Child Safety Policy

Purpose
The Hester Hornbrook Academy (Hester Hornbrook) Child Safety Policy demonstrates our school's commitment to creating and maintaining a child safe and student-friendly school where all our students (children and young people) are safe and feel safe. This policy provides an overview of our school's approach to implementing Ministerial Order 1359 which sets out how the Victorian Child Safe Standards apply in school environments. It informs our school community of everyone's obligations to act safely and appropriately towards children/young people and guides our processes and practices for the safety and wellbeing of students across all areas of our work.
Scope
This Child Safety Policy applies to the whole school community including; the Hester Hornbrook Board, school leadership, staff, volunteers, contractors, families, students, whether or not they work in direct contact with students. This policy applies in all school environments, including campuses of the school; online school environments (including email and intranet systems); and other locations provided by the school for students use (including, without limitation, locations used for school camps, sporting events, excursions, and other events) and those provided through third party providers.
Statement of commitment to child safety
Hester Hornbrook Academy (Hester Hornbrook) is committed to the safety and empowerment of all children and young people. As a Child Safe school, we value every child and young person and every decision we make is governed by our belief in their fundamental right to be protected from all forms of harm. We believe all children and young people should be supported to express their views and have their views taken seriously. We commit to providing children and young people with opportunities to actively participate in decisions that affect their lives, and we support them to do so. Hester Hornbrook promotes cultural safety for Aboriginal and Torres Strait Islander children and young people and for those from culturally and/or linguistically diverse backgrounds. Hester Hornbrook provides all of the children and young people we support with the opportunity to connect with their culture and strengthen their sense of belonging and identity. We support the rights of children and families living with disability and commit to providing opportunities for children with a disability to safely participate in their community. We commit to developing LGBTIQA+ inclusive practices across all our services and creating welcoming and inclusive environments for children, young people and their families.

Hester Hornbrook supports the rights and safety of children, young people who are unable to live at home including those in kinship care.

Inappropriate or harmful behaviour targeting students based on these or other characteristics, such as racism or homophobia, are not tolerated at our school, and any instances identified will be addressed with appropriate consequences.

Hester Hornbrook complies with the *National Child Safe Principles* and the *Victorian Child Safe Standards*. The standards are a minimum set of requirements for schools providing services to children and young people in Victoria. They ensure the safety of children and young people is promoted, child abuse is prevented, and allegations of child abuse are properly responded to.

Hester Hornbrook is committed to and support children's rights, which are the special human rights protections that children have due to their vulnerability to exploitation and abuse. Under the Convention of the Rights of the Child, which has been ratified by Australia, all children in Australia have the right to:

- Be treated fairly no matter what
- Have a say about decisions affecting them
- Live and grow up healthy
- Have people do what is best for them
- Know who they are and where they come from
- Believe what they want
- Privacy
- Find out information and express themselves
- Be safe no matter where they are
- Be cared for and have a home
- Education, play and cultural activities
- Help and protection if they need it.

We have robust human resources and recruitment practices for all staff and volunteers supported by regular training and education on child safety to ensure we can fulfil this commitment. All staff and volunteers commit to the child safe principles and expectations outlined in our Child Safety Code of Conduct.

Hester Hornbrook have clear and detailed policies and procedures about how to respond to complaints and allegations of abuse. We actively commit to reviewing policies and procedures, seeking input from our students, families, staff and volunteers and are working across the sector to continually strengthen our approaches and improve outcomes for children and young people. Child safety is a shared responsibility. Every person involved in our school has an important role in promoting child safety and wellbeing and promptly raising any issues or concerns about a child's safety.

There is zero tolerance for any form of child abuse or maltreatment within Hester Hornbrook. Any suspected abuse or maltreatment is treated seriously and responded to promptly with reports being made both internally and to external authorities including police and Child Protection. If you believe a child is at immediate risk of abuse phone 000.

Definitions

The following terms in this policy have specific definitions

- Aboriginal; refers to Aboriginal and / or Torres Strait Islander people
- Child
- Child information sharing scheme and Family violence information sharing scheme
- Child safety
- Child sexual exploitation
- Child abuse
- Child-connected work
- Duty of care
- Families; refers to parents, guardians, carers and / or significant others
- Family violence
- Governance
- Governing body
- Grooming
- Mandatory reporting
- Neglect
- Reportable conduct
- School environment
- School staff
- School governing authority
- Student
- Volunteer
- Vulnerable students
- Worker screening

Policy:

At Hester Hornbrook we are committed to the safety, wellbeing and best interests of children and young people. This includes:

- Upholding the rights of children and young people who are connected with our school so that they feel heard on matters relevant to their safety and so that they feel safe and protected.
- Enforcing zero tolerance of child abuse and taking all allegations of child abuse, reportable conduct and safety concerns very seriously, ensuring such conduct is dealt with in accordance with our schools' policies, procedures and the law.
- A commitment to preventing child abuse and the early identification, reduction or removal of all risks to children.
- Rigorously upholding our legal and moral obligations to contact authorities when there are concerns about a child or young person's safety.
- Having robust human resources and recruitment practices for all staff and volunteers.
- Creating a child safe school by providing ongoing training and education to staff and volunteers on the *Victorian Child Safe Standards, Mandatory Reporting, Reportable Conduct, Duty of Care and Information Sharing Schemes.*

- Actively working to listen to and empower children and young people we are working with or who encounter our school to understand their right to participate in decisions affecting them and to be taken seriously.
- Providing a culturally safe environment for Aboriginal and / or Torres Strait Islander children and young people by considering their needs in providing that environment.
- Providing a culturally safe environment for children and young people from culturally and/or linguistically diverse backgrounds, by considering their needs in providing that environment.
- Providing a safe environment for children and young people with disability, by considering their needs in providing that environment.
- Providing a safe environment for children and young people who have suffered trauma, by considering their needs in providing that environment.
- Providing a safe environment for, and considering the needs of, same sex attracted and intersex children, students and young people, and recognising gender diversity in providing a safe environment.
- Providing a safe environment for children and young people who are unable to live at home (for example, children and young people in out of home care, kinship care or custodial settings).
- Ensuring physical and online environments minimise the opportunity for children to be harmed.
- Ensuring the involvement of families and communities in our efforts to keep children and young people safe and in the development and delivery of our school.
- Having robust governance systems and processes to keep children and young people safe.
- Ensuring a commitment to child safety is embedded in all levels of the organisation.

Hester Hornbrook will do this through:

Roles and Responsibilities
The roles and responsibilities of all persons involved in the protection of children at Hester Hornbrook are outlined below:

<u>Board Members</u>

- Adhere to all aspects of the Hester Hornbrook *Child Safety Policy* and Hester Hornbrook *Child Safe Code of Conduct* (available on Policy Centre and Hester Hornbrook website) and provided at the first meeting of each school year to all Hester Hornbrook Board members.
- Ensuring that a strong Child Safe culture is created and maintained, and that policies and practices for a child-safe environment are effectively developed and implemented in accordance with **Ministerial Order 1359** that:
    - policies and procedures and any other statements and records address all Child Safe Standards;
    - are understood and implemented by all relevant school staff, , the Board members and volunteers;
    - are championed and modelled by leaders;
    - are documented and easy to understand; and
    - are informed by best practice models and stakeholder consultation.

- Leadership of creating a child safe culture at Hester Hornbrook, in line with the *Child Safe Statement*.
- Ensure that the Hester Hornbrook *Child Safety Policy*, *the* Hester Hornbrook *Child Safe Code of Conduct* (available on Policy Centre and Hester Hornbrook website) and other associated policies and procedures are consistently reviewed and kept up to date in line with all relevant legal obligations.
- Ensure that Hester Hornbrook's risk assessment strategies for child safety are robust enough to manage any potential child safety risks and are reviewed regularly.
- When notified of child safety concerns at the school and ensures that Hester Hornbrook has taken appropriate action to fulfil regulatory obligations, including reviewing the effectiveness of existing risk controls.
- All other aspects related to the Hester Hornbrook Board in the Hester Hornbrook *Child Safety Policy*.

Principal (or their delegate)

- Ensuring that a strong child safe culture is created and maintained, and that policies and practices are effectively developed and implemented in accordance with **Ministerial Order 1359.**
- Adhere to all aspects of the *Hester Hornbrook Child Safety Policy* and *Hester Hornbrook Child Safe Code of Conduct* (available on Policy Centre and *Hester Hornbrook* website) and provide to all new *Hester Hornbrook* staff during induction and all returning *Hester Hornbrook* staff at the beginning of each school year.
- Model a child safe culture that facilitates the active participation of students, families and staff in promoting and improving child safety, cultural safety and wellbeing.
- Oversee that all members of our school community understand and adhere to their responsibilities regarding child safety.
- Enable inclusive practices where the diverse needs of all students are considered.
- Reinforce high standards of respectful behaviour between students and with adults.
- Promote regular open discussion on child safety issues within the school community including at leadership team meetings and staff meetings.
- Facilitate regular professional learning for staff and volunteers to build deeper understandings of child safety, cultural safety, student wellbeing and prevention of and responding to abuse *(Appendix 1: Hester Hornbrook Child Safety Learning and Monitoring Action Plan*).
- Create an environment where child safety complaints and concerns are readily raised, and no one is discouraged from reporting an allegation of child abuse to relevant authorities.
- Ensure any instances of child abuse are reported immediately, in line with the *Hester Hornbrook Child Safe and Mandatory Reporting Procedure (available on Policy Centre and Hester Hornbrook website)*, including following PROTECT 4 Critical Actions for Schools *(Appendix 2: PROTECT 4 Critical Actions for Schools).*
- Ensures that the Board is notified of child safety concerns at the school including the actions taken to fulfil regulatory obligations and the review of the effectiveness of existing risk controls undertaken by staff as part of the incident.
- Oversee that risk assessments for child safety are carried out regularly in line with the *Hester Hornbrook Child Safety Policy.*

- Ensure recruitment procedures have regard to child safety, as outlined in the *Hester Hornbrook Child Safety Policy.*
- Ensure the Child Safety Champions are adequately trained and resourced to carry out their duties.

Executive Leadership Team

- Adhere to all aspects of the *Child Safe Policy* and *Hester Hornbrook Child Safe Code of Conduct*.
- Support the Executive Principal (and/or delegate) in carrying out all of their responsibilities. Leading these duties when the Executive Principal is not available.

Child Safety Champions

Hester Hornbrook Child Safety Champions include all individuals in the Executive Leadership Team and Head of Campus (HOC) roles, across all campuses of Hester Hornbrook Campuses. The Executive Team act as Child Safety Champions for the whole school. The Hester Hornbrook school community should approach a member of the Executive Team if they have any concerns about the school's compliance with the child safety standards. The Executive Principal (or their delegate) is responsible for informing the school community about the *Hester Hornbrook Child Safety Policy* and making it publicly available.

The Heads of Campus (HOCs) are the nominated Child Safety Champions for their respective campus. Wellbeing Team Leaders (WTLs) will assume the Child Safety Champions role on their respective campus, in the absence of a HOC. The HOCs, supported by WTLs, are the first point of contact for child safety concerns or queries and for coordinating responses to child safety incidents for their campus.

All Child Safety Champions will work together with the school community to create a child safe environment. The responsibilities of the Child Safety champion, as outlined in the Guidance for child safety champions includes:

Promoting child safety culture:

- Promote child safety and wellbeing. For example, through the week ahead emails for all staff and through newsletters, social media and the school website for *Hester Hornbrook* school community.
- Ensure the school's Child Safety policies and procedures:
    - are current and fit for purpose
    - are publicly accessible
    - are known and implemented.
- Promote a culture of listening to students and families and acting on their Child Safety concerns.
- Support staff and volunteers to focus on the child safety needs of vulnerable students.

Providing support and guidance:

- Be a point of contact for child safety concerns for staff, volunteers and students.
- Provide guidance to students, staff and volunteers on child safety policies and procedures.
- Work with school leadership to respond to child safety incidents.

Maintain current skills and knowledge to support child safety and wellbeing, including:

- Child-focused complaint processes and reporting obligations including Hester Hornbrook *Child Safe and Mandatory Reporting Procedure* (*available on Policy Centre and* Hester Hornbrook *website)* and the 4 Critical Actions for Schools,
- Student rights, participation and empowerment,
- Aboriginal cultural safety and inclusive practices to meet students' diverse needs,
- Child safety risk management including online safety,
- Child safety information sharing and record-keeping obligations,
- Working with relevant agencies to refer students and families to appropriate support,
- Keeping across emerging research and best practice guidance in child safety and wellbeing.

Training and education:

- Provide child safety induction programs for new school staff, volunteers and contractors,
- Provide child safety training for school staff, volunteers and contractors,
- Ensure mandatory reporters complete the annual mandatory reporting training,
- Provide child safety updates and information to staff and volunteers, as needed.

Monitoring, reviewing and reporting:

- Record child safety complaints and concerns, and analyse trends as needed,
- Engage with students, staff and families,
- Coordinate reviews at least every 2 years or following significant safety incidents and recommend improvements,
- Maintain the school's Child Safety risk register as members of the school's leadership team,
- Ensure compliance with the Hester Hornbrook *Child Safety Policy* and coordinate practice reviews in consultation with the school community,
- Ensure staff maintain detailed, accurate, secure written records of concerns and referrals.

In addition to these roles, at Hester Hornbrook our Child Safety champions are also responsible for any other roles and responsibilities named in the schools Child Safety policies and procedures including *Child Safety Code of Conduct*, *Child Safety and Mandatory Reporting Procedure* and *Child Safety Risk Register*.

Hester Hornbrook has embedded child safety into our formal meeting structure which includes (but is not limited to):

- Hester Hornbrook Board Audit and Risk Sub Committee, which will oversee the risk appetite statement, risk register, risk logs and Risk Man / incident report summaries. The members

will include Executive Principal, Chair of Hester Hornbrook Board Audit and Risk Committee and MCM Quality and Risk lead.

- Safeguarding Students Committee, *Hester Hornbrook* which will identify and respond to any ongoing matters related to child safety and wellbeing as part of the school environment (including online) and will also oversee each campuses Child Safety Risk Register. The members will include: Assistant Principal (Wellbeing and Inclusion), Assistant Principal (Operations), Assistant Principal (Teaching and Learning), Regional Lead (chair), Heads of Campus (City Hub), Head of Engagement and Head of Digital Learning

- Hester Hornbrook Student Leadership Program ; will have child safety as a regular agenda item. This creates an opportunity for students to provide support to the Child Safety Champions by promoting child safety to students, discussion around our school's strategies relating to child safety and raising concerns or identify areas for improvement.

<u>Hester Hornbrook Middle Leaders</u>

- Adhere to all aspects of the Hester Hornbrook *Child Safety Policy* and *Child Safety Code of Conduct.*
- Ensure any instances of child abuse are reported immediately, in line with the Hester Hornbrook *Child Safe and Mandatory Reporting Procedure* (available on Policy Centre and Hester Hornbrook website), including following the PROTECT 4 Critical Actions for Schools (Appendix 2: PROTECT 4 Critical Actions for Schools)
- Ensure that the Hester Hornbrook *Child Safety Policy* and *Child Safety Code of Conduct* (available on Policy Centre and Hester Hornbrook website) is upheld and adhered to by their staff
- Ensure staff understand and adhere to their responsibilities regarding child safety
- Supporting the Child Safety Champions to carry out their duties whenever needed.
- Participate in Child Safety and wellbeing induction and training provided by the school, ISV or the Department of Education and Training, and always follow the school's Child Safety policies and procedures.
- Ensure students' views are taken seriously and their voices are heard about decisions that affect their lives.
- Implement inclusive practices that respond to the diverse needs of students.
- All other aspects relating to management in the Hester Hornbrook *Child Safety Policy*.

<u>All other Hester Hornbrook staff</u>

- Adhere to all aspects of the Hester Hornbrook *Child Safety Policy* and *Child Safety Code of Conduct.*
- Report any child safety issues to Head of Campus and / or Wellbeing Team Leader.
- Ensure any instances of child abuse are reported immediately, in line with the Hester Hornbrook Child Safe and Mandatory Reporting Procedure (available on Policy Centre and Hester Hornbrook website), including following the PROTECT 4 Critical Actions for Schools (Appendix 2: PROTECT 4 Critical Actions for Schools)
- Be the first point of contact and support for their students and their families in relation to child abuse and child safe issues.

- Assist students in reporting child abuse if required.
- Monitor adherence to the child safety risk assessment at their site.
- Ensure students and their families know, understand and adhere to the Child Safe Statement.
- Participate in Child Safety and wellbeing induction and training provided by the school, ISV – Independent Schools Victoria or the Department of Education and Training, and always follow the school's Child Safety and wellbeing policies and procedures.
- Ensure students' views are taken seriously and their voices are heard about decisions that affect their lives.
- Implement inclusive practices that respond to the diverse needs of students.
- All other aspects relating to staff in the Hester Hornbrook *Child Safety Policy*.

Volunteers and contractors

- Adhere to all aspects of the Hester Hornbrook *Child Safety Policy,* Hester Hornbrook *Child Safety Code of Conduct and* Hester Hornbrook *Volunteer Policy* (both available on Policy Centre and Hester Hornbrook website).
- Know, understand the material provided in the Child Safety Annual Induction, PassTab and Service Agreements (where applicable).
- Ensure any instances of child abuse are reported immediately to Head of Campus and or Wellbeing Team Leaders, in line with the Hester Hornbrook Child Safe and Mandatory Reporting Procedure (available on Policy Centre and Hester Hornbrook website), including following PROTECT 4 Critical Actions for Schools (Appendix 2: PROTECT 4 Critical Actions for Schools).
- Ensure students' views are taken seriously and their voices are heard about decisions that affect their lives.
- Implement inclusive practices that respond to the diverse needs of students.
- All other aspects relating to staff in the Hester Hornbrook *Child Safe Policy.*

Students

- Know, understand and adhere to the Child Safety Statement.
- Know, understand the information in the student handbook linked to child safety.
- Report any instance of child abuse to a Hester Hornbrook staff member they trust, who will then report it to the appropriate authorities according to the Hester Hornbrook *Child Safe and Mandatory Reporting Procedure* (available on Policy Centre and Hester Hornbrook website), including following the *PROTECT 4 Critical Actions for Schools* (Appendix 2: PROTECT 4 Critical Actions for Schools).
- All other aspects relating to students in the Hester Hornbrook *Child Safe Policy*.

Parent / guardian /carer

- Know, understand and adhere to the Hester Hornbrook Child Safety Statement.
- Know, understand the information in the student handbook linked to child safety.

- Report any instance of child abuse to a Hester Hornbrook staff member they trust, who will then report it to the appropriate authorities according to the Hester Hornbrook *Child Safe and Mandatory Reporting Procedure* (available on Policy Centre and Hester Hornbrook website), including following the PROTECT 4 Critical Actions for Schools.
- All other aspects relating to students in the *Child Safety Policy*.

Other Hester Hornbrook community member

- Know, understand and adhere to the Hester Hornbrook Child Safety Statement.
- Know, understand the information on the Hester Hornbrook website around child safety.
- Report any instance of child abuse to a Hester Hornbrook staff member they trust, who will then report it to the appropriate authorities according to the *Hester Hornbrook Child Safe and Mandatory Reporting Procedure* (available on Policy Centre and Hester Hornbrook website), including following the PROTECT 4 Critical Actions for Schools.
- All other aspects relating to students in the Hester Hornbrook *A Child Safety Policy*.

Child Safety Code of Conduct
Our Hester Hornbrook *Child Safety Code of Conduct* (available on Policy Centre, Hester Hornbrook website) is provided to all staff at the beginning of each year and/or as part of New Staff Induction. The *Child Safety Code of Conduct* has the objective of promoting child safety and wellbeing and applies to all physical and online environments used by students. The *Child Safety Code of Conduct* sets out the boundaries and expectations for appropriate behaviours between adults and students. It also clarifies behaviours that are not acceptable in our physical and online environments.

We ensure students are informed of what constitutes acceptable and unacceptable behaviour so they can be clear and confident about what to expect from adults within our school. The Hester Hornbrook *Child Safety Code of Conduct* also includes processes the school community can follow to report inappropriate behaviour.

Managing Risks to child safety and wellbeing
Hester Hornbrook is committed to the Child Safe Standards, National Principles for Child Safe Organisations and the Reportable Conduct Scheme. Hester Hornbrook takes a **zero**-tolerance stance to child abuse. Our school's *Child Safety Commitment Statement* (available on Hester Hornbrook website) highlights Hester Hornbrook commitment to embedding a child safe culture within our school, both the physical and online environment. Hester Hornbrook includes child safety in everyday thinking and practice, from Board level decision making to the inclusion of children, young people and families in decision making processes.

At Hester Hornbrook we have formal risk management strategies in place to identify, assess, and take steps to minimise the risk of abuse with a focus on prevention, which includes risks posed in all physical and online school environments. As well as reducing or eliminating (where possible) all potential sources of harm taking into account the nature of all school environments, the activities expected to be conducted in those environments (including the provision of services by contractors or outside organisations), and the characteristics and needs of all children, young people and students expected to be present in those environments.

Our Hester Hornbrook Risk Register is used to record any identified risks related to child abuse within our school, alongside risk mitigation strategies to manage those risks. Our campus specific Child Safety Risk Assessments record any identified risks related to child abuse specifically within that campus.

Hester Hornbrook's risk management strategies must challenge the potential to overestimate the effectiveness of the school's existing controls. Hester Hornbrook's risk management strategies must encompass predatory, opportunistic, situational and environment risks. Our Risk Register and campus specific Child Safety Risk Assessments are annually reviewed by Hester Hornbrook's Quality, Safety and Risk Board Committee, Hester Hornbrook Board and Hester Hornbrook executive leaders.

There are several additional ways that we manage our Child Safe risks at Hester Hornbrook. These include:

- Having robust human resources and recruitment practices for all staff and volunteers.
- All staff, volunteer and contractor's Working with Children (WWC) Clearances are monitored.
- Our Hester Hornbrook *Child Safety Code of Conduct* (available on Policy Centre and Hester Hornbrook website), which outlines acceptable and unacceptable behaviour within both physical and online environments.
- Ensuring that the Child Safety 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.
- Having child safety as either the key focus or agenda item on a number of committees including Hester Hornbrook Board Audit, Quality and Risk Sub Committee, Safeguarding Students Committee
- Child Safety is a key agenda item at school meetings including (but not limited to); campus/hub meetings, wellbeing leadership meetings, teaching and learning meetings, executive leadership meetings, senior leadership meetings and Student Leadership Program meetings.
- Ensuring all Child Safe Champions have the appropriate skills, training and capacity to fulfil these roles. Where the people in these positions do not have the skills or training:
    - Our school leadership will takes action to ensure it satisfies its child safety obligations until the skill gaps are resolved,
    - Training is planned to address identified skill gaps.
- Ensure that all school staff (including contractors and volunteers) are trained in the school's child safety strategies and have the appropriate skills and capacity to fulfill their roles (*Appendix 1:* Hester Hornbrook *Child Safety Learning and Monitoring Action Plan*).
- Staff are informed to notify any child safety incidents to Child Safety Champions who ensure any instances of child abuse are reported immediately, in line with the *Hester Hornbrook Child Safe and Mandatory Reporting Procedure* (available on Policy Centre and website), including following the PROTECT 4 Critical Actions for Schools (*Appendix 2: PROTECT 4 Critical Actions for Schools*)
- Recording all child safety incidents in Sentral (client management system) and RiskMan (incident reporting system).
- Child safety strategies are reviewed after an incident. Reviews are documented and recorded, including any opportunities for improvement.
- Child safety is documented within both monthly reports to the Executive Principal and monthly reports to the Hester Hornbrook Board.

- Internal assessment of complaints relating to allegations of abuse and reporting, assessment and investigation to relevant external agencies.
- Ensure that the child safe strategies are preventative, proactive and promote a shared responsibility to develop an open and aware culture of child safety.
- Our *Hester Hornbrook* Healing Orientated Program of Education (HOPE) is based on principles of safe environment, student agency, positive relationships and engagement and enjoyment. These principles encourage and support the *Hester Hornbrook* community to raise child safety and wellbeing concerns.
- As an Information Sharing Entity, *Hester Hornbrook* will uphold the requirements of the Child Information Sharing Scheme (CISS) and the Family Violence Information Sharing Scheme (FVISS).
- Hester Hornbrook will uphold its requirements as a school under Multi-Agency Risk Management Framework (MARAM)
- The school's *Child Safety Code of Conduct, Child Safety Policy* and other key policies are made publicly available on the *Hester Hornbrook* website.
- New ideas and external scrutiny are encouraged, enabling the identification of opportunities for improvement.
- Encourage students and families to be actively involved in the planning and decision-making process.
- The school has developed appropriate communication plans about the child safety strategies and updates to the school community and that this is communicated appropriately to all people who make up *Hester Hornbrook* community.

<u>Online</u>

- We have a *Hester Hornbrook ICT Policy* (available on Policy Centre and provided as part of the student handbook) which outlines our commitment to providing students with the opportunity to benefit from digital technologies, expected student behaviour with digital technologies, our commitment to promoting safe, responsible and discerning use of digital technologies and our schools' policies and procedures for responding to inappropriate student behaviour in digital technologies. The policy provides expected online conduct and online safety that is consistent with this Child Safety Policy and practices and the Child Safety Code of Conduct
- Head of Digital Learning works across all campuses to support digital literacy and online safety. Students and families are informed of appropriate use of our school's technology and how to report concerns around cyberbullying, which is embedded within the *Student Handbook*.
- Safeguarding Students Committee will keep up to date with current online safety issues and expert information.

Physical

- A Child Safety Champion is assigned to each campus.
- Risk assessments are developed for all off-site overnight campus, adventure activities and excursions.
- All students are supervised properly in all settings, including during break times, excursions and camps.
- We keep records of any court orders in place regarding access or intervention orders and ensure all relevant campus staff and administration staff are well informed.
- Student risk assessments are developed (where required) to mitigate students child safety and wellbeing risks.
- We consider staff and student ratios when attending excursions and camps to ensure appropriate support and monitoring takes place.
- We adhere to our *Hester Hornbrook Visitors Policy* (available on Policy Centre and *Hester Hornbrook* website) to ensure we maintain the safety of our physical environments.

Procurement and third parties

- Our procurement policies for facilities and services from third parties ensure the safety of children and students.
- We require contractors to provide evidence of compliance with the Child Safe Standards prior to entering our school.
- We complete a Privacy Impact Assessment, which is managed through our Melbourne City Mission service level agreement, for any software handling student personal information.
- Contractors are asked to provide their Working with Children Clearance upon entry to the school.
- Contractors employed through Hester Hornbrook complete the Child Safety Annual Induction training, complete Child Safety Code of Conduct and Service Agreement (where relevant)
- *Hester Hornbrook* Executive Leadership Team and / or *Hester Hornbrook* Middle Leadership Team are responsible for collecting child safety compliance information about contractors.
- If a contractor is found to be non-compliant with the Child Safe Standards *Hester Hornbrook* will:
    - cease all activities until the issue is resolved
    - if appropriate, inform of non-compliance and provide an opportunity to rectify the problem, or
    - if the issue is serious, contact the relevant authorities.

Establishing a Culturally Safe Environment

At *Hester Hornbrook*, we are committed to establishing an inclusive and culturally safe school where the strengths of Aboriginal culture, values and practices are respected.

Hester Hornbrook considers how every student can have a positive experience in a safe environment. For Aboriginal students, we recognise the link between Aboriginal culture, identity and safety and we will actively create opportunities for Aboriginal students and the Aboriginal community to have a voice and presence in our school planning, policies, and activities. Specifically, participation and inclusion by Aboriginal children and students and their families is actively supported and facilitated and the student's ability to express their culture and enjoy their cultural rights is encouraged and actively supported.

We have developed the following strategies to promote cultural safety in our school community:

- Implementation of a school Reconciliation Action Plan, which will guide our work to ensure the truth telling of First Nations history, celebrating First Nations culture and empowering First Nations students and community within the classroom, around the school and with community.
- Support students explore their connections to culture, community, and country by engaging their families and relevant Aboriginal organisations.
- Our Leader of First Nations Community Engagement will support Hester Hornbrook leadership in continuing to strengthen the cultural safety within our school, provide induction to all new staff, support to and seek feedback from our Aboriginal students, families and community members, establish links with Aboriginal services and support staff development.
- Recognise and celebrate main key events and anniversaries for Aboriginal students, families, and communities.
- An Acknowledgement of Country will take place at all meetings and events. An Acknowledgment of Country will also be introduced into our classrooms.
- We will provide opportunities for students to share their cultural identity and express their culture at school.
- Formal training scheduled at least once per year for all staff to engage in to build their cultural safety and awareness
- All staff will participate in ongoing training around the strengths of Aboriginal culture and its importance to the wellbeing and safety of Aboriginal children and young people.
- We have **zero** tolerance to racism and have clear steps on how racism is identified, confronted and will be managed at Hester Hornbrook, as outlined in our *Child Safe Code of Conduct, Inclusion and Diversity Policy* (available on Policy Centre and Hester Hornbrook website), *Hester Hornbrook Student Welfare Policy and Bullying and Harassment Procedure* (both available on Policy Centre).
- All campuses will acknowledge Aboriginal culture by ensuring Aboriginal specific artifacts are present across all campuses of Hester Hornbrook.

- We will ensure Hester Hornbrook policies and procedures address accessibility, anti-discrimination, cultural safety, diversity and inclusion.

Student empowerment

To support child safety and wellbeing at Hester Hornbrook, we work to create an inclusive and supportive environment that encourages students and family contribution. Our Healing Orientated Program of Education (HOPE) has four principles including safe environment, student agency, positive relationships and engagement and enjoyment. We focus on student agency to ensures children and young people feel in control of their body, mind and actions. Within their daily interaction at our school and throughout our Health and Wellbeing curriculum, we support students to develop skills in managing one's emotions, being able to problem solve, make good decisions and recognise and respond to emotional cues. We are clear on our expectations and encourage our staff to consider biases and be thoughtful about what success might look like through eyes other than our own.

We know the development of positive relationships is key when working with children and young people which is why this is one of the HOPE principles. All our staff take the time to build trusting relationships with our students. At Hester Hornbrook we acknowledge that trust takes time to establish and therefore we demonstrate consistency and empathy, show unconditional positive regard, recognise that all behaviour has a function and focus on repairing relationships where a breach may have occurred. It is through the development of trust that our students will develop the confidence that any concern raised about school, home or within their community will be taken seriously and acted on as required.

Respectful relationships between students are also reinforced at Hester Hornbrook and therefore we always encourage strong friendships and peer support in our school, to ensure a sense of belonging, help children and students feel safe and be less isolated. This is modelled and encouraged through our school values, HOPE, staff and staff code of conduct, whole school approach to respectful relationships, our Health and Wellbeing Curriculum, daily classroom interactions and throughout our extracurricular activities (OSCAR, camps and extend tours.

Our classroom team are focused on increasing and strengthening the protective factors for our students to ensure students leave our school; confident, have established community ties, linkages with relevant child / youth organisations, know how to access support / crisis lines, understand what underpins a respectful relationship (including consent) and understand that adults are accountable for their behaviours and children and young people have the right to be heard and feel safe.

We ensure our staff are well attuned to the signs of harm and have the skills to facilitate youth empowerment and participation. We achieve this by providing learning around child safety (*See Appendix 1: Hester Hornbrook Child Safety Learning and Monitoring Action Plan*) and empowerment and participation by utilising the Commission for Children and Young People (CCYP) Empowerment and participation – A guide for organisations working with children and young people.

We inform students of their rights, including to safety, information and participation, and age-appropriate sexual abuse prevention through our whole school Health and Wellbeing Curriculum which includes community legal education and health literacy sessions.

We provide opportunities for our students to be engaged on issues that directly affect them and provide meaningful opportunities to contribute to our school. We achieve this through providing the following opportunities:

- Students complete our annual student voice survey.
- Empowering students to lead their own educational and wellbeing journey at our school. We commence each school term with welcome back meetings, that both students and families are encouraged to attend. Within these meetings students Individual Wellbeing and Learning Plans (IWLP) goals are created and are reviewed. These meetings provide a safe space for students to set their own personalised goals, express their experience at Hester Hornbrook and actively be involved in decision making which affects themselves.
- We have a Student Leadership Program, which is the formal avenue in which students voice is heard and actioned. Hester Hornbrok Student Leadership program consists of two levels, executive leaders and campus leaders. Child Safety is on the agenda of all student leadership meetings.
- We have youth voice represented on the Hester Hornbrook Board, this ensures that decision making considers the voice of young people.
- We ensure our students know who to talk to if they are worried or feel unsafe and we encourage them to share concerns with a trusted Hester Hornbrook staff member at any time. Students and families can access information on how to report concerns within their Student Handbook, Hester Hornbrook Website and complaints brochure available on campuses.
    - We demonstrate commitment to child safety by gathering information about alleged misconduct or abuse of a child.
    - We listen to the complainant's account and take them seriously, check our understanding of the complaint, support the student and keep them (and their families) informed about progress.

Family Engagement

At Hester Hornbrook, we acknowledge and accept that the individual/s that create a family for the children and young people we support are all unique. We acknowledge that families are fluid and changeable and may or may not be inclusive of individual/s that are; biologically related, living within the same household or recognised legally. We allow the children and young people we support to inform our staff of their unique family structure.

We see our families and the school community as having an important role to play in monitoring and promoting child safety and wellbeing and helping our children and young people to raise any concerns. We focus on establishing a safe and welcoming environment for families through our HOPE model, which includes building positive relationships with our families. We create

opportunities for families to collaborate and build connection with our school and participate in decisions related to child safety and wellbeing which affect their child by:

- Conducting an annual parent survey.
- Campus Community Committee will take place across all campuses allowing for family engagement and voice.
- Encouraging families to attend Welcome Back Meetings that take place at the start of each term. These meetings allow families and students to meet individually with the allocated classroom team. At these meetings, families can contribute to Individual Education Plans and provide feedback around what is working well and areas for improvement.
- Classroom teams keep in regular contact with families around their child's engagement, progress and child safe and wellbeing concerns (where appropriate).
- Connecting with our families by ensuring they are updated on programs, upcoming events and plans at our school through our school newsletters, social media account and website.
- Our schools Allied Health Team consists of Family Therapeutic Engagement Workers that can provide tailored support to families.
- Each campus has a allocated Community Liaison Officer who will play a role in establishing connections with families and the community in which campuses are located.

At Hester Hornbrook we are committed to providing families and community with accessible information about our school's child safe policies and practices and involving them in our approach to child safety and wellbeing. We will create opportunities for families to have input into the development and review of our child safety policies and practices and encourage them to raise any concerns and ideas for improvement by:

- Ensuring all our child safety policies and procedures are available on our Hester Hornbrook website
- Our school letters / newsletters and website will inform families and the school community about any significant updates to our child safety policies, processes, strategies, or initiatives
- Each campus will display the PROTECT Child Safety poster in every classroom, Hester Hornbrook Child Safety Commitment Statement will be made visible at the entry of each campus, the Child Safety Brochure and Overview of Complaints Process brochure will be available at the entrance of the campus.
- Throughout our enrolment process we discuss expectations about how we are going to work and learn together, and all families are provided with a copy of the Student Handbook, which includes information around child safety.

Diversity and Equity

As a child safe school, we celebrate the rich diversity of our students, families and community. As stated in the Hester Hornbrook *Student Welfare Policy* (available on Policy Centre) and Hester Hornbrook *Inclusion and Diversity Policy* (available on Policy Centre and website), we are committed to a fair, safe and inclusive school culture where every person is respected, treated with dignity and has equal opportunities. For these reasons, discrimination, harassment, racism, vilification, victimisation and bullying will not be tolerated at Hester Hornbrook under any circumstances. We will also not tolerate behaviours, language or practices that label, stereotype or demean others. No member of the school community will be treated less favourably based on their personal attributes,

nor will such characteristics affect access to the benefits, opportunities and / or services we provide. We embrace our school communities diversity in gender, age, ethnicity, race, cultural background, disability, religion and sexual orientation. Our focus is on wellbeing and growth for all. If incidents of discrimination, racism, harassment and bullying were to occur, the incident will be managed in line with *Hester Hornbrook Bullying and Harassment Procedure* (available on Policy Centre).

We recognise that every child and young person has unique skills, strengths, and experiences. We pay particular attention to individuals and groups of children and young people in our school community with additional and specific needs. This involves tailoring our child safety strategies and supports to the needs of our diverse school community which includes:

- Aboriginal children and young people,
- children and young people from diverse religious and cultural communities,
- children and young people with disabilities,
- children unable to live at home or impacted by family violence,
- children and young people who's identified orientation falls within the LGBTQIA+ community,
- children and young people that have experienced trauma,
- children and young people experiencing complex mental health needs,
- young people that are pregnant and / or are young parents,
- children and young people from all socio-economic factors (experiencing homelessness or family homelessness, insecure employment or accommodation, individual or family contact with the justice system, poverty, addiction and low educational attainment).

At Hester Hornbrook we provide specialised support to our diverse community to ensure we protect our vulnerable diverse community from child abuse and provide equal access to quality education and wellbeing support. The strategies that we at Hester Hornbrook practice include;

- Provide a Healing Orientated Program of Education (HOPE) which is a holistic person-community centred approach through a trauma informed Healing Oriented lens.
- Establish an inclusive and culturally safe school where the strengths of Aboriginal culture, values and practices are respected.
- We take zero-tolerance stance to racism and discrimination.
- Increase our knowledge around diversity and establishing a clear plan around inclusion within our school.
- Increase our understanding of the diverse cultures in our communities by asking young people and families about their culture and cultural support needs.
- Recognising key dates that connect with our school community.
- Create accessible physical environments.
- Support gender diversity.
- Normalise, accept and respect the name and pronouns that correspond with people's gender identity.
- Recognise that LGBTQIA+ people are not a homogenous group and have individual differences but do experience a range of common experiences where there are barriers seen not allowing them to be respected, treated equally and having the same opportunities as other members of the community.

- LGBTQIA+ Education sessions and visible acknowledgment on all campuses through the display of key artifacts
- Use contemporary and inclusive examples when discussing families and relationships.
- Take a holistic approach when responding to family violence.
- Respond to family violence in a way that is accessible, culturally responsive, safe, child-centred, inclusive and non-discriminatory.
- Compile a range of age-appropriate instructional materials for exploring differences and similarities in class including:
    - Health and Wellbeing Sessions
    - Curriculum, books, and resources that reflect diverse views and perspectives
- Provide several programs to support the learning and individual needs of young people where additional support is required. These programs include; Equip Youth, Engage Youth and the Young Parents' class.
- Offer specialised wellbeing programs which include:
    - an allocated youth worker to each classroom that provides daily wellbeing support, case coordination (including referrals to external services and working within care teams),
    - health and wellbeing sessions,
    - school lawyer program,
    - allied health team (school psychologist, nurses, family workers, speech pathologist and occupational therapist)
    -
    - strong links with external child / youth focused services including; housing services, Alcohol and Other Drug services, mental health providers, general health,
    - family support work,
    - outreach.

Suitable Staff, Volunteers and Contractors

At Hester Hornbrook, we apply robust child safe recruitment, induction, training, and supervision practices to ensure that all staff, contractors, and volunteers are suitable to work with children and young people.

Staff recruitment

When recruiting staff at Hester Hornbrook we follow the MCM Recruitment Procedure, as part of Hester Hornbrook's service level agreement arrangement with Melbourne City Mission (MCM), and Hester Hornbrook Working with Children Check Procedure (both available on Policy Centre)

At Hester Hornbrook we follow several steps during the recruitment stage to ensure we promote a child safe environment. These steps include;

- All recruitment advertisements for school staff who will be engaged in child-connected work have a clear statement that sets out:
    - the job's requirements, duties and responsibilities regarding child safety and wellbeing; and
    - the job occupant's essential or relevant qualifications, experience and attributes in relation to child safety and wellbeing.

- All applicants for roles at Hester Hornbrook will be informed of Hester Hornbrook's child safe practices and will be given a copy of the *Hester Hornbrook Child Safe Code of Conduct*. *The Hester Hornbrook Child Safe Code of Conduct* will need to be read, agreed to and signed by the applicant prior to them commencing work at Hester Hornbrook.
- Applicants will go through appropriate screening prior to their recruitment to Hester Hornbrook which will include:
    - Police Check (including a criminal background check)
    - Working with Children Check or Victorian Institute of Teaching registration. The WWC or VIT will be verified using the WWCC Victoria Status Checker or VIT online checking tool.
    - Proof of two forms of personal identity and any professional or other qualifications.
    - The person's history of work involving children.
    - References that address the person's suitability for the job and working with children
    - The current or most recent employer, and direct supervisor/line manager.

Staff Induction

All newly appointed staff, volunteers and contractors must complete training in child safety. All staff, volunteers and contractors engaged in child connected and child related work will be expected to complete the Annual Child Safety Induction Training which is outlined in the *Hester Hornbrook Child Safe Learning and Monitoring Action Plan* (*Appendix 1: Hester Hornbrook Child Safe Learning and Monitoring Action Plan*).

Ongoing child safe monitoring, supervision and management of staff

Child safety across Hester Hornbrook is monitored ongoingly to ensure all child safety risks and incidents are managed in line with our *Child Safety Policy, Child Safety Code of Conduct, Child Safe and Mandatory Reporting Procedure* (all available on Policy Centre and Hester Hornbrook website) and all other policies and procedures linked to child safety at Hester Hornbrook. The ongoing monitoring strategies used at Hester Hornbrook are outlined in the *Hester Hornbrook Child Safe Learning and Monitoring Action Plan (Appendix 1: Hester Hornbrook Child Safe Learning and Monitoring Action Plan).*

All staff engaged in child-connected, and child related work will be supervised and managed appropriately to ensure their behaviour towards children and young people is safe and appropriate. This will be done by staff engaging in Professional Performance Impact Review (including performance standards) formal meetings, internal supervision twice termly, staff having access to funded external supervision, daily campus briefings and debriefings, classroom team model and daily campus oversight by Head of Campus and Wellbeing Team Leaders.

All inappropriate behaviour towards children and young people will be managed swiftly and in accordance with our school policies, including our *Child Safe and Mandatory Reporting Procedure* and *Reportable Conduct Procedure*, and our legal obligations. Child safety and wellbeing is paramount at Hester Hornbrook.

Suitability of volunteers and contractors

When engaging volunteers to undertake child-connected work, volunteers are made aware of the Child Safety Policy and the Child Safety Code of Conduct. Volunteers go through appropriate screening including

- 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
- consider the child safety risks relevant to the volunteer's role and, if reasonable and appropriate, collect and record:
  - proof of personal identity;
  - information about any essential or relevant professional or other qualifications;
  - the person's history of work involving children; and
  - references that address the person's suitability for the job and for working with children.

All volunteers are required to comply with our *Hester Hornbrook Volunteers Policy* (available on Policy Centre and Hester Hornbrook website), which describes how we assess the suitability of prospective volunteers, including requirements of a Working with Children (WWC) Clearance and outlines expectations in relation to child safety induction, supervision, and management.

Hester Hornbrook values the many volunteers that assist in our classrooms / with sports events / camps / excursions / school concerts /other events and programs. To ensure that we are meeting our legal obligations under the *Worker Screening Act* and the *Victorian Child Safe Standards*, Hester Hornbrook is required to undertake suitability checks which in most cases will involve asking for evidence of a WWC Clearance. Additional suitability checks may also be required depending on the volunteer role, such as reference, proof of identity, qualification and work history involving children checks.

Hester Hornbrook Executive Leadership Team and / or Hester Hornbrook Senior Leadership Team assess the child safety compliance information about contractors. Contractors involved in child connected work provide evidence of compliance with the Child Safe Standards prior to commencing services. Contractors must provide their Working with Children Clearance upon entry to the school.

A Privacy Impact Assessment, which is managed through our Melbourne City Mission service level agreement, is completed for any software handling student personal information.

To support us to maintain a child safe environment, before engaging in any work where children and young people are present or likely to be present, volunteers must familiarise themselves with the policies, procedures and code of conduct referred to in Child Safety Annual Induction session and/or PassTab and/or formal service agreements and /or Child Safety Code of Conduct and ensure the actions and requirements in these documents are followed when volunteering for our school. This induction pack is provided to all casual relief teachers, volunteers and contractors. Depending on the

nature and responsibilities of a volunteer's role, Hester Hornbrook may also require volunteers to complete additional child safety training.

Ongoing child safe monitoring, supervision and management of volunteers

Volunteer workers will be expected to comply with any reasonable direction of the Executive Principal (or their delegate). This will include the requirement to follow our school's policies, including, but not limited to our *Child Safety Policy*, our *Child Safety Code of Conduct* and our Statement of Values and School Philosophy.

Volunteer workers will also be expected to act consistently with all other Hester Hornbrook policies and procedures to the extent that they apply to volunteer workers, including the *Hester Hornbrook Inclusion and Diversity Policy,* and *Hester Hornbrook/MCM Workplace Bullying and Harassment Policy and Procedure*.

The Executive Principal (or their delegate) will determine the level of school staff supervision required for volunteers, depending on the type of work being performed, and with a focus on ensuring the safety and wellbeing of students.

The Executive Principal has the discretion to make a decision about the ongoing suitability of a volunteer worker and may determine at any time whether or not a person is suitable to volunteer at Hester Hornbrook.

Child safety knowledge, skills and awareness
Ongoing training and education are essential to ensuring that staff understand their roles and responsibilities and develop their capacity to effectively address child safety and wellbeing matters.

In addition to the child safety induction, our staff will participate in a range of training and professional learning to equip them with the skills and knowledge necessary to maintain a child safe environment.

The Hester Hornbrook Board and Hester Hornbrook Staff Child Safety training and information will be delivered at least annually and will include guidance on:

- our school's child safety policies, procedures, codes, and practices including the Child Safety Policy, Child Safety Code of Conduct and Child Safe and Mandatory Reporting Procedure.
- The procedures for responding to complaints and concerns about child abuse *including the Hester Hornbrook Child Safe and Mandatory Reporting Procedure* (available on Policy Centre and Hester Hornbrook website), including following the PROTECT 4 Critical Actions for Schools (*Appendix 2: PROTECT 4 Critical Actions for schools)*.
- recognising indicators of child harm including harm caused by other children and students.
- responding effectively to issues of child safety and wellbeing and supporting colleagues who disclose harm.
- how to build culturally safe environments for children and students.
- online learning through our Learn 360 platform
- information sharing and recordkeeping obligations,
- how to identify and mitigate child safety and wellbeing risks in the school environment without compromising a child or student's right to privacy, access to information, social connections and learning opportunities.

Volunteers engaged in child-connected work will 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. Hester Hornbrook will consider whether or not it is reasonable and necessary to include training and information in respect to the areas for staff outlined above.

Staff and volunteers are supported to implement the Child Safety Policy to the extent that it is applicable to their role and responsibilities.

The Hester Hornbrook Board Child Safety training and guidance will also include:

- individual and collective obligations and responsibilities for implementing the Child Safe Standards and managing the risk of child abuse
- child safety and wellbeing risks in the school environment or school boarding premises environment; and
- compliance with the Child Safety Policy and related policies and procedures of Hester Hornbrook Academy

Other professional learning linked with child safety will be tailored to specific roles and responsibilities and any identified or emerging needs or issues. *(See Appendix 1, Hester Hornbrook Child Safety Learning and Monitoring Plan*)

Complaints and reporting processes

At Hester Hornbrook we foster a culture that encourages staff, volunteers, students, parents, and the school community to raise concerns and complaints. This makes it more difficult for breaches of the code of conduct, misconduct or abuse to occur and remain hidden.

We have clear pathways for raising complaints, concerns and responding to these which are documented in our school's *Hester Hornbrook Complaints Policy* (available on Policy Centre and Hester Hornbrook website).

Our policy and procedures address complaints and concerns of child abuse made by or in relation to a child or student, school staff, volunteers, contractors, service providers, visitors or any other person while connected to the school. If there is an incident, disclosure, allegation, or suspicion of child abuse, as soon as any immediate health and safety concerns are addressed and relevant school staff have been informed, we will ensure our school follows:

- *Hester Hornbrook Child Safe and Mandatory Reporting Policy* (available on Policy Centre and Hester Hornbrook website),
- the 4 Critical Actions including 'Identify and Respond to child abuse by an adult engaged by a school, including grooming', 'Identify and respond to child abuse in the community', 'Identify and respond to student to student abuse' and 'Identify and respond to child abuse in the family'
- MCM *Reportable Conduct Procedure* (available on Policy Centre).

At Hester Hornbrook we also have other policies that cover how we manage other complaints and concerns relating to students' wellbeing. These include our; Hester Hornbrook *Duty of Care Policy, Hester Hornbrook Behaviour Management Policy and Procedure, Hester Hornbrook Bullying, and Harassment Procedure and Student Drug Use and Possession Procedure* (all available on Policy Centre)

Monitoring the overall compliance of staff, volunteers and contractors regarding compliance with the Child Safety Policy and associated policies is the responsibility of the Head of Campus. In the event the Head of Campus cannot perform this role, the Wellbeing and Learning Team Leaders will assume this responsibility.

Communication

We are committed to communicating our child safety strategies to the school community through:

- Ensuring all our child safety policies and procedures are available on our Hester Hornbrook website.
- Our school newsletters and website will inform families and the school community about any significant updates to our child safety policies, processes, strategies, or initiatives.
- Each campus will display the PROTECT Child Safety poster in every classroom, *Hester Hornbrook Child Safety Commitment Statement* will be made visible at the entry of each campus and the *How to Make a Complaint* flowchart will be displayed in common areas across our campuses.
- Throughout our enrolment process we discuss expectations about how we are going to work and learn together, and all families are provided with a copy of the *Student Handbook*, which includes information around child safety.
- Child Safety is a regular agenda item all staff meetings at Hester Hornbrook as well as Student Association and Leadership Program meetings.

Privacy and information sharing

Hester Hornbrook collects, uses, and discloses information about children, young people and their families in accordance with Victorian privacy laws, and other relevant laws. For information on how our school collects, uses and discloses information refer to *Hester Hornbrook Privacy Policy* (available on Policy Centre and Hester Hornbrook website)

Records management

We acknowledge that good records management practices are a critical element of child safety and wellbeing and manage our records in accordance with the *Hester Hornbrook Student Records* Policy(available on Policy Centre).

The Hester Hornbrook records relevant to child safety and wellbeing are kept in accordance with Public Record Office Victoria Recordkeeping Standards, including minimum retention periods. The *Hester Hornbrook Student Records Policy* details the processes the school or school boarding premises has in place to meet Public Record Office Victoria Recordkeeping Standards. All staff and volunteers are made aware of their obligations on information sharing and recordkeeping on induction and as part of the professional development program.

Review of child safety practices

At Hester Hornbrook, we have established processes for the review and ongoing improvement of our child safe policies, procedures, and practices. We will:

- Undertake a review of our child safe policies, procedures, and practices and improve our policy every 2 years or after any significant child safety incident that is reported to the Hester Hornbrook Board that includes:
    - Analysing child safety complaints and concerns to identify any causes, systemic failures or trends that indicate changes are required and inform continuous improvement,
    - Engaging with the school community (students, staff and families) about our child safe policies, procedures, and practices
    - Following any significant safety incident, analyse the causes and recommend improvements,
    - Analyse changes in the school's Child Safety risk register for any arising risks that need to be addressed; and
    - coordinate practice reviews in consultation with the school community.
- Agenda standing item on Child Safety Risks and Compliance
- Conduct an annual review of our Child Safety Risk Register and campus Child Safety Risk Assessments,
- Act with transparency and share pertinent learnings and review outcomes with school staff and our school community by:
    - Child Safety being a standing agenda item for the Campus Community Committee meetings
    - Discussing the review of the Child Safety Policy within a Campus Community Committee meeting when the policy is nearing its formal review date
    - Inviting families via email to review the Child Safety Policy and related policies when they are nearing formal review. This email will direct families to the school website where policies can be located as well as providing the contact details of a staff member to provide their suggestions and feedback.
    - Hester Hornbrook Child Safety Brochure encourages students and families to speak with the Campus Leadership team if they have any suggestions around how our Child Safety policy can be strengthened.
- Analyse any complaints, concerns, and safety incidents to improve policy and practice throughout our regular Hester Hornbrook Board Audit and Risk Sub Committee, Safeguarding Students Committee, WHS Committee, within monthly executive member and Hester Hornbrook Board reports and executive team meetings.

Related policies and procedures

This Child Safety Policy is to be read in conjunction with other related school policies, procedures, and codes. These include our:

- Bullying and Harassment Procedure,

- Child Safe and Mandatory Reporting Procedure,
- Child Safety Code of Conduct,
- Complaints Policy,
- Contractors Policy
- Duty of Care Policy,
- ICT Policy,
- Inclusion and Diversity,
- Privacy Policy,
- Student Behaviour Policy
- Student Records Polic,
- Student Welfare Policy,
- MCM Recruitment Procedure,
- Reportable Conduct Procedure,
- Visitors Policy,
- Volunteers Policy.

Supporting Material

Document number	Document title
Version 1	14 June 2022
Version 2	March 2024 – Updated footer and header
Version 3	May 2026 Content reviewed and updated
Version 4	Next review date May 2027

Development and Review

- Owner: Principal Hester Hornbrook
- Author: Principal Hester Hornbrook
- Approval Date: May 2026
- Review Date: May 2027

Appendix 1: HESTER HORNBROOK Learning and Monitoring Action Plan

Learning type	Target audience	Content	Who Responsible	Area of focus (link to Child Safe Standards minimum requirement)	Date for implementation
Annual Child Safety Induction training	Staff / volunteers,	Child Safety Policy Child Safety Standards Child Safety Code of Conduct Commitment Statement What is Child Abuse Identifying signs of Child Abuse Vulnerable students Responding to student sexual offending Mandatory reporting Failure to Disclose Faluire to Protect	Executive Team Child Safety Champion Team	Child Safety and Wellbeing Policy and Code of Conduct (8, 11) Risks of child abuse (9) Complaint handling (7) Reporting Requirements (8) Respond to child safety and wellbeing issues (8) Identify indicators of child abuse and harm (8) Culturally safe environments (1) and supporting diverse needs (5) Empowerment and participation of children and young people (3)Support	Start of each school year New staff induction

Learning type	Target audience	Content	Who Responsible	Area of focus (link to Child Safe Standards minimum requirement)	Date for implementation
		Child abuse risks and we manage these – Risk Register/ Risk Assessments Reporting requirements (internal and external), Child Safe and Mandatory Reporting Procedure & PROTECT documents Child Information Sharing Scheme and Family Violence Information Sharing Scheme Complaints Policy Supporting children and young people with diverse needs Participation and empowerment of children and young people How to support colleagues who disclose harm to a child Reportable conduct scheme		colleagues who disclose harm (7) Staff and volunteers understand and implement policies and procedures (8, 6, 11) Record keeping and information sharing (7)	

Learning type	Target audience	Content	Who Responsible	Area of focus (link to Child Safe Standards minimum requirement)	Date for implementation
		Indicators of harm to children and what to do Record keeping and information sharing Privacy Policy			
Cultural safety training	Staff / Volunteers	Cultural awareness and cultural safety – Aboriginal and Torres Strait Islander focus	Executive Team	Culturally safe environments (1)	Formal Training at minimum once per year Informal support through Leader of First Nations Community Engagement as required

Learning type	Target audience	Content	Who Responsible	Area of focus (link to Child Safe Standards minimum requirement)	Date for implementation
Hester Hornbrook Board child safe governance training	Hester Hornbrook Board	Child safe governance Child Safety volunteer training Individual and collective responsibilities for implementing child safety standards Child safety policies / practices within the school - Child safety code of conduct - Child Safety Policy - Record keeping - Information sharing - Reporting obligations - Complaints Policy Child safe risk assessment and management Child safety review	Executive Principal	Child safe governance (2, 10, 11) Record keeping, information sharing and reporting obligations (7) Risk management (2, 9) Complaint handling (7) Review and improve (10) Participation and engagement (1, 3, 4) and supporting children with diverse needs (5) Cultural safety (1)	Annually, first meeting of the Hester Hornbrook Board

Learning type	Target audience	Content	Who Responsible	Area of focus (link to Child Safe Standards minimum requirement)	Date for implementation
		Child, family and community engagement and participation Supporting children with diverse needs Supporting cultural safety			
All staff professional learning related to wellbeing and inclusion	Staff	Sessions will be linked to student wellbeing and inclusion.	AP Wellbeing & Inclusion, Wellbeing Leadership Team	Cultural safety (1) Child safe governance (2) Empowerment and participation of children and young people (3) Diversity (5) Complaints process (7) Ongoing training and monitoring (8)	Ongoing
Healing Orientated Program of	Staff	HOPE Practice Guide provided to all new staff at induction,	Director Strategy, Innovation and Growth, Head of HOPE	Diversity (5) Family engagement (4)	Distributed to all new staff at induction and

Learning type	Target audience	Content	Who Responsible	Area of focus (link to Child Safe Standards minimum requirement)	Date for implementation
Education (HOPE) Staff Practice Guide and HOPE Professional Learning Sessions		and all staff when there is a new edition.		Empowerment (3)	every new edition. Professional Learning Sessions every 3 weeks.
Staff Operational Guide – holds all key information required to support staff practice and operational understanding	Staff	Vision, Mission, Philosophy, values Staff Induction checklist Supervision (internal and external) Meeting schedule Professional Development Policies Incident Reporting - Risk Man Student Code of Conduct	Executive Team	Policies (11) Ongoing training and monitoring (8) Culturally Safe Environments (1) Empowerment (3) Complaints (7)	At new staff induction, start of new school year and then ongoing updates made available

Learning type	Target audience	Content	Who Responsible	Area of focus (link to Child Safe Standards minimum requirement)	Date for implementation
		Behaviour Management Policy and Procedure -Restorative approach Child Safety Code of Conduct Child Safety Information – where to access information / policies required			
Student Handbook -	Students / families	Hester Hornbrook Vision / Mission Student Behaviour Code of Conduct Restorative School Rights and Responsibilities Bullying and Harassment – including cyber bullying ICT use Wellbeing and Support	Executive Team	Policies (11) Ongoing training and monitoring (8) Identifying and Managing Risks (10) Cultural safety 1 Child safe governance 2 Diversity (5) Complaint handling (7)	Start of school year / at point of enrolment

Learning type	Target audience	Content	Who Responsible	Area of focus (link to Child Safe Standards minimum requirement)	Date for implementation
		Information Privacy Complaints process Child SafeInformation		Record keeping, information sharing and reporting obligations (6)	
MARAM Guiding Document and Information Sharing Guiding Document	staff	School responsibilities linked to both: • MARAM • Information Sharing Schemes (CISS and FVISS)	Campus Leadership Teams Executive Team - ensure remains up to date	Ongoing training and monitoring (8) Identifying and Managing Risks (10) Respond to child safety and wellbeing issues (8) Record keeping and information sharing (6)	Available at all times
Volunteers / Contractors	New and Existing	• Completion of annual child safety induction – prior to attending campuses	Executive Team Child Safety Champions	Third-party procurement (9)	Prior to attending on site at any campus

Learning type	Target audience	Content	Who Responsible	Area of focus (link to Child Safe Standards minimum requirement)	Date for implementation
		Child safety Code of Conduct to be completed Service Agreement completed – highlights responsibilities of external services when on school grounds linked to Child Safety Pass Tab information available at sign in Complaints Brochure – available at front reception Child Safety Brochure - available at front reception			
Week Ahead email	All Staff	Based on assessed needs, formal updates on regulatory changes or operational enhancements etc. Examples can include • online safety	Safeguarding Students Committee	Participation and engagement (1, 3, 4) and supporting children with diverse needs (5) s	As relevant throughout the year

Learning type	Target audience	Content	Who Responsible	Area of focus (link to Child Safe Standards minimum requirement)	Date for implementation
		• supporting children and young people with diverse needs days of significance. • Health and Wellbeing curriculum			
Social Media post / Website / Newsletter	Students and Families	Topics could include: • online safety • cultural safety • importance of friendships for children and young people • Acknowledging days of significance Child Safety Updates • Seeking students / family input or participation	Executive Principal Head of Community Engagement Safeguarding Students Committee	Participation and engagement (1, 3, 4) and supporting children with diverse needs (5) Other child safety standards as required	As relevant throughout the year
Posters on Campus	All	Statement of commitment to child safety	Executive Team	Public commitment to child safety (2)	Ongoing

Learning type	Target audience	Content	Who Responsible	Area of focus (link to Child Safe Standards minimum requirement)	Date for implementation
promoting Child Safety and wellbeing		Child Safety Brochure available on campus How to make a complaint Brochure available on campus PROTECT documents	Child Safety Champions	Aboriginal cultural safety (1) Indicators of child harm (8) Child safe complaints (8, 7)	

Monitoring

Monitoring type	Content	Who Responsible	Area of focus (link to Child Safe Standards minimum requirement)	Date for implementation
Working With Children (WWC) Clearance	Ongoing monitoring of staff, volunteers and contractors WWC Clearances to ensure their continued suitability for child-connected work.	Executive Principal, Executive Team, HR Business Partner, MCM Group HR Team, Administration team	Suitable staff, volunteers and contractors	Ongoing

Monitoring type	Content	Who Responsible	Area of focus (link to Child Safe Standards minimum requirement)	Date for implementation
Whole school Child Safety Risk and Compliance	Links to Child Safety Standards: 1 to 11 -Risk appetite statement -Risk register -RiskMan entries	Hester Hornbrook Board Audit and Risk Sub Committee members: Executive Principal Chair of Hester Hornbrook Board Audit and Risk Committee MCM Quality and Risk lead Executive Team	All areas	Termly
Ongoing Child Safety Risk and Compliance	-Weekly child safety incident emails shared to Senior Leadership team and Wellbeing and learning Leaders - Outlining all child safety related incidents that occurred in that week, as well as response taken and support provided to both student and staff	Wellbeing and Learning Team Leaders, Senior Leadership Team and Executive Leadership team	Ongoing training and monitoring (8) Identifying and Managing Risks (10) Respond to child safety and wellbeing issues (8) Record keeping and information sharing (6)	Weekly

Monitoring type	Content	Who Responsible	Area of focus (link to Child Safe Standards minimum requirement)	Date for implementation
	-Sentral (student management system) – wellbeing case notes - documentation of all stuent related child safety matters that were raised and steps taken to address these concerns. -RiskMan entries	All staff		As incidents occur
Online environment	Identify and respond to any child safe concerns within the online environment. Privacy Impact Assessment, which is managed through our Melbourne City Mission service level agreement, for any software handling student personal information	Safeguarding Students Committee Senior Leadership team	Online safe environment	Once per Term As required

Monitoring type	Content	Who Responsible	Area of focus (link to Child Safe Standards minimum requirement)	Date for implementation
Physical environment	Identify and respond to any ongoing matters related to child safety and wellbeing as part of the schools physical environment	Safeguarding Students Committee	Identifying and Managing Risks (10)	Once per Term
Child safety screening and questions during Recruitment	Follow MCM Recruitment Procedure, as per Service Level Agreement MCM HR Team provide support with recruitment and management of child safety screening	Recruitment Panel Chair	Child safe recruitment (6)	Annual reminder of recruitment procedure Ongoing
Regular supervision and management of staff	Opportunity for Staff to discuss student related child safety concerns with campus leadership or middle leaders on campus daily. Opportunity for staff to reflect on their own practice with a supervisor I	All staff	Family engagement (4) Student empowerment (3) Policies (11) Ongoing training and monitoring (8) Identifying and Managing Risks (10) Cultural safety 1 Child safe governance 2	Twice per term

Monitoring type	Content	Who Responsible	Area of focus (link to Child Safe Standards minimum requirement)	Date for implementation
			Diversity (5) Complaint handling (7) Child Safety and Wellbeing Policy and Code of Conduct Indicators of child harm (8) Risks of child abuse and harm (8)) Complaint handling (7.2) Reporting Obligations (7)	
Executive team monthly Reports	outlining any child safety incidents that have occurred across campus and identification and management of child safety risks.	Executive members	All Child Safe Standards	Monthly
Monthly Hester Hornbrook Board Reports and Meetings	Area for child safety concerns to be raised. Child safety concerns can stem from any child safety standard. Some examples: individual students or broader organisational, propensity, vulnerability or situational risk	Executive Principal Hester Hornbrook Board Members	All Child Safe Standards	Monthly

Monitoring type	Content	Who Responsible	Area of focus (link to Child Safe Standards minimum requirement)	Date for implementation
	highlighted, policies /process review etc			
Hester Hornbrook formal meetings	Child Safety remains a standard agenda item for school meetings incluidng but not limited to; Senior Leadership Team meeting, Wellbeing Leadership Team meeting, Teaching and Learning leadership Team meeting and SYW Meetings	Executive, Senior and Middle Leadership teams	All Child Safe Standards	As per school meeting schedule
Learning and wellbeing hub meetings	Child safety is a regular agenda item. Opportunity for staff to raise child safety concerns or identify areas for improvement.	All staff	Identifying and Managing Risks (10) Respond to child safety and wellbeing issues (8)	Every three weeks
Student Leadership Meetings – Executive Student leaders	Child safety is a regular agenda item. Opportunity for students to provide support to the child safety champions and promote child safety, strategies relating to child safety, raise child safety	Head of Student and Family Engagement Students	Led by students could be all Child Safety Standards	Twice per term

Monitoring type	Content	Who Responsible	Area of focus (link to Child Safe Standards minimum requirement)	Date for implementation
	concerns or identify areas for improvement.			

Appendix 2: PROTECT 4 Critical Actions for Schools

PROTECT

4 CRITICAL ACTIONS

Identify | Report | Support | Refer

Identify and respond to child abuse by an adult engaged by a school, including grooming

Provide the right support at the right time

At all times, you must:

- Respond to an emergency – Call 000. Preserve evidence. Keep students safe.
- Adapt to changing circumstances – Be flexible. Repeat/take different actions.
- Document your actions.

Identify child abuse

All staff

You can identify abuse by:

- witnessing grooming behaviours or an incident
- receiving a disclosure
- observing:
  - physical or behavioural signs
  - something concerning online or on a device.

Notify your school's nominated contact person if you become aware of any allegation, complaint, disclosure or concern that:

- an adult engaged by the school may be abusing a child, or
- a child is at risk of being abused.

Report abuse to authorities

The school's nominated contact person manages reports.

If you believe a crime has been committed against a child, report to:

- Victoria Police.

All allegations, complaints, disclosures and concerns, report to:

- Social Service Regulator

You can contact Independent Schools Victoria for support and advice on child safety related matters, including if you are unsure and need advice on reporting.

Engage parents/carers

- Obtain clearance from Victoria Police (if involved) before contacting parents/carers on what can be shared.
- Contact parents/carers as soon as possible (same day preferred).

Support students through your school

- Support impacted student/s.
- Arrange support for impacted students and staff through regional/centralised services.
- Engage students and parents/carers to find the best support.
- Tailor to diverse needs.
- Use information sharing.
- Continue as long as necessary.

Refer to community services

- Engage student/s and parents/carers to find and connect with suitable services.
- Use information sharing.

Key contacts

Independent schools Victoria
- 03 9825 7200
- enquiries@is.vic.edu.au

Social Service Regulator
- 1300 310 778
- Reportable.Conduct@ssr.vic.gov.au
- rcs.ssr.vic.gov.au

Victoria Police
- 000 (emergencies)
- 131 444 or local police station (non-emergencies)

Local sexual assault service

vic.gov.au/indentify-abuse-adult-independent-school

PROTECT

4 CRITICAL ACTIONS

Identify | Report | Support | Refer

Identify and respond to child abuse in the community

Provide the right support at the right time

At all times, you must:

- Respond to an emergency – Call 000. Preserve evidence. Keep students safe.
- Adapt to changing circumstances – Be flexible. Repeat/take different actions.
- Document your actions.

Identify child abuse

All staff

You can identify abuse by:

- witnessing an incident
- receiving a disclosure
- observing:
  - physical or behavioural signs
  - something concerning online or on a device.

If you form a reasonable belief that a child has been abused, or is at risk of abuse, inform school leadership.

Information Sharing staff/Child Link users

- Request information from Information Sharing Entities or check Child Link.

School leadership/nominated staff

- Report
- Support and Refer

You may need to take actions in support and refer at the same time.

Report abuse to authorities

If you believe a crime has been committed against a child, report to:

- Victoria Police.

If you form a reasonable belief that the parents/carers have not, or are unlikely to, protect the student from significant harm. You must report physical and sexual abuse. Report to:

- Child Protection

You can contact Independent Schools Victoria for support and advice on child safety related matters, including if you are unsure and need advice on reporting.

Engage parents/carers

- If Victoria Police/Child Protection are involved, seek their clearance on what can be shared before you contact parents/carers.
- Contact parents/carers as soon as possible (same day preferred).

Support students through your school

- Support impacted student/s.
- Engage students and parents/carers to find the best support.
- Tailor to diverse needs.
- Use information sharing.
- Continue for as long as necessary.

Refer to community services

- Engage students and parent/carers to find and connect with suitable services.
- Use information sharing.

Key contacts

Child Protection

8:45am to 5pm, Mon-Fri

North	1300 598 521
South	1300 555 526
East	1300 360 452
West	1300 360 462
After hours	13 12 78

Independent schools Victoria
- 03 9825 7200
- enquiries@is.vic.edu.au

Victoria Police
- 000 (emergencies)
- 131 444 or local police station (non-emergencies)

The Orange Door

Local sexual assault service

vic.gov.au/identify-child-abuse-community

PROTECT

4 CRITICAL ACTIONS

Identify | Report | Support | Refer

Identify and respond to student-to-student abuse

Provide the right support at the right time

At all times, you must:

- Respond to an emergency – Call 000. Preserve evidence. Keep students safe.
- Adapt to changing circumstances – Be flexible. Repeat/take different actions.
- Document your actions.

Identify child abuse

All staff

You can identify abuse by:

- witnessing an incident
- receiving a disclosure
- observing:
  - physical or behavioural signs
  - something concerning online or on a device.

If you form a reasonable belief that a student has been, or is at risk of being abused (including harmful sexual behaviour), inform school leadership.

Information Sharing staff/Child Link users

- Request information from Information Sharing Entities or check Child Link.

School leadership/nominated staff

- Report
- Support and Refer

You may need to take actions in support and refer at the same time.

Harmful sexual behaviour

Contact local sexual assault services for support and advice.

Report abuse to authorities

If you believe a crime against a child has been committed, report to:

- Victoria Police.

For harmful online content, report to:

- esafety.gov.au/report

You can contact Independent Schools Victoria for support and advice on child safety related matters, including in you are unsure and need advice on reporting.

Engage parents/carers

- If Victoria Police are involved, seek their clearance on what can be shared before you contact parents/carers.
- Contact parents/carers as soon as possible (same day preferred).

Harmful sexual behaviour

- If Victoria Police are not involved, you can contact your local sexual assault service for advice to engage parents/carers.

Support students through your school

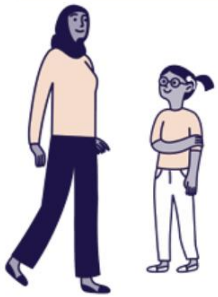
- Support impacted student/s.
- Engage students and parents/carers to find the best support.
- Tailor to diverse needs.
- Use information sharing.
- Continue as long as necessary.

Refer to community services

- Engage student/s and parents/carers to find and connect with suitable services.
- Use information sharing.

Harmful sexual behaviour

- Contact your local sexual assault service for support for students and parents/carers.
- If a student is using harmful sexual behaviour and their parents/carers are not willing or able to help the student connect to a service, call Child Protection.



Key contacts

Child Protection

8:45am to 5pm, Mon-Fri

North	1300 598 521
South	1300 555 526
East	1300 360 452
West	1300 360 462
After hours	13 12 78

Independent Schools Victoria

- 03 9825 7200
- enquiries@is.vic.edu.au

Victoria Police

- 000 (emergencies)
- 131 444 or local police station (non-emergencies)

eSafetyCommissioner

- esafety.gov.au/report

Local sexual assault service

vic.gov.au/identify-student-to-student-abuse-schools

PROTECT

4 CRITICAL ACTIONS

Identify | Support | Refer | Report

Identify and respond to child abuse in the family

Provide the right support at the right time

Identify child abuse

All staff

You can identify abuse by:

- witnessing an incident
- receiving a disclosure
- observing:
  - physical or behavioural signs
  - signs of family violence trauma in students
  - family violence risk factors
  - narratives and behaviours that may indicate an adult is using family violence
  - something concerning online or on a device.

You only need to collect enough information to form a reasonable belief or inform your next steps. If you form a reasonable belief:

- go to **Determine your pathway**
- inform school leadership.

If you have a concern that a student is experiencing, or at risk of, child abuse in the family, and need more information:

- complete Family Violence Identification Tool
- provide to MARAM-nominated staff.

MARAM nominated staff

- complete Family Violence Screening Tool

If you form a reasonable belief that there is current family violence:

- inform school leadership
- go to **Determine your pathway**
- complete Basic Safety Plan.

Information Sharing staff/Child Link users

- Request information from Information Sharing Entities or check Child Link.

At all times, you must:

- Respond to an emergency – Call 000. Preserve evidence. Keep students safe.
- Adapt to changing circumstances – Be flexible. Repeat/take different actions.
- Document your actions.

Determine your pathway

Report to Child Protection (including mandatory report)

- Report
- Support and Refer

Crime

- Report
- Support and Refer

Family violence

(not a mandatory report or crime)

- Refer then Support

Family struggling with the care, wellbeing or development of a child

- Support and Refer

You may need to take actions in support and refer at the same time.

If you are unsure which pathway to take, contact The Orange Door for advice.

Support students through your school

- Engage students and parents/carers to find the best support.
- Tailor to diverse needs.
- Use information sharing.
- Continue for as long as necessary.

Refer to community services

- Engage the student and parents/carers, and connect them to services:
  - the Orange Door for family violence or families struggling with care, wellbeing to development of a child. First Nations people can be supported by an Aboriginal Community Controlled Organisation.
  - local sexual assault services for sexual offences or harmful sexual behaviour.
- Use information sharing.

Report abuse to authorities

Report to Child Protection (including mandatory report)

If you form a reasonable belief that the parents/carers have not, or are unlikely to, protect the student from significant harm. You must report physical and sexual abuse. Report to:

- Child Protection.

You can contact Independent Schools Victoria for support and advice on child safety related matters, including if you are unsure and need advice on reporting.

Crime

If you believe a crime has been committed against a child, report to:

- Victoria Police
- your school's relevant governing body.

Engage parents/carers

- If Child Protection/Victoria Police are involved, seek their clearance on what can be shared before you contact parents/carers.
- Contact parents/carers as soon as possible (same day preferred).

Key contacts

Child Protection

8:45am to 5pm, Mon-Fri

North	1300 598 521
South	1300 555 526
East	1300 360 452
West	1300 360 462
After hours	13 12 78

Independent schools Victoria

- 03 9825 7200
- enquiries@is.vic.edu.au

Victoria Police

- 000 (emergencies)
- 131 444 or local police station (non-emergencies)

The Orange Door

Local sexual assault service

vic.gov.au/identify-child-abuse-family