



Child Safety and Safeguarding Program

Child Safeguarding Safety and Wellbeing Policy and Procedures

If you are a non-English speaker who needs help to understand this Policy, please contact Insert Contact Details.

BACKGROUND

St Patrick's College is a Catholic School in the Edmund Rice tradition. The charism of Blessed Edmund Rice expressed through the touchstones of Liberating Education, Gospel Spirituality, Inclusive Community, Justice and Solidarity, underpins our continued commitment to a safe and inclusive environment for all.

St Patrick's College is a Catholic day and boarding college for boys in the Edmund Rice tradition, established in 1893. St Patrick's College is committed to providing a caring, supportive, and safe environment where every student has a place, a voice and their story is known.

EREA Victorian Schools Ltd. (EREA VSL) and St Patrick's College are committed to ensuring the safety, wellbeing, and participation of all students.

The EREA VSL Board, the College's and the Boarding School's governing authority, has approved and endorsed the College's Child Safeguarding Safety and Wellbeing Policy and Procedures, as set out in the Policy Administration section, below.

St Patrick's College Statement of Commitment to Child Safety

All children and young people have a right to feel safe and be safe.

St Patrick's College is committed to embedding a culture where the safety, wellbeing, and participation of all children and young people under our care is paramount. Particular attention is given to the needs of vulnerable children and young people, including Aboriginal and Torres Strait Islander children and young people, children and young people with disability and mental health issues, children and young people from culturally and/or linguistically diverse backgrounds, children and young people who are unable to live at home, and those who identify as lesbian, gay, bisexual, transgender or intersex. We are committed to at all times acting in the best interests of children and young people.

We have no tolerance for child abuse and all allegations and safety concerns are treated very seriously and consistent with our robust safeguarding policies and procedures. St Patrick's College is committed to nurturing the wellbeing of all children and young people, respecting their dignity, ensuring their safety and protecting them from abuse and other harm. St Patrick's College and its College-based Staff, Contractors and Volunteers have legal and moral obligations to respond swiftly, including contacting authorities where relevant when we are concerned about a child's safety, which we follow rigorously.

St Patrick's College is committed to providing a 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.

At St Patrick's College we have zero tolerance for child abuse and are committed to acting in our students' best interests and keeping them safe from harm.

St Patrick's College regards its child safeguarding, wellbeing, and protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child safety, wellbeing and protection laws and regulations and maintain a child-safe culture.

PURPOSE

Our Child Safeguarding Safety and Wellbeing Policy and Procedures demonstrates the strong commitment of the College to child safety and wellbeing, and to creating and maintaining a child safe and child-friendly environment. It provides an outline of the policies and practices that we have developed to keep our students safe, including from abuse or other harm.

Our Child Safeguarding Safety and Wellbeing Policy and Procedures outlines the key elements of our approach to implementing the Victorian Child Safe Standards and Ministerial Order 1359 (MO 1359) (which sets out how the Victorian Child Safe Standards apply in school environments).

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, wellbeing and protection of students across all areas of our work, which are set out in the College's Child Safety and Safeguarding Program. [1]

PRINCIPLES

EREA VSL and St Patrick's College are committed to ensuring the safety, wellbeing, and participation of all students. We have no tolerance for child abuse.

The EREA VSL Board and St Patrick's College have a moral, legal and mission-driven responsibility to create nurturing school environments where children and young people are respected and their voices heard, and where they are safe and feel safe.

Ministerial Order 1359 and the EREA VSL Safeguarding Framework set out the principles that guide The EREA VSL Board and St Patrick's College in the development and implementation of the Child Safeguarding Safety and Wellbeing Policy and Procedures.

SCOPE

St Patrick's College's Child Safeguarding Safety and Wellbeing Policy and Procedures applies to all College-Based Staff, Volunteers and Contractors, and to Visitors in contact with students.

"School-Based Staff" includes but is not limited to teachers, administration and education support staff, tertiary placement students, Boarding School Staff and temporary or casual Staff), pre-service teachers and clergy.

Therefore, this Policy and its Procedures apply to all School-Based Staff and "School Boarding Premises Staff" within the meaning of Ministerial Order 1359, as well as to Volunteers and other people who are present and in contact with students in the College.

This Policy and its Procedures apply in all College and Boarding School environments (together referred to as College environments), within the meaning of MO 1359, including physical, virtual and

online environments used during or outside of school hours, on-site and off-site College grounds (e.g. extra-curricular activities such as sports and other programs, camps and excursions, interstate and overseas travel), and environments provided by External Education Providers and other Contractors.

DEFINITIONS

A complete list of definitions of particular terms used in St Patrick's College's Child Safeguarding Safety and Wellbeing Policy and Procedures can be found in the [Child Safety and Safeguarding Policy: Master Definitions List](#).

Of particular importance to this Policy and its Procedures are the following key definitions:

“Child”

The term “child” or “children” means a child or young person, or two or more children or young people, who is or are under the age of 18 years.

“Child Abuse and Other Harm”

The term “child abuse” means:

- any act committed against a child involving:
 - a sexual offence
 - grooming offences under section 49M(1) of the Crimes Act 1958
- the infliction, on a child, of:
 - physical violence
 - serious emotional or psychological harm
- the serious neglect of a child.

As the definition of “child abuse” in the Child Wellbeing and Safety Act 2005 (Vic) (CWA Act) is quite limited, “other harm” refers to other kinds of harm to children and young people, that must be reported internally to the College and that must be responded to in accordance with the [Child Safeguarding Reporting and Responding Obligations Policy and Procedures](#).

“Other harm” includes:

- children and young people who may be “in need of protection”, as set out in the Children, Youth and Families Act 2005 (Vic) (CYF Act)
- children and young people who may be “in need of therapeutic treatment for sexually abusive behaviours,” as set out in the CYF Act
- other situations in which there are significant concerns for the wellbeing of a child or young person such that a report should be made to DFFH Child Protection under the CYF Act or to Child First/the Orange Door
- children and young people who may be subjected to sexual orientation or gender identity change or suppression practices, which are prohibited by the Change or Suppression (Conversion) Practices Prohibition Act 2021 (Vic).

For more information about what is child abuse and other harm, refer to the [Child Safeguarding Reporting and Responding Obligations Policy and Procedures](#).

“Child Safety and Wellbeing”

The phrase “child safety and wellbeing” refers to the safety and wellbeing of children and young people, which includes but goes further than the protection of them from child abuse and other harm. It encompasses matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and suspicions, incidents, disclosures or allegations of child abuse.

“Child Safety Incident or Concern”

St Patrick's College uses the phrase “child safety incident or concern”, which includes, but goes further than, the more limited concept of “child abuse”.

Child safety incidents or concerns include not only “child abuse” of a child or young person by their parents/carers, but also conduct by other adults or other children that can cause harm to a child or young person. The person responsible for the harm may be a parent, carer, School-Based Staff member, Volunteer, Contractor, another adult or another child.

We define “child safety incidents or concerns” as an incident of or concern about:

- “child abuse” as defined in the CWA Act (and therefore as incorporated into MO 1359). The CWA Act defines “child abuse” as:
 - a sexual offence against a child

- the criminal offence of grooming
- the infliction, on a child, of physical violence or “serious” emotional or psychological harm [2]
- the “serious” neglect of a child [2]
- a child “in need of protection” as defined in the CYF Act, which includes:
 - abandonment of the child by their parents and no other suitable person can be found who is willing and able to care for the child
 - the child’s parents are dead or incapacitated and no other suitable person can be found who is willing and able to care for the child
 - “significant” harm as a result of physical injury, from which the child’s parents have not protected or are not likely to protect the child
 - “significant” harm as a result of sexual abuse (including likely future sexual abuse as a result of grooming), from which the child’s parents have not protected or are not likely to protect the child
 - “significant” emotional or psychological harm, from which the child’s parents have not protected or are not likely to protect the child [3]
 - “significant” neglect by the child’s parents [3]
- “Reportable Conduct” as defined in the CWS Act, which means conduct by School-Based Staff, Volunteers and Contractors that involves:
 - a sexual offence committed against or in the presence of a child
 - sexual misconduct committed against or in the presence of a child
 - physical violence committed against or in the presence of a child
 - any behaviour that causes “significant” emotional or psychological harm to a child
 - “significant” neglect of a child
- a criminal offence against a child, or against a student aged 18 or over, as set out in the Crimes Act 1958 (Vic), such as:
 - sexual penetration or sexual assault of, or sexual activity in the presence of, a child aged under 16 or of a child aged 16 or 17 under the care, supervision or authority of the offender
 - grooming a child aged under 16 or a child aged 16 or 17 under the care, supervision or authority of the offender
 - grooming an adult who has a child under their care, supervision or authority
 - encouraging of a child aged under 16 or a child aged 16 or 17 under the offender’s care, supervision or authority to be involved in sexual activity
- a practice to change or suppress a child’s, or a student’s, sexual orientation or gender identity, which is prohibited under the Change or Suppression (Conversion) Practices Prohibition Act

2021 (Vic)

- a breach of the Child Safeguarding Code of Conduct (Vic), such as:
 - a teacher engaging in unauthorised after-hours meetings with a student
 - a Volunteer sports coach engaging in inappropriate online personal communications with a student
 - a Contractor music tutor publishing online photos, movies or recordings of a student without parental/carer consent.

“Child-Connected Work”

“Child-connected work” is:

- work authorised by the school governing authority and performed by an adult in a school environment while children are present or reasonably expected to be present; or
- for the purposes of a school boarding premises, work authorised by the provider of school boarding services in a school boarding premises environment while children are present or reasonably expected to be present.

“Child-Related Work”

“Child-related work” is defined in the Worker Screening Act 2020 (Vic). It is work performed at or for the College or the Boarding School by School-Based Staff, Volunteers or Contractors that usually involves direct contact with a child (unless the direct contact is only occasional and incidental to the work).

Under this definition, most School-Based Staff at the College or the Boarding School, and any Direct Contact Volunteers and Direct Contact Contractors, are engaged in child-related work for the purposes of MO 1359.

Direct contact means any contact between a person and a child that involves:

- physical contact
- face-to-face contact
- contact by post or other written communication
- contact by telephone or other oral communication; or
- contact by email or other electronic communication.

Under this definition, only those Volunteers and Contractors who have direct contact with students are engaged in child-related work for the purposes of MO 1359.

“Grooming”

The offence of grooming concerns predatory conduct undertaken to prepare a child for sexual activity at a later time. The offence applies where an adult communicates, by words or conduct, with a child under the age of 16 years or with a person who has care, supervision or authority for the child, with the intention of facilitating the child’s involvement in sexual conduct, either with the groomer or another adult.

“Reportable Allegation”

An occurrence when any EREA VSL Office-Based Staff, School-Based Staff, Volunteer or Contractor becomes aware of an allegation of conduct that may amount to an allegation of Reportable Conduct. The Reportable Conduct Scheme is an allegation-based scheme, and all allegations must be reported. A reportable allegation does not have to relate to a person’s current workplace or role and can have occurred at any time anywhere in the world.

“School Environment”/“School Boarding Environment”

The “school environment” includes any of the following physical, online or virtual places, used during or outside school hours:

- a campus of the College
- online or virtual school environments made available or authorised by The EREA VSL Board (or the Principal, on its behalf) for use by a child or student (including email, intranet systems, software applications, collaboration tools, and online services)
- other locations provided by the College or through a third-party provider for a child or student to use including, but not limited to, locations used for:
 - camps
 - approved homestay accommodation
 - delivery of education and training such as registered training organisations, TAFEs, non-school senior secondary providers or another school
 - sporting events, excursions, competitions or other events.

The “school boarding environment” includes all of the above physical, online or virtual spaces that are made available or authorised by The EREA VSL Board (or the Principal, on its behalf) for a child or student at the Boarding School to use at any time.

“School-Based Staff”

“School-Based Staff” means an individual working in the College who is:

- directly engaged or employed by a school governing authority
- a contracted service provider (whether or not a body corporate or any other person is an intermediary) engaged by the school governing authority to perform child-related work; or
- a minister of religion, religious leader or an employee or officer of a religious body associated with the College.

The engagement or employment of School-Based Staff and Contractors at the College (other than the Principal, Deputy Principal and Director of Human Resources.) is undertaken by St Patrick's College on behalf of The EREA VSL Board.

This means that all School-Based Staff, as well as Direct Contact Contractors, at the College are “School-Based Staff” for the purposes of MO 1359, no matter their age or the frequency of their engagement.

“School Boarding Premises Staff”

“School Boarding Premises Staff” means an individual working in a school boarding environment who is:

- directly engaged or employed by the school boarding premises governing authority
- a contracted service provider (whether or not a body corporate or any other person is an intermediary) engaged by the school boarding premises governing authority to perform child-related work; or
- a minister of religion, religious leader or an employee or officer of a religious body associated with the school.

The engagement or employment of all School Boarding Premises Staff and Contractors at the Boarding School is undertaken by St Patrick's College on behalf of The EREA VSL Board.

This means that all School Boarding Premises Staff, as well as Direct Contact Contractors, at the Boarding School are “school boarding premises staff” for the purposes of MO 1359, no matter their age or the frequency of their engagement.

“Student”

A “Student” means any child, young person or adult who is enrolled in an EREA VSL-governed school or activity.

“Volunteers” and “Contractors”

A “Volunteer” is a someone who performs work for the College in a College or Boarding School environment without remuneration or reward. Volunteers may be family members of students, or from the wider College or local community. Volunteers are not “School-Based Staff” or “School Boarding Premises Staff” for the purposes of MO 1359.

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 (see below) are “School-Based Staff” or “School Boarding Premises Staff” for the purposes of MO 1359.

The College categorises Volunteers and Contractors as either:

- **Direct Contact Volunteers/Contractors:** Volunteers and Contractors who have direct physical or face-to-face contact with, or who directly communicate with, students (such as Volunteers and Contractors who are tutors, provide learning support, work in the Canteen, attend or provide excursions/incursions, assist in music/drama productions and coach sports teams). External Education Providers are considered Direct Contact Contractors. **All Direct Contact Volunteers/Contractors who are adults are engaged in both “child-related work” and “child-connected work”.**
- **Regular Volunteers/Contractors:** Volunteers and Contractors who assist the College in ways that **do not involve direct contact with students** (although there could be indirect or incidental contact), and **who do this more than seven times per year** (such as Volunteers working in the College’s administration office, contracted consultants, regular maintenance workers or cleaners, and caterers for staff events). **Regular Contact Volunteers/Contractors are NOT engaged in “child-related work”. They are only engaged in “child-connected work” if they are adults and if they work when children are present or expected to be present.**

- **Casual Volunteers/Contractors:** Volunteers and Contractors who assist the College in ways that **do not involve direct contact with students** (although there could be indirect or incidental contact) or whose services are directed at the general public, and **who do this seven times or less per year** (such as Volunteers who work on a stall at a College fete or on a barbecue at a sporting event, and one-off emergency maintenance workers).

Clergy and religious personnel who visit, volunteer or otherwise provide services to St Patrick's College may fall into any of these categories.

“Visitor”

The term “Visitor” refers to any adult who attends a College or Boarding School event or is in a College or Boarding School environment on a one-off or casual basis. Examples of Visitors include, but are not limited to:

- parents, carers and other adult family members of students, when they are attending College or Boarding School events or in a College or Boarding School environment
- people invited by the College or a School-Based Staff member to attend a College or Boarding School event or to be in a College or Boarding School environment
- people who attend a College or Boarding School environment for commercial purposes, such as for deliveries or sales purposes.

“Vulnerable Children and Students”

Vulnerable Children and Students may include, but are not limited to, children, young people and enrolled adults (students aged 18 or over) who:

- are deemed vulnerable by a government agency, funded family service or family violence service, or assessed as requiring education and care outside the family home
- are identified as vulnerable as a result of a referral from a government agency, funded family service or family violence service, homeless or youth justice service; or mental health or other health service
- self-identify or are identified by School-Based Staff or School Boarding Premises Staff as a member of a vulnerable cohort (for example Aboriginal children and students; children and students with disability; children and students from culturally and linguistically diverse backgrounds; children and students who are unable to live at home or are in out-of-home care;

international students; and children and students who are lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTQIA+).

“Young Person or Young People”

“Young Person” or “Young People” means a person transitioning from child to adulthood, typically between the ages of 12 and 18 years who is enrolled in an EREA VSL-governed school or activity.

“External Education Provider”

An “external education provider” is any organisation 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.

The delivery of such a course may take place on College premises or elsewhere.

ROLES AND RESPONSIBILITIES

Child safeguarding 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 include:

1. EREA VSL

EREA VSL operates EREA schools in Victoria. It is the proprietor of the College.

2. The EREA VSL Board

The EREA VSL Board is the College’s and the Boarding School’s “governing authority” for the purposes of MO 1359. It has responsibility for strategic directions, operational policy, risk management and ensuring a child safe culture is championed and modelled at all levels of EREA VSL.

It ensures that the College has appropriate processes for receiving and considering information regarding child safety and wellbeing; approves and reviews the College’s child safety and wellbeing policies and procedures required for registration/re-registration as a non-government school; ensures that the College has and implements practices for a child safe environment and complies with its

child safety and wellbeing legal and regulatory obligations; and ensures that the College has ongoing monitoring processes to verify and evaluate the use of the resources allocated to manage child safety and wellbeing obligations within the College.

The EREA VSL Board delegates its functions relating to the operational management and implementation of the College's Child Safety and Safeguarding Program to the Principal.

3. The EREA VSL Chief Executive Officer for EREA VSL

The EREA VSL Chief Executive Officer for EREA VSL implements the strategy and policies approved by The EREA VSL Board and appoints staff to fulfil the leadership, management and operational structures of EREA VSL.

They ensure that EREA VSL-governed schools apply sound governance and management practices, and that EREA VSL-governed schools meet their child safety and wellbeing obligations and legislative requirements. They also monitor and assure appropriate and timely reporting to EREA VSL in relation to child safety and wellbeing, to enable its members to discharge their responsibilities.

The EREA VSL Chief Executive Officer is the "head" of the College, for the purposes of the Reportable Conduct Scheme. They have authorised the Melbourne Archdiocese Catholic Schools (MACS) Safeguarding and Standards Unit to conduct Reportable Conduct investigations on their behalf, to make recommendations to the EREA VSL Chief Executive Officer, as the head of entity, and, subsequent to review and decision by the EREA VSL Chief Executive Officer, to lodge progress and outcome reports with the CCYP.

The MACS Safeguarding and Standard Unit will also liaise with the Principal on College Staff matters and investigations, ensuring that the Principal, the EREA VSL Chief Executive Officer and the Mr. Jamie Bobrowski are similarly informed.

4. The Mr. Jamie Bobrowski

The Mr. Jamie Bobrowski supports and advises the Principals of EREA VSL-governed schools and entities in relation to relevant child protection legislation and the implementation of the College's Child Safety and Safeguarding Program.

They ensure that EREA VSL-governed schools and entities promptly report abuse or potential abuse of a child, consistent with PROTECT Four Critical Actions and Four Critical Actions: Student Sexual

Offending, to Police, the EREA VSL Chief Executive Officer and The EREA VSL Board Chair, and other relevant authorities.

For the purposes of the Reportable Conduct Scheme, the EREA VSL Chief Executive Officer has authorised the Mr. Jamie Bobrowski to receive internal reports of Reportable Conduct that involve the Principal.

5. The Principal

The Principal is responsible, and will be accountable for, the operational management of the College, and the Child Safety and Safeguarding Program.

The Principal is responsible for taking all practical measures to ensure that this Child Safeguarding Safety and Wellbeing Policy and Procedures and the College's Child Safety and Safeguarding Program are implemented effectively and that a strong and sustainable child safe culture is maintained within the College.

The Principal is similarly responsible to ensure that College specific student/child-friendly versions of the **Student Child Safeguarding Code of Conduct, Child Safeguarding Complaints Management Policy and Procedures** and this Child Safeguarding Safety and Wellbeing Policy and Procedures are developed with student input, promoted to the student and College community and readily accessible on the College's website.

For the purposes of the Reportable Conduct Scheme, the EREA VSL Chief Executive Officer has authorised the Principal to receive internal reports about Reportable Conduct that involve School-Based Staff, Volunteers and Contractors at the College.

6. The College Advisory Council

The College Advisory Council supports and advises the Principal to ensure consistency and faithfulness to the Charter for Catholic Schools in the Edmund Rice Tradition.

Responsibility for the day-to-day management and implementation of the College's child safeguarding policies and procedures rests with the Principal.

The College Advisory Council advises and supports the Principal in deepening and embedding the College's commitment to ensure a child safe culture.

7. The St Patrick's College and the St Patrick's College Boarding School's Child Safeguarding Officers (CPO)

One or more senior School-Based Staff members are nominated as the College's and the Boarding School's Child Safeguarding Officers (CPOs). CPOs receive additional specialised training with respect to child safety, wellbeing and protection issues.

They are a point of contact for raising child safety concerns within the College and the Boarding School. They are also responsible for championing child safety and wellbeing within the College and the Boarding School and assisting in coordinating responses to child safety incidents and concerns.

They ensure that the College responds appropriately to students involved in child safety incidents and concerns, and provide assistance and advice to other members of the College community who receive or make a disclosure of abuse or other harm of a child or young person.

St Patrick's College will nominate one Senior Child Safeguarding Officer, and one Boarding School Senior Child Safeguarding Officer. They have additional child safeguarding 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 Principal and the Principal as well as the Mr. Jamie Bobrowski.

Our Child Safeguarding Officers are:

Name	Position	Contact No.	Email Address
Steven O'Connor	Principal	03 5322 4412 0427 431 617	soconnor@stpats.vic.edu.au
Jamie Bobrowski	Director Human Resources, Risk & Compliance	03 5322 4477 0422004244	jbobrowski@stpats.vic.edu.au
Ebony Corden	Human Resources Officer	03 5322 4304	ecorden@stpats.vic.edu.au

		0487420406	
Kevin Robillard	Assistant Principal-Pastoral Care & Wellbeing	03 5322 4350 0450 781 638	krobillard@stpats.vic.edu.au
Simon Peake	Assistant Principal-Staff & Culture	03 5322 4428 0400 187 511	speake@stpats.vic.edu.au
Carol Roberts	Acting Deputy Principal-Learning Innovation	03 5322 4432 0419 362 458	caroberts@stpats.vic.edu.au
Geoff Brodie	Assistant Principal-Mission & Identity	03 5322 4326 0437 753 332	gbrodie@stpats.vic.edu.au

8. School-Based Staff

All School-Based Staff must comply with this Child Safeguarding Safety and Wellbeing Policy and Procedures and the [Child Safeguarding Code of Conduct \(Vic\)](#), be familiar with our Child Safety and Safeguarding Program and understand their legal obligations with respect to the reporting of child abuse and other harm, and WWC Checks.

All School-Based Staff must be aware of key indicators of abuse and other harm, be observant, and raise all child safety incidents and concerns with a Child Safeguarding Officer.

To meet these obligations, all School-Based Staff must:

- participate in child safeguarding induction and ongoing training provided by the College
- always follow the College's child safety and wellbeing policies and procedures in the Child Safety and Safeguarding Program
- act in accordance with the [Child Safeguarding Code of Conduct \(Vic\)](#).

- identify and raise child safety incidents and concerns in accordance with our [Child Safeguarding Reporting and Responding Obligations Policy and Procedures](#), and follow the [PROTECT Four Critical Actions](#) and [Four Critical Actions: Student Sexual Offending](#)
- ensure that students' views are taken seriously and their voices are heard when making decisions that affect them
- implement inclusive practices that respond to the diverse needs of students.

9. Volunteers and Contractors

All Volunteers and all Contractors at the College are responsible for contributing to the safety, wellbeing and protection of students in the College environment.

To meet these obligations:

- all Volunteers and all Contractors must:
 - comply with our Child Safeguarding Safety and Wellbeing Policy and Procedures and the [Child Safeguarding Code of Conduct \(Vic\)](#).
 - understand their legal obligations with respect to the reporting of child abuse and other harm
 - raise all child safety concerns with a Child Safeguarding Officer
- Direct Contact Volunteers/Contractors must:
 - participate in child safeguarding induction and ongoing training provided by the College
 - be aware of key indicators of child abuse and other harm
- Regular Volunteers/Contractors and Casual Volunteers/Contractors must either:
 - participate in modified child safeguarding induction training; or
 - receive and acknowledge information about the Child Safeguarding Safety and Wellbeing Policy and Procedures and the [Child Safeguarding Code of Conduct \(Vic\)](#).

For Contractors, the College may include these requirements in the written agreement between it and the Contractor.

10. External Education Providers

All External Education Providers engaged by St Patrick's College are responsible for contributing to the safety, wellbeing and protection of children in the College environment.

All External Education Providers engaged by St Patrick's College are required by the College to be familiar with our Child Safeguarding Safety and Wellbeing Policy and Procedures and the College's [Child Safeguarding Code of Conduct \(Vic\)](#).

St Patrick's College will include this requirement in the written agreement between it and the External Education Provider.

Contractor Management and Volunteers POLICY

Child Safeguarding Codes of Conduct

Our [Child Safeguarding Code of Conduct \(Vic\)](#) sets boundaries and expectations for appropriate behaviours between School-Based Staff, Volunteers, and students, including in physical, online and virtual environments.

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

Together, we refer to these as our Child Safeguarding Codes of Conduct.

Our Child Safeguarding Codes of Conduct include clear processes to report inappropriate behaviour. We publish our Child Safeguarding 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 Safeguarding Codes of Conduct, to ensure that they know what behaviours are acceptable and unacceptable and how to report inappropriate behaviour.

Cultural Safety

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

We identify, confront and do not tolerate racism, and we address any instances of racism within the College or Boarding School environment with appropriate consequences.

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 we 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 [Child Safeguarding Aboriginal and Torres Strait Islander Students Policy and Procedures](#).

Student Empowerment and Participation

St Patrick's 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 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 classroom 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 the Boarding School 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 of the above obligations, are set out in our [Child Safeguarding Student Participation and Empowerment Policy and Procedures](#).

Parent/Carer, Family and Community Engagement

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

affecting their children.

We ensure that families and relevant communities (the variety of communities that are relevant to the College, such as Aboriginal and Torres Strait Islander communities, culturally and linguistically diverse communities, and other communities that make up our School-Based Staff and student cohort) know about the College's and the Boarding School's operations and policies, including the Child Safeguarding Safety and Wellbeing Policy and Procedures and the Child Safeguarding 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 and the Boarding School through partnerships with Aboriginal and Torres Strait Islander communities, as well as with culturally and linguistically diverse communities that make up our School-Based Staff and student cohort.

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 our [Family and Community Involvement in Child Safeguarding Policy and Procedures](#).

Diversity and Equity

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

- promote and support the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students and their families
- promote and support the cultural safety, participation and empowerment of students from culturally and/or linguistically diverse backgrounds and their families
- promote and support the safety, participation and empowerment of students who are unable to live at home and international students
- promote the safety of all vulnerable children, young people and enrolled adults
- support students with disability and their families and act to promote their participation
- support students and families of diverse sexuality and act to promote their participation
- seek to recruit a workforce that reflects a diversity of cultures, abilities and identities
- ensure that all School-Based Staff, Direct Contact Volunteers and Direct Contact Contractors have training about Aboriginal and Torres Strait Islander cultures, disability, culturally and linguistically diverse backgrounds, and communities with particular experiences or needs

- have a physical environment that actively celebrates diverse cultures and recognises cultural difference
- 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, and to implement all of the above, are set out in the following Policies and Procedures:

- [Child Safeguarding Aboriginal and Torres Strait Islander Students Policy and Procedures](#)
- [Child Safeguarding Culturally and Linguistically Diverse Students Policy and Procedures](#)
- [Child Safeguarding Students with Disability Policy and Procedures](#)
- [Child Safeguarding LGBTQIA+ Inclusion Policy and Procedures](#)

Suitable School-Based Staff, Volunteers and Contractors/Child Safety Knowledge, Skills and Awareness (Child Safeguarding 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 our [Child Safeguarding Recruitment and Screening Policy and Procedures](#), [Child Safeguarding Working with Children Checks Policy and Procedures](#) and [Child Safeguarding Training and Supervision Policy and Procedures](#). They include the following:

Recruitment and Screening

St Patrick's College applies best practice standards in the recruitment and screening of Staff and relevant Volunteers and Contractors, to engage the most suitable and appropriate people to work with our students. When engaging School-Based Staff, Volunteers and Contractors at the College, the College implements:

- [CECV Guidelines on the Employment of Staff in Catholic Schools](#)
- [CECV Guidelines on the Engagement of Volunteers in Catholic Schools](#)
- [CECV Guidelines on the Engagement of Contractors in Catholic Schools](#).

In particular, our practices include:

- making our commitment to child safety and wellbeing clear in recruitment advertising and documentation

- requiring all School-Based Staff, and relevant Volunteers and Contractors, to maintain a valid Victorian Institute of Teaching (VIT) Registration or WWC (working with children) clearance and sighting, verifying and recording this information*
- using additional selection, background checking and screening processes that take into account child safeguarding considerations.

*If an individual has already participated in the College's specified screening requirements within the previous 12 months, they are exempt from having to do so again.

Training on and Information About Child Safeguarding

As a part of St Patrick's College's induction process, all School-Based Staff and Boarding School Staff, as well as relevant Volunteers and Contractors, must complete our child safeguarding induction program, which includes information about our child safeguarding policies, practices and procedures. All School-Based Staff, as well as relevant Volunteers and Contractors, also receive mandatory refresher and ongoing child safeguarding training at least annually.

Our child safeguarding induction and ongoing training program includes information about:

- this Child Safeguarding Safety and Wellbeing Policy and Procedures
- how to implement this Policy in practice within an individual's roles and responsibilities
- the Child Safeguarding Codes of Conduct
- recognising child abuse and other harm and identifying key indicators, including harm caused by other children and young people
- the Child Safeguarding Reporting and Responding Obligations Policy and Procedures, which includes our policies and procedures for responding to and reporting child safety incidents or concerns (such as mandatory reporting, reporting to police and Reportable Conduct obligations)
- how to manage complaints and concerns related to child abuse and other harm
- responding effectively to issues of child safety and wellbeing and supporting colleagues who disclose harm
- information sharing, reporting and record keeping obligations
- our policies and procedures for information sharing and record keeping about child safety incidents and concerns
- how to identify and mitigate child safety and wellbeing risks in the College's environments without compromising a child, young person or student's right to privacy, access to information, social connections and learning opportunities
- whistleblower requirements

- responsibilities to report any change in circumstances or any enquires regarding the child safeguarding status of employees or Volunteers
- WWC clearances and other child safety and wellbeing human resources practices
- how to build culturally safe environments for students
- responsibilities to children and young people.

The College provides all Visitors to the College and the Boarding School, and Casual Volunteers and Casual Contractors, with information about the [Child Safeguarding Code of Conduct \(Vic\)](#) and how to report child safety incidents or concerns to the College and to relevant external authorities.

The EREA VSL Board also receives child safeguarding training at least annually, to ensure that its members are equipped with the knowledge required to make decisions in the best interests of student safety and wellbeing, and to identify and mitigate child safety and wellbeing risks in our College's environment. Its training includes guidance on:

- individual and collective obligations and responsibilities for implementing MO 1359, the Child Safe Standards and managing the risk of child abuse
- child safety and wellbeing risks in our College's environment
- EREA VSL-governed schools' child safeguarding policies, procedures, codes and practices.

Ongoing Supervision, Management and Support

The College's Child Safeguarding Officers and Principal provide supervision and support to all School-Based Staff, Direct Contact and Regular Volunteers, and Direct Contact and Regular Contractors to ensure that they are compliant with the College's approach to child safety. Our child safeguarding supervision and support program includes:

- probationary periods for new School-Based Staff members, where these are permitted by law or under an enterprise agreement
- annual performance reviews for all School-Based Staff members
- appointing a supervising School-Based Staff member to Direct Contact Volunteers/Contractors and to those Regular Volunteers/Contractors who are engaged in "child-connected work"
- professional development programs for School-Based Staff that include child safeguarding education.

The Principal swiftly manages any inappropriate behaviour towards students, in accordance with our policies and legal obligations. Child safety and wellbeing is the paramount consideration when managing inappropriate behaviour.

Complaints and Reporting Processes: The College's Response to Child Safety Incidents or Concerns

St Patrick's College fosters a culture that encourages everyone in the College community to raise concerns and complaints about child safety and wellbeing. We have clear pathways for raising complaints and concerns set out in the **Procedures**, below and in our Child Safeguarding Reporting and Responding Obligations Policy and Procedures and our Complaints Handling Policy and Procedures.

We also have clear procedures that all School-Based 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 School-Based Staff member, a Volunteer, a Contractor or the College, set out in our Child Safeguarding Reporting and Responding Obligations Policy and Procedures.

Our Available on College website. cover complaints and concerns relating to physical violence, bullying and other harmful student behaviours.

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 these are reported to the College, whether by School-Based Staff, students, parents/carers or anyone else.

The safety and wellbeing of the student/s involved in the matter will be the paramount consideration when responding to child safety incidents and concerns. The College follows the National Office of Child Safety's [Complaint Handling Guide: Upholding the rights of children and young people](#) and the Commission for Children and Young People's [Including Children and Young People in Reportable Conduct Investigations resources](#) when investigating and responding to child safety incidents and concerns.

The College's response will include:

- reporting all matters that meet the required relevant thresholds externally to the Department of Families, Fairness and Housing (DFFH Child Protection) (Mandatory Reports), the Police (Child Sexual Abuse), the CCYP (Reportable Conduct), and/or the VIT, depending on the issues raised and consistent with PROTECT Four Critical Actions and Four Critical Actions: Student Sexual Offending
- reporting internally to EREA VSL:
 - all matters that required reporting to an external agency
 - harmful sexual behaviour by students that does not otherwise require external reporting

- other matters as directed by EREA VSL
- fully cooperating with any resulting investigation by EREA VSL and/or an external agency
- protecting any student connected to the child safety incident or concern until it is resolved and providing ongoing support to those affected
- 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 a student who is unable to live at home or a student who identifies as lesbian gay, bisexual, transgender or intersex)
- 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
- securing and retaining records of the child safety incident or concern and the College's response to it
- taking broader actions to improve child safety at the College (including systemic reviews and resulting improvements).

Child Safeguarding Risk Management

EREA VSL and St Patrick's College recognise the importance of a risk management approach to child safeguarding and to minimising the risk of harm to children and young people in all College and Boarding School environments, without compromising their rights to privacy, access to information, social connections and learning opportunities.

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

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

Child Safeguarding Record Keeping and Privacy

St Patrick's College is committed to best practice record keeping in accordance with Public Record Office Victoria Recordkeeping Standards (including minimum retention periods). St Patrick's College

makes, retains and secures records of complaints and concern in line with our [Child Safeguarding Record Keeping Policy and Procedures](#).

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

All incidents and external reports of student sexual offending, as well as any other responses by the College, are recorded using [PROTECT Responding to Suspected Student Sexual Offending: Template for all Victorian Schools](#).

St Patrick's College collects, uses, and discloses information about children and their families, including information in child safeguarding records, in accordance with Victorian and federal privacy laws, and other relevant laws. For information on how our College collects, uses and discloses information, refer to our [EREA Privacy Policy](#) and [EREA Privacy Policy Guidelines](#).

Communications

St Patrick's College is committed to communicating our child safety and wellbeing strategies, policies and procedures to our College community through the measures set out in the **Implementation** section below. In addition, we:

- display
 - Protect Posters
 - St Patrick's 7 Stages
 - Child Safeguarding Team Posters around the College
- provide child safeguarding information and updates through Phone, email, publications
- include child safety as a regular agenda item at Principal meetings and School-Based Staff meetings.

Child Safety and Safeguarding Program and Practice Review and Improvement

St Patrick's College is committed to the continuous improvement of policies and procedures making up our entire Child Safety and Safeguarding Program and of our child safety and wellbeing practices. We review the Program as a whole every two years (or earlier if a significant child safety incident

occurs at the College or legislation changes) for overall effectiveness and to ensure compliance with relevant child safety, wellbeing and protection related laws, regulations and standards.

When undertaking these reviews, the College:

- actively seeks, actions, and incorporates feedback from students, families, the wider College and Boarding School community, School-Based Staff, Volunteers and Contractors
- analyses any complaints, concerns and child safety incidents that may have occurred
- communicates any learnings, adjustments or amendments to policy and practice widely throughout the College community
- ensures that the outcomes of these reviews are communicated to The EREA VSL Board.

PROCEDURES

Reporting Child Safety Incidents or Concerns to the College

Whenever there are concerns that a child or young person is in immediate danger, call the Police on 000.

Any person can at any time contact the Department of Families, Fairness and Housing (DFFH Child Protection) if they have reasonable grounds to believe that a child is in need of protection or significant concerns about the wellbeing of a child. Reports can be made:

- during business hours (8:45am-5:00pm, Monday to Friday), by telephoning the Child Protection intake service for the local government area where the child resides, listed [here](#).
- after hours, by telephoning DFFH Child Protection on 13 12 78.

School-Based Staff

All **School-Based Staff and Volunteers** must follow our [Child Safeguarding Reporting and Responding Obligations Policy and Procedures](#) and report child safety incidents or concerns internally to a Child Safeguarding Officer or the Principal.

Where the incident or concern involves the Principal, internal reports should instead be made to the EREA VSL Chief Executive Officer or the EREA VSL Director of Safeguarding via safeguardingvic@erea.edu.au.

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 and Safeguarding 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.

For more information, refer to St Patrick's College's [Child Safeguarding Reporting and Responding Obligations Policy and Procedures](#).

Students, Parents/Carers and Community Members

Students who have child safety concerns about themselves or any other child or student aged 18 or over can:

- disclose the child safety incident or concern to any School-Based Staff member, Volunteer or Contractor. This might be done:
 - verbally
 - in writing
 - through electronic means (such as email)
 - indirectly (such as in written assignments, in artworks or in any other way)
- disclose anonymously, using the College's anonymous 'Let's Talk' is a St Patrick's College initiative designed for students to anonymously access help internally and externally of St Patrick's College., which is located Significant and easily available locations around the College including YLC offices, Counsellor offices, Reception.
- contact
 - Headspace - https://headspace.org.au/?gclid=EAlalQobChMIlylvz-vyN-AIVNIZLBR0JswCrEAAYASAAEgKn_vD_BwE
 - The Orange Door - <https://www.orangedoor.vic.gov.au/>
 - eSafety Commission - https://www.esafety.gov.au/?gclid=EAlalQobChMIoKiApP2N-AIVCplmAh05hgW3EAAYASAAEg_LZYfD_BwE&gclsrc=aw.ds
 - Beyond Blue – Young People - <https://www.beyondblue.org.au/who-does-it-affect/young-people>

For more information, students can refer to the child-friendly version of our Child Safeguarding Complaints Management Policy and Procedures, available Policy Connect.

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:

- the College's Senior Child Safeguarding Officer by phoning 03 5322 4408 / 0409 214 177 or emailing jbobrowski@stpats.vic.edu.au
- the Boarding School Senior Child Safeguarding Officer by phoning **03 5322 4408 / 0409 214 177** or emailing rbrodrick@stpats.vic.edu.au
- the Principal or, if the concern relates to the Principal, the EREA VSL Director of Safeguarding via safeguardingvic@erea.edu.au.

Students, parents/carers, family members and other community members can also raise child safety incidents or concerns through the [Child Safeguarding Complaints Management Policy and Procedures](#).

Any person can also contact the Senior Child Safeguarding Officer, the Principal, or the EREA VSL Director of Safeguarding 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.

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

St Patrick's College's [Child Safeguarding Reporting and Responding Obligations Policy and Procedures](#) sets out the procedures, consistent with PROTECT Four Critical Actions and Four Critical Actions: Student Sexual Offending, that the College will follow when notified of any child safety incident or concern involving a student, School-Based Staff member, Volunteer, Contractor, Visitor or any other person connected to the College, the Boarding School or the College or Boarding School environment.

It also provides guidance for all School-Based Staff and Volunteers on their obligations to respond to and report, to relevant external authorities, child safety incidents and concerns.

These include:

- mandatory reporting to Department of Families, Fairness and Housing (DFFH Child Protection) of children who are "in need of protection" due to physical and sexual abuse

- reporting all other forms of child abuse and harm to Department of Families, Fairness and Housing (DFFH Child Protection)
- mandatory reporting to Police of sexual offences against children
- reporting to Police in other situations where a student has been or is being harmed
- reporting incidents of or allegations about “Reportable Conduct” by School-Based Staff, Volunteers and Contractors, and the outcome of the investigation into the matter, to the CCYP
- reporting teacher misconduct to the VIT.
- mandatory reporting to Edmund rice Australia (EREA)
- mandatory reporting to Diocese of Ballarat Catholic Education limited (DOBCEL)
- mandatory reporting to catholic education Commission of Victoria Ltd. (CECV)

Support for Students, Families and School-Based Staff Following a Child Safety Incident or Disclosure

The College will work closely with the student, parents and carers, and our wellbeing team to provide all available support services. The College employs a range of measures to support students affected by a child safety incident or concern, depending on the particular circumstances of the matter and of the student and their family:

- Child Safeguarding Officers may work with the student and their family to develop a Student Support Plan
- support strategies that could be considered for students and/or their families might include referrals to internal or external support, such as the College counsellor, 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.
- Students in focus Team (SIFT) will oversee the wellbeing support plan
- This may include accessing the:
 - Re-engagement Centre
 - Learning support
 - regular check ins with Year Level Coordinators/Director of School

The College also offers similar support to former students who disclose historical child safety incidents or concerns from their time at the College.

Witnessing a child safety incident or receiving a disclosure of abuse or other harm can be a distressing experience for School-Based Staff, Volunteers and Contractors involved. The College assists impacted School-Based Staff, Volunteers and Contractors to access necessary support.

Embedding a Culture of Child Safety: Our Child Safety and Safeguarding Program

Our Child Safety and Safeguarding Program is one of the strategies employed by St Patrick's College to embed a culture of child safety and wellbeing at the College.

Our Child Safety and Safeguarding Program relates to all aspects of child safety and protecting children from abuse and establishes work systems, practices, policies and procedures to create and maintain a child safe environment and culture at the College and the Boarding School. It includes:

- Child Safeguarding Codes of Conduct
- clear information as to what is child abuse and other harm and associated key indicators of child abuse and other harm
- clear procedures for responding to and reporting child safety incidents or concerns internally to the College's Child Safeguarding Officers or Principal, and for responding to incidents or allegations of child abuse or other harm
- strategies to support, encourage and enable School-Based Staff, Volunteers, parents/carers and students to understand, identify, discuss and report child safety matters
- procedures for recruiting and screening members of the Principal, School-Based Staff, and School Boarding Premises Staff, Volunteers and Contractors
- procedures for reporting, consistent with PROTECT Four Critical Actions, to external agencies, including Mandatory Reporting to the Department of Families, Fairness and Housing (DFFH Child Protection), Reportable Conduct to the Commission for Children and Young People (CCYP) and Reporting Child Sexual Abuse to Police
- pastoral care strategies designed to empower students and keep them safe
- 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
- child safeguarding training
- information regarding the steps to take after a disclosure of abuse or other harm to protect, support and assist children
- guidelines with respect to record keeping and confidentiality
- policies to ensure compliance with all relevant laws, regulations and standards (including the Victorian Child Safe Standards)
- a system for continuous review and improvement.

IMPLEMENTATION

The Child Safeguarding Safety and Wellbeing Policy and Procedures is published on our College's public website.

It is provided to new School-Based Staff, to new School Boarding Premises Staff, to Direct Contact and Regular Volunteers and to Direct Contact and Regular Contractors at their induction. Training about the Child Safeguarding Safety and Wellbeing Policy and Procedures is also included in annual refresher training for School-Based Staff, School Boarding Premises Staff and relevant Volunteers and Contractors.

All Visitors to the College, and Casual Volunteers and Casual Contractors, are provided with information about the Child Safeguarding Safety and Wellbeing Policy and Procedures, the [Child Safeguarding Code of Conduct \(Vic\)](#) and how to report child safety incidents or concerns to the College and to relevant external authorities, through Signing in at Reception via Passtab, posters on college noticeboards and directed to college website..

This Policy and its Procedures are also made accessible to School-Based Staff, School Boarding Premises Staff, Volunteers, Contractors and other members of the College community by communicating them through other mediums such as Complispace-PolicyConnect and Staff Learning Systems, SafeTripBuilder, Passtab, College Website, Contracts, Newsletters, Annual Reports, Annual briefings and the Crest..

The College makes this Policy and its Procedures accessible to students by providing all students with a child-friendly version of it and the College's Statement of Commitment to Child Safety, found [Child-Safety-Policy-Student-Version-2.pdf \(stpats.vic.edu.au\)](#), and by communicating them through Newsletters, Memo, Shamrock, College Annual.

BREACH OF THIS POLICY AND PROCEDURES

St Patrick's College enforces the Child Safeguarding Safety and Wellbeing Policy and Procedures and the Child Safeguarding Codes of Conduct. The Policy Owner monitors compliance with this Policy and its Procedures.

In the event of any non-compliance, we will instigate a review, in a timely and fair manner, that may result in a range of measures including (depending on the severity of the breach):

- remedial education
- counselling
- increased supervision
- the restriction of duties
- suspension
- in the case of serious breaches, termination of employment, contract or engagement.

All breaches and near misses related to this Policy should be reported as a Compliance Breach in Assurance by the College's Director of Risk and Compliance and monitored by the EREA VSL Risk & Compliance Manager.

Risks identified related to the implementation of this Policy and its Procedures are reported to the Policy Owner for review, to support continuous improvement.

The Victorian Registration and Qualifications Authority (VRQA) monitors and enforces compliance with the Victorian Child Safe Standards and MO 1359 for all registered schools in Victoria.

POLICY REVIEW

A review of this Child Safeguarding Safety and Wellbeing Policy and Procedures is conducted every two years or earlier if required, such as due to changes in legislation or after any significant child safety incident.

The EREA VSL Board is responsible for ensuring that this Policy and its Procedures are reviewed and updated as needed and for approving this Policy and its Procedures.

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PROCEDURES LINKAGES

The Child Safeguarding Safety and Wellbeing Policy and Procedures is to be read and understood in conjunction with the:

- [Child Safeguarding Code of Conduct \(Vic\)](#)
- [Child Safeguarding Reporting and Responding Obligations Policy and Procedures](#)
- [Child Safeguarding Student Participation and Empowerment Policy and Procedures](#)
- [Family and Community Involvement in Child Safeguarding Policy and Procedures](#)
- [Child Safeguarding Aboriginal and Torres Strait Islander Students Policy and Procedures](#)
- [Child Safeguarding Culturally and Linguistically Diverse Students Policy and Procedures](#)
- [Child Safeguarding Students with Disability Policy and Procedures](#)
- [Child Safeguarding LGBTQIA+ Inclusion Policy and Procedures](#)
- [Child Safeguarding Recruitment Policy and Procedures](#)
- [Child Safeguarding Working with Children Checks Policy and Procedures](#)
- [Child Safeguarding Training and Supervision Policy and Procedures](#)
- [Child Safeguarding Complaints Management Policy and Procedures](#)
- [Child Safeguarding Record Keeping Policy and Procedures](#)
- [Child Safeguarding Risk Management Policy and Procedures](#)
- [Child Safeguarding Regular Reviews and Continuous Improvement Policy and Procedures](#)

SOURCE OF OBLIGATION AND RELATED LEGISLATIVE INSTRUMENTS

The Child Safeguarding Safety and Wellbeing Policy and Procedures implements:

- [Victorian Child Safe Standards](#), Standard 2
- [Ministerial Order 1359](#), Clause 6

RELATED FORMS AND DOCUMENTS

- Available on College website.
- Department of Education, Catholic Education Commission of Victoria and Independent Schools Victoria, [PROTECT Recording your actions: Responding to suspected child abuse - A Template for Victorian Schools](#)
- Department of Education, Catholic Education Commission of Victoria and Independent Schools Victoria, [PROTECT Responding to Suspected Student Sexual Offending: Template for all Victorian Schools](#)

REFERENCES AND RESOURCES

- Department of Education, Catholic Education Commission of Victoria and Independent Schools Victoria, Four Critical Actions for Schools: Responding to Incidents, Disclosures or Suspicions of Child Abuse, 2018
- Department of Education, Catholic Education Commission of Victoria and Independent Schools Victoria, Four Critical Actions for Schools: Responding to Student Sexual Offending, 2018

POLICY ADMINISTRATION

Responsible Officer	EREA VSL Chief Executive Officer
Policy Owner	EREA VSL Director of Safeguarding
Approving Body	EREA VSL Board
Approval Date	February 2024
Risk Rating	High
Date of next review	February 2026
Policy Database Information	
Version	1.0
Related Documents	

Superseded Documents	
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[1] *The “Child Safety and Safeguarding 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 and Ministerial Order 1359. It includes policies and procedures for:*

- **responding to and reporting child safety incidents and concerns**
- **child safe human resources management (including WWC clearances)**
- **participation and empowerment of students**
- **informing and involving families and relevant communities in child safeguarding issues**
- **equity and diversity**
- **child safeguarding risk management strategies**
- **strategies for embedding a culture of child safety at the College and**
- *regular reviews and continuous improvement of child safeguarding policies, procedures and practices.*

[2] *“Serious” harm/neglect is harm that has a lasting permanent effect.*

[3] *“Significant” harm/neglect harm is harm that is more than trivial or insignificant, but need not be as high as “serious” and need not have a lasting permanent effect.*