

FAMILY AND COMMUNITY INVOLVEMENT POLICY AND PROCEDURES



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This **Family and Community Involvement Policy and Procedures (Policy)** outlines how family and School community participation is encouraged at Balcombe Grammar School. 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 outlines the key definitions used in these policies and procedures.

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

Objectives

This Policy provides the framework for how Balcombe Grammar School ensures that:

- families participate in decisions relating to child safety and wellbeing affecting their child
- we engage and openly communicate with families and the School community about our 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 and the School community are informed about the School's operations and governance related to child safety and wellbeing.

When we refer to the 'School community' in this Policy, this includes:

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

Scope

This Policy applies to all:

- Staff, Volunteers and Contractors
- School environments, including physical, virtual and online places on-site and off- 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).

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	The Principal is responsible for implementing this Policy.
Consultative Committee Chair, Head of Faith & Wellbeing	<ul style="list-style-type: none">• The Consultative Committee Chair is responsible for managing the involvement of families in School decisions.• The Head of Faith & Wellbeing is responsible for managing the involvement of relevant communities in School decisions and reviews.
Staff, Volunteers and Contractors	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. For more information, refer to our Child Safety Training and Supervision Policy and Procedures and the 'Breach' section below.

Policy

Balcombe Grammar School recognises that parents and carers have the primary responsibility for the upbringing and development of their children, and has procedures in place to ensure that they participate in School decisions that affect their children.

We keep families and the School community informed about our approach to child safety, practices and operations and governance related to child safety and wellbeing by providing relevant, easy to understand, and accessible information. This includes publishing our child safety and wellbeing policies and procedures on our website and promoting and communicating them via other methods.

We involve families and relevant communities in:

- decisions about organisational planning, delivery of services, management of facilities, and learning and assessment environments at our School
- reviews and feedback of our child safety and wellbeing policies and procedures to inform continuous improvement.

Procedures

1. Family Participation in Decisions Affecting Their Child

Balcombe Grammar School encourages and enables parents and carers to participate in School decisions that affect their children via:

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

2. Communicating Our Child Safety Approach

As well as making our child safety and wellbeing policies and procedures publicly available on our website, we communicate our operations, governance and approach to child safety via:

- fortnightly School newsletters
- our parent portal - BGSHub
- direct community correspondence
- parent/student handbooks
- parent information sessions.

3. Community Involvement in School Decisions

We consult with relevant communities about School decisions and encourage feedback and participation in reviews of our child safety and wellbeing policies and procedures by:

- making them publicly available on our website, our parent portal, and in hard copy on request
- providing information about them in our fortnightly School newsletters and School contact details to encourage correspondence

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- direct community correspondence
- reviewing them at Consultative Committee meetings.

For more information, see our **Regular Reviews and Continuous Improvement Policy and Procedures**.

Breach

Compliance with this Policy is monitored and enforced by Balcombe Grammar School. Any instances of non-compliance are 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
- appointment to an alternate role
- 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 Code of Conduct
- Child Safety and Wellbeing Policy
- Child Safety Training and Supervision Policy and Procedures
- Student Participation and Empowerment Policy and Procedures
- Communicating with Parents and Carers About Internal and External Reports Policy
- Information Sharing Policy
- Information Sharing About Reportable Conduct Policy
- Regular Reviews and Continuous Improvement Policy 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 2024
Risk Rating	High
Location	CompliSpace