




Broadford Secondary College

Child Safe Standards

Child Safe Standard 11

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 st 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 11 – Policies and procedures document how Bradford Secondary College is safe for children and young people

- In complying with Child Safe Standard 11, Bradford Secondary College must, at a minimum, ensure:
 - 11.1 Policies and procedures address all Child Safe Standards.
 - 11.2 Policies and procedures are documented and easy to understand.
 - 11.3 Best practice models and stakeholder consultation informs the development of policies and procedures.
 - 11.4 Leaders champion and model compliance with policies and procedures.
 - 11.5 Staff and volunteers understand and implement policies and procedures.

Overview

This standard focuses on incorporating the 11 Child Safe Standards into school policies, procedures and practices, which work together to create a child-safe culture.

Schools should ensure these policies and procedures are:

- informed by community consultations so they are relevant to the school
- accessible to all
- informed by best practice
- championed by leaders
- well understood by those they apply to
- implemented effectively.

Benefits of being a child-safe Broadford Secondary College

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

Schools are safer for children and students when child safety policies and procedures are championed by leaders and understood by all members of the school community.

Actions Broadford Secondary College will take

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

- implement practices for a child-safe environment
- establish policies and procedures that meet all the Child Safe Standards
- make sure all relevant school staff, governing body and volunteers understand and implement the policies and procedures
- champion and model the policies and procedures for a child-safe environment
- document their policies and procedures and make them easy to understand
- make sure their policies and procedures are informed by best practice models and stakeholder consultation.

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 11 – Policies and procedures document how the Broadford Secondary College is safe for children and young people](#)

To implement this standard Broadford Secondary College will:

Make policies and procedures easily accessible

- Publish your child safety policies in an easily accessible, public-facing location, such as the school website.
- Integrate child safety into induction processes, ongoing education, training and supervision for all staff and volunteers.
- Provide copies of your child safety policies in welcome packs and transition resources.

Ensure policies are easy to understand

- Use plain language in written materials.
- Use visual representations to accompany discussions with students and their families, as needed to aid understanding.
- Display easy-to-read posters in various locations around the school.

Nominate a child safety champion

- Nominate one or more [child safety champions](#) to promote, monitor and report on the implementation of the school's child safety strategies
- Support the child safety champions by empowering them to investigate child safety issues and allocate time for child safety.

Build a culture of ongoing monitoring and reviewing

- Highlight child safety in recruitment processes.
- Have child-focused complaints policies and procedures.
- Review recordkeeping of child safety complaints to make sure it captures all relevant information.
- Manage child safety risks relating to child abuse using the [Child Safety Risk Register template](#).
- Consider using the Child Safety Risk Register to include other child safety risks, or use another register or format to record these risks

Champion and model compliance with policies and procedures

- Allocate regular time for a child safety agenda item for all-staff or faculty meetings.
- Schedule child safety briefings at information evenings and orientation days.
- Include a regular child safety item in newsletters to families.

Use best-practice models and stakeholder consultation

- Seek feedback on policies and procedures from the school community, staff, families, and students.
- Be aware of emerging legislation, research and resources in child safety and wellbeing and ensure that policies and procedures are informed by any new developments.

Integrate child safety into policies, procedures and practices

- Nominate child safety champions to support school leaders in effectively implementing and monitoring the child safe policies and practices.
- Document the school's policies, procedures and statements required across all 11 Child Safe Standards.
- Seek feedback from students, families, staff and volunteers on whether the policies and procedures are easy to understand. Make any relevant improvements.
- Produce child safety material in different formats. Use child-friendly and plain language and translated versions.
- Maintain high visibility of child safety and wellbeing. Discuss child safety at staff and parent meetings, and school assemblies. Display posters, write articles newsletters and staff bulletins on child safety topics.
- Train staff and volunteers on school policies and their responsibilities. Create regular opportunities to discuss and reinforce understandings.
- Identify formal and informal ways to monitor policy implementation. Analyse whether current processes achieve the outcomes for each child's safety standard.
- Monitor how staff and volunteers contribute to child safety through supervision, discussions, staff meetings and surveys.

Resources

- [Alcohol at School Events](#)
- [Four Critical Actions for Schools | Responding to Incidents, Disclosures and Suspicions of Child Abuse \(PDF, 215KB\)](#)
- [Governance for Public Schools \(PDF, 6.3MB\)](#)
- [Protecting Children – Reporting and Other Legal Obligations](#)
- [Records Management – School Records](#)
- [Recruitment for Schools](#)
- [School Council Training Policy](#)
- [Student Engagement Policy](#)

Support

For further help to meet Child Safe Standard 11 and Ministerial Order 1359, contact child.safe.schools@education.vic.gov.au.