

- x providing regular opportunities to clarify and confirm legislative obligations, policy and procedures in relation to children/young people's protection and wellbeing
- x ensuring the school meets the specific requirements of the Victorian Child Safe Standards as set out in Ministerial Order 1359
- x ensuring the school takes specific action to protect children/young people from abuse in line with the three new criminal offences introduced under the Crimes Act 1958 (Vic.) and in line with [PROTECT: Identifying and responding to all forms of abuse in Victorian schools](#)
- x ensuring the school understands and reports all matters that may constitute reportable conduct under the Reportable Conduct Scheme and in accordance with the College's Child Protection Reporting Obligations Policy
- x sharing information under legislated information sharing schemes (in accordance with the school's prescribed role as an Information Sharing Entity (ISE)).

School staff

(inclusive of school employees, volunteers, contractors and clergy)

Their responsibilities include:

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

4. OLMC Reportable Conduct Policy
5. OLMC Child Safety: Student Rights and Responsibilities
6. OLMC Child Protection and Reporting Policy

PROCEDURES

1. Responsibilities of school leadership

The principal and school leaders at our school recognise their particular responsibility to ensure the development of preventative and proactive strategies that promote a culture of openness, awareness of and shared responsibility for children and wellbeing. Responsibilities include:

- x creating an environment for children and young people to be safe and to feel safe
- x upholding high principles and standards for all employees, contractors, clergy and volunteers
- x promoting models of behaviour between adults, children and young people based on mutual respect and consideration
- x creating an environment where child safety complaints and concerns are readily raised, and no one is discouraged from reporting an allegation of abuse to relevant authorities
- x ensuring thorough and rigorous practices are applied in the recruitment, screening and ongoing professional learning of staff and volunteers
- x ensuring that employees have regular and appropriate learning to develop their knowledge of, openness to, and ability to prevent, identify and address child safety and wellbeing matters
- x ensuring that the school has in place appropriate risk management strategies and practices that focus on preventing, identifying and mitigating risks related to child safety and wellbeing in the

x implementing inclusive practices that respond to the diverse needs of students
x

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

The curriculum design integrates appropriate knowledge and skills to enhance students' understanding of being safe, as well as their understanding of their rights to safety, information and participation. Teaching and learning strategies that acknowledge and support student agency and voice are implemented. We ensure that students are offered access to sexual abuse prevention programs and to relevant related information in an appropriate way.

We have developed appropriate education about:

- x standards of behaviour for students attending our school
- x healthy and respectful relationships (including sexuality)
- x resilience
- x child abuse awareness and prevention.

We have also developed curriculum planning documents that detail the strategies and actions the school takes to implement its obligations to ensure that:

- x students are informed about all of their rights, including to safety, information and participation.

be assigned from their Pastoral Group and the Transition Coordinator will meet with all students at an Orientation program prior to the start of the year and later in the year at check in morning teas.

- x The structure of Student Leadership at OLMC encourages student empowerment. Students are encouraged to speak with class captains, members of the Student Representative Council, House Captains and Vice Captains, members of the Student Leadership Team as an avenue for student voice to raise their views and concerns or suggestions for change.
- x Students are involved and can enact change when school events are planned and reviewed. We support students to identify, discuss and report their concerns.

We listen to children and young people, take their views seriously, and are committed to addressing any concerns that they raise with us.

Students impacted by a child abuse or child safety matter will be provided with support to assist them to feel safe at school and develop protective factors. Supports will be tailored to each individual student and circumstance. Supports provided to students at our school may include:

- x Regularly communicating with the student or students and their parents/ guardians/ carers where appropriate
- x Convening a Student Support Group of school wellbeing staff and teachers to plan, support and monitor affected students
- x Developing Student Support Plans for students impacted by the incident to ensure appropriate levels of care and support are provided
- x Access to counselling
- x Referrals to external services such as family violence services, Centre Against Sexual Assault (CASA), or Headspace
- x Include further relevant details of school practices or supports that may be offered

Where external authorities are investigating a report of abuse or risk of abuse, it is the role of the Principal of our school to ensure students are supported throughout incidents at the school.

6. Reporting and responding

OLMC creates records relevant to the incident.

If the Principal or Child Safety and Wellbeing Officer is not available, then it should be discussed with a member of the school leadership team or a Year Level or House Coordinator. Alternatively, any member of the school community may report directly to the responsible authority.

The employee supported by the Principal or designated Child Safety and Wellbeing Officer will follow the step-by-step guide to making a report as outlined in the [Four Critical Actions for Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse](#)

7. Screening and recruitment of school staff

Our school leadership team applies thorough and rigorous screening processes in the recruitment of employees and volunteers involved in child-connected work. Our commitment to child safety and wellbeing and our screening requirements are included in all advertisements for such employment contractor and volunteer positions, and all applicants are provided with copies of the Education Code of Conduct and the School Child Safety and Wellbeing Policy.

Each position description for staff involved in child-connected work sets out the requirements, duties and responsibilities regarding child safety and wellbeing for those in that role and the occupant's essential qualifications, experience and attributes in relation to child safety and wellbeing.

When recruiting and selecting employees, contractors and volunteers involved in child-connected work, we ensure that we gather, verify and record the following information about any person we propose to engage:

- x proof of personal identity
 - x confirmation that the person has a current Working with Children clearance
 - x review of the results of a recent National Police Check
 - x evidence of current trade or professional registration (as relevant)
 - x evidence of any essential or relevant professional or other qualifications
 - x the applicant's history of work involving children and young people
 - x references that address the applicant's suitability for the job and working with children and young people
- We will also ensure that appropriate supervision or support arrangements are provided for the induction of new school staff into the school's pool.

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- x guidance on recognising indicators of child harm including harm caused by other children and young people
- x guidance on responding effectively to issues of child safety and wellbeing and supporting colleagues who disclose harm, including their mandatory reporting obligations
- x guidance on how to build culturally safe environments for children and young people
- x guidance on their information sharing and recordkeeping obligations, including under [Public Record Office Victoria Recordkeeping Standards](#)

9. Diversity and equity– strategies and actions

At OLMC we are committed to ensuring that equity is upheld, and that diverse needs are respected in policy and practice. We aim to ensure that:

- x all employees and volunteers understand the diverse nature and circumstances of children and young people
- x our school provides support and responds to vulnerable children and young people
- x children, students, employees, volunteers and the school community have access to information, support and complaints processes in ways that are culturally safe, accessible and easy to understand
- x 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 LGBTIQ+ students
- x the school pays particular attention to the needs of Aboriginal and Torres Strait Islander students and provides and promotes a culturally safe environment for them.

We do not tolerate discrimination, racism or bullying.

10. Family engagement strategies and actions

Our employees ensure that families, carers and other members of the school community are informed about relevant child safety and wellbeing matters and are involved in the promotion of child safety and wellbeing at the school. We aim to ensure that:

- x families participate in decisions relating to child safety and wellbeing which affect their child or young person
- x we engage and openly communicate with families, carers and other members of the school community about our child safe approach
- x all members of the school community have access to information relating to child safety and wellbeing
- x families, carers and other members of the school community have the opportunity to provide input into the development and review of the school's child safety and wellbeing policies and practices
- x families, carers and other members of the school community are informed about the operations and governance of the school in relation to child safety and wellbeing.

11. Risk management

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

The College Student Wellbeing Team regularly monitors risks for young people and works closely with the Counselling Team to identify new or emerging risks. The School Organisation Committee also monitors risks for school based activities or excursions which include any related to Child Safety.

Upon entry to Visitor Reception all visitors will be required to sign in using the Passtab system.

All visitors can view the Child Safety Policy and are required to submit their VIT or WWC registration number when signing in.

Visitors will be provided with a name badge with their photo which will identify the person they are meeting with. This must be worn at all times.

Contractors use the Passtab sign in station in the Basement Level of the Frayne Design Art and Technology Building.

Sports Coaches and umpires/referees sign in using the Passtab station located in the foyer of the Nallejeering Centre.

Related policies and documents

Victorian Department of Education PROTECT: Identifying and Responding to Abuse DVIDn

