

Balcombe Grammar School has developed this Family and Community Involvement in Child Safeguarding as part of our approach to promoting child safety and wellbeing.

The School's Family and Community Involvement in Child Safeguarding Policy and Procedures have been approved and endorsed by the School's Board and is regularly reviewed by the Board.

Objectives

This policy and procedures provide the framework for how:

- families participate in decisions relating to child safety and wellbeing affecting their child
- the School engages and openly communicates with families and the School community about its child safe approach, and relevant information is accessible
- families and the School community have a say in the development and review of the School's policies and practices relating to child safety and wellbeing
- families, carers and the School community are informed about the School's operations and governance related to child safety and wellbeing.

Statement of Commitment to Child Safety

Balcombe Grammar School is committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe to actively participate in decisions that affect their lives.

At Balcombe Grammar School we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm. The School regards its child safety responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child safety laws and regulations and maintain a child safe culture.

Principles

1. Balcombe Grammar School are committed to ensuring the safety, wellbeing, and participation of all children and young people under our care. We have zero tolerance for child abuse.
2. Balcombe Grammar School has a moral, legal and mission-driven responsibility to create nurturing school environments where children and young people are respected and their voices heard, and where they are safe and feel safe.
3. **Ministerial Order 1359**, the **CSV and Balcombe Grammar School Child Safety Policy** set out the principles that guide Balcombe Grammar school in the development and regular review of the Family and Community Involvement in Child Safeguarding Policy and Procedures.

Scope

This Policy and its Procedures apply to all Staff, Volunteers and Contractors (together referred to as "Staff" or "staff members" for the purposes of this Policy and its Procedures).

They apply in all School environments, including physical, virtual and online environments, and on-site and off-site School grounds (e.g. extra-curricular activities such as sport and other programs, camps and excursions, interstate and overseas).

Definitions

Definitions of particular terms used in this Policy and its Procedures can be found in Child Safeguarding Program Definitions.



Of particular importance to this Policy and its Procedures are the following additional key definitions:

The School Community:

The School community includes:

- students and their families
- Staff, Volunteers and Contractors
- CSV Ltd and the CSV Board
- people from relevant communities (the variety of communities that are relevant to the School, such as Aboriginal and Torres Strait Islander communities, culturally and linguistically diverse communities, and other communities that make up our Staff and student cohort)
- the local community in which the School operates.

Roles and Responsibilities

In addition to relevant roles and responsibilities as set out in **Child Safeguarding Responsibilities**, the following people have particular responsibilities under this Policy and its Procedures.

Role	Responsibilities
Principal	The Principal is responsible for implementing this Policy and its Procedures.*
Consultative Committee Chair and the Head of Faith & Wellbeing	<ul style="list-style-type: none"> • Consultative Committee Chair is responsible for managing the involvement of parents/carers in School decisions. • The Head of Faith & Wellbeing is responsible for managing the involvement of relevant communities in School decisions and reviews.

Balcombe Grammar School's Policy

Balcombe Grammar School recognises that parents and carers have the primary responsibility for the upbringing and development of their children, and ensure that they participate in School decisions that affect their children, through the Procedures below.

The School ensures that the School community knows about the School's operations and governance relating to child safety and wellbeing and our approach to child safety and wellbeing, and that relevant information is accessible, by our:

- publishing the following policies and procedures on our public website:
 - Child Safeguarding (Safety and Protection) Policy and Procedures
 - Child Safety Codes of Conduct
 - Child Safeguarding (Responding and Reporting Obligations) Policy and Procedures
 - School Complaints Handling Policy
 - Public-facing Procedures for Managing Child Safety Incidents or Concerns that Involve the School or its Staff Members
- communicating these through additional means, set out in Procedures below.

The School involves families and relevant communities in:

- decisions about organisational planning, delivery of services, management of facilities, and learning and assessment environments at the School
- reviews of and improvements to the School's child safety and wellbeing policies and procedures as set out in the Procedures below.



Procedures

1. Family Participation in Decisions Affecting Their Child

The School enables parents and carers to participate in School decisions that affect their children, through:

- the following family involvement initiatives:
 - Consultative committee – Child Safety as a rolling agenda item
 - Annual surveys (ISV Lead Survey)
 - Consultation surveys
 - Parent Q&A sessions
- procedures for informing parents/carers about child safety incidents or concerns that may involve their child or that involve the School or its Staff, Volunteers and Contractors (for more information, refer to Communicating **with Parents and Carers About Internal and External Reports, Information Sharing Policy** and **Information Sharing About Reportable Conduct**)
- specific strategies for involving parents/carers in reviews of and improvements to our child safety and wellbeing policies and procedures (for more information, refer to **Regular Reviews and Continuous Improvement**).

2. Community Involvement in School and Organisational Decisions

The School uses the following mechanisms to consult with relevant communities about organisational decisions and to involve them in reviews of child safety and wellbeing policies and procedures:

- Fortnightly School newsletter
- Direct community correspondence
- Review of Policies during the Consultative Committee Meetings
- Policies to be regularly promoted in fortnightly newsletter with school contact details for parent correspondence

For more information, refer to Aboriginal and Torres Strait Islander Students Policy and Procedures (Child Safeguarding), Culturally and Linguistically Diverse Students Policy and Procedures (Child Safeguarding), Students with Disability Policy and Procedures (Child Safeguarding), LGBTQI+ Inclusion Policy, and Regular Reviews and Continuous Improvement Policy and Procedures.

3. Communicating the School's Child Safeguarding Approach

In addition to publishing relevant policies and procedures on our public website, and to the initiatives and strategies set out above, the School uses the following mechanisms to communicate the School's operations, governance and approach to child safeguarding:

- Fortnightly School newsletters
- Direct community correspondence
- Parent/student handbooks
- Parent Information sessions

Implementation

This Policy and its Procedures are made available to all Staff, Volunteers, and Contractors, via the School's intranet. They are included in induction training and in ongoing refresher training for Staff and relevant Volunteers and Contractors. For more information, refer to **Child Safeguarding Training and Supervision Policy and Procedures**.

They are made available to parents/carers, students and the wider School community in summary in our **Child Safeguarding (Safety and Protection) Policy and Procedures** as well as newsletters, direct written correspondence and the parent portal - BGSHub.

They are also available in hard copy by request.

Breach of Family and Community Involvement in Child Safeguarding Policy and Procedures

Balcombe Grammar School enforces this Policy and its Procedures. 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
- appointment to an alternate role
- suspension
- in the case of serious breaches, termination of employment, contract or engagement.

For more information, refer to **Compliance and Breach (Child Safeguarding) Policy and Procedures**.

Policy Review

A review of the Family and Community Involvement in Child Safeguarding Policy and Procedures is conducted every two years or earlier if required, such as due to changes in legislation.

The Principal is responsible for ensuring that this Policy is reviewed and updated as needed and for approving this Policy.

Source of Obligation

Balcombe Grammar School's Family and Community Involvement in Child Safeguarding Policy and Procedures implements:

- Victorian Child Safe Standards, Standards 4 and 10
- Ministerial Order 1359, Clause 8

Policy and Procedure Linkages

The Family and Community Involvement in Child Safeguarding Policy and Procedures is to be read and understood in conjunction with:

- Child Safeguarding (Safety and Protection) Policy and Procedures
- Student Participation and Empowerment Policy and Procedures
- Information Sharing (Child Safeguarding) Policy and Procedures
- Aboriginal and Torres Strait Islander Students Policy and Procedures (Child Safeguarding)
- Culturally and Linguistically Diverse Students Policy and Procedures (Child Safeguarding)
- Students with Disability Policy and Procedures (Child Safeguarding)
- LGBTQIA+ Inclusion Policy
- Regular Reviews and Continuous Improvement Policy and Procedures
- Student Duty of Care Program
- Bullying Prevention and Intervention Policy
- Assault (Student against Student) Policy
- Cyber Safety Policy
- Counselling Services (Student)
- Privacy Program



Policy Administration

Status	Subject to final Board Approval
Person Responsible	The Principal
Approver(s)	The CSV Board is responsible for ensuring that the policy and its procedures are reviewed and updated as needed, and for approving this policy
Approval Date	TBC
Version Number	1.0
Version History	Created 2022
Review Frequency	A review of this policy and its procedures is conducted at least every 2 years or earlier if required, such as due to changes in legislation
Next Review Date	January 2023
Risk Rating	High
Location	CompliSpace