



# Star of the Sea College

## Child Safety Policy

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Star of the Sea College is a Catholic Independent Girls' school, founded by the Presentation Sisters in 1883. Since 2014, Star of the Sea College has operated under the auspices of Kildare Ministries.

At Star of the Sea College we hold the care, safety and wellbeing of our students as a central and fundamental responsibility of our College. Our commitment is drawn from, and inherent in, the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the gospel: CECV Commitment Statement to Child Safety:

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

### **PURPOSE**

The purpose of the Child Safety Policy is to demonstrate the strong commitment of Star of the Sea College to the care, safety and wellbeing of all students at our College. It provides an outline of the policies, procedures and strategies developed to keep students safe from harm, including all forms of abuse in our College environment, on campus, online and in other locations provided by the College.

The Child Safety Policy takes into account relevant legislative requirements within the State of Victoria, including the specific requirements of the Victorian Child Safe Standards as set out in [Ministerial Order No. 870](#).

The Child Safety Policy applies to College staff, including College employees, volunteers, contractors and clergy.

### **PRINCIPLES**

Catholic schools have a moral, legal and mission-driven responsibility to create nurturing school environments where students are respected, their voices are heard and they both feel safe and are safe.

The following principles underpin our commitment to child safety at Star of the Sea College:

- Star of the Sea College wants students to be safe, happy and empowered. All students deserve, as a fundamental right, safety and protection from all forms of abuse and neglect. We have zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously and consistently with policies and procedures.
- Star of the Sea College is committed to the safety, participation and empowerment of all students. We are committed to preventing child abuse and identifying risks early, and removing and reducing these risks.
- Our College works in partnership with families and the community to ensure that they are engaged in decision-making processes, particularly those that have an impact on child safety and protection. All



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students have the right to a thorough and systematic education in all aspects of personal safety, in partnership with their parents/guardians/caregivers.

- Star of the Sea College has robust human resources and recruitment practices for all staff and volunteers. All adults in our College, including teaching and non-teaching staff, clergy, volunteers, and contractors, have a responsibility to care for students, to positively promote their wellbeing and to protect them from any kind of harm or abuse.
- Star of the Sea College is committed to regularly training and educating our staff and volunteers on child abuse risks.
- We support and respect all students, as well as our staff and volunteers. The policies, guidelines and codes of conduct for the care, wellbeing and protection of students are based on honest, respectful and trusting relationships between adults and students.
- We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments. These policies and practices demonstrate compliance with legislative requirements and cooperation with the Church, governments, the police and human services agencies.
- All persons involved in situations where harm is suspected or disclosed must be treated with sensitivity, dignity and respect.
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously. Staff, clergy, volunteers, contractors, parents and students should feel free to raise concerns about child safety, knowing these will be taken seriously by the leadership team.
- Appropriate confidentiality will be maintained, with information being provided to those who have a right or a need to be informed, either legally or pastorally.
- We support and respect all students, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal students, the safety of students from a culturally and/or linguistically diverse backgrounds, and to providing a safe environment for students with a disability.

### DEFINITIONS USED IN THIS POLICY

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

**Child abuse** includes:

- (a) any act committed against a child involving:
  - (i) a sexual offence
  - (ii) an offence under section 49B (2) of the Crimes Act 1958 (grooming)
- (b) the infliction on a child, of:
  - (i) physical violence
  - (ii) serious emotional or psychological harm
- (c) serious neglect of a child



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

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

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

**Child protection:** Statutory services that are designed to protect children who are at risk of serious harm.

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

Child sexual abuse can also be:

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

**Mandatory Reporting:** The legal requirement to report suspected cases of child abuse and neglect is known as mandatory reporting. Mandated persons include teachers, nurses, police, psychologists, psychiatrists and medical practitioners.

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

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



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- a campus of the College
- online College environments (including email and intranet systems)
- other locations provided by the College for a student's use (including, without limitation, locations used for College camps, sporting events, excursions, competitions, and other events)

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

- directly engaged or employed by a College governing authority
- a volunteer or a contracted service provider (whether or not a body corporate or any other person is an intermediary)
- a minister of religion

### **POLICY COMMITMENTS**

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

#### **Our Commitment to our Students**

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

#### **Our Commitment to Parents and Carers**

- We commit to communicating honestly and openly with parents and carers about the wellbeing and safety of their children.



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- We commit to engaging with, and listening to, the views of parents and carers about our child-safety practice, policies and procedures.
- We commit to transparency in our decision-making with parents and carers where it will not compromise the safety of students.
- We commit to acknowledging the cultural diversity of students and families, and being sensitive to how this may impact on student-safety issues.
- We commit to continuously reviewing and improving our systems to protect students from abuse.

### **Our Commitment to our College Staff (Employees, Volunteers, Contractors and Clergy)**

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

### **Responsibilities and Organisational Arrangements**

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

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



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### Responsibilities of College Leadership

The Principal and members of the leadership team at Star of the Sea College recognise their particular responsibility to ensure the development of preventative and proactive strategies that promote a culture of openness, awareness of and shared responsibility for child safety. Responsibilities include:

- creating an environment for students to be safe and to feel safe
- upholding high principles and standards for all staff, clergy, volunteers, and contractors
- promoting models of behaviour between adults and students based on mutual respect and consideration
- ensuring thorough and rigorous practices are applied in the recruitment, screening and ongoing professional learning of staff
- ensuring that College personnel have regular and appropriate learning to develop their knowledge of, openness to and ability to address child safety matters
- providing regular opportunities to clarify and confirm legislative obligations, policy and procedures in relation to students' protection and wellbeing
- ensuring the College meets the specific requirements of the Victorian Child Safe Standards as set out in [Ministerial Order No. 870](#)

### Responsibilities of College Staff

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

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

### Responsibilities of Child Safe School Committee

Star of the Sea College has established a Child Safe School Committee consisting of the College counsellors and deputy principals who, with the principal, Leadership Team and the Star of the Sea College Board are responsible for embedding a culture of child safety including a zero tolerance for child abuse.

### Expectation of Staff – *Child Safety Code of Conduct*



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At Star of the Sea College, we expect College employees, volunteers, contractors and clergy to proactively ensure the safety of students at all times and to take appropriate action if there are concerns about the safety of any student at the College. All College staff must remain familiar with the relevant laws, the code of conduct, and policies and procedures in relation to child protection and to comply with all requirements.

We have developed a *Child Safety Code of Conduct* which recognises the critical role that College staff play in protecting the students in our care and establishes clear expectations of College employees, volunteers, contractors and clergy for appropriate behaviour with students in order to safeguard them against abuse and or neglect. This Code also protects College staff through clarification of acceptable and unacceptable behaviour.

### **Student Safety and Participation**

At Star of the Sea College, we actively encourage all students to openly express their views and feel comfortable about giving voice to the things that are important to them.

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

Students new to the College are informed of who they can approach to discuss any concerns they may have regarding their safety or the safety of others. The College has a very proactive pastoral system whereby Homeroom teachers have responsibility for monitoring the wellbeing of each student in their care. Working alongside the homeroom teachers are the House Pastoral Leaders who, with the Deputy Principal: Students ensure the welfare and wellbeing of each student is met. The College counsellors also ensure student welfare and safety is paramount.

### **Reporting and Responding**

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

Our College's [Child Protection – Reporting Obligations Policy](#), sets out the actions required under the relevant legislation when there is a reasonable belief that a student at our College is in need of protection or a criminal offence has been committed, and provides guidance and procedures on how to make a report.

Our policy assists staff, volunteers and families to:

- identify the indicators of a student who may be in need of protection
- understand how a 'reasonable belief' is formed
- make a report of a student who may be in need of protection



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- comply with mandatory reporting obligations under child protection law and their legal obligations relating to criminal child abuse and grooming under criminal law

Our College has also established internal processes to ensure that appropriate action is taken to respond to concerns about the wellbeing and/or safety of a student. These are clearly articulated in the *Child Protection – Reporting Obligations Policy and Child Safety Code of Conduct*.

Our complaints and disclosure processes are outlined and detailed in the following policies and procedures:

- *Child Protection – Reporting Obligations Policy*
- *Sexual Harassment (Prevention of) Policy*
- *Complaints Resolution Policy*
- *Star of the Sea College’s Grievance Policy*
- *Pastoral Care Policy*
- *Star of the Sea College Staff Code of Conduct*

### **Screening and Recruitment of School Staff**

Star of the Sea College will apply thorough and rigorous screening processes in the recruitment of employees and volunteers involved in child connected work. Our commitment to child safety and our screening requirements are included in all advertisements for such employee, contractor and volunteer positions, and all applicants are provided with copies of the College’s *Child Safety Code of Conduct* and the *Child Safety Policy*.

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

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

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

### **Child Safety – Education and Training for College Staff**

Star of the Sea College provides employees, volunteers and clergy with regular and appropriate opportunities to develop their knowledge of, openness to and ability to address child safety matters. This includes



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induction, ongoing training and professional learning to ensure that everyone understands their professional and legal obligations and responsibilities, and the procedures for reporting suspicion of child abuse and neglect.

All staff are required to complete annually the *Protecting Children – Mandatory Reporting and Other Obligations* eLearning module.

### **Risk Management**

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

The College has established a Child Safe School Committee consisting of Principal, Deputy Principal Students and College counsellor.



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## BREACH OF POLICY

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

Where the **Principal** is suspected of breaching any obligation, duty or responsibility within this *Child Safety Policy*, the concerned party is advised to contact the Chair of the College Board. Relevant notification should also be made to Catholic Education Melbourne (Office of Professional Conduct, Ethics and Investigation).

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



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<b>Responsible Officer</b>	Principal
<b>Approved By</b>	
<b>Approved &amp; Commenced</b>	October 2017
<b>Review By</b>	December 2018
<b>Relevant Legislation</b>	<p>Children, Youth and Families Act 2005 (Vic.),            Children Legislation Amendment (Reportable Conduct) Act 2017            Crimes Act 1958 (Vic.) Three new categories: <a href="#">Failure to disclose offence</a>, <a href="#">Failure to protect offence</a>, <a href="#">Grooming offence</a>            Education and Training Reform Act 2006 (Vic.)            Equal Opportunity Act 2010 (Vic.)            Ministerial Order No 870 – <i>Child Safe Standards: Managing the Risk of Child Abuse in Schools</i>            Privacy and Data Protection Bill 2014 (Vic )            Working with Children Act 2005</p>
<b>Related Policies &amp; Procedures</b>	<p><b>Catholic Education Melbourne Policies</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Policy 2.2: Guidelines Relating to the Employment of Staff</a></li> <li>• <a href="#">Policy 2.19: Child Protection – Reporting Obligations</a></li> <li>• <a href="#">Policy 2.19a: School Guidelines –Police and DHHS Interview Protocols</a></li> <li>• <a href="#">Policy 2.26: Pastoral Care of Students in Catholic Schools</a></li> </ul> <p>Child Safety – Reporting Obligations            Child Safety Code of Conduct            Critical Incident Procedures            Grievance Procedures            ICT Staff Policy            ICT Student Policy            Pastoral Care Policy            Reportable Conduct Policy            Respectful Relationships Policy            Volunteer’s Policy</p>
<b>Version</b>	1 (Child Safety Policy)
<b>Amendments to Version</b>	