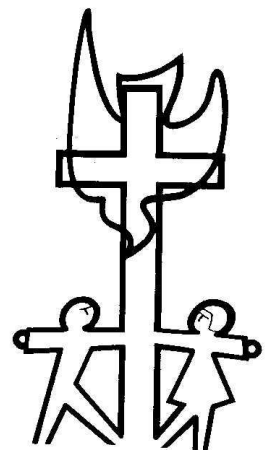




Child Safe Strategy 2022



OLIVET CHRISTIAN COLLEGE

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Contents

Introduction..... 3

Our Vision and Our Mission..... 4

College Vision 4

College Mission..... 4

Our Philosophy and College Motto 4

College Philosophy 4

College Motto..... 4

Connection with the Child Safe Standards 5

Strategic Goals..... 5

Student Wellbeing..... 5

Environment and Infrastructure..... 5

Community 6

The Child Safe Standards..... 6

Principle of Inclusion: Promoting the cultural safety of Aboriginal children 7

Principle of Inclusion: Promoting the cultural safety of children from culturally and/or linguistically diverse backgrounds 7

Principle of Inclusion: Promoting the safety of children with a disability..... 7

Standard 1– Strategies to Embed an Organisational Culture of Child Safety 8

Standard 2 - A Child Safe Policy or Statement of Commitment to Child Safety..... 10

Standard 3 - Child Safety Code of Conduct 11

Standard 4 - School Staff Selection, Supervision and Management Practices for a Child Safe Environment14

Standard 5 - Procedures for Responding to and Reporting Allegations of Suspected Child Abuse..... 16

Standard 6 - Strategies to Identify and Reduce or Remove the Risk of Abuse 17

Standard 7– Strategies to Promote the Participation and Empowerment of Children 18

Introduction

In 2016 the Victorian Government introduced the Child Safe Standards to improve the way organisations that provide services for children to prevent and respond to child abuse that may occur within their organisation.

Olivet Christian College, along with all other schools, has put in place a number of policies which relate to child safety in order to make clear the steps that we are taking to support our zero tolerance to child abuse.

The care and protection of our young people is always of utmost importance within the college and this set of standards helps us to give a structure to the steps we are taking in this area thus ensuring that we continue to have child safety at the top of our priorities within the college.

Care for young people is integral to all that we do and the Christian ethos of our school goes hand in hand with the well-being and care of all young people and their families who form a major part of our community.

Further information regarding how this set of standards came into being can be found at:
Betrayal of Trust Implementation

www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/betrayal+of+trust+implementation

Failure to Disclose Offence – Department of Justice and Regulation

www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+disclose+offence

Failure to Protect Offence – Department of Justice and Regulation

www.justice.vic.gov.au/home/safer+communities/protecting+children+and+families/failure+to+protect+offence

Our Vision and Our Mission

College Vision

'to provide families with a Christian education, within a caring and disciplined environment that will enable children to fully develop their God-given talents and academic abilities, so that they are able to contribute effectively to the changing society of which they are part.'

College Mission

The College is committed to the spiritual and academic development of each child, preparing them for effective service for Christ in today's world, working with the parents/guardians in fulfilling their God-given responsibilities in the training of their children.

"...bring them up in the nurture and admonition of the Lord." Ephesians 6:4

Our Philosophy and College Motto

College Philosophy

Reachout Enterprises Ltd, trading as Olivet Christian College is committed to providing a Christian education for children of families who practice beliefs and values consistent with Biblical principles, or are prepared to accept the school ethos and rules for their children. ("teaching them to observe all that I have commanded you" Matthew 28:20a)

The College works in partnership with parents in their God-given task of educating and training their children. Olivet assists them in their role by reinforcing Biblical values, morals, discipline and standards of conduct, within a caring and loving environment and sound discipline structures for the nurture of each student.

The College is committed to the spiritual, academic, physical, social, aesthetic and practical development of all students. It aims to enable each young person to develop his or her unique God-given gifts and talents to their full potential, so that students may fulfill their purpose as responsible Christian citizens striving to serve God and those around them.

The College strongly believes that school life is just a small part of a lifetime of learning, and encourages each student to continue to learn beyond the school environment.

It is the strong belief that each child is precious and unique in God's sight and that the College Staff, as Christian educators, must provide a worthy example and model for the students in their care.

College Motto

Encouraging...Empowering....Equipping

Connection with the Child Safe Standards

There are three profoundly important connections between Olivet Christian College's Vision, Mission, Philosophy, Motto, and a wholehearted commitment to Child Safety.

1. As a Christian organisation which holds firmly to the understanding that all humanity is created in the image of God, we hold to be an undeniable truth that all people - regardless of age, sex, religion, economic status, intellectual capacity or educational attainment – have an inherent dignity, not for what they can do but for who they are. As a result we reaffirm that we have zero tolerance for all forms of abuse and, in particular, child abuse in its various aberrations.

2. We recognise that there is a deep brokenness in us - individually and corporately - which can only be genuinely addressed through repentance and faith in the Lord Jesus Christ who died that our sins may be forgiven and that our relationship with God, ourselves and one another may be restored. Whilst we look to this being perfected beyond this present age, we know that we need to be vigilant as a community so that the wellbeing of one another – particularly the most vulnerable amongst us – will remain a top priority.

3. According to Olivet's Mission Statement; 'to provide families with a Christian education, within a caring and disciplined environment that will enable children to fully develop their God-given talents and academic abilities, so that they are able to contribute effectively to the changing society of which they are part.' we see a clear need to have this modelled on a daily basis through precept and action so that the graduates from Olivet have had opportunity from their education to deeply imbibe a profound sense of the importance of loving God and loving others – the two greatest commandments. We pray that this proactive focus will empower Olivet students and families to not only reject abuse in all its forms but also to embrace that which is true, noble, right, pure, lovely, admirable, excellent and praiseworthy (Philippians 4:8)

Strategic Goals

Student Wellbeing

The following strategy is the overarching statement for Student Wellbeing within the college. As one of 7 Strategic Planning areas Student Wellbeing goals; coming under this statement are reviewed and updated regularly and incorporate action statements which are ever changing to meet the current wellbeing needs of our students. The implementation of the Child Safety Strategy Document at Olivet Christian College is a complementary initiative to this strategic priority. Child safety is integral to the area of Student Wellbeing.

Olivet Christian College values the physical, social, emotional, intellectual and spiritual wellbeing of students.

Environment and Infrastructure

The following strategy is the overarching statement for Environment and Infrastructure within the college. As one of the 7 Strategic Planning areas Environment and Infrastructure goals, coming under this statement are reviewed and updated regularly. The relevant action statement is included below.

Olivet Christian College values the ongoing development of its environment to support and enhance the goals of its educational programs

A. The college will maintain a safe physical environment for use by the College community.

Community

The following strategy is the over arching statement for Community within the college. As one of two current strategies under review this area outlines how we are to work with our community to keep them informed of the changes we make to not only teaching and learning but also child safety.

Olivet Christian College values effective, harmonious, productive and lasting relationships between the college and wider community.

A. There is a strong relationship between the college and its families.

Action Statement:

- Parents are to be informed through college newsletter and website of progress/change in child safe policies

The Child Safe Standards

In complying with the Child Safe Standards an applicable entity to which the standards apply must include the following principles as part of their response to each standard:

Principle of Inclusion: Promoting the cultural safety of Aboriginal children

Principle of Inclusion: Promoting the cultural safety of children from culturally and/or linguistically diverse backgrounds

Principle of Inclusion: Promoting the safety of children with a disability

To create and maintain a child safe organisation, an applicable entity to which the standards apply must have:

Standard 1 - Strategies to Embed an Organisational Culture of Child Safety

Standard 2 - A Child Safe Policy or Statement of Commitment to Child Safety

Standard 3 - Child Safety Code of Conduct

Standard 4 - School Staff Selection, Supervision and Management Practices for a Child Safe Environment

Standard 5 - Procedures for Responding to and Reporting Allegations of Suspected Child Abuse

Standard 6 - Strategies to Identify and Reduce or Remove the Risk of Abuse

Standard 7 - Strategies to Promote the Participation and Empowerment of Children

As part of the broader child safety approach, the Education and Training Reform Amendment (Child Safe Schools) Act 2015 requires that all Victorian schools adopt minimum child Safe Standards to improve the protection of children, and consistent policies for responding to allegations of abuse.

For more information on compliance with the Child Safe Standards, please refer to:

<http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/polices,-guidelines-and-legislation/child-safe-standards>

Principle of Inclusion: Promoting the cultural safety of Aboriginal children

A child safe organisation respects cultural differences and variations in child rearing practices due to a family's personal, cultural or religious beliefs.

Olivet Christian College is committed to developing and updating policies and procedures to consider cultural safety of Aboriginal Children as required within our community.

- Through teacher professional learning sessions regarding Aboriginal and Torres Strait Islanders

Principle of Inclusion: Promoting the cultural safety of children from culturally and/or linguistically diverse backgrounds

The Child Safe Standards require organisations to consider cultural safety or culturally and/or linguistically diverse children across the implementation of all the standards. The College will be considering the needs of culturally and/or linguistically diverse children when reviewing a range of wellbeing policies during 2016 and beyond.

Olivet Christian College can promote the cultural safety of children from culturally and/or linguistically diverse backgrounds by:

- Ensuring our organisation clearly demonstrates a zero tolerance approach to child safety for all cultural groups within the school
- Being respectful, inclusive and welcoming to families from a wide range of cultural backgrounds
- Ensuring the physical environment has a positive image of a range of cultures eg: world map
- Employing staff who are supportive of cultural diversity within the college
- Actively seeking out and talking to families in order to be involved them in the activities of the college
- Being mindful of the best way to provide information to all children and their families– using community leaders for support as required.

Principle of Inclusion: Promoting the safety of children with a disability

At Olivet Christian College, we acknowledge that people with a disability have the same rights and responsibilities as other members of the community and should be empowered to exercise those rights and responsibilities. In particular, people with a disability have the same rights as other members of the community to live free from abuse. The Child Safe Standards require organisations to consider the safety of children with a disability across the implementation of all the standards.

Olivet Christian College can promote the safety of children with a disability by:

- Acknowledging that children with a disability are particularly vulnerable
- Ensuring our school clearly demonstrates a zero tolerance to discrimination and actively welcomes all children.
- Making sure the environment does not pose access difficulties when looking at redevelopment
- Supporting our staff, other children and their families to understand and be inclusive of people with a disability; and
- Thinking about how we can encourage participation and feedback from children with a disability and their families.

Standard 1– Strategies to Embed an Organisational Culture of Child Safety

The Executive has the responsibility to embed a culture of child safety and ensure that policies and procedures demonstrate zero tolerance to child abuse in the college.

Ministerial Order requirements:

The school governing authority must:

- a) Develop strategies to embed a culture of child safety within the school
- b) Allocate roles and responsibilities for achieving the strategies
- c) Inform the school community about the strategies, and allocated roles and responsibilities
- d) Put the strategies into practice, and inform the school community about these practices; and
- e) Periodically review the effectiveness of the strategies put into practice and, if considered appropriate, revise those strategies.

Action completed to meet the requirements of the Ministerial Order:

A. Develop strategies to embed a culture of child safety within the school

The College Executive's responsibility is for the overall governance of the college. The day to day running of the college is allocated to the College Principal working with staff. The Executive is to ensure compliance to all legal obligations and financial security of Olivet Christian College.

The following policies are updated and approved by the College Executive in 2016 in preparation for meeting Ministerial Order 870 and are reviewed as part of a three yearly cycle.

- Police Checks Policy
- Working with Children's Check Policy
- Employment Policy
- Staff Induction Policy

The Executive has approved and reviewed a Child Safe Policy. The Child Safe Policy is a comprehensive and overarching document that provides an overview of key elements of Olivet Christian College's approach to creating a child safe organisation.

B. Allocate roles and responsibilities for achieving the strategies

The Child Safe Policy document outlines the key roles and responsibilities for achieving the strategies.

Executive

The Executive has ultimate responsibility for the detection and prevention of child abuse and is responsible for ensuring that appropriate and effective internal control systems are in place. The Executive is also responsible for ensuring that appropriate policies and procedures and a Child Safety Code of Conduct are in place.

Principal

is responsible for:

- Dealing with and investigating reports of child abuse
- Ensuring that all staff, contractors, and volunteers are aware of the relevant laws, College policies and procedures, and the College's Child Safety Code of Conduct
- Educating employees about the prevention and detection of child abuse
- Ensuring that all adults within the Olivet community are aware of their obligation to report suspected sexual abuse of a child in accordance with these policies and procedures
- Providing support for staff, contractors and volunteers in undertaking their child protection responsibilities.

If there is an allegation of child abuse and a child is in need of immediate protection, he/she will be referred to the Business Manager or Principal and placed in his or her care if, or as appropriate.

Senior Management Team and staff in leadership positions

These leaders must ensure that they:

- Promote child safety at all times
- Assess the risk of child abuse within their area of control and eradicate/minimise any risk to the extent possible
- Facilitate the reporting of any inappropriate behaviour or suspected abusive activity in consultation with the Principal

The Senior Management Team should be familiar with the types of abuse that might occur within their area of responsibility and be alert for any indications of such conduct.

Employees

All employees share the responsibility for the prevention and detection of child abuse and must:

- Adhere to Child Safety Policies, Procedures, Instructions and Guidelines
- Co-operate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Policies, Ministerial Orders or Act
- Report any reasonable belief that a child's safety is at risk to the relevant authorities and fulfil their obligations as mandatory reporters (See Mandatory Reporting Policy)
- Report any suspicion that a child's safety may be at risk to the Principal (NOTE: Child Safety will be a standard item on all Staff Meeting Agendas)
- Provide an environment that is supportive of all children's emotional and physical safety.

C. Inform the school community about the strategies, and allocated roles and responsibilities

Olivet Christian College will communicate the Child Safe Policy and the Child Safe Strategy through the College website, newsletter and other key communication channels within the college.

D. Put the strategies into practice, and inform the school community about these practices;

The development of the Child Safe Strategy Document will be a key resource for the College to communicate with the College community the strategies that are being implemented in order to create and develop a Child Safe culture at Olivet Christian College.

E. Periodically review the effectiveness of the strategies put into practice and, if considered appropriate, revise those strategies.

The Child Safe Policy will be reviewed as part of the college's strategic planning review cycle. Following each reportable incident, a review shall be conducted to assess whether the College's child protection policies or procedures require modification to better protect the children under the College's care.

Standard 2 - A Child Safe Policy or Statement of Commitment to Child Safety

A school's policies and procedures provide the foundation for and commitment to child safety in the school.

Ministerial Order requirements:

The school governing authority must ensure that the school has a child safety policy or statement of commitment to child safety that details:

- a) The values and principles that will guide the school in developing policies and procedures to create and maintain a child safe school environment; and
- b) The actions the school proposes to take to:
 - i. Demonstrate its commitment to child safety and monitor the school's adherence to its child safety policy or statement of commitment
 - ii. Support, encourage and enable school staff, parents, and children to understand, identify, discuss, and report child safety matter; and
 - iii. Support or assist children who disclose child abuse or are otherwise linked to suspected child abuse.

The school governing authority must inform the school community about the policy or statement and make the policy or statement publicly available.

Action completed to meet the requirements of the Ministerial order:

Olivet Christian College has developed a publicly accessible Child Safe Policy, which is published on the College website. This Child Safe Strategy Document also contains a public statement of commitment to child safety.

The College Executive has approved the Child Safe Policy. The Child Safe Policy is the overarching document that provides key elements of the college's approach to becoming child safe. The Child Safe Policy also contains the child Safety Code of Conduct, which provides specific guidelines on appropriate behaviour with children.

Standard 3 - Child Safety Code of Conduct

All school staff in the school environment must be covered by a code of conduct, which addresses child safety. Olivet Christian College should recognise and consider existing professional codes of conduct when developing child safety codes of conduct.

Ministerial Order requirements:

The school governing authority must develop, endorse, and make publicly available a code of conduct that:

- a) Has the objective of promoting child safety in the school environment;
- b) Sets standards about the ways in which school staff are expected to behave with children;
- c) Considers the interests of school staff (including other professional or occupational codes of conduct that regulate particular school staff), and the needs of all children; and
- d) Is consistent with the school's child safety strategies, policies and procedures as revised from time to time.

Action completed to meet the requirements of the Ministerial Order:

The Executive and Management at Olivet Christian College have developed and approved a Child Safety Code of conduct. The Code of Conduct has been published in the Child Safe Policy Document. Furthermore, it is also embedded into any new contracts at the college.

The Child Safety Code of Conduct incorporates the following:

- i. Has the objective of promoting child safety in the school environment
- ii. Sets standards about the ways in which school staff are expected to behave with children
- iii. Takes into account the interests of school staff (including other professional or occupational codes of conduct that regulate particular schools' staff), and the needs of all children; and
- iv. Is consistent with the school's child safety strategies, policies and procedures as revised from time to time.

Child Safety Code of Conduct

Olivet Christian College has an overarching priority that all children in our care are safe, feel safe and that child abuse is non-existent in our community.

INTRODUCTION

The Board, Leadership Team, staff, volunteers, and contractors at Olivet Christian College are required to abide by this Code of Conduct

On entering the site of Olivet Christian College, we become representatives of this school and its Christian beliefs, ethos, and values.

This Code of Conduct is in addition to the Staff Code of Conduct, VIT Code of Conduct & relevant Induction documents.

IMPLEMENTATION

All people involved in the care of children on behalf of Olivet Christian College will:

1. Work towards the achievement of the aims and purposes of the College;
2. Treat students with respect as people created in God's image. We will treat students the same way we would expect to be treated;
3. Be responsible for relevant administration of programs and activities in their area;
4. Maintain a duty of care towards others involved in these programs and activities;
5. Establish and maintain a child-safe environment in the course of their work;
6. Be fair, considerate and honest with others;
7. Treat children and young people with respect and value their ideas and opinions;
8. Act as positive role models in their conduct with children and young people;
9. Be professional in their actions;
10. Maintain strict impartiality;
11. Comply with specific College guidelines and policies on physical contact with children;
12. Comply with College guidelines in respect to counselling of individual students;
13. Respect the privacy of children, their families/carers and teachers, and only disclose information to people who have a need to know;
14. Maintain a child-safe environment for children and young people;
15. Operate within the policies and guidelines of Olivet Christian College; and
16. Contact the police if a child is at immediate risk of abuse (telephone 000).

No person shall:

1. Shame, humiliate, oppress, belittle or degrade children or young people;
2. Unlawfully discriminate against any child;
3. Engage in any activity with a child or young person that is likely to physically or emotionally harm them;
4. Initiate unnecessary physical contact with a child or young person, or do things of a personal nature for them that they can do for themselves;
5. Use any form of aggressive physical contact;
6. Transport any student in a vehicle without parental permission (emergencies may be excepted);
7. Physically restrain a child who is trying to walk away, unless they are in imminent danger;
8. Be alone with a child or young person unnecessarily and for more than a very short time;
9. Develop a 'special' relationship with a specific child or young person for their own needs;
10. Show favouritism through the provision of gifts or inappropriate attention;
11. Arrange contact, including online contact, with children or young people outside of the College's programs and activities;
12. Photograph or video a child or young person without the consent of the child and his/her parents or guardians;
13. Work with children or young people while under the influence of alcohol or illegal drugs;
14. Engage in open discussions of a mature or adult nature in the presence of children;
15. Use inappropriate language in the presence of children; or
16. Do anything in contravention of the College's policies, procedures, or this Code of Conduct.

GUIDELINES REGARDING CONTACT WITH STUDENTS

USE OF AMENITY BLOCKS

When on site, Staff, Volunteers & Contractors must not use the boys or girl's toilets. As we currently have no disabled students, the male staff currently use the disabled toilet. On camps or excursions staff should avoid using student designated bathrooms, if possible.

COUNSELLING OF STUDENTS

Being alone with a student in circumstances where they and you are not visible to other adults must be avoided.

Counselling of individual students may only be conducted in visible locations e.g. a classroom, the Principals Office, or the Administration office, Outside Picnic Table. If any other area is used for counselling at least two adults must be present. On camps and excursion, an open area accessible to and in view of others should be selected.

PHYSICAL CONTACT

Any form of suggestive or inappropriate physical contact, e.g. inappropriate touching, kissing, hugging or a student sitting on an adult’s lap must be avoided.

In some cases, where a staff member deems it to be appropriate for the comfort of a student, a hug is permissible providing it is: short in duration, around the shoulder area and side-on, and in public view.

ADMINISTERING FIRST AID

All first aid (except in the case of emergency treatment whilst waiting for an ambulance) must be administered in the Office. If first aid is required on camps and excursions the patient must remain with the group or vice versa.

If during a camp or excursion a single child is unable to join with the group due to medical reasons, two adults or one adult and a student friend of the child is to remain.

WHAT HAPPENS IF YOU BREACH THIS CODE OF CONDUCT?

If you breach this Child Safety Code of Conduct you will face disciplinary action, including and up to termination of employment or cessation of engagement with the College.

Any allegations of child abuse or charges made against a registered teacher will be immediately reported to the VIT.

By observing these standards, you acknowledge your responsibility to immediately report any breach of this code to the Principal.

I have read, understood, and accepted the standards and expectations of the Board, Leadership Team, staff, volunteers and contractors at Olivet Christian College, and I agree to adhere to this

Code of Conduct:

Name:

Signature: Date:

I have never been charged with child abuse and have never had an allegation of child abuse made against me.

Name:

Signature: Date:

Standard 4 - School Staff Selection, Supervision and Management Practices for a Child Safe Environment

Schools must ensure that recruitment processes are in place to manage and reduce the risk of child abuse. In addition, processes must be in place to ensure that there are appropriate staff induction programs, staff professional development and staff supervision arrangement to ensure a child-safe environment.

Ministerial Order requirements:

1. Subject to the requirements of the ETR Act, the school governing authority must ensure that the school implements practices for a child-safe environment in accordance with this clause.
2. Each job or category of jobs for school staff that involves child connected work must have a clear statement that sets out:
 - A. The job's requirements, duties and responsibilities regarding child safety, and
 - B. The job occupant's essential or relevant qualifications, experience and attributes in relation to child safety.
3. All applicants for jobs that involve child-connected work for the school must be informed about the school's child safety practices (including the code of conduct)
4. In accordance with any applicable legal requirement or school policy, the school must make reasonable efforts to gather, verify and record the following information about a person whom it proposes to engage to perform child-connected work:
 - A. Working with Children Check status, or similar check
 - B. Proof of personal identity and any professional or other qualifications
 - C. The person's history of work involving children; and
 - D. References that address the person's suitability for the job and working with children.
5. The school need not comply with the requirement in clause (4) if it has already made reasonable efforts to gather, verify and record the information set out in clauses (4) (A) to (4) (D) about a particular individual within the previous 12 months.
6. The school must ensure that appropriate supervision or support arrangements are in place in relation to:
 - A. The induction of new school staff into the school's policies, codes, practices, and procedures governing child safety and child-connected work.
 - B. Monitoring and assessing a job occupant's continuing suitability for child-connected work.
7. The school must implement practices that enable the school governing authority to be satisfied that people engaged in child-connected work perform appropriately in relation to child safety.

Action Completed to meet the requirements of the Ministerial Order:

The following polices have been updated and approved by the College Executive during the 2016 academic school year in preparation for meeting Ministerial Order 870 and reviewed in a three-year cycle or sooner:

- Police Checks Policy
- Working with Children Policy
- Employment Policy
- Staff Induction Policy

The Employment Policy has been updated to ensure that Olivet Christian College undertakes a comprehensive recruitment and screening process for all workers and volunteers, including:

- Working with Children Checks when required
- Police Checks
- Face-to-face interviews where possible
- Interview questions to assess people's motives when working with children
- Referee checks that assess the quality of the applicant's previous experience
- Probation periods

All applicants for jobs that involve child-connected work for the school are informed about the school's child safety practices.

The following statement will be made when recruiting staff for Olivet Christian College:

Olivet Christian College is committed to child safety. We have zero tolerance to child abuse. Applicants should be aware that we carry out working with children, police records, and reference checks (as we see fit) to ensure that we are recruiting the right people for our college.

In accordance with the College's updated Working with Children Policy the College makes reasonable efforts to gather, verify and record the following information about a person whom it proposes to engage to perform child-connected work:

- Working with children check status or similar
- Proof of personal identity and any professional or other qualifications
- The person's history of work involving children; and
- References that address the person's suitability for the job and working with children

Olivet Christian College requires all workers/volunteers to pass through the College's recruitment and screening processes prior to commencing their engagement with the College.

Persons applying for a role as a teacher with Olivet Christian College must be registered with the Victorian Institute of Teaching.

Olivet Christian College may require applicants to provide a police check in accordance with the law and as appropriate before they commence working at Olivet Christian College and during their time at Olivet College at regular intervals.

Olivet Christian College will undertake thorough reference checks as per the approved internal procedure.

Once engaged, workers/volunteers must review and acknowledge their understanding of the Child Safe Policy and a wide range of College policy and procedure documents.

Olivet Christian College has a comprehensive Staff Induction program. The college recognises that effective induction is critical to ensuring staff are able to contribute to the College's Vision and Mission; are aware of their legal obligations as members of staff of the college and are able to undertake their work roles quickly and effectively. The College is committed to providing induction to all new members of college staff. The induction program provides an opportunity for new staff to be introduced to the college's policies, codes, practices, and procedures governing child safety and child-connected work.

The College is committed to monitoring and assessing a job occupant's continuing suitability for child-connected work. This is revisited with staff each year as part of the interview following staff appraisals.

Standard 5 - Procedures for Responding to and Reporting Allegations of Suspected Child Abuse

The school's policies and procedures for reporting and responding to suspected child abuse must enable individuals to take the appropriate course of action to protect the safety of students.

Ministerial Order requirements:

1. The school governing authority must have a clear procedure or set of procedures for responding to allegations of suspected child abuse in accordance with this clause and other legal obligations.

2. The school governing authority must ensure that the procedure is:

- A) Sensitive to the diverse characteristics of the school community
- B) Made publicly available
- C) Accessible to children, school staff, and the wider community

3. The procedure must:

- A. Cover all forms of 'child abuse' as defined in the ETR Act
- B. Apply to allegations or disclosures of child abuse made by or in relation to a child, school staff, visitors, or other persons while connected to the school environment.
- C. Identify the position of the person or people who are responsible for:
 - * Promptly managing the school's response to an allegation or disclosure of child abuse and ensuring that the allegation or disclosure is taken seriously
 - * Responding appropriately to a child who makes or is affected by an allegation of child abuse;
 - * Monitoring overall school compliance with this procedure; and
 - * Managing an alternative procedure for responding to an allegation or disclosure if the person allocated responsibility under clause (3) (C) (*) cannot perform his or her role;
- D. Include a statement that fulfilling the roles and responsibilities contained in the procedure does not displace or discharge any other obligations that arise if a person reasonably believes that a child is at risk of child abuse.
- E. Clearly describe the actions the school will take to respond to an allegation of child abuse, including actions to:
 - * Inform appropriate authorities about the allegation (including but not limited to mandatory reporting)
 - * Protect any child connected to the alleged child abuse until the allegation is resolved: and
 - * Make, secure and retain records of the allegation of child abuse and the school's response to it.

4. The procedure must not:

- A. Prohibit or discourage school staff from reporting an allegation for child abuse to a person external to the school;
- B. State or imply that it is the victim's responsibility to inform the police or to the authorities of the allegation;
- C. Require staff to make a judgement about the truth of the allegation of child abuse; or
- D. Prohibit staff from making records in relation to an allegation or disclosure of child abuse.

Action completed to meet the requirements of Ministerial Order:

Olivet Christian College Executive has approved the Mandatory Reporting Policy which has a clear set of procedures for responding to allegations of suspected child abuse in accordance with the Ministerial Order.

The Mandatory Reporting and Child Safe Policies and procedures for reporting and responding to suspected child abuse apply to all staff involved in child-connected work at Olivet Christian College, including outside of school hours.

The policies and procedures for reporting and responding to suspected child abuse at Olivet Christian College enables the individual to take the appropriate course of action to protect the safety of students.

The Principal and Business Manager are responsible for ensuring that appropriate care and follow up monitoring of the child takes place.

This may involve working with the student, staff members allocated to support individual students, or the Homeroom teacher support the wellbeing of their individual class– Kinder to Year 10.

Standard 6 - Strategies to Identify and Reduce or Remove the Risk of Abuse

The school governing authority must develop, implement, monitor, and evaluate risk management strategies to ensure child safety in school environments.

Ministerial Order requirements:

1. The school governing authority must develop and implement risk management strategies regarding child safety in school environments
2. The school's risk management strategies regarding child safety must identify and mitigate the risk (s) of child abuse in school environments by considering the nature of each school environment, the activities expected to be conducted in that environment (including the provision of services by contractors or outside organisations), and the characteristics and needs of all children to be present in that environment.
3. If the school governing authority identifies risks of child abuse occurring in one or more school environments the authority must make a record of those risks and specify the action (s) the school will take to reduce or remove the risks (risk controls)
4. As part of the risk management strategy and practices, the school governing authority must monitor and evaluate the effectiveness of the implementation of its risk controls.
5. At least annually, the school governing authority must ensure that appropriate guidance and training is provided to the individual members of the governing authority and school staff about:
 - i. Individual and collective obligations and responsibilities for managing the risk of child abuse
 - ii. Child abuse risks in the school environment, and
 - iii. The school's current child safety standards

Action completed to meet the requirements of the Ministerial Order: Risk management for camps and excursions

Olivet Christian College aims to provide a diverse learning environment for students and to equip them with the necessary knowledge, skills, attitudes, and beliefs to embrace life beyond school. The College's camping and excursions programs are an important part of school life.

The purpose of the Camps and Excursions policies are to help ensure that all components of the camping and excursions programs of Olivet College are conducted in a consistent, organised, effective and efficient manner, with due attention given to important aspects including (but not limited to) planning, preparation, approval, safety, risk management, communication, and regulatory compliance.

Olivet Christian College has a duty of care for the safety and wellbeing of students. Such duty of care may, at times, extend beyond the school day and school premises. Camps and excursions are examples of activities whereby the expected level of care needs to be sustained beyond the regular school day.

Other policies

Other areas of the school's operation which relate to risk management are outlined in the following policies:

- Emergency Management Policy - Olivet Christian College ensures that all employees are briefed to appropriately handle emergency situations and critical incidents in accordance with the College Emergency Management Plan.
- Internet Policy and Procedures - Olivet Christian College has developed and implemented an Internet Policy and Procedures Policy. There is also a student code of conduct and parent information sheet which is signed by all those parts of the college one-to-one iPad program. Safeguards are in place to minimise risks in this environment.
- Transport Policy - Olivet Christian College has in place a policy which outlines how students are to be transported and to keep risks in this area to a minimum.
- School Visitors Policy - Olivet Christian College has a policy in place which requires visitors to sign in at the college office when entering the premises. This is supported by signs and additional procedures outlined in this policy.

Standard 7– Strategies to Promote the Participation and Empowerment of Children

Schools must ensure that children feel safe to report abuse and have processes in place to ensure that students are empowered to raise any child safety concerns.

School must support students to develop appropriate knowledge and skills so that children can identify and communicate when they don't feel safe.

Ministerial Order requirements:

The school governing authority must develop strategies to deliver appropriate education about:

- A) Standards of behaviour for students attending the school
- B) Healthy and respectful relationships (including sexuality)
- C) Resilience; and
- D) Child abuse awareness and prevention

2. The school governing authority must promote the child safety standards required to this Order in ways that are readily accessible, easy to understand, and user friendly to children.

Action completed to meet the requirements of the Ministerial Order;

At Olivet Christian College we expect all children to behave in an appropriate and acceptable manner. We believe that the quality of children's learning and the quality of life in the college will be enhanced and enriched through the promotion and maintenance of high standards of behaviour.

We aim to establish a caring and supportive environment where all members of the community feel secure, respected and valued. The development of person qualities and social skills, and the fostering of socially acceptable behaviour, are an integral aspect of the school curriculum.

Policies which outline the expectations for student's behaviour include:

- Anti-bullying Policy
- Student Behaviour Policy
- Student Safety & Welfare Onsite
- Student Safety & Welfare Offsite
- Student Code of Conduct Policy

Useful links and Resources

Victorian Registration and Qualifications Authority

Child safe standards website: www.vrqa.vic.gov.au/childsafestandards

Department of Education and Training

The Child Safe Standards: www.education.vic.gov.au/childsafe

Department of Health and Human Services

An Overview of the Victorian child safe standards. www.dhs.vic.gov.au/childsafe

Review

The Child Safe Strategy Document is the responsibility of Olivet Christian College Executive and its practical implementation is ensured by the College Principal and Senior Management Team.

The Child Safe Strategy is to be reviewed as part of the College Executive's duty of care.

Further Information

For further information or questions about this document please see the College Principal

Acknowledgement to members of the CSA Victorian schools community for their input and collaboration.

Last review 2021