and Safety Act 2005</i> (Vic). The aim of the Child Safe Standards is to promote child safety, ensure that child abuse is prevented, and ensure that allegations of child abuse are properly addressed.
MO 1359	Means <i>Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the risk of child abuse in schools and school boarding premises</i> .
Staff	Means all person identified in Section 4 of this policy.

6. Overview

The College is committed to embedding the Child Safe Standards for the Safety and Protection of its students. More information can be found by following this link.

In particular, the College

- i. actively seeks to include students in decisions that affect them
- ii. ensures that students know about their rights to safety, information and participation
- iii. recognises the importance of friendships and support from peers
- iv. ensures parents/carers have opportunities to participate in decisions affecting their children.
- v. ensures families and relevant communities know about the College's Child Safeguarding operations and policies
- vi. 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
- vii. promotes the safety and participation of all vulnerable students, and students with a disability, and their families
- viii. supports students and families of lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+) students and acts to promote their participation
- ix. commits to ensuring that College facilities are accessible and promote the inclusion of students of all abilities.

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 includes:

- Child Safety Code of Conduct

- Risk management to prevent, identify and mitigate risks related to child safety
- Clear procedures for responding to and reporting child safety incidents or concerns. See Child Safeguarding – Responding and Reporting Policy and the PROTECT website
- Procedures for recruiting and screening members of the College Board and Board Committees, Employees, Volunteers and Contractors
- Induction and ongoing child safeguarding training to build child safety knowledge skills and awareness of staff, contractors and volunteers
- Wellbeing programs designed to educate and support students regarding their rights, how to raise concerns, online conduct and online safety
- Analysis of complaints, concerns and safety incidents to identify causes and systemic failures
- 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
- Maintaining a Child Safe Risk Register that is linked to the Child Safe Standards which is reviewed annually

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 Record Retention Policy

7. Policy in Practice

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

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

For specific guidance contact the Dean of Child Safeguarding

8. Exemptions

Nil

9. Consequences of Breach

Breaches of these Guidelines will be taken seriously.

The College will respond in accordance with its requirements under law, relevant industrial agreements, and its policies and procedures.

10. Concerns and Complaints

Any concerns arising in respect of these Guidelines should be raised with the College in first instance.

11. Acknowledgement and Review

All Staff, Volunteers, Contractors and Visitors must understand, and agree to abide by this Policy.

12. Where to get help?

For enquiries on this policy, contact the **Dean of Child Safeguarding**

For general policy enquires, contact the **Risk and Compliance Manager**

You can provide feedback on this policy by emailing policy@stkevins.vic.edu.au

For enquiries on the Colleges' handling of a breach of this policy, please contact the **Director of Governance**.