

**Part 1- Our Student Safeguarding Officers**

1. Ballarat Grammar has appointed the people listed below as the School's Student Safeguarding Officers. Each Student Safeguarding Officer is available to answer any questions that you may have with respect to our Student Safety policies.
2. Student Safeguarding Officers are selected based on a number of considerations, namely:
  - 2.1 Their personal attitudes, experiences and beliefs, for example, a person who is non-judgmental, calm, resilient and demonstrates a high degree of integrity and respect for confidentiality;
  - 2.2 Their role within the School, for example, a person who has seniority and experience working with complex student and family issues at the School and someone who is readily accessible and available to all members of the School community; and
  - 2.3 Their personal profile within the School for example, a person who is approachable, who students and staff trust and who is willing and able to respond to issues personally and sensitively.
3. The School's Student Safeguarding Officers can be your first point of contact for reporting child protection issues within the School. These individuals are also the first contact for anyone (i.e. a mentor) whose student has made a disclosure.
4. If you have any concerns that a student may be experiencing any form of abuse, whether or not you have formed a belief on reasonable grounds that the abuse has occurred, you should immediately raise your concerns with one of our Student Safeguarding Officers. Please be aware that consulting with a Student Safeguarding Officer does not change any obligation you have under legislation to report to an external authority. Refer to our *Procedures for Responding to and Reporting Allegations of Child Abuse*.
5. Our Student Safeguarding Officers are held to a higher record keeping standard than other staff and are responsible for fulfilling all record keeping obligations per the public record office record keeping standards and requirements for each incident.
6. The welfare and best interests of the student are paramount. Whenever there are concerns that a student is in immediate danger the Police should be called on 000.

Name	Position	Phone	Email Address
Mark Warwick	Head of Junior School/ Co-Deputy Head	5338 0847	<a href="mailto:Mark.Warwick@bgs.vic.edu.au">Mark.Warwick@bgs.vic.edu.au</a>
Chris Beechey	Head of Middle School/ Co-Deputy Head	5338 0973	<a href="mailto:Chris.Beechey@bgs.vic.edu.au">Chris.Beechey@bgs.vic.edu.au</a>
Meredith Rayner	Psychologist/ Director of Care	5338 0826	<a href="mailto:Meredith.Rayner@bgs.vic.edu.au">Meredith.Rayner@bgs.vic.edu.au</a>
Koren Naylor	Director of CEEd	5338 0896	<a href="mailto:Koren.Naylor@bgs.vic.edu.au">Koren.Naylor@bgs.vic.edu.au</a>
Sandy Warwick	Assistant Head – Wellbeing and Pastoral Care	5338 0908	<a href="mailto:Sandra.Warwick@bgs.vic.edu.au">Sandra.Warwick@bgs.vic.edu.au</a>
Leah Moneghetti	Director of Risk, Compliance and Legal Services	5338 0824	<a href="mailto:Leah.Moneghetti@bgs.vic.edu.au">Leah.Moneghetti@bgs.vic.edu.au</a>
Out of Hours Contact	Senior Staff-member on Duty	5338 0726	

**Part 2- Our Senior Student Safeguarding Officer**

1. Ballarat Grammar has appointed Mark Warwick as the School's Senior Student Safeguarding Officer. The Senior Student Safeguarding Officer has an important role in the promotion and maintenance of our student safety culture at the School.
2. The Senior Student Safeguarding Officer is identified in a publicly available *Student Safety and Wellbeing* policy as a contact for the wider community when they have child protection concerns relating to the School.
3. The Senior Student Safeguarding Officer is contactable on 5338 0847 or by emailing [Mark.Warwick@bgs.vic.edu.au](mailto:Mark.Warwick@bgs.vic.edu.au).