



POLICY FOR CHILD SAFETY & WELLBEING

Meeting the Child Safe Standards

Student Version

Our commitment

St Francis Xavier College is committed to helping all young people feel safe. This policy applies to all adults and students, and all settings (including physical and online environments).

Child Safety Champions

Child Safety Champions can help with questions relating to child safety and wellbeing. They are listed on the College website and the Student Resources SharePoint. They are: Director of Counselling, Deputy Principal Head of Campus, Deputy Principal Wellbeing, Deputy Principal Inclusion and Vice Principal. You could also speak with any member of the wellbeing team.

11 Child Safe Standards

Victoria has 11 Child Safe Standards which apply to all organisations that work with children. The College has a variety of actions to support the standards. A summary is in this document. The details are in the Child Safety and Wellbeing Policy which is accessible on the College website. Students are able to find more information about the standards via the Student Resources SharePoint.



Status of Policy

College Leader responsible: Deputy Principal Wellbeing
Last reviewed: July 2024

Full policy can be found on the College Website or on the Student Resources SharePoint (access via SIMON)

Standard 1

CULTURALLY SAFE (A&TSI)

We have a Reconciliation Action Plan which outlines all the steps we take to promote Aboriginal culture and reconciliation.

Actions include:

- Aboriginal design sports jerseys
- Aboriginal artwork for annual theme
- Acknowledgement of Country
- Aboriginal flag on each campus



Standard 2

EMBEDDED EVERYWHERE

All staff take steps to promote child safety.

Child safety is promoted in all areas of the school and all activities of the school.

All students and adults should be made aware of child safety.



Standard 3

EMPOWERED YOUTH

Students are able to have their thoughts and ideas promoted. Their contributions should impact school life and the way the school works.

Actions could include:

- student consultations
- student surveys
- student activities
- student leadership

Standard 4

FAMILIES INVOLVED

We work in partnership with families.

Actions include:

- Family events
- Information evenings
- Progress meetings



Standard 5

EQUITY & DIVERSITY

We want all people to feel welcome and included.

Actions include:

- Awareness and activity days
- Representation in images for our school
- Representation in activities



Standard 6

SAFE ADULTS

We meet with, check and train adults who work with young people.

Actions include:

- Reference checks
- Police checks
- Interviewing with child safety questions

Standard 7

COMPLAINTS PROCESS

Students, parents and the community can raise a concern or a complaint.

It will be followed up by a school leader who will get back to them with a response.

Concerns can be escalated to a more senior person if needed.



Standard 8

AWARE ADULTS

We meet with, check and train adults who work with young people.

All adults have regular training and up to date checks.



Standard 9

IN PERSON AND ONLINE

Child safety is important in every area of the school - physical spaces and online interactions.

Situations that are unsafe (including online situations) will be addressed by the school.



Standard 10

REGULAR REVIEWS

We meet with or survey staff, students and parents to improve our child safe practices.

For example, all our child safety posters (including this one) have been through one or more student consultations.

Standard 11

POLICIES AND PROCEDURES

We create procedures that promote child safety. Students and parents have a voice in these processes.

They are all accessible via the College website, or via SIMON and the Student Resources SharePoint.



Student Version



POLICY FOR CHILD SAFETY & WELLBEING

Child Safe Code of Conduct



Student Version

At St Francis Xavier College:

- every student has the right to feel connected, safe and supported;
- every student has the right to be protected from abuse of all kinds;
- every student has the right to be protected from misconduct;
- every adult is obliged to ensure they create a safe and comfortable environment for all students in their care. This includes all employees, contractors and volunteers directly and indirectly involved in activities within the College and at external venues;
- every adult is made aware of the Child Safety and Wellbeing Policy and is required to report any breaches to the College Executive and other authorities where relevant.

Note

Adults and students must not communicate outside of College approved communication methods for a period of at least two years once the student has left the College.

Adults and students must not take photos or video footage of students or staff. Photos/video footage taken for official College publications must be accompanied by a Marketing and Photographic Consent form.

Status of Policy

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Last reviewed: July 2024

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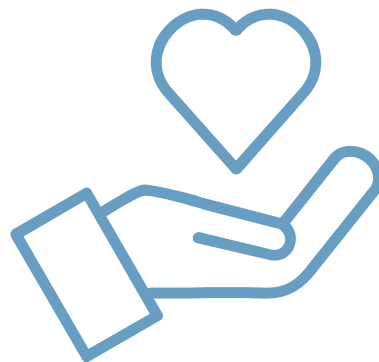
ACCEPTABLE BEHAVIOURS

At St Francis Xavier College, all adults are responsible for supporting and promoting the safety of children by taking the following actions...



COMMIT

Uphold our commitment to child safety at all times



SAFE CULTURE

Take all reasonable steps to protect children from abuse



RESPECT

Treat students and families in our school community with respect



LISTEN & RESPOND

Listen and respond to the views and concerns of students, particularly if they disclose that they or another young person are unsafe or have been abused



WELCOME & INCLUDE

Promote 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 (LGBTIQA+) students



VISIBLE

Ensure (as far as possible), 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
- counselling sessions and instrumental lessons have specific child safety elements in place which are approved by the principal



REPORT

Report any allegations of child abuse or other child safety concerns to a Child Safety Champion



POLICIES & PROCEDURES

Understand and follow all reporting and disclosure obligations



PROTECT

If child abuse is suspected, ensure as quickly as possible that the student(s) are safe and protected from harm



Student Version

UNACCEPTABLE BEHAVIOURS

At St Francis Xavier College, all adults are responsible for supporting and promoting the safety of children by making sure they do NOT...



IGNORE

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



GROOM

develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, by offering gifts)



UNPROFESSIONAL

engage with students in ways that are not justified by the educational or professional context



PHYSICAL CONTACT

initiate or allow unnecessary physical contact with students or do things of a personal nature that a student can do for themselves (eg: toileting or changing clothes)



INAPPROPRIATE

ignore an adult's overly familiar or inappropriate behaviour towards a student



INTIMATE

discuss intimate topics or use sexualised language, except when needed to deliver the school curriculum or professional guidance



DISCRIMINATE

treat a child or student unfavourably (unfairly) because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity



SOCIAL MEDIA

communicate directly with a student through personal or private contact channels (including social media, email, instant messaging, texting etc.)*



PHOTOS

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



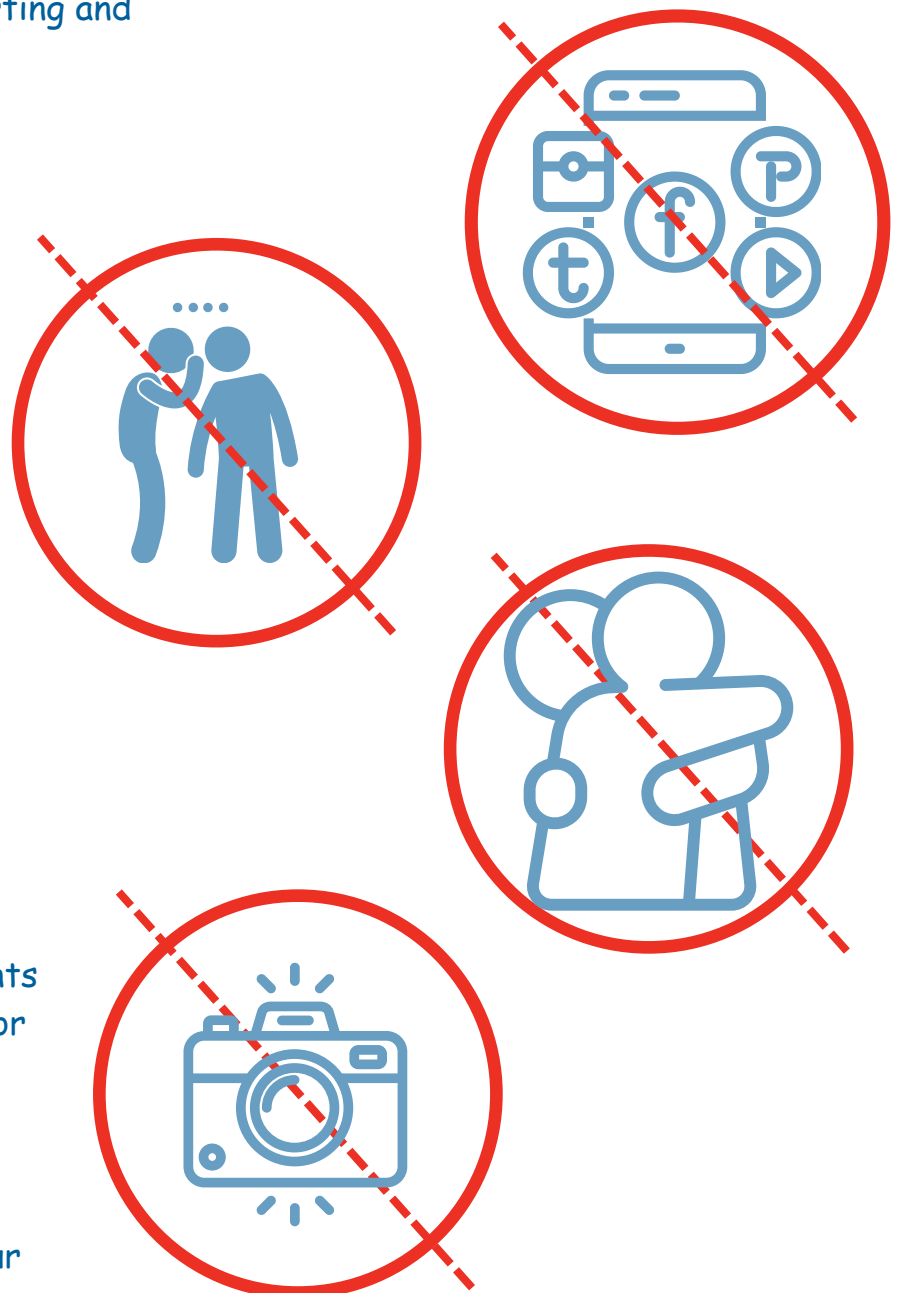
AOD

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



CONTACT OUT OF SCHOOL

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*



Student Version

*An exception is made by notifying the principal if an adult knows a student outside of school (eg: the student is also their nephew)