



Child Safety and Wellbeing Policy

POLICY CATEGORY: CHILD SAFETY

PUBLIC POLICY
STATUS: FINAL

PURPOSE

Woodleigh School has developed this Child Safety and Wellbeing Policy as an overarching document that provides key elements of our commitment to creating and maintaining a child safe culture and environment.

If you are a non-English speaker who needs help to understand this Policy, please contact the relevant Head of Campus.

This Policy forms the foundation of the School’s procedures, practices and processes and ultimately the School’s culture with respect to child safety and wellbeing. It informs our school community of everyone’s obligations to act safely and appropriately towards children and young people.

SCOPE

This policy:

- applies to all school Staff, Volunteers and contractors (whether or not they work in direct contact with students) and to Board members
- applies in all physical and online school environments used by students during or outside of school hours, including other locations provided for a student’s use (for example, a school camp) and those provided through third-party providers
- should be read together with the School’s Child Safety Code of Conduct and all other child safety and wellbeing policies and procedures.

DEFINITIONS

The following terms in this Policy have specific definitions (and consistent with Victorian law where indicated):

Child	Child means a child or young person who is under the age of 18 years. Source: <i>Child Wellbeing and Safety Act 2005</i> (Vic)
Child Safety Incident or Concern	Means an incident of or a concern about: <ol style="list-style-type: none"> 1. “child abuse” as defined in Ministerial Order 1359 and the Child Wellbeing and Safety Act 2005 (CWS Act). These define “child abuse” as: <ol style="list-style-type: none"> a. any act committed against a child involving: <ol style="list-style-type: none"> i. a sexual offence against a child ii. the criminal offence of grooming (which includes grooming of a child or of a person with care, supervision or responsibility for the child with the intention of facilitating the child being engaged or involved in the commission of a sexual offence) b. the infliction, on a child, of physical violence or “serious” emotional or psychological harm* c. the “serious” neglect of a child, including exposure to family violence and its effects* 2. a child being “in need of protection” as defined in the Child, Youth and Families Act 2005 (Vic) (CYF Act). This includes: <ol style="list-style-type: none"> a. 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 b. 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 c. “significant” harm as a result of physical injury, from which the child’s parents have not or are not likely to protect the child* d. “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 or are not likely to protect the child* e. “significant” emotional or psychological harm, from which the child’s parents have not or are not likely to protect the child* f. “significant” neglect by the child’s parents* 3. “reportable conduct” as defined in the CWS Act. Reportable conduct is conduct by an employee (whether in the course of their employment or not) involving: <ol style="list-style-type: none"> a. a sexual offence committed against or in the presence of a child

	<ul style="list-style-type: none"> b. sexual misconduct committed against or in the presence of a child c. physical violence committed against or in the presence of a child d. any behaviour that causes “significant” emotional or psychological harm to a child* e. “significant” neglect of a child* <p>4. a criminal offence against a child, or a student aged 18 or over, as set out in the Crimes Act 1958 (Vic). These include:</p> <ul style="list-style-type: none"> a. sexual penetration or sexual assault of, or sexual activity in the presence of, a child aged under 16 or a child aged 16 or 17 under the care, supervision or authority of the offender b. grooming a child aged under 16 or a child aged 16 or 17 under the care, supervision or authority of the offender c. grooming an adult who has a child under their care, supervision or authority d. encouraging 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 e. image-based sexual offences <p>5. a practice to change or suppress a child’s sexual orientation or gender identity, which is prohibited under the Change or Suppression (Conversion) Practices Prohibition Act 2021 (Vic)</p> <p>6. a breach of our Child Safety Code of Conduct, such as:</p> <ul style="list-style-type: none"> a. a teacher engaging in undisclosed private meetings with a student who is not their own child b. a Volunteer sports coach engaging in inappropriate online personal communications with a student c. a Contractor music tutor publishing online photos, movies or recordings of a student without parental/carer consent. <p>“Serious” emotional or psychological harm and “serious” neglect involve harm that has a lasting permanent effect. “Significant” emotional or psychological harm and “significant” neglect involve harm that is more than trivial or insignificant, but need not be as high as “serious” and need not have a lasting permanent effect.</p>
Child abuse	<p>Child abuse includes:</p> <ul style="list-style-type: none"> a) any act committed against a child involving: <ul style="list-style-type: none"> 1. a sexual offence 2. grooming offences under section 49M(1) of the Crimes Act 1958 b) the infliction, on a child, of: <ul style="list-style-type: none"> 1. physical violence 2. serious emotional or psychological harm c) the serious neglect of a child including exposure to family violence and its effects. <p>Source: <i>Child Wellbeing and Safety Act 2005 (Vic)</i></p>
Child-connected work	<p>Child-connected work means:</p> <ul style="list-style-type: none"> a) 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 <p>Source: <i>Ministerial Order 1359</i></p>
Child-related work	<p>Child-related work means:</p> <ul style="list-style-type: none"> a) work at or for a service, body or place, or that involves a specified activity; and b) that usually involves direct contact with a child. <p>Educational institutions are specified for the purpose of a).</p> <p>Source: <i>Worker Screening Act 2020 (Vic)</i></p>
Child safety	<p>Child safety includes 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 responding to suspicions, incidents, disclosures or allegations of child abuse.</p> <p>Source: <i>Ministerial Order 1359</i></p>

Direct contact	<p>Direct contact in relation to child-related work, means any contact between a person and a child that involves-</p> <ul style="list-style-type: none"> • physical contact; or • face to face contact; or • contact by post or other written communication; or • contact by telephone or other oral communication; or • contact by email or other electronic communication. <p>Source: <i>Worker Screening Act 2020 (Vic)</i></p>
School environment	<p>School environment means any of the following physical, online or virtual places, used during or outside school hours:</p> <ol style="list-style-type: none"> a) A campus of the school b) Online or virtual school environments made available or authorised by the school governing authority for use by a child or student (including email, intranet systems, software applications, collaboration tools, and online services) c) Other locations provided by the school or through a third-party provider for a child or student to use including, but not limited to, locations used for: <ol style="list-style-type: none"> 1. camps 2. approved homestay accommodation; 3. delivery of education and training such as registered training organisations, TAFEs, non-school senior secondary providers or another school; or 4. sporting events, excursions, competitions or other events. <p>Source: Ministerial Order 1359</p>
School governing authority	<p>School governing authority means:</p> <ol style="list-style-type: none"> a) the proprietor of a school, including a person authorised on behalf of the proprietor; b) the governing body for a school (however described), as authorised by the proprietor of a school or the <i>Education Training and Reform Act 2006 (Vic)</i>; or c) the Principal, as authorised by the proprietor of a school, the school governing body, or the <i>Education Training and Reform Act 2006 (Vic)</i>. <p>Source: Ministerial Order 1359</p>
School Staff	<p>School Staff means:</p> <ol style="list-style-type: none"> a) in a non-Government school, an individual working in a school environment who is: <ol style="list-style-type: none"> 1. directly engaged or employed by a school governing authority 2. 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 3. a minister of religion, a religious leader or an employee or officer of a religious body associated with the school. <p>Source: Ministerial Order 1359</p>
Student	<p>Student means a person who is enrolled at or attends the school.</p> <p>Source: Ministerial Order 1359</p>
Volunteer	<p>Volunteer means a person who performs work without remuneration or reward for the school or school boarding premises in the school environment or school boarding premises environment.</p> <p>Source: Ministerial Order 1359</p>
Vulnerable students	<p>Vulnerable students may include but are not limited to those who:</p> <ol style="list-style-type: none"> a) 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

	<p>b) 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</p> <p>c) self-identify or are identified by school Staff as a member of a vulnerable cohort.</p> <p>Source: Ministerial Order 1359</p>
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STATEMENT OF COMMITMENT TO CHILD SAFETY

Woodleigh School is committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe to actively participate in decisions that affect their lives. We promote positive relationships between students and adults and between students and their peers. These relationships are based on trust and respect. Our child safe policies, strategies and practices are inclusive of the needs of all children and students.

At Woodleigh School we have no tolerance for child abuse and are committed to acting in children’s best interests and keeping them safe from harm. The School regards its child safety responsibilities with the utmost importance. We take proactive steps to identify and manage any risks of harm to students in our school environments. When child safety concerns are raised or identified, the School treats these seriously and responds promptly and thoroughly.

At Woodleigh School, particular attention is given to the child safety needs of Aboriginal and Torres Strait Islander students, those from culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+) and other students experiencing risk or those that are vulnerable students. Inappropriate or harmful behaviour targeting students based on these or other characteristics, such as racism or homophobia, are not tolerated at Woodleigh School and any instances identified will be addressed with appropriate consequences.

Child safety is a shared responsibility. Every person involved with the School has an important role in promoting child safety and wellbeing and promptly raising any issues or concerns about a child’s safety. We regularly review our child safe practices, and seek input from our students, families, Staff, and Volunteers to inform our ongoing strategies.

OBJECTIVE

This Policy provides the framework for the School’s:

- commitment to creating and maintaining a child safe and child friendly organisation where children and young people are and feel safe
- implementation of child-safe environment work systems, practices, policies and procedures that promote and maintain child safety and wellbeing
- creation of a culturally safe environment for Aboriginal and Torres Strait Islander children and their families
- maintenance of a positive and robust child safety and wellbeing culture which is championed and modelled at all levels
- promotion and open discussion of child safety and wellbeing issues
- compliance with all laws, regulations and standards relevant to child safety in Victoria, including our approach to implementing Ministerial Order 1359, which sets out how the Victorian Child Safe Standards apply in school environments.¹

¹ *Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises*, Ministerial Order No. 1359 made pursuant to the *Education and Training Reform Act 2006* (Vic) operative from 1 July 2022. The *Child Safe Standards* are as gazetted by the Minister for Child Protection pursuant to the *Child Wellbeing and Safety Act 2005* (Vic).

APPLICATION

The policy is to be applied in conjunction with provisions in the Woodleigh School Child Safety Code of Conduct and all other relevant child safety policies and procedures.

CHILD SAFETY PRINCIPLES

The School's commitment to child safety is based on the following overarching principles that guide the development and regular review of our work systems, practices, policies and procedures to promote and maintain child safety and wellbeing and protect children from abuse.

1. All children have the right to be safe.
2. The welfare and best interests of the child are paramount.
3. The views of the child and a child's privacy must be respected.
4. Clear expectations for appropriate behaviour with children are established in the Woodleigh School Child Safety Code of Conduct.
5. The safety of children is dependent upon the existence of a child-safe culture.
6. Child safety awareness is promoted and openly discussed within our School community.
7. Procedures are in place to screen all Staff, Volunteers, and external education providers who have direct contact with children.
8. Child safety and protection is everyone's responsibility.
9. Child safety training is mandatory for all School Board Directors, School Staff and Volunteers who have direct contact with children.
10. Procedures for responding to alleged or suspected incidents of child abuse are simple and accessible for all members of the School community.
11. Children from culturally or linguistically diverse backgrounds have the right to special care and support including those who identify as Aboriginal or Torres Strait Islander.
12. Children who have any kind of disability have the right to special care and support.

CHILD SAFETY PROGRAM

Woodleigh School is committed to the effective implementation of our Child Safety Program and ensuring that it is appropriately reviewed and updated. We develop and implement risk management strategies that focus on preventing, identifying and mitigating risks related to child safety and wellbeing in both the physical and online environment. We record identified risks relating to child abuse in our Child Safety Risk Register, including risk controls and treatments to reduce or remove risks. We monitor and review the risks related to child safety and wellbeing and the effectiveness of the implementation of the risks controls annually.

Our Child Safety Program relates to all aspects of protecting children from abuse and establishes work systems, practices, policies and procedures to protect children from abuse. It includes:

- Clear information as to what constitutes child abuse and associated key risk indicators.
- Clear procedures for responding to suspicions, incidents, disclosures and allegations of child abuse.
- Strategies to support, encourage and enable Staff, Students, Parents and Carers, External Education Providers, Contractors and Volunteers to understand, identify, discuss and report child safety matters.
- Procedures for recruiting and screening School Board of Directors, Staff (including casual, emergency relief, part-time and full-time) and long-term Contractors and Volunteers.
- Wellbeing strategies designed to empower students and keep them safe.
- Policies with respect to cultural safety, diversity and equity and students with disabilities.
- A child safety training program.
- Information regarding the steps to take after a disclosure of abuse to protect, support and assist children.
- Guidelines with respect to record keeping.
- Policies to ensure compliance with all relevant laws, regulations and standards, including the Victorian Child Safe Standards and Ministerial Order 1359.
- A system for oversight, monitoring, continuous improvement and review.

As a part of the School induction process, all Board Directors, staff are required to complete training modules on the content of our Child Safety Program and additional ongoing training at least annually.

Staff, external education providers, contractors and volunteers are supported by the School's Leadership Team and our Child Safety Officers to ensure that they are compliant with the School's approach to child safety.

RESPONSIBILITIES

Child-safety is everyone's responsibility. At Woodleigh School, all Board of Directors and school staff, and volunteers, have a shared responsibility for contributing to the safety and protection of children. Specific responsibilities include:

Board

The Board is Woodleigh School's governing authority. The Board are responsible for holding the Principal and the School Leadership Team accountable for ensuring a strong child safety culture is created and maintained and that policies and procedures are effectively developed and implemented in accordance with Ministerial Order 1359.

The Principal and School Leadership Team (SLT)

The Principal and School Leadership Team is responsible, and will be accountable for, taking all practical measures to ensure that this Policy and the School's Child Safety Program are developed and implemented effectively in accordance with Ministerial Order 1359 and that a strong and sustainable child safety culture is created and maintained.

The Principal and School Leadership Team will:

- ensure effective child safety and wellbeing governance, policies, procedures, codes and practices are in place and followed
- model a child safe culture that facilitates the active participation of students, families and Staff in promoting and improving child safety, cultural safety and wellbeing
- enable inclusive practices where the diverse needs of all students are considered
- reinforce high standards of respectful behaviour between students and adults, and between students
- promote regular open discussion on child safety issues within the school community including at leadership team meetings, Staff meetings and Board meetings
- facilitate regular professional learning for Staff and Volunteers (where appropriate) to build deeper understandings of child safety, cultural safety, student wellbeing and prevention of responding to abuse
- create an environment where child safety complaints and concerns are readily raised, and no one is discouraged from reporting an allegation of child abuse to relevant authorities.

Child Safety Officers

A number of staff members have been nominated as the School's Child Safety Officers. Our Child Safety Officers receive additional specialised training with respect to child safety issues. They can be a point of contact for raising child safety concerns within the School. In collaboration with all staff and volunteers, they are also responsible for championing child safety within the School.

Child Safety Champion

Woodleigh School has nominated the Chair of the Child Safety Committee as a Child Safety Champion to support the Principal to implement our child safety policies and practices, including School Staff and Volunteer training. In addition to these roles, the Chair of the Child Safety Committee is responsible for preparing the agenda for and chairing the Child Safety Committee.

Our Principal and Chair of the Child Safety Committee are the first points of contact for child safety concerns or queries and for coordinating responses to child safety incidents.

The Chair of the Child Safety Committee;

- has been appointed at our School as our Senior Child Safety Officer and Child Safety Champion.
- is responsible for the overall promotion and maintenance of a child safety culture at the School.
- oversees the programs for child safety including the culture, compliance, incident and reporting programs, and is the first point of contact for raising child protection concerns within the School.
- is responsible for championing child safety within the School and assisting in coordinating responses to child protection incidents, including overseeing compliance with all mandatory reporting.
- is responsible for monitoring the School's compliance with the Child Safety and Wellbeing Policy. Anyone in our School community can approach the Chair of the Child Safety Committee if they have any concerns about the school's compliance with the Child Safety and Wellbeing Policy.
- is responsible for informing the school community about this policy, and making it publicly available.
- Has other specific roles and responsibilities as outlined in other child safety policies and procedures, including the Child Safety Code of Conduct, Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures, and Child Safety Risk Register.

School Staff and Volunteers

All school staff and volunteers are required to be familiar with the content of our Child Safety and Wellbeing Policy and our Child Safety Program and their legal obligations with respect to the reporting of child abuse. It is everyone's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the School's Child Safety Officers (**CSOs**).

All school staff and volunteers will:

- participate in child safety and wellbeing induction and training provided by the School or the Department of Education, and always follow the School's child safety and wellbeing policies and procedures
- annually sign off (or acknowledge online), our key child safety policies
- act in accordance with our Child Safety Code of Conduct
- identify and raise concerns about child safety issues in accordance with our Child Safety Responding and Reporting Obligations Policy and Procedures, including following the [Four Critical Actions for Schools](#)
- ensure students' views are taken seriously and their voices are heard about decisions that affect their lives
- implement inclusive practices that respond to the diverse needs of students.

We do not distinguish between direct and indirect volunteers as all volunteers on our School premises may have contact with students giving rise to a duty of care to protect our students. Volunteers should not be left alone with students but our policy and procedures recognise this may inadvertently occur.

It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with the Principal, or Deputy Principal, or the Chair of the Child Safety Committee or one of the School's Child Safety Officers. Where the concern relates to the Principal or Deputy Principal, report to the Chair of the Board.

Contractors

All contractors engaged by the School are responsible for contributing to the safety and protection of children in the School environment. Contractors include, for example, outsourced maintenance and building services, consultants, catering providers and school cleaners.

This also includes Music Teachers and other extra-curricular Teachers and Instructors who are engaged by students and their families directly, rather than the School, but have an agreement with the School to use the School's facilities.

All contractors engaged by the School are required to be familiar with this Policy and the Woodleigh School Child Safety Code of Conduct.

External Education Providers

An External Education Provider is any organisation that the School has arranged to deliver a specified course of study that is part of the curriculum, to a student or students enrolled at the School. The delivery of such a course may take place on School premises or elsewhere.

All External Education Providers engaged by the School are;

- responsible for contributing to the safety and protection of children in the School environment.
- required by the School to be familiar with this Policy and the Woodleigh School Child Safety Code of Conduct.

SUPPORTING OUR SCHOOL COMMUNITY

Key principles that we must apply in the design of policy, procedure, interventions, support and reporting in our child safety program are to ensure we take account of the diversity of all children, including (but not limited to) the needs of Aboriginal and Torres Strait Islander Children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable.

Child Safety Code of Conduct

Woodleigh School's Child Safety Code of Conduct sets the boundaries and expectations for appropriate behaviours between adults and students. We ensure that students also know what is acceptable and what is not acceptable so that they can be clear and confident about what to expect from adults at the School.

It also clarifies behaviours that are not acceptable in our physical and online environments. It pays particular attention to balancing the need to identify and mitigate risks in both physical and online school environments with ensuring that student rights to privacy, access to information, social connections and learning opportunities are not compromised.

The Child Safety Code of Conduct also includes processes to report inappropriate behaviour.

Complaints and Reporting Processes

Woodleigh School ensures our processes for complaints and concerns are child focused.

We foster a culture that encourages staff, contractors, volunteers, students, parents and our school community to raise concerns and complaints. This makes it more difficult for breaches of the code of conduct, misconduct or child abuse to occur and remain hidden.

We have clear pathways for raising complaints and concerns and responding and this is documented in our School's Complaints Policy.

We ensure complaints are taken seriously and responded to promptly and thoroughly. How we handle complaints is set out in our Complaints Policy in an accessible, child focused, culturally safe and easy to understand way. The Policy outlines:

- the process for making a complaint about the School or any person within the School (for example, staff, volunteers, contractors, families, children or students)
- the roles and responsibilities of leadership, school staff and volunteers in relation to handling complaints
- the process for dealing with different types of complaints, breaches of relevant policies or the Child Safety Code of Conduct and obligations to act and report
- how we address reporting of complaints and concerns to the School Leadership and other relevant authorities whether or not the law requires responding and co-operation with law enforcement
- how we ensure all record keeping, reporting, private and employment law obligations are met when responding to complaints and concerns.

Woodleigh School has a clear procedure for responding to complaints or concerns relating to child abuse.

If there is an incident, disclosure, allegation or suspicion of child abuse, staff, contractors and volunteers (including Board members) must follow our Child Safety Complaints Management Policy

Our Child Safety Complaints Management Policy:

- covers all forms of abuse
- is sensitive to the diversity and characteristics of our School community
- is publicly available
- is accessible to children, staff, volunteers and the school community
- applies to complaints and concerns relating to child abuse made by or in relation to a child or student, school staff, volunteers, contractors, service providers, visitors or any other persons while connected to the School environment
- identifies roles and responsibilities of school staff and Leadership to act and report on complaints and concerns relating to child abuse
- does not displace or discharge any other obligations that arise if a person reasonably believes a child is at risk of child abuse
- clearly describes the actions Woodleigh School will take to respond to a complaint or concern relating to child abuse
- addresses reporting of complaints and concerns to relevant authorities, whether or not the law requires reporting, and co-operation with law enforcement
- ensures all record keeping, reporting, privacy and employment law obligations are met when responding to complaints and concerns.

As soon as any immediate health and safety concerns are addressed, and relevant Woodleigh School staff members have been informed, we will ensure the School follows:

- the [Four Critical Actions](#) for complaints and concerns relating to adult behaviour towards a child
- the [Four Critical Actions: Student Sexual Offending](#) for complaints and concerns relating to student sexual offending.

Our Woodleigh School Student Behaviour Management Policy covers concerns relating to student physical violence or other harmful behaviours.

Communications

Woodleigh School is committed to communicating our child safety strategies to our School community through:

- ensuring that key child safety and wellbeing policies are available on our website, including this Policy, the Child Safety Code of Conduct, and the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedure
- displaying PROTECT posters around the school
- updates in the School App and other School communications
- ensuring that child safety is a regular agenda item at Board, Principal and Leadership Team meetings and Staff meetings.

Persons from non-English speaking backgrounds who need assistance in understanding our policies, should contact the Director of Wellbeing.

Privacy and Information Sharing

Woodleigh School collects, uses, and discloses information about children and their families in accordance with the Australian Privacy Principles, and other relevant laws. For information on how our school collects, uses and discloses information refer to our Privacy Policy.

Records Management

We acknowledge that good records management practices are a critical element of child safety and wellbeing and manage our records in accordance with our Records Management Guidance Procedure.

Child Safety and Wellbeing Review

Woodleigh School is committed to the continuous improvement of our Child Safety Program. We have established processes for the review and ongoing improvement of our child safe policies, procedures, and practices for overall effectiveness and to ensure compliance with all child safety related laws, regulations and standards:

- the Chair of the Child Safety Committee is responsible for reviewing and updating the Child Safety and Wellbeing Policy after any significant child safety incident, and at least every 2 years which includes seeking input from students, parents and carers and the School community
- we record and analyse all complaints, concerns, and safety incidents to identify causes and systemic failures and inform continuous improvement
- we act with transparency and share pertinent learnings and review outcomes with School Staff and our School community.

SUPPORT FOR AFFECTED STUDENTS

Ensuring a student feels supported following an incident is of critical importance to our School. The School will work closely with the student, parents and carers, and our Wellbeing Team to provide all additional support services that are available. Each matter will be a case-by-case basis an individual may be supported with:

- Referral to our School Counselling Team.
- Referral to external specialist agencies.
- Family counselling.
- Academic support.

POLICY BREACH

Woodleigh enforces this policy and its procedures. In the event of any non-compliance, we will instigate a review 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, near misses and risks related to this policy should be reported to the Principal or the Director of Wellbeing.

Compliance with this policy will be monitored by the Principal and the Director of Wellbeing and this may include independent audits and reviews.

RELEVANT POLICY AND REFERENCES

This policy provides the overarching foundation for our Child Safety Program.

Key relevant policies to support our program include:

- Woodleigh School Child Safety Code of Conduct
- Woodleigh School Child Responding and Reporting Obligations, including Mandatory Reporting, Policy

Related legislative instruments

The following legislation, standards and regulations apply and this policy aligns with these mandated requirements:

- Ministerial Order 1359;
- Education and Training Reform Act 2006 (Vic); and
- Child Wellbeing and Safety Act 2005 (Vic).
- Victorian Child Safe Standards

PROCEDURE APPROVAL STATUS

REVIEW CYCLE	POLICY CODE	OWNER	APPROVED BY
Annual	CS-09	PRINCIPAL	BOARD
VERSION	LOCATION	DATE APPROVED	NEXT REVIEW DATE
V4-4	WS Policy and Procedure TEAM > Policies > Child Safety	25/03/2026	TERM 1 2027