



CHILD SAFE POLICY

This policy has been formulated in response to a draft exemplar distributed and required by the Catholic Education Commission of Victoria (CECV). There is acknowledgment that the format is different to other policies ratified at Trinity College Colac.

All Trinity College Colac policies will be read and developed with reference to the Core Values, Vision and Mission of the College as well as any other relevant College policies.

RATIONALE

The *Child Safe Policy* was written to demonstrate the strong commitment of the whole school community of Trinity College Colac, including leaders, staff, volunteers, students and their families, to child safety and to provide an outline of the policies and procedures developed to keep everyone safe from harm, including all forms of abuse.

SCRIPTURAL CONTEXT

'Then he took a child and had him stand in front of them. He put his arms around him and said to them, "Whoever welcomes in my name one of these children, welcomes me; and whoever welcomes me, welcomes not only me but also the one who sent me".'

(Mark 9:36-37)

COMMITMENT TO CHILD SAFETY

All students enrolled, and any child visiting, have a right to feel safe and be safe. The wellbeing of children in our care will always be our first priority and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety.

CHILDREN'S RIGHTS TO SAFETY AND PARTICIPATION

The staff and volunteers of Trinity College Colac encourage students to express their views. We listen to their suggestions, especially on matters that directly affect them. We actively encourage all students to openly express their views and feel comfortable about giving voice to the things that are important to them.

We teach students about what they can do if they feel unsafe. We listen to and act on any concerns that students or their parents/ carers raise with us. In order to empower and educate our students as to the importance of keeping every child safe from harm, the *Safe School/Harassment Procedures for Students* and the *Behaviour Management Policy* are made available to the community.

VALUING DIVERSITY AND INCLUSION

We value and celebrate diversity, especially cultural diversity, and we do not tolerate discriminatory practices. To achieve this we:

- promote the cultural safety, participation and empowerment of Aboriginal students and their families

- promote the cultural safety, participation and empowerment from culturally and/or linguistically diverse backgrounds (CALD) and their families
- promote the personal safety, participation and empowerment of students with a disability and make them feel welcome and part of all aspects of school life

RECRUITING STAFF AND VOLUNTEERS

Trinity College Colac will apply the most thorough and rigorous standards in the recruitment and screening of staff and volunteers. We interview and conduct referee checks on all staff and require police checks and *Working with Children Checks* (WWCC) for all staff and volunteers. Our commitment to Child Safety and our screening requirements are included in all advertisements for staff and volunteer positions and form part of the induction process for all staff and volunteers.

Trinity College follows the employment guidelines as specified by the Catholic Education Office Ballarat.

BREACH OF POLICY

Where an employee is suspected of breaching any obligation, duty or responsibility within this policy, Trinity College may start the process under Clause 13 of the *Victorian Catholic Education Multi Enterprise Agreement 2013* (or the current Multi Enterprise Agreement) for managing employment concerns. This may result in disciplinary consequences.

SUPPORTING STAFF AND VOLUNTEERS

Trinity College Colac provides support and supervision to all staff and volunteers so people feel valued, respected, affirmed in their work and fairly treated. We have a Staff Code of Conduct to provide guidance to our staff and volunteers, all of whom receive training on the requirements of the Code. The *Staff Anti-Harassment and Anti-Bullying Policy* outlines the College's commitment to ensuring a caring environment which promotes personal growth and positive self-worth for all. The *Staff Grievance Resolution Procedure*, as detailed in the annual Staff Handbook, details the rationale and processes for dealing with staff grievances.

REPORTING A CHILD SAFETY CONCERN OR COMPLAINT

Our school records any child safety complaints, disclosures or breaches of the Code of Conduct, and store the records in accordance with security and privacy requirements. Our complaints and disclosure processes are outlined and detailed in the following policies and procedures

- *Safe School Policy (Anti-Bullying and Anti-Harassment)*
- *Pastoral Care Policy (Student Wellbeing)*
- Child Safe Reporting Procedure

The Trinity College Compliance Officer, assisted by the Deputy Principal, has been appointed as Child Safety Officer with specific responsibility for responding to any complaints made by staff, volunteers, parents or students in relation to Child Safety.

RISK MANAGEMENT

Risk management is an approach that minimises the potential for child abuse or harm to occur. The Trinity College Risk Management Plan outlines and details all aspects of risk across our whole school environment (on site and off site school activities) with specific activity risk assessments. In addition to our general Occupational Health and Safety (OH&S) risks, we proactively manage risks of abuse and harm to our students. During the induction process as well as at the commencement of each calendar year, all staff and volunteers receive a copy of the Trinity College Staff OHS Handbook.

REFLECTIVE MATERIAL

Trinity College Risk Management Plan (published annually)

Trinity College Staff Handbook (published annually)

Trinity College Staff OHS Handbook (published annually)

Staff Anti-Harassment and Anti-Bullying Policy
Pastoral Care Policy (Student Wellbeing)
Child Safe Reporting Procedure
Safe School/Harassment Procedures for Students
Staff Grievance Resolution Procedure
Staff Code of Conduct 2016
Child Safe Policy, CEOB, 2016, 4.1.xii.2

POLICY REVIEW

This policy will be reviewed as required or at least every three years. We undertake to seek feedback from students, parents, carers, staff and volunteers.

Policy Adopted	19 th July 2016
Policy Ratified	19 th July 2016
Board Chair	Anne Ditty
Date of next review	July 2017