



Braemar College

Child Safe and Protection Policy



RATIONALE

Braemar College has a zero tolerance of child abuse and is committed to the wellbeing and protection of children by establishing and maintaining child safe and child friendly environments.

COMMITTMENT

Braemar College is committed to:

- A zero tolerance for child abuse
- Empowering all members of our community to have a voice and raise concerns
- Adhere to the Child Safe standards and reporting obligations
- Fostering a culture of openness that supports our community members to report concerns and risks to child safety
- The safety of children with disabilities, indigenous children, children from culturally and linguistically diverse backgrounds and children who are vulnerable
- Maintaining a robust human resource recruitment process that allows only the engagement of the most suitable people to work with children
- Regularly provide training that educates our staff, contractors and volunteers on child abuse risks
- To continually develop, review and provide to our staff and volunteers our written policies, processes and code of conduct on child safety

SCOPE

This policy is applicable to all members of the Braemar College community including:

- The College Board of Directors (Governors)
- The College Leadership Team
- The College staff
- All contractors who have direct and regular contact with the college's student
- Volunteers who has direct and regular contact with the college's student

PURPOSE

This policy is in accordance with implementing Ministerial Order 1359 (PDF, 363KB) which sets out how the Victorian Child Safe Standards apply in school environments.

Through the application of this policy, we at Braemar College aim to:

- To clearly articulate what constitutes child abuse in order to prevent it occurring within the Braemar College environment
- To promote a culture of child safety
- To acknowledge, champion and respect cultural safety in our college particularly the values and practices of the Aboriginal and Torres Strait Island (First Nation) culture
- To support, encourage and enable staff, parents and children / students to understand, identify, discuss and report child safety matters
- To provide guidance to the Braemar College community of acceptable and appropriate behavior's via a code of conduct
- To provide human resources practices that reduce the risk of child abuse



- To provide regular annual training the Board of governors and all college staff to ensure complete understanding of the child safe policies and procedures, code of conduct, child abuse risks in the college environment and collective obligations and responsibility for managing the risks of child abuse
- To identify procedures for responding to and reporting allegations of child abuse

IMPLEMENTATION AND PROCEDURES

DEFINITIONS

Child abuse means all forms of child abuse defined in the *Education and Training Reform Act 2006* (Vic) (**ETR Act**) and *Child Wellbeing and Safety Act 2005* (Vic) and includes:

- any act committed against a child involving a sexual offence or grooming
- the infliction, on a child of physical violence, serious emotional or psychological harm
- serious neglect of a child

DFFH means the Department of Families, Fairness and Housing, which is the department responsible for Child Protection.

SOCIT means the Victoria Police Sexual Offences and Child Abuse Investigation Team.

SSR means Social Services Regulator

Mandatory reporter has the meaning given to it by section 182 of the *Children, Youth and Families Act 2005* (Vic) (**CYF Act**). It includes but is not limited to registered teachers (including early childhood teachers), staff with post-secondary qualifications employed in the care, education or minding of children, school principals, registered nurses, students in training to become teachers (who have been granted permission to teach under relevant legislation), registered psychologists, out of home care workers, early childhood workers and any other person referred to in section 182 of the CYF Act.

RESPONSIBILITY

The Board of Governors is responsible for authorising the child safe and protection policy. The Board of Governors, Principal, all members of the Leadership Team are responsible for overseeing its implementation, managing risks of child abuse, developing strategies that promote and embed an organisational culture of child safety.

The Principal and members of the Leadership Team have responsibility to ensure the policy is communicated, implemented and adhered to by all members of their teams.

The more specific responsibilities of the Leadership Team include:

Online Safe Environment

Braemar College is an eSmart school with an eSmart policy that aligns with the Australian Government eSafety Commissioner's Best Practice Framework for Online Safety Education, the Online Safety Act 2021, Child Safe Standards, and current expectations for schools.

The college maintains an ICT Acceptable Use Agreement with all students and parents.



Culturally Safe Environment

Braemar College has zero tolerance to racism and through the implementation of various programmes is committed to providing an inclusive and culturally safe college environment where the strengths of Aboriginal and Torres Strait Island culture, values and practices are respected.

The college's programmes and strategies to support cultural inclusion focus on:

- inclusive practices where the diverse needs of all students are considered
- engagement with the local Aboriginal community
- providing connections with remote Aboriginal communities via interstate camp opportunities
- celebrate and raise awareness within the college community of Aboriginal and Torres Strait Island culture and heritage

Human Resources Practices

Braemar College implements a professional recruitment process that takes all reasonable steps to employ the most suitable people to work with children. Selection guidelines including pre-screening processes and robust reference checking support our commitment to upholding a child safe environment.

A successful applicant cannot commence at the college until written clearance in respect of student safety and wellbeing screening is obtained. A current VIT registration or WWCC (or equivalent) must be sighted and verified by the college, and appropriately recorded before staff can engage in student-connected work.

Appropriate and mandatory induction regarding the college's student safety and wellbeing practices (including policies and procedures) will follow any successful appointment or engagement.

Child Safe Training

Braemar College provides annual child safe training to all staff, Board of Directors, permanent onsite contractors and regular volunteers. The college use the Litmos platform deliver its child safe training modules together with external presenters.

Delegation of duties for a child safety officer

Braemar college has a dedicated child safety officer at both campuses. The contact details of the appointed child safe officers are communicated annually at the commencement of the academic year to all students via the regular communication channels and student portals.

Empowerment of Children (Students)

Braemar College provides clear information to students on how to raise safety concerns and ensuring their voices are heard. In addition, the college's curriculum and planning documents are designed to facilitate participation and through these programs students are informed of their rights.

This information is maintained and updated on the college's student portal page, electronic display boards and posters displayed throughout both campuses.



Families and Community Engagement

Braemar College recognises that families and the broader college community plays an important role in keeping children safe. College community input, concerns, general feedback or suggestions on improvement regarding child safety is encouraged.

The college will keep families informed of its child safety arrangements and provide access to relevant support via the wellbeing and counselling resources.

Child Safe Risk Register

Braemar College maintains a Child Safe Risk Register to record identified child safe risks along with actions in place to manage those risks. The risk register is part of the standing agenda items for review at each Board of Directors meetings together with oversight at the college's Senior Leadership meetings.

The Principal will:

- Ensure that all staff members, volunteers, students aged 18 and over, Board of Directors (Governors) and the college parent community are aware of and have access to a copy of the policy
- Ensure that all adults within the college community are aware of their obligation to report suspected sexual abuse of a child under 16 years to the police
- Provide support for staff in undertaking their responsibility in this area.

All staff members will:

- Be aware of the Crimes Act 1958 (Vic)
- Report any reasonable belief of child sexual abuse to the police or fulfil their obligation as Mandatory Notifiers
- Provide an educational environment that is supportive of all children's emotional and physical safety

Child Safety Officers will:

- Be aware of the Crimes Act 1958 (Vic)
- Understand their obligations to report a reasonable belief of a child sexual offence to the police
- Be responsible for championing child protection within the College and assisting in coordinating responses to child protection incidents.

Parents/Caregivers/Volunteers/Students 18 and over will:

- Be aware of the Crimes Act 1958 (Vic) and the College's Child Protection – Mandatory Reporting Policy
- Understand their obligations to report a reasonable belief of a child sexual offence to the police



Specific Offences

Failure to Disclose

Reporting child sexual abuse is a community-wide responsibility. The failure to disclose offence imposes a clear legal duty upon all adults aged 18 and over to report information about child sexual abuse to police.

Under section 327 of the *Crimes Act 1958* (Vic), any person (including any staff member) of or over the age of 18 years who forms a reasonable belief that a sexual offence has been committed in Victoria by an adult against a child under 16 years of age must disclose that information to police, as soon as it is practicable to do so. Failure to disclose the information to police is a criminal offence, except in limited circumstances such as where the information has already been reported to DFFH Child Protection. The offence applies to **all adults** in Victoria, not just professionals who work with children.

PROCEDURE FOR RESPONDING TO A CONCERN

Receiving a concern

College Staff, upon becoming aware of a concern, are required to:

- Listen to the concern in a considerate, patient and supportive manner (and appropriately where the concern is coming from a student).
- Identify the party or parties involved.
- Confirm the basic details, without seeking extensive information, casting judgment or asking suggestive or leading questions.
- Take a detailed file note.
- Remain balanced and not assess the validity of the concern(s) being raised.
- Explain that other people may need to be informed about the concern, in order to stop any inappropriate or unlawful behaviour and to comply with the college's legal obligations and procedures.
- Confirm that the college takes the concern seriously.
- Offer support to the student(s) involved in the concern, and their families. This may include encouragement to access confidential wellbeing and support services, either internal or external to the college.
- Outline the process that will be followed by the college in dealing with the concern, in accordance with this policy.

Staff should then:

- Promptly and thoroughly manage the response of the college (including by monitoring the college's overall compliance with this policy and accounting for alternatives if the staff member allocated to resolve the concern is unable to perform their role).
- Comply with their personal reporting obligations as set out in this policy.
- Notify the Principal, a Child safety officer or member of the College Executive Team, about the concern.
- If the Child safety officer or member of the College Executive Team is the subject of the concern, notify the Principal about the concern.



- If the Principal is the subject of the concern, notify the Chair of the Board about the concern.

The college will then take such steps as it considers appropriate to protect any student connected with a concern until it is resolved, including by ensuring that any mandatory reporting obligations are met, and also, that allegations, suspicions or disclosures are made to relevant authorities (including but not limited to Victoria Police, Child Protection and SSR) have been met, regardless of whether there is a legal obligation to report.

Investigating and Resolving the Concern

The college will investigate the concern where appropriate, which will ordinarily require a determination, on the balance of probabilities, whether the concern is substantiated or not.

When doing so, the college will take into account the diversity and characteristics of the college community to ensure equity is upheld and act to reduce barriers to inclusion.

The decision-maker will usually be the Principal (or their nominee), although where the concern relates to the alleged conduct or misconduct of the Principal then the decision-maker will be the Chair of the Board. The college may rely on legal or third-party assistance to investigate or determine the concern.

Where a concern involves allegations against a staff member, the college will need to notify the staff member about those allegations (to the extent that it is appropriate to do so, which may initially involve only notification that there has been a concern), outline the process to be followed, and advise the staff member about the process pending the resolution of the concern (which may, in appropriate cases include the staff member being stood down, without judgment, while the concern is being dealt with).

To the extent that the college decides it is appropriate or practicable to do so, any investigation will usually involve:

- Interviewing the subject of the concern and key witnesses or individuals (noting that more than one interview may be required).
- Reviewing relevant documents, correspondence and materials of substance.
- Taking notes of any interviews (or where appropriate, transcripts of audio recordings of any interviews) during the investigation.
- The relevant decision-maker determining whether, on the balance of probabilities, the concern is substantiated.

Witnesses being interviewed will not be unreasonably refused a support person.

If a concern is substantiated, the college will take appropriate action (which may, in the case of a current staff member, potentially include summary dismissal for serious misconduct). Even if a concern is not substantiated, the findings made by the college during the course of investigating the concern may, in certain cases, still result in disciplinary action (including dismissal).

Following the conclusion of its investigation, the college will indicate the outcomes of the investigation to:

- The person, or student who raised the concern.
- The person subject of that concern (where appropriate).



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- Any external authorities (including but not limited to SSR, Child Protection and Victoria Police) to whom a report is required to be made.

It may not be appropriate or possible for the college to investigate a concern in strict accordance with this policy where a concern is raised with the college and:

- An investigation by Victoria Police, SSR or VIT relevant to the concern is ongoing.
- Civil or criminal proceedings relevant to the concern are ongoing.
- The concern relates to the conduct of current or former students.
- The concern relates to the conduct of former staff.

In such circumstances, the college will seek and act on legal advice to comply with this policy to the extent it is appropriate to do so (and in particular to protect the safety and wellbeing of all current students of the college).

Where a concern involves child abuse or other inappropriate behaviour allegedly perpetrated by a student, the college will comply with its mandatory reporting obligations, and may otherwise exercise its discretion to inform the Sexual Offence and Child-Abuse Investigation Team (**SOCIT**).

Subject to any Police clearance which may be required, the college will otherwise deal with student-on-student behavioural issues in accordance with its student behavioural management procedures and any other relevant student discipline policies and procedures.

Record Keeping

The college will make, keep and secure clear and contemporaneous records of any concerns raised in accordance with this policy, and the steps taken by the College to respond to those concerns.

The college maintains and disposes of all records related to Child Safety complaints, disclosures or breaches in accordance with security and privacy requirements and the Public Record Office Record keeping standards.

Confidentiality

Appropriate confidentiality will be maintained at all times when dealing with concerns under this policy, with information only being provided to those who have a right.

Support

The college will afford appropriate support to students the subject of, or otherwise connected to, concerns raised under this policy, particularly until the concern is resolved.

If a concern involves a student who identifies as Aboriginal or Torres Strait Islander, or is from a culturally and/or linguistically diverse background, has a disability or is otherwise vulnerable (including without limitation students who identify as LGBTQIA+, or are unable to live at home), steps will be taken to ensure that the student, and their family, is supported to understand the situation and are supported (including via the use of an interpreter where required).

The college will also provide appropriate support to staff who make mandatory reports under this policy, or who are assisting the college or families with the process outlined in this policy.



MANDATORY REPORTING OBLIGATION

Schedule 1 sets out the out the main mandatory reporting obligations that apply to the college and its staff.

The college treats seriously its reporting obligations and recognises that student protection is everyone's responsibility. Whilst the Principal, the College Executive Team and Child safety officers are primarily entrusted with day-to-day responsibility for ensuring that these reporting obligations are met, all staff and appropriate personnel are required to uphold the ethos of this policy by ensuring that student safety and wellbeing matters are reported internally, and externally where required.

Staff will receive training on their personal reporting obligations.

Programs and Prevention Strategies

The college engages external providers to run programs annually across all year levels to reinforce the understanding of child safety and the on-campus availability / access to the relevant student counselling support mechanisms.



SCHEDULE 1

Reporting a Sexual Offence: Failure to Disclose Offence

The *Crimes Act 1958* (Vic) makes it a crime to fail to disclose a sexual offence against a child.

As a result, anyone (and not just a not just professionals who work with the College's students, or with children and young people generally) aged 18 or over must make a report to Victoria Police if they form a reasonable belief that a sexual offence has been committed against a child under the age of 16 years, by a person aged 18 years or over.

A 'reasonable belief' or a 'belief on reasonable grounds' is not the same as having proof, but is more than mere rumour or speculation. A 'reasonable belief' is formed if a reasonable person in the same position would have formed the belief on the same grounds. For example, a 'reasonable belief' might be formed if:

- A student states that they have been sexually abused.
- A student states that they know someone who has been sexually abused (sometimes the student may be talking about themselves).
- Someone who knows a student states that the student has been sexually abused.
- Professional observations of the student's behaviour or development leads a professional to form a belief that the student has been sexually abused or is likely to be abused.
- Signs of abuse lead to a belief that the student has been sexually abused.

If you are not sure whether you have a reasonable belief, you must consult with the Principal, a member of the College Executive Team, a Child safety officer or the appropriate body to which a report must be made.

If you have formed a reasonable belief in relation to a sexual offence, you must immediately report the belief to Victoria Police by calling 000 in an emergency or otherwise, to SOCIT.

You must then make a further report on each occasion on which you become aware of any further reasonable grounds for the reasonable belief.

Please note that fulfilling the roles and responsibilities contained in this policy do not displace or discharge any other obligations that arise if you reasonably believe that a child is at risk of child abuse.

Failure to make a report without reasonable excuse is an offence under section 327 of the *Crimes Act 1958* (Vic) and carries a potential term of imprisonment.

However, it may not be an offence not to disclose a sexual offence against a child to Victoria Police if you have a reasonable excuse. You may have a reasonable excuse if you:



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- Have a reasonable fear that reporting your reasonable belief to Victoria Police may pose a risk to your own or another person's health and safety (including the relevant child or young person, but not including the alleged perpetrator of sexual offence).
- Were told about the sexual offence by the alleged victim, who was 16 or older at the time they disclosed the abuse, and they have asked you not to report the abuse.
- Believe on reasonable grounds that the information has already been disclosed to Victoria Police by another person (such as a Child Protection authority) and you have no further information.

If there is uncertainty about the need for a report to Police (or another body) you should seek advice from the Principal, the College Executive Team or a Child safety officer about whether you are still required to make a report.

The Reportable Conduct Scheme

The *Children Wellbeing and Safety Act 2005* (Vic) established the Reportable Conduct Scheme (**Scheme**) managed by SSR. The Scheme requires the School to report and investigate reportable allegations (as defined in Schedule 1: Student Safety and Wellbeing Definitions in the *Student Safety and Wellbeing Policy*) against a current member of staff.

The Principal (or their delegate) will notify SSR of any alleged reportable conduct or alleged misconduct that may involve reportable conduct in respect of a staff member.

A disclosure can be made using an online form available on SSR's website. SSR may also be contacted by phone on 1300 310 778 or by email at contact@ssr.vic.gov.au in relation to any queries.

Further, the Scheme requires the head of an entity (the Principal) to do certain things upon becoming aware of a reportable allegation about a member of staff. These obligations include, but are not limited to, managing any immediate risks to students, making reports as required by law and investigating the allegations when appropriate clearance has been received (refer below).

Where a reportable allegation is about the Principal, the Chair of the Board will assume responsibility for complying with the head of entity's obligations under the Scheme.

As soon as practicable after becoming aware of a reportable allegation, the head of the entity must respond to the reportable allegation by making the notifications to SSR and investigating the allegation:

- Initial notification – within three (3) business days after becoming aware of the reportable allegation.
- Update – as soon as practicable and within thirty (30) calendar days after becoming aware of the reportable allegation.
- Advice about investigation – as soon as practicable.
- Outcome(s) of investigation – as soon as practicable.



Mandatory reporting

Mandatory reporters (as defined in Schedule 1: Student Safety *and* Wellbeing Definitions in the *Student Safety and Wellbeing Policy*) have mandatory reporting obligations under the *Children, Youth and Families Act 2005* (Vic). Failure to make a mandatory report can constitute an offence under that Act.

If you are a mandatory reporter, and you have formed a reasonable belief that:

- a 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 or young person from harm of that type,

you must immediately report the belief to Child Protection (DFFH) by calling 1300 598 521 during business hours, or 13 12 78 after hours. Additional reports must be made on each occasion where a mandatory reporter becomes aware of any further reasonable grounds for the belief.

Staff must check whether they are mandatory reporters.

A mandatory reporter must make a report even if a Child safety officer does not share their belief that the report must be made. The college will afford support where appropriate to mandatory reporters who make a report under this policy.

Victorian Institute of Teaching (VIT)

In accordance with the *Education and Training Reform Act 2006* (Vic), the College must notify VIT if it has taken any action against a registered teacher in response to allegations:

- Of serious incompetence.
- Of serious misconduct.
- That the teacher is unfit to be a teacher.
- That the teacher's ability to practice as a teacher is seriously detrimentally affected, or likely to be seriously affected, because of an impairment.
- Any other actions against a registered teacher that may be relevant to their fitness to teach.
- The College must also notify VIT if it becomes aware that a registered teacher has been:
- Charged with, convicted or found guilty of certain criminal offences that affect the right to hold a Working with Children Check (**WWCC**).
- Given a negative notice in relation to a WWCC.

Referral to Child FIRST / Orange Door

A referral to Child First / Orange Door should be considered if, after taking into account the available information, a staff member forms a view that the concerns have a low-to-moderate impact on the wellbeing of a student under the age of 17 years, but the student is not at risk of significant harm (meaning a mandatory report is not required).



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Anyone with a concern for a student's wellbeing can make a referral to Child FIRST / Orange Door. If the Principal does not wish to make a mandatory report, this does not discharge the mandatory reporter's legal obligation to do so *if the mandatory reporter continues to hold a reasonable belief that abuse or a sexual offence may have occurred* (including in circumstances where the student's parents have not or are unlikely to protect their child from that harm). In that circumstance, the mandatory reporter must still make a report to Child Protection or a referral to Child First / Orange Door, and in the case of a sexual offence, Victoria Police.

Examples of situations where a referral to Child First / Orange Door may be appropriate include:

- Significant parenting problems that may be affecting the student's development.
- Family conflict, including family breakdown.
- A family under pressure due to a family member's physical or mental illness, substance abuse, disability or bereavement.
- Young, isolated and/or unsupported families.
- Significant social or economic disadvantage that may adversely impact on a student's care or development.

Many cases will not fit neatly into these categories. For guidance about whether a referral to Child First / Orange Door should be considered, staff can refer to the College's Child safety officers and information available on the DFFH's website.

Please note that whilst Child FIRST acts as the access point for family services, it is progressively transitioning to the Orange Door. Child FIRST/Orange Door can be contacted at 1800 319 353.



Schedule 2

Student Safety and Wellbeing Record Requirements

1 Where We Keep Records Related to Student Safety and Wellbeing

The Principal is responsible for keeping all records relating to student safety and wellbeing incidents or concerns, including records of allegations, investigations and findings made, up to date and secure.

Hardcopy records relating to actual or alleged child abuse and reportable conduct are stored in a fireproof, locked safe in the Principal's Office. Softcopy records are stored on SEQTA in a locked format.

Where a student safety and wellbeing incident or concern relates to an allegation against a staff member (including about breaches of the Student Safety and Wellbeing – Staff Code of Conduct), records may also be maintained as part of Reportable Conduct records and Human Resources Management records.

2 Documenting the Student Safety and Wellbeing Incident or Concern and the College's Response

Documenting observations and communications about all student safety and wellbeing incidents or concerns, including those that do not meet the relevant threshold for external reporting, ensures that:

- all information about individual students can be taken into account should future student safety and wellbeing incidents or concerns arise,
- any patterns that might arise from student safety and wellbeing incidents or concerns can inform reviews of the College's student safety and wellbeing strategies.

Therefore, all observations of and verbal and written communications about student safety and wellbeing incidents or concerns (including notes of observations, student disclosures, meetings and telephone calls) must be properly documented, regardless of whether or not the student safety and wellbeing incident or concern meets the relevant thresholds for external reporting. The records should include dates and times and enough detail to record key observations or conversations, especially those relating to the student's disclosure.

In addition, where a staff member:

- believes on reasonable grounds that a student is in need of protection as a result of physical or sexual abuse, such that a Mandatory Report to Child Protection has been or will be made,
- believes on reasonable grounds that a student is in need of protection for any reason or is in need of therapeutic treatment for sexually abusive behaviour, such that a Non-Mandatory Report to Child Protection has been or will be made,



- has significant concerns for the wellbeing of a student, such that a Non-Mandatory Report to Child Protection has been or will be made,
- believes on reasonable grounds that a sexual offence has been committed against a child, or that student sexual offending has occurred, such that a Report to Police has been or will be made,
- believes that other circumstances exist such that a Non-Mandatory Report to Police is required,

they must record written and dated notes of their observations and concerns to assist in reporting the concerns to Child Protection or Police.

3 How to Document the Student Safety and Wellbeing Incident or Concern

The college requires all student safety and wellbeing incidents and concerns to be recorded. Records must be completed by a Child safety officer.

Staff members should use the SEQTA to record all student safety and wellbeing incidents and concerns, including observations, beliefs, suspicions, disclosures or allegations of student abuse or other harm. This form must be used regardless of whether the alleged perpetrator may be a parent/carer, other student, staff member, or any other person and must be attached to the record.

For volunteers, contractors, labour hire workers and secondees, a Child safety officer can complete a form on their behalf.

Staff members should only record what information is observed or offered during the incident, disclosure or allegation and then be sure to report the matter

Records must be updated by a Child safety officer as critical actions are completed. All critical actions listed on the form must be completed for the incident to be closed.

Any other notes and records obtained or made by staff members regarding student safety or wellbeing incidents or concerns should also be given to the Principal or a Child safety officer and attached to records. Notes and records may include:

- Handwritten notes taken during a disclosure by a student.
- Copies of any written reports made to the Police or external bodies about the matter.
- If the allegation includes claims of inappropriate online activity, any digital copies of correspondence between the student and the person or staff member who is the subject of the allegation.

4 Working with Children Check Documentation

It is the responsibility of the HR Manager to verify and monitor the WWC clearance status of all staff members.

The status of volunteer, contractor, labour hire workers and secondees WWC clearances is monitored by HR Manager



The following information for all staff members who are required to hold a WWC clearance is recorded electronically in a consolidated register, which is updated regularly:

- first name.
- family name.
- WWC Check Application Receipt Number.
- WWC Check Card Number.
- WWC clearance expiry date.
- notices sent by Working with Children Check Victoria.
- notices provided by the worker.

The College also maintains records (electronic or hard copy format) of relevant volunteers who are required to hold a WWC clearance including:

- first name.
- family name.
- WWC Check Application Receipt Number.
- WWC Check Card Number.
- WWC clearance expiry date.
- secondary form of photo identification.
- notices sent by Working with Children Check Victoria.

The College maintains the WWCC registers and other WWC documentation indefinitely.

5 Records of Teacher Registration and VIT Notifications

The College maintains a register of the registration status of all teachers at the College. This register includes:

- full name.
- registration number.
- the VIT category of registration.
- the expiry and renewal date.
- a record of the date and type of any notifications made to the Victorian Institute of Teaching (**VIT**) by the College about a registered teacher.

It is the responsibility of the HR Manager to ensure that the register of teachers is maintained up to date with relevant notifications.



6 Reportable Conduct Records

When a reportable allegation is made, the College must document certain information throughout the Reportable Conduct process:

- the allegation.
- the College's initial response to the person making the allegation, the alleged victim(s) and the employee who is the subject of the allegation.
- any communication with the Police or other authorities.
- any investigation plan, detailing how the investigation is to be carried out.
- any assessment conducted by the College.
- all interviews including details of questions and responses. Details should also include the location of the interview, who was present and start and finish times.
- any decision made, both during and at the conclusion of the investigation, including the person making the decision's rationale, the position and name of the person making the decision and the date that the decision was made.
- any personal contact, discussions or emails with anyone about the matter (including dates, details of discussions, questions, advice, outcomes, the name of the person making the contact, details of their position and where appropriate, the reason for the contact).
- any investigation report.
- any mandatory reports.

All records created in accordance with the Reportable Conduct Scheme, including all allegations, outcomes of internal investigations and decisions to make or not make a report to the SSR are to be maintained by the College.

The College keeps these records in a file that is separate to the employee's personnel file and retains them indefinitely.

7 Record Keeping About Information Sharing

The College must record the following information when sharing, or responding to a request to share, information about the safety, welfare and wellbeing of a student (Information):

- who requested the Information and the date of the request (if any).
- who shared the Information;
- why the Information was shared (e.g. whether it was shared pursuant to a statutory or other legal obligation).
- who the Information was shared with.
- whether informed consent was sought from, and if so whether it was provided by, the student and/or their parent/carer.
- the approval of the Principal to share the Information.
- the date that the Information was shared.



Whenever a request for Information is made to the College or the College otherwise shares Information, the person managing the Information sharing request or disclosure must record the above information

8 Other Student Safety Human Resources Management Records

It is the responsibility of the HR Manager to record and maintain (electronically or hard copy format) all records relating to student safe human resources management, including records in relation to:

- Recruitment;
- screening and suitability assessment;
- supervision, performance monitoring and development;
- personnel files.

Through the college's Litmos platform, the College creates and maintains electronic records of all student safety and wellbeing training completed by staff members.

The college maintains these records indefinitely.

9 Recording Other Student Safety and Wellbeing Actions

Section 91 of the *Wrongs Act 1958* (Vic) (**Wrongs Act**) imposes a duty of care on the College, as a child-related organisation, schools to take reasonable precautions to:

- prevent the physical or sexual abuse of a student under its care, supervision or authority.
- by an individual associated with the College.

If a victim of physical or sexual abuse alleged to have occurred at the College or to have involved staff brings a negligence claim against the College, a court will presume that the College breached its duty of care unless the College can prove that it took reasonable precautions to prevent the abuse.

Whether or not the College took reasonable precautions will be assessed by the court in accordance with considerations set out in the *Wrongs Act* and case law.

It is critical that the College maintains accurate and comprehensive records not only of student safety and wellbeing incidents and concerns involving staff, but also of:

- actions taken in response (including systemic reviews and resulting improvements);
- biennial reviews of and improvements to the College's student safety and wellbeing policies, procedures, work systems and strategies,

as these could be required as evidence in relation to possible future negligence claims against the College for damages in respect of student physical or sexual abuse.



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The following records may assist in demonstrating reasonable precautions taken by the College to prevent the physical or sexual abuse of its students:

- records that document actions taken by the College in response to specific student safety and wellbeing incidents and concerns
- records that document the implementation of the College's student safety and wellbeing risk management strategies.
- records that document reviews and improvements of our student safety policies, procedures, work practices and systems.
- records that document the student safety and wellbeing training provided to and completed by staff members.

Resources

[Four Critical Actions for Schools](#)

[Department of Justice: Grooming offence](#)

[Department of Justice: Betrayal of Trust Factsheet: The new 'failure to protect' offence.](#)

[VRQA Child Safe Standards for Education Providers](#)

Further information

Further information concerning any aspect of this policy may be directed to the Principal and/or his delegate.

<i>This policy was ratified/reviewed by the Braemar College Board of Governors on</i>	July 2026
<i>Next review date</i>	July 2028

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