

CHILD SAFETY TRAINING AND SUPERVISION POLICY AND PROCEDURES



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This **Child Safety Training and Supervision Policy and Procedures (Policy)** outlines how Balcombe Grammar School ensures that adults working with our students receive child safety and wellbeing focused induction and training and are subject to ongoing supervision and people management as appropriate for their roles. 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

We are committed to ensuring that adults working at or for Balcombe Grammar School act in the best interests of our students. We emphasise this in our recruitment and selection processes, including the requirement for staff, Volunteers and others to undergo working with children or equivalent background checks and pre-engagement screening.

Once assessed as suitable for working with Balcombe Grammar School students, these people are required to complete an induction focused on child safety and wellbeing, receive ongoing child safety training and education and are subject to ongoing supervision and people management as appropriate for their roles.

This helps ensure that adults who work with our students are equipped with the knowledge, skills and awareness they need to keep children and young people safe and are supported by Balcombe Grammar School to effectively implement our child safety and wellbeing policies and procedures to the extent that they are applicable to their role and responsibilities. Where adults are engaged in child-connected work, training includes being aware of and knowing how to respond to signs of child abuse and harm, how to empower and encourage student participation, and being aware of their responsibilities to students, information sharing and reporting obligations and record keeping obligations.

Scope

This Policy applies to all:

- Members of the CSV Board and our "governing body" (*the person or body responsible for the governance, conduct or management of the School*)
- 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).

This Policy does **not** apply to School students who are volunteering with, coaching or tutoring younger students at the School, but these students are required to abide by Balcombe Grammar School's **Student Code of Conduct** at all times.

Roles and Responsibilities

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

Role	Responsibilities
Principal, HR Manager and Executive Director Corporate Services	The Principal, HR Manager and Executive Director Corporate Services are responsible for implementing this Policy.

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Role	Responsibilities
Staff, Volunteers and Contractors	<p>Staff and relevant Volunteers and Contractors are responsible for undergoing child safety induction and training, including about this Policy, and for complying with this Policy.</p> <p>For more information, refer to our Child Safety Training and Supervision Policy and Procedures and the 'Breach' section below.</p>

Policy

Balcombe Grammar School has zero tolerance of child abuse. We regard our child safety and wellbeing responsibilities with the utmost importance and, as such, are committed to providing the necessary resources so that adults working at or for our School are aware of their obligations and supported to maintain a child safe culture.

Training

We recognise that without training and education for Board and governing members, staff, and Volunteers and Contractors undertaking child-connected work, our policies and procedures will not operate effectively to keep our students safe and protect them from abuse and other harm. Policies and procedures alone do not protect children from abuse and harm. Balcombe Grammar School ensures it equips these people with the knowledge and skills to keep students safe. Where these people are properly informed, trained and supported, they are more likely to uphold our child safe values and more likely to report concerns to a manager, supervisor or Child Safety Officer.

Balcombe Grammar School provides CSV Board and governing body members and staff with induction and ongoing education and training in child safety and wellbeing so they can apply it when performing their roles.

For Volunteers and Contractors undertaking child-connected work, their induction and training obligations and the amount of ongoing supervision and people management provided will be determined based on how regularly they perform their roles and the nature of their roles.

Participation in all compulsory training and professional development, including about child safety, is a requirement for all adults working with Balcombe Grammar School as set out in our **Child Safety and Wellbeing Policy and Procedures**.

Balcombe Grammar School acknowledges that providing training and information on child safety issues, including indicators of child abuse and harm, can be confronting, especially for survivors. We seek to protect people from further harm by taking a trauma-informed approach. This involves understanding the effects trauma and stress can have on people and being sensitive to the nature of the information being given and how it is provided.

Induction

Prior to commencement in their role, CSV Board and governing body members, staff, and Volunteers and Contractors undertaking child-connected work are required to familiarise themselves with our **Child Safety and Wellbeing Policy, Child Safety Code of Conduct, Child Safety Responding and Reporting (including Mandatory Reporting) Policy and Procedures** and must complete mandatory child safety training, including training modules on the content of our child safety program as part of the induction process.

CSV Board and governing body members and staff are also required to complete a mandatory online child safety learning course as part of the induction process. Balcombe Grammar at its absolute discretion might also require relevant Volunteers and Contractors to undertake an online child safety learning course as part of their induction depending on how regularly they will be performing child-connected work and the nature of their role.

Training

CSV Board and governing body members, staff, and regular Volunteers and Contractors depending on the nature of their roles and as considered appropriate by Balcombe Grammar School, are also required to undergo child safety training at least annually. This training is mandatory for all adults engaged in child-connected work.

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All CSV Board and governing body members are also required at least annually to receive appropriate training and guidance about their individual and collective obligations and responsibilities for:

- implementing the Victorian Child Safety Standards as set out in Ministerial Order 1359 made under the *Education and Training Reform Act 2006* (Vic)
- child safety and wellbeing risks in our school environments
- our child safety and wellbeing policies, procedures and practices.

Additional training on child safety issues may also be required by Balcombe Grammar School in its absolute discretion as considered appropriate to a person's role. Such training might include a variety of online courses, external courses, conferences and workshops on child-safety related training as well as in-house training.

Mandatory reporters are required to undertake child safety training in accordance with their professional obligations. For example, if a School staff member is also a registered teacher, they are required to complete the Victorian Education Department's Mandatory Reporting and Other Obligations e-learning module annually to ensure ongoing understanding of their obligations and provide confirmation of completion.

Induction and Training Record Keeping

Balcombe Grammar School maintains an electronic Register which records all child safety induction and training completed by CSV Board and governing body members, staff, and Volunteers and Contractors engaged in child-connected work.

Supervision and People Management

All adults engaged in child-connected work at Balcombe Grammar School are subject to regular and ongoing supervision and management to ensure child safety and wellbeing is and remains a focus. This includes identification of their child safety training needs.

All staff are required to have performance reviews at least annually which include consideration of child safety issues to ensure staff behaviour towards students is appropriate, and to monitor their compliance with our child safety program.

The aim of performance reviews at Balcombe Grammar School is to assist staff to sustain their performance at a planned level, promote a climate of continuous learning and development, and enhance their individual competencies. The child safety issues that may be included as part of a performance view are (but are not limited to):

- observing and analysing integration of the staff member's skills, knowledge and practices working with students and other student interactions (including random and organised observations through in person, line of sight and within hearing range supervision)
- seeking feedback from students, parents or carers and colleagues
- a performance appraisal discussion.

Performance appraisal discussions in relation to child safety and wellbeing might involve (but are not limited to):

- consideration of their performance against our child safety program, including the Child Safety Code of Conduct and Child Safety and Wellbeing Policy
- reviewing the skill sets of staff members relating to child safety
- identifying additional child safety training needs relevant to the staff member's role
- goal setting in relation to issues which impact student safety and wellbeing (for example, identifying ways to support staff to perform the duties and skills contained within their position description).

New School staff members receive more frequent performance reviews (including performance appraisal discussions) about child safety issues and more frequent supervision and monitoring of their compliance with our child safety program during any applicable probation period.

All CSV Board and governing body members and Volunteers and Contractors engaged in child-connected work are supervised and monitored on an ongoing basis by a Balcombe Grammar School staff member. Supervising staff

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members must have at least one discussion (and more frequent discussions if required) regarding child safety issues during the period of the person's engagement and at least annually where regularly engaged.

Ongoing professional development with respect to child safety is considered essential for CSV Board and governing body members, staff, and Volunteers and Contractors regularly engaged in child-connected work to ensure they keep their skills and knowledge up to date.

The contents of our training and guidance on child safety is regularly reviewed and updated as required to ensure it remains effective and appropriate to their engagement with our students and their needs. Professional development is provided by or on behalf of Balcombe Grammar School based on the person's previous training and experience and the nature of their role, and focuses on keeping our students safe and protecting them from abuse and harm.

Procedures

All CSV Board and governing body members, staff, and Volunteers and Contractors engaged in child-connected work must have a training action plan that identifies their child safety and wellbeing induction and training needs as a part of their supervision and management by Balcombe Grammar School. This may include modified versions of induction and training for Volunteers and Contractors engaged in child-connected work based on the nature and regularity of their roles.

To ensure staff and others are equipped with the knowledge, skills and awareness to keep students safe, Balcombe Grammar School's child safety induction and training ensures those engaged in child-connected work as considered appropriate based on the nature and responsibilities or their role, receive information and guidance on:

- our child safety program and Child Safety Officers
- our **Child Safety Code of Conduct**
- our **Child Safety and Wellbeing Policy** and how to effectively implement this
- our **Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures**, including:
 - recognising indicators of child abuse and harm (e.g. looking out for changes in behaviour emotions or physical appearance), including harm caused by other children, students, or adults (including family violence) and managing these risks
 - the procedures for responding to concerns and complaints and internal and external reporting requirements relating to child abuse and harm and notifying families and carers, including following the Victorian Department of Education's Four Critical Actions: 1) Respond; 2) Report; 3) Contact; and 4) Support
 - responding effectively to issues of child safety and wellbeing and supporting children and other persons, including colleagues, who disclose child abuse and harm
 - legal obligations to report child abuse and reporting responsibilities: failure to disclose offence, failure to protect a child under 16 from a substantial risk of child sexual abuse offence, mandatory reporter obligations for children needing protection, the Commission for Children and Young People's reportable conduct scheme, duty of care, notifying the Victorian Institute of Teaching of registered teacher conduct
 - privacy and information sharing obligations and record keeping
- our **Working with Children Checks Policy and Procedures**
- building, or contributing to the building of, culturally safe environments where discrimination is not tolerated, culture and identity is respected and students feel safe to be themselves, including information about:
 - the cultural safety of Aboriginal and Torres Strait Islander students and students with culturally and linguistically diverse backgrounds
 - students living with disability
 - lesbian, gay, bisexual, trans and gender diverse, queer/querying, intersex and asexual and other gender identities and sexualities (**LGBTQIA+**)
 - respecting students irrespective of their individual characteristics, cultural backgrounds and abilities
 - relevant policies and procedures including our **Aboriginal and Torres Strait Islander Students Policy and Procedures**, **Disability Discrimination Policy**, and **LGBTQIA+ Inclusion Policy and Procedures**
- identifying and mitigating child safety and wellbeing risks in our school environments (for Volunteers and Contractors engaged in child-connected work as relevant to their role) without compromising a student's right to privacy, access to information, social connections and learning opportunities
- encouraging and empowering student participation, including our **Student Participation and Empowerment Policy**

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- our **Child Safety Complaints Management Policy and Procedures**
- our **Privacy Policy**
- our **Child Safety Record Keeping Policy and Procedures**.

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 and Procedures
- Child Safety Recruitment Policy and Procedures
- Working with Children Checks Policy and Procedures
- other child safety policies and procedures referred to in this Policy
- our Human Resources Policies and Procedures

Policy Administration

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