

This **Child Safety Record Keeping Policy and Procedures (Policy)** sets out the processes Balcombe Grammar School has in place to create, maintain and dispose of child safety records. It has been developed in accordance with the Victorian Child Safe Standards and Ministerial Order 1359, *Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises*, made under the *Education and Training Reform Act 2006* (Vic).

This Policy is publicly available on our website, along with other child safety and wellbeing policies and procedures. This includes our **Child Safety Dictionary**, which lists the key definitions used in these policies and procedures.

If you would like a paper copy of this Policy, or are a non-English speaker who needs help to understand this Policy, please contact Natalie Kurelja – Head of Faith & Wellbeing.

## Objectives

Balcombe Grammar School is committed to ensuring the safety, wellbeing, and participation of all children and young people under our care. We have zero tolerance for child abuse.

Good child safety record keeping practices are one of Balcombe Grammar School's key strategies in the management of our child safety and wellbeing obligations, including the fulfilment of our duty of care. Records are used to ensure our School's operations are efficient, are central to transparency and accountability, support risk management, legal compliance, including complying with our confidentiality, privacy and information sharing obligations, and the overall integrity of our School.

Balcombe Grammar School's approach ensures that all child safety incidents or concerns are documented in a timely and detailed manner within our Schoolbox Learning Management System. This assists Balcombe Grammar School to manage and respond to child safety and wellbeing risks, child abuse related concerns or complaints effectively.

Effective child safety records management also ensures that we have well-documented and easily accessible records should there ever be a need for evidence of the School's child safety culture, including precautions and preventative measures taken in response to the risk of child abuse or other harm, or of the School's response to particular child safety incidents or concerns.

## Scope

This Policy applies to all:

- Staff, Volunteers and Contractors
- School environments, including physical, virtual and online places on-site and off-site, including locations provided by Balcombe Grammar School through a third party provider for a student to use (e.g. extra-curricular activities such as sport and other programs, camps and excursions, interstate and overseas).

In this Policy, when we refer to '*child safety*', this also includes wellbeing.

This Policy sets out our processes for child safety records management. For the School's general record keeping practices, please see our **Records Management Policy**.

## Roles and Responsibilities

Roles and responsibilities for child safety are set out in **Child Safety and Wellbeing Policy**. Additionally, under this Policy, the following people have particular responsibilities:

# CHILD SAFETY RECORD KEEPING POLICY AND PROCEDURES



BALCOMBE  
GRAMMAR SCHOOL

Role	Responsibilities
<b>Principal</b>	<b>The Principal</b> is responsible for implementing this Policy.
<b>HR Manager</b>	<b>The HR Manager</b> has specific child safety record keeping obligations under this Policy.
<b>Staff, Volunteers and Contractors</b>	<b>Staff and relevant Volunteers and Contractors</b> are responsible for undergoing child safety induction and training, including about this Policy, and for complying with this Policy. For more information, refer to our <b>Child Safety Training and Supervision Policy and Procedures</b> and the 'Breach' section below.

## Policy

All information received or created that is relevant to a child safety incident, concern, complaint, action, omission (failure to act) or decision must be kept as a record.

All staff, Volunteers and Contractors engaged in child-connected work, and School Board members are responsible for:

- creating, using and managing child safety and wellbeing records related to their role at Balcombe Grammar School
- completing relevant child safety record keeping induction and training
- being aware of their responsibilities for protecting, accessing, using and disclosing personal and confidential information in the context of child safety activities and decisions.

Additionally, Balcombe Grammar School staff are responsible for the secure storage and disposal of child safety records.

Balcombe Grammar School manages child safety records in accordance with its legal obligations. These include (but are not limited to):

- our obligations to report child abuse or harm (including any act committed against a child involving a sexual offence, grooming offence, the infliction of physical violent or serious emotional or psychological harm on a child or serious neglect of a child including exposure of family violence and its effects) to relevant authorities, whether or not the law requires reporting and to co-operate with law enforcement in accordance with Victorian Child Safe Standard 7 implemented under Ministerial Order 1359, including-
  - Victoria Police for concerns regarding child abuse, sexual abuse and grooming of a child under 16
  - Department of Families, Fairness and Housing (**DFFH**)- Child Protection of concerns of physical and sexual abuse of a child under 17 (and up to 18 years in specified circumstances) reporters at Balcombe Grammar School have by reason of their professional status (e.g. teachers, nurses, psychologists) to report a reasonable belief of child physical or sexual abuse to DFFH - Child Protection under the *Children, Youth and Families Act 2005* (Vic)
  - Commission for Children and Young People (**CCYP**) for concerns of child abuse and neglect of a child under 18 as an organisation (school) that must make a report under the 'Reportable Conduct Scheme' in accordance with the *Child Wellbeing and Safety Act 2005* (Vic)
  - the requirement not to destroy or prevent a document from being used as evidence in a legal proceeding knowing it was likely to be required in a legal proceeding (e.g. rendering a document incapable of being identified or marking it in a way that makes it no longer decipherable), which is an offence under section 254 of the *Crimes Act 1958* (Vic)
  - other regulatory bodies based on the persons involved, e.g. Victorian Institute of Teaching (**VIT**) regarding registered teachers, Victorian Registration and Qualifications Authority (**VRQA**)
- retaining records for use if required in any court proceedings for damages (money) against Balcombe Grammar School in respect of child abuse to rebut the presumption under section 91 of the *Wrongs Act 1958* (Vic) that we have failed to prevent the physical or sexual abuse of a child under our care, supervision or authority by an individual associated with us by proving that, on balance, we took reasonable precautions to prevent the abuse
- privacy and employment law obligations (e.g. under the *Privacy Act 1988* (Cth) or *Fair Work Act 2009* (Cth)).

Balcombe Grammar School's requirements with respect to specific child safety records that we create, use and retain to effectively manages our child safety risks and meet our obligations are set out below.

## **Records of Child Safety Incidents or Concerns and the School's Response**

Balcombe Grammar School makes and keeps records of all child safety incidents or concerns and disclosures about alleged child abuse or harm and the actions taken to respond, including reports and interactions with relevant authorities.

This enables us to examine child safety incidents or concerns and any significant breaches of policy (such as our **Child Safety Code of Conduct**) to understand what caused the problem, whether there are any flaws in our child safety policies, procedures and practices that contributed to the problem, and make improvements to prevent the problem from happening again. It also enhances Balcombe Grammar School's co-operation with law enforcement in reporting child abuse incidents or concerns to relevant external authorities by assisting their investigation processes, including witness identification and contact and evidence through the creation, retention and easy accessibility of accurate records.

Where any staff member, Volunteer or Contractor:

- believes on reasonable grounds that a student is in need of protection as a result of physical or sexual abuse, such that a **Mandatory Report to Department of Families, Fairness and Housing (DFFH) - Child Protection** has been or will be made
- believes on reasonable grounds that a student is in need of protection for any reason or is in need of therapeutic treatment for sexually abusive behaviour, such that a **Non-Mandatory Report to DFFH - Child Protection** has been or will be made
- has significant concerns for the wellbeing of a student, such that a **Non-Mandatory Report to DFFH Child Protection** has been or will be made
- believes on reasonable grounds that a sexual offence has been committed against a child, or that student sexual offending has occurred, such that a **Mandatory Report to Police** has been or will be made
- believes that other circumstances exist such that a **Non-Mandatory Report to Police** is required-

they **must** make written and dated notes of their observations and concerns to assist in reporting the concerns to DFFH - Child Protection or Victoria Police.

For '*reportable allegations*' regarding allegations of child abuse and other child-related misconduct against a staff member, Volunteer or Contractor, Balcombe Grammar School requires the following information to be recorded throughout the Reportable Conduct Scheme investigation process:

- the allegation
- the School's initial response to the person making the allegation, the alleged victim(s) and the name of the person who is the subject of the allegation
- any communication with Victoria Police or other authorities
- the Investigation Plan, detailing how the investigation is to be carried out
- the Stage One risk assessment
- all interviews, including details of questions and responses, the location of the interview, who was present and start and finish times
- any decisions made, both during and at the conclusion of the investigation, including their rationale, the position and name of the person making the decision and the date the decision was made
- any personal contact, discussions or emails with anyone about the matter (including dates, details of discussions, questions, advice, outcomes, the name of the person making the contact, details of their position and, where appropriate, the reason for the contact)
- the Investigation Report
- the final report for the CCYP that sets out details of the findings in relation to each allegation and the reasons for the findings, the final risk assessment which includes any final decision about the employee and the factors that have been considered and any subsequent action that is to be or has been taken.

All other observations of and verbal and written communications about child safety incidents or concerns (including notes of observations, student disclosures, meetings and telephone calls) must also be properly documented, regardless of whether or not the child safety incident or concern meets the relevant thresholds for external reporting.

For further information, including about when and how to report to relevant external authorities, see our **Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures**.

## **Working With Children (WWC) Records**

For each person required under the *Worker Screening Act 2020* (Vic), Ministerial Order 1359 or by Balcombe Grammar School to have a WWC Clearance, the School must record the following information electronically in a consolidated register:

- full name
- date of birth
- WWC Check Card Number
- WWC Check Clearance expiry date
- expiry date
- all correspondence, including any notices sent by or provided by the person from Working with Children Check Victoria (Department of Justice and Community Safety).

For equivalent background checks, (e.g. teacher registration) see below.

Where Balcombe Grammar permits a person to make a Statutory Declaration and Undertaking instead (e.g. Contractors and Volunteers not engaged in child-connected work) the following records must be kept:

- full name
- date of birth
- completed statutory declaration
- completed undertaking.

For more information, see our **Working with Children Checks Policy and Procedures**.

## **Teacher Registration and VIT Notifications**

Balcombe Grammar School maintains a register of the registration status of all teachers at our School, which includes:

- full name
- registration number
- VIT category of registration
- registration renewal and expiry dates
- a record of the date and type of any notifications made about the teacher to the VIT.

For more information, see our **Teachers' Requirements Policy** and additionally, our **Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures** regarding VIT notifications.

## **Human Resources Management Records**

Balcombe Grammar School maintains other child safety records related to human resources management, including those related to our **Recruitment Policy** and **Child Safety Training and Supervision Policy and Procedures** in accordance with our general Human Resources policies and procedures. These include (but are not limited) to:

- recruitment, screening and suitability assessment records (e.g. employment advertising that contains our commitment to child safety and position descriptions which set clear expectations about the role's requirements, duties and responsibilities regarding child safety and wellbeing, interview questions and answers, WWC, VIT and referee checks and qualifications)
- supervision, performance reviews and professional development records
- child safety induction and training records
- personnel files.



## Information Sharing

Balcombe Grammar School can receive requests to share child safety related information about our students.

In addition to requests for child safety information from external authorities (e.g. Victoria Police, CCYP and DFFH – Child Protection), there are prescribed organisations who can request child safety information from us and to which Balcombe Grammar School, as a school, has a legal obligation to share information with them under the:

- Child information Sharing Scheme, established pursuant to the *Child Wellbeing and Safety Act 2005 (Vic)*, and
- Family Violence Information Sharing Scheme, established under the *Family Violence Protection Act 2008 (Vic)*.

This includes the requirement to share 'confidential information' if the request being made by the prescribed organisation, known as an 'Information Sharing Entity' (ISE) to another ISE is for the purpose of promoting the wellbeing or safety of a child or group of children. Schools are prescribed organisations, as well as a range of service organisations, e.g. Aboriginal and Torres Strait Islander, family, children and youth services, sexual abuse, drug and alcohol counselling, health and hospital services.

The Victorian government provides an online ISE List searchable by the prescribed ISE name or services, which is available at <https://www.vic.gov.au/information-sharing-entity-list>.

The following details must be recorded before Balcombe Grammar School shares student child safety information:

- who requested the information and the date of the request (if any)
- who shared the Information
- why the Information was shared (e.g. whether it was shared pursuant to a statutory or other legal obligation)
- who the Information was shared with
- whether informed consent was sought from, and if so whether it was provided by, the student and/or their parent or carer
- the approval of the Information Sharing Manager to share the Information
- the date that the Information was shared.

For more information, refer to our **Sharing Information Relating to a Student's Safety or Wellbeing Policies and Procedures**.

## Documenting Other Child Safety Actions (Institutional Duty of Care)

As noted above, section 91 of the *Wrongs Act 1958 (Vic)* imposes a duty of care on the School, as a child-related organisation, to take reasonable precautions to:

- prevent the physical or sexual abuse of a child under its care, supervision or authority
- by an individual associated with the School.

If a victim of physical or sexual abuse alleged to have occurred at the School or to have involved School Staff, Volunteers or Contractors seeks damages (money) against the School, it is important for records to be maintained for potential use in court proceedings. This is in order to comply with our obligations under *the Crimes Act 1958 (Vic)* not to destroy or prevent a document from being used as evidence in a legal proceeding, but also to use as evidence of any reasonable precautions taken by the School to prevent student physical or sexual abuse.

This means Balcombe Grammar School must maintain accurate and comprehensive records not only of child safety incidents and concerns involving Staff, Volunteers and Contractors, but also of, for example (but not limited to):

- actions taken in response (including systemic reviews and resulting improvements)
- child safety policies, strategies and procedures and work systems as in place at any given time, including annual and other review and improvements undertaken.

## Procedures

### Child Safety Record Keeping – General Requirements

All staff, relevant Volunteers and Contractors are responsible for creating full and accurate child safety records during their work at or engagement with Balcombe Grammar School.

This includes making records as soon as practicable after the activity, omission or decision for which a record is required, for example, making file notes of phone calls and important conversations such as disclosures of child abuse or harm by students, or keeping notes of actions taken, meetings or official meeting minutes.

All child-safety records at Balcombe Grammar School must be:

- accurate, complete, clear (e.g. legible handwriting) and contain as much information as possible to enable them to be read and easily understood by a person (e.g. police or child protection officer) who was not involved in the activity, omission or decision (e.g. using a “when, where, who, what, how, why” format)
- maintained on Balcombe Grammar School systems or infrastructure or in designated storage areas and not transferred or removed without authorisation from the Principal or their delegate
- kept in School authorised business systems if they are electronic records and not in personal drives, devices or cloud storage locations or on media such as CDs or portable storage devices such as USBs
- organised and managed to preserve their context and easy retrieval, accessibility and use where authorised and in accordance with that authorisation
- protected from unauthorised access, alteration, deletion, damage, loss, tampering or destruction
- retrieved and used only for authorised purposes and in accordance with legal obligations, including privacy and confidentiality
- made available in accordance with legal obligations and within the constraints of security, confidentiality, privacy and access conditions
- stored in conditions suitable to the length of time they must be retained, the nature of their content (e.g. personal, confidential or sensitive information) and their medium (e.g. hard copy records must be stored in designated records storage areas and electronic records must be kept in authorised systems that ensure their preservation and accessibility for the required minimum retention period) – see below
- retained and only disposed of using secure and permanent destruction methods in accordance with applicable legal obligations (e.g. not where there is pending or anticipated legal action) and only if authorised to do so by the Principal or their delegate
- logged in our *Child Safety Records Disposal Schedule* where disposal is authorised, which includes a description of the record, the authorisation date, disposal date and method of disposal signed by the Principal or their delegate.

### Child Safety Record Keeping – Specifically

Balcombe Grammar School ensures that child safety records are only disposed of in accordance with minimum retention periods set out in relevant Public Record Office Victoria Standards (to the extent they apply to us as a non-government school).

Under *PROS 19/08 Retention and Disposal Authority for Records of Organisational Response to Child Sexual Abuse Incidents and Allegations* (to the extent it applies), which relates to records about child sexual abuse incidents, allegations, prevention, identification and response to such incidents and allegations, including records of this nature created through reporting, oversight or relationships with regulators:

- policy, strategy and procedure documents are required to be archived - so will be retained by Balcombe Grammar School *indefinitely*
- reporting and investigation records are to be retained until 99 years after an action is completed
- training and development program records are to be destroyed 45 years after the action is completed.

A copy of this Standard is available at <https://prov.vic.gov.au/sites/default/files/files/documents/1908.pdf>.



When Balcombe Grammar disposes of child safety records, our *Child Safety Records Disposal Schedule* is completed, which details the following:

- a description of the record (including the date of the record)
- the type of record and its minimum retention period under the Standard
- the date on which the minimum retention period for the record was reached
- the date disposal of the record was authorised by the Principal or their delegate
- the date, method of disposal and name of the person who disposed of the record.

Balcombe Grammar School requires compliance with the following processes in relation to the records specified below:

## **Records of Child Safety Incidents or Concerns and the School's Response**

Documenting observations and communications about all child safety incidents or concerns, including those that do not meet the relevant threshold for external reporting, ensures that:

- all information about individual students can be taken into account should future child safety incidents or concerns arise
- any patterns that might arise from child safety incidents or concerns can inform reviews of our child safety program, policies and procedures.

### **1. How to Document the Child Safety Incident or Concern**

The School requires all staff members, Volunteers and Contractors to use:

- *PROTECT Recording your actions: Responding to suspected child abuse - A Template for Victorian Schools* to record all child safety incidents and concerns (other than student sexual offending), including observations, beliefs, suspicions, disclosures or allegations of child abuse or other harm, regardless of whether the alleged perpetrator may be a parent or carer, other student, staff member, Volunteer, Contractor or any other person
- the *PROTECT Student Sexual Offending Record Keeping Template* to record all observations, beliefs, suspicions, disclosures or allegations of student sexual offending.

For Volunteers and Contractors, a Child Safety Officer may complete the form on their behalf.

These Templates are provided by the Department of Education and DFFH-Child Protection for all Victorian schools and are available from the Department's website:

- *PROTECT Recording your actions: Responding to suspected child abuse - A Template for Victorian Schools* at [https://www.education.vic.gov.au/Documents/about/programs/health/protect/PROTECT\\_Responding\\_TemplateSchools.pdf](https://www.education.vic.gov.au/Documents/about/programs/health/protect/PROTECT_Responding_TemplateSchools.pdf)
- *PROTECT Student Sexual Offending Record Keeping Template* at [https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO\\_template\\_interactive\\_03112016.pdf](https://www.education.vic.gov.au/Documents/about/programs/health/protect/SSO_template_interactive_03112016.pdf).

These Templates are also accessible via the School's website, our internal intranet and in hard copy from the School.

The following information may assist when completing the Template forms:

- Not all of the sections of the forms will be able to or will need to be filled out for every child safety incident or concern. Some of the information will already be held in the student's record and need not be repeated. Other parts of the forms may not apply to each situation.
- It is not the role of staff members, Volunteers or Contractors to quiz the child or person making the disclosure or allegation in order to complete the forms. They should only record what information is observed or offered during the incident, disclosure or allegation and then report the matter to a Child Safety Officer or the Principal (or CSV Board Chair if the concern relates to the Principal) and any relevant external authorities in line with legal obligations.

- All records should include dates and times and enough detail to record key observations or conversations, especially those relating to a student's disclosure.

All completed Template forms must be given to one of our Child Safety Officers, the Principal, or the CSV Board Chair if the allegation concerns the Principal.

All verbal and written communications regarding child safety matters (including notes of observations, student disclosures, meetings and telephone calls) must be properly documented. The documented records should include dates and times and enough detail to record key conversations, especially those relating to the student's disclosure. Any other notes and records obtained or made by Staff, Volunteers or Contractors regarding child safety incidents or concerns must also be retained. For example, these may include:

- handwritten notes taken during a disclosure by a student
- copies of any written reports made to Victoria Police or other external authorities about the matter
- if the allegation includes claims of inappropriate online activity, any digital copies of correspondence between the student and the person or staff member who is the subject of the allegation.

All of these records should be given to the Principal or a Child Safety Officer (or CSV Board Chair if the concern relates to the Principal).

## 2. **How to Document the School's Response**

A Child Safety Officer, the Principal, or CSV Board Chair where the allegation concerns the Principal, will:

- in conjunction with the relevant staff member, Volunteer or Contractor if required, record on the relevant Template form the various responses of the School as they occur
- complete the 'Process of Review' section of the relevant form between four to six weeks after an incident, suspicion or disclosure of child abuse.

## 3. **Records Maintenance**

The Principal is responsible for keeping all records relating to child safety incidents or concerns, including the Template forms and records of allegations, investigations and findings, and reports up to date and secure.

- Physical records are stored in a secure, locked filing cabinet (or similar) and only accessible to the Principal and personnel authorised by the Principal. The cabinet (or similar storage) is fire resistant and located in an area that affords its contents the most protection from where damage or destruction due to water, moisture, heat, dust, fumes, insects and vermin and regularly inspected.
- Electronic records are kept in readable formats in digitally secure storage systems and devices which are regularly tested, updated and security patched, backed up, restored or replaced if necessary on in-house servers. They are stored in password protected folders so that access or amendment is limited to the Principal and personnel authorised by the Principal and can be revoked if required.

When the child safety incident or concern relates to an allegation against a staff member, Volunteer or Contractor (including incidents, complaints or allegations of a breach of the **Child Safety Code of Conduct**), records may also be maintained as part of our general Human Resources Management records.

The School maintains these records for at least 99 years.

### **Working with Children Check Records**

It is the responsibility of the HR Manager to verify and record the WWC clearance status of all Staff and relevant Volunteers and Contractors.

It is the responsibility of the HR Manager to maintain records of all Volunteers and Contractors required to complete the Statutory Declaration and Undertaking, and of the provision of these documents.

The School maintains these records for at least 50 years.





## **Teacher Registration and VIT Notifications Records**

It is the responsibility of the HR Manager to ensure that the register of teachers is kept up to date with relevant notifications.

The School maintains these records for at least 50 years.

## **Reportable Conduct Records**

Where possible, Reportable Conduct records should be verbatim, verified, signed and dated by all involved.

All records created in accordance with our Reportable Conduct Policies and Procedures, including all allegations, outcomes of internal investigations and decisions to make or not make a Reportable Conduct report to the CCYP are maintained by the HR Manager and stored in the Principal's electronic filing system – Reportable Conduct Reports,

These records are kept on a file that is separate to the employee's personnel file.

The School maintains these records for at least 99 years.

## **Human Resources Management Records**

The School creates and maintains electronic records of all child safety training completed by Staff and relevant Volunteers and Contractors through CompliLearn.

It is the responsibility of the HR Manager to record and maintain (electronically or hard copy format) all other records relating to child safety human resources management.

The School maintains these records for at least 50 years.

## **Records about Information Sharing**

Whenever a request for Information is made to the School or the School otherwise shares Information, the Principal must complete the *Information Sharing Form*.

This form enters the data in our Information Sharing Register in CompliSpace Assurance.

The Information Sharing Register is reviewed in Executive Team meetings and key information is provided as necessary to the CSV Board.

All records created in accordance with the **Sharing Information Relating to a Student's Safety or Wellbeing Policies and Procedures** are maintained by the Principal and stored electronically in CompliSpace Assurance.

The School maintains these records indefinitely.

## **Records Documenting Other Child Safety Activities (Institutional Duty of Care)**

Maintenance of the following child safety records may be required for legal proceedings and assist Balcombe Grammar School to demonstrate reasonable precautions taken by the School to prevent the physical or sexual abuse of its students:

- records that document actions taken by the School (including systemic reviews and resulting improvements) in response to specific child safety incidents and concerns (refer to 'Records of Child Safety Incidents or Concerns and the School's Response' and 'Reportable Conduct Records' sections above)
- records that document child safety training provided to and completed by Staff and relevant Volunteers and Contractors (refer to Child Safety Training and Supervision Policy and Procedures)
- records that document the implementation of the School's **Child Safety Risk Management Policy and Procedures**



- records that document our child safety policies, procedures, work practices and systems and any reviews and improvements (refer to **Regular Reviews and Continuous Improvement Policy and Procedures**).

As these child safety records may apply to physical or sexual abuse or both, in order to meet the minimum requirements for retention of records relating to child sexual abuse under the Public Records Office Victoria's Standard above, the School maintains these records as follows:

- records that document actions taken by the School in response to specific child safety incidents – at least 99 years
- child safety training records – at least 50 years
- child safety policies, procedures, work practices and systems records – indefinitely.

## Breach

Compliance with this Policy is monitored and enforced by Balcombe Grammar School. Any instances of non-compliance will be investigated and reviewed. This may result in a range of measures being taken, including (depending on the severity of the breach):

- remedial education
- counselling
- increased supervision
- the restriction of duties
- suspension
- in the case of serious breaches, termination of employment, contract or engagement.

## Review

Balcombe Grammar School is committed to the continuous improvement of our child safety and wellbeing policies and procedures.

We review this Policy at least every two years or earlier if required, such as due to changes in legislation or after any significant child safety incident. This includes seeking input from students, parents and carers and the Balcombe Grammar School community.

## Related Policies and Procedures

- Child Safety Dictionary
- Child Safety Code of Conduct
- Child Safety and Wellbeing Policy
- Child Safety Training and Supervision Policy and Procedures
- Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures
- Child Safety Complaints Management Policy and Procedures
- Child Safety Risk Management Policies and Procedures
- Records Management Policy
- Teachers' Requirements Policy
- Recruitment Policy
- Sharing Information Relating to a Student's Safety or Wellbeing Policies and Procedures
- Regular Reviews and Continuous Improvement Policy and Procedures

## Related Forms and Documents

- WWCC Register
- Register Of Teachers
- Information Sharing Form
- Information Sharing Register
- Child Safety Records Disposal Schedule

# CHILD SAFETY RECORD KEEPING POLICY AND PROCEDURES



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## Policy Administration

<b>Status</b>	Approved by the Board on 8 February, 2023
<b>Person Responsible</b>	The Principal
<b>Approver(s)</b>	The CSV Board is responsible for approval of this Policy and ensuring it is reviewed and updated as needed.
<b>Approval Date</b>	8 February, 2023
<b>Version Number</b>	1.0
<b>Version History</b>	Created 2022
<b>Review Frequency</b>	At least every 2 years or earlier if required.
<b>Next Review Date</b>	January 2024
<b>Risk Rating</b>	High
<b>Location</b>	CompliSpace