Child Safe Strategy 2023–2025

KERANG
Christian College

In producing the Child Safe Strategy Document information has been gathered from a diverse range of sources, including various College databases, internal and external reports and the College Strategic Plan.

This report was compiled in 2023 by the College Principal, Lance Davidson and Board Member, Kirstie Ford.

Feedback and Interpretation Requests

Kerang Christian College values your feedback on our Child Safe Strategy Document. Please provide any feedback, interpreter requests or suggestions to the Principal at the undernoted address.

Public Availability

Copies of this report are available on College website. Please contact the College office if you would like to request a hard copy.

Published by

Note:

Where the term 'Aboriginal' is used it refers to both Aboriginal and Torres Strait Islander peoples. Indigenous is retained when it is part of the title of a report, program or quotation. Throughout this paper we refer to 'Aboriginal peoples' rather than 'Aboriginal people' to reflect the plurality and diversity of Victorian Aboriginal communities.

Further Information and Support

Department of Health

www.dhs.vic.gov.au/about-the-department/plans,-programs-and-projects/projects-and-initiatives/children,-youth-and-family-services/creating-child-safe-organisations

https://www.health.vic.gov.au/about/our-organisation
https://www.health.vic.gov.au/contact-us
Email: www.health.vic.gov.au/childsafestandards
Phone: 1300 650 172

Call the police on 000 if you have immediate concerns for a child's safety.
Information about mandatory reporting can be found on the department's website:

https://www.health.vic.gov.au/vulnerable-children-responsibilities-of-health-professionals#mandatory-reporting-of-suspected-child-physical-or-sexual-abuse

Acknowledgement

Acknowledgement of Country:

We give thanks to God as Creator and sustainer of this land. Kerang Christian College acknowledges the traditional custodians of the land on which we gather, the Barapa Barapa peoples and pay respect to elders past and present. We acknowledge the commitment their ancestors made in nurturing this land. We ask Jesus' blessing on all who continue to work for the healing and restoration of this land and our communities.'

Contents

From the Principal

Child safety is an ongoing focus at Kerang Christian College. Providing a safe and supportive environment for children has always been an important part of being a Christian School. Legislation and compliance now demands all schools in Victoria to take child safety much more seriously. We are committed as a school community to doing our part to protect the children in our care.

Biblically, we are called to love one another. John 13:34- 25(NIV) states: "A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another."

I wish to highlight to our school community that we have high expectations that everyone in our school is committed to child safety. Part of our School Mission is to see the "Provision of a safe environment" for our students. A safe environment includes developing a culture of child safety in the school, including a zero tolerance of child abuse.

As part of the Victorian Government's commitment to implementing the recommendations of the Betrayal of Trust report, there is a new regulatory landscape surrounding child safety, underpinned by new Child Safe Standards. We all have been entrusted with an obligation to do the best we possibly can to keep our children safe from harm. The abuse of children should not be tolerated in our community.

Kerang Christian College is fully supportive of the Victorian Government's adoption of mandatory Child Safe Standards. We have embraced the opportunity to strengthen the safety of our operations and aim to further develop a culture of child safety. Your feedback and support with developing a child safe culture is greatly valued.

The Royal Commission into Institutional Responses to Child Sexual Abuse has looked at past and current child sexual abuse and related matters in organisations and institutions, and how institutions have responded to this abuse. The Commissioner

has investigated where institutions and systems have failed and what the best practice is in responding to child sexual abuse. The Kerang Christian College Board is currently considering the National Redress Scheme and the wide range of recommendations which are practical and respond to contemporary issues in the protection of children.

A key focus of the Board at the College has been the review of existing policies and practices around student safety and wellbeing. A number of key policy documents have been updated to ensure children's' safety and wellbeing is a priority and that the College is implementing procedures compliant with legislation. Policies reviewed include:

- Pastoral Care Policy (Policy No. 8) Police Checks Policy (Policy No. 12)
- Working with Children Policy (Policy No. 13)
- Child Protection Policy (Policy No. 26)
- Child Safety & Wellbeing Policy (Policy No. 54) Employment Policy (Policy No. 32)
- Staff Induction Policy (Policy No. 35)
- Staff Contact with Students Policy (Policy No. 48)

The Board has approved a Child Safety & Wellbeing Policy (Policy No. 54). The Child Safety & Wellbeing Policy is a comprehensive and overarching document that provides an overview of the key elements of Kerang Christian College's approach to creating a child safe organisation. The purpose

- To facilitate the prevention of child abuse occurring at Kerang Christian College.
- To work towards an organisational culture of child safety. To prevent child abuse within Kerang Christian College.
- To ensure that all parties are aware of their responsibilities for identifying possible occasions for child abuse and for establishing controls and procedures for preventing such abuse and / or detecting such abuse when it occurs.
- To provide guidance to staff / volunteers as to action that should be taken where they suspect any abuse within or outside of the College.
- To provide a clear statement to staff / volunteers /

contractors forbidding any such abuse.
- To provide assurance that any and all suspected abuse will be reported and fully investigated.

It takes many components to build a child safe organisation. A key objective for Kerang Christian College is to embed child safety practices into our culture. The work that is involved in building a child safe organisation is never completed. It is a dynamic, multifaceted and ongoing developmental process of learning, monitoring and reviewing. Maintaining a child safe organisation is not a one-off task. It must become part of our school's ongoing processes and be embedded into our culture.

The Board and Leadership Team at Kerang Christian College committed to implementing the following minimum child safety standards:

a. Strategies to embed an organisational culture of child safety;
b. A Child Safety & Wellbeing Policy & Child Protection Policy;
c. A Child Safety Code of Conduct;
d. Screening, supervision, training, and other human resources practices that reduce the risk of child abuse;
e. Procedures for responding to and reporting suspected child abuse;
f. Strategies to identify and reduce or remove risks of child abuse; and
g. Strategies to promote child participation and empowerment.

The widely quoted traditional African proverb states, "It takes a village to raise a child". The "village" has never been more necessary than it is today. We look forward to working with you to protect the children in our community. Please do not hesitate to contact the College if you have any questions about our Child Safe Strategy Document.

I wish to remind our school community to please call the police on 000 if you have immediate concerns for a child's safety.

Lance Davidson
Principal / CEO

Child Safety Risk Management Strategy

Purpose

The Child Safety Risk Management Strategy exists to minimise the risk to students and children within the School community and to ensure the safety and well-being of students and children within the School Community.

Responsibility

Child Safety remains not just a legal obligation, but also a moral obligation for everyone. Although the Principal has the overall responsibility of ensuring that processes and procedures are in place to reduce the risk of child abuse, all members of the School Community bear responsibility for ensuring that children remain safe from child abuse.

Our Vision

Kerang Christian College aims to encourage the pursuit of excellence and spiritual growth for the purpose of authentic Christian living.

Our Mission

The school aims to see the following achieved:

- An integration of Christian faith and character in students.
- Excellence in Christian education from a Biblical Christian worldview.
- A Christian education community where every person is a valued and nurtured in their faith and healthy relationships are promoted.
- Enhanced partnerships between parents, students and staff, strengthening the teaching and learning process.
- The provision of high-quality facilities and resources.
- The effective stewardship of assets, both human and physical.
- Students equipped for service and citizenship as an expression of their Christian faith.
- Students achieving personal excellence in academic, social, physical, cultural and spiritual outcomes.
- A culture of continuous improvement, professional development and pastoral support among staff and the school community.
- Effective communication with parents and the wider community.

- Provision of a safe environment.

More information can be found on our College website: www. kccs.vic.edu.au

Our Philosophy

We see our role as forming partnerships with parents to educate their children. The Bible clearly teaches that children should be brought up to base their lives on the commandments of God. Deuteronomy 6:5-7 records the greatest of all commandments: "You shall love the Lord your God with all you heart, with all your soul and with all your might."

Within a Christian context at Kerang Christian College, we aim to nurture the growth and development of the whole person – intellectually, physically, emotionally, spiritually and socially. We believe that this growth should be firmly based on the student's growing personal relationship with God and other people.

We believe growth should be nurtured in a supportive environment that has clear boundaries mutual respect and a healthy working relationship between parents, teachers and students. Respect involves treating other people as you would like to be treated yourself, and a discipline program which aims for restoration of relationships. We are committed to embedding a culture of child safety. We have a zero tolerance of child abuse in our school.

Students at Kerang Christian College are challenged to become active participants in their own educational journey. Our students are encouraged to develop a love of learning and to embrace challenges as growth opportunities.

It is our prayer and desire that every student will have a positive experience at school. A positive experience involves students developing healthy relationships, achieving their personal best, maintaining physical and emotional wellbeing and developing a greater understanding of Christian faith and character.

Vision & Mission: Connecting Our Statements to Child Safe Standards

Vision

Our vision is for students to grow towards authentic Christian living. As a result, our aim is to provide

children with a safe environment where their focus can be on learning, both intellectually and spiritually. Providing a solid foundation means adhering to principles that allow students to understand where their worth lies as a human being and one who is loved by God. This value system particularly includes advocating for children who often do not possess the ability to protect themselves and teaching them how to do so. We believe in speaking up for those who cannot speak up for themselves. We take protecting our students seriously and want them to engage in learning in a safe environment free of any kind of abuse.

Mission

Our mission statement seeks to develop and grow students in their Christian faith. Within the context of our faith, we believe that every person has the right to feel safe, irrespective of their abilities, limitations, age, gender, religion, cultural background or ethnicity. The Christian faith is based on Biblical principles that seek to remind students of their individual value and worth. The School believes that each student has God given gifts and talents. We strive to provide students with the opportunity to grow and develop their faith and their gifts and talents academically, creatively and practically. We believe children are valuable, deserve to feel that way and deserve to have a voice.

Child Safe Code of Conduct

The Child Safe Code of Conduct sets out the established guidelines and expectations of any community member or staff member who is a part of our School Community in order to be able to provide a safe and supportive environment. The Code of Conduct is made available via our website and is referred to in our Child Safe Policy.

The Code of Conduct clearly outlines the guidelines for what is considered acceptable behaviour and what is not.

Recruitment, Screening, and Managing People Working with Children

The School is committed to ensuring that staff recruitment, training and management takes place in such a way as to limit risks to the students in its care.

The School will do this by ensuring:

- Robust screening procedures for the hiring new staff; The adherence to Codes of Conduct;
- Mandatory training of all staff in relation to matters of Child Safety;

- The appointment and ongoing training of our Child Safety Champion.

Child Safety Champion

Kerang Christian College is committed to providing a caring, safe and accepting environment for students. All children have a right to feel safe and to be safe.

In our College, Miss Aleisha Pryor is the Child Safety Champion. Miss Pryor works full-time at the College as a chaplain. This means that part of what she does is training for staff about child safety, however she is also available to speak to parents, community members, or children if they have any worries or concerns.

Aleisha Pryor

*Chaplain and
Child Safety Champion*

Methods to Be Employed in Order to Further Reduce the Likelihood of Child Abuse Occurring

Further methods to be employed to reduce incidents of child abuse occurring will be as follows:

Policies & Procedures
The ongoing review of all policies and procedures related to the legislative requirements surrounding Child Safety.

Student Education
The ongoing education of children to empower them to have a voice and enable disclosure through a variety of methods.

KCC Community Education
The ongoing education of families within the School community to ensure they are familiar with the School's commitment to Child Safety, the School's Code of Conduct and the procedures for reporting child abuse.

Risk Identification
Continued vigilance in identifying risks and ensuring these are eliminated promptly to ensure no unwarranted incidents occur.

Child Safety Risk Management Strategy continued...

Ongoing Training

Annual training both face-to-face and online for all staff, employees and volunteers, in relation to the School's current child safety standards to ensure individual and collective obligations and responsibilities for managing the risks of child abuse within a school environment are met.

Reporting and Disclosure

- Continued monitoring of the effectiveness of strategies in relation to reporting and disclosure
- Accountability
- Continued updates to the School's governance by the Principal and Business Manager on the School's approach to the monitoring of policies and procedures and reviewing risk in relation to Child Safety
- The reporting of breaches or incidents by the Principal to the School's governance should these occur

Regular Review

These guidelines will be reviewed annually and following any incidents.

References

This strategy should be used in conjunction with the following policies:

- Child Safety & Wellbeing Policy
- Child Protection Policy
- Employment Policy
- Child Protection Fact Sheet
- Child Protection Student Fact Sheet
- Child Safe Standard 5 Schools Guide
- Protect – Responding to suspected child abuse
- Ministerial Order 1359 Child Safe Standards
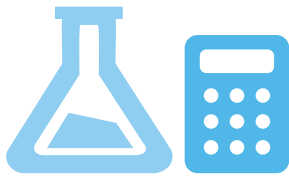
Implementation

This strategy is implemented in accordance with Ministerial Act 1359 which sets out how the Victorian Child Safe Standards apply in school environments.

2023 At A Glance

2011
Year the College commenced Secondary education

40
Years in Operation

Celebrating **40** YEARS
1983 - 2023

10
Students graduated from our College

18+
Sporting event opportunities

18+
Camps, excursions and incursions. Year 11 and Year 12 camps were added to the program

18+
Community Engagement opportunities throughout the year

128
Students composed of 66 Primary students and 62 Secondary students

Introduction

The Victorian Government introduced the Child Safe Standards in 2015 to improve the way organisations that provide services for children prevent and respond to child abuse that may occur within their organization.

The commission for Children and Young People (2015, p.6) documented that in April 2012, the Victorian Government initiated an inquiry into the handling of child abuse allegations within religious and other non-government organisations. The inquiry's final report, Betrayal of Trust, made a number of recommendations that have been acted on by Victorian governments. These included:

- Criminal law reform – offences relating to grooming, failure to protect and failure to disclose.
- Creating child safe organisations – mandatory Child Safe Standards and a reportable conduct scheme. The Standard are compulsory for all organisations working with children.
- Civil law reform – removal of the time limit on legal action. Legislation has removed the previous 12-year timeframe in which victims (including family members) needed to have commenced civil legal action for damages due to wrongful death (brought by dependents of a deceased victim) or personal injury resulting from child abuse. This reform applies to both past and future cases of child abuse.

The State of Victoria, Department of Health and Human Services (2015a, p. 1) noted that the Child Safe Standards are compulsory for all organisations providing services to children. Furthermore, the Child Safe Standards aim to drive cultural change in organisations so that protecting children from abuse is embedded in the everyday thinking and practice of leaders, staff and volunteers. The Department highlighted that will assist organisations to:

- Prevent child abuse;
- Encourage reporting of any abuse that does occur;
- Improve responses to any allegations of child abuse.

The Department of Health and Human Services (2015a, p. 1), also reported, "The Child Safe Standards are a central feature of the Victorian Government's response to the Family and Community Development Committee of the Victorian Parliament's Betrayal of Trust: Inquiry into the Handling of Child Abuse by Religious and Other Non- Government Organisations (Betrayal of Trust Inquiry)."

After implementation and further review, the original 7 Child Safe Standards were revised to include a total of 11 standards to be implemented by organisations from 1 July 2022.

For more information about the Betrayal of Trust implementation, please refer to:

https://www.justice.vic.gov.au/safer-communities/protecting-children-and-families/betrayal-of-trust-implementation

Further information about the failure to disclose offence is available on the Department of Justice and Regulation website:

https://www.justice.vic.gov.au/safer-communities/protecting-children-and-families/failure-to-disclose-offence

Further information about the failure to protect offence is available on the Department of Justice and Regulation website:

https://www.justice.vic.gov.au/safer-communities/protecting-children-and-families/failure-to-protect-a-new-criminal-offence-to

Strategic Goal: School Culture

1. School Culture

"Further develop a caring, Christian environment that meets the needs of individual students."

It has been clearly established that maintaining a child safe organisation is not a one-off task. It must become part of our school's ongoing processes and be embedded into our culture. One of the six strategic priorities of Kerang Christian College in the 2021- 2025 Strategic Plan is Strategic Goal 1: School Culture. The implementation of the Child Safety Strategy Document at Kerang Christian College is a complementary initiative to this strategic priority. The College acknowledges the importance of embedding a child safe culture at Kerang Christian College.

Below are the operational goals for Kerang Christian College relating to this strategic priority.

Operational Goal 1.1: Continue to implement best practices that will set students on a trajectory of lifelong faith and service.

Operational Goal 1.2: Continue to review, promote, and implement student and staff wellbeing polices to ensure students and staff feel safe and respected.

Operational Goal 1.3: Continue to develop a strong sense of belonging within the school community.

Operational Goal 1.4: Intentionally embed resilience into school culture to best meet the needs of our students.

Operational Goal 1.5: Recruit and retain the highest-quality staff.

Operational Goal 1.6: Continue to facilitate a House system to assist in developing the College culture and strong sense of school community.

A key driver for achieving the Operational Goals will be the successful implementation of the College's Child Safety Strategy and the Child Safe Standards at Kerang Christian College.

Be devoted to one another in love. Honour one another above yourselves.
Romans 12:10 (NIV)

Statement of Commitment to Child Safety

Kerang Christian College is committed to promoting and protecting at all times the best interests of children involved in its programs.

All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse.

Kerang Christian College has zero tolerance for child abuse. Everyone working at Kerang Christian College is responsible for the care and protection of the children within our care and reporting information about suspected child abuse.

Child protection is a shared responsibility between the Kerang Christian College, all employees, workers, contractors, associates, and members of the Kerang Christian College community.

Kerang Christian College will consider the opinions of children and use their opinions to develop child protection policies.

Kerang Christian College supports and respects all children, staff, and volunteers. Kerang Christian College is committed to the cultural safety of Aboriginal children, and those from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children living with a disability.

Background to the Child Safe Standards

The State of Victoria, Department of Health and Human Services (2015a, p. 1) highlighted that the Betrayal of Trust report was tabled on the 13th November 2013. "It found that while the majority of children are safe in organisations, there are inadequate and inconsistent approaches to child safety in organisations across Victoria. It provided 15 recommendations, including the introduction of the Child Safe Standards in Victoria to ensure child safe environments in organisations that work with children" (p. 1).

The Victorian Government introduced the compulsory minimum standards that apply to organisations providing services for children to help protect children from abuse. Legislation to introduce the Child Safe Standards was passed by the Victorian Parliament on 26th November 2015. CompliSpace Pty Ltd. (2016, p. 5) noted that the new Child Safe Standards work from the "top-down" providing an overarching set of standards that must be implemented by all organisations providing services to children. It has been widely reported that the purpose of the Child Safe Standards is to drive cultural change within an organisation so that protecting children from abuse is embedded in the everyday thinking and practice of leaders, staff and volunteers.

The Child Safe Standards apply to organisations from the 1st January 2016. To provide a higher level of guidance for schools the Victorian Education Minister issued Ministerial Order No. 870 on the 7th January 2016. All Victorian non- government schools must comply with the Ministerial Order from the 1st August 2016, as a requirement of registration.

After six years of implementation, a review of the standards led to revision and new compliance requirements. The new Child Safe Standards came into force on 1 July 2022 under Ministerial Order 1359.

Victorian organisations that provide services to children will be required under the Child Safety and Wellbeing Act to ensure that they implement the compulsory Child Safe Standards to protect children from harm.

For more information on the Child Safe Standards, please refer to:

https://www.health.vic.gov.au/childsafestandardshttps://ccyp.vic.gov.au/child-safe-standards/new-child-safe-standards-now-apply/

https://ccyp.vic.gov.au/child-safe-standards/new-child-safe-standards-now-apply/

Image Source: https://ccyp.vic.gov.au/assets/resources/New-CSS/Victorias-Child-Safe-Standards-Plain-language-poster-10.02.2023.pdf

Royal Commission into Institutional Responses to Child Sexual Abuse

As a result of the Royal Commission into Institutional Responses to Child Sexual Abuse which finalised in 2017, a number of conclusions and recommendations were proposed to better prevent and respond to child sexual abuse in institutions.

In Volume 13 of the final report, the Commission provided "recommendations to prevent child sexual abuse from occurring in schools and, where it [did] occur, to help ensure effective responses to that abuse" (Royal Commission, 7).

The main contributing factors to child sexual abuse in schools include:

- failure to act on disclosures and complaints
- poor governance practices including lacking policies & procedures
- inadequate leadership
- failure to act on complaints
- inadequate recordkeeping and sharing of information
- limited engagement with families and communities
- insufficient consideration of equity and diverse needs
- inadequate education & training for staff
- poor human resources management
- inadequate complaint procedures
- insufficient review processes
- risks in physical & online environments

As a result, the Commission recommended the following initiatives to build child-safe communities:
- the implementation of the original 10 Child Safe Standards
- monitoring & enforcing the Child Safe Standards through school registration
- supporting boarding schools
- preventing & responding to online child sexual abuse in schools
- responding to complaints relating to children with harmful sexual behaviours
- guidance for teachers & principals
- accountability regarding teacher registrations

Kerang Christian College continually reviews its processes, structures, policies & practices to ensure child safety is at the forefront.

For more information on the Royal Commission into Institutional Responses to Child Sexual Abuse, please refer to:
https://www.childabuseroyalcommission.gov.au/

Royal Commission
into Institutional Responses
to Child Sexual Abuse

FINAL REPORT

Schools

Royal Commission
into Institutional Responses
to Child Sexual Abuse

VOLUME 13

The Child Safe Standards

In complying with the Child Safe Standards, an applicable entity to which the standards apply must include the following principles as part of their response to each standard:

- A greater focus on safety for Aboriginal children and young people
- Promoting the cultural safety of children from culturally and/or linguistically diverse backgrounds
- Promoting the safety of children with a disability
- Involving families and communities in organisations' efforts to keep children and young people safe
- Managing the risk of child abuse in online environments.

To create and maintain a child safe organisation, an applicable entity to which the standards apply must have:

Standard 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.

Standard 2: Child safety and wellbeing is embedded in organisational leadership, governance and culture.

Standard 3: Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.

Standard 4: Families and communities are informed and involved in promoting child safety and wellbeing.

Standard 5: Equity is upheld and diverse needs respected in policy and practice.

Standard 6: People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

Standard 7: Processes for complaints and concerns are child-focused.

Standard 8: Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

Standard 9: Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

Standard 10: Implementation of the Child Safe Standards is regularly reviewed and improved.

Standard 11: Policies and procedures document how the organisation is safe for children and young people.

As part of the broader child safety approach, the Education and Training Reform Amendment (Child Safe Schools) Act 2015 requires that all Victorian schools adopt minimum Child Safe Standards to improve the protection of children, and consistent policies for responding to allegations of abuse.

For more information on compliance with the Child Safe Standards, please refer to:
https://www.health.vic.gov.au/childsafestandards
https://ccyp.vic.gov.au/child-safe-standards/

Standard 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.

Ministerial Order requirements:

The school governing authority must ensure:

a. *a child or student's ability to express their culture and enjoy their cultural rights is encouraged and actively supported.*

b. *strategies are embedded within the school which equip school staff, students, volunteers and the school community to acknowledge and appreciate the strengths of Aboriginal culture and understand its importance to the wellbeing and safety of Aboriginal children and students.*

c. *measures are adopted by the school to ensure racism is identified, confronted and not tolerated, and any instances of racism within the school environment environment are addressed with appropriate consequences.*

d. *the school actively supports and facilitates participation and inclusion by Aboriginal children and students and their families.*

e. *all of the policies, procedures, systems and processes of the school are taken together, create a culturally safe and inclusive environment and meet the needs of Aboriginal children and students and their families.*

The school governing authority must develop and endorse a policy or statement that details the strategies and actions the school will take to implement the above clauses.

Action Completed to meet the requirements of the Ministerial Order:

Kerang Christian College acknowledges the Commission for Children and Young People (2015, p. 12) who have noted that respecting diversity means:

- Valuing and respecting people's beliefs Building responsive relationships
- Communicating openly and honestly to find out how best to be inclusive and respect cultural needs

- Examining our personal ideas, customs and beliefs and respecting that the beliefs of one person may not be the same as another
- Acknowledging and respecting that others can hold different beliefs of equal significance

The College will be considering the needs of culturally and/or linguistically diverse children when reviewing a range of wellbeing policies on a three-year cycle or as policy changes.

The Child Safe Standards require organisations to consider cultural safety of Aboriginal children across the implementation of all the standards. Kerang Christian College is committed to developing and updating policies and procedures to consider cultural safety of Aboriginal children. This is also reflected in the Action Plan included in this Strategy Document.

Kerang Christian College can promote the cultural safety of children from culturally and / or linguistically diverse backgrounds by:

- Ensuring our organisation clearly demonstrates a zero tolerance to discrimination;
- Being respectful, inclusive and welcoming of families from a range of backgrounds;
- Recognising times of importance to different cultures;
- Ensuring the physical environment has a positive image of a range of cultures, in terms of decoration and artwork;
- Employing staff that are representative of your local community;
- Actively seeking out and talking to families about how they would like to be involved; and
- Asking about the best way to provide information to children and families.

Standard 2: Child safety and wellbeing is embedded in organisational leadership, governance, and culture.

Ministerial Order requirements:

Schools must ensure that child safety and wellbeing is embedded in school leadership, governance and culture.

The school governing authority must, at a minimum:
a. *develop, endorse and make publicly available a child safety and wellbeing policy that details:*
    (i) *The commitment of the school to child safety;*
    (ii) *the actions the school proposes to take to ensure a child safe culture is championed and modelled at all levels of the school;*
    (iii) *the governance arrangements in place within the school for ensuring implementation of the policy at all levels; and*
    (iv) *the process by which the school governing authority will review its child safe practices.*

Action Completed to meet the requirements of the Ministerial Order:

a. **Develop strategies to embed a culture of child safety at the school**

The essence of the School Board's governance role at Kerang Christian College is to oversee all aspects of the School, appoint the Principal, and ensure a strategic approach to the School's future by setting major objectives, policy frameworks and strategies. The Board also takes responsibility to ensure compliance with legal obligations and undertake periodic performance reviews. The Board is also committed to ensuring the financial security of Kerang Christian College.

The following policies are updated and approved by the College Board in order to comply with Ministerial Order 1359:
- Pastoral Care Policy (Policy No. 8)
- Police Checks Policy (Policy No. 12)
- Working with Children Policy (Policy No. 13)
- Child Protection Policy (Policy No. 26)
- Employment Policy (Policy No. 32)
- Staff Induction Policy (Policy No. 35)
- Staff Contact with Students Policy (Policy No. 48)
- Child Safety & Wellbeing Policy (Policy No. 54)

Upon updating the Child Safe Standards at 1 July 2022, the Board updated the Child Safety & Wellbeing Policy (Policy No. 54). The Child Safety & Wellbeing Policy is a comprehensive and overarching document that provides an overview of key elements of Kerang Christian College's approach to creating a child safe organisation.

b. **Allocate roles and responsibilities for achieving the strategies**

The Child Safety & Wellbeing Policy (Policy No. 54) document outlines the key roles and responsibilities for achieving the strategies.

Board

The Board of Kerang Christian College has ultimate responsibility for the detection and prevention of child abuse and is responsible for ensuring that appropriate and effective internal control systems are in place. The Board is also responsible for ensuring that appropriate policies and procedures and a Child Safety Code of Conduct are in place.

Principal / CEO

The Principal / CEO of Kerang Christian College is responsible for:
- Dealing with and investigating reports of child abuse;
- Ensuring that all staff, contractors, and volunteers are aware of relevant laws, College policies and procedures, and the College's Child Safety Code of Conduct;
- Ensuring that all adults within the Kerang Christian College community are aware of their obligation to report suspected sexual abuse of a child in accordance with these policies and procedures;
- Ensuring that all staff, contractors and volunteers are aware of their obligation to observe the Code of Conduct (particularly as it relates to child safety);
- Providing support for staff, contractors and volunteers in undertaking their child protection responsibilities.

Heads of School

All Heads of School must ensure that they:
- Promote child safety at all times;
- Assess the risk of child abuse within their area of control and eradicate / minimise any risk to the extent possible;
- Educate employees about the prevention and detection of child abuse; and
- Facilitate the reporting of any inappropriate behaviour or suspected abusive activity.

The Leadership Team should be familiar with the types of abuse that might occur within their area of responsibility and be alert for any indications of such conduct.

All Staff / Volunteers / Contractors

All staff / volunteers / contractors share in the responsibility for the prevention and detection of child abuse, and must:

- Familiarise themselves with the relevant laws, the Code of Conduct, Kerang Christian College's policy and procedures in relation to child protection, and comply with all requirements;
- Report any reasonable belief that a child's safety is at risk to the relevant authorities (such as the police and / or the state- based child protection service) and fulfill their obligations as mandatory reporters;
- Report any suspicion that a child's safety may be at risk to their supervisor (or, if their supervisor is involved in the suspicion, to a responsible person at the College); and
- Provide an environment that is supportive of all children's emotional and physical safety.

c. **Inform the school community about the strategies, and allocated roles and responsibilities**

Kerang Christian College will communicate the Child Safety & Wellbeing Policy and the Child Safe Strategy through the College website and other key communication channels within the College.

d. **Put the strategies into practice, and inform the school community about these practices**

The development of the Child Safe Strategy Document will be a key resource for the College to communicate with the College community the strategies that are being implemented in order to create and develop a Child Safe culture at Kerang Christian College.

e. **Periodically review the effectiveness of the strategies put into practice and, if considered appropriate, revise those strategies.**

This Child Safety & Wellbeing Policy will be reviewed as part of the school's three-year review cycle. Following every reportable incident, a review shall be conducted to assess whether the College's child protection policies or procedures require modification to better protect the children under the College's care.

Standard 3: Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.

Ministerial Order requirements:

The school governing authority must, at a minimum, ensure:

  a. *children and students are informed about all of their rights, including to safety, information and participation.*
  b. *the importance of friendships is recognised and support from peers is encouraged, to help children and students feel safe and be less isolated.*
  c. *staff and volunteers are attuned to signs of harm and facilitate child-friendly ways for children and students to express their views, participate in decision-making and raise their concerns.*
  d. *schools have strategies in place to develop a culture that facilitates participation and is responsive to the input of children and students.*
  e. *schools provide opportunities for children and students to participate and are responsive to their contributions to strengthen confidence and engagement.*

The school governing authority must ensure students are offered access to sexual abuse prevention programs and to relevant related information in an age-appropriate way.

The school governing authority must develop curriculum planning documents or other documentation that details the strategies and actions the school will take to implement clauses [this standard.]

Action Completed to meet the requirements of the Ministerial Order:

At Kerang Christian College, we expect all children to behave in an appropriate and acceptable manner. We believe that the quality of children's learning and the quality of life in the College will be enhanced and enriched through the promotion and maintenance of high standards of behaviour.

We aim to establish a caring and supportive environment where all members of the College community feel secure, respected and valued. The development of personal qualities and social skills, and the fostering of socially acceptable behaviour, are an integral aspect of the school curriculum.

A primary aim of the College is to encourage within each student the development of Christian character. Rules, and the means to enforce those rules, have been established to assist in this development. The rules and their enforcement are also intended to help each student accept responsibility for personal actions, and to ensure the safety and welfare of other members of the College community.

Clear guidelines, communicated with students and consistently enforced by all staff, add greatly to the effective maintenance of a school culture, which supports a safe environment for all students, and a positive classroom atmosphere. The Behaviour Management Policy (Policy No. 15) and Student Bullying Policy (Policy No. 14) clearly articulate the behaviour expectations of students at Kerang Christian College.

Pastoral Care is an important part of the culture at Kerang Christian College. The Pastoral Care Policy (Policy No. 8) documents how pastoral care takes place at the College. Effective pastoral care is achieved through promoting positive school environments that support the physical, social, intellectual and emotional development of every student.

The National Safe Schools Framework has set as a key priority the importance of achieving a shared vision of physical and emotional safety and wellbeing for all students, as well as identifying guiding principles and standards that can inform practice and assist school communities to build safe and supportive environments.

The Pastoral Care Policy is therefore incorporated into the total school curriculum and the way it is delivered. It incorporates effective discipline as well promotion of health and wellbeing, resilience and academic care.

Standard 4: Families and communities are informed and involved in promoting child safety and wellbeing.

Ministerial Order requirements:

The school governing authority or must, at a minimum, ensure:

a. *families participate in decisions related to child safety and wellbeing which affect their child.*

b. *the school engages and openly communicates with families and the school community about its child safe approach and relevant information is accessible.*

c. *families and the school community have a say in the development and review of policies and practices of the school related to child safety and wellbeing.*

d. *families, carers and the school community are informed about the operations and governance of the school related to child safety and wellbeing.*

The school governing authority must develop a policy, statement or other documentation that details the strategies and actions the school will take to implement [this standard.]

Action Completed to meet the requirements of the Ministerial Order:

Kerang Christian College values the voice of the school community when it comes to the safety of children. The leadership team, teachers, and staff ensure that the school community is aware of policy and procedure and also seeks input from the school community as child safety is embedded in the culture.

Child safety and wellbeing are promoted in the following ways at the College:

- Parent teacher interviews are held during terms 1 and 3, welcoming parents to dialogue with teachers and staff about their individual child's needs

- Students with special needs participate in IEP (Individualised Education Plan) meetings that include parents, students, and teachers to ensure necessary services and interventions are provided

- Child safety and wellbeing are promoted in the monthly newsletter and are always available on the College website

- Once the College Board reviews policies, the teachers and staff are briefed so they are aware of the most up-to-date regulations to be implemented with students

- A Parents and Friends Committee commenced in 2022 and is welcome to all community members to express ideas

- The College sends out an annual parent satisfaction survey giving parents the opportunity to express opinions, comments, concerns, or suggestions about College culture, operations, and practices

- The College Annual Report outlines the latest operations and governance from the previous year as well as progress and work the College has done to improve operations in favour of child safety & wellbeing

Community Engagement Officer

In 2022, the College appointed Hayley Steel as the Community Engagement Officer. The scope of the role includes implementing the marketing and communication strategy and developing school and home partnerships. She continues to provide opportunities to foster positive relationships among school staff and community members as the College prioritises the voice of the community.

Standard 5: Equity is upheld and diverse needs respected in policy and practice.

Ministerial Order requirements:

The school governing authority must, at a minimum, ensure:

a. *the school, including staff and volunteers, understands the diverse circumstances of children and students, and provides support and responds to vulnerable children and students.*

b. *children, students, staff, volunteers and the school community have access to information, support and complaints processes in ways that are culturally safe, accessible and easy to understand.*

c. *the school pays particular attention to the needs of students with disability, students from culturally and linguistically diverse backgrounds, students who are unable to live at home, international students, and lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+) students.*

d. *the school pays particular attention to the needs of Aboriginal students and provides and promotes a culturally safe environment for them.*

Action Completed to meet the requirements of the Ministerial Order:

At Kerang Christian College, we acknowledge that people with a disability have the same rights and responsibilities as other members of the community and should be empowered to exercise those rights and responsibilities. In particular, people with a disability have the same rights as other members of the community to live free from abuse. The Child Safe Standards require organisations to consider the safety of children with a disability across the implementation of all the standards.

Education providers must comply with the Disability Standards for Education 2005 (the Standards) under the Disability Discrimination Act 1992 (Cth) (the Act). The Standards give students and prospective students with a disability the right to education and training opportunities on the same basis as students without a disability. In 2021 teaching staff and education support staff completed the Disability Standards for Education e-Learning through the Nationally Consistent Collection of Data on School Students with Disability (NCCD). Staff will complete NCCD e-learning modules again in 2024.

Establishing child safe policies and procedures that recognise issues relating to disability helps to make these vulnerable children and their families safer.

It has been widely reported that children with disabilities are particularly vulnerable to bullying and may have limited communication and social skills to respond in such situations. Kerang Christian College is committed to adopting a proactive approach to this risk, which has been documented in the Action Plan included in this Strategy Document.

The Commission for Children and Young People (2015, p. 15) have highlighted a range of strategies that schools can implement to promote the safety of children with a disability. Kerang Christian College can promote the safety of children with a disability by:

- Acknowledging that children with a disability are particularly vulnerable and ensure our risk assessment processes considers their needs;
- Ensuring our school clearly demonstrates a zero tolerance to discrimination and actively welcomes all children;
- Making sure the environment does not pose access difficulties;
- Being responsive to families regarding specific measures that may be required to ensure the safe participation of a child with a disability;
- Supporting our staff, other children and their families to understand and be inclusive of people with a disability; and,
- Thinking about how we can encourage participation and feedback from children with a disability and their families.
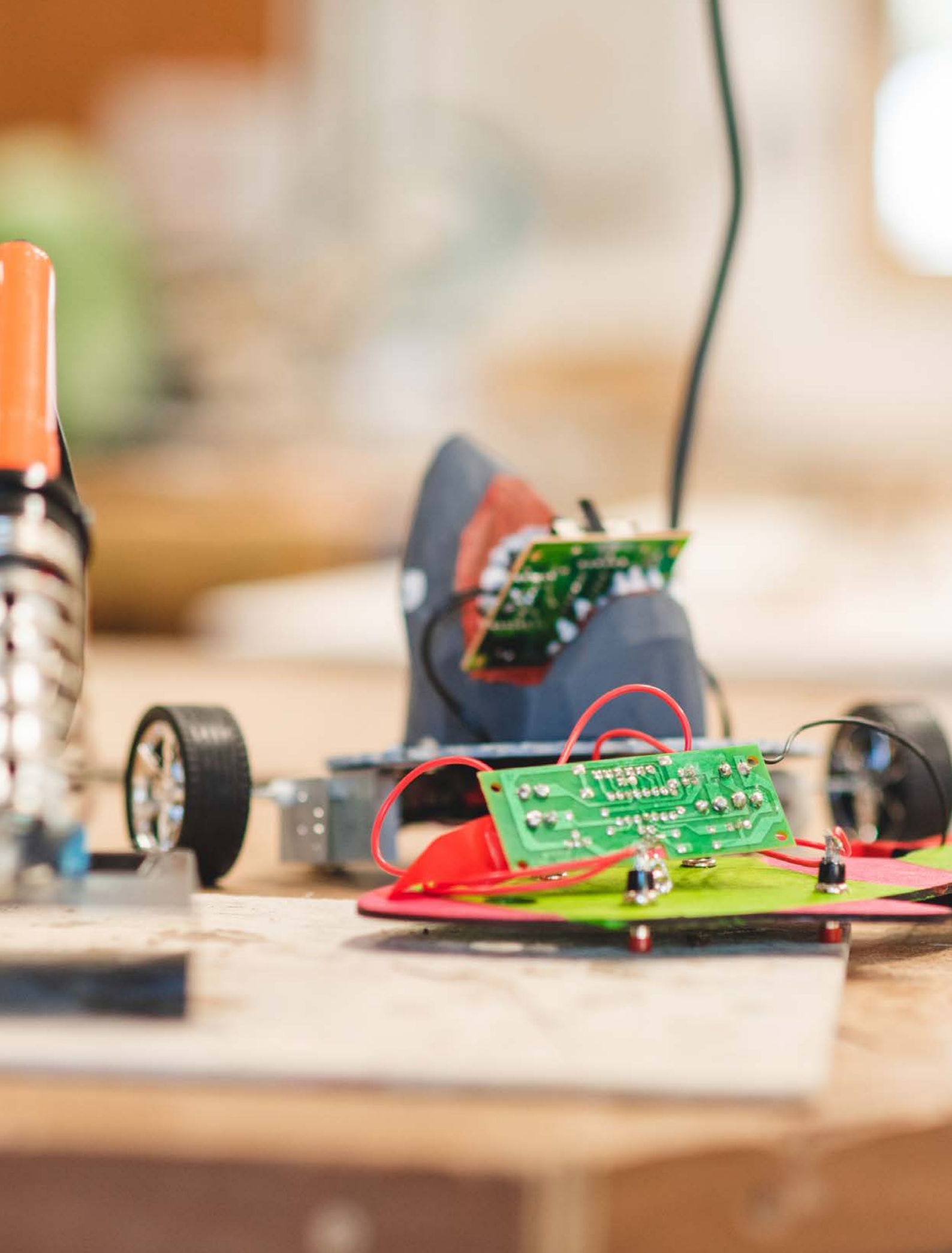
Standard 6: People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

Ministerial Order requirements:

The school governing authority must, at a minimum, ensure:

a. *recruitment advertisements for school staff who will be engaged in child-connected work have a clear statement that sets out:*

    (i) the job's requirements, duties and responsibilities regarding child safety and wellbeing; and

    (ii) the job occupant's essential or relevant qualifications, experience and attributes in relation to child safety and wellbeing.

b. *all applicants for jobs that involve child-connected work for the school must be informed about the child safety practices of the school (including the code of conduct).*

c. *when engaging volunteers to undertake child-connected work, volunteers are made aware of the child safety and wellbeing policy and child safety code of conduct of the school.*

d. *when engaging school staff to perform child-connected work, the school governing authority must:*

    (i) sight, verify and record the person's Working with Children clearance, if the person is required to have a clearance in accordance with the Worker Screening Act 2020, or any equivalent background check; and

    (ii) where the person will be engaged in child-related work, collect and record:

        a. proof of the person's identity;

        b. information about any essential or relevant professional or other qualifications;

        c. the person's history of work involving children; and

        d. references that address the person's suitability for the job and for working with children.

Action Completed to meet the requirements of the Ministerial Order:

Recruitment Practices

The following policies have been updated and approved by the College Board in preparation to meeting Ministerial Order 1359:

- Police Checks Policy (Policy No. 12)
- Working with Children Policy (Policy No. 13)
- Employment Policy (Policy No. 32)
- Staff Induction Policy (Policy No. 35)

Kerang Christian College undertakes a comprehensive recruitment and screening process for all workers and volunteers, including:

- Working with Children Checks when required;
- Police checks;
- Face-to-face interviews where possible;
- Interview questions to assess people's motives when working with children;
- Referee checks that assess the quality of the applicant's previous experience;
- Probation periods.

All applicants for jobs that involve child-connected work for the school are informed about the school's child safety practices. The following statement is now published on the employment page for Kerang Christian College:

> Kerang Christian College is committed to child safety. We have zero tolerance of child abuse. Our human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants are required to hold a current VIT registration and reference checks will be carried out (as we see fit) to ensure that we are recruiting the right people.

In accordance the College's Working with Children Policy (Policy No. 13), the College makes reasonable efforts to gather, verify and record the following information about a person whom it proposes to engage to perform child- connected work:

- Working with Children Check status, or similar check;
- Proof of personal identity and any professional or other qualifications;
- The person's history of work involving children, and;
- References that address the person's suitability for the job and working with children.

Kerang Christian College requires all workers / volunteers to pass through the College's recruitment and screening processes prior to commencing their engagement with Kerang Christian College.

Persons applying for a role as a teacher with Kerang Christian College must be registered with the Victorian Institute of Teaching.

Kerang Christian College may require applicants to provide a police check in accordance with the law and as appropriate, before they commence working at Kerang Christian College and during their time Kerang Christian College at regular intervals.

Kerang Christian College will undertake thorough reference checks as per the approved internal procedure.

Once engaged, workers/volunteers must review and acknowledge their understanding of the Child Safety and Wellbeing Policy and a wide range of College policy and procedure documents.

Kerang Christian College has a comprehension Staff Induction program. The College recognises that effective induction is critical to ensuring that staff are able to contribute to the College's Vision and Mission, are aware of their legal obligations as members of staff of the College and are able to undertake their work roles quickly and effectively.

The College is committed to providing induction to all new members of the College staff. The induction program provides an opportunity for new staff to be introduced to school's policies, codes, practices,

and procedures governing child safety and child-connected work.

The College is committed to monitoring and assessing a job occupant's continuing suitability for child-connected work.

Child Safe Code of Conduct

The Board and Leadership Team at Kerang Christian College have developed and approved a Child Safety Code of Conduct. The Code of Conduct has been published in the Child Safety & Wellbeing Policy document. Furthermore, it is also embedded into any new contracts at the College.

The Child Safe Code of Conduct incorporates the following:

- Has the objective of promoting child safety in the school environment;
- Sets standards about the ways in which school staff are expected to behave with children;
- Takes into account the interests of school staff (including other professional or occupational codes of conduct that regulate particular school staff), and the needs of all children; and
- Is consistent with the school's child safety strategies, policies and procedures as revised from time to time.

Volunteers, visitors, and contractors are required to read and sign the Child Safe Code of Conduct annually.

Record–Keeping Practices

The College administration team is diligent at maintaining records to ensure all relevant persons are held accountable for understanding child safe practices.

- Registers are kept and updated for all visitors, volunteers and contractors that document their signing of the Child Safe Code of Conduct
- A Working With Children's Check and Police Checks register is maintained to ensure any personnel and/or staff who come on campus have appropriate registration
- A VIT register is kept up-to-date to ensure all teaching staff have appropriate and compliant teaching registrations

Standard 7: Processes for complaints and concerns are child–focused.

Ministerial Order requirements:

The school governing authority must, at a minimum:

a. *develop a complaint-handling policy that is made publicly available and that is accessible, child-focused, culturally safe and easily understood by the school community, and clearly outlines:*

   (i) the process for making a complaint about the school or the behaviour of any person within the school (for example staff, volunteers, contractors, families, children or students);

   (ii) the roles and responsibilities of leadership, school staff, and volunteers in relation to handling complaints; and

   (iii) the process for dealing with different types of complaints, breaches of relevant policies or the code of conduct and obligations to act and report.

b. *ensure complaints are taken seriously and responded to promptly and thoroughly.*

c. *have policies and procedures in place that address reporting of complaints and concerns to relevant authorities, whether or not the law requires reporting, and cooperate with law enforcement.*

d. *ensure recordkeeping, reporting, privacy and employment law obligations are met when responding to complaints and concerns.*

e. *have a clear procedure or set of procedures for responding to complaints or concerns relating to child abuse.*

Action Completed to meet the requirements of the Ministerial Order:

Child Protection Policy

The Kerang Christian College Board has approved the Child Protection Policy (Policy No. 26), which has a clear set of procedures for responding to allegations of suspected child abuse in accordance with the Ministerial Order and other legal obligations, including criminal offences regarding grooming, failure to disclose and failure to report.

The Child Protection and Child Safety & Wellbeing policies and procedures for reporting and responding to suspected child abuse apply to all staff involved in child-connected work at Kerang Christian College, including outside of school hours.

The policies and procedures for reporting and responding to suspected child abuse at Kerang Christian College enable individuals to take the appropriate course of action to protect the safety of students.

The Kerang Christian College Child Protection Policy (Policy No. 26) has been updated regularly during the past ten years.

Grievance Policy

The Kerang Christian College Board established a Grievance Policy initially in 2004 and has continued to update and improve upon it as part of the board's three-year policy review cycle. The policy outlines:

- Grievance procedures for student matters
- Formal and informal procedures if there is a grievance against the Principal
- Flow charts for resolving grievances between staff members, between parents and teachers, and between students

The policy provides clear procedures, protocols, and timelines to ensure grievances are taken seriously and are addressed promptly and thoroughly.

Student Bullying & Workplace Bullying Policies

The College has the Student Bullying Policy (Policy No. 14) and the Workplace Bullying Policy (Policy No. 51) in place in order to provide a framework for appropriate, safe, and respectful behaviour between staff and students. Both policies outline definitions, protocols & flowcharts, prevention strategies, and steps to carry out informal and formal complaints in order to appropriately and promptly address bullying.

Standard 8: Staff and volunteers are equipped with the knowledge, skills, and awareness to keep children and young people safe through ongoing education and training.

Ministerial Order requirements:

The school governing authority must, at a minimum:

a. *ensure that, at least annually, school staff engaged in child-connected work receive training and information on child safety*

b. *ensure that volunteers engaged in child-connected work receive training and information that will equip them with the knowledge, skills, and awareness required to keep children and students safe and that is appropriate to the nature and responsibilities of their role.*

c. *when determining the type of training and information to provide to volunteers consider whether or not it is reasonable and necessary to include training and information on:*

(i) *the child safety and wellbeing policy of the school;*

(ii) *the child safety code of conduct of the school;*

(iii) *guidance on how to recognise indicators of child harm including harm caused by other children and students;*

(iv) *guidance on how to respond effectively to issues of child safety and wellbeing and support colleagues who disclose harm;*

(v) *guidance on how they can contribute to building culturally safe environments for children and students;*

(vi) *guidance on any obligations they have relating to information sharing and recordkeeping; and*

(vii) *guidance on how to identify and manage child safety risks relevant to the role the volunteer will undertake, without compromising a child or student's right to privacy, access to information, social connections and learning opportunities.*

d. *ensure that school staff and volunteers are supported to implement the child safety and wellbeing policy of the school to the extent that it is applicable to their role and responsibilities.*

e. *ensure that, at least annually, appropriate training and guidance is provided to the members of the governing body about:*

(i) *individual and collective obligations and responsibilities for implementing the Child Safe Standards and managing the risk of child abuse;*

(ii) *child safety and wellbeing risks in the school environment; and*

(iii) *the child safety policies, procedures and practices of the school.*

Action Completed to meet the requirements of the Ministerial Order:

Kerang Christian College ensures that training and education are a part of the school culture and best practice. To ensure physical safety, staff undergo annual training both online and in-person in mandatory reporting, anaphylaxis and epi-pen use, and CPR. The Business Manager briefs staff on how to complete incident and hazard reports as well as responsibilities pertaining to reports of disclosure regarding family and domestic violence. Every three years, staff undergo both online and in-person training in asthma response and full first aid.

During regular meetings throughout the year, teachers and staff undergo child safety training to understand their responsibilities and obligations for mandatory reporting as well as how to embed a culture of child safety and wellbeing in the day-to-day operations of the College. Teachers and staff are also required to review internal policies as the College Board updates them as part of the three-year review.

Casual relief teachers undergo an induction reviewing the Child Safe Code of Conduct and must review pertinent child sa

Volunteers, visitors, and contractors must review and sign the Child Safe Code of Conduct at the commencement of their work at the College and update it annually. They must also maintain appropriate qualifications to maintain a Working With Children's Check.

Standard 9: Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

Ministerial Order requirements:

The school governing authority must, at a minimum:

a. *ensure that the child safety and wellbeing policies, procedures and practices of the school enable school staff and volunteers to identify and mitigate risks in school environments without compromising a child or student's right to privacy, access to information, social connections and learning opportunities.*

b. *develop and endorse a policy or statement on online conduct and online safety that is consistent with the child safety and wellbeing policy and practices and child safety code of conduct of the school.*

c. *ensure the procurement policies of the school for facilities and services from third parties ensure the safety of children and students.*

Action Completed to meet the requirements of the Ministerial Order:

Risk Management for Camps and Excursions

Kerang Christian College aims to provide a diverse learning experience for students and to equip them with the necessary knowledge, skills, attitudes and beliefs to embrace life beyond school. The School's camping and excursions programs are distinctive, important and integral components of the curriculum.

The purpose of the Camps and Excursions Policy is to help ensure that all components of the camping and excursions programs at Kerang Christian College are conducted in a consistent, organised, effective and efficient manner, with due attention being given to important aspects including (but not limited to) planning, preparation, approval, safety, risk management, communication, and regulatory compliance.

Kerang Christian College has a duty of care for the safety and wellbeing of all students. Such duty of care may, at times, extend beyond the school day and school premises. Camps and excursions are examples of activities whereby the expected level of care needs to be sustained beyond the regular school day.

Other Strategies to Minimise Risks of Harm

Kerang Christian College takes seriously its commitment in relation to the safety and protection of students. Kerang Christian College has developed policies and procedures to manage risks of harm to students, which our school complies with, for example:

Supervision – Kerang Christian College manages the supervision of students appropriately to ensure that there is adequate supervision of students as detailed in the Supervision Policy (Policy No. 19).

Emergency – Kerang Christian College ensures that all employees are briefed to appropriately handle emergency situations and critical incidents in accordance with the College Emergency Management Plan (Policy No. 9).

Online school environments – Kerang Christian College has developed and implemented an ICT an Internet Acceptable Use Policy (Policy No. 22), a Social Media Policy (Policy No. 39), and an Electronic Devices Policy (Policy No. 33). Safeguards are in place to minimise risks in this environment.

Visitors / Outsiders – Kerang Christian College has procedures in place for the management of visitors and other outsiders, including relevant signage and directions, together with a visitor sign in register and procedures for signing in and out of the school. Policy and procedure for visitors to Kerang Christian College is documented in the School Visitors Policy (Policy No. 3).

Risk Management Policy & Risk Register

The Kerang Christian College Board implemented the Risk Management Policy in 2016 and it continues to be reviewed in the three-year review cycle. It establishes responsibilities of key stakeholders, processes and flowcharts to assessing risk, a risk matrix, and processes for implementing appropriate control measures. A Risk Register is continually updated which outlines risks identified at the College as well as controls, outcomes, consequences, and likelihood that each risk may occur. It is a useful tool for the Board and staff to ensure safety for everyone in the College community.

Standard 10: Implementation of the Child Safe Standards is regularly reviewed and improved.

Ministerial Order requirements:

The school governing authority must, at a minimum:

a. *review and evaluate the child safety and wellbeing policies, procedures and practices of the school after any significant child safety incident, or at least every two years, and improve where applicable.*

b. *ensure complaints, concerns and safety incidents are analysed to identify causes and systemic failures and inform continuous improvement.*

c. *report on the outcomes of relevant reviews to school staff, volunteers, the school community, families and students.*

Standard 11: Policies and procedures document how the organisation is safe for children and young people.

Ministerial Order requirements:

The school governing authority must, at a minimum, ensure:

a. that the school implements practices for a child-safe environment in accordance with the Order.

b. that the policies and procedures and any other statements and records this Order requires:

(i) address all Child Safe Standards;

(ii) are understood and implemented by all relevant school staff, governing body and volunteers;

(iii) are championed and modelled by leaders;

(iv) are documented and easy to understand; and

(v) are informed by best practice models and stakeholder consultation.

Action Completed to meet the requirements of the Ministerial Order:

The Kerang Christian College Board has approved the Child Safe Policy (Policy No. 54). The Child Safety & Wellbeing Policy is an overarching document that provides key elements of the College's approach to becoming child safe. It sets out the processes for reporting and responding to concerns and allegations and refers people to where these processes can be found. The Child Safe Policy also contains the Child Safety Code of Conduct, which provides specific guidelines on appropriate behaviour with children.

This Child Safe Strategy Document also contains a public statement of commitment to child safety and clearly outlines how each child safe standard is embedded into the culture of the College.

The Kerang Christian College Board has an ongoing policy review calendar which ensures relevant policies are reviewed and updated within appropriate timeframes, whether that is annually, every two years, or every three years.

At each board meeting, the Principal provides a report addressing outcomes in all operational areas of the College including minutes from Occupational Health and Safety Meetings, any complaints or grievances, ongoing works on facilities or building projects, correspondence from the community or relevant government authorities, and updates regarding human resources issues. This ensures that the College Board maintains a transparent relationship and open line of communication with the Principal allowing for honest assessments and actions to be taken regarding child safety within the school culture.

Finally, the College Board completes annual Child Safe Training to ensure all members have the most up-to-date information regarding the Child Safe Standards as it pertains to maintaining and upholding a Child Safe School.

Action Plan

This Action Plan is designed to help Kerang Christian College assess our progress in meeting the Child Safe Standards and becoming a Child Safe organisation.

Activity	Action Required	Time Frame for Actions
Child safety is a core part of public and internal messaging.	Promote the Child Safe Strategy Document in the College newsletter regularly. Child Safety webpage available on College website. Child Safety also an ongoing staff agenda, newsletter, and Board meeting item.	Ongoing
Policies and practices exist that prioritise child safety and promote shared responsibility – not just at a leadership level – by outlining all staff responsibilities.	Ongoing Review; Update when staff changes	Ongoing
A culture exists of supporting cultural safety for Aboriginal children, cultural safety for culturally and/or linguistically diverse children and the safety of children with a disability.	Collaboration to take place with a range of stakeholders to develop an appropriate strategy	Ongoing
The Child Safe Standards require organisations to consider the safety of children with a disability across the implementation of all the standards.	Ongoing Review: Staff Training eg. Disability Standards for Education e-learning.	Ongoing
A culture exists in which staff, volunteers, children and families feel comfortable and supported when talking about any child safety concerns.	Continue to promote Child Safety Champion to the school community through the newsletter and website. A range of resources are available on the College website.	Ongoing
The organisation has a child safe ty & wellbeing policy or statement of commitment, which is accessible to the public.	This policy will be reviewed every two years as part of the school's three-year review cycle. Following every reportable incident, a review shall be conducted to assess whether the College's child protection policies or procedures require modification to better protect the children under the College's care	Ongoing
All staff and volunteers are aware of the organisation's commitment to child safety and their duty of care requirements.	Induction for all staff, visitors, volunteers, and contractors. Resources published on the College website. Philosophy statement updated.	Ongoing

Activity	Action Required	Time Frame for Actions
Appropriate safe behaviour with children is clearly defined in a code of conduct, which is accessible and understood by staff, volunteers, families and children.	Child Safe Code of Conduct required to be signed annually. Parent Code of Conduct included in Enrolment Policy documents.	Ongoing
Interviews, reference checks and Working With Children Checks (where necessary) are undertaken for staff and volunteers.	The College Board approved an Employment Policy (Policy No. 32) and Volunteers Policy (Policy No. 45) which continue to be reviewed within the three-year cycle. Volunteer Induction program to be refined annually.	Ongoing
Staff and volunteers are trained in child safety, and understand and practice appropriate behaviour, including with Aboriginal children, culturally and/or linguistically diverse children and children with a disability respectively.	Staff have been briefed on Child Safety. The Board approved the Volunteers Policy (Policy No. 45) and is reviewed in the three-year review cycle. Appropriate training programs to be refined and further implemented.	Ongoing
Risk management approaches are regularly reflected on and improved.	The Board approved the Risk Management Policy (Policy No. 55), the Emergency Management Policy (Policy No. 9), and the OH&S Policy (Policy No. 10). The Risk Register has been updated throughout the year.	Ongoing
Reporting procedures are accessible for all children.	Procedures to be available on the College website. Child Safety posters displayed around the College.	Ongoing
Staff are briefed on the Child Safe Standards.	Staff were trained on the 11 Child Safe Standards at the commencement throughout the 2023 school year. Staff will annually be briefed using the Child Safe Strategy Document.	Annually
Staff are briefed on changes and updates to policies pertaining to child safety including the Child Safety & Wellbeing Policy, Supervision Policy, Pastoral Care Policy, Staff Contact with Students Policy, and Child Protection Policy.	Staff review policies individually and in staff meetings as the Board updates policies.	Ongoing

Glossary

Aboriginal	The term 'Aboriginal' in this guide is inclusive of Aboriginal and Torres Strait Islander peoples.
Child	The words 'child' and 'children' in this guide refers to children and young people up to the age of 18 years.
Child abuse	For the purposes of this document, abuse constitutes any act committed against a child involving: • physical violence • sexual offences • serious emotional or psychological abuse • serious neglect. Further explanation of these types of abuse is provided in the College Child Protection Policy document.
Children from culturally and / or linguistically diverse backgrounds	A child or young person who identifies as having particular cultural or linguistic affiliations by virtue of their place of birth, ancestry or ethnic origin, religion, preferred language or language spoken at home or because of their parents' identification on a similar basis..
Child safety	In the context of the child safe standards, child safety means measures to protect children from abuse.
Child safe organisation	In the context of the child safe standards, a child safe organisation is one that meets the child safe standards by proactively taking measures to protect children from abuse.
Cultural safety for Aboriginal children	The positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity..
Children with a disability	A disability can be any physical, sensory, neurological disability, acquired brain injury or intellectual disability or developmental delay that affects a child's ability to undertake everyday activities. A disability can occur at any time in life. Children can be born with a disability or acquire a disability suddenly through an injury or illness. Some disabilities may be obvious while others are hidden.
Organisation	The Child Safety and Wellbeing Act 2005 (the Act) will provide that the standards apply to 'applicable entities', which are defined in the Act as: • an incorporated body or association • an unincorporated body or association (however structured) • an individual who carries on a business and engages contractors, employees or volunteers to assist in the business in providing services or facilities.

For further explanation or definitions please refer to the Child Wellbeing and Safety (Child Safe Standards Compliance and Enforcement) Amendment Act 2021.

Useful Links and Resources

Australian Human Rights Commission. (1997). *Bringing Them Home: The 'Stolen Generation' Report.* Retrieved from https://humanrights.gov.au/our-work/aboriginal-and-torres-strait-islander-social-justice/publications/bringing-them-home

Australian Institute of Family Studies. (2020, January). *Child Protection and Aboriginal and Torres Strait Islander Children' CFCA Resource Sheet January 2020.* Retrieved from https://aifs.gov.au/cfca/publications/child-protection-and-aboriginal-and-torres-strait-islander-children

Australian Royal Commission. (2024, March). *Institutional Responses to Child Sexual Abuse.* Retrieved from https://www.royalcommission.gov.au/child-abuse

Commission for Children and Young People. (2023). *A Guide for Creating a Child-safe Organisation.* Retrieved from: https://ccyp.vic.gov.au/assets/resources/New-CSS/A-guide-for-creating-a-Child-Safe-Organisation-27.04.23.pdf

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Connect With Us

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Phone: 03 5450 3894
Fax: 03 5450 3895
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Hours of Operation: 8:15am - 4:30pm

Social Media

We know that developing a connected school community is important for the overall educational experience for our students. Whether you're interested in our curriculum initiatives, our student achievements or attending the next event at the College, you'll find an appropriate social site to follow or a web page on the College website with additional information.

Facebook: https://facebook.com/kerangcc

SEQTA

Kerang Christian College is using SEQTA as our main Learning Management System (LMS) which connects teachers, students and parents. SEQTA is a safe social networking tool which supports 21st Century Learning at our site. Below are a few key features:

Through SEQTA Teach, teachers control the SEQTA groups- members, posts, alerts, what goes in / out, set assignments, place work in folders or library linked to students learning.

Through SEQTA Learn, students can access assignments and marks as well as homework and reminders about upcoming tests, assessments and assignments.

Parents are able to monitor their child's progress through SEQTA Engage account. Parents can access the calendar, view any posts that are sent / received by their child or teachers and know about assignments and results.

SEQTA Teach: teach.kccs.vic.edu.au
SEQTA Learn: learn.kccs.vic.edu.au
SEQTA Engage: engage.kccs.vic.edu.au

Related Documents

In providing a Christian, educational environment which recognises, values and builds student well-being, we aim to provide a framework at Kerang Christian College which allows our students to develop academically, spiritually, socially, emotionally and physically. Policies and Procedures, which build on this conceptual framework, include:

- Child Safety & Wellbeing Policy (Policy No. 54) and Child Safety Code of Conduct
- Child Protection Policy (Policy No. 26) Pastoral Care Policy (Policy No. 8)
- Risk Management Policy (Policy No. 55) Sexual Harassment Policy (Policy No. 56) Supervision Policy (Policy No. 19)
- Staff Contact With Students Policy (Policy No. 48) Student Travel in Staff Cars Policy (Policy No. 52) Staff Tutoring Policy (Policy No. 47)
- Staff Induction Policy (Policy No. 35) Employment Policy (Policy No. 32)

- Working with Children Policy (Policy No. 13) Police Checks Policy (Policy No. 12)
- School Visitors Policy (Policy No. 3) Volunteers Policy (Policy No. 45) General Classroom Guidelines
- National Safe Schools Framework

Evaluation

This document will be reviewed as part of the school's three- year review cycle. Following every reportable incident, a review shall be conducted to assess whether the College's child protection policies or procedures require modification to better protect the children under the College's care.

Document History

Amended June 2019

Amended December 2023

Amended June 2024

"And now, dear brothers and sisters, one final thing.
Fix your thoughts on what is true, and honorable,
and right, and pure, and lovely, and admirable.
Think about things that are excellent
and worthy of praise."
Philippians 4:8 (NLT)

KERANG
Christian College