



Procedure for Engaging Families in Child Safety and Wellbeing

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.

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Introduction

Catholic education is an active partnership between family and school, where families are recognised as the first and ongoing educators of their children. Schools and families partner in the shared privilege and responsibility for children and young people's faith formation, learning, safety and wellbeing.

At St Francis Xavier College, we hold the care, safety and wellbeing of children and young people as our school's central and fundamental responsibility. Our commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the gospel

Purpose

The purpose of this Procedure is to outline the strategies and actions that we have in place at St Francis Xavier College to ensure that families, carers and other members of the school community are informed about relevant child safety and wellbeing matters and are involved in the promotion of child safety and wellbeing at the school.

This procedure considers the specific requirements of the Child Safe Standards as set out in Ministerial Order No. 1359.

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

Scope

This procedure applies to school employees, volunteers, contractors and clergy. It should be read with related Child Safety and Wellbeing school policies and procedures.

Principles

At St Francis Xavier College, the following principles underpin our commitment to family engagement:

- Families and carers should have the opportunity to participate in decisions relating to child safety and wellbeing which affect their child.
- Our school engages and openly communicates with families, carers and other members of the school community about our child safe approach.
- All members of the school community should have access to information relating to child safety and wellbeing.
- Families, carers and other members of the school community must have the opportunity to provide input into the development and review of the school's policies and practices relating to child safety and wellbeing.

- Families, carers and other members of the school community have the right to be informed about the operations and governance of the school in relation to child safety and wellbeing.

Procedure

St Francis Xavier College is committed to ensuring that all members of our school community are kept informed about relevant child safety and wellbeing matters and are involved in promoting child safety and wellbeing at St Francis Xavier College.

We implement the following strategies and actions to ensure we can meet this commitment.

Strategies/actions used by school leadership

The Principal, the school governing authority and school leaders at St Francis Xavier College recognise their particular responsibilities to communicate and engage with families, carers and other members of the school community in relation to issues regarding child safety and wellbeing.

Strategies and actions used to carry out this responsibility include:

- utilising the Engaging Families in Child Safety Procedure to inform and guide curriculum planning, policies and practices
- supporting staff, through appropriate professional learning, to strengthen their communication and engagement skills and to understand the value and importance of effective communication and engagement
- identifying opportunities for parents and carers to participate in decisions that affect their child's safety and wellbeing
- ensuring that the College publicly provides appropriate policies and procedures relating to child safety and wellbeing so that they are easily accessible to families, carers and other members of the school community
- engaging with families, carers and other members of the school community to collaboratively develop and periodically review policies and practices relating to child safety and wellbeing
- creating opportunities to ensure that members of the school community are adequately informed about the school's operations and governance relating to child safety and wellbeing

Strategies/actions used by school staff, volunteers, contractors and clergy

School staff, volunteers, contractors and clergy at St Francis Xavier College are responsible for supporting the school governing authority and school leaders in communicating and engaging with families, carers and other members of the school community regarding child safety and wellbeing.

Strategies and actions used to carry out this responsibility include:

- creating and maintaining open lines of communication with families, carers and other members of the school community, particularly concerning child safety and wellbeing matters
- liaising with parents and carers in relation to any concerns and/or decisions that affect their child and giving them the opportunity to contribute to any discussions, where appropriate
- ensuring that parents, carers and others in the school community are updated and involved in child safety and wellbeing
- acting in accordance with the principles set out in this procedure when managing issues relating to child safety and wellbeing

Further Information

Further information can be obtained from: Deputy Principal Wellbeing

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

Record of Review

Details of Amendments	By Whom	Date
NEW	Deputy Principal Wellbeing	July 2022
Reviewed – no updates	Deputy Principal Wellbeing	June 2024