



# Student Safety Program Reference Guide

## PURPOSE

Ballarat Grammar is committed to zero tolerance of child abuse. All staff and members of our community have a duty of care to protect the safety, health, and wellbeing of students in their care. The School's Student Safety Program is designed to ensure compliance with the Victorian Child Safe Standards, Ministerial Order No. 1359, made under the Education and Training Reform Act 2006 (Vic) and the National Principles for Child Safe Organisations.

This guide provides an overview of the policies and practices developed to keep our students safe, including from abuse or other harm. For more detailed information, please refer to the full set of Student Safety documents available on the Ballarat Grammar website.

## SCOPE

This guide applies to all adults in the Ballarat Grammar community, including:

- Staff and Direct Contact Contractors (including External Education Providers)
- Other types of Contractors
- Volunteers
- Visitors

This guide does not apply to students of Ballarat Grammar aged over 18 while they are enrolled as a student.

It applies in all physical, virtual, and online school environments used by students during or outside of school hours, including all locations provided for a student's use (e.g., on-site and off-site school grounds, sporting events, camps, and excursions).

## REPORTING CONCERNS

All members of the Ballarat Grammar community are responsible for promoting the safety and wellbeing of students by adhering to the school's policies and procedures. Any concerns about student safety should be reported to one of the School's [Student Safeguarding Officers](#). If you have any concern 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 the School's 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. ***In cases where a student's safety is at immediate risk, call the Police on 000.***

- More information on Reporting can be found in the flow chart contained in this document as well as [SSS-009 Responding to and Reporting Allegations of Abuse](#) and the forms [SSS-011 Student Safety Report Form – IDS](#), [SSS-012 Student Safety Report Form – SSO](#) and [SSS-013 – Student Safety Report Form – Early Childhood](#).

## MANDATORY REPORTING TO CHILD PROTECTION

Section 184 of the Children, Youth and Families Act 2005 (Vic) (CYFA) requires that certain people must make a report to Department of Families, Fairness and Housing (Child Protection) if:

- in the course of their professional work or carrying out duties of their office, position or employment, they form a belief on reasonable grounds that a child (aged under 17) is in need of protection because:
  - the child has suffered or is likely to suffer significant harm as a result of physical injury or sexual abuse; and
  - the child's parents have not protected or are unlikely to protect the child from the harm.

These people are called Mandatory Reporters and failure to make a report is an offence. At Ballarat Grammar, the following people are Mandatory Reporters:





- The Headmaster and Deputy Heads
  - All Teachers
  - Early Childhood Teachers and Educators
  - School Nurses
  - Psychologists
  - Persons in religious ministry who work or volunteer at the School in the religious capacity
- More information on Reporting can be found in the flow chart contained in this document as well as [SSS-009 Responding to and Reporting Allegations of Abuse](#) and the forms [SSS-011 Student Safety Report Form – IDS](#), [SSS-012 Student Safety Report Form – SSO](#) and [SSS-013 – Student Safety Report Form – Early Childhood](#).

## **SUPPORT FOR STUDENTS, FAMILIES, AND STAFF**

Ballarat Grammar aims to uphold the safety of all students, including Aboriginal and Torres Strait Islander Children, children from culturally linguistically diverse backgrounds, children with a disability and from gender diverse and religious backgrounds. The School is committed to supporting students affected by a student safety incident or concern. Support strategies may include referrals to internal or external support, such as the School's Wellbeing Team or an external support agency. The School also assists impacted staff, volunteers, and contractors to access necessary support.

- More information can be found in the following documents: [SSS-004 Student Safety and Wellbeing](#), [SSS-005 Student Safety Code of Conduct](#), [SSS-014 Student Version – Student Safety and Wellbeing](#)

## **CODES OF CONDUCT**

Ballarat Grammar has developed the following Codes of Conduct and guidelines:

- [SSS-005 Student Safety Code of Conduct](#)
- [SSS-008 Professional Boundaries Guidelines](#)
- [IDG-XXX ICT Acceptable Use](#)

These documents outline appropriate standards of behaviour towards students for all adults in the school environment. They serve to protect students, reduce any opportunities for abuse or harm to occur, and promote student safety in the school environment. The [IDG-XXX ICT Acceptable Use](#) agreement is not specific to the Student Safety program however the appropriate use of ICT is a key factor in providing a student safe environment and as such, this document should be read in conjunction with the overall student safety program.

## **KEY GOVERNING DOCUMENTS**

The following documents provide the framework of the School's Student Safety Program and should be read in conjunction with each other:

- [SSS-001 Student Safety & Support Policy](#) – The overarching policy providing student-based structures and operations of Ballarat Grammar **(in development)**
- [SSS-003 Student Safety Definitions and Additional Resources](#) – A guide to provide consistent definitions of Student Safety terms and practical resources and guidance to support staff
- [SSS-004 Student Safety and Wellbeing](#) - Demonstrates the school's strong commitment to student safety and wellbeing.
- [SSS-005 Student Safety Code of Conduct](#) – Outlines the appropriate standards of behaviour for all Ballarat Grammar community members towards students
- [SSS-006 Student Duty of Care](#) - A plain English guide to how responsibility of student safety and wellbeing is the responsibility of staff and the School community





- [\*SSS-007 Student Safety and Risk Management procedure\*](#) - Emphasises the school's commitment to fostering a culture where students feel safe to report concerns. Also outlines the school's approach to identifying and mitigating risks to student safety
- [\*SSS-008 Professional Boundaries Guidelines\*](#) – Provides strategies for staff, volunteers and contractors to maintain ethical, respectful and appropriate relationships with students, colleagues and the School community
- [\*SSS-009 Responding to and Reporting Allegations of Abuse\*](#) - Provides clear guidance on how to respond to and report allegations of child abuse.
- [\*SSS010 – Our Student Safeguarding Officers\*](#) – A list of the School Student Safeguarding Officers, including the Senior Safeguarding Officer
- [\*SSS-011 Student Safety Report Form – IDS\*](#) - A Student Safety Report Form based on the *Four Critical Actions for Schools: Responding to Incidents, Disclosures & Suspicions of Child Abuse*. Designed to be completed when an incident, disclosure or a suspicion of child abuse occurs
- [\*SSS-012 Student Safety Report Form – SSQ\*](#) - A Student Safety Report Form based on the *Four Critical Actions for Schools: Responding to Student Sexual Offending*. Designed to be completed when an incident of student sexual offending occurs
- [\*SSS-013 – Student Safety Report Form – Early Childhood\*](#) - A Student Safety Report Form based on the *Four Critical Actions for Early Childhood Services: Responding to Incidents, Disclosures & Suspicions of Child Abuse*. Designed to be completed when an incident, disclosure or a suspicion of child abuse occurs related to a child attending the CEEd
- [\*SSS-014 Student Version – Student Safety & Wellbeing\*](#) – A simplified version for the CEEd, the Junior School and the Middle / Senior School

Additionally, there are a number of documents that are not specifically included in the Ballarat Grammar Student Safety program however should be considered as supporting documents and referred to when considering the School's approach to ensuring a student safe environment. These documents include, but are not limited to:

- [\*IDG-XXX ICT Acceptable Use\*](#)
- [\*SSS-025 Restraint Guidelines\*](#)
- [\*SSS-026 Discipline Policy\*](#)
- [\*IDG-003 Privacy Policy\*](#)

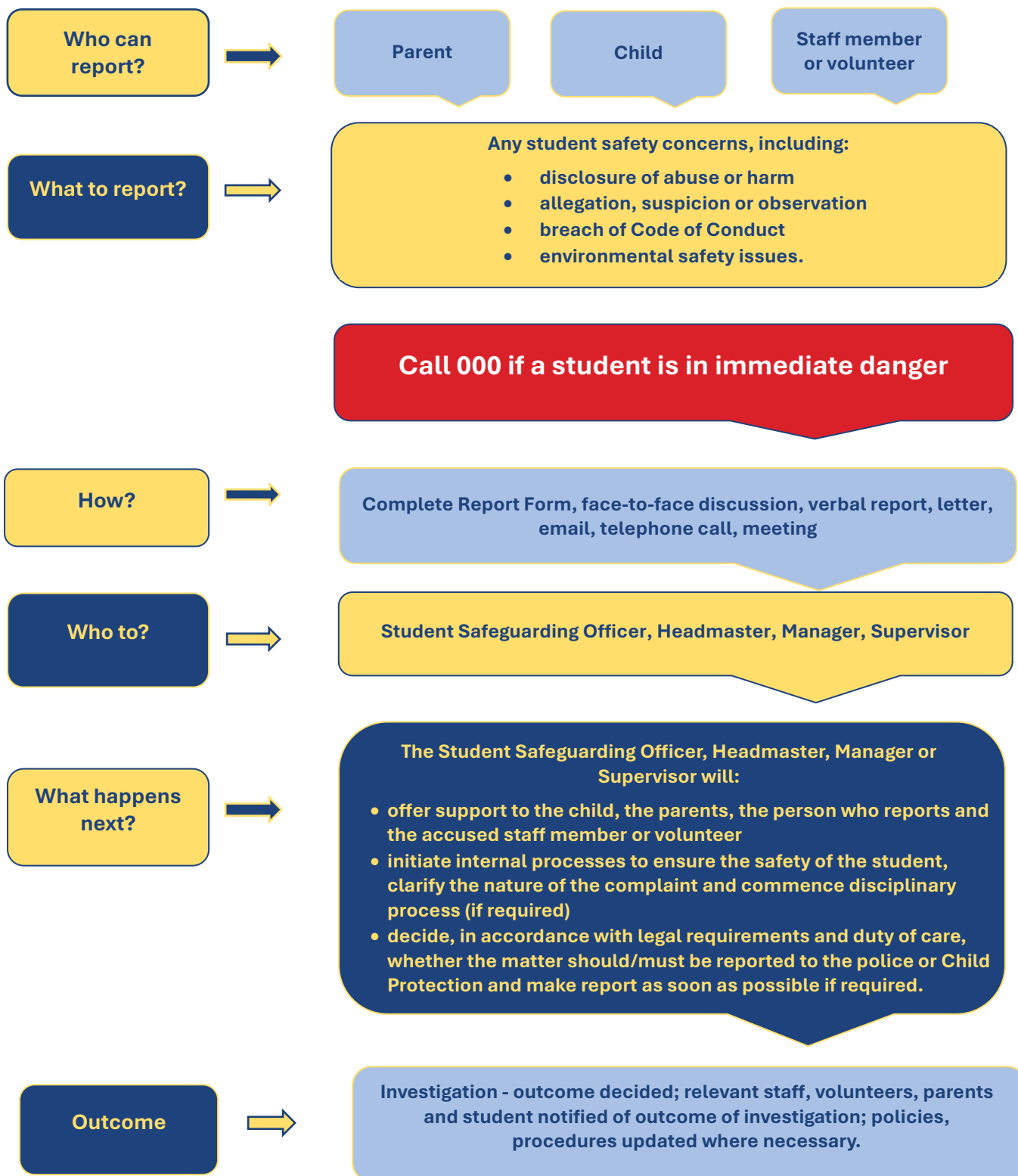




## STUDENT SAFETY PROCESS – REPORTING

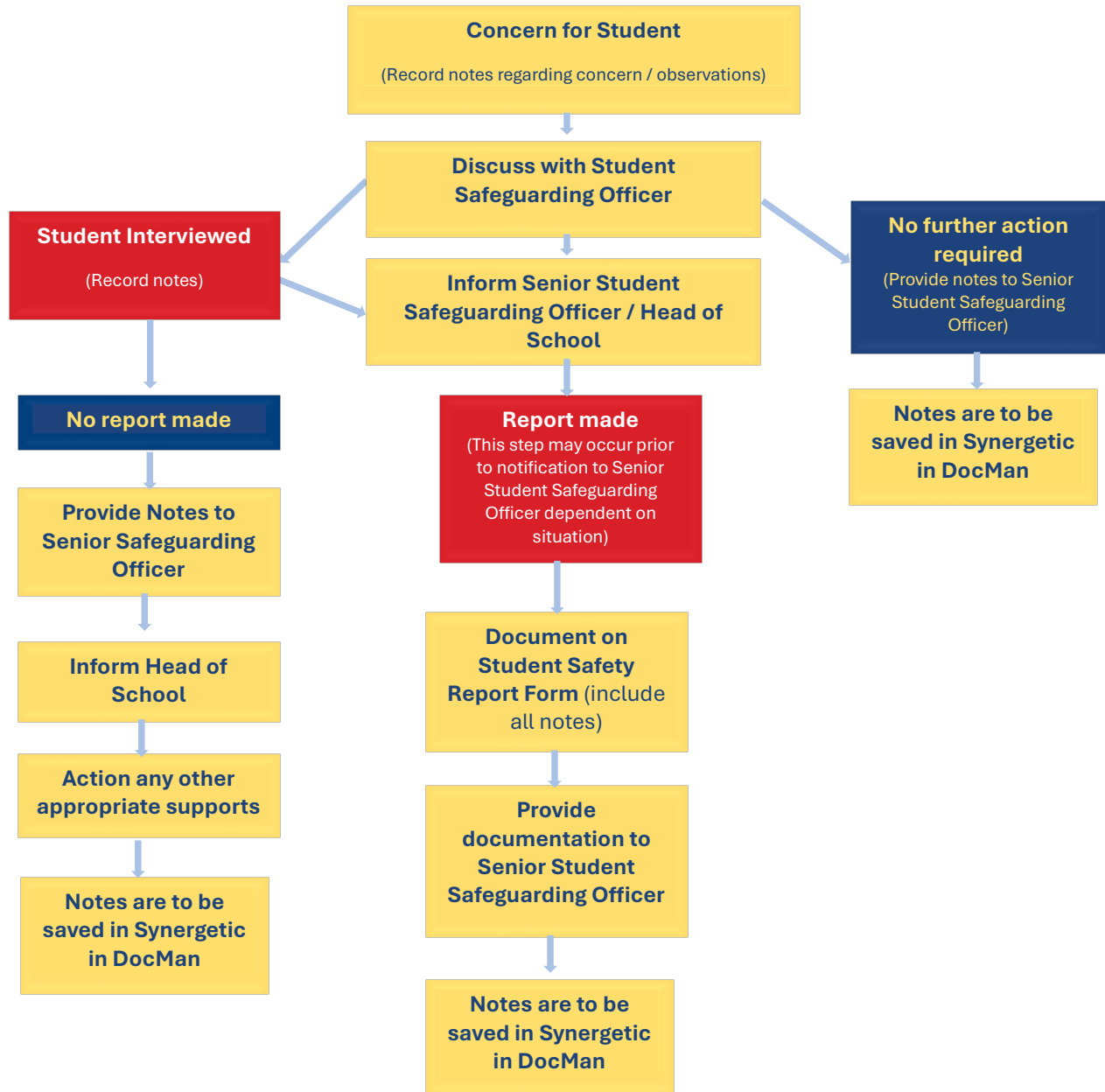
**Note: Reporting an incident, disclosure or suspicion of child abuse internally does not release you from other legal and regulatory obligations you may have**

- Adapted from “A Guide for Creating a Child Safe Organisation” <http://www.ccyp.vic.gov.au/>





## STUDENT SAFETY PROCESS – DOCUMENTATION





## **BREACH OF POLICY**

All staff, volunteers and those engaged by Ballarat Grammar are expected to enact this policy in support of student and community learning, health, safety and wellbeing. Any breach of a Student Safety program document is a student safety incident that must be reported internally. Any breach that meets the threshold for external reporting must also be reported to the relevant external authority.

## **REVIEW**

Ballarat Grammar is committed to the continuous review and improvement of all its operations, including this policy. It is the responsibility of the Senior Student Safeguarding Officer to regularly monitor and review the effectiveness of the Student Safety policies to ensure they are working in practice and revise the policy and program\* when required and after any significant student safety incident. It is the responsibility of the Senior Student Safeguarding Officer along with the Safety & Risk Officer to engage with students, parents and the broader community in relation to the review of the School's Student Safety policies.

\*The Student Safety Program is the name given to the full collection of policies, procedures and documents that assist the School to provide a safe environment for students 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 student safety incidents and concerns
- Student safe human resources management (including WWC clearances)
- Participation and empowerment of students
- Informing and involving families and relevant communities in student safeguarding issues
- Equity and diversity
- Student safeguarding risk management strategies
- Strategies for embedding a culture of student safety at the School; and
- Regular reviews and continuous improvement of student safety policies, procedures, and practices.

## **GOVERNANCE DOCUMENT RESPONSIBILITIES AND COMMUNICATIONS**

All documentation within the Governance Framework will be communicated throughout the School including, but not limited to, internal communications such as Nexus posts, staff emails, staff inductions and documentation distribution.

Document Owners are responsible for identifying and managing information-related risks and issues for their assigned information entities and for escalating these to Approval Authorities accordingly. Owners of Governance Documents are accountable for their respective procedures, manuals and work instructions in alignment with their position descriptions.

The Student Safety and Wellbeing Policy and program documentation is published on the School's public website as well as on Nexus. It is provided to new staff, volunteers and contractors as part of their induction and onboarding process, prior to commencement of work at the School.





# Victoria's Child Safe Standards

## BGS Plain language summary

1

Ballarat Grammar welcomes Aboriginal & Torres Strait Islander children & young people. We support them to express their culture and to enjoy their rights. We don't allow racism.



2

Student safety is important to everyone at all levels in our organisation. We document how we find, avoid, and stop risks of child abuse or harm.



3

Ballarat Grammar supports students to know their rights to be safe from abuse, informed, and involved. We help them to talk openly and take part in decisions that affect them.



4

Ballarat Grammar tells families and the community about what we do, and how we keep students safe from harm and abuse. We help families to have a say and to take part in decisions that affect their child.



5

Ballarat Grammar understands that every student is different and has different needs. We ensure that they can get the information and help that they need.



6

Staff know what they must do to keep students safe from abuse and harm. They record, report, and share information about student safety when they should. Staff have had the background checks they need.



7

Students and their families know how to make a complaint and what happens when a complaint is made. Staff know how to respond properly to complaints.



8

Ballarat Grammar trains and supports staff to keep students safe from abuse and harm. Staff know the signs of child abuse and harm and what to do if there are issues of abuse and harm.



9

Ballarat Grammar makes sure students are safe when they use our services, settings, and activities. This includes when students are online.



10

Ballarat Grammar checks and improves the ways we keep students safe from abuse and harm.



11

Ballarat Grammar has written policies about how we keep students safe from abuse and harm. They are easy to understand, and all staff follow them.





# Office Use Only

Document Control / History	
Document Code	SSS - 002
Approval Authority	Senior Student Safeguarding Officer
Document Owner / Responsible Officer	Safety & Risk Officer
Original Approval Date	March 2025
Current Version Date	March 2025
Scheduled Review Date	March 2026
History	March 2025 – New Document

Supporting Documents	
<ul style="list-style-type: none"> <li>Betrayal of Trust Report - <a href="#">Betrayal of Trust</a></li> <li>Child Safe Standards - CCYP   <a href="#">The 11 Child Safe Standards</a></li> <li>SSS-001 Student Safety &amp; Support Policy (<a href="#">overarching policy - in development</a>)</li> <li>SSS-002 Student Safety Program Reference Guide</li> <li>SSS-003 Student Safety Definitions and Additional References</li> <li>SSS-004 Student Safety and Wellbeing</li> <li>SSS-005 Student Safety Code of Conduct</li> <li>SSS-006 Student Duty of Care</li> <li>SSS-007 Student Safety and Risk Management Procedure</li> <li>SSS-008 Professional Boundaries Guidelines</li> </ul>	<ul style="list-style-type: none"> <li>SSS-009 Responding to and Reporting Allegations of Abuse</li> <li>SSS-010 Our Student Safeguarding Officers</li> <li>SSS-011 Student Safety Report form – Incident, Disclosure, Suspicion</li> <li>SSS-012 Student Safety Report form – Student Sexual Offending</li> <li>SSS-013 Student Safety Report Form – Early Childhood</li> <li>SSS-014 Student Version – Student Safety &amp; Wellbeing</li> <li>SSS-025 Restraint Guidelines</li> <li>SSS-026 Discipline Policy</li> <li>IDG-003 Privacy Policy</li> <li><a href="#">IDG-XXX ICT Acceptable Use</a></li> </ul>

Student Lifecycle / Pillars / Values / IDEALS / IB PYP Attributes					
Student Lifecycle	Student Lifecycle Subsection	Pillars	Values	IDEALS	IB PYP Attributes
<ul style="list-style-type: none"> <li>Student Recruitment</li> <li>Delivery of Education Programs</li> <li>Graduation &amp; Community</li> </ul>	<ul style="list-style-type: none"> <li>Marketing &amp; Advertising</li> <li>Enrolments &amp; Offers</li> <li>Finance</li> <li>Teaching &amp; Learning</li> <li>Assessment</li> <li>Experiences</li> <li>Careers / Work Experience</li> <li>Graduation</li> <li>Old Grammarians / Alumni</li> </ul>	<ul style="list-style-type: none"> <li>Governance &amp; Leadership</li> <li>Legislative &amp; Regulatory Compliance</li> <li>Complaints &amp; Compliments</li> <li>People &amp; Culture</li> <li>Finance</li> <li>Community Engagement/Foundation</li> <li>Property &amp; Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>Integrity</li> <li>Aspiration</li> <li>Courage</li> <li>Compassion</li> <li>Responsibility</li> <li>Hope</li> </ul>	<ul style="list-style-type: none"> <li>Internationalism</li> <li>Democracy</li> <li>Environmentalism</li> <li>Adventure</li> <li>Leadership</li> <li>Service</li> </ul>	<ul style="list-style-type: none"> <li>Inquirers</li> <li>Knowledgeable</li> <li>Thinkers</li> <li>Communicators</li> <li>Principled</li> <li>Open Minded</li> <li>Caring</li> <li>Risk Takers</li> <li>Balanced</li> <li>Reflective</li> </ul>

Legislative Context
<ul style="list-style-type: none"> <li>Betrayal of Trust Report - <a href="#">Betrayal of Trust</a></li> <li>Child Safe Standards CCYP   <a href="#">The 11 Child Safe Standards</a></li> <li>Children Youth &amp; Families Act 2005 (Vic) <a href="#">Children, Youth and Families Act 2005   legislation.vic.gov.au</a></li> <li>Child Wellbeing &amp; Safety Act 2005 (Vic) <a href="#">Child Wellbeing and Safety Act 2005   legislation.vic.gov.au</a></li> <li>Crimes Act 1958 (Vic) <a href="#">Crimes Act 1958   legislation.vic.gov.au</a></li> <li>Education &amp; Training Reform Act 2006 (Vic) <a href="#">Education and Training Reform Act 2006   legislation.vic.gov.au</a></li> <li>Education &amp; Training Reform Regulations 2017 (Vic) <a href="#">Education and Training Reform Regulations 2017   legislation.vic.gov.au</a></li> <li>Education Services for Overseas Students (ESOS) Act 2000 <a href="#">Federal Register of Legislation - Education Services for Overseas Students Act 2000</a></li> <li>Education &amp; Care Service National Law Act 2010 <a href="#">Education and Care Services National Law Act 2010   legislation.vic.gov.au</a></li> <li>Family Violence Protection Act 2008 <a href="#">Family Violence Protection Act 2008   legislation.vic.gov.au</a></li> <li>Ministerial Order 1359 <a href="#">ministerial-order-1359-975</a></li> <li>National Code of Practice for Providers of Education &amp; Training to Overseas Students 2018 (National Code 2018) <a href="#">Federal Register of Legislation - National Code of Practice for Providers of Education and Training to Overseas Students 2018</a></li> <li>National Quality Standard (NQS) <a href="#">National Quality Standard   ACECQA</a></li> <li>Notifiable Data Breaches Scheme <a href="#">About the Notifiable Data Breaches scheme   OAIC</a></li> <li>Privacy Act 1988 (Cth) <a href="#">Federal Register of Legislation - Privacy Act 1988</a></li> <li>Worker Screening Act 2020 <a href="#">Worker Screening Act 2020   legislation.vic.gov.au</a></li> </ul>







Regulatory Context				
VRQA	CRICOS / National Code / ESOS Act	ACECQA / Department of Education	International Baccalaureate	Other
<ul style="list-style-type: none"> <li>Ministerial Order 1359, Clauses 11, 12, 13</li> <li>Victorian Child Safe Standards 1, 2, 8</li> <li>Child, Youth &amp; Families Act 2005 (Vic) – Section 184</li> <li>Education &amp; Training Reform Act 2006 (Vic)</li> <li>Education &amp; Training Reform Regulations 2017 (Vic)</li> <li>Worker Screening Act 2020 (Vic)</li> <li>Child, Youth &amp; Families Act 2005 (Vic) – Section 184</li> <li>VRQA Minimum Standards for School registration – Clauses 12, 13, 16, 17, 18</li> </ul>	<ul style="list-style-type: none"> <li>National Code of Practice for Providers of Education &amp; Training to Overseas Students 2018 (National Code 2018) – Standard 5</li> </ul>	<ul style="list-style-type: none"> <li>Child, Youth &amp; Families Act 2005 (Vic) – Section 184</li> <li>Education &amp; Care Services National Law Act 2010</li> </ul>	<ul style="list-style-type: none"> <li>International Baccalaureate Programme Standards – Standard A</li> </ul>	<ul style="list-style-type: none"> <li>Child Wellbeing &amp; Safety Act 2005 (Vic)</li> <li>Crimes Act 1958 (Vic) – Section 327; Section 49C</li> <li>Privacy Act 1988 (Cth)</li> <li>Notifiable Data Breaches Scheme</li> <li>Family Violence Protection Act 2008 (Vic)</li> <li>Notifiable Data Breaches Scheme</li> </ul>