



Broadford Secondary College

Child Safe Standards

Child Safe Standard 2

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 2 – Child safety and wellbeing is embedded in Broadford Secondary College leadership, governance, and culture

- In complying with Child Safe Standard 2, Broadford Secondary College must, at a minimum, ensure:
 - 2.1 Broadford Secondary College makes a public commitment to child safety.
 - 2.2 A child safe culture is championed and modelled at all levels of Broadford Secondary College from the top down and bottom up.
 - 2.3 Governance arrangements facilitate implementation of the child safety and wellbeing policy at all levels.
 - 2.4 A Code of Conduct provides guidelines for staff and volunteers on expected behavioural standards and responsibilities.
 - 2.5 Risk management strategies focus on preventing, identifying and mitigating risks to children and young people.
 - 2.6 Staff and volunteers understand their obligations on information sharing and recordkeeping.

Overview

This standard emphasises the vital role that school leaders and governing authorities have in establishing:

- a culture where child abuse and harm is not tolerated
- effective systems and processes to implement child safe policies and practices and manage child abuse risks.

Schools must take deliberate steps to promote child safety and wellbeing and protect children by

- embedding and promoting a child safety culture at all levels of the Broadford Secondary College
- school leaders actively modelling such a culture
- ensuring transparent governance arrangements.

Actions Broadford Secondary College will take

To comply with this standard, at minimum, Broadford Secondary College will:

- develop, endorse and make publicly available a:
 - Child Safety and Wellbeing Policy
 - Child Safety Code of Conduct
- develop, record, and implement risk management actions to make sure children are safe in the school environment
- monitor, annually review and evaluate child safety and wellbeing risks
- develop a policy or statement detailing the school's processes to meet [Public Record Office Victoria Recordkeeping Standards \(PDF, 653KB\)](#)
- ensure records relevant to child safety and wellbeing are created, maintained and disposed of by Public Record Office Victoria Recordkeeping Standards
- make sure school staff and volunteers understand their obligations in information sharing and recordkeeping.

- Broadford Secondary College will review their child safety and wellbeing policies after any significant child safety incident
- at least once every 2 years.

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 2](#) – Child safety and wellbeing is embedded in Broadford Secondary College leadership, governance and culture

To implement this standard Broadford Secondary College will:

To implement this standard Broadford Secondary College will establish expectations and promote child safety by:

- Promoting the school's child safety policies at assemblies, meetings, welcome packs, newsletters and other regular communications.
- Creating child-friendly versions of the Child Safety and Wellbeing Policy and Code of Conduct with student input and make these versions publicly available.
- Using the Child Safety and Wellbeing policy to promote the school's commitment to child safety.
- Displaying our commitment to child safety prominently at reception and around the school grounds. Also include the statement in enrolment packages.
- Communicating and demonstrating that mistreatment of students and racism is not tolerated in any way and that students who speak out are listened to and taken seriously.
- Promoting regular open discussion on child safety issues within the school community including at leadership team meetings, staff meetings and school council meetings.

Broadford Secondary College will assign responsibility by:

- Nominating one or more [child safety champions](#) to lead the school's child safety approach. Assigning responsibility to the champions to review and update the Child Safety Risk Register annually.
- Forming a working group with staff and students to support the child safety champion and promote child safety.

Broadford Secondary College will seek input by

- Asking students what matters to them, what makes them feel safe and whether the school's child safety strategies are meeting their needs, through focus groups and regular class discussions.
- Seeking input from staff, volunteers, families and the school community. Ask what the school does well, and what can be improved.
- Consulting with people external to the school who have additional expertise, such as the region or other external agencies.

To oversee implementation Broadford Secondary College will

- Assess if the school has all the policies it needs for effective practice and compliance.
- Review child safety practices and any emerging risks.
- Provide regular reports to the school council or governing authority on child safety improvements.
- Support students, families, staff and volunteers to safely disclose any child safety concerns or complaints. Report back to complainants about actions taken as a result
- Ensure visitors are appropriately supervised on site in line with the [Visitors in Schools](#) policy.

To align governance and recordkeeping with best practices, Broadford Secondary College will

- Require that staff disclose any potential conflicts of interest and manage relationships and situations to reduce risks arising from conflict of interest.
- Control access to records of complaints to ensure only appropriate people see details.
- Ensure the school uses the relevant Public Record Office Victoria Retention and Disposal Authorities (RDA), including the [RDA for Records of Broadford Secondary Colleague Responses to Child Sexual Abuse Incidents and Allegations](#) to retain records for the correct period.

Resources

- [Governance for Public Schools \(PDF, 6.3MB\)](#)
- [Records Management – School Records: Policy](#)
- [Reportable Conduct Policy](#)
- [School Council Training Policy](#)

Support

For further help to meet Child Safe Standard 2 and Ministerial Order 1359, contact child.safe.schools@education.vic.gov.au