



Child Safe Program

Child Safety and Wellbeing Policy and Procedures

If you are a non-English speaker who needs help to understand this Policy, please contact Steve Tresize on 03 5024 5310. Or email steve.tresize@milduracc.vic.edu.au.

Introduction

Mildura Christian College is unwavering in its commitment to creating a child-safe environment where every student is protected, valued, and empowered to reach their full potential. Rooted in Christian values, MCC upholds a zero-tolerance policy towards all forms of child abuse—including physical, emotional, sexual, verbal, and neglect—and holds that such abuse is never the fault of the child. The College recognises its moral and legal responsibility to ensure the safety and well-being of all children attending the school.

At MCC, child safety is a shared responsibility. All staff, volunteers, contractors, and students over 18 years old are expected to report any child safety concerns, regardless of mandatory reporting obligations. The College fosters a culture of open communication, where children and families feel respected and confident in raising concerns. This proactive approach is supported by regular risk assessments, policy reviews, and a commitment to continuous learning.

In all actions, Mildura Christian College strives to embody its Christian ethos by providing a nurturing, secure, and compassionate environment where children can learn, grow, and flourish.

The Mildura Christian College Board is Mildura Christian College's governing body and has approved the Child Safety and Wellbeing Policy and Procedures on April 2025. It will be reviewed on February 2026.

Purpose

The Child Safety and Wellbeing Policy and Procedures demonstrates Mildura Christian College's strong commitment to creating and maintaining a child safe and child-friendly environment, and to complying with the Victorian Child Safe Standards (Child Safe Standards) and non-government school registration requirements relevant to child safety and wellbeing. It summarises the policies and practices that we have developed to keep our students safe, including from abuse or other harm.

The Child Safety and Wellbeing Policy and Procedures outlines the key elements of our approach to:

- implementing Ministerial Order 1359 (MO 1359), which sets out how the Child Safe Standards apply in school environments
- developing and implementing policies, procedures and practices that promote child safety and wellbeing, consistent with [PROTECT Four Critical Actions for Schools: Responding to Incidents, Disclosure and Suspicions of Child Abuse](#) (PROTECT Four Critical Actions) and [PROTECT Four Critical Actions for Schools: Responding to Student Sexual Offending](#) (Four Critical Actions: Student Sexual Offending)
- creating a safe, supportive and child-friendly College environment
- promoting the open discussion of child safety and wellbeing issues within the College
- complying with all laws, regulations and standards relevant to child safety and wellbeing, including child protection, in Victoria.

It informs the College community about everyone's obligation to act safely and appropriately towards students, and guides our processes and practices for the safety and wellbeing of students across all areas of our work.

Statement of Commitment to Child Safety and Wellbeing

Mildura Christian College is a child safe school. We are committed to ensuring that the children who attend our school are safe and protected. Our goal is to maximise learning and fulfil potential for all our students in a Christian environment that is nurturing, comfortable, inspiring and, above all, as safe, secure and compassionate as possible. This, we believe, is how children best learn, grow and flourish.

Child Safety Principles

The College's commitment to child safety and wellbeing is based on the Child Safe Standards and MO 1359.

The Child Safe Standards and MO 1359

The Child Safe Standards were developed in response to the Victorian Parliament's Inquiry into the Handling of Child Abuse by Religious and Other Organisations. In 2022, the original version was replaced by new Child Safe Standards based on the National Principles for Child Safe Organisations (National Principles), to support greater national consistency.

The Child Safe Standards can be found [here](#).

MO 1359 sets out how the Child Safe Standards apply in school environments. It can be found [here](#).

The Victorian Registration and Qualifications Authority (VRQA) monitors and enforces compliance with the Child Safe Standards and MO 1359 for registered schools in Victoria.

Scope

The Child Safety and Wellbeing Policy and Procedures applies to all adults in the College community, including:

- all employed Staff and Direct Contact Contractors, including External Education Providers (because they are "school staff" as defined in MO 1359)
- other types of Contractors
- Volunteers
- Visitors.

It does not matter whether their work involves direct contact with students.

The Child Safety and Wellbeing Policy and Procedures applies in all physical, virtual and online College environments that are used by student during or outside of school hours, including all locations provided for a student's use (for example, on-site and off-site College grounds, at sporting events, camps, or excursions, approved homestay accommodation and environments provided by External Education Providers and other Contractors).

Definitions

Definitions of the following terms used in the Child Safety and Wellbeing Policy and Procedures can be found in the [Child Safety Program Definitions List](#), which is annexed to the [Reporting and Responding Obligations \(Child Safety\) Policy and Procedures](#).

- abuse and other harm
- child/young person
- child safety and wellbeing

- child safety incident or concern
- child-connected work
- child-related work
- contractor
- school environment
- school governing authority
- school staff
- staff/staff member
- student
- visitor
- volunteer.

Roles and Responsibilities

Child safety and wellbeing is everyone's responsibility. All adults in the College community have a shared responsibility for contributing to the safety and wellbeing of students.

Of particular importance to this Policy is the role of Child Safe Champion. Additional roles and responsibilities are summarised in the **Procedures** subsection at the end of this Policy.

The College's Child Safe Champion/s

The College has nominated one or more senior staff members as the College's Child Safe Champions. They receive additional specialised training about child safety and wellbeing issues.

They are a point of contact for raising child safety concerns within the College. They are also responsible for championing child safety and wellbeing within the College and assisting in coordinating responses to child safety incidents and concerns.

They ensure that the College responds appropriately to students involved in child safety incidents and concerns, and provide assistance and advice to other members of the College community who receive or make a disclosure of abuse or other harm of a child or young person.

Our Child Safe Champion/s are:

- Kevin Jackson
- Steve Tresize

The Senior Child Safe Champion

The College has also appointed Steve Tresize as the College's Senior Child Safe Champion. They can be contacted by phone on 03 5024 5310 or by emailing principal@milduracc.vic.edu.au.

The Senior Child Safe Champion has additional child safety responsibilities, such as being a first point of contact for all child safety concerns or queries for the wider community and coordinating the College's response to child safety incidents in consultation with the Leadership Team and The Mildura Christian College Board.

Policy Statement

Child Safety Codes of Conduct

The College's **Child Safety Code of Conduct** sets boundaries and expectations for appropriate behaviours between adults associated with the College and students, including in physical, virtual and online environments.

We also have a **Student Code of Conduct**, which includes child safety standards of behaviour for students.

Together, we refer to these as the Child Safety Codes of Conduct.

The Child Safety Codes of Conduct include clear processes to report inappropriate behaviour. We publish our Child Safety Codes of Conduct on our public website so that everyone can easily find out what behaviours are acceptable and unacceptable at our College and how to report inappropriate behaviour.

We also provide additional information to students and families about the Child Safety Codes of Conduct, to ensure that they know what behaviours are acceptable and unacceptable and how to report inappropriate behaviour.

Cultural Safety

Mildura Christian College is committed to establishing an inclusive and culturally safe College where the strengths of Aboriginal and Torres Strait Islander culture, values and practices are respected.

We identify, confront and do not tolerate racism, and we address any instances of racism within the College environment with appropriate consequences.

We think about how every student can have a positive experience in a safe environment. For Aboriginal and Torres Strait Islander students, we recognise the link between culture, identity and

safety, and actively create opportunities for Aboriginal and Torres Strait Islander students, their families and their communities (including local Aboriginal communities relevant to the College) to have a voice and presence in our College's planning, policies, and activities.

The specific strategies that we have adopted to promote cultural safety in our College community are set out in our Aboriginal and Torres Strait Islander Students (Child Safety) Policy and Procedures.

Student Empowerment and Participation

Mildura Christian College is a child safe and child-centred organisation, and we work to create an inclusive and supportive environment that encourages students and families to contribute to our approach to child safety and wellbeing.

We ensure that our physical, virtual and online environments are friendly and welcoming to all children and young people.

We actively seek to include students in decisions that affect them. This includes decisions about organisational planning, delivery of services, management of facilities, and learning and assessment environments.

We ensure that students know about their rights to safety, information and participation. We actively seek to understand what makes students feel safe in our College and regularly communicate with students about what they can do if they feel unsafe.

We recognise the importance of friendships and encourage respectful relationships, strong friendships and support from peers.

The specific strategies that we have adopted to promote the participation of and empowerment of students, and to implement all of the above obligations, are set out in the Student Participation and Empowerment (Child Safety) Policy and Procedures.

Parent/Carer, Family and Community Engagement at the College

Mildura Christian College recognises that parents and carers have the primary responsibility for the upbringing and development of their children. We ensure that they participate in decisions affecting their children.

In addition, we:

- ensure that families and relevant communities know about the College's operations and policies, including the Child Safety and Wellbeing Policy and Procedures and the Child Safety Codes of Conduct, record keeping practices, risk management, and complaints and investigation processes ("relevant communities" means the variety of communities that are relevant to the College, such as Aboriginal and Torres Strait Islander communities, culturally and linguistically diverse communities, and other communities that make up our Staff and student cohorts)
- actively seek to include families and relevant communities in decisions about organisational planning, delivery of services, management of facilities, and learning and assessment environments
- build cultural safety at the College through partnerships with Aboriginal and Torres Strait Islander communities, as well as with culturally and linguistically diverse communities that make up our Staff and student cohort.

The specific strategies that we have adopted to promote the engagement of parents/carers, families, and relevant communities in child safety and wellbeing at the College, to make information about child safety and wellbeing available and accessible, and to implement all of the above obligations, are set out in the [Family and Community Involvement in Child Safety and Wellbeing Policy and Procedures](#).

Diversity and Equity

Mildura Christian College has zero tolerance for racism, discrimination, harassment, or bullying of any kind. We value diversity and recognise that each student has unique skills, strengths, and experiences. Each one is of immeasurable value. We pay particular attention to individuals and groups of students with additional and specific needs. We tailor our child safety strategies to support the needs of:

- Aboriginal students
- Students from culturally and linguistically diverse backgrounds
- Students with disabilities
- Students who are unable to live at home or are impacted by family violence
- Students who identify as LGBTQIA+

We are determined that our College environment be free from discrimination. It will be a place of growth and personal flourishing for all.

To achieve this, we:

- support the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students and their families
- support the cultural safety, participation and empowerment of students from culturally and linguistically diverse backgrounds and their families
- support students with disability and their families and act to promote their participation
- support other vulnerable students and their families (such as students who are unable to live at home or students and family members who identify as lesbian, gay, bisexual, transgender or intersex) and act to promote their participation
- seek to recruit a workforce that reflects a diversity of cultures, abilities and identities
- ensure that all Staff, Direct Contact Volunteers and Direct Contact Contractors have training about Aboriginal and Torres Strait Islander cultures, disability, culturally and linguistically diverse backgrounds, and communities with particular experiences or needs
- have a physical environment that actively celebrates diverse cultures and recognises cultural difference
- commit to ensuring that our facilities promote the inclusion of students of differing abilities.
- provide wellbeing support for LGBTQIA+ students that is accessible, non-judgmental and sensitive to the needs of individual students
- develop support plans, where appropriate, in consultation with students, parents and health professionals
- promote inclusive and respectful behaviours, conversations, and attitudes among students in the wider College community
- remind students often of their immense value and personal worth no matter their differences

Some specific strategies that we have adopted to promote equity and respect diversity at the College, and to address additional vulnerabilities and barriers, are set out in the following Policies and Procedures:

- [Aboriginal and Torres Strait Islander Students \(Child Safety\) Policy and Procedures](#)
- [Culturally and Linguistically Diverse Students \(Child Safety\) Policy and Procedures](#)
- [Students with Disability \(Child Safety\) Policy and Procedures](#)

Suitable Staff, Volunteers and Contractors and Child Safety Knowledge, Skills and Awareness (Child Safety Human Resources Management)

The specific human resources management strategies that we have adopted at the College to promote child safety and wellbeing are set out in the [Human Resources Management \(Child Safety\) Policies and Policy and Procedures](#). They include the following:

Recruitment and Screening

Mildura Christian College applies best practice standards in the recruitment and screening of Staff and relevant Volunteers and Contractors, to engage the most suitable and appropriate people to work with our students.

In particular, our practices include:

- making our commitment to child safety and wellbeing clear in recruitment advertising and documentation
- requiring relevant Staff, Volunteers and Contractors to maintain a valid Victorian Institute of Teaching (VIT) Registration or WWC (working with children) Clearance, and sighting, verifying and recording this information[^]
- using additional selection, background checking and screening processes that take into account child safety considerations.

[^] If an individual has already participated in the College's specified screening requirements within the previous 12 months, they are exempt from having to do so again.

Child Safety Training and Information

As a part of Mildura Christian College's induction process, all Staff, as well as relevant Volunteers and Contractors, must complete our child safety induction program, which includes information about our child safety policies, practices and procedures.

All Staff, as well as relevant Volunteers and Contractors also receive refresher and ongoing child safety training at least annually.

Our child safety induction and ongoing training program includes information about:

- this Child Safety and Wellbeing Policy and Procedures and how to implement it in practice (within the individual's particular roles and responsibilities)
- the Child Safety Codes of Conduct
- recognising abuse and other harm and identifying key indicators, including harm caused by other children and young people
- the Reporting and Responding Obligations (Child Safety) Policy and Procedures, which includes our policies and procedures for responding to and reporting child safety incidents or concerns (such as mandatory reporting to DFFH Child Protection, reporting to the Police and Reportable Conduct obligations)

- how to manage complaints and concerns related to abuse and other harm
- responding effectively to child safety incidents and concerns, including supporting colleagues who disclose harm
- our policies and procedures for information sharing and record keeping about child safety incidents and concerns
- WWC Clearances and other child safety and wellbeing human resources practices
- how to identify and mitigate child safety and wellbeing risks in the College's environments without compromising a child, young person or student's right to privacy, access to information, social connections and learning opportunities
- whistleblower requirements
- how to build culturally safe environments for students
- responsibilities to children and young people.

The College provides all Visitors to the College, including Casual Volunteers and Contractors, with information about the Child Safety Code of Conduct and how to report child safety incidents or concerns to the College and to relevant external authorities.

The Mildura Christian College Board also receives child safety training at least annually, to ensure that its members are equipped with the knowledge required to make decisions in the best interests of student safety and wellbeing, and to identify and mitigate child safety and wellbeing risks in the College's environment. Its training includes guidance on:

- individual and collective obligations and responsibilities for implementing MO 1359 and the Child Safe Standards and for managing the risk of child abuse
- child safety and wellbeing risks in the College's environments
- the College's child safety policies, procedures, codes and practices.

Ongoing Supervision, Management and Support

The College's Child Safe Champions and Leadership Team provide supervision and support to all Staff, Direct Contact/Regular Volunteers, and Direct Contact/Regular Contractors to ensure that they are compliant with the College's approach to child safety and wellbeing. Our child safety supervision and support program includes:

- probationary periods for new staff members, where these are permitted by law or under an Enterprise Agreement
- annual performance reviews for all staff members

- appointing a supervising staff member to Direct Contact Volunteers/Contractors and to those Regular Volunteers/Contractors who are engaged in “child-connected work”
- professional development programs for Staff that include child safety education.

The College swiftly manages any inappropriate behaviour towards students, in accordance with our policies and legal obligations. Child safety and wellbeing is the paramount consideration when managing inappropriate behaviour.

Complaints and Reporting Processes: The College’s Response to Child Safety Incidents or Concerns

Mildura Christian College fosters a culture that encourages everyone in the College community to raise concerns and complaints about child safety and wellbeing. We have:

- clear pathways for raising child safety-related complaints and concerns, set out in the **Procedures** below; and
- clear procedures that all Staff, Volunteers and Contractors must follow whenever they witness, suspect or receive a complaint about a child safety incident or concern involving a student, staff member, Volunteer, Contractor or the College, set out in the [Reporting and Responding Obligations \(Child Safety\) Policy and Procedures](#).

These pathways and processes are summarised for students, parents/carers and other members of the College community in the **Complaints Handling Policy and Procedures, Child Protection Reporting Obligations: Summary of the College’s Procedures for Responding to and Reporting Child Safety Incidents or Concerns** and **Procedures for Managing Child Safety Incidents or Concerns Involving the College or its Staff Members (Summary)**, which are available on our public website.

Our Student Care & Welfare Policy, Bullying and Harassment Policy, Discipline Program, and Complaints Handling Policy cover complaints and concerns relating to physical violence, bullying and other harmful student behaviours.

The College will take appropriate, prompt action in response to all child safety incidents or concerns, including all complaints, allegations or disclosures of abuse or other harm, when Staff, Volunteers, Contractors, students, parents/carers or anyone else reports these to the College.

The safety and wellbeing of the student/s involved in the matter are the College’s paramount consideration when responding to child safety incidents and concerns. It follows the National Office of Child Safety’s [Complaint Handling Guide: Upholding the rights of children and young people](#) and the Commission for Children and Young People’s [Including Children and Young People in Reportable](#)

Conduct Investigations resources when investigating and responding to child safety incidents and concerns.

The College's response will include:

- externally reporting all matters that meet the required relevant thresholds to the Department of Families, Fairness and Housing (DFFH Child Protection) (Mandatory Reports), the Police (Child Sexual Offences, Student Sexual Offending and other criminal offences against students), the Commission for Children and Young People (CCYP) (Reportable Conduct), and/or the VIT (Teacher Misconduct), depending on the issues raised and consistent with PROTECT Four Critical Actions and Four Critical Actions: Student Sexual Offending
- fully cooperating with any resulting investigation by an external agency
- protecting any student connected to the child safety incident or concern until it is resolved and providing ongoing support to those affected
- taking particular measures in response to child safety incidents or concerns about an Aboriginal or Torres Strait Islander student, a student from a culturally and linguistically diverse background, a student with disability, or other vulnerable student (such as a student who is unable to live at home or a student who identifies as lesbian gay, bisexual, transgender or intersex)
- sharing information with, or requesting information from, external people or agencies as permitted or required under the Child Information Sharing Scheme and/or the Family Violence Information Sharing Scheme
- securing and retaining records of the child safety incident or concern and the College's response to it
- taking broader actions to improve child safety at the College (including systemic reviews and resulting improvements).

Child Safety Risk Management

Mildura Christian College recognises the importance of a risk management approach to child safety and wellbeing and to minimising the risk of harm to children and young people without compromising their rights to privacy, access to information, social connections and learning opportunities.

Our **Purchasing Goods and Services Policy and Procedures** makes sure that we ensure the safety of children, young people and students when we purchase facilities, goods and services.

We also have a comprehensive **Risk Management Program** to assist in the identification, assessment and management of child safety risks in all College environments.

We identify, assess and manage child safety risks in all College environments, based on a range of factors including the nature of our College's activities, its physical and online environments and the characteristics of our student cohort.

We use this information to inform our policies, procedures and activity planning.

We record all identified risks to child safety and wellbeing in a Child Safety Risk Register, along with the actions in place at the College to manage these risks. The Mildura Christian College Board, the Principal and/or the Leadership Team monitor and evaluate the effectiveness of these actions at least annually.

Child Safety Record Keeping, Privacy and Information Sharing

The College collects, uses and discloses information about students and their families, including information in child safety records, in accordance with Victorian privacy laws and other relevant laws, including laws that permit the College to disclose information about child safety and wellbeing to external people and agencies. For information about how the College collects, uses and discloses this information, refer to the Privacy Policy and Procedures.

In particular, Mildura Christian College is committed to best practice record keeping about child safety incidents and concerns in accordance with Public Record Office Victoria Recordkeeping Standards (including minimum retention periods).

The College records all internal and external reports of child safety incidents and concerns, as well as any other responses by the College, using:

- [PROTECT Recording your actions: Responding to suspected child abuse - A Template for Victorian Schools](#); or
- [PROTECT Responding to Suspected Student Sexual Offending - A Template for Victorian Schools](#), (if the incident or concern involves Student Sexual Offending)

and retains and secures records of complaints and concerns in line with the [Record Keeping \(Child Safety\) Policy and Procedures](#).

Communications

Mildura Christian College is committed to communicating our child safety and wellbeing strategies, policies and procedures to the College community through the measures set out in **Implementation** below. In addition, we:

- display PROTECT posters around the College
- provide child safety information and updates through newsletters, Sentral parent portal
- include child safety and wellbeing as a regular agenda item at Leadership Team meetings and staff meetings.

Child Safety Policy and Practice Review

Mildura Christian College is committed to the continuous improvement of our child safety policies, procedures and practices. We review the policies and procedures required for compliance with MO 1359 and the Child Safe Standards annually (or earlier if a significant child safety incident occurs at the College or legislation changes) for overall effectiveness and to ensure compliance with all child safety and wellbeing related laws, regulations and standards.

When undertaking these reviews, the College:

- actively seeks, actions, and incorporates feedback from students, families, the wider College community, Staff, Volunteers and Contractors
- analyses any complaints, concerns and child safety incidents that may have occurred
- communicates any learnings, adjustments or amendments to policy and practice widely throughout the College community.

Procedures

Reporting Child Safety Incidents or Concerns to the College

If you are concerned that a child, young person or student aged 18 or over is in immediate danger, call the Police on 000.

Any person, including all Staff, Volunteers, Contractors, parents/carers and students, can at any time, contact DFFH Child Protection if they are concerned about the wellbeing of a child aged under 17.

You can do this by:

- during business hours (8:45am-5:00pm, Monday to Friday), contacting the Child Protection intake service for the local government area where the child resides, listed [here](#)

- after hours, telephoning 13 12 78.

Staff, Volunteers and Contractors

All Staff, Volunteers and Contractors **must** follow the Reporting Obligations and Complaints Management (Child Safety) Policy and Procedures. In particular, they **must** report all child safety incidents or concerns internally to a Child Safe Champion or the Principal.

If the incident or concerns involves the Principal, internal reports should instead be made to the MCC Board Chair by calling Ms Bethany Scholar - 0439 332 885.

Students, Parents/Carers and Community Members

Students at the College who have child safety concerns about themselves, or about any other child, young person or student aged 18, or over can:

- disclose the child safety incident or concern to a College Child Safe Champion
- disclose the child safety incident or concern to any other staff member, Volunteer or Contractor. This might be done:
 - verbally
 - in writing
 - through electronic means (such as email)
 - indirectly (such as in written assignments, in artworks or in any other way)
- disclose anonymously, using the College's online feedback form, which is located [here](#)
- contact Bravehearts by calling 1800 272 831 or visiting their [Get Help](#) webpage.

For more information, students can refer to the child-friendly version of our Child Safety Complaints Management Policy and Procedures, available [Insert Link to/Description of Where the Child-Friendly Child Safe Complaints Policy is Available](#).

Parents/carers, family members and other community members who have child safety concerns or who suspect that a child or young person associated with the College may be subject to abuse or other harm can contact:

- the Principal, who is the College's Senior Child Safe Champion, by phoning 03 5024 5310 or emailing principal@milduracc.vic.edu.au
- if the concern relates to the Principal, the MCC Board Chair by calling Ms Bethany Scholar - 0439 332 885.

Any person can also contact the Principal or the MCC Board Chair if they have concerns regarding the College's leadership in relation to child safety.

Communications will be treated confidentially on a 'need to know basis'.

Responding to and External Reporting of Child Safety Incidents or Concerns

The **Responding and Reporting Obligations (Child Safety) Policy and Procedures** sets out the procedures that the College will follow when notified of any child safety incident or concern involving the College or a student, staff member, Volunteer, Contractor, Visitor or any other person connected to the College or the College environment. These procedures align with **PROTECT Four Critical Actions** and **Four Critical Actions: Student Sexual Offending**.

It also provides guidance for Staff, Volunteers and Contractors on their obligations to respond to child safety incidents or concerns and to report them to relevant external authorities. These obligations include:

- their duty to protect students
- mandatory reporting to DFFH Child Protection
- reporting to DFFH Child Protection in other situations where a student has been or is being harmed, as required by **PROTECT Four Critical Actions**
- mandatory reporting to the Police of sexual offences against children
- reporting to the Police in other situations where a student has been or is being harmed (such as when required by **Four Critical Actions: Student Sexual Offending**)
- reporting Reportable Conduct to the CCYP
- reporting teacher misconduct to the VIT.

Support for Students, Families and Staff Following Child Safety Incident or Disclosure

Child safety incidents or concerns can cause trauma and significantly impact on the mental health and wellbeing of children, young people, and students aged 18 or over, as well as on their families. In addition to reporting and referral to the relevant authorities, the College plays a central role in addressing this trauma and has a duty of care to ensure that students feel safe and supported at College.

The College employs a range of measures to support students affected by a child safety incident or concern, depending on the particular circumstances of the matter and of the student and their family:

- Child Safe Champions may work with the student and their family to develop a student Support Plan
- support strategies that could be considered for students and/or their families might include offering or organising referrals to internal or external support, such as a College Principal, bi-cultural workers and/or translators, or an external support agency and/or child advocacy organisation that specialises in supporting children and young people impacted by abuse or other harm.

The College offers similar support to former students who disclose historical child safety incidents or concerns from their time at the College.

Witnessing a child safety incident or receiving a disclosure of abuse or other harm can be a distressing experience for Staff, Volunteers and Contractors involved. The College assists impacted Staff, Volunteers and Contractors to access necessary support.

Embedding a Culture of Child Safety: Our Child Safety Program

We call the full collection of the College's child safety policies and procedures the "Child Safety Program". It is itself one of the strategies employed by Mildura Christian College to embed a culture of child safety at the College.

The Child Safety Program relates to all aspects of child safety, wellbeing, and protecting children, young people and students aged 18 or over from abuse and other harm. It establishes work systems, practices, policies and procedures to create and maintain a child safe environment and culture at the College. It includes:

- the Child Safety Codes of Conduct
- clear information about what is abuse and other harm and associated key indicators of abuse and other harm
- clear procedures for responding to and reporting child safety incidents or concerns internally, and for responding to incidents or allegations of abuse or other harm, that are consistent with **PROTECT Four Critical Actions** and **Four Critical Actions: Student Sexual Offending**
- strategies to support, encourage and enable Staff, Volunteers, Contractors, parents/carers and students to understand, identify, discuss and report child safety matters
- procedures for recruiting and screening members of the Leadership Team, Staff, Volunteers and Contractors
- procedures for reporting to external agencies (including Mandatory Reporting to DFFH Child Protection, reporting Reportable Conduct to the CCYP and reporting sexual offences against

children to the Police), that are consistent with **PROTECT Four Critical Actions** and **Four Critical Actions: Student Sexual Offending**

- pastoral care strategies designed to empower students and keep them safe
- strategies to support and encourage the participation and inclusion of Aboriginal and Torres Strait Islander students, students from culturally and linguistically diverse backgrounds, students with disability and other vulnerable students
- child safety training
- information regarding the steps to take after a disclosure of abuse or other harm to protect, support and assist students
- guidelines with respect to record keeping and confidentiality
- a system for continuous review and improvement.

Additional Child Safety Responsibilities at the College

Child safety and wellbeing is everyone's responsibility. Specific responsibilities include:

The Mildura Christian College Board

The Mildura Christian College Board is Mildura Christian College's "school governing authority" for the purposes of MO 1359.

It is responsible for:

- approving and reviewing the College's child safety policies and procedures required for registration as a non-government school, including those required for compliance with MO 1359 (it has authorised Principal to undertake this responsibility)
- ensuring that the College has and implements processes to comply with its child safety legal and regulatory obligations
- ensuring that the College has appropriate resources to effectively implement the Child Safe Standards and MO 1359; and
- championing and promoting a child safe culture within the College.

The Principal

The Principal is responsible, and will be accountable, for the operational management of the College. They are responsible for:

- taking all practical measures to ensure that the Child Safety and Wellbeing Policy and Procedures, and other policies and procedures in the College's Child Safety Program, are

implemented effectively and followed

- ensuring that a strong and sustainable child safe culture is maintained within the College, including by:
 - modelling the Child Safety Code of Conduct, and reinforcing high standards of child safe behaviours between adults and students and between students
 - facilitating the participation of students, families, Staff and other members of the College community in promoting and improving child safety and wellbeing at the College
 - promoting regular and open discussion of child safety and wellbeing issues within the College community
 - facilitating regular professional learning for Staff and relevant Volunteers and Contractors about child safety, cultural safety, student wellbeing and preventing and responding to child safety incidents and concerns
 - creating an environment where child safety incidents, concerns and complaints are readily raised with the College and where no one is discouraged from reporting child safety incidents or concerns to relevant external authorities.

They are also the “head” of the College for the purposes of the Reportable Conduct Scheme.

The Leadership Team

Each member of the College Leadership Team is responsible for ensuring that appropriate resources are made available in their area of operations to allow the College’s Child Safety Program to be effectively implemented within the College, and for supporting the Principal in the practical application of the College’s child safety strategies, policies, procedures and work systems.

Staff

All Staff are “school staff” for the purposes of MO 1359.

They must:

- comply with the Child Safety and Wellbeing Policy and Procedures, the Child Safety Codes of Conduct and the Reporting and Responding Obligations (Child Safety) Policy and Procedures
- be familiar with the other policies and procedures in the Child Safety Program
- understand their legal obligations with respect to the reporting of child abuse and other harm, and WWC Checks.

All Staff must be aware of key indicators of abuse and other harm, be observant, and report all child safety incidents and concerns internally to the College and to the appropriate external authorities.

To meet these obligations, all Staff must:

- participate in child safety and wellbeing induction and ongoing training provided by the College
- follow the Policies and Procedures in the Child Safety Program
- act in accordance with the Child Safety Codes of Conduct
- identify, respond to and report child safety incidents and concerns in accordance with the **Reporting and Responding Obligations (Child Safety) Policy and Procedures, PROTECT Four Critical Actions** and **Four Critical Actions: Student Sexual Offending**
- ensure that students' views are taken seriously and their voices are heard when making decisions that affect them
- implement inclusive practices that respond to the diverse needs of students
- comply with all relevant child safety human resources policies and procedures.

Volunteers

A Volunteer is a someone who performs work for the College in a College environment without remuneration or reward. Volunteers may be family members of students, or from the wider College or local community. Volunteers are not "school staff" for the purposes of MO 1359.

All Volunteers at the College are responsible for contributing to the safety and protection of students in the College environment.

To meet these obligations:

- all Volunteers must comply with the Child Safety and Wellbeing Policy and Procedures and Child Safety Codes of Conduct
- Direct Contact Volunteers (and, if required by the College, other Volunteers such as Regular Volunteers who are engaged in "child-connected work") must:
 - participate in child safety and wellbeing induction and ongoing training provided by the College
 - be aware of key indicators of abuse and other harm
 - understand their legal obligations with respect to the reporting of abuse and other harm
 - raise all child safety concerns with a Child Safe Champion.

Contractors

A Contractor is someone engaged by the College to perform specific tasks. Contractors are not employees of the College. However, Contractors who have direct contact with children are "school staff" for the purposes of MO 1359.

Contractors may include maintenance and building personnel, consultants, music tutors, sports coaches and cleaners as well as external education providers (organisations that the College has arranged to deliver a specified course of study that is part of the curriculum, to a student or students enrolled at the College).

All Contractors are responsible for contributing to the safety and protection of students in the College environment.

To meet these obligations:

- all Contractors must comply with the Child Safety and Wellbeing Policy and Procedures and Child Safety Codes of Conduct.
- Direct Contact Contractors (and, if required by the College, other Contractors such as Regular Contractors who are engaged in “child-connected work”) must:
 - participate in child safety and wellbeing induction and ongoing training provided by the College
 - be aware of key indicators of abuse and other harm
 - understand their legal obligations with respect to the reporting of abuse and other harm
 - raise all child safety concerns with a Child Safe Champion.

The College may include these requirements in the written agreement between it and the Contractor.

Implementation

The Child Safety and Wellbeing Policy and Procedures is published on our public website.

It is provided to new Staff, to Direct Contact and Regular Volunteers, and to Direct Contact and Regular Contractors at their induction or prior to them commencing their work at the College.

The College provides all Visitors to the College, including Casual Volunteers and Casual Contractors, with information about the Child Safety and Wellbeing Policy and Procedures, the Child Safety Code of Conduct and how to report child safety incidents or concerns to the College and to relevant external authorities, through online visitor sign-in portal.

Breach

Mildura Christian College enforces the Child Safety and Wellbeing Policy and Procedures and the Child Safety Codes of Conduct. In the event of any non-compliance, we will instigate a review that may result in a range of measures including (depending on the severity of the breach):

- remedial education
- counselling
- increased supervision
- the restriction of duties
- suspension
- in the case of serious breaches, termination of employment, contract or engagement.

Source of Obligation

- Victorian Child Safe Standards, Standard 2
- Ministerial Order 1359, Clause 6

Related Policies

- [Codes of Conduct \(Child Safety\) Policies and Procedures](#)
- [Reporting and Responding Obligations \(Child Safety\) Policy and Procedures](#)
- [Complaints Management \(Child Safety\) Policy and Procedures](#)
- [Record Keeping \(Child Safety\) Policy and Procedures](#)
- [Student Participation and Empowerment \(Child Safety\) Policy and Procedures](#)
- [Family and Community Involvement, Cultural Safety and Equity-Diversity \(Child Safety\) Policies and Procedures](#)
- [Human Resources Management \(Child Safety\) Policies and Procedures](#)
- [Risk Management \(Child Safety\) Policy and Procedures](#)
- [Regular Reviews and Continuous Improvement \(Child Safety\) Policies and Procedures](#)

Related Documents

- [PROTECT Recording your actions: Responding to suspected child abuse - A Template for Victorian Schools](#)
- [PROTECT Responding to Suspected Student Sexual Offending - A Template for Victorian Schools](#)

References

- Commission for Children and Young People, [Victorian Child Safe Standards](#)
- Commission for Children and Young People, [Resources and Support for the Child Safe Standards](#)
- Department of Education, [Child Safe Standards Templates and Resources](#)
- Department of Education, Victorian Catholic Education Authority and Independent Schools Victoria, [PROTECT Four Critical Actions for Schools: Responding to Incidents, Disclosure and Suspicions of Child Abuse](#)
- Department of Education, Victorian Catholic Education Authority and Independent Schools Victoria, [PROTECT Four Critical Actions for Schools: Responding to Student Sexual Offending](#)
- National Office of Child Safety, [Complaint Handling Guide: Upholding the rights of children and young people](#)
- Commission for Children and Young People, [Including Children and Young People in Reportable Conduct Investigations resources](#)

Policy Administration

The Mildura Christian College Board reviews the Child Safety and Wellbeing Policy and Procedures annually or earlier if required, such as if a significant child safety incident occurs at the College or due to changes in legislation.