Student Safety and Wellbeing Policy

PURPOSE AND STATEMENT OF COMMITMENT

Ballarat Grammar is committed to ensuring the safety, wellbeing, and welfare of all students by maintaining a student-safe culture in compliance with Ministerial Order 1359 and the Victorian Child Safe Standards (2022). Our policies, practices, and procedures are designed to protect students from harm and promote their overall wellbeing in alignment with VRQA Minimum Standards and relevant State and Commonwealth laws.

We have a zero tolerance for child abuse and are committed to acting in student's best interests and keeping them safe from harm. The School regards its student safety responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a student safe culture.

Ballarat Grammar's student safety program is made up of work systems, practices, policies and procedures designed to maintain a student-safe environment and to embed an organisational culture of student safety within the whole school community. All allegations and safety concerns will be treated very seriously and consistently with our policies and procedures.

All staff, volunteers and members of our community have a duty of care to protect the safety, health and wellbeing of all children in their care. As a school with a diverse population, this includes students with a disability, Aboriginal and Torres Strait Islander children and children from culturally and linguistically diverse backgrounds.

The Ballarat Grammar Student Safety and Wellbeing Policy aims to support the School in:

- Informing the School community of the obligations that they have to act safely and appropriately towards students.
- Preventing child abuse, identifying risks early, and removing / reducing those risks.
- Complying with the legal and moral obligations of the School community in reporting allegations of child abuse and alerting the appropriate authorities if there is a reasonable belief a student is in need of protection.
- Upholding 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.
- Providing regular training and education to members of the School community on the risks of child abuse.
- Minimising the risk associated with online presence.

Trigger warning: some documents within the Ballarat Grammar Student Safety program contain explicit descriptions of abuse which may be distressing to read. It is recommended that you speak with the School leadership team regarding access to arranging appropriate support if required. School staff may also access the School's Employee Assistance Program.

SCOPE

All adults in the Ballarat Grammar School community have a shared responsibility for contributing to the safety, wellbeing and protection of students. Ballarat Grammar, its Headmaster, and staff owe a non-delegable duty of care to all students which applies onsite and offsite, during school hours and outside school hours, including in School-organised activities such as excursions, camps, student exchanges, and in the boarding house environment.

The School's Student Safety and Wellbeing Policy applies to all adults in the School community, whether or not their work involves direct contact with students, including:

- Staff and Direct Contact Contractors (including External Education Providers) who are "school staff" within the meaning of Ministerial Order 1359
- Other types of contractors
- Volunteers
- Visitors

This Policy 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, (for example on-site and off-site School grounds, boarding houses, sporting events, camps, excursions, student exchanges and homestay experiences, extra-curricular activities and environments provided by External Education Providers and other Contractors).

DEFINITIONS

The full list of definitions used throughout this Policy and all Ballarat Grammar's Student Safety documents are contained in the document *SSS-003 Student Safety Definitions and Additional Resources* however a summary of key terms is provided in *Appendix A* of this document.

STUDENT SAFE VALUES AND PRINCIPLES

The School is obligated to uphold the Child Safe Standards, which reflect and are aligned with national principles to support consistency across Australia. Detail of the 11 Child Safe Standards can be found at CCYP | The 11 Child Safe Standards

Ballarat Grammar has developed Student Safe Principles and Values that guide our practice, policies, procedures and work systems designed to protect students from harm. Every student at Ballarat Grammar has the right to be safe and the welfare and best interests of students are to be of utmost importance. We achieve this by:

- Respecting the views of each student and their privacy.
- Outlining clear expectations for appropriate behaviour with students via our *Student Safety Code of Conduct* and *Professional Boundaries* documents.
- Providing and creating a school culture that supports the safety for each student within our care.
- Promoting student safety awareness for all members of our community along with open discussions about student safety issues.
- Ensuring students from culturally or linguistically diverse backgrounds, Aboriginal or Torres Strait Islander children or other children who are vulnerable (such as children in out of home care or children of diverse sexuality) have access to tailored, specialist care and support.
- Ensuring students who have any kind of disability have access to specialist care and support.
- Ensuring that all members of the School Community understand that student safety and protection is everyone's responsibility.
- Ensuring appropriate procedures are in place to screen all staff, volunteers, third party contractors and external education providers who come into contact with our students.
- Ensuring mandatory training for all members of the Board of Directors and staff of Ballarat Grammar School, BGS Educational Services, and members of the Foundation.
- Procedures for responding to alleged or suspected incidents of child abuse and complying with all laws, regulations and standards relevant to child protection in Victoria

STATEMENT OF COMMITMENT TO STUDENT SAFETY

- Child abuse includes sexual offences, grooming, physical violence, serious emotional or psychological harm, serious neglect and a child's exposure to family violence. Ballarat Grammar is committed to the protection of all students from all forms of child abuse and demonstrates this commitment through the implementation of comprehensive Student Safety policies and procedures designed to keep students safe.
- At Ballarat Grammar we have a zero tolerance for child abuse and are committed to acting in student's best interests and keeping them safe from harm. The School regards its student safety responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a student safe culture.
- Ballarat Grammar's student safety action is made up of work systems, practices, policies and procedures designed to maintain a student-safe environment and to embed an organisational culture of student safety within the whole school community.

OBJECTIVES

This policy provides the framework for:

- The development of work systems, practices, policies and procedures that promote student safety within the School;
- The creation of a positive and robust student safety culture;
- The promotion and open discussion of student safety issues within the School. This includes during the school day, but also out of hours activities including those in the boarding community, camps and extra-curricular activities;
- Ensuring that by enacting child safety and wellbeing policies, procedures and practices the School will not compromise a student's right to privacy, access to information; and
- Compliance with all laws, regulations and standards relevant to student safety in Victoria.

Student Safety

- Ballarat Grammar adopts a risk management approach by identifying key risk indicators and assessing student safety risks based on a range of factors including the nature of the School's activities, physical and online environments and the characteristics of the student body. This includes but is not limited to students with a disability, Aboriginal and Torres Strait Islander children and children from culturally and linguistically diverse backgrounds, students who are unable to live at home, international students, and lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQA+) students.
- Our Student Safety policies and procedures relate to all aspects of protecting students from harm and maintaining work systems, practices, policies and procedures to protect students from harm and abuse.
- Creation and maintenance of Ballarat Grammar's student-safe environment and culture occurs through:
  - Clear information to all stakeholders as to what constitutes child abuse and associated key risk indicators;
  - Education and support for responding to and reporting allegations of child abuse;
  - Strategies to support, encourage and enable staff, volunteers, third party contractors, external education providers, parents and students to understand, identify, discuss and report student safety matters;
  - Recruiting procedures that ensure robust screening of all those engaged in work at Ballarat Grammar;
  - Procedures for reporting reportable conduct and/or misconduct;
  - Embedded education in our curriculum and wellbeing pastoral care program designed to empower students and keep them safe;
  - Policies with respect to cultural diversity and students with disabilities;
  - Continuous professional development for all embedding the understanding that student safety is the responsibility of every member of staff at Ballarat Grammar;
  - Information regarding the steps to take after a disclosure of abuse to protect, support and assist students;
  - 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;
  - All staff are to wear Ballarat Grammar name tags or Ballarat Grammar embroidered uniform and all visitors to the School must sign in at reception and wear a yellow lanyard with their visitors sign in pass attached;
  - Where appropriate gates will be locked during the day by using a swipe card operation;
  - Areas where line of sight is obscured will be evaluated for risk factors;
  - Staff should always place themselves in an appropriate location, so they are not in isolation with a student;
  - Continued due diligence will be managed through the School's Risk Management Framework; and
  - Close monitoring of student attendance is required in all areas of the School.
- The School environment is monitored through the Risk Management Committee and the Audit, Risk & Governance Committee and risk analysis and management plans must be created for all off campus activities.
- The School's *Student Safety Code of Conduct* outlines acceptable and unacceptable behaviour when dealing with students and young people in our care. Regular reminders and updates will be provided to all members of our community using the School's various communication resources. This will allow for the monitoring and adherence to the policy or statements appropriate.
- As a part of Ballarat Grammar's induction process, all staff and volunteers are required to complete training modules relating to Student Safety. Further training will be assigned as appropriate.

- Staff, volunteers, third party contractors and external education providers are supported by the School's Student Safeguarding Officers to ensure that they are compliant with the School's approach to student safety.

Responsibilities

- Society as a whole shares responsibility for promoting the safety and protection of children from abuse. In the school context, all members of the School community have their role to play – staff, parents/carers, volunteers and students.
- Students are encouraged to take an active role in developing and maintaining a student safe environment at the School and are provided with opportunities to contribute and give feedback in the development of the School's policies and practices. Students are also made aware of the avenues available to them to report or disclose abuse or concerns for their safety or the safety of others.
- At Ballarat Grammar all members of the Board of Directors and staff, as well as volunteers, have a shared responsibility for contributing to the safety and protection of students. Specific responsibilities include:
  o Board of Directors – Each member of the Board of Directors is required to ensure that appropriate resources are made available to allow the School's Student Safety policies and procedures to be effectively implemented within the School and are responsible for holding the Headmaster and senior staff team accountable for effective implementation.
  o The Headmaster – the Headmaster is responsible, and will be accountable for, taking all practical measures to ensure that the Student Safety policies and procedures are implemented effectively and that a strong and sustainable student safety culture is maintained within the School. The Headmaster is responsible for ensuring that employment law obligations are fulfilled for any member of staff.
  o The School's Student Safeguarding Officers – A number of senior staff members are nominated as the School's Student Safeguarding Officers. Our Student Safeguarding Officers receive additional training with respect to student safety issues. They are the first point of contact for raising student safety concerns within the School. They are responsible for championing student safety within the School and assisting in coordinating responses to student safety incidents. They are also responsible for ensuring the School community receive relevant updates as they come into effect and receive training in key areas such as identification and mitigation of child safety and wellbeing risks in the School's environment without compromising a child or student's right to privacy, access to information, social connections and learning opportunities.
  o Staff Members – All staff are required to be familiar with the content of our Student Safety policies and procedures and their legal obligations with respect to the reporting of child abuse. It is each individual's responsibility to be aware of the 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 Student Safeguarding Officers.
  o Volunteers – All volunteers, as defined in this policy, are required to be familiar with the content of our Student Safety policies and procedures and their legal obligations with respect to the reporting of child abuse. 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 one of the School's Student Safeguarding Officers.
  o Third Party Contractors – All Third-Party Contractors (service providers) engaged by the School are responsible for contributing to the safety and protection of students in the School environment. Third Party contractors include, for example, maintenance and building personnel, consultants, casual teachers, tutors, sports coaches 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.
  o 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 students in the School environment. All External Education Providers engaged by the School are required by the School to be familiar with our Student Safety policies and procedures. Ballarat Grammar may include this requirement in the written agreement between it and the External Education Provider.

Staff Selection

- Ballarat Grammar endeavours to ensure that the selection process for recruitment of new staff and volunteers is rigorous in regard to an applicant's suitability to undertake student-connected work. This procedure outlines the steps involved in the recruitment process that ensure natural justice for all applicants seeking employment or voluntary work at the School.
- Procedures:
    - Student Safety- All applicants for jobs and volunteer work at the School are informed about the child safety practices of the School, including but not limited to the School's Student Safety Code of Conduct.
    - Position Descriptions- As each employment vacancy arises, the position description undergoes a review and includes the statement emphasising zero tolerance. Details of essential or relevant qualifications, experience and attributes in relation to student safety will also be included. Position descriptions will be available to all applicants, both electronically via the website and in hard copy by request.
    - Shortlisting of Applicants- Shortlisted applicants will be asked to confirm that they have read and understood the position description in the first instance and that they understand the student safety practices and code of conduct of the School. Background searches will be conducted using, for example, Google, Facebook and LinkedIn. Applicants will be asked to provide the contact details of at least two referees, preferably a current or most recent employer and a direct supervisor/manager.
    - Interview Process- The interview process is a very important step in selecting the right person for Ballarat Grammar and in identifying any people who may pose a risk to students in our care. The interview panel will emphasise that all staff are required to have the duty of care to protect the safety, health and wellbeing of all students in their care at all times. Any apparent gaps in the employment history of an applicant will be investigated as required.
        - The interview process should include sufficient time to plan and prepare for the interview, forming the panel with the right mix of staff experience and skills to carry out the interview, ensuring that all panel members are clear on what the position requires.
        - An open-ended style of behavioural-based questioning should enable the interviewers to assess the applicant's values, attitudes and understanding of professional boundaries and accountability.
        - Staff are encouraged to take notice of their own thoughts and feelings when interacting with the applicant. These considerations may be included in the interview notes recorded, where applicable.
    - Reference Checks- Reference checks will include:
        - Confirmation that previous employment details provided by the applicant are accurate;
        - Questions regarding any direct supervision of students by the applicant in their current or previous employment;
        - Asking the referee if they would employ the applicant again;
        - Shortlisted applicants are required to submit two forms of personal identification, and the Human Resources Manager will ensure that names and addresses are the same as those provided by the applicant; and
        - It is the responsibility of the People and Culture Department to ensure all details are kept on the employee's staff file on Synergetic.
    - Background Checks- Applicants will be advised that the selection process will involve a background check.
        - This process is completed via a third-party provider (Fit2Work). The link to undertake this check is sent to the successful applicant with their employment contract.
        - Applicants will also be required to provide proof of qualifications, including original transcripts, and registrations, as appropriate.
        - All successful applicants will be required to provide details of a current Victorian Institution of Teaching (VIT) registration, a current Working with Children Check (WWC Check) or equivalent as appropriate for the position. All staff are required to have this documentation before commencing work onsite.
    - Employment Contract- Each employment contract contains the statement emphasising zero tolerance. New staff sign the letter of acceptance to acknowledge their acceptance of the position and the expectations of the School, in particular, in relation to student safety. For on-going positions, this includes a six-month review on all aspects of their role.
    - New Staff Induction- The People and Culture Department is responsible for ensuring that all new staff receive an induction appropriate for their role. This can include:

- Ensuring they are introduced to all aspects and expectations of the School.
- Directing them to the School's internal database/operating software as an important source of information about what is required of all staff, including relevant policies and procedures, and the Child Safe Standards.
- Providing relevant training modules to staff to ensure they have an understanding of the expectations and requirements of working at the School. All staff will continue to be educated on their role in ensuring Ballarat Grammar remains committed to zero tolerance for child abuse.
  - Volunteers- Volunteers will be required to provide a current, valid Working with Children Check, VIT Registration or equivalent prior to commencing any volunteer role. Appropriate Student Safety training will be assigned to the Volunteer in line with the duties they are undertaking.

Reporting Student Safeguarding Concerns

- Our Student Safety policies and procedures provide detailed guidance for members of the Board of Directors, staff and Direct Contact Volunteers as to how to identify key risk indicators of child abuse and how to report child abuse concerns to one of our School's nominated Student Safeguarding Officers. It also contains detailed procedures with respect to the reporting of child abuse incidents to relevant authorities.
- Staff, Third Party Contractors, External Education Providers, Volunteers, students, parents/guardians and other community members who have concerns that a student may be subject to abuse or grooming are asked to contact the School's Senior Student Safeguarding Officer, Mark Warwick, by emailing Mark.Warwick@bgs.vic.edu.au or phoning 03 5338 0847.
- Communications will be treated confidentially on a "need to know basis".
- Whenever there are concerns that a student is in immediate danger the Police should be called on 000.

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.

Appendix A - Definitions

Term	Definition
Adult	Defined as a person over the age of 18 years. This includes a student who is over the age of 18 years.
Child	Defined by the Crimes Act 1958 (Vic) as a person who is under the age of 18 years.
Child Abuse	Child abuse includes: a) any act committed against a child involving: 1. a sexual offence 2. grooming offences under section 49M(1) of the Crimes Act 1958 b) the infliction, on a child, of: 1. physical violence 2. serious emotional or psychological harm c) the serious neglect of a child. Source: Child Wellbeing and Safety Act 2005
Child Abuse (emotional)	Emotional child abuse occurs when a child is repeatedly rejected, isolated, or frightened by threats. It also includes hostility, derogatory name-calling and put-downs, and persistent coldness from a person to the extent that the child suffers, or is likely to suffer, emotional or psychological harm to their physical or developmental health. Source: PROTECT: Identifying and responding to all forms of abuse in Victorian schools
Child Abuse (physical)	Physical child abuse is any non-accidental infliction of physical violence on a child by any person. It can be inflicted in many ways, including beating, shaking or burning and assault with implements and female genital mutilation. Source: PROTECT: Identifying and responding to all forms of abuse in Victorian schools
Child Abuse (sexual)	Child sexual abuse is when a person uses power or authority over a child to involve them in sexual activity. It can include a wide range of sexual activity. Sexual offences are governed by the Crimes Act 1958 (Vic.) Source: PROTECT: Identifying and responding to all forms of abuse in Victorian schools
Contractor	A Contractor is someone engaged by the School to perform specific tasks. Contractors are not employees of the School however, Contractors who have direct contact with children are "school staff" for the purposes of Ministerial Order 1359. Contractors may include maintenance and building personnel, consultants, music tutors, sports coaches, and cleaners as well as external education providers (organisations 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). All Contractors are responsible for contributing to the safety and protection of students in the School environment and must comply with the School's Student Safety and Wellbeing Policy and Student Safety Code of Conduct. Contractors must participate in student safety training and induction provided by the School.
Duty of Care	Duty of Care refers to the obligation of all staff working with students to take reasonable steps to protect them from reasonably foreseeable harm.
Mandatory Reporting	Mandatory reporting is the legal requirement for certain professional groups to report a reasonable belief of child physical or sexual abuse to child protection authorities. In Victoria, under the Children, Youth and Families Act 2005, mandatory reporters must make a report to child protection, if: • in the course of practising their profession or carrying out duties of their office, position or employment

	• they form a belief on reasonable grounds that a child is in need of protection from physical injury or sexual abuse.
Mandatory Reporter	Mandatory reporters are certain classes of professionals who are legally required to report a reasonable belief of child physical or sexual abuse to child protection authorities. At Ballarat Grammar, this includes registered teachers, the Headmaster, early childhood workers, nurses, registered psychologists, school counsellors and all people in religious ministry.
Neglect	Neglect includes a failure to provide a child with an adequate standard of nutrition, medical care, clothing, shelter or supervision. Source: PROTECT: Identifying and responding to all forms of abuse in Victorian schools
Reportable Conduct	Reportable Conduct is defined as: • a sexual offence, sexual misconduct or physical violence committed against, with or in the presence of a child • behaviour causing significant emotional or psychological harm to a child • significant neglect of a child, or misconduct involving any of the above. Source: Child Wellbeing and Safety Act 2005 (Vic.)
Reportable Conduct Scheme	The Reportable Conduct Scheme is a child safety mechanism introduced as a result of the Betrayal of Trust report. The Reportable Conduct Scheme complements the Child Safe Standards and other existing child safety measures.
Staff	Includes all teaching, general staff (including Boarding House supervisors), members of the Board of Directors, Volunteers (including parents, guardians and caregivers), Third Party Contractors, and External Education Providers who, for the purposes of these procedures and policies are considered employees of the School, and will be referred to collectively as "staff" or "staff members". This also includes a minister of religion, a religious leader or an employee or officer of a religious body associated with the School.
Student	An individual who is enrolled at or attends Ballarat Grammar (the School) – this includes but is not limited to, a boarding student, a day student, a student at the CEEd, an exchange student or an international student.
Student Safety	Ballarat Grammar utilises the term Student Safety following consultation with the student body regarding their preferred terminology. Student Safety includes matters related to protecting all students from child abuse, managing the risk of child abuse and responding to suspicions, incidents, disclosures or allegations of child abuse.
Volunteer	A person who contributes their time and effort to support the School and its operations and activities without receiving payment or reward. All volunteers must comply with the School's Student Safety and Wellbeing Policy and Student Safety Code of Conduct. Volunteers who are engaged in student connected work must participate in student safety training and an induction provided by the School.
Worker Screening	Worker screening refers to the process of ensuring that only suitable people work with children. It involves gathering a range of information, including but not limited to a Working with Children clearance and qualifications relevant to the role being performed by staff and volunteers. Source: Ministerial Order 1359

Appendix B - Focused Actions to Support Unique Identities and Experiences of Aboriginal and Torres Strait Islander Children and Young People

	Actions	Responsibility	Steps
A	Ensuring the School's policies, procedures, systems, processes and measures create a culturally safe and inclusive environment for Aboriginal and Torres Strait Islander children and young people	• Board • Headmaster • Senior Leadership Team • Safety & Risk Department	1. Update policies and procedures as required

Appendix C – Educating Staff and Students Regarding their Responsibilities in Ensuring Student Safety

	Actions	Responsibility	Steps
A	Ensuring all new employees are provided with an overview of the Child Safe Standards and the School's commitment to student safety.	• Director, People & Culture • Safety & Risk Department	1. Ensure the online staff induction for new employees includes an overview of the Child Safe Standards and the procedures associated with implementing Student Safety at Ballarat Grammar 2. Ensure all staff are aware of the School's Student Safety Code of Conduct and Child Safe Standards 3. Monitor completion of the online student safety induction training 4. Update the information on the online student safety induction training relevant to the current standards. 5. Provide clear information regarding the School's commitment to student safety on the School website.

B	Ongoing training for all employees	• Safety & Risk Department	1. Provide at least annual training to all staff on:
			  a. their legal reporting responsibilities
			  b. warning signs that may indicate any of the following: physical, sexual, emotional and psychological, racial, cultural, religious abuse and/or neglect
			  c. acceptable and unacceptable behaviour under the School's Student Safety Code of Conduct
			2. Maintain records of completion of Student Safety training module

C	Information provided to students regarding expectations and processes aligned to student safety	• Heads of School	1. Providing a variety of resources and educational tools through onsite learning, incursions and excursions.
			2. Using mentor groups, homerooms and classroom teaching to develop positive relationships.
			3. Having clear expectations and straight-forward information regarding School-related documentation such as bullying and harassment policies and ensuring students and parents sign off on these to acknowledge mutual understanding.
			4. Implementation and monitoring of a strong wellbeing program delivered in mentor groups regarding the 6 Ways of Wellbeing:
			  • Care;
			  • Move;
			  • Learn;
			  • Give;
			  • Connect; and
			  • Notice.
			5. Providing opportunities for students to engage in broad extracurricular activities which encourages

Integrity   Aspiration
Courage   Compassion
Responsibility   Hope

participation but also challenges and provides extension for those seeking it.

6. Providing varied and extensive service opportunities for students to engage with the community.

7. Empowering students to suggest and drive extracurricular and service opportunities, by encouraging an open dialogue, listening to their suggestions and providing support and guidance to enable their ideas to be actioned.

8. Having clear expectations from students' initial interview stage regarding participation and communication.

9. Integrating sexual abuse prevention programs, other relevant programs and age-appropriate information throughout the curriculum during the student's progression. This includes but is not limited to the following:

   a. The CEEd incorporating body awareness skills into its curriculum including 'Zones of Regulation' and 'Boss of my Body';

   b. The Junior School utilising the Bounce Back! Program;

   c. Years 7-9 having a designated health curriculum;

   d. Year 10 focusing on Respectful Relationships; and

   e. Years 11-12 utilising external resources such as Elephant Ed presentations and Ballarat Community Health.

10. Having a strong Wellbeing Department and onsite Health Centre including fully qualified nursing staff and trained psychologists and councillors to answer questions and provide support as required.

Document Control / History	
Document Code	SSS - 004
Approval Authority	Board of Directors
Document Owner / Responsible Officer	Senior Student Safeguarding Officer
Original Approval Date	
Current Version Date	March 2025
Scheduled Review Date	March 2026
History	March 2025 – Major review as part of policy rejuvenation project

Supporting Documents	
• SSS-001 Student Safety & Support Policy (overarching policy - in development)	• SSS-011 Student Safety Report form – Incident, Disclosure, Suspicion
• SSS-002 Student Safety Program Reference Guide	• SSS-012 Student Safety Report form – Student Sexual Offending
• SSS -003 Student Safety Definitions and Additional References	• SSS-013 Student Safety Report Form – Early Childhood
• SSS-004 Student Safety and Wellbeing	• SSS-014 Student Version – Student Safety & Wellbeing
• SSS-005 Student Safety Code of Conduct	• SSS-025 Restraint Guidelines
• SSS-006 Student Duty of Care	• SSS-026 Discipline Policy
• SSS-007 Student Safety and Risk Management Procedure	• IDG-003 Privacy Policy
• SSS-008 Professional Boundaries Guidelines	• ICT-XXX ICT Acceptable Use
• SSS-009 Responding to and Reporting Allegations of Abuse	
• SSS-010 Our Student Safeguarding Officers	

Student Lifecycle / Pillars / Values / IDEALS / IB PYP Attributes					
Student Lifecycle	**Student Lifecycle Subsection**	**Pillars**	**Values**	**IDEALS**	**IB PYP Attributes**
• Student Recruitment • Delivery of Education Programs • Graduation & Community	• Marketing & Advertising • Enrolments & Offers • Finance • Teaching & Learning • Assessment • Experiences • Careers / Work Experience • Graduation • Old Grammarians / Alumni	• Governance & Leadership • Legislative & Regulatory Compliance • Complaints & Compliments • People & Culture • Finance • Community Engagement / Foundation • Property & Maintenance	• Integrity • Aspiration • Courage • Compassion • Responsibility • Hope	• Internationalism • Democracy • Environmentalism • Adventure • Leadership • Service	• Inquirers • Knowledgeable • Thinkers • Communicators • Principled • Open Minded • Caring • Risk Takers • Balanced • Reflective

Legislative Context
• Betrayal of Trust Report - Betrayal of Trust
• Child Safe Standards CCYP | The 11 Child Safe Standards
• Child Wellbeing & Safety Act 2005 (Vic) Child Wellbeing and Safety Act 2005 | legislation.vic.gov.au
• Crimes Act 1958 (Vic) Crimes Act 1958 | legislation.vic.gov.au
• Education & Training Reform Act 2006 (Vic)Education and Training Reform Act 2006 | legislation.vic.gov.au
• Education & Training Reform Regulations 2017 (Vic) Education and Training Reform Regulations 2017 | legislation.vic.gov.au
• Education Services for Overseas Students (ESOS) Act 2000 Federal Register of Legislation - Education Services for Overseas Students Act 2000
• Education & Care Service National Law Act 2010 Education and Care Services National Law Act 2010 | legislation.vic.gov.au
• Family Violence Protection Act 2008 Family Violence Protection Act 2008 | legislation.vic.gov.au
• Ministerial Order 1359 ministerial-order-1359-975
• National Code of Practice for Providers of Education & Training to Overseas Students 2018 (National Code 2018) Federal Register of Legislation - National Code of Practice for Providers of Education and Training to Overseas Students 2018
• National Quality Standard (NQS) National Quality Standard | ACECQA
• Notifiable Data Breaches Scheme About the Notifiable Data Breaches scheme | OAIC
• Privacy Act 1988 (Cth) Federal Register of Legislation - Privacy Act 1988
• Worker Screening Act 2020 Worker Screening Act 2020 | legislation.vic.gov.au

Regulatory Context				
VRQA	**CRICOS / National Code / ESOS Act**	**ACECQA / Department of Education**	**International Baccalaureate**	**Other**
• Ministerial Order 1359, Clauses 11, 12, 13 • Victorian Child Safe Standards • Child, Youth & Families Act 2005 (Vic) – Section 184 • Education & Training Reform Act 2006 (Vic) • Education & Training Reform Regulations 2017 (Vic) • Worker Screening Act 2020 (Vic) • VRQA Minimum Standards for School Registration – Clauses 12, 13, 16, 17, 18,	• Education Services for Overseas Students (ESOS) Act 2000 • National Code of Practice for Providers of Education & Training to Overseas Students 2018 (National Code 2018) – Standard 5	• National Quality Framework (NQF) • Education & Care Service National Law Act 2010 • Education & Care Services National Regulations 2011 • National Quality Standard (NQS) – Quality Area 2	• International Baccalaureate Programme Standards – Standard A	• Child Wellbeing & Safety Act 2005 (Vic) • Crimes Act 1958 (Vic) – Section 49M • Privacy Act 1988 (Cth) • Notifiable Data Breaches Scheme • Family Violence Protection Act 2008 (Vic)