

Galilee Regional Catholic Primary School	System Update: 27.06.19	
Version 0.3	Date of Next Review: 27.0.6.21	



## ***Galilee Regional Catholic Primary School Child Safety Policy***

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## 1. Introduction

### Vision Statement

At Galilee Regional Catholic Primary School we:

*Provide a rich Catholic culture based on Gospel Values, and foster a safe, inclusive, Contemporary Learning environment, where everyone reaches their full potential.*

Galilee Regional Catholic Primary School holds the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our school. Our commitment is drawn from an inherent belief in the teaching and mission of the gospel.

Over the past 12 months Galilee Regional Catholic Primary School has furthered its commitment to providing a safe environment for all students by actively implementing processes that establish expectations and accountabilities for people working with our students. The continued application of student well-being programs such as Berry Street have encouraged the students to engage in conversations about their welfare and safety. These Child Safety initiatives have formed the foundation for a student's 'Code of Conduct'.

## 2. Purpose of the Policy

The purpose of this policy is to demonstrate the strong commitment of Galilee Regional Catholic Primary School to the care, safety and wellbeing of all students at our school. It provides an outline of the policies, procedures and strategies developed to keep students safe from harm, including all forms of abuse in our school environment, on campus, online and in other locations provided by the school.

This policy takes into account relevant legislative requirements within the state of Victoria, including the specific requirements of the Victorian Child Safe Standards as set out in [Ministerial Order No. 870](#).

This policy applies to school staff, including school employees, volunteers, contractors and clergy.

## 3. Principles

Galilee Regional Catholic Primary School have a moral, legal and mission-driven responsibility to create nurturing school environments where children and young people are respected, their voices are heard and they are safe and feel safe.

***The following principles underpin our commitment to safety at Galilee Regional Catholic Primary School.***

Galilee Regional Catholic Primary School holds the care, safety and wellbeing of children as a central and fundamental responsibility of all Catholic educators. This 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, as well as the school Vision Statement.

Galilee Regional Catholic Primary School is resolutely committed to ensuring that all those working in our school, including: staff, volunteers, parents, clergy and contractors, promote the inherent dignity

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of children and their fundamental right to be respected and nurtured in a safe school environment. This is particularly so for the most vulnerable children, including Aboriginal and Torres Strait Islander children, children from culturally and/or linguistically diverse backgrounds, and children with a disability.

Galilee Regional Catholic Primary School recognises that we have a moral, legal and mission-driven responsibility to create nurturing school environments where children and young people are respected, their voices are heard and where they are safe and feel safe. When allegations of abuse concerning children are raised, Galilee Regional Catholic Primary School will take prompt action to have these appropriately referred and investigated.

Galilee Regional Catholic Primary School recognises that the fundamental issues of understanding effective practices in child safety and identifying and responding to child harm are areas in which we must strive for continual improvement that is responsive to emerging thinking, evidence and practice, so as to eliminate the possibility of abuse occurring in the first place.

Creating a child-safe school environment is a dynamic process that involves active participation and responsibility by the schools, its families and our wider community. This is marked by collaboration, vigilance and proactive approaches across policies, procedures, curriculum and practices.

Every person involved in Galilee Regional Catholic Primary School has a responsibility to understand the important and specific role they play individually and collectively, to ensure that the wellbeing and safety of our children is at the forefront of all we do and every decision we make.

## **Galilee Regional Catholic Primary School is committed to providing a safe and nurturing culture for all children in our school by:**

### **Upholding the primacy of the safety and wellbeing of children and young people.**

At all times, the ongoing safety and wellbeing of all the children in this school community will be the primary focus of care and decision-making, with particular attention paid to the cultural safety of Aboriginal and Torres Strait Islander children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

To create and maintain a safe and nurturing culture, we will actively and continually develop and review all policies, processes and practices, informed by emerging thinking and evidence.

### **Empowering families, children, young people and staff to have a voice and raise concerns.**

In partnership with families, we will ensure children are engaged and active participants in decision-making processes, particularly those that have an impact on their safety.

This means that the views of staff, children and families are taken seriously and their concerns are addressed in a just and timely manner. The children are also provided with the necessary skills and knowledge to understand and maintain their personal safety and wellbeing.

### **Implementing rigorous risk-management and employment practices.**

We will systematically and continually identify and assess risks to child safety and will eliminate (where possible) or reduce all potential sources of harm. Effective risk management will be

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embedded in school life through effective, transparent and well-understood policies, procedures and practices.

We will employ highly competent and professional staff who are formed and challenged to maintain the safety of all students. The high-quality of staff appointments will be upheld through rigorous employment and staff review processes and practices.

In partnership with Catholic Education Melbourne (CEM) and the Catholic Education Commission of Victoria (CECV) we will stay abreast of current legislation and will meet our legislative duties to protect the safety and wellbeing of children and young people in their care, including the Victorian Child Safe Standards (Victorian Government 2016), mandatory reporting, grooming, failure to disclose and failure to protect requirements.

## 4. Definitions used in this Policy

**Child:** A child or a young person enrolled as a student at the school.

**Child abuse** includes:

- (a) any act committed against a child involving:
  - (i) a sexual offence
  - (ii) an offence under section 49B(2) of the **Crimes Act 1958** (grooming)
- (b) the infliction, on a child, of:
  - (i) physical violence
  - (ii) serious emotional or psychological harm
- (c) serious neglect of a child. ([Ministerial Order No. 870](#))

**Child safety** encompasses matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to incidents or allegations of child abuse. ([Ministerial Order No. 870](#))

**Child neglect:** The failure by a parent or caregiver to provide a child (where they are in a position to do so) with the conditions that are culturally accepted as being essential for their physical and emotional development and wellbeing. ([Safe Schools Hub](#))

**Child physical abuse:** Generally, child physical abuse refers to the non-accidental use of physical force against a child that results in harm to the child. Physically abusive behaviours include shoving, hitting, slapping, shaking, throwing, punching, kicking, biting, burning, strangling and poisoning. The fabrication or induction of an illness by a parent or carer (previously known as Munchausen syndrome by proxy) is also considered physically abusive behaviour. ([Safe Schools Hub](#))

**Child protection:** Statutory services designed to protect children who are at risk of serious harm. ([Safe Schools Hub](#))

**Child sexual abuse:** Any sexual activity between a child under the age of consent (16) and an adult or older person (i.e. a person five or more years older than the victim) is child sexual abuse.

Child sexual abuse can also be:

- any sexual behaviour between a child and an adult in a position of power or authority over them (e.g. a teacher); the age of consent laws do not apply in such instances due to the strong

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imbalance of power that exists between young people and authority figures, as well as the breaching of both personal and public trust that occurs when professional boundaries are violated

- any sexual behaviour between a child and an adult family member, regardless of issues of consent, equality or coercion
- sexual activity between peers that is non-consensual or involves the use of power or coercion
- non-consensual sexual activity between minors (e.g. a 14-year-old and an 11-year-old), or any sexual behaviour between a child and another child or adolescent who, due to their age or stage of development, is in a position of power, trust or responsibility over the victim. Sexual activity between adolescents at a similar developmental level is not considered abuse. ([Safe Schools Hub](#))

**Mandatory Reporting:** The legal requirement to report suspected cases of child abuse and neglect is known as mandatory reporting. Mandated persons include teachers, nurses, police, psychologists, psychiatrists and medical practitioners. ([Safe Schools Hub](#))

**Reasonable Belief:** When staff are concerned about the safety and wellbeing of a child or young person, they must assess that concern to determine if a report should be made to the relevant agency. This process of considering all relevant information and observations is known as forming a 'reasonable belief'. A 'reasonable belief' or a 'belief on reasonable grounds' is not the same as having proof but is more than mere rumour or speculation. A 'reasonable belief' is formed if a reasonable person in the same position would have formed the belief on the same grounds.

**School environment** means any physical or virtual place made available or authorised by the school governing authority for use by a child during or outside school hours, including:

- a campus of the school
- online school environments (including email and intranet systems)
- other locations provided by the school for a child's use (including, without limitation, locations used for school camps, sporting events, excursions, competitions, and other events). ([Ministerial Order No. 870](#))

**School staff** means an individual working in a school environment who is:

- directly engaged or employed by a school governing authority
- a volunteer or a contracted service provider (whether or not a body corporate or any other person is an intermediary)
- a minister of religion. ([Ministerial Order No. 870](#))

## 5. Policy Commitments

All students enrolled at Galilee Regional Catholic Primary School have the right to feel safe and be safe. The wellbeing of children in our care will always be our first priority and we do not and will not tolerate child abuse. We aim to create a child-safe and child-friendly environment where children are free to enjoy life to the full without any concern for their safety. There is particular attention paid to the most vulnerable children, including Aboriginal and Torres Strait Islander children, children from culturally and/or linguistically diverse backgrounds, and children with a disability.

### Our commitment to our students

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- (a) We commit to the safety and wellbeing of all children enrolled in our school.
- (b) We commit to providing children with positive and nurturing experiences.
- (c) We commit to listening to children and empowering them by taking their views seriously, and addressing any concerns that they raise with us.
- (d) We commit to taking action to ensure that children are protected from abuse or harm.
- (e) We commit to teaching children the necessary skills and knowledge to understand and maintain their personal safety and wellbeing.
- (f) We commit to seeking input and feedback from students regarding the creation of a safe school environment.

**Our commitment to parents and carers**

- (a) We commit to communicating honestly and openly with parents and carers about the wellbeing and safety of their children.
- (b) We commit to engaging with, and listening to, the views of parents and carers about our child-safety practice, policies and procedures.
- (c) We commit to transparency in our decision-making with parents and carers where it will not compromise the safety of children or young people.
- (d) We commit to acknowledging the cultural diversity of students and families, and being sensitive to how this may impact on student safety issues.
- (e) We commit to continuously reviewing and improving our systems to protect children from abuse.

**Our commitment to our school staff (school employees, volunteers, contractors and clergy)**

- (a) We commit to providing all staff at Galilee Regional Catholic Primary School with the necessary support to enable them to fulfil their roles. This will include regular and appropriate learning opportunities.
- (b) We commit to providing regular opportunities to clarify and confirm policy and procedures in relation to child safety and young people’s protection and wellbeing. This will include annual training in the principles and intent of the Child Safety Policy and Child Safety Code of Conduct, and staff responsibilities to report concerns.
- (c) We commit to listening to all concerns voiced by staff at Galilee Regional Catholic Primary School, clergy, volunteers, and contractors about keeping children and young people safe from harm.
- (d) We commit to providing opportunities for Galilee Regional Catholic Primary School employees, volunteers, contractors and clergy to receive formal debriefing and counselling arising from incidents of the abuse of a child or young person.

## **6. Responsibilities and Organisational Arrangements**

Everyone employed or volunteering at Galilee Regional Catholic Primary School has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all they do and every decision they make. ([CECV Commitment Statement to Child Safety](#))

The school has allocated roles and responsibilities for child safety as follows.

### **6.1 Guide to the Responsibilities of School Leadership**

The principal, the school governing authority and school leaders at Galilee Regional Catholic Primary School recognise their particular responsibility to ensure the development of preventative and

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proactive strategies that promote a culture of openness, awareness of and shared responsibility for child safety. Responsibilities include:

- creating an environment for children to be safe and to feel safe
- upholding high principles and standards for all staff, clergy, volunteers, and contractors
- promoting models of behaviour between adults and children based on mutual respect and consideration
- ensuring thorough and rigorous practices are applied in the recruitment, screening and ongoing professional learning of staff
- ensuring that school personnel have regular and appropriate learning to develop their knowledge of, openness to and ability to address child safety matters
- providing regular opportunities to clarify and confirm legislative obligations, policy and procedures in relation to child's protection and wellbeing
- ensuring the school meets the specific requirements of the Victorian Child Safe Standards as set out in [Ministerial Order No. 870](#).

## **6.2 Guide to the Responsibilities of School Staff**

Responsibilities of school staff (school employees, volunteers, contractors and clergy) include:

- treating children with dignity and respect, acting appropriately, providing a duty of care, and protecting children in their care
- that if they have formed a reasonable belief that a child has been or is being abused or neglected, they must follow the legislative and internal school processes
- providing a physically and psychologically safe environment where the wellbeing of children is nurtured
- undertaking regular training and education in order to understand their individual responsibilities in relation to child safety and the wellbeing of children and young people
- assisting children and young people to develop positive, responsible and caring attitudes and behaviours which recognise the rights of all people to be safe and free from abuse
- following the school's Child Safety Code of Conduct.

## **6.3 Organisational Arrangements**

Child Safety at Galilee Regional Catholic Primary School is the responsibility of all staff. However, the monitoring of the implementation of this policy is the responsibility of the Student Wellbeing Leader and the Child Safety Team and the School Leadership Team (including Principal and Deputy).

## **7. Expectation of our School Staff – Child Safety Code of Conduct**

At Galilee Regional Catholic Primary School community, we expect school employees, volunteers, contractors and clergy to proactively ensure the safety of students at all times and to take appropriate action if there are concerns about the safety of any child at the school. All school staff must remain familiar with the relevant laws, the code of conduct, and policies and procedures in relation to child protection and to comply with all requirements. We have developed a Child Safety Code of Conduct, which recognises the critical role that school staff play in protecting the students in our care and establishes clear expectations of school employees, volunteers, contractors and clergy for appropriate behaviour with children in order to safeguard them against abuse and or neglect.

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Our Code also protects school staff through clarification of acceptable and unacceptable behaviour.

[Code of Conduct](#): or See Appendix 1.

## 8. Student Safety and Participation

At Galilee Regional Catholic Primary School, we actively encourage all students to openly express their views and feel comfortable about giving voice to the things that are important to them.

We teach students about what they can do if they feel unsafe and enable them to understand, identify, discuss and report on child safety. We listen to and act on any concerns students, or their parents or carers, raise with us.

At Galilee Regional Catholic Primary School, we have these programs and processes to empower our students:

- Personal, Social and Emotional Learning Capabilities (e.g. Bounce Back and Circle Time)
- Life Education Van
- Family Life Victoria (including healthy and respectful relationships)
- Restorative Practice (including class agreements/expectations)
- SRC and Student Leadership
- Bright Sparks Program
- Peaceful Kids
- Resilience
- Buddy Program and Friendship Groups.

## 9. Reporting and Responding

Our school records any child safety complaints, disclosures or breaches of the Child Safety Code of Conduct, and stores the records in accordance with security and privacy requirements. Our school complies with legal obligations that relate to managing the risk of child abuse under the *Children, Youth and Families Act 2005* (Vic.), the *Crimes Act 1958* (Vic.) and the recommendations of the [Betrayal of Trust](#) report.

Child protection reporting obligations fall under separate pieces of legislation with differing reporting requirements.

Our school's Child Protection – Reporting Policy, updated July 2016, sets out the actions required under the relevant legislation when there is a reasonable belief that a child at our school is in need of protection or a criminal offence has been committed, and provides guidance and procedures on how to make a report.

See [Child Protection – Reporting Policy](#) or Appendix 2

Our policy assists staff, volunteers and families to:

- identify the indicators of a child or young person who may be in need of protection



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- understand how a 'reasonable belief' is formed
- make a report of a child or young person who may be in need of protection
- comply with mandatory reporting obligations under child protection law and their legal obligations relating to criminal child abuse and grooming under criminal law.

Galilee Regional Catholic Primary School has also established internal processes to ensure that appropriate action is taken to respond to concerns about the wellbeing and/or safety of a student.

Each teacher will be required to keep a log on nForma of all students. This should include:

- student/s who are noticeably unkempt
- lack of food on a regular basis
- tardiness, both in the morning and afternoon
- tiredness
- illnesses: coming in sick, constantly sick, sick children at school
- frequent absences
- anxiety and stress
- parents appearance and compliance (e.g. meetings, interviews)
- physical appearance on child or parent (bruises, black eyes, scratches.)
- verbal disclosure of information from a child or parent
- inappropriate behaviour of children with other children.

#### **Process for reporting at Galilee Regional Catholic Primary School**

If the child is in immediate danger, inform Student Wellbeing Leader first and then ring DHS to report.

1. Keep a log on NForma to observe a regular pattern. Use the Well-being section.
2. Inform Student Wellbeing Leader to then discuss with Principal the action that needs to be taken.
3. Student Wellbeing Leader will ring the appropriate organisation with you, DHS or Child First (for resources and further information). Make sure you have your observations and information about the child.
4. Do not tell the child or family if you have or will be reporting to DHS.

Our complaints and disclosure processes are outlined and detailed in the following policies and procedures:

- Grievance and Complaints Policy  
[https://docs.google.com/a/gsmelbournesth.catholic.edu.au/document/d/1gwhlQaBZamfXiR\\_MDbH2lis3lxaKveUb8IT8-g6torQ/edit?usp=sharing](https://docs.google.com/a/gsmelbournesth.catholic.edu.au/document/d/1gwhlQaBZamfXiR_MDbH2lis3lxaKveUb8IT8-g6torQ/edit?usp=sharing)
- Mandatory Reporting Policy  
[https://docs.google.com/a/gsmelbournesth.catholic.edu.au/document/d/1Ze5dovC7hN2lxai\\_pUyL7CSVEGsxGJvahIWL8Hti9X0A/edit?usp=sharing](https://docs.google.com/a/gsmelbournesth.catholic.edu.au/document/d/1Ze5dovC7hN2lxai_pUyL7CSVEGsxGJvahIWL8Hti9X0A/edit?usp=sharing)
- Pastoral Care Policy  
[https://docs.google.com/a/gsmelbournesth.catholic.edu.au/document/d/1EWBC5\\_p6Smoj5\\_BvqcDcYTXstnMmJ886gndX0xhnNgDw/edit?usp=sharing](https://docs.google.com/a/gsmelbournesth.catholic.edu.au/document/d/1EWBC5_p6Smoj5_BvqcDcYTXstnMmJ886gndX0xhnNgDw/edit?usp=sharing)

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- Child Protection and Obligations Policy  
<https://docs.google.com/a/gsmelbournesth.catholic.edu.au/document/d/1bpBK5d8iU17hMTQ-YLO2YnFOZy9S9vqLcw6ViM3IPs/edit?usp=sharing>
- Disability Standards for Education

## 10. Achievements

### *The development of policies and commitments*

Galilee Regional Catholic Primary School has continued to broaden its comprehensive suite of Child Safety policies & procedural documents to incorporate aspects relating to the following:

- *Working With Children Check Requirements* – To reflect changes to the WWCC that came into effect in August 2017;
- *Organisational Duty of Care* – Defining the school’s statutory ‘duty of care’ to take all ‘reasonable precautions’ to protect students and young people under their care;
- *Reportable Conduct Scheme* – Outlining how the school responds to allegations of child abuse and child-related misconduct by employees & volunteers;
- *School Attendance Guidelines* – Defining the school process for monitoring student attendance and strategies to be implemented where their safety or welfare is of concern.

### *Training and awareness raising strategies*

All Galilee Regional Catholic Primary School staff members participate in regular briefings and training to ensure the school’s legislative obligations and the school’s Child Safety Strategy remains front of mind. Staff members have participated in a variety of training initiatives including:

- On-line Mandatory Reporting Modules (Annually);
- Protect – Responding to Suspected Student Sexual Offending;
- The School’s Child Safety Policy & Code of Conduct (Annually);
- Reportable Conduct Scheme Requirements;
- Organisational Duty of Care;
- Risk Management – Excursions & Camps;
- School Attendance Requirements.

### *Consultation with the community*

Galilee Regional Catholic Primary School has continued to actively engage the school community in all aspects of Child Safety. Briefing sessions have been held with members of the school community to further disseminate requirements of Child Safety Standards, the school’s Code of Conduct and its expectations of those who intend to participate in ‘Child Connected Work’.

The school’s Child Safety Strategy is communicated to new members of the school community at enrolment, with ongoing briefings facilitated via the school newsletter and website.

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### *Human Resources Practices*

Galilee Regional Catholic Primary School continues to implement Human Administrative & Human Resource practices to ensure its recruitment & performance management processes not only identify the most suitable candidates to undertake 'Child Connected Work', but fosters continual improvement in Child Safety practices.

To achieve this the school ensures that the following Human Resource processes have a child safety focus:

- Position advertisements
- Position descriptions
- Referee Checks
- Key Performance Indicators have a Child Safety focus

## **11. Screening and Recruitment of School Staff**

Galilee Regional Catholic Primary School will apply thorough and rigorous screening processes in the recruitment of employees and volunteers involved in child-connected work. Our commitment to child safety and our screening requirements are included in all advertisements for such employee, contractor and volunteer positions, and all applicants are provided with copies of the school's Child Safety Code of Conduct and the Child Safety Policy.

When recruiting and selecting employees, contractors and volunteers involved in child-connected work, we make all reasonable efforts to:

- confirm the applicant's Working with Children Check and National Police Check status and/or professional registration (as relevant)
- obtain proof of personal identity and any professional or other qualifications
- verify the applicant's history of work involving children
- obtain references that address the applicant's suitability for the job and working with children.

We have processes for monitoring and assessing the continuing suitability of school staff to work with children, including regular reviews of the status of Working with Children Checks and staff professional registration requirements such as Victorian Institute of Teaching (VIT) registration.

## **12. Child Safety – Education and Training for School Staff**

Galilee Regional Catholic Primary School provides employees, volunteers and clergy with regular and appropriate opportunities to develop their knowledge of, openness to and ability to address child safety matters. This includes induction, ongoing training and professional learning to ensure that everyone understands their professional and legal obligations and responsibilities, and the procedures for reporting suspicion of child abuse and neglect.

All staff are required to complete the Mandatory Reporting Obligations and eLearning Module on an annual basis. They are also required to be familiar with the following policies:

- Professional Learning Policy
- Pastoral Care Policy
- Child Protection Obligations Policy

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### 13. Risk Management

At Galilee Regional Catholic Primary School we are committed to proactively and systematically identifying and assessing risks to student safety across our whole school environment, and reducing or eliminating (where possible) all potential sources of harm. We document, implement, monitor and periodically review our risk management strategies for child safety and ensure that the strategies change as needed and as new risks arise.

See [Risk Assessment Matrix](#) or Appendix 3

### 14. Relevant Legislation

- *Children, Youth and Families Act 2005* (Vic.)
- *Working with Children Act 2005* (Vic.)
- *Education and Training Reform Act 2006* (Vic.)
- *Equal Opportunity Act 2010* (Vic.)
- *Privacy Act 1988* (Cth)
- *Crimes Act 1958* (Vic.) – Three new criminal offences have been introduced under this Act:
  - a) **Failure to disclose offence:** Any adult who forms a reasonable belief that a sexual offence has been committed by an adult against a child under 16 has an obligation to report that information to police. Failure to disclose the information to police is a criminal offence.
  - b) **Failure to protect offence:** The offence will apply where there is a substantial risk that a child under the age of 16 under the care, supervision or authority of a relevant organisation will become a victim of a sexual offence committed by an adult associated with that organisation. A person in a position of authority in the organisation will commit the offence if they know of the risk of abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.
  - i) **Grooming offence:** This offence targets predatory conduct designed to facilitate later sexual activity with a child. Grooming can be conducted in person or online, for example via interaction through social media, web forums and emails.

### 15. Related Policies

#### 15.1 Catholic Education Melbourne Policies

- [Policy 2.2: Guidelines Relating to the Employment of Staff](#) (currently under review)
- [Policy 2.19: Child Protection – Reporting Obligations](#)
- [Policy 2.19a: School Guidelines –Police and DHHS Interview Protocols](#)
- Policy 2.20: Misconduct Policy (withdrawn and currently under review)
- [Policy 2.26: Pastoral Care of Students in Catholic Schools](#)(currently under review)

#### 15.2 School Policies

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- Child Protection – Reporting Obligations  
<https://docs.google.com/a/gsmelbournesth.catholic.edu.au/document/d/1bpBK5d8iU17hMTQ-YLO2YnFOZy9S9vqLcw6ViM3IPs/edit?usp=sharing>
- Pastoral Care Policy  
[https://docs.google.com/a/gsmelbournesth.catholic.edu.au/document/d/1EWBC5\\_p6Smoj5BvqcDcYTXstnMmJ886gndX0xhnNgDw/edit?usp=sharing](https://docs.google.com/a/gsmelbournesth.catholic.edu.au/document/d/1EWBC5_p6Smoj5BvqcDcYTXstnMmJ886gndX0xhnNgDw/edit?usp=sharing)
- Visitors Policy  
<https://docs.google.com/a/gsmelbournesth.catholic.edu.au/document/d/12wpzhk4hn1BC8kUntgiyTqx9kjs5jIQWpl0OkeZQasA/edit?usp=sharing>
- ICT Policies

Ipad

<https://docs.google.com/a/gsmelbournesth.catholic.edu.au/document/d/1-YcyRbuDrduNWgnSglLUfJinWPA4PVAAmriwlsAEOEs/edit?usp=sharing>

Junior

[https://docs.google.com/a/gsmelbournesth.catholic.edu.au/document/d/1oAeJvzL4yhqfZIHQwey7vTDTccGK\\_B8Fa5anoZR2Jf8/edit?usp=sharing](https://docs.google.com/a/gsmelbournesth.catholic.edu.au/document/d/1oAeJvzL4yhqfZIHQwey7vTDTccGK_B8Fa5anoZR2Jf8/edit?usp=sharing)

Middle/Senior

<https://docs.google.com/a/gsmelbournesth.catholic.edu.au/document/d/19PPTwS1jeF3QyA0h94iEGt4fuzZbBkvpKYb6QzeFuB8/edit?usp=sharing>

- Grievance and Complaints Procedures  
[https://docs.google.com/a/gsmelbournesth.catholic.edu.au/document/d/1gwhlQaBZamfXiR\\_MDbH2lis3lxaKveUb8IT8-g6torQ/edit?usp=sharing](https://docs.google.com/a/gsmelbournesth.catholic.edu.au/document/d/1gwhlQaBZamfXiR_MDbH2lis3lxaKveUb8IT8-g6torQ/edit?usp=sharing)

## 16. Breach of Policy

Where an **employee** is suspected of breaching any obligation, duty or responsibility within this Policy, Galilee Regional Catholic Primary School may start the process under clause 13 of the *Victorian Catholic Education Multi Enterprise Agreement 2013* (VCEMEA) for managing employment concerns. This may result in disciplinary consequences.

Where the **principal** is suspected of breaching any obligation, duty or responsibility within this policy, the concerned party is advised to contact the parish priest or the employer. Relevant notification should also be made to Catholic Education Melbourne (Office of Professional Conduct, Ethics and Investigation).

Where any **other member of the school community** is suspected of breaching any obligation, duty or responsibility within this policy, the school is to take appropriate action, including in accordance with: **Child Protection Reporting Obligations Policy, Complaints Resolution Policy** and/or contact Catholic Education Melbourne (Office of Professional Conduct, Ethics and Investigation).

## 17. Review of this Child Safety Policy

At Galilee Regional Catholic Primary School we are committed to continuous improvement of our child safety systems and practices. We intend this policy to be a dynamic document that will be regularly reviewed to ensure it is working in practice and updated to accommodate changes in legislation or circumstance.

Galilee Regional Catholic Primary School	System Update: 27.06.19	
Version 0.3	Date of Next Review: 27.0.6.21	

We will maintain a history of updates to the policy.

## **18. References**

Catholic Education Commission of Victoria Ltd (CECV) 2016, [\*Commitment Statement to Child Safety: A safe and nurturing culture for all children and young people in Catholic schools.\*](#)

Catholic Education Commission of Victoria Ltd (CECV) 2013, [\*Victorian Catholic Education Multi Enterprise Agreement 2013\*](#), CECV.

Congregation for Catholic Education 1997, [\*The Catholic School on the Threshold of the Third Millennium\*](#), Vatican.

Safe Schools Hub 2014, [\*National Safe Schools Framework Glossary\*](#), Australian Government Department of Education and Training.

State of Victoria 2016, [\*Child Safe Standards – Managing the Risk of Child Abuse in Schools: Ministerial Order No. 870\*](#), Education & Training Reform Act 2006, Victorian Government Gazette No. S2.

Victorian Government Department of Justice 2016, [\*Betrayal of Trust Implementation\*](#).