



Child Safe Policy

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Policy: Child Safe Policy	
Created by:	The Principal, Risk and Compliance Officer, College Board
Current version:	2.1 edited 2025: Heads of School, Risk and Compliance Officer, Wellbeing Coordinator, Principal

1. Purpose

The Lakeside College (the College) Child Safe Policy demonstrates the College's strong commitment to child safety and wellbeing and to creating and maintaining a child-safe and child-friendly environment. It provides an overview of the policies and practices that have been developed to keep our students safe, including from abuse or other harm.

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

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

The Child Safe Policy provides the framework for:

- 1.1. The implementation of the Victorian Child Safe Standards, Ministerial Order No 1359 and the National Principles.
- 1.2. The development of work systems, practices, policies and procedures, consistent with [PROTECT Four Critical Actions for Schools: Responding to Incidents, Disclosure and Suspicions of Child Abuse](#) (PROTECT Four Critical Actions) and [PROTECT Four Critical Actions for Schools: Responding to Student Sexual Offending](#) (Four Critical Actions: Student Sexual Offending), that promote child protection, safety and wellbeing within the College.
- 1.3. The creation of a safe and supportive College environment and a positive and robust child safe culture.
- 1.4. The promotion and open discussion of child safety issues within the College.
- 1.5. Compliance with all laws, regulations and standards relevant to child safety and wellbeing, including child protection, in Victoria.

2. Scope

The College's Child Safe Policy applies to all adults in the College community, whether their work involves direct contact with students, including:

- 2.1. Staff and Direct Contact Contractors (including External Education Providers) who are "College staff" within the meaning of Ministerial Order 1359.
- 2.2. Other types of Contractors.
- 2.3. Volunteers.
- 2.4. Visitors.

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

3. Definitions

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

- a) child
- b) child abuse and other harm
- c) child safety and wellbeing
- d) child safety incident or concern
- e) child-connected work

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- f) child-related work
 - g) contractor
 - h) College environment
 - i) College staff
 - j) College Board
 - k) student
 - l) visitor
 - m) volunteer

4. Roles and Responsibilities

Child safety and wellbeing is everyone's responsibility. All adults in the College community have a shared responsibility for contributing to the safety, wellbeing and protection of students. Specific responsibilities are summarised at the end of this Policy.

5. Statement of Commitment to Child Safety and Wellbeing

All children and young people who come to the College have a right to feel and be safe. We are committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe and can actively participate in decisions that affect their lives.

We have a zero tolerance for child abuse and other harm and are committed to acting in students' best interests and keeping them safe from harm.

The College regards its child safety responsibilities with the utmost importance and as such is committed to providing the necessary resources to ensure compliance with all relevant child safety and wellbeing laws and regulations and maintaining a child safe culture; without comprising a child or student's right to privacy, access to information, social connections and learning opportunities.

Each member of the College community has a responsibility to understand the important and specific role that they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all that they do and every decision that they make.

6. Child Safety Standards

In addition to implementing the Victorian Child Safe Standards, the College's commitment to child safety is based on the National Principles.

Requiring compliance with these additional Standards is one of the strategies employed by the College Board to embed a culture of child safety at the College.

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

7. The Victorian Child Safe Standards

The Victorian Child Safe Standards were originally developed in response to the Victorian Parliament's Inquiry into the Handling of Child Abuse by Religious and Other Organisations. They were replaced by a set of new Standards in 2022, to reflect the National Principles and to support greater national consistency. There are 11 Victorian Child Safe Standards. They are:

- 7.1. Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.
- 7.2. Child safety and wellbeing is embedded in organisational leadership, governance and culture.
- 7.3. Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.
- 7.4. Families and communities are informed and involved in promoting child safety and wellbeing.

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- 7.5. Equity is upheld and diverse needs respected in policy and practice.
 - 7.6. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
 - 7.7. Processes for complaints and concerns are child focused.
 - 7.8. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
 - 7.9. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
 - 7.10. Implementation of the Child Safe Standards is regularly reviewed and improved.
 - 7.11. Policies and procedures document how the organisation is safe for children and young people.

8. The National Principles for Child Safe Organisations

The National Principles were developed by the Australian Human Rights Commission in response to recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse. The National Principles are comprised of 10 Principles that were informed by, but go further than, the 10 Child Safe Standards recommended by the Royal Commission. They are:

- 8.1. Child safety and wellbeing is embedded in organisational leadership, governance and culture.
- 8.2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
- 8.3. Families and communities are informed and involved in promoting child safety and wellbeing.
- 8.4. Equity is upheld and diverse needs respected in policy and practice.
- 8.5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
- 8.6. Processes to respond to complaints and concerns are child focused.
- 8.7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
- 8.8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
- 8.9. Implementation of the national child safe principles is regularly reviewed and improved.
- 8.10. Policies and procedures document how the organisation is safe for children and young people.

9. The College's Child Safety Principles and Values

- 9.1. All children have the right to be safe.
- 9.2. The welfare and best interests of the child are paramount.
- 9.3. The views of the child and a child's privacy must be respected.
- 9.4. Clear expectations for appropriate behaviour with children are established in our Child Safety Code of Conduct and [Staff and Student Professional Boundaries policy](#).
- 9.5. The safety of children is dependent upon the existence of a child safe culture.
- 9.6. Child safety awareness is promoted and openly discussed within our College community.
- 9.7. Procedures are in place to screen all staff, Direct Contact Volunteers, Third Party Contractors and External Education Providers who have direct contact with children.
- 9.8. Child safety and protection is everyone's responsibility.
- 9.9. Child safety training is mandatory for all College Board members, staff and Direct Contact Volunteers.
- 9.10. Procedures for responding to alleged or suspected incidents of child abuse are simple and accessible for all members of the College community.
- 9.11. Children from culturally or linguistically diverse backgrounds, Aboriginal or Torres Strait Islander Children and other children who are vulnerable (such as children in out-of-home care or children of diverse sexuality) have the right to special care and support.
- 9.12. Children who have any kind of disability have the right to special care and support.

10. Child Safety Codes of Conduct

Our Child Safety Codes of Conduct include a [Child Safety Code of Conduct](#) and a [Staff and Student Professional Boundaries](#) policy. Together, these Codes of Conduct set boundaries and expectations for appropriate behaviours between adults in our College community and students, including in physical, online and virtual environments.

We also have a [Student Child Safety Code of Conduct](#), which includes standards of behaviour for students relevant to child safety and wellbeing.

Our Child Safety Codes of Conduct include clear processes to report inappropriate behaviour. We publish our Child Safety Codes of Conduct on our public website so that everyone can easily find out what behaviours are acceptable and unacceptable at our College and how to report inappropriate behaviour. We also provide additional information to students and families about the Child Safety Codes of Conduct, to ensure that they know what behaviours are acceptable and unacceptable and how to report inappropriate behaviour.

11. Cultural Safety

At the College, we are committed to establishing an inclusive and culturally safe school where the strengths of Aboriginal and Torres Strait Islander culture, values and practices are respected.

We think about how every student can have a positive experience in a safe environment. For Aboriginal and Torres Strait Islander students, we recognise the link between culture, identity and safety and actively create opportunities for Aboriginal and Torres Strait Islander students, their families and their communities (including local Aboriginal communities relevant to the College) to have a voice and presence in our College's planning, policies, and activities.

The specific strategies that we have adopted to promote cultural safety in our College community are set out in our [Aboriginal and Torres Strait Islander Students \(Child Safety\)](#) policy.

12. Student Empowerment and Participation

The College is a child-safe and child-centred organisation, and we work to create an inclusive and supportive environment that encourages students and families to contribute to our approach to child safety and wellbeing. We ensure that our physical, virtual and online environments are friendly and welcoming to all children and young people.

We actively seek to include students in decisions that affect them. This includes decisions about organisational planning, delivery of services, management of facilities, and learning and assessment environments.

We ensure that students know about their rights to safety, information and participation. We actively seek to understand what makes students feel safe in our College and regularly communicate with students about what they can do if they feel unsafe.

We recognise the importance of friendships and encourage respectful relationships, strong friendships and support from peers.

The specific strategies that we have adopted to promote the participation of and empowerment of students, and to implement all the above obligations, are set out in the [Participation and Empowerment of Students](#) section of our Child Safety Program.

13. Parent/Carer, Family and Community Engagement at the College

The College recognises that parents and carers have the primary responsibility for the upbringing and development of their children. We ensure that they participate in decisions affecting their children.

We ensure that families and relevant communities (Aboriginal and Torres Strait Islander communities, culturally and linguistically diverse communities, other communities that make up our Staff and student cohort, and the

local community in which our College operates) know about the College's operations and policies, including its Child Safe Policy and the Child Safety Codes of Conduct, record keeping practices, risk management, and complaints and investigation processes.

We actively seek to include families and relevant communities in decisions about organisational planning, delivery of services, management of facilities, and learning and assessment environments.

We build cultural safety at the College through partnerships with relevant communities.

The specific strategies that we have adopted to promote the engagement of parents/carers, families, and relevant communities in child safety and wellbeing at the College, to make information about child safety and wellbeing available and accessible, and to implement all of the above obligations, are set out in the [Family and Community Involvement in Child Safety policy](#) in our Child Safety Program.

14. Diversity and Equity

Our College values diversity and does not tolerate any discriminatory practices. To achieve this, we:

- 14.1. Support the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students and their families.
- 14.2. Support the cultural safety, participation and empowerment of students from culturally and linguistically diverse backgrounds and their families.
- 14.3. Support students with disabilities and their families and act to promote their participation.
- 14.4. Support students and families of diverse sexuality and act to promote their participation.
- 14.5. Seek to recruit a workforce that reflects a diversity of cultures, abilities and identities.
- 14.6. Ensure that all Staff, Direct Contact Volunteers and Direct Contact Contractors have training about Aboriginal and Torres Strait Islander cultures, disability, culturally and/or linguistically diverse backgrounds, and those with particular experiences or needs.
- 14.7. Have a physical environment that actively celebrates diverse cultures and recognises cultural differences.
- 14.8. Commit to ensuring that our facilities promote the inclusion of students of all abilities.

The specific strategies that we have adopted to promote equity and respect diversity at the College are set out in the [Family and Community Involvement, Cultural Safety and Equity/Diversity](#) section of our Child Safety Program.

15. Suitable Staff, Volunteers and Contractors and Child Safety Knowledge, Skills and Awareness (Child Safety Human Resources Management)

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

- 15.1. Recruitment and Screening – the College applies best practice standards in the recruitment and screening of Staff, Volunteers and Contractors to engage the most suitable and appropriate people to work with our students. Our practices include:
 - 15.1.1. Requiring all Staff and relevant Volunteers and Contractors to maintain a valid VIT Registration or WWC (working with children) clearance, and sighting, verifying and recording this information.
 - 15.1.2. Ensuring that all Staff and relevant Volunteers and Contractors undergo child safety induction, and ongoing education and training.
 - 15.1.3. Ensuring that we provide Staff, and relevant Volunteers and Contractors who engage with students, with regular supervision and performance monitoring by their line manager or a senior member of Staff.
 - 15.1.4. Ensuring that professional development programs for Staff include child safety education and training programs.
- 15.2. Training on and Information About Child Safety – as a part of the College's induction process, all Staff, as well as relevant Volunteers and Contractors, are required to complete induction training on our child safety policies, practices and procedures. All Staff, as well as relevant Volunteers and Contractors, also

receive refresher and ongoing child safety training at least annually. Our child safety induction and ongoing training program includes information about:

- 15.2.1. This Child Safe Policy.
- 15.2.2. The Child Safety Codes of Conduct.
- 15.2.3. Recognising child abuse and other harm and identifying key indicators.
- 15.2.4. Our policies and procedures for responding to and reporting child safety incidents or concerns (including mandatory reporting, reporting to police and reportable conduct obligations).
- 15.2.5. Our policies and procedures for information sharing and record keeping about child safety incidents and concerns.
- 15.2.6. WWC clearances and other child safety and wellbeing human resources practices.
- 15.3. The College provides all Visitors to the College, including Casual Volunteers and Contractors, with information about the Child Safe Codes of Conduct and how to report child safety incidents or concerns to the College and to relevant external authorities.
- 15.4. Supervision and Support – the College provides Staff, Direct Contact and Regular Volunteers, and Direct Contact and Regular Contractors with support and regular supervision by their line manager, the College’s Child Protection Officers and/or the Leadership Team to ensure that they are compliant with the College’s approach to child safety and wellbeing.

16. Complaints and Reporting Processes: The College’s Response to Child Safety Incidents or Concerns

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

- 16.1. The College will take appropriate, prompt action in response to all child safety incidents or concerns, including all complaints, allegations or disclosures of abuse or other harm, when Staff, Volunteers, Contractors, students, parents/carers or anyone else reports these to the College.
- 16.2. The College’s response will include:
 - 16.2.1. Externally reporting all matters that meet the required relevant thresholds to Child Protection (Mandatory Reports), the Police (Mandatory Reporting of Child Sexual Abuse), the CCYP (Reportable Conduct), and/or the Victorian Institute of Teaching (Teacher Misconduct), depending on the issues raised and consistent with [PROTECT Four Critical Actions](#) and [Four Critical Actions: Student Sexual Offending](#).
 - 16.2.2. Fully cooperating with any resulting investigation by an external agency https://www.education.vic.gov.au/Documents/about/programs/health/protect/FourCriticalActions_ChildAbuse.pdf
 - 16.2.3. Protecting any student connected to the child safety incident or concern until it is resolved and providing ongoing support to those affected.
 - 16.2.4. Taking particular measures in response to child safety incidents or concerns about an Aboriginal or Torres Strait Islander student, a student from a culturally and linguistically diverse background, a student with disability, and other vulnerable students (such as students who are unable to live at home or students who identify as lesbian gay, bisexual, transgender or intersex).
 - 16.2.5. Sharing information with, or requesting information from, external people or agencies as permitted or required under the Child Information Sharing Scheme and/or the Family Violence Information Sharing Scheme.
 - 16.2.6. Securing and retaining records of the child safety incident or concern and the College’s response to it.
 - 16.2.7. Taking broader actions to improve child safety at the College (including systemic reviews and resulting improvements).

17. Child Safety Risk Management

Lutheran Education VIC, NSW & TAS (LEVNT) and the College recognise the importance of a risk management approach to minimising the potential for child abuse or harm to occur and we use this information to inform our policies, procedures and activity planning. The College's Child Safety Risk Management Strategy can be found [here](#).

We have implemented a comprehensive [Risk Management Program](#) to assist in the identification, assessment and management of child safety risks in all College environments.

We identify, assess and manage child safety risks in all College environments, based on a range of factors including the nature of our College's activities, its physical, virtual and online environments and the characteristics of the student body. We use this information to inform our policies, procedures and activity planning.

We record identified risks to child safety and wellbeing in our Child Safety Risk Register, along with the actions in place at the College to manage these risks. The College Board, the Principal and/or the Leadership Team monitor and evaluate the effectiveness of these actions at least annually.

18. Privacy and Information Sharing

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

19. Child Safety Record Keeping

The College is committed to best practice record keeping about child safety incidents and concerns.

The College records all internal and external reports of child safety incidents and concerns, as well as any other responses by the College using [PROTECT Recording your actions: Responding to suspected child abuse - A Template for Victorian schools](#).

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

20. Child Safety Program and Practice Review

The College is committed to the continuous improvement of the policies and procedures making up our entire Child Safety Program and of our child safety and wellbeing practices. The Program is reviewed annually (or earlier if a significant child safety incident occurs at the College or legislation changes) for overall effectiveness and to ensure compliance with all child safety and wellbeing related laws, regulations and standards.

When undertaking these reviews, the College:

- 20.1. Actively seeks, actions, and incorporates feedback from students, families, the wider College community, Staff, Volunteers and Contractors.
- 20.2. Analyses any complaints and child safety incidents that may have occurred.
- 20.3. Communicates any learnings, adjustments or amendments to policy and practice widely throughout the College community.

21. Child Safety Procedures

Reporting Child Safety Incidents or Concerns to the College

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

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

- 21.1. During business hours (8:45am-5:00pm, Monday to Friday), contact the Child Protection intake service for the local government area where the child resides.
- 21.2. After hours, telephone 13 12 78.

22. Staff

Our Child Safety Program provides detailed guidance for the College Board, Staff, Volunteers and Contractors on how to identify key indicators of child abuse and other harm and how to report child safety incidents or concerns internally at the College.

These reports can be made to a Child Protection Officer or the Principal.

Where the incident or concerns involve the Principal, internal reports should instead be made to the Chair of the College Board.

Our Child Safety Program also contains detailed guidance for Staff, Volunteers and Contractors about when and how to report child safety incidents or concerns to relevant external authorities.

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

23. Students, Parents/Carers and Community Members

- 23.1. The College provides students with information about and encourages them to use multiple pathways to raise child safety incidents or concerns about or at the College. We explain these in our [Child Safety Complaints Management](#) policy, and they include informal and formal ways, an 'anonymous' way, and through external child advocacy or child safety organisations.
- 23.2. Parents/carers, family members and other community members who have child safety concerns or who suspect that a child or young person associated with the College may be subject to abuse or other harm can contact:
 - 23.2.1. the Principal, who is the College's Senior Child Safety Officer, by phoning 03 5941 7544 or emailing principal@lakeside.vic.edu.au
 - 23.2.2. if the concern relates to the Principal, the Chair of the College Board can be contacted by phoning 03 5941 7544 or emailing boardchair@lakeside.vic.edu.au
- 23.3. Any person can also contact the Senior Child Safety Officer, or the Chair of the College Board if they have concerns regarding the College's leadership in relation to child safety.

Communications will be treated confidentially on a 'need to know basis'.

24. The College's Response to and External Reporting of Child Safety Incidents or Concerns

Our Child Safety Program sets out the procedures, consistent with [PROTECT Four Critical Actions](#) and [Four Critical Actions: Student Sexual Offending](#), that the College will follow for any child safety incident or concern involving a student, College Staff, Volunteer, Contractor or Visitor, or other person connected to the College or the College environment.

It also provides guidance for all staff, volunteers, and Contractors on their obligations to respond to and report to relevant external authorities, child safety incidents and concerns.

These procedures and guidance are summarised in our public-facing Procedures for Responding to and Reporting Child Safety Incidents or Concerns and public-facing Procedures for Managing Child Safety Incidents or Concerns at or involving the College or its Staff.

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

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

The College employs a range of measures to support students affected by a child safety incident or concern depending on the circumstances of the matter and of the student and their family:

- 25.1. Child Protection Officers will work with the student and their family to develop a Student Support Plan.
- 25.2. Support strategies that could be considered for students and/or their families might include offering or organising referrals to internal or external support, such as the College Principal, bi-cultural workers and/or translators, or an external support agency and/or child advocacy organisation which specialises in supporting children and young people impacted by abuse or other harm.
- 25.3. The College offers former students who may disclose historical child safety incidents or concerns from their time at the College similar support.
- 25.4. Witnessing a child safety incident or receiving a disclosure of abuse or other harm can be a distressing experience for Staff, Volunteers and Contractors involved. The College assists impacted Staff, Volunteers and Contractors to access necessary support.

26. Embedding a Culture of Child Safety: Our Child Safety Program

- 26.1. Our Child Safety Program itself is one of the strategies employed by the College to embed a culture of child safety at the College.
- 26.2. Our Child Safety Program relates to all aspects of child safety and wellbeing and establishes work systems, practices, policies and procedures to create and maintain a child safe environment and culture at the College. It includes:
 - 26.2.1. The Child Safety Codes of Conduct
 - 26.2.2. Clear information about what child abuse is and other harm and key indicators of child abuse and other harm.
 - 26.2.3. Clear procedures, that are consistent with PROTECT Four Critical Actions and Four Critical Actions: Student Sexual Offending, for responding to and reporting child safety incidents or concerns internally to a Child Protection Officer, and for responding to incidents or allegations of child abuse or other harm.
 - 26.2.4. Strategies to support, encourage and enable Staff, Volunteers, Contractors, parents/carers and students to understand, identify, discuss and report child safety matters.
 - 26.2.5. Procedures for recruiting and screening members of the Management Team, Staff, Volunteers and Contractors.
 - 26.2.6. Procedures for reporting to external agencies, that are consistent with PROTECT Four Critical Actions and Four Critical Actions: Student Sexual Offending, including Mandatory Reporting to the Department of Families, Fairness and Housing (Child Protection), Reportable Conduct to the Commission for Children and Young People (CCYP) and Reporting Child Sexual Abuse to Police.
 - 26.2.7. Pastoral care strategies designed to empower students and keep them safe.
 - 26.2.8. Strategies to support and encourage the participation and inclusion of Aboriginal and Torres Strait Islander students, students from culturally and linguistically diverse backgrounds and students with disability.
 - 26.2.9. Child safety training.
 - 26.2.10. Information regarding the steps to take after a disclosure of abuse or other harm to protect, support and assist students.
 - 26.2.11. Guidelines with respect to record keeping and confidentiality.
 - 26.2.12. Policies to ensure compliance with all relevant laws, regulations and standards (including the

Victorian Child Safe Standards, Ministerial Order 1359 and the National Principles).

26.2.13. A system for continuous review and improvement.

27. Child Safety Responsibilities at the College

Child safety and wellbeing is everyone's responsibility. Specific responsibilities at the College include:

27.1. **Child Protection Officers** – some Staff members are nominated as the College's Child Protection Officers. Our Child Protection Officers receive additional specialised training with respect to child safety and wellbeing, including but not limited to child protection issues. They are a point of contact for raising child safety concerns within the College. They are also responsible for championing child safety within the College (including the Student Leadership Team) and assisting in coordinating responses to child safety incidents.

Our Child Protection Officers are:

Name	Position	Contact No.	Email Address
Rob Tassoni	Principal	5941 7544	principal@lakeside.vic.edu.au
Melissa Harford	Head of Primary School	5941 7544	melissa.harford@lakeside.vic.edu.au
Joanne Rothwell	Director of College Operations	5941 7544	joanne.rothwell@lakeside.vic.edu.au
Amanda Trewin	Head of Secondary School	5941 7544	amanda.trewin@lakeside.vic.edu.au
Sam Webster	Well-being Leader Primary	5941 7544	samuel.webster@lakeside.vic.edu.au

27.2. The Senior Child Safety Officer – the College has also appointed the College Principal as the College's Senior Child Safety Officer. The Senior Child Safety Officer has additional child safety responsibilities, such as being a first point of contact for all child safety concerns or queries for the wider community and coordinating the College's response to child safety incidents in consultation with the Management Team and the College Board.

27.3. Lakeside College Board – the College Board is the College's "governing authority" for the purposes of Ministerial Order 1359. The College Board is responsible for:

27.3.1. Championing and promoting a child safe culture within the College.

27.3.2. Approving our Child Safety Program, including this Child Safe Policy and the Child Safety Codes of Conduct.

27.3.3. It is responsible for ensuring that the College has appropriate resources to effectively implement the Victorian Child Safe Standards and Ministerial Order 1359 and our Child Safety Program.

27.4. LEVNT Executive Director – for the purposes of the Reportable Conduct Scheme, the LEVNT Executive Director has been authorised, by the LEVNT Board, to undertake responsibility for reporting and investigating Reportable Allegations that involve the Principal under our Reportable Conduct Policies and Procedures.

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- 27.5. The Principal – the Principal is responsible, and will be accountable, for the operational management of the College, and the implementation of the Child Safety Program. The principal is responsible for:
- 27.5.1. Taking all practical measures to ensure that this Child Safe Policy and the College’s Child Safety Program is implemented effectively and followed.
 - 27.5.2. Ensuring that a strong and sustainable child safe culture is maintained within the College, including by:
 - 27.5.2.1. Modelling the Child Safety Code of Conduct and reinforcing high standards of child safe behaviours between adults and students and between students.
 - 27.5.2.2. Facilitating the participation of students, families, Staff and other members of the College community in promoting and improving child safety and wellbeing at the College.
 - 27.5.2.3. Promoting regular and open discussion of child safety and wellbeing issues within the College community.
 - 27.5.2.4. Facilitating regular professional learning for Staff and relevant Volunteers and Contractors about child safety, cultural safety, student wellbeing and preventing and responding to child safety incidents and concerns.
 - 27.5.2.5. Creating an environment where child safety incidents, concerns and complaints are readily raised with the College and where no one is discouraged from reporting child safety incidents or concerns to relevant external authorities.
- 27.6. Staff – all Staff are “College staff” for the purposes of Ministerial Order 1359. All Staff are required to comply with our Child Safe Policy and Child Safety Codes of Conduct, be familiar with our Child Safety Program and understand their legal obligations with respect to the reporting of child abuse and other harm, and WWC Checks.
- 27.6.1. It is everyone’s responsibility to be aware of key indicators of child abuse and other harm, to be observant, and to raise all child safety incidents and concerns with one of the College’s Child Protection Officers.
 - 27.6.2. To meet these obligations, all Staff must:
 - 27.6.2.1. Participate in child safety and wellbeing induction and ongoing training provided by the College.
 - 27.6.2.2. Always follow the College’s child safety and wellbeing policies and procedures in the Child Safety Program.
 - 27.6.2.3. Act in accordance with the Child Safety Codes of Conduct.
 - 27.6.2.4. Identify and raise child safety incidents and concerns in accordance with our Procedures for Responding to and Reporting Child Safety Incidents or Concerns, and follow the [PROTECT Four Critical Actions](#) and [Four Critical Actions: Student Sexual Offending](#).
 - 27.6.2.5. Ensure students’ views are taken seriously, and their voices are heard when making decisions that affect them.
 - 27.6.2.6. Implement inclusive practices that respond to the diverse needs of students.
- 27.7. Volunteers – a Volunteer is someone who performs work for the College in a school environment without remuneration or reward. Volunteers may be family members of students, or from the wider College or local community. Volunteers are not “College staff” for the purposes of Ministerial Order 1359.
- 27.7.1. All Volunteers at the College are responsible for contributing to the safety and protection of students in the College environment. To meet these obligations:
 - 27.7.1.1. All Volunteers must comply with our Child Safe Policy and Child Safety Codes of Conduct.
 - 27.7.1.2. Direct Contact Volunteers (and, if required by the College, other Volunteers such as Regular Volunteers who are engaged in “child-connected work”) must:
 - i. Participate in child safety and wellbeing induction and ongoing training provided by the College.
 - ii. Be aware of key indicators of child abuse and other harm.

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- iii. Understand their legal obligations with respect to the reporting of child abuse and other harm.
 - iv. Raise all child safety concerns with one of the College's Child Protection Officers.
- 27.8. Contractors – a Contractor is someone engaged by the College to perform specific tasks. Contractors are not employees of the College. However, Contractors who have direct contact with children are “College staff” for the purposes of Ministerial Order 1359.
- 27.8.1. Contractors may include maintenance and building personnel, consultants, music tutors, sports coaches, and cleaners as well as external education providers (organisations that the College has arranged to deliver a specified course of study that is part of the curriculum to a student or students enrolled at the College).
 - 27.8.2. All Contractors are responsible for contributing to the safety and protection of students in the College environment.
 - 27.8.3. To meet these obligations all Contractors must comply with our Child Safe Policy and Child Safety Codes of Conduct.
 - 27.8.4. Direct Contact Contractors (and, if required by the College, other Contractors such as Regular Contractors who are engaged in “child-connected work”) must:
 - 27.8.4.1. Participate in child safety and wellbeing induction and ongoing training provided by the College.
 - 27.8.4.2. Be aware of key indicators of child abuse and other harm.
 - 27.8.4.3. Understand their legal obligations with respect to the reporting of child abuse and other harm.
 - 27.8.4.4. Raise all child safety concerns with one of the College's Child Protection Officers.

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

28. Implementation and Communication

The Child Safe Policy is published on our College's public website.

It is provided to new Staff, and to Direct Contact and Regular Volunteers, and Direct Contact and Regular Contractors at their induction or prior to them commencing their work at the College.

All Visitors to the College, including Casual Volunteers and Casual Contractors, are provided with information about the Child Safe Policy (including in particular the Child Safety Codes of Conduct and how to report child safety incidents or concerns to the College and to relevant external authorities).

29. Breach of the Child Safe Policy

The College enforces this Child Safe Policy and our Child Safety Codes of Conduct. In the event of any non-compliance, a review will be instigated that may result in a range of measures including (depending on the severity of the breach):

- 29.1. Remedial education
- 29.2. Counselling
- 29.3. Increased supervision
- 29.4. The restriction of duties
- 29.5. Suspension
- 29.6. In the case of serious breaches, termination of employment, contract or engagement.

30. Source of Obligation

The Child Safe Policy implements, and is to be read and understood in conjunction with:

- 30.1. Victorian Child Safe Standards, Standard 2
- 30.2. Ministerial Order 1359, Clause 6
- 30.3. The National Principles for Child Safe Organisations, Principle 1

31. Policy Review

A review of the Child Safe Policy is conducted bi-annually or earlier if required, such as if a significant child safety incident occurs at the College or due to changes in legislation.

The College Board is responsible for ensuring that this Policy is reviewed and updated as needed and will approve the Policy.

The Child Safety Program is the name given to the full collection of policies and procedures that assist the College to be a child safe organisation and to meet the requirements of the Victorian Child Safe Standards, Ministerial Order 1359 and the National Principles.

It includes policies and procedures for:

- 31.1. Responding to and reporting child safety incidents and concerns.
- 31.2. Child safe human resources management (including WWC clearances).
- 31.3. Participation and empowerment of students.
- 31.4. Informing and involving families and relevant communities in child safeguarding issues.
- 31.5. Equity and diversity.
- 31.6. Child safeguarding risk management strategies.
- 31.7. Strategies for embedding a culture of child safety at the College.
- 31.8. Regular reviews and continuous improvement of child safety policies, procedures and practices.