



Policy for

Child Safety and Wellbeing: Student Version

St Francis Xavier College procedures are designed to enable the College to enact the policies of the Diocese of Sale Catholic Education Limited (DOSCEL).

All College Procedures intentionally promote a child safe culture which prioritises the safety and wellbeing for all students.

Contents

Purpose	2
Scope.....	2
Definitions	2
Statement of Commitment.....	2
Child Safe Standards and SFXC Actions.....	3
Child Safety Code of Conduct.....	5
Further Information.....	6
Record of Review.....	7

Purpose

The St Francis Xavier College Child Safety and Wellbeing Policy demonstrates our school's commitment to creating and maintaining a child safe and child-friendly organisation, where children and young people are safe and feel safe.

Scope

This Policy:

- applies to all school staff (including teachers, non-teachers, casual employees and pre-service teachers), volunteers and contractors whether or not they work in direct contact with students. It also applies to School Advisory committee (or equivalent) members where indicated;
- applies in all physical and online school environments used by students during or outside of school hours, including other locations provided for a student's use (for example, a school camp) and those provided through third-party providers;
- should be read together with our other child safety and wellbeing policies, procedures, and codes – refer to the related policies section below.

Definitions

The following terms in this Policy have [specific definitions](#) used in relation to the Victorian Child Safe Standards and Ministerial Order No. 1359:

- child (anyone under the age of 18)
- child safety
- child abuse
- child-connected work
- child-related work
- school environment
- school staff
- school governing authority
- student
- volunteer.

Please note that student's over 18 are still protected under the College's child safety practices and the Child Safety Code of Conduct.

Statement of Commitment

St Francis Xavier College is a child safe organisation which welcomes all children, young people and their families.

We are committed to providing environments where our students are safe and feel safe, where their participation is valued, their views are respected, and their voices are heard about decisions that affect their lives. Our child safe policies, strategies and practices are inclusive of the needs of all children and students.

We have no tolerance for child abuse and take proactive steps to identify and manage any risks of harm to students in our school environments. We promote positive relationships between students and adults, including school staff, contractors, volunteers, parents, guardians and carers and between students and their peers. These relationships are based on trust and respect.

We take proactive steps to identify and manage any risk of harm to students in our school environment. When child safety concerns are raised or identified, we treat these seriously and respond promptly and thoroughly.

Particular attention is given to the child safety needs of Aboriginal and Torres Strait Islander students, those from culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as lesbian, gay, bisexual, transgender, intersex, queer/questioning and/or asexual (LGBTIQA+) and other students experiencing risk or vulnerability. Inappropriate or harmful behaviour targeting students based on these or other characteristics, such as racism or homophobia, are not tolerated at our school, and any instances identified will be addressed with appropriate consequences.

Child safety is a shared responsibility. Every person involved in our school has an important role in promoting child safety and wellbeing and promptly raising any issues or concerns about a child's safety.

We are committed to regularly reviewing our child safe practices, and seeking input from our students, families, school staff, and volunteers to inform our ongoing strategies.

Child Safe Standards and SFXC Actions

The College has a variety of actions to support the 11 Child Safe Standards. The standards are listed below and the actions can be found in the Child Safety and Wellbeing Policy (full document). Students are able to find more information about the standards via the Student Resources SharePoint.

Standard 1

Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.

- At our College our commitment to reconciliation and our actions are documented in Reconciliation Action Plan. You can find out more by contacting the Director of Catholic Identity or the Deputy Principal Inclusion.

Standard 2

Child safety and wellbeing is embedded in organisational leadership, governance and culture.

- At our College all staff are involved in promoting child safety practices. You can find out more by talking to your Head of House or a Child Safety Champion.

Standard 3

Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.

- At our College all students should feel empowered to have their voice heard. You can find out more by talking to your Head of House or a Child Safety Champion.

Standard 4

Families and communities are informed and involved in promoting child safety and wellbeing.

- At our College we work in partnership with families. You can find out more by talking to your Head of House or a Child Safety Champion.

Standard 5

Equity is upheld and diverse needs respected in policy and practice.

- At our College all people should feel welcome and included. You can find out more by talking to your Head of House, Learning inclusion Leader, or a Child Safety Champion.

Standard 6

People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

- At our College we meet with, check and train adults who work with young people. You can find out more by talking to your Head of House or a Child Safety Champion.

Standard 7

Processes for complaints and concerns are child-focused.

- At our College all students should feel empowered to have their voice heard. You can find out more by talking to your Head of House or a Child Safety Champion. This process is also on the Student Resources SharePoint.

Standard 8

Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

- At our College we meet with, check and train adults who work with young people. You can find out more by talking to your Head of House or a Child Safety Champion.

Standard 9

Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

- At our College we work to create safe physical and online environments. You can find out more by talking to your Head of House or a Child Safety Champion.

Standard 10

Implementation of the Child Safe Standards is regularly reviewed and improved.

- At our College we meet with or survey staff, students and parents to improve our child safe practices. You can find out more by talking to your Head of House or a Child Safety Champion.

Standard 11

Policies and procedures document how the organisation is safe for children and young people.

- At our College we create procedures that promote child safety and ensure students have a voice in these processes. You can find out more by talking to your Head of House or a Child Safety Champion.

Child Safety Code of Conduct

Acceptable Behaviours

At St Francis Xavier College, all school staff, volunteers, contractors, clergy, School Advisory Committee (or equivalent) members and any other member of our school community involved in child-connected work are responsible for supporting and promoting the safety of children by:

- upholding our St Francis Xavier College commitment to child safety at all times and adhering to our Child Safety and Wellbeing Policy
- taking all reasonable steps to protect children from abuse and create a child safe culture
- treating students and families in our school community with respect in our school environment and outside our school environment as part of normal social and community activities
- listening and responding to the views and concerns of students, particularly if they disclose that they or another child or student has been abused or are worried about their safety or the safety of another child or student
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students, students with culturally and/or linguistically diverse backgrounds, students with disability, international students, students who are unable to live at home and lesbian, gay, bisexual, transgender, intersex, queer/questioning and/or asexual (LGBTIQ+) students
- ensuring, as far as practicable, that adults are not alone with a student – one-to-one interactions between an adult and a student are to be in an open space or in line of sight of another responsible adult

- reporting any allegations of child abuse or other child safety concerns to a Child Safety Champion
- understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in accordance with the [Four Critical Actions for Schools](#) and the following Diocese of Sale Catholic Education Limited (**DOSCEL**) policies:
 - Protection of Children – Reporting Obligations Procedure
 - Protection of Children – Anti-Grooming Policy
 - Protection of Children – Failure to Disclose Policy
 - Protection of Children – Failure to Protect Policy
 - Mandatory Reporting Policy
 - Guide to Reporting Conduct under the Reportable Conduct Scheme
 - Child and Family Violence Information Sharing Schemes Policy and Procedure
- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm

Unacceptable Behaviours

At St Francis Xavier College all school staff, volunteers, contractors, clergy, School Advisory Committee (or equivalent) members and member of our school community involved in child-connected work must not:

- ignore or disregard any concerns, suspicions or disclosures of child abuse or harm

- develop a relationship with any student that could be seen as favouritism or amount to ‘grooming’ behaviour (for example, by offering gifts)
- display behaviours or engage with students in ways that are not justified by the educational or professional context
- initiate or allow unnecessary physical contact with students or do things of a personal nature that a student can do for themselves, such as toileting or changing clothes
- ignore an adult’s overly familiar or inappropriate behaviour towards a student
- discuss intimate topics or use sexualised language, except when needed to deliver the school curriculum or professional guidance
- treat a child or student unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity
- communicate directly with a student through personal or private contact channels (including social media, email, instant messaging, texting etc) except where that communication is reasonable in all the circumstances (for example where a student is also a family member of the staff member and the staff member has advised the Principal of the connection and the circumstances), related to school work or extra-curricular activities or where there is a safety concern or other urgent matter and when principal and parental permission has been sought;
- photograph or video a child or student in a school environment except where written consent has been obtained or where required for duty of care purposes
- consume alcohol against school policy or take illicit drugs in the school environment or at school events where students are present, including working with students while under the influence of alcohol or illicit drugs
- have contact with any student outside of school hours except when needed to deliver the school curriculum or professional guidance and principal and parental permission has been sought; unless it is objectively appropriate, for example where a student is also a family member of the staff member and the staff member has advised the Principal of the connection and the circumstances

Further Information

Further information can be obtained from: Deputy Principal Wellbeing

Status of Policy	
College Leader Responsible	Deputy Principal Wellbeing
Implementation Date / Last Reviewed	July 2024
Review Date [Commonly 1 – 2 Years]	July 2026
Local Governing Authority Approval	College Executive Team

Record of Review

Details of Amendments	By Whom	Date
Update wording from 'Child Safety' to 'Child Safety and Wellbeing'	Deputy Principal Wellbeing	July 2022
<ul style="list-style-type: none">- Update to formatting- Inclusion of key sections from Child Safety and Wellbeing Policy- Update to the Child Safety Code of Conduct- Addition of statement the students 18 and over are still protected under child safe practices and the code of conduct- Addition of attachment for use with students (after student review and feedback)	Deputy Principal Wellbeing	July 2024