



# Our Student Safeguarding Officers

## OUR STUDENT SAFEGUARDING OFFICERS

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.

Student Safeguarding Officers are selected based on a number of considerations, namely:

- 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;
- 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, including experience with the boarding community, exchange students and international students; and
- 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.

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. 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 *Responding to and Reporting Allegations of Child Abuse* document.

Our Student Safeguarding Officers are held to a higher record keeping standard than other staff and are responsible for fulfilling all record keeping obligations as per the Public Record Office Victoria Recordkeeping Standards (including minimum retention periods) and requirements for each incident.

**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	Deputy Head - Operations	5338 0847	<a href="mailto:Mark.Warwick@bgs.vic.edu.au">Mark.Warwick@bgs.vic.edu.au</a>
Chris Beechey	Deputy Head – Teaching, Learning & Wellbeing	5338 0973	<a href="mailto:Chris.Beechey@bgs.vic.edu.au">Chris.Beechey@bgs.vic.edu.au</a>
Brianne Cuthbert	Head of Senior School	5338 0961	<a href="mailto:Brianne.Cuthbert@bgs.vic.edu.au">Brianne.Cuthbert@bgs.vic.edu.au</a>
Sandy Warwick	Senior School Deputy Head – Student Care & Wellbeing	5338 0908	<a href="mailto:Sandra.Warwick@bgs.vic.edu.au">Sandra.Warwick@bgs.vic.edu.au</a>
Hannah Wise	Head of Middle School	5338 0880	<a href="mailto:Hannah.Wise@bgs.vic.edu.au">Hannah.Wise@bgs.vic.edu.au</a>
Crystal Bell	Middle School Assistant Head – Student Care & Wellbeing	5338 0780	<a href="mailto:Crystal.Bell@bgs.vic.edu.au">Crystal.Bell@bgs.vic.edu.au</a>
Sian Rawlinson	Head of Junior School	4331 9350	<a href="mailto:Sian.Rawlinson@bgs.vic.edu.au">Sian.Rawlinson@bgs.vic.edu.au</a>
Sharon Cuff	Junior School Assistant Head – Student Care & Wellbeing	4331 9324	<a href="mailto:Sharon.Cuff@bgs.vic.edu.au">Sharon.Cuff@bgs.vic.edu.au</a>
Koren Naylor	Head of Early Years	5338 0896	<a href="mailto:Koren.Naylor@bgs.vic.edu.au">Koren.Naylor@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>
Out of Hours Contact	Senior Staff Member on Duty	5338 0726	

## OUR SENIOR STUDENT SAFEGUARDING OFFICER

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. The Senior Student Safeguarding Officer is identified in the publicly available *Student Safety and Wellbeing* policy as a contact for the wider community when they have child protection concerns relating to the School. 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).





# Office Use Only

Document Control / History	
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Supporting Documents	
<ul style="list-style-type: none"> <li>SSS-001 Student Safety &amp; Support Policy (overarching policy -in development)</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> <li>SSS-009 Responding to and Reporting Allegations of Abuse</li> </ul>	<ul style="list-style-type: none"> <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> </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 <a href="#">CCYP   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>• Victorian Child Safe Standards, Standard 2</li> <li>• Ministerial Order 1359, Clauses 6 &amp; 13</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>• 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) – Standards 5 and 6</li> </ul>	<ul style="list-style-type: none"> <li>• National Quality Framework (NQF)</li> <li>• Education &amp; Care Service National Law Act 2010</li> <li>• Education &amp; Care Services National Regulations 2011</li> <li>• National Quality Standard (NQS) – Quality Area 2</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 49M</li> <li>• Privacy Act 1988 (Cth)</li> <li>• Notifiable Data Breaches Scheme</li> <li>• Family Violence Protection Act 2008 (Vic)</li> </ul>