

Sacred Heart College



Yarrowonga PC 2.0 Mandatory Reporting Policy

Ratified by Leadership	12 th July 2016
Responsibility for currency	Principal
Year for next major review	2019
Record of revisions	

1.0 RATIONALE

This policy was written to demonstrate the strong commitment of the whole school community of Sacred Heart College, including leaders, staff, volunteers, students and their families, to child safety and to provide an outline of the policies and procedures developed to keep everyone safe from harm, including all forms of abuse.

2.0 COMMITMENT TO CHILD SAFETY

All students enrolled, and any child visiting, have the right to feel safe and to be safe. The wellbeing of children in our care will always be our first priority and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety.

3.0 CHILDREN'S RIGHTS TO SAFETY AND PARTICIPATION

The staff and volunteers of Sacred Heart College, encourage students to express their views. We listen to their suggestions, especially on matters that directly affect them. We actively encourage all students to openly express their views and feel comfortable about giving voice to the things that are important to them.

We teach students about what they can do if they feel unsafe. We listen to and act on any concerns students, or their parents or carers, raise with us.

In relation to Child Safe Standard 7, for specific ways in which Sacred Heart College does this, see the following policy references.

- Education for Resilience Policy PC 15.0
- Prevention of Student Bullying & Harassment Policy PC 19.0
- Cyber Bullying Policy PC 8.0
- Party Safe Policy under the Drug Education Policy PC 17.0
- Grievance Policy PC 9.0

4.0 VALUING DIVERSITY AND INCLUSION

We value and celebrate diversity, especially cultural diversity and we do not tolerate discriminatory practices. To achieve this, we:

- promote the cultural safety, participation and empowerment of Aboriginal students and their families,
- promote the cultural safety, participation and empowerment from culturally and/or linguistically diverse backgrounds (CALD) and their families,
- promote the personal safety, participation and empowerment of students with a disability and make them feel welcome and part of all aspects of school life.

5.0 RECRUITING STAFF AND VOLUNTEERS

Sacred Heart College will apply the most thorough and rigorous standards in the recruitment and screening of staff and volunteers. We interview and conduct referee checks on all staff and volunteers and require police checks and Working With Children Checks (WWCC) for all staff and volunteers. Our commitment to Child Safety and our screening

requirements are included in all advertisements for staff and volunteer positions.

Refer to Safeguarding Children and Young People Code of Conduct PC 7.0.

6.0 SUPPORTING STAFF AND VOLUNTEERS

Sacred Heart College provides support and supervision to all staff and volunteers so people feel valued, respected, affirmed in their work and fairly treated. We have a Code of Conduct to provide guidance to our staff and volunteers, all of whom receive training on the requirements of the Code.

7.0 REPORTING A CHILD SAFETY CONCERN OR COMPLAINT

Our school records any child safety complaints, disclosures or breaches of the Code of Conduct, and stores the records in accordance with security and privacy requirements. Our complaints and disclosure processes are outlined and detailed in the following policies and procedures.

- Child Safe Reporting and Responding Policy & Procedure PC 20.0
- Grievance Policy PC 9.0

The Student Wellbeing Leader has been appointed as the Child Safety Officer with specific responsibility for responding to any complaints made by staff, volunteers, parents or students in relation to Child Safety.

8.0 RISK MANAGEMENT

Risk management is an approach that minimizes the potential for child abuse or harm to occur. Our Risk Management Plan outlines and details all aspects of risk across our whole school environment (on site and off site school activities) with specific activity risk assessments. In addition to our general Occupational Health and Safety Management Policy, we proactively manage risks of abuse and harm to our students.

9.0 REVIEW

This policy is to be reviewed at least every three years and we undertake to seek feedback from students, parents, carers, staff and volunteers.

Policy Ratified: 13th July 2016.

Next Review to be Completed by: 2019