



# Child Safety & Wellbeing Policy

AUSTRALIAN INTERNATIONAL ACADEMY OF EDUCATION

# Child Safety and Wellbeing Policy

## Purpose

The Child Safety and Wellbeing Policy demonstrates Australian International Academy of Education (**AIAE** or the **School**) strong commitment to child safety and wellbeing and to creating and maintaining a child safe and child-friendly environment. It provides an overview of the policies and practices that AIAE has developed to keep students safe, including from abuse or other harm.

Our Child Safety and Wellbeing Policy outlines the key elements of our approach to implementing Ministerial Order 1359 which sets out how the Victorian Child Safe Standards apply in school environments and to AIAE as a child safe organisation.

It informs the School community about everyone's obligations to act safely and appropriately towards students and guides the policies, processes and practices for the safety and wellbeing of students across all areas of our work, which are set out in the School's Child Safety Program.

AIAE's Child Safety and Wellbeing Policy is to be read and understood in conjunction with the Victorian Child Safe Standards and Ministerial Order 1359.

## Scope

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

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

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

## Definitions

Definitions for the terms listed below and used in relation to the Victorian Child Safe Standards and Ministerial Order 1359 can be found [here](#).

- Child/young person
- Child abuse and other harm
- Child safety incident or concern
- Child-connected work
- Child-related work
- Contractor
- Duty of Care
- School environment
- School staff

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- School governing authority
- Staff/staff member
- Student
- Volunteer

## Commitment to Child Safety

Australian International Academy of Education (AIAE) is a child safe organisation that is committed to providing an environment where all our students are safe and feel safe, where their participation is valued, their views respected, and they are empowered.

We have zero tolerance for child abuse and have strategies and systems to protect children from abuse and harm. We will take all allegations and concerns very seriously and respond to them consistently and in line with our policies and procedures. Furthermore, AIAE is committed to promoting cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

## Roles and Responsibilities

Child safety and wellbeing is everyone's responsibility. At AIAE, all staff, as well as volunteers have a shared responsibility for contributing to the safety, wellbeing and protection of students. The specific responsibilities are as follows:

### AIAE Board

The Australian International Academy of Education Board is the "governing authority" for the purposes of Ministerial Order 1359.

Australian International Academy of Education Board is responsible for:

- championing and promoting a child safe culture within the broader School community
- ensuring a strong child safety and wellbeing culture is embedded in School leadership, governance and culture
- approving our Child Safety Program, including this Child Safety and Wellbeing Policy and the Child Safety Code of Conduct Policy
- ensuring that the School has appropriate resources to effectively implement the Victorian Child Safe Standards, Ministerial Order 1359, Child Safety and Wellbeing Policy and our Child Safety Program
- ensure that child safety is a regular agenda item at Board meetings
- undertake annual training on child safety and wellbeing
- when nominating and electing AIAE Board members ensure that selection and management practices are child safe. Furthermore, one member of the Board is appointed or identified as a Child Safe Champion who is responsible for ensuring that child safety is prioritised, modelled and championed at the Board level of AIAE. The Champion drives the Board's child safety responsibilities by ensuring that the Board meets those responsibilities.

### Senior Management Team

The Senior Management Team (comprising of the Executive Principal, Head of Campus and Deputy Head of Campus) is responsible, and will be accountable, for the operational management of the School, and the implementation of the Child Safety Program. The Executive Principal, Head of Campus and Deputy Head of



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Campus is responsible for:

- taking all practical measures to ensure that this Child Safety and Wellbeing Policy and the School's Child Safety Program is implemented effectively and followed
- ensuring that a strong and sustainable child safe culture is maintained within the School, including by:
  - modelling the [Child Safety Code of Conduct Policy](#) 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 School community in promoting and improving child safety and wellbeing at the School
  - promoting regular and open discussion of child safety and wellbeing issues within the School 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 School and where no one is discouraged from reporting child safety incidents or concerns to relevant external authorities.

The Head of Campus is the "head" of the School for the purposes of the Reportable Conduct Scheme.

Further information regarding strategies and actions that ensure child safety and wellbeing is embedded in school leadership, governance and culture are set out in [Strategies to Support Child Safe Standard 2](#).

## Child Safety Officers

A number of staff members have been nominated as the Child Safety Officers for each campus. Our Child Safety Officers receive additional specialised training with respect to child safety issues. They are the first point of contact for raising child safety concerns within the School. They are also responsible for championing child safety within the School and assisting in coordinating responses to child safety incidents. Their contact details can be found on the AIAE public webpage and their responsibilities are outlined at [Guidance for child safety champions](#).

## Senior Child Safety Officers

AIAE has also appointed the Head of Campus of each campus as the Senior Child Safety Officer. The Senior Child Safety Officer 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 School's response to child safety incidents in consultation with the Senior Management Team and Australian International Academy of Education Board.

The Senior Child Safety Officer is also responsible for informing the School community about this Policy, and making it publicly available.

Other specific roles and responsibilities are named in other child safety policies and procedures, including the [Child Safety Code of Conduct Policy](#), [Procedures for Responding to and Reporting Child Safety Incidents or Concerns](#), and [Mandatory Reporting Policy](#).

## Staff Members

All Staff are "school staff" for the purposes of Ministerial Order 1359. All Staff are required to comply with our [Child Safety and Wellbeing Policy](#) and [Child Safety Code of Conduct Policy](#) be familiar with our Child Safety Program and understand their legal obligations with respect to the reporting of child abuse and other harm, and [Working with Children Check Policy](#).

It is each individual's responsibility to be aware of key indicators of child abuse and other harm, to be observant, and to raise all child safety incidents and concerns with a Child Safety Officer.

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To meet these obligations, all staff will:

All staff and volunteers will:

- participate in child safety and wellbeing induction and training provided by the School or the Department of Education and Training, and always follow the School's child safety and wellbeing policies and procedures
- act in accordance with our [Child Safety Code of Conduct Policy](#)
- identify and raise concerns about child safety issues in accordance with our Procedures for Responding to and Reporting Child Safety Incidents or Concerns, including following the [Four Critical Actions for Schools](#)
- ensure students' views are taken seriously and their voices are heard about decisions that affect their lives
- implement inclusive practices that respond to the diverse needs of students.

## Volunteers:

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

All volunteers at AIAE are responsible for contributing to the safety and protection of students in the School environment.

To meet these obligations:

- all volunteers must comply with the screening and WWCC requirements outlined in our [Volunteer Management Policy and Procedures](#) and [Working with Children Check Policy](#)
- all volunteers must comply with our Child Safety and Wellbeing Policy and Child Safety Code of Conduct Policy
- Direct contact volunteers (and, if required by the School 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 School
  - be aware of key indicators of child abuse and other harm
  - understand their legal obligations with respect to the reporting of child abuse and other harm
  - raise all child safety concerns with a Child Safety Officer.

## Contractors:

A contractor is someone engaged by AIAE to perform specific tasks. Contractors are not employees of the School. However, contractors who have direct contact with children are "school staff" for the purposes of Ministerial Order 1359.

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

All contractors are responsible for contributing to the safety and protection of students in the School environment.

To meet these obligations:

- all contractors must comply with the screening and WWCC requirements outlined in our Contractor Management Policy and Procedures and Working with Children Check Policy
- all contractors must comply with our Child Safety and Wellbeing Policy and Child Safety Code of Conduct Policy



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- direct contact contractors (and, if required by the School, 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 School be aware of key indicators of child abuse and other harm understand their legal obligations with respect to the reporting of child abuse and other harm
  - raise all child safety concerns with a Child Safety Officer.

The School may include these requirements in the written agreement between it and the third-party contractor.

## External Education Providers:

All External Education Providers engaged by AIAE are responsible for contributing to the safety and wellbeing of children in the School environment. All External Education Providers are responsible for complying with this Child Safety and Wellbeing Policy, the Code of Conduct Policy and reporting any concerns they may have relating to child abuse to their supervisor. AIAE may include this requirement in the written agreement between it and the External Education Provider.

## Other Roles and Responsibilities:

AIAE has also established a Child Safety and Wellbeing Committee. The Child Safety and Wellbeing Committee comprises of members of the Senior Management Team, School Nurse, School Counsellors and Psychologist. They meet regularly to identify and respond to any ongoing matters related to child safety and wellbeing. The School Captaincy Team on child safety provides an opportunity for students to provide input into school strategies.

Child safety matters are discussed and managed as required at each Heads meetings, and the Student Management Meeting with the Senior/Child Safety Officer. All teams that meet regularly have standing agenda items related to child safety matters including concerns.

Other specific roles and responsibilities are named in other child safety policies and procedures, including the [Child Safety Code of Conduct Policy](#), [Procedures for Responding to and Reporting Child Safety Incidents or Concerns](#), and [Mandatory Reporting Policy](#).

## The Victorian Child Safe Standards

The Victorian Child Safe Standards were originally developed in response to the Victorian Parliament’s Inquiry into the *Handling of Child Abuse by Religious and Other Organisations* which found that more needed to be done to prevent and respond to child abuse. The standards apply to all organisations that provide services for children, including early childhood services.

There are eleven standards that Victorian schools must comply with. They are:

- **Child Safe Standard 1** – Establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.
- **Child Safe Standard 2** – Ensure that child safety and wellbeing are embedded in school leadership, governance and culture.
- **Child Safe Standard 3** – Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.
- **Child Safe Standard 4** – Families and communities are informed and involved in promoting child safety and wellbeing.
- **Child Safe Standard 5** – Equity is upheld and diverse needs are respected in policy and practice.

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- **Child Safe Standard 6** – People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
- **Child Safe Standard 7** – Ensure that processes for complaints and concerns are child focused.
- **Child Safe Standard 8** – Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
- **Child Safe Standard 9** – Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
- **Child Safe Standard 10** – Implementation of the Child Safe Standards is regularly reviewed and improved.
- **Child Safe Standard 11** – Policies and procedures that document how schools are safe for children, young people and students.

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

## AIAE Child Safety Principles and Values

AIAE has developed specific child safe principles and values relevant to its own specific circumstances that guide our work systems, practices, policies and procedures to protect students from abuse and harm. Our Child Safe principles and values are:

- All children have the right to be safe.
- The welfare and best interests of the child are paramount.
- The views of the child and a child's privacy must be respected.
- Clear expectations for appropriate behaviour with children are established in our Child Safe Code of Conduct Policy and Staff and Student Professional Boundaries Policy.
- The safety of children is dependent upon the existence of a child safe culture.
- Child safety awareness is promoted and openly discussed within our AIAE community.
- Procedures are in place to screen all staff, volunteers and contractors who have direct contact with children.
- Child safety and protection is everyone's responsibility.
- Child safe training is mandatory for all Board members, staff and volunteers.
- Procedures for responding to alleged or suspected incidents of child abuse are simple and accessible for all members of the AIAE community.
- Children from culturally or linguistically diverse backgrounds, Aboriginal or Torres Strait Islander Children and other children who are vulnerable have the right to special care and support.
- Children who have any kind of disability have the right to special care and support.

## Child Safety Code of Conduct

The School's Child Safety Code of Conduct Policy and Staff and Student Professional Boundaries Policy sets the boundaries and expectations for appropriate behaviours between adults and students. It also clarifies behaviours that are not acceptable in our physical and online environments.

All staff, contractors and volunteers working directly with children are required to read, agree and abide by the School's Child Safety Code of Conduct.

We ensure that students also know what is acceptable and what is not acceptable so that they can be clear and confident about what to expect from adults in the school.

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The [Child Safety Code of Conduct Policy](#) also includes processes to report inappropriate behaviour.

## Managing Risks to Child Safety and Wellbeing

AAIAE recognises the importance of a risk management approach to child safety 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.

We have implemented a Risk Management Policy and Procedures to assist in the identification, assessment and management of child safety risks in all School environments.

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

We identify, assess and manage child safety risks in all School environments based on a range of factors including the nature of our School's activities, its physical, virtual and online environments and the characteristics of the student body. We use this information to inform our policies, procedures and activity planning.

We record identified risks to child safety and wellbeing in our Child Safety Risk Register, along with the actions in place at the School to manage these risks. Australian International Academy of Education Board, the Executive Principal and/or Head of Campus and/or the Senior Management Team monitor and evaluate the effectiveness of these actions at least annually.

Further information regarding strategies and actions that ensure physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed are set out in [Strategies to Support Child Safe Standard 9](#).

## Cultural Safety

At AIAE, we are committed to establishing an inclusive and culturally safe environment 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 school 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 School) to have a voice and presence in our School's planning, policies, and activities.

We celebrate culture, develop knowledge of, and support cultural safety in our school community. This includes:

- acknowledgement of Country at school events;
- presentations and guest speakers from First Nations community; and
- annual events (e.g., celebrating national Sorry Day, etc).

The specific strategies that we have adopted to promote cultural safety in our School community are set out in [Strategies to Support Child Safe Standard 1](#).

## Student Empowerment and Participation

AIAE 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.



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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 School 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 [Strategies to Support Child Safe Standard 3](#).

## Family and Community Engagement

AIAE 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.

We ensure that families and relevant communities (Aboriginal and Torres Strait Islander communities, culturally and linguistically diverse communities, other communities that make up our staff and student cohort, and the local community in which our School operates) know about the School's operations and policies, including its Child Safety and Wellbeing Policy and the Child Safety Code of Conduct Policy, record keeping practices, risk management, and complaints and investigation processes.

We actively seek to include families and relevant communities in decisions about organisational planning, delivery of services, management of facilities, and learning and assessment environments.

We build cultural safety at the School 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 School, to make information about child safety and wellbeing available and accessible, and to implement all of the above obligations, are set out in [Strategies to Support Child Safe Standard 4](#).

## Diversity And Equity

AIAE values diversity and does not tolerate any discriminatory practices. 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 students and families with diverse circumstances and vulnerabilities
- 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/or linguistically diverse backgrounds, and those with particular experiences or needs

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- have a physical environment that actively celebrates diverse cultures and recognises cultural difference
- commit to promoting the inclusion of students of differing abilities.

The specific strategies that we have adopted to promote equity and respect diversity at the School are set out in [Strategies to Support Child Safe Standard 5](#).

## Suitable Staff And Volunteers

AIAE applies child safe recruitment, induction, training, and supervision practices to ensure that all staff, contractors, and volunteers are suitable to work with children.

### Recruitment and Screening

AIAE applies best practice standards in the recruitment and screening of staff, volunteers and contractors to engage the most suitable and appropriate people to work with our students. Our practices include:

- making our commitment to child safety and wellbeing clear in recruitment advertising and documentation
- requiring all staff and relevant volunteers and contractors to maintain a valid 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.

Further information regarding appropriate recruitments and screening strategies can be found in [AIAE's Staff Recruitment and Selection Policy](#).

### Staff Induction

As a part of AIAE'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:

- Child Safety and Wellbeing Policy
- Child Safety Code of Conduct Policy
- recognising child abuse and other harm and identifying key indicators, including harm caused by other children and young people
- our policies and procedures for responding to and reporting child safety incidents or concerns (including mandatory reporting, reporting to police and reportable conduct obligations)
- 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 School's environments.

The School provides all visitors to the School, including casual volunteers and contractors, with information about the Child Safe Codes of Conduct and how to report child safety incidents or concerns to the School and to relevant external authorities.

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## Ongoing Supervision and Management of Staff

Heads of Campus, Deputy Heads of Campus and members of the Senior Management Team provide supervision and support to all staff, direct contact and regular volunteers, and direct contact and regular contractors to ensure that they are compliant with the School's approach to child safety and wellbeing. Our child safety supervision and support program includes:

- annual performance reviews for all staff members
- appointing a supervising staff member to volunteers and contractors who are engaged in "child-connected work"
- professional development programs for Staff that include child safety education.

The School 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.

## Suitability of Volunteers

All volunteers are required to comply with our policies and procedures which describe how we assess the suitability of prospective volunteers and outlines expectations in relation to child safety and wellbeing induction and training, and supervision and management. The School will ensure that volunteers are aware of the Child Safety and Wellbeing Policy and Child Safety Code of Conduct. See our [Volunteer Management Policy and Procedures](#) for further information.

Further information regarding appropriate recruitment, screening, induction and supervision strategies can be found in AIAE's [Strategies to Support Child Safe Standard 6](#).

## Child Safety Knowledge, Skills and Awareness

Ongoing training and education are essential to ensuring that staff understand their roles and responsibilities and develop their capacity to effectively address child safety and wellbeing matters.

In addition to the child safety and wellbeing induction, our staff will participate in a range of training and professional learning to equip them with the skills and knowledge necessary to maintain a child safe environment.

Staff child safety and wellbeing training will be delivered twice annually and will include guidance on:

- AIAE's child safety and wellbeing policies, procedures, codes, and practices
- completing the [Protecting Children – Mandatory Reporting and Other Legal Obligations](#) online module annually
- recognising indicators of child harm including harm caused by other children and students
- responding effectively to issues of child safety and wellbeing and supporting colleagues who disclose harm
- how to build culturally safe environments for children and students
- information sharing and record keeping obligations
- how to identify and mitigate child safety and wellbeing risks in the school environment.

Other professional learning and training on child safety and wellbeing, for example, training for our volunteers, will be tailored to specific roles and responsibilities and any identified or emerging needs or issues.

## AIAE Board Training and Education

To ensure that AIAE board is equipped with the knowledge required to make decisions in the best interests

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of student safety and wellbeing, and to identify and mitigate child safety and wellbeing risks in our school environment, they will be trained at least annually. Training includes guidance on:

- individual and collective obligations and responsibilities for implementing the Child Safe Standards and managing the risk of child abuse
- child safety and wellbeing risks in our school environment
- AIAE child safety and wellbeing policies and procedures

Further information and strategies regarding how staff, volunteers and Board members are equipped with the knowledge, skills and awareness to keep children and young people safe are set out in [Strategies to Support Child Safe Standard](#).

## Complaints and Reporting Processes

AIAE fosters a culture that encourages everyone in the School community to raise concerns and complaints about child safety and wellbeing. We have clear pathways for raising complaints and concerns set out in the procedures below, and in our [Complaints and Grievances Policy and Procedures](#).

We also have 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, a staff member, a volunteer, a contractor or the School, set out in the Responding to and Reporting Child Safety Incidents or Concerns section of the Child Safety Program. These are summarised for students, parents/carers and other members of the School community in our public-facing [Procedures for Responding to and Reporting Child Safety Incidents or Concern](#) and public-facing [Procedures for Managing Child Safety Incidents or Concerns involving AIAE and Staff](#).

Student Management and Code of Conduct Policy cover complaints and concerns relating to physical violence, bullying and other harmful student behaviours.

The School 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 School.

The safety and wellbeing of the student/s involved in the matter will be the paramount consideration when responding to child safety incidents and concerns. The School 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 School's response will include:

- externally reporting all matters that meet the required relevant thresholds to Child Protection (Mandatory Reports), the Police (Mandatory Reporting of Child Sexual Abuse), the CCYP (Reportable Conduct), and/or the Victorian Institute of Teaching (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, and other vulnerable students
- sharing information with, or requesting information from, external people or agencies as permitted or

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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 School's response to it
- taking broader actions to improve child safety at the School (including systemic reviews and resulting improvements).

Further information regarding strategies used to ensure processes for complaints and concerns are child focused can be found in AIAE's [Strategies to Support Child Safe Standard 7](#).

## Child Safety Risk Management

AIAE recognises the importance of a risk management approach to child safety 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.

We have implemented a Risk Management Policy and Procedures to assist in the identification, assessment and management of child safety risks in all School environments.

We identify, assess and manage child safety risks in all School environments, based on a range of factors including the nature of our School's activities, its physical, virtual and online environments and the characteristics of the student body. We use this information to inform our policies, procedures and activity planning.

We record identified risks to child safety and wellbeing in our Child Safety Risk Register, along with the actions in place at the School to manage these risks. Australian International Academy of Education Board, the Executive Principal and/or Head of Campus and/or the Senior Management Team monitor and evaluate the effectiveness of these actions at least annually.

## Child Safety Privacy and Information Sharing

The School collects, uses and discloses information about students and their families in accordance with Victorian privacy laws and other relevant laws, including laws that permit the School to disclose information about child safety and wellbeing to external people and agencies. For information about how the School collects, uses and discloses this information, refer to our [Privacy Policy](#), available on our public website.

## Child Safety Record Keeping

The School 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 School records all internal and external reports of child safety incidents and concerns, as well as any other responses by the School using PROTECT Recording your actions: [Responding to suspected child abuse - A Template for Victorian Schools](#) or, if the incident or concern involves student sexual offending, the PROTECT Responding to Suspected Student Sexual Offending - A Template for Victorian Schools.

When keeping records of child safety incidents or concerns, the School maintains confidentiality and privacy for students and families in accordance with federal and state privacy legislation.

## Child Safety Program and Practice Review

AIAE is committed to the continuous improvement of the policies and procedures making up our entire Child Safety Program and of our child safety and wellbeing practices. We review the Program as a whole every 2 years (or earlier if a significant child safety incident occurs at the School or legislation changes) for overall effectiveness and to ensure compliance with all child safety and wellbeing related laws, regulations and standards.

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When undertaking these reviews, the School:

- actively seeks, actions, and incorporates feedback from students, families, the wider School community, staff, volunteers and contractors
- analyses any complaints and child safety incidents that may have occurred
- communicates any learnings, adjustments or amendments to policy and practice widely throughout the School community.

Further information and strategies on how Child Safe Standards and programs are reviewed are set out in [Strategies to Support Child Safe Standard 10](#).

## Child Safety Procedures

### Reporting Child Safety Incidents or Concerns to the School

Whenever there are concerns that a child or young person is in immediate danger call the Police on 000.

Any person, including all staff, volunteers, contractors, parents/carers and students, can at any time report concerns about the wellbeing of a child aged under 17 to Child Protection 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

Staff, volunteers, and contractors must follow our [Procedures for Responding to and Reporting Child Safety Incidents or Concerns](#) and report child safety incidents or concerns internally to a Child Safety Officer.

Where the incident or concerns involves the Executive Principal and/or Head of Campus, internal reports should instead be made to the Chair of the Board.

We recognise that some individuals, particularly children, face additional vulnerabilities to child abuse and other harm, as well as additional barriers to disclosing child safety incidents or concerns. Our Child Safety Program provides guidance on identifying additional vulnerabilities and barriers and contains strategies for supporting these individuals to participate in the School community and enabling them to disclose child safety incidents or concerns to the School.

### Students, Parents/Carers and Community Members

Students who have child safety concerns about themselves or any other child or student aged 18 or over can:

- disclose the child safety incident or concern to any 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)
- use the School's anonymous Student Suggestion Box, which is located Campus library to disclose anonymously
- contact Child Wise, Bravehearts or Kids Help Line.

For more information, students can refer to the Complaints and Grievances Policy and Procedures.

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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 School may be subject to abuse or other harm can contact:

- the Executive Principal and/or Head of Campus, who is the School's Senior Child Safety Officer
- if the concern relates to the Executive Principal and/or Head of Campus, the Chair of the Board who can be contacted by emailing : [board@aia.vic.edu.au](mailto:board@aia.vic.edu.au).

Any person can also contact the Senior Child Safety Officer, or the Chair of the Board if they have concerns regarding the School's leadership in relation to child safety.

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

## The School's Response to and External Reporting of Child Safety Incidents or Concerns

Our Child Safety Program sets out the procedures, consistent with [PROTECT Four Critical Actions](#) and [Four Critical Actions: Student Sexual Offending](#), that the School will follow for any child safety incident or concern involving a student, School staff, volunteer, contractor or visitor, or other person connected to the School or the School environment.

It also provides guidance for all staff, volunteers and contractors on their obligations to respond to and report, to relevant external authorities, child safety incidents and concerns.

These procedures and guidance are summarised in our public-facing [Procedures for Responding to and Reporting Child Safety Incidents or Concern](#) and public-facing [Procedures for Managing Child Safety Incidents or Concerns involving AIAE and Staff](#).

## 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, as well as on their families. In addition to reporting and referral to the relevant authorities, the School plays a central role in addressing this trauma and has a duty of care to ensure that students feel safe and supported at School.

The School 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 Safety Officers and the Student Wellbeing Counsellors, School Psychologists will 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 the School Counsellor/School Psychologist, bi-cultural workers and/or translators, or an external support agency and/or child advocacy organisation which specialises in supporting children and young people impacted by abuse or other harm.

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

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 School assists impacted staff, volunteers and contractors to access necessary support through the Employee Assistance Program and the School Psychologists and welfare teams.

## Embedding a Culture of Child Safety: Our Child Safety Program

Our Child Safety Program itself is one of the strategies employed by AIAE to embed a culture of child safety at the School.

# Child Safety and Wellbeing Policy

Our Child Safety Program relates to all aspects of child safety and wellbeing and establishes work systems, practices, policies and procedures to create and maintain a child safe environment and culture at the School. It includes:

- the Child Safety Code of Conduct Policy
- clear information about what is child abuse and other harm and key indicators of child abuse and other harm
- clear procedures for responding to and reporting child safety incidents or concerns internally to a Child Safety Officer and for responding to incidents or allegations of child abuse or other harm
- 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 Senior Management Team, staff, volunteers and contractors
- procedures for reporting to external agencies, including Mandatory Reporting to the Department of Families, Fairness and Housing (Child Protection), reporting reportable conduct to the Commission for Children and Young People (CCYP) and reporting child sexual abuse to Police
- student welfare and wellbeing 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 and students with disability
- 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
- policies to ensure compliance with all relevant laws, regulations and standards (including the Victorian Child Safe Standards, Ministerial Order 1359 and Child Safety and Wellbeing Policy) a system for continuous review and improvement.

## Communications

AIAE is committed to communicating our child safety and wellbeing strategies, policies and procedures to our School community through the measures set out in the Implementation section below. In addition, we:

- display PROTECT posters around the School
- provide child safety information at Parent Information Sessions
- provide updates in School Newsletters, via email and/or on Compass Parent Portal
- ensure that child safety is a regular agenda item at school leadership meetings, staff meetings and AIAE Board meetings.

All new policies and any changes in policy are also communicated through special purpose newsletters and often over a series of newsletters if a policy is being developed.

## Implementation

The Child Safety and Wellbeing Policy is published on our School's public website.

It is provided to new staff, and to direct contact and regular volunteers, and direct contact and regular contractors at their induction or prior to them commencing their work at the School.



# Child Safety and Wellbeing Policy

The School provides all visitors to the School, including casual volunteers and casual contractors, with information about the Child Safety and Wellbeing Policy (including in particular the Child Safety Code of Conduct Policy and how to report child safety incidents or concerns to the School and to relevant external authorities).

Further information regarding implementation of child safe practices can be found in AIAE's [Strategies to Support Child Safe Standard 11](#).

## Breach of the Child Safety and Wellbeing Policy

Australian International Academy of Education (AIAE) enforces this Child Safety and Wellbeing Policy and our Child Safety Code of Conduct Policy. 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

The Child Safety and Wellbeing Policy implements, and is to be read and understood in conjunction with:

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

## AIAE Strategies to Support Victorian Child Safe Standards

- [STRATEGIES TO SUPPORT CHILD SAFE STANDARD 1](#)
- [STRATEGIES TO SUPPORT CHILD SAFE STANDARD 2](#)
- [STRATEGIES TO SUPPORT CHILD SAFE STANDARD 3](#)
- [STRATEGIES TO SUPPORT CHILD SAFE STANDARD 4](#)
- [STRATEGIES TO SUPPORT CHILD SAFE STANDARD 5](#)
- [STRATEGIES TO SUPPORT CHILD SAFE STANDARD 6](#)
- [STRATEGIES TO SUPPORT CHILD SAFE STANDARD 7](#)
- [STRATEGIES TO SUPPORT CHILD SAFE STANDARD 8](#)
- [STRATEGIES TO SUPPORT CHILD SAFE STANDARD 9](#)
- [STRATEGIES TO SUPPORT CHILD SAFE STANDARD 10](#)
- [STRATEGIES TO SUPPORT CHILD SAFE STANDARD 11](#)

# Child Safety and Wellbeing Policy

## Related Policies

This Child Safety and Wellbeing Policy is to be read in conjunction with other related school policies and procedures. These include:

- Child Safety Policy – Student Friendly Version
- Child Safe Code of Conduct Policy
- Complaints and Grievances Policy and Procedures
- Conduct that is Reportable to the Victorian Institute of Teaching Policy
- Contractors Management Policy and Procedures
- Mandatory Reporting Policy
- Privacy Policy
- Procedures for Responding to and Reporting Child Safety Incidents or Concerns
- Record Keeping Policy
- Student Welfare and Counselling Policy
- Visitors Management Policy and Procedures
- Volunteers Management Policy and Procedures
- VIT Teacher Registration Policy and Procedures
- Working With Children Check Policy

## Other Related Documents

- **[Four Critical Actions for Schools](#)**
- **[Four Critical Actions for Schools: Responding to Student Sexual Offending](#)**
- **[Guidance For Child Safety Champions](#)**
- **[Identifying and Responding to All Forms of Abuse in Victorian Schools](#)**
- **[Identifying and Responding to Student Sexual Offending](#)**
- **[Recording your actions: Responding to suspected child abuse – A template for Victorian schools](#)**

## Policy Review

A review of the Child Safety and Wellbeing Policy is conducted every two years or earlier if required, such as if a significant child safety incident occurs at the School or due to changes in legislation. We will also analyse any complaints, concerns, and safety incidents to improve policy and practice. We will also act with transparency and share pertinent learnings and review outcomes with School staff and our School Community.

Australian International Academy of Education Board is responsible for ensuring that this Child Safety and Wellbeing Policy is reviewed and updated as needed and for approving this Policy.

**ADVANCEMENT  
DETERMINATION  
FAITH**

[aia.vic.edu.au](http://aia.vic.edu.au)

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