



Child Safety and Wellbeing Policy

Drafted by	Risk and Compliance Officer	Date of Last Review	January 2023
Responsibility	School Executive Principal Board	For Distribution	Staff, Students and Parents

Source of Obligation

Ministerial Order 1359 - Child Safe Standards – Managing the risk of child abuse in schools and school boarding premises.

Westbourne Grammar School Board has endorsed this policy. It will be reviewed on an annual basis.

Purpose

Our Child Safety and Wellbeing Policy demonstrates Westbourne Grammar School's strong commitment to child safety and wellbeing and to creating and maintaining a child safe and child-friendly environment. It provides an overview of the policies and practices that we have developed to keep our students safe, including from abuse or other harm.

Our Child Safety and Wellbeing Policy outlines the key elements of our approach to implementing Ministerial Order 1359 (which sets out how the Victorian Child Safe Standards apply in school environments) and to the school as a child safe organisation. It informs the school community about everyone's obligations to act safely and appropriately towards students and guides the policies, processes and practices for the safety and wellbeing of students across all areas of our work, which are set out in our Child Safe Program.

The Child Safety and Wellbeing Policy is to be read and understood in conjunction with, the [Victorian Child Safe Standards](#), [Ministerial Order 1359](#) and the [National Principles for Child Safe Organisations](#) (National Principles).

The Child Safety and Wellbeing Policy provides the framework for:

- the implementation of the Victorian Child Safe Standards, Ministerial Order 1359 and the National Principles
- the creation of a safe and supportive school environment and a positive and robust child safe culture
- the promotion and open discussion of child safety issues within the school
- compliance with all laws, regulations and standards relevant to child safety and wellbeing, including child protection, in Victoria.

Scope

The Child Safety and Wellbeing Policy applies to all adults in the Westbourne Grammar School community, whether or not their work involves direct contact with students, including:

- Staff and Direct Contact Contractors (including External Education Providers) who are "school staff" within the meaning of Ministerial Order 1359

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- other types of Contractors
- Volunteers
- Visitors.

This Policy applies in all physical, virtual and online school environments used by students during or outside of school hours, including all locations provided for a student's use, (for example on-site and off-site school grounds, sporting events, camps and excursions and environments provided by External Education Providers and other Contractors).

Definitions

Definitions of the following terms used in the Child Safety and Wellbeing Policy can be found in [Child Safe Program Definitions](#) (Appendix A: Child Safe Program Definitions):

- child and young person
- child abuse and other harm
- child safety and wellbeing
- child safety incident or concern
- child-connected work
- child-related work
- contractor
- school environment
- school staff
- school governing authority
- student
- visitor
- volunteer.

Statement of Commitment to Child Safety and Wellbeing

Westbourne Grammar School acknowledges the Bunurong and Boon Wurrung Peoples of the Kulin Nation as the Traditional Custodians of the lands on which we operate. We acknowledge and respect their contributions, experience and knowledge as First Nations people. We pay our respect to their Elders, past, present and emerging.

At Westbourne Grammar School, we have zero tolerance for child abuse, racism and discrimination. We are committed to acting in a child's and young person's best interest, wellbeing and in keeping them safe from harm. The school 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, regulations and maintaining a child safe culture.

Westbourne Grammar School is committed to the protection of children and young people from all forms of child abuse and demonstrates this commitment through the implementation of comprehensive Child Safe and Wellbeing Programs designed to keep children and young people safe.

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Child Safe Standards

In addition to implementing the Victorian Child Safe Standards, the school's commitment to child safety is based on the [National Principles for Child Safe Organisations](#). Requiring compliance with these additional Standards is one of the strategies employed by Westbourne Grammar School Board of Directors to embed a culture of child safety at Westbourne Grammar School.

There are 11 Victorian Child Safe Standards. They are:

1. Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.
2. Child safety and wellbeing is embedded in organisational leadership, governance and culture.
3. Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.
4. Families and communities are informed and involved in promoting child safety and wellbeing.
5. Equity is upheld and diverse needs respected in policy and practice.
6. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
7. Processes for complaints and concerns are child focused.
8. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
9. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
10. Implementation of the Child Safe Standards is regularly reviewed and improved.
11. Policies and procedures document how the organisation is safe for children and young people.

Child Safe Principles and Values

Westbourne Grammar School has also developed specific child safe principles and values relevant to its own specific circumstances that guide our work systems, practices, policies and procedures to protect students from abuse and harm.

The school's commitment to child safety is based on the following overarching principles endorsed by the Westbourne Grammar School Board that guide the development and regular review of our school practices, policies and procedures to protect children from abuse.

1. All children have the right to be safe.
2. The welfare and best interests of the child are paramount.
3. The views of the child and a child's privacy must be respected.
4. Clear expectations for appropriate behaviour with children are established in our Child Safety Code of Conduct.
5. The safety of children is dependent upon the existence of a child safe culture.
6. Child safety awareness is promoted and openly discussed within our school community.
7. Procedures are in place to screen all staff, Homestay families and Direct Contact Volunteers including third-party contractors and external providers who have direct contact with children.
8. Child safety and protection is everyone's responsibility.
9. Child Safe training is mandatory for all Westbourne staff, Board Directors and Homestay families.
10. Child Safety Guidelines are established for Direct Contact Volunteers, Contractors and Visitors.
11. Procedures for responding to alleged or suspected incidents of child abuse are simple and accessible for all members of the school community.

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12. Children from culturally or linguistically diverse backgrounds have the right to special care and support including those who identify as Aboriginal or Torres Strait Islander.
13. Children who have any kind of disability have the right to special care and support.

Embedding a Culture of Child Safety

Our Child Safe Program is one of the strategies employed by the school to embed a culture of child safety. Our Child Safe Program relates to all aspects of child safety and wellbeing and establishes work systems, practices, policies and procedures to create and maintain a child safe environment and school culture. It includes:

- Child Safe policies and Child Safe Codes of Conduct.
- Clear information about what is child abuse and other harm and key indicators of child abuse and other harm.
- Clear procedures for responding to and reporting child safety incidents or concerns internally to a Child Safety Officer, and for responding to incidents or allegations of child abuse or other harm.
- Strategies to support, encourage and enable Staff, Volunteers, Contractors, parents/carers and students to understand, identify, discuss and report child safety matters.
- Procedures for recruiting and screening members of the School Executive Team, Staff, Volunteers and Contractors.
- Procedures for reporting 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.
- Strategies to support and encourage the participation and inclusion of Aboriginal and Torres Strait Islander students, students from culturally and linguistically diverse backgrounds and students with disability.
- Customised child protection training.
- 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, Ministerial Order 1359 and the National Principles).
- A system for continuous review and improvement.

Child Safe Codes of Conduct

Our Child Safe Codes of Conduct include a *Child Safety Code of Conduct* and a *Staff and Student Professional Boundaries Policy*. Together, these Codes of Conduct set boundaries and expectations for appropriate behaviours between adults in our school community and students, including in physical, online and virtual environments.

The *Student Code of Conduct* includes standards of behaviour for students relevant to child safety and wellbeing.

Our Child Safe Codes of Conduct include clear processes to report inappropriate behaviour. We publish our Child Safe Codes of Conduct on Schoolbox and our school website so that everyone can easily find out what behaviours are acceptable and unacceptable at our school and how to report inappropriate behaviour.

Our students are provided with information about the Child Safe Codes of Conduct, to ensure that they know what behaviours are acceptable and unacceptable and how to report inappropriate behaviour.

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Creating a Culturally Safe Environment

Westbourne Grammar School is committed to embedding a respectful and inclusive culture, creating environments where Aboriginal and Torres Strait Islander culture is authentically acknowledged and celebrated, where children and young people, families and community members are welcomed and included.

To achieve this, the school will:

- Include an Acknowledgement of Country at school assemblies, staff meetings, performances and events.
- Consult with families and members of the Aboriginal and Torres Strait Islander community to identify opportunities to promote indigenous culture and practices in our learning and teaching programs.
- Provide opportunities for children and young people to share and freely express their cultural identity.
- Celebrate NAIDOC week and acknowledge significant events including National Sorry Day and National Reconciliation Week.
- Include indigenous history, cultural programs and studies in our curriculum framework.
- Provide indigenous cultural awareness training opportunities and experiences to staff.

Student Empowerment and Participation

Westbourne Grammar School is committed to embedding a safe, supportive and inclusive learning environment, where our students feel valued, respected, and their voices are heard. Student participation and empowerment are crucial aspects in developing resilient and respectful young people; *Shaping Learners Who Inspire the World*.

Three key principles underpin the participation and empowerment of students:

- **Empowerment:** which involves students having greater control or say over their lives through participation.
- **Purposeful Engagement:** which involves students taking on valued roles, addressing issues that are relevant to them, and influencing real outcomes.
- **Inclusiveness:** which involves ensuring that all students are able to participate.

Part of creating and maintaining a child safe environment at the school for all students is ensuring that all students:

- are engaged and involved in decisions that affect them
- can express their views and raise concerns
- have their views and opinions taken seriously
- are educated about their rights and child safety.

The school actively seeks to understand what makes students feel safe in our school and regularly communicate with students about what they can do if they feel unsafe.

The school recognises the importance of friendships and encourage respectful relationships, strong friendships and support from peers.

Parent/Carer, Family and Community Engagement

Westbourne Grammar School recognises that parents and carers have the primary responsibility for the upbringing and development of their children. The school will ensure that

- Ensure that parents/carers participate in decisions affecting their children.
- Ensure that families and relevant communities (Aboriginal and Torres Strait Islander communities, culturally and linguistically diverse communities, other communities that make up our staff and student cohort, and the local community in which our school operates) know about the school's operations and policies,



including its Child Safety and Wellbeing Policy and the Child Safe Codes of Conduct and our Child Safe Program.

- Actively seek to include families and relevant communities in decisions about organisational planning, delivery of services, management of facilities, and learning and assessment environments.
- Build cultural safety at the school through partnerships with relevant communities.
- Inform the school community about the changes to school operations and governance relating to child safety and wellbeing via SchoolBox News Posts, Newsletters and Principal announcements and communications.

Diversity and Equity

Westbourne Grammar School is committed to embedding an inclusive and respectful environment where diversity and equity of all children and young people are valued.

To achieve this, the school will:

- Actively promote the importance of inclusion in our school community.
- Welcome and support the participation of children and young people including; children and young people with disabilities, children and young people from culturally and linguistically diverse backgrounds, children and young people that identify as LGBTIQ+, children and young people from Aboriginal and Torres Strait Islander backgrounds.
- Provide opportunities for children and young people to share their stories and experiences (*student voice*), and to freely express themselves.
- Acknowledge and celebrate important diversity and inclusion dates and cultural and religious dates.
- Have zero tolerance of racism and other forms of discrimination and take action when identified.
- Educate staff and students in celebrating diversity and equity and recognising and addressing racism and discrimination.

Child Safe Human Resources Management

Suitable Staff, Volunteers and Contractors and Child Safety Knowledge, Skills and Awareness

The specific human resources management strategies adopted at the school to promote child safety and wellbeing are set out in the [Child Safe Human Resources Management](#) section of our Child Safe Program. They include the following:

Recruitment and Screening

The school applies best practice standards in the recruitment and screening of Staff, Volunteers and Contractors to engage the most suitable and appropriate people to work with our students. Our practices include:

- Requiring all Staff and relevant Volunteers and Contractors to maintain a valid VIT Registration or WWCC (working with children check) clearance, and sighting, verifying and recording this information.
- Ensuring that all Staff and relevant Volunteers and Contractors undergo child safe (child protection) induction, and ongoing education and training.
- Ensuring that we provide Staff, and relevant Volunteers and Contractors who engage with students, with regular supervision and performance monitoring by their Line Manager or Head of School or a senior member of Staff.
- Ensuring that professional development programs for Staff include child protection education and training programs.



Training on and Information About Child Safe

As a part of the school's induction process, all Staff, as well as relevant Volunteers and Contractors, are required to complete induction training on our child safe policies, practices and procedures.

All Staff and relevant Contractors and Volunteers receive refresher and ongoing child safe (child protection) training at least annually.

Our child safe induction and ongoing training program includes information about:

- Child Safety and Wellbeing Policy
- Child Safe Codes of Conduct
- recognising child abuse and other harm and identifying key indicators
- policies and procedures for responding to and reporting child safety incidents or concerns (including mandatory reporting, reporting to police and reportable conduct obligations)
- policies and procedures for information sharing and record keeping about child safety incidents and concerns
- WWCC clearances and other child safety and wellbeing human resources practices.

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

Supervision and Support

The school provides Staff, Volunteers and Contractors with support and regular supervision to ensure that they are compliant with the school's approach to child safety and wellbeing.

Child Safety Complaints and Reporting: Response to Child Safety Incidents or Concerns

Westbourne Grammar School fosters a culture that encourages everyone in the school community to raise concerns and complaints about child safety and wellbeing. Our processes for raising complaints and concerns, and the procedures that all Staff, Volunteers and Contractors must follow whenever they witness, suspect or receive a complaint about a child safety incident or concern involving a student, a staff member, a Volunteer, a Contractor are set out below.

The school 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 Staff, Volunteers, Contractors, students, parents/carers or anyone else reports these to the school.

The school's response will include:

- Externally reporting all matters that meet the required relevant thresholds to Child Protection (Mandatory Reports), the Police (Mandatory Reporting of Child Sexual Abuse), the CCYP (Reportable Conduct), and/or the Victorian Institute of Teaching (Teacher Misconduct), depending on the issues raised.
- 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 students who are unable to live at home or students who identify as lesbian gay, bisexual, transgender or intersex).
- 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 school's response to it.
- Taking broader actions to improve child safety at the school (including systemic reviews and resulting improvements).

Child Safe Risk Management

Westbourne Grammar School recognises the importance of a robust risk management approach to minimising the potential for child abuse or harm to occur and we use this information to inform our policies, procedures and activity planning.

The school has implemented a comprehensive [Risk Management Program](#) to assist in the identification, assessment and management of child protection risks in all Westbourne Grammar School environments.

The school identifies, assesses and manages child protection risks in all school environments, based on a range of factors including the nature of activities, physical, virtual and online environments and the characteristics of the student body. This information is used to inform our policies, procedures and activity planning.

The school records identified risks to child safety and wellbeing in our Child Safe Risk Register, along with the actions in place at the school to manage these risks. Westbourne Grammar School Board of Directors, the Principal and the School Executive Team monitor and evaluate the effectiveness of these actions at least annually.

Privacy and Information Sharing

Westbourne Grammar School collects, uses and discloses information about students and their families in accordance with privacy laws and other relevant laws, including laws that permit the school to disclose information about child safety and wellbeing to external people and agencies. For information about how the school collects, uses and discloses this information, refer to our [Privacy Policy](#).

Child Safe Record Keeping

Westbourne Grammar School is committed to best practice record keeping about child safety incidents and concerns. The school records all internal and external reports of child safety incidents and concerns, as well as any other responses by the school using our [Child Safe Incident Report](#).

When keeping records of child safety incidents or concerns, the school maintains confidentiality and privacy for students and families in accordance with federal and state privacy legislation.

Child Safe Reporting Procedures

Reporting Child Safety Incidents or Concerns

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



Any person, including all Staff, Volunteers, Contractors, parents/carers and students, can at any time report concerns about the wellbeing of a child aged under 17 to Child Protection by:

- during business hours (8:45am-5:00pm, Monday to Friday), contacting the Child Protection intake service for the local government area where the child resides, listed [here](#).
- after hours, telephoning 13 12 78.

Staff

Our Child Safe Program provides detailed guidance for Board of Directors, 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 school and to relevant external authorities.

These reports can be made to a Child Safety Officer or the Principal. Where the incident or concerns involves the Principal, internal reports should instead be made to a Child Safety Officer who will inform the Chair of School Board.

A [Child Safe Incident Report](#) must be completed.

We recognise that some individuals, particularly children, face additional vulnerabilities to child abuse and other harm, as well as additional barriers to disclosing child safety incidents or concerns. Our Child Safe Program provides guidance on identifying additional vulnerabilities and barriers and contains strategies for supporting these individuals to participate in the school community and enabling them to disclose child safety incidents or concerns to the school.

Students, Parents/Carers and Community Members

The school provides students with information about and encourages them to use multiple pathways to raise child safety incidents or concerns about or at the school. Our [Child Safe Complaints Management](#) policy includes details regarding child safe reporting, 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:

- a Child Safety Officer, or
- the Principal.

Our Child Safety Officers are:

- Heads of School
- Deputy Heads of School
- Senior School Year Level Directors
- Junior School Heads of Campus

Any person can also contact the Principal, or a Child Safety Officer 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'.

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

Child safety incidents or concerns can cause trauma and significantly impact on the mental health and wellbeing of children, as well as on their families. In addition to reporting and referral to the relevant authorities, the school plays a central role in addressing this trauma and has a duty of care to ensure that students feel safe and supported.

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The school 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:

- Child Safety Officers will 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 offering or organising referrals to:
 - internal or external support, such as the School Counsellor
 - bi-cultural workers and/or translators
 - an external support agency and/or child advocacy organisation which specialises in supporting children and young people impacted by abuse or other harm.

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

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 school assists impacted Staff, Volunteers and Contractors to access necessary support.

Child Safe Roles and Responsibilities

Child safety and wellbeing is everyone's responsibility. All adults in the Westbourne Grammar School community have a shared responsibility for contributing to the safety, wellbeing and protection of students. Specific responsibilities at the Westbourne Grammar School include:

Child Safety Officers

Our Child Safety Officers are a point of contact for raising child safety concerns within the school. They are responsible for championing child safety and wellbeing within the school and assisting in coordinating responses to child safety incidents.

Westbourne Grammar School Board of Directors

Westbourne Grammar School Board of Directors is Westbourne Grammar School's "school governing authority" for the purposes of Ministerial Order 1359.

Westbourne Grammar School Board of Directors is responsible for:

- championing and promoting a child safe culture within the school
- approving our Child Safe Program, including this Child Safety and Wellbeing Policy and the Child Safe Codes of Conduct
- ensuring that the Westbourne Grammar School has appropriate resources to effectively implement the Victorian Child Safe Standards and Ministerial Order 1359 and our Child Safe Program.

The Principal

The Principal is responsible, and will be accountable, for the operational management of the school, and the implementation of the Child Safe Program. The Principal is responsible for:

- taking all practical measures to ensure that this Child Safety and Wellbeing Policy and the school's Child Safe Program is implemented effectively and followed

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- ensuring that a strong and sustainable child safe culture is maintained within the school by:
 - modelling the Child Safety Code of Conduct, and reinforcing high standards of child safe behaviours between adults and students and between students
 - facilitating the participation of students, families, Staff and other members of the Westbourne Grammar School community in promoting and improving child safety and wellbeing at the Westbourne Grammar School
 - promoting regular and open discussion of child safety and wellbeing issues within the Westbourne Grammar School community
 - facilitating regular professional learning for Staff and relevant Volunteers and Contractors about child safety, cultural safety, student wellbeing and preventing and responding to child safety incidents and concerns
 - creating an environment where child safety incidents, concerns and complaints are readily raised with the Westbourne Grammar School and where no one is discouraged from reporting child safety incidents or concerns to relevant external authorities.

The Principal is the “head” of the Westbourne Grammar School for the purposes of the Reportable Conduct Scheme.

Staff

All Staff are “school staff” for the purposes of Ministerial Order 1359. All Staff are required to comply with our Child Safety and Wellbeing Policy, Child Safe Codes of Conduct, Child Safe Program and understand their legal obligations with respect to the reporting of child abuse and other harm.

It is each individual’s responsibility to be aware of key indicators of child abuse and other harm, to be observant, and to raise all child safety incidents and concerns with one of the school’s Child Safety Officers. To meet these obligations, all Staff must:

- participate in child safe induction and ongoing training provided by the school
- follow the school’s child safe policies and procedures as set out in the Child Safe Program
- act in accordance with the Child Safe Codes of Conduct
- identify and raise child safety incidents and concerns in accordance with our Procedures for Responding to and Reporting Child Safety Incidents or Concerns
- ensure students’ views are taken seriously and their voices are heard when making decisions that affect them
- implement inclusive practices that respond to the diverse needs of students.

Volunteers

A Volunteer is a someone who performs work for the school in a school environment without remuneration or reward. Volunteers may be family members of students, or from the wider school or local community. Volunteers are not “school staff” for the purposes of Ministerial Order 1359.

All Volunteers at the school are responsible for contributing to the safety and protection of students in the school environment. To meet these obligations:

- all Volunteers must comply with our Child Safety and Wellbeing Policy and Child Safe Codes of Conduct
- Direct Contact Volunteers (and, if required by the Westbourne Grammar School, other Volunteers such as Regular Volunteers who are engaged in “child-connected work”) must:
 - participate in child safe induction and ongoing training provided by the school
 - be aware of key indicators of child abuse and other harm

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- understand their legal obligations with respect to the reporting of child abuse and other harm
- raise all child safety concerns with one of the Westbourne Grammar School's Child Safety Officers.

Contractors

A Contractor is someone engaged by the school to perform specific tasks. Contractors are not employees of the school. However, Contractors who have direct contact with children are "school staff" for the purposes of Ministerial Order 1359.

Contractors may include maintenance and building personnel, consultants, music tutors, sports coaches, and cleaners as well as external education providers (organisations that the school has arranged to deliver a specified course of study that is part of the curriculum, to a student or students enrolled at the school).

All Contractors are responsible for contributing to the safety and protection of students in the school environment. To meet these obligations:

- all Contractors must comply with our Child Safety and Wellbeing Policy and Child Safe Codes of Conduct.
- Direct Contact Contractors (and, if required by the Westbourne Grammar School, other Contractors such as Regular Contractors who are engaged in "child-connected work") must:
 - participate in child safe induction and ongoing training provided by the school
 - be aware of key indicators of child abuse and other harm
 - understand their legal obligations with respect to the reporting of child abuse and other harm
 - raise all child safety concerns with one of the Westbourne Grammar School's Child Safety Officers.

The school may include these requirements in the written agreement between it and the Contractor.

Child Safe Program and Practice Review

Westbourne Grammar School is committed to the continuous improvement of the policies and procedures making up our entire Child Safe Program and of our child safety and wellbeing practices.

The Program as a whole is reviewed annually (or earlier if a significant child safety incident occurs at the school or legislation changes) for overall effectiveness and to ensure compliance with all child safety and wellbeing related laws, regulations and standards.

When undertaking these reviews, the school:

- Actively seeks, actions, and incorporates feedback from students, families, the wider school community, Staff, Volunteers and Contractors.
- Reviews any complaints and child safety incidents that may have occurred.
- Communicates any learnings, adjustments or amendments to policy and practice widely throughout the Westbourne Grammar School community.

Implementation and Communication

The Child Safety and Wellbeing Policy is published on Schoolbox our public website.

All Staff, Contractors, Volunteers and Visitors are provided with information about the Child Safety and Wellbeing Policy, including in particular the Child Safety Code of Conduct and how to report child safety incidents or concerns to the school and to relevant external authorities.

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Breach of Policy

Westbourne Grammar School will consider a breach to this policy in the context in which it has occurred and will determine the relevant severity of the breach. Instigating 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
- in the case of serious breaches, termination of employment, contract or engagement
- or a notification to Police and other agencies where obligated to do so.



Appendix A: Child Safe Program Definitions

Child and Young Person

A child and young person is defined in the Child Wellbeing and Safety Act 2005 (Vic) and for the purposes of our Child Safe Program, as a person who is under the age of 18 years.

Child Abuse and Other Harm

“Child abuse and other harm” is not a defined term in Victorian law. However, various sources of legislation provide a definition of “child abuse” as well as other concepts and conduct which, together, provide guidance as to what is child abuse and other harm in Victoria.

For the purposes of this Program, the phrase child abuse and other harm refers to incidents of or concerns about, including concerns about a risk of, physical, sexual, psychological and emotional harm, neglect, grooming and exposure to family violence, regardless of by whom or how this harm occurs.

For more detailed information, refer to [Definitions and Key Indicators of Child Abuse and Other Harm](#).

Child Safety Incident or Concern

The different definitions of child abuse or other harm in various legislation, and the key indicators of child abuse and other harm are set out in [Definitions and Key Indicators of Child Abuse and Other Harm](#). Together, they are all considered “child safety incidents or concerns” for the purposes of our Child Safe Program.

Breaches of the [Child Safe Codes of Conduct](#) are also considered child safety incidents or concerns.

Child Safety Incidents or Concerns “Involving” the Principal

Throughout this Child Safe Program, the Principal is given specific responsibilities for receiving and managing internal reports, complaints, disclosures or allegations of child safety incidents or concerns that involve the Westbourne Grammar School or its Staff, Volunteers or Contractors.

However, where the child safety incident or concern involves or is alleged to involve the Principal or where a child protection-related complaint is made about the Principal, the Chair of School Board is responsible for receiving and managing these reports, complaints, disclosures or allegations.

For the purposes of these policies and procedures, a child safety incident, concern, complaint or allegation “involves” the Principal if:

- the Principal is the perpetrator of the child safety incident or concern, or is otherwise the subject of the complaint or allegation about a child a safety incident or concern
- the Principal has, or is alleged to have, mishandled a child safety incident, concern, complaint or allegation
- the Principal is otherwise involved in the chain of events surround the child safety incident or concern (for example, they are a witness to the child safety incident)
- the Principal has an actual, potential or perceived conflict of interest in receiving or managing the internal report, complaint or allegation (for example, they are related to the alleged victim or the alleged perpetrator).



Child-Connected Work

Ministerial Order 1359 defines “child-connected work” as work authorised by the school governing authority and performed by an adult in a school environment while children are present or reasonably expected to be present.

Westbourne Grammar School Board authorises the Principal to work at or for the Westbourne Grammar School.

The Principal and/or Director of Business authorises all other Staff, Volunteers and Contractors to work at or for the Westbourne Grammar School on behalf of Westbourne Grammar School Board of Directors.

This means that all staff members, including teaching and non-teaching Staff, are engaged in child-connected work. Under this definition, the following Volunteers and Contractors are also engaged in child-connected work:

- all Direct Contact Volunteers/Contractors who are adults
- Regular Volunteers/Contractors who are adults and who work when children are present or expected to be present
- Casual Volunteers/Contractors who are adults and who work when children are present or expected to be present.

For more information, refer to the definitions of Direct Contact, Regular and Casual Volunteers, and Direct Contact, Regular and Casual Contractors, below.

Child-Related Work

“Child-related work” is defined in the Worker Screening Act 2020 (Vic). It is work performed at or for the Westbourne Grammar School by a staff member, Volunteer or Contractor that usually involves (or is likely to involve) 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, most Staff at the Westbourne Grammar School , and all Direct Contact Volunteers and Direct Contact Contractors, are engaged in child-related work for the purposes of Ministerial Order 1359.

Contractor

Direct Contact, Regular and Casual Contractors

On occasion it may be necessary for the Westbourne Grammar School to engage outside, independent contractors to perform specific tasks. These Contractors are not employees of Westbourne Grammar School. Contractors may include, for example, maintenance and building personnel, consultants, tutors, sports coaches, External Education Providers and cleaners.

Contractors who have direct contact with children (see below) are “school staff” for the purposes of Ministerial Order 1359. Many, but not all, Contractors are engaged in “child-connected work” for the purposes of Ministerial



Order 1359. Contractors who are themselves children or who do not work when children or students are present or expected to be present are NOT engaged in child-connected work.

Westbourne Grammar School has identified three categories of Contractors, based on the level and frequency of their interaction with students. Contractors' responsibilities and obligations under the Child Safe Program may depend on their category. These categories are:

- Direct Contact Contractors
- Regular Contractors
- Casual Contractors

Where the term "Contractor" is used, it captures "Direct Contact Contractors," "Regular Contractors" and "Casual Contractors".

Direct Contact Contractors

Direct Contact Contractors are individuals who provide contractor services to the Westbourne Grammar School where, in the normal course of providing the services, they could potentially have direct contact with students in circumstances where they:

- may be left alone, one-on-one, with a student (for example, 1:1 tutor or learning support)
- a reasonable person would consider that the contact may enable the individual to form a relationship of trust with a student (for example, casual teacher, coach of a sports team, music tutor, canteen worker, regular maintenance worker)
- a reasonable person would consider that the contact could create a potential risk to the safety of a student (for example, casual teacher, music tutor).

All Direct Contact Contractors (other than those who are themselves children) are engaged in child-connected work and child-related work within the meaning of Ministerial Order 1359. Examples of Direct Contact Contractors may include:

- maintenance workers who regularly work at times when students are present
- tutors
- specialist music or drama teachers
- casual teachers
- sporting team coaches
- outdoor education specialists
- physical education service providers.

This also includes music tutors and other extra-curricular tutors and instructors who are engaged by students and their families directly, rather than the Westbourne Grammar School, but have an agreement with the Westbourne Grammar School to use the Westbourne Grammar School's facilities.

Due to the nature of Direct Contact Contractors' contact with students, they will have more comprehensive child protection responsibilities and obligations within our Child Safe Program.

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Regular Contractor

Regular Contractors are individuals who provide contractor services to the Westbourne Grammar School more than seven times in any one year and are not Direct Contact Contractors. They may have some indirect or limited contact with students when providing their services.

Regular Contractors (other than those who are themselves children) who work in any Westbourne Grammar School environment while children are present or are expected to present are engaged in “child-connected work” within the meaning of the Ministerial Order 1359. However, they are not engaged in “child-related work”. Examples of Regular Contractors may include:

- consultants
- umpires, referees or linesmen at sporting events
- maintenance workers who regularly work at times when students are not expected to be present
- regular caterers for Staff events.

Due to the regular nature of Regular Contractors’ attendance at the Westbourne Grammar School or Westbourne Grammar School events, even though their contact with students may be indirect or limited, they will have some child protection responsibilities and obligations within our Child Safe Program.

Casual Contractor

Casual Contractors are individuals who provide contractor services to the Westbourne Grammar School, seven times or less in any one year, during which they may have indirect or limited contact with students, but only in circumstances where:

- they are not left alone, one-on-one, with a student
- a reasonable person would not consider that the contact may enable the individual to form a relationship or trust with a student
- a reasonable person would not consider the contact to create a risk to the safety of a student.

Casual Contractors (other than those who are themselves children) who work in any Westbourne Grammar School environment while children are present or are expected to present are engaged in “child-connected work” within the meaning of the Ministerial Order 1359. However, they are not engaged in “child-related work”. Examples of Casual Contractors may include individuals who, less than seven times a year:

- provide one-off emergency maintenance work
- give a speech, performance or presentation at the Westbourne Grammar School
- provide assistance with activities at a Westbourne Grammar School sports day (e.g. lifeguards).
- Due to the limited nature of Casual Contractors’ contact with students, they do not have the same comprehensive role, responsibilities and obligations as Westbourne Grammar School staff members or Direct Contact or Regular Contractors, and are instead treated as Visitors.

External Education Providers

An External Education Provider is any organisation that the Westbourne Grammar School has arranged to deliver a specified course of study that is part of the curriculum, to a student or students enrolled at the Westbourne Grammar School. This may include:

- another registered school

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- a government school including:
 - the Open High School
 - Distance Education Centres
 - TAFE Colleges
 - Registered Training Organisations (RTOs)
- other external providers with appropriate scope of registration, qualifications and expertise.

The delivery of such a course may take place on Westbourne Grammar School premises or elsewhere.

For the purposes of our Child Safe Program, External Education Providers are considered Direct Contact Contractors.

School Community Members

Throughout the Westbourne Grammar School's Child Safe Program, certain groups of people in the Westbourne Grammar School community are identified for the purposes of assigning roles, responsibilities and obligations. To ensure clarity, the following terms are used consistently throughout the Program and have the following meanings:

Westbourne Grammar School Board of Directors

Westbourne Grammar School Board of Directors is Westbourne Grammar School's "school governing authority" for the purposes of Ministerial Order 1359.

Westbourne Grammar School Board of Directors includes all members irrespective of their level of interaction with students or Westbourne Grammar School policy.

The Principal

With the exception of where the Principal has specific roles and responsibilities and is therefore expressly identified, the Principal will be included as a staff member for the purposes of the Child Safe Program.

School Staff

"School staff" is a particular phrase used in Ministerial Order 1359. It defines "school staff" 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; or
- a minister of religion, religious leader or an employee or officer or a religious body associated with the school".

The Principal and/or the Director of Business engages or employs Staff, Volunteers and Contractors at the Westbourne Grammar School (other than the Principal) on behalf of Westbourne Grammar School Board of Directors.

This means that the phrase "school staff" includes all Staff, as well as Direct Contact Contractors at the Westbourne Grammar School, no matter their age or the frequency of their engagement.



“School staff”, for the purposes of Ministerial Order 1359, is therefore broader in scope than the terms “Staff” and “staff members” as set out below.

Staff and Staff Members

The terms “Staff” and “staff members” include all persons employed by the Westbourne Grammar School whether on a permanent, temporary or casual basis. These terms include all teaching and non-teaching Staff and, unless otherwise stated, the Principal.

All “staff members” are “school staff” for the purposes of Ministerial Order 1359.

Where differentiation between teachers and non-teaching Staff is required, it will be expressly stated within the policy or procedure itself.

Where the term “staff members” is extended to include other members of the Westbourne Grammar School community such as Volunteers or Contractors, this will be expressly stated within the policy or procedure itself.

School Environment

The “School environment” means any of the following physical, virtual or online places used during or outside school hours:

- a campus of the School
- online or virtual School environments made available or authorised by Westbourne Grammar School Board of Directors (or the Principal on its behalf) for use by a child or student (including email, intranet systems, software applications, collaboration tools and online services)
- other locations provided by the School or through a third-party provider for a child or student to use, including but not limited to:
 - camps
 - approved homestay accommodation
 - delivery of education and training such as registered training organisations, TAFEs, non-school senior secondary providers, another school
 - sporting events, excursions, competitions and other events.

Student

A student is defined in Ministerial Order 1359 as a person who is enrolled at or attends the Westbourne Grammar School

Similarly, where the term “student” is used in this Program, it refers to all students enrolled at or attending the Westbourne Grammar School including those aged 18 and above.

Note that, as set out in our procedures about the internal and external reporting of child safety incidents and concerns must be followed for incidents and concerns about students aged 18 years and above, provided that – for external reporting – the relevant student consents to the report or, if they do not consent, to lessen or prevent a serious or imminent threat to an individual’s life, health, safety or welfare.



Visitor

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

- Casual Volunteers
- Casual Contractors
- parents, carers and other adult family members of students, when they are attending Westbourne Grammar School events or in a Westbourne Grammar School environment
- people invited by the Westbourne Grammar School or a staff member to attend a Westbourne Grammar School event or to be in a Westbourne Grammar School environment
- people who attend a Westbourne Grammar School environment for commercial purposes, such as for deliveries or sales purposes.

Volunteer

Direct Contact, Regular and Casual Volunteers

A Volunteer is a person who performs work for the Westbourne Grammar School in a Westbourne Grammar School environment without remuneration or reward. Volunteers may be family members of students, or from the wider Westbourne Grammar School or local community. Volunteers make a considerable contribution to the Westbourne Grammar School community by giving their time and sharing their skills and expertise with others.

Volunteers are NOT “school staff” for the purposes of Ministerial Order 1359. However, many, but not all, Volunteers are engaged in “child-connected work” for the purposes of Ministerial Order 1359. Volunteers who are themselves children or who do not work when children or students are present or expected to be present are NOT engaged in child-connected work.

Westbourne Grammar School has identified three categories of Volunteers, based on the level and frequency of their interaction with students. Volunteers’ responsibilities and obligations under the Child Safe Program may depend on their category. The categories of Volunteer are:

- Direct Contact Volunteers
- Regular Volunteers
- Casual Volunteers

Where the term “Volunteer” is used, it captures “Direct Contact Volunteers,” “Regular Volunteers” and “Casual Volunteers”.

Direct Contact Volunteer

Direct Contact Volunteers are volunteers who are involved in providing support, guidance and supervision directly to students and could potentially have direct contact with students during the normal course of providing the volunteer service.

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The Worker Screening Act 2020 (Vic) defines “direct contact” in section 3 as any contact between a person and a child (aged under 18) that involves:

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

All Direct Contact Volunteers (other than those who are themselves children) are engaged in both child-connected work and child-related work within the meaning of Ministerial Order 1359. Direct Contact Volunteers may have direct contact with students in circumstances where:

- they may have limited supervision by Westbourne Grammar School Staff in their role
- they may be left alone, one-on-one, with a student (for example, 1:1 tutoring or learning support)
- a reasonable person would consider that the contact may enable the individual to form a relationship of trust with a student (for example, coaching a sports team, helping with a drama production, or regularly working in a canteen or library)
- a reasonable person would consider that the contact could create a potential risk to the safety of a student (for example, responsibility for a group of students during an excursion without a member of Staff present).

Examples of Direct Contact Volunteers include individuals who:

- attend a Westbourne Grammar School camp or excursion
- assist a student during a learning activity
- assist a student to complete tests or exams (e.g., as a scribe or reader)
- coach, manage, or assist with the coaching or managing, of sports at the Westbourne Grammar School
- assist with theatre or music productions
- tutor, or assist with the tutoring of, a student in extracurricular activities such as music, choir or debating

Due to the nature of Direct Contact Volunteers’ contact with students, they will have more comprehensive child protection responsibilities and obligations within our Child Safe Program.

Regular Volunteer

Regular Volunteers are individuals who provide volunteer services to the Westbourne Grammar School, more than seven times in any one year, but are not a Direct Contact Volunteer. They may have some indirect or incidental contact with students when providing their services.

Regular Volunteers (other than those who are themselves children) who work in any Westbourne Grammar School environment while children are present or are expected to present are engaged in “child-connected work” within the meaning of the Ministerial Order 1359. However, they are not engaged in “child-related work”.

Examples of Regular Volunteers include individuals who volunteer more than seven times per year:

- on Westbourne Grammar School advisory committees or advisory councils and do not have direct contact (such as by post, telephone or email) with students while doing so.

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Due to the regular nature of Regular Volunteers' attendance at the Westbourne Grammar School or Westbourne Grammar School events, even though their contact with students may be indirect or limited, they will have some child protection responsibilities and obligations within our Child Safe Program.

Casual Volunteer

Casual Volunteers are individuals who provide volunteer services to the Westbourne Grammar School, seven times or less in any one year, but are not a Direct Contact Volunteer. They may have indirect or incidental contact with students when providing their services but only in circumstances where:

- they are providing services aimed at the general public
- they are not likely to be left alone, one-on-one, with a student
- a reasonable person would not consider that the contact may enable the individual to form a relationship of trust with a student
- a reasonable person would not consider the contact to create a risk to the safety of a student.

Casual Volunteers (other than those who are themselves children) who work in any Westbourne Grammar School environment while children are present or are expected to present are engaged in "child-connected work" within the meaning of the Ministerial Order 1359. However, they are not engaged in "child-related work". Examples of Casual Volunteers include individuals who, in the circumstance described above, volunteer seven times or less in any one year:

- at a working bee to cover books or landscape a Westbourne Grammar School garden
- on a stall at a Westbourne Grammar School fair
- on a Westbourne Grammar School BBQ at a sporting event
- in the Westbourne Grammar School administrative office.

Due to the limited nature of Casual Volunteers' contact with students, they do not have the same comprehensive role, responsibilities, and obligations as Westbourne Grammar School staff members or Direct Contact or Regular Volunteers and are instead treated as Visitors.