

1. Purpose

The purpose of this Child Safe Policy is to demonstrate the College’s strong commitment to child safety and wellbeing, and to creating and maintaining an environment that is both child safe and child friendly. It provides an overview of the policies and practices in place to ensure student safety and protection from harm, including abuse. It outlines how the College implements Ministerial Order 1359, which applies the Victorian Child Safe Standards to school environments. The policy informs the College community of their responsibilities to act safely and appropriately toward students and guides our procedures and practices across all areas of school life.

It establishes a framework for implementing the Child Safe Standards and Ministerial Order 1359, developing safe work systems and practices, fostering a positive child-safe culture, encouraging open discussions about child safety, and ensuring compliance with relevant laws and regulations. The following table outlines each standard and its corresponding coverage within this policy:

Victorian Child Safe Standards	Coverage in this Policy
1. Culturally Safe Environments	Addressed in <i>Cultural Safety and Diversity and Equity</i> sections.
2. Leadership, Governance & Culture	Outlined in <i>Overview, Roles and Responsibilities, Embedding Child Safety, and Policy Review</i> .
3. Child & Student Empowerment	Detailed in <i>Student Empowerment and Participation</i> .
4. Family Engagement	Covered in <i>Communications, Diversity and Equity, and Student Empowerment</i> .
5. Diversity & Equity	Addressed in the <i>Diversity and Equity</i> section.
6. Suitable Staff & Volunteers	Explained in <i>Embedding Child Safety, Codes of Conduct, and Implementation</i> .
7. Complaints Processes	Detailed in <i>Complaints and Reporting Processes and Response to Child Safety Incidents</i> .
8. Child Safety Knowledge, Skills & Awareness	Covered through <i>Child Safety Induction and Training, Program Review, and Implementation</i> .
9. Safe Physical & Online Environments	Discussed in <i>Scope, Risk Management, Codes of Conduct, and Student Empowerment</i> .
10. Review of Child Safety Practices	Addressed in <i>Child Safety Program and Practice Review and Policy Review</i> .
11. Implementation of Child Safe Practices	Embedded in <i>Implementation, Roles and Responsibilities, and Distribution of Policy</i> .

This mapping ensures that My College’s Child Safe Policy is fully aligned with the Child Safe Standards as monitored by the VRQA and supported by Independent Schools Victoria.

2. Scope

This policy applies to all adults in the College community, regardless of whether their work involves direct contact with students. It includes contactors, visitors, volunteers. It applies in all physical and online environments, including off-site programs and school activities facilitated by third-party providers.

3. Statement of Commitment to Child Safety & Wellbeing

All children and young people at My College have the right to feel safe and be safe. The College is dedicated to providing a secure, child-friendly environment where students feel safe and are empowered to participate in decisions affecting their lives.

We uphold a zero-tolerance approach to child abuse or harm and remain committed to acting in the best interests of students. We allocate the resources required to meet all child safety legal obligations and to foster a culture of safety and care.

Every member of the school community must understand their role in prioritising the wellbeing and safety of students in every action and decision they take.

Child Safety Standards

Our Child Safety Program aligns with the [Victorian Child Safe Standards](#) and supports the broader obligations of the College. The Victorian Registration and Qualifications Authority (VRQA) oversees and enforces compliance with these standards across all registered schools in Victoria.

Child Safety Codes of Conduct

The College maintains clear Child Safety Codes of Conduct that define appropriate behaviours between adults and students in both physical and online environments. These Codes include clear procedures for reporting inappropriate behaviour and are complemented by the Student Wellbeing and Behaviour Guidelines, which articulate expectations for student conduct relevant to child safety.

Cultural Safety

My College is committed to building an inclusive and culturally safe environment that values and respects the strengths, practices, and values of Aboriginal and Torres Strait Islander cultures. We are proactive in identifying and confronting racism and enforce consequences when it occurs. We understand the connection between culture, identity, and safety and ensure Aboriginal and Torres Strait Islander students and families have opportunities to contribute to planning, policy, and school activities.

Student Empowerment & Participation

We strive to maintain a child-centered environment that includes students and their families in our child safety strategies. Our physical, virtual, and online settings are designed to be welcoming, inclusive, and supportive. Students are included in decisions affecting their learning, safety, and experience at the College, from service planning to classroom practices. They are educated about their rights to safety, information, and participation, and we regularly engage with them to understand what makes them feel safe. We encourage positive relationships and foster peer support and respectful friendships among students.

Supporting Diversity & Equity

My College embraces diversity and does not tolerate discrimination. We are committed to supporting the cultural safety and empowerment of Aboriginal and Torres Strait Islander students and families, students from culturally and linguistically diverse backgrounds, students with disabilities, students experiencing vulnerability, and students from all walks of life. We foster an inclusive environment where the dignity, respect, and rights of every student are upheld in line with our Islamic values of justice, compassion, and fairness.

The College is dedicated to recruiting and supporting a workforce that reflects the diversity of our community and ensures that all staff and volunteers receive training in cultural awareness, disability inclusion, and creating welcoming, supportive spaces.

Respect for oneself and others is actively promoted through our wellbeing education programs, daily interactions, and whole-school practices, ensuring all students feel safe, valued, and connected within the College environment.

Embedding Child Safety

Child safety is embedded in our College operations through various human resource strategies. Our recruitment materials highlight our commitment to child safety, and all staff and relevant volunteers and contractors must hold a valid VIT registration or Working with Children clearance. Background screening and selection processes consider child safety as a priority. All staff receive induction and annual training on child safety practices and reporting obligations. Visitors and casual workers are provided with clear guidelines, including Codes of Conduct and reporting protocols.

Complaints & Reporting Processes

My College fosters a culture where child safety concerns are encouraged and taken seriously. We maintain clear procedures for reporting and responding to incidents, which are outlined in the Complaints and Grievances Policy and supporting documents. All staff, volunteers, and contractors must follow designated procedures when they witness, suspect, or receive a report of child safety concerns. These are explained during training and are available publicly for parents, students, and the wider community.

The College responds to all child safety concerns or complaints promptly, placing student wellbeing as the top priority. We follow national and state guidelines, including the National Office of Child Safety's Complaint Handling Guide and the Commission for Children and Young People's resources. This includes mandatory reporting to Child Protection, the Police, the Commission for Children and Young People (CCYP), or the Victorian Institute of Teaching (VIT) when required. We cooperate with external investigations, provide protection and support to affected students, and consider culturally appropriate responses for vulnerable groups. Records of incidents and the College's response are securely maintained, and systemic improvements are made where necessary.

Child Safety Risk Management

We take a risk-based approach to child safety and regularly assess school environments—physical, online, and virtual—for potential risks of harm to students. These include classrooms, playgrounds, prayer spaces, excursions, external service providers, and digital learning platforms.

The Child Safety Risk Register documents identified risks, the controls currently in place, and any further action required. The register is reviewed annually by the Student Wellbeing Committee, or earlier if significant changes occur or a safety concern arises.

In our assessment, we consider the characteristics and needs of all students, including those with disabilities, in out-of-home care, or from culturally and linguistically diverse backgrounds.

Child Safety Privacy & Information Sharing

All student and family information is collected, used, and shared in line with Victorian privacy laws. The College complies with legislation that allows and sometimes requires information to be shared with external agencies under the Child Information Sharing Scheme and the Family Violence Information Sharing Scheme to protect child wellbeing.

Child Safety Record Keeping

The College creates and maintains records relevant to child safety and wellbeing, including incident reports, wellbeing and support plans, complaints, and reports made to external agencies. Records are managed in accordance with the Public Record Office Victoria (PROV) standards, including applicable minimum retention periods and secure disposal requirements.

Child safety incident records and reports to Child Protection or Victoria Police are retained until the student reaches 55 years of age. Wellbeing and counselling-related records are retained until the

student turns 25. Behaviour records and complaints involving child safety are retained for a minimum of 15 years, or longer in serious matters.

The College maintains a secure digital and physical filing system, with the Senior Management Team responsible for overseeing compliance with PROV retention schedules and authorising disposal processes when due.

Communications

My College is committed to regularly communicating our Child Safe policy and procedures. We display PROTECT posters throughout the school and provide updates through newsletters, letters from the Principal, and communication platforms such as Class Dojo or Compass. Child safety is also a standing agenda item in staff and committee meetings.

Child Safety Program & Practice Review

The College is committed to continuous improvement in our Child Safety Program. Reviews are conducted annually or sooner following incidents or legislative changes. We collect feedback from students, families, staff, volunteers, and contractors, and we evaluate incidents and complaints to improve policy and practice. Any adjustments are communicated broadly across the College community.

Reporting Child Safety Incidents or Concerns

If a child is in immediate danger, anyone should call Police on 000. Concerns about a child's wellbeing can be reported to the local Child Protection intake service during business hours, or by calling 13 12 78 after hours. Additional reporting information is available in the College's public-facing procedures.

My College Response to & External Reporting of Child Safety Incidents or Concerns

Our Child Safety Program outlines steps staff, volunteers, and contractors must take when handling child safety concerns involving students or community members. These include guidance on external reporting obligations. We ensure anyone involved in reporting understands their responsibilities and has access to the public-facing reporting procedures.

Support for Students, Families & Staff

Child safety incidents may cause trauma for students and their families. The College takes this seriously and offers various support strategies. We work with families to create individual support plans and may refer students to internal or external counselling, translation services, child advocacy organisations, or psychologists. Similar support is available to past students who disclose historical incidents. We also assist any affected staff, volunteers, or contractors with access to wellbeing support.

4. Implementation

The Child Safe Policy is published on our website. It is provided to all new staff, contractors and volunteers at their induction or prior to commencement of work at the College.

Breach of the Child Safe Policy

The College takes breaches of the Policy or Codes of Conduct seriously. Depending on the nature and severity of the breach, consequences may include remedial education, counselling, increased supervision, restriction of duties, suspension, or termination of employment or engagement.

5.Roles & Responsibilities

Child safety and wellbeing is everyone's responsibility. Every adult within the school community shares the obligation to uphold and promote the safety, protection, and wellbeing of students.

- The Principal and school leaders are responsible for promoting a culture of child safety, overseeing the implementation of this Policy, and ensuring that all obligations under relevant laws and Ministerial Order 1359 are met.
- All staff and volunteers must understand and comply with child safety obligations, complete required training, follow the Child Safety Code of Conduct, and take immediate action if they witness or receive a report of child safety concern or abuse. All staff and volunteers are provided training on their obligations relating to information sharing and recordkeeping, including understanding the Child Information Sharing Scheme (CISS), the Family Violence Information Sharing Scheme (FVISS), and Public Record Office Victoria (PROV) standards.
- The Student Wellbeing Committee and the OHS team support the ongoing implementation and review of child safety practices, including reviewing risk, monitoring compliance, and evaluating the effectiveness of school-wide safety measures.
- The College Board ensures compliance and oversight of child safety at a governance level, including the endorsement of this policy and supporting documentation.

6.Policy Review

The Child Safe Policy is reviewed annually or earlier if required due to a significant incident or legislative change. The Child Safety Committee is responsible for ensuring the Policy is current, effective, and approved.

Approved by: Principal and School Board, April 2025

Next review: April 2027