



Broadford Secondary College

# Child Safe Standards

**Child Safe Standard 10**

Policy and Procedure

*Broadford Secondary College actively promotes the safety and wellbeing of all students. All staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including Child Safe Standards.*

Date Implemented	1 <sup>st</sup> July 2022
Author	Reno Lia, Jodie Masters & Ann Brown
Approved By	Tania Pearson
Approval Authority (signature & date)	
Date Reviewed	
Responsible for Review	College Council / Policies Sub-Committee / Principal Class Officers
Review Date	Ongoing
References	DEECD

## Purpose

The Child Safe Standards (the Standards) commenced in Victoria in January 2016. After five years, we have seen how the Standards improve safety for children and young people.

Changes are being made to make our Standards even stronger.

The new Standards set out minimum requirements and outline the actions Broadford Secondary College must take to keep children and young people safe. They provide more clarity for schools and are more consistent with Standards in the rest of Australia.

## Objective

- to involve families and communities in Broadford Secondary College efforts to keep children and young people safe
- for a greater focus on safety for Aboriginal children and young people
- to manage the risk of child abuse in online environments
- in relation to governance, systems and processes to keep children and young people safe.

## Scope

This policy applies to:

- all staff, including casual relief staff and volunteers who work at the school

**Child Safe Standard 10 – Implementation of the Child Safe Standards is regularly reviewed and improved**

- In complying with Child Safe Standard 10, Broadford Secondary College must, at a minimum, ensure:
- 10.1 Broadford Secondary College regularly reviews, evaluates and improves child safe practices.
- 10.2 Complaints, concerns and safety incidents are analysed to identify causes and systemic failures to inform continuous improvement.
- 10.3 Broadford Secondary College reports on the findings of relevant reviews to staff and volunteers, community and families and children and young people.

## Overview

This standard focuses on continuous improvement in child-safe policies, procedures and practices.

Schools must:

- regularly review and evaluate policies and strategies
- analyse child safety incident data
- share review findings with the school community.

## Benefits of regularly reviewing child safety practices

Being a child-safe Broadford Secondary College requires ongoing effort.

Child safe Broadford Secondary College have an open and transparent culture, learn from their mistakes, and put the interests of children first. Taking time to review policies, procedures and practices put child safety and wellbeing at the centre of the school's activities.

Regular reviews of policies, procedures and practices:

- makes sure they are adequate, up-to-date and effective, fully implemented and followed by everyone
- helps schools maintain the best approach to child safety and wellbeing and minimise the risk of harm.

## Actions Broadford Secondary College will take

To comply with this standard, at minimum, schools must:

- review and evaluate their [child safety and wellbeing policies](#), procedures and practices after any significant child safety incident, or at least every 2 years and improve where applicable
- analyse complaints, concerns and safety incidents to identify causes and systemic failures and to inform continuous improvement
- report on the outcomes of relevant reviews to staff, volunteers, the community, families and students.

## Relevant standards

- [Ministerial Order 1359 – Implementing the Child Safe Standards – managing the risk of child abuse in schools and school boarding premises\(PDF, 363KB\)](#)
- [Child Safe Standard 10](#) – Implementation of the Child Safe Standards is regularly reviewed and improved.

## **To implement this standard Broadford Secondary College will:**

### **Create and update child-safe policies**

- Develop a register of existing child safe standard policies, noting the date the policy was approved, and schedule a review date every 2 years.
- When required, develop a work plan and establish a working group led by the [child safety champion](#), to review and update policies and procedures.
- Monitor and manage child safety risks using a risk register.
- Determine the causes of child safety incidents and monitor for repeat issues or systemic failures.
- Use complaints and incidents as a learning opportunity to inform continuous improvement.
- Identify ways to involve staff, volunteers, students, families and community members in review processes. Refer to Child Safe Standard 4 for actions on how to engage families and communities.

### **Implement current child safe policies and procedures**

- Keep records of documentation, such as board meeting papers and minutes, outlining recommendations on how child safe practices can be improved and implemented.
- Develop an audit log (that is appropriately secured and has version control) of complaints and concerns, demonstrating appropriate responses and mitigations.
- Review complaints received and incidents reported for gaps, weaknesses or failures in policies.
- Make review findings and recommendations easy to access and understand.
- Include findings from child safety reviews in child safety training for staff and volunteers.
- Communicate review outcomes to students in age-appropriate ways.
- Inform the school community of any child safety policy changes were relevant or applicable.
- Use surveys, focus groups and discussions to review the accessibility and level of awareness of child-safe policies and procedures by students, families, staff and volunteers.

### **Resources**

- [Annual report to the school community policy](#)
- [Bully Stoppers](#)
- [Complaints - Parents: Policy](#)
- [Emergency and Critical Incident Management Planning: Policy](#)
- [Identifying and Responding to All Forms of Abuse in Victorian Schools \(PDF, 2.9MB\)](#)
- [PROTECT Poster \(PDF, 204KB\)](#)
- [Records Management - School Records: Policy](#)
- [Reporting and Managing School Incidents \(including emergencies\)](#)
- [Risk Management - Schools: Policy](#)
- [School Administration Systems: Policy](#)

## **Support**

For further help to meet Child Safe Standard 10 and Ministerial Order 1359,  
contact [child.safe.schools@education.vic.gov.au](mailto:child.safe.schools@education.vic.gov.au)