



Registration Pack

Volunteers, Visitors & Contractors

**NEWHAVEN
COLLEGE**



Name: Registration Pack
Applies to: Volunteers, Visitors & Contractors
Date: July 2023
Review Due: December 2023
Reviewer: Compliance Manager

This document is designed to establish a commitment by Newhaven College and its direct contact visitors to the Newhaven College or working alongside our students off-site.

A regular, direct contact or casual visitor:

- May be involved in providing support, guidance, and supervision directly to students.
- Have direct contact with students.
- Volunteers to perform all duties on a voluntary basis of your own free will with no financial reimbursement, but rather by way of exchange of cultural experiences.
- Are not engaged as employees of the College.
- If contracted will receive payment in exchange for goods or services received.



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Newhaven College Contact Person

Your initial contact person at Newhaven College will be:

Supervisor

Phone/Extension: 03 5956 7505

Email:

Information we require before commencement of your role within the College is to be submitted to compliance@newhavencol.vic.edu.au ph. (03) 5956 7505 to seek further information on the appropriate next steps prior to undertaking any child related duties:

- Working With Children Check (WWCC) or Victorian Institute of Teaching (VIT) details
- Completed Registration Form and Child Policy Agreement
- Certificate of Completion of Child Safe Training, 2023 if deemed necessary for your role.

Location and times within the College where you will be visiting:



Section 1: Personal Contact Details

Title:

Full Name:

Residential Address:

Postal Address: Same as Above

Email Address:

Contact Phone Number:

Drivers Licence #:

Section 2: Additional Information

Do you currently have a family member attending Newhaven College?

Student Name:

Year:

Relationship to Student:

Student Name:

Year:

Relationship to Student:

Student Name:

Year:

Relationship to Student:

Section 3: VIT or Working with Children Check (WWCC) details

If visitors are carrying out child-related work, the College requires the visitor to hold a VIT Registration or valid Working with Children Check prior to any activity being undertaken.

WWCC Card Number:

Expiry Date:

OR

VIT Number: (or N/A if not applicable)

Newhaven College requests your immediate action to register yourself with the us as a volunteer, visitor, or employee at <http://workingwithchildren.vic.gov.au/>. We appreciate your prompt action as this is a department of justice requirement that this be completed within 21 days of commencing your duties.



Section 4: Visitor Emergency Contact Details

Emergency Contact Name:

Relationship:

Emergency Contact Phone:

Section 5: Visitor, Volunteer & Contactor Agreement

Newhaven College commitment to Visitors in our College:

Newhaven College values its visitors and we will provide you with:

- Child Safe information and training as a deemed appropriate in your role as a volunteer, visitor or contractor;
- child safe training as it applies to the role;
- a safe and healthy environment and experience
- a contact/supervisor, so that you have the opportunity to ask questions and get feedback

Visitor, Volunteer or Contactor commitment to Newhaven College:

Signing this document you agree to:

- comply with our code of conduct documents which forms part of this agreement;
- comply with our child safe policies and that you have acknowledged and accepted them;
- comply with all safety instructions and take care of your own health and safety and that of others affected during your hosting period;
- notify your contact/supervisor immediately of any injury, illness or safety hazard related to your activities with us at the College;
- declare that you have never been in breach of another organisation's child protection code of conduct;
- declare that you have never had concerns raised about your behaviour towards children or vulnerable persons;
- notify us immediately if you are charged with or convicted of any offence which may impact on your Working with Children Check (WWCC);
- notify us immediately if you become aware that a student has been sexually or physically abused or groomed;
- notify the principal if you have concerns or become aware of an alleged breach of child safe and duty of care in accordance with the Code of Conduct/Child Safe Policies hereby agreed;



- be familiar with the procedures for responding to a child protection incident including removing the child from harm if you are responsible for the child at that time;
- participate in all relevant induction and training programs;
- comply with confidentiality and privacy requirements relating to information you obtain as part of your duties;
- be open and honest in your dealings with us and let us know if we can improve our visitor program and the support that you receive.



I, _____ (Full Name)

Acknowledge that I have read and understand the following policies listed in section 5 of this document.

- 1. Child Safe Policy
- 2. Child Safe Code of Conduct
- 3. Response and Reporting Obligations
- 4. Child Safe Program Definitions

Visitor Name

Signature

Date

Office Use Only

WWCC sign off

Signature

Date

Compliance

Manager Signature

Date

Added to Register

Quick Pin Allocated

Relevant Staff Advised



Section 5: Child Safe Policies 2023

1. Child Safe Policy
 2. Child Safe Code of Conduct
 3. Response & Reporting Obligations
 4. Child Safe Program Definitions
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1. Child Safe Policy

Background

Newhaven College supports the pursuit of excellence and encourages personal best through social, emotional, intellectual and spiritual growth. Our college values each individual with qualities required for good citizenship and the confidence to contribute. We cater for individual difference among students and place great importance on each student being known.

The board of directors has approved this Child Safe Policy on the 30th June, 2022. It will be reviewed on the 31st December, 2023.

Purpose

Our Child Safe Policy demonstrates the College's strong commitment to child safety and wellbeing and to creating and maintaining a child safe and child-friendly environment. It provides an overview of the policies and practices that we have developed to keep our students safe, including from abuse or other harm.

Our Child Safe Policy outlines the key elements of our approach to implementing Ministerial Order 1359 (which sets out how Victorian Child Safe Standards apply in school environments) and to the College as a child safe organisation. It informs the College community about everyone's obligations to act safely and appropriately towards students and guides the policies, processes and practices for the safety and wellbeing of students across all areas of our work, which are set out in the College's Child Safe Program. (1)

Newhaven College's Child Safe Policy is to be read and understood in conjunction with, the Victorian Child Safe Standards, Ministerial Order 1359 and National Principles for Child Safe Organisations (National Principles).

The Child Safe Policy provides the framework for:

- the implementation of the Victorian Child Safe Standards, Ministerial Order 1359 and the National Principles
- the development of work systems, practices, policies and procedures, consistent with PROTECT Four Critical Actions for Schools: Responding to Incidents, Disclosure and Suspicions of Child Abuse (PROTECT Four Critical Actions) and PROTECT Four Critical Actions for Schools: Responding to Student Sexual Offending (Four Critical Actions: Student Sexual Offending) that promote child protection, safety and wellbeing within the College.
- The creation of a safe and supportive College environment and a positive and robust child safe culture
- The promotion and open discussion of child safety issues within the College
- Compliance with all laws, regulations and standards relevant to child safety and wellbeing, including child protection in Victoria.



Scope

The College's Child Safe Policy applies to all adults in the College community, whether or not their work involves direct contact with students, including:

- Staff and Direct Contact Contractors (including External Education Providers) who are "school staff" within the meaning of Ministerial Order 1359
- Other types of contractors
- Volunteers
- Visitors

This policy applies in all physical, virtual and online College environments used by students during or outside of school hours, including all locations provided for a student's use, (for example on-site and off-site College grounds, sporting events, camps and excursions and environments provided by external education providers and other contractors.

Definitions:

Definitions of the following terms in the Child Safe Policy can be found in the Child Safe Program Definitions:

- child
- child abuse and other harm
- child safety and wellbeing
- child safety incident or concern
- child-connected work
- child-related work
- contractor
- school environment
- school staff
- school governing authority
- student
- visitor
- volunteer

Roles and Responsibilities

Child safety and wellbeing is everyone's responsibility. All adults in the College community have a shared responsibility for contributing to the safety, wellbeing and protection of students.

Specific responsibilities are summarised at the end of this policy.



Statement of Commitment to Child Safety and Wellbeing

All children and young people who come to Newhaven College have a right to feel and be safe. We are committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe and can actively participate in decisions that affect their lives.

We have a zero tolerance for child abuse and other harm and are committed to acting in the students' best interests and keeping them safe from harm.

The College regards its child safe responsibilities with the utmost importance and as such is committed to providing the necessary resources to ensure compliance with all relevant child safety and wellbeing laws and regulations and maintaining a child safe culture.

Each member of the College community has a responsibility to understand the important and specific role that they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all that they do and every decision they make.

Child Safe Standards

In addition to implementing the Victorian Child Safe Standards, the College's commitment to child safety is based on the National Principles.

Requiring compliance with these additional Standards is one of the strategies employed by the Board of Directors to embed a culture of child safety at the College.

Newhaven College has also developed specific child safe principles and values relevant to its own specific circumstances that guide our work systems, practices, policies and procedures to protect students from abuse and harm.

The Victorian Child Safe Standards

The Victorian Child Safe Standards were originally developed in response to the Victorian Parliaments Inquiry into the handling child abuse by religious and other organisations. They were replaced by a set of new standards in 2022, to reflect the National Principles and support greater national consistency. There are 11 Victorian Child Safe Standards. They are:

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.
2. Child safety and wellbeing is embedded in organisational leadership, governance and culture.
3. Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.
4. Families and communities are informed and involved in promoting child safety and wellbeing.
5. Equity is upheld and diverse needs respected in policy and practice.



6. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
7. Processes for complaints and concerns are child focused.
8. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
9. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
10. Implementation of the Child Safe Standards is regularly reviewed and improved.
11. Policies and procedures document how the organisation is safe for children and young people.

The National Principles for Child Safe Organisations

The National Principles were developed by the Australian Human Rights Commission in response to recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse. The National Principles are comprised of 10 Principles that were informed by, but go further than, the 10 Child Safe Standards recommended by the Royal Commission. They are:

1. Child safety and wellbeing is embedded in organisational leadership, governance and culture.
2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved in promoting child safety and wellbeing.
4. Equity is upheld and diverse needs respected in policy and practice.
5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
6. Processes to respond to complaints and concerns are child focused.
7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
9. Implementation of the national child safe principles is regularly reviewed and improved.
10. Policies and procedures document how the organisation is safe for children and young people.

Newhaven College's Child Safe Principles and Values

1. All children have the right to be safe.
2. The welfare and best interests of the child are paramount.
3. The views of the child and a child's privacy must be respected.
4. Clear expectations for appropriate behaviour with children are established in our Child Safe Staff Code of Conduct and Staff and Student Professional Boundaries Policy.
5. The safety of children is dependent upon the existence of a child safe culture.
6. Child safety awareness is promoted and openly discussed within our college community.



7. Procedures are in place to screen all staff, Direct Contact Volunteers, Third Party Contractors and External Education Providers who have direct contact with children.
8. Child safety and protection is everyone's responsibility.
9. Child safe training is mandatory for all Board of Directors members, staff and Direct Contact volunteers.
10. Procedures for responding to alleged or suspected incidents of child abuse are simple and accessible for all members of the College community.
11. Children from culturally or linguistically diverse backgrounds, Aboriginal or Torres Strait Islander Children and other children who are vulnerable (such as children in out-of-home care or children of diverse sexuality) have the right to special care and support.
12. Children who have any kind of disability have the right to special care and support.

Newhaven College's Policy

Child Safe Codes of Conduct

Our Child Safe Codes of Conduct include a Child Safe Staff Code of Conduct and a Staff and Student Professional Boundaries policy. Together, these Codes of Conduct set boundaries and expectations for appropriate behaviours between adults in our college community and students, including in physical, online and virtual environments.

We also have a Student Child Safe Code of Conduct, which includes standards of behaviour for students relevant to child safety and wellbeing.

Our Child Safe Codes of Conduct include clear processes to report inappropriate behaviour. We publish our Child Safe Codes of Conduct on our public website so that everyone can easily find out what behaviours are acceptable and unacceptable at our college and how to report inappropriate behaviour. We also provide additional information to students and families about the Child Safe Codes of Conduct, to ensure that they know what behaviours are acceptable and unacceptable and how to report inappropriate behaviour.

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Cultural Safety

At Newhaven College, we are committed to establishing an inclusive and culturally safe College where the strengths of Aboriginal and Torres Strait Islander culture, values and practices are respected.

We think about how every student can have a positive experience in a safe environment. For Aboriginal and Torres Strait Islander students, we recognise the link between culture, identity and safety and actively



create opportunities for Aboriginal and Torres Strait Islander students, their families and their communities (including local Aboriginal communities relevant to the College) to have a voice and presence in our college's planning, policies, and activities.

The specific strategies that we have adopted to promote cultural safety in our college community are set out in our Aboriginal and Torres Strait Islander Students (Child Safe) policy.

Student Empowerment and Participation

Newhaven College is a child safe and child-centred organisation, and we work to create an inclusive and supportive environment that encourages students and families to contribute to our approach to child safety and wellbeing.

We ensure that our physical, virtual, and online environments are friendly and welcoming to all children and young people.

We actively seek to include students in decisions that affect them. This includes decisions about organisational planning, delivery of services, management of facilities, and learning and assessment environments.

We ensure that students know about their rights to safety, information, and participation. We actively seek to understand what makes students feel safe in our college and regularly communicate with students about what they can do if they feel unsafe.

We recognise the importance of friendships and encourage respectful relationships, strong friendships, and support from peers.

The specific strategies that we have adopted to promote the participation of and empowerment of students, and to implement all of the above obligations, are set out in the Participation and Empowerment of Students section of our Child Safe Program.

Parent/Carer, Family and Community Engagement at the College

The College recognises that parents and carers have the primary responsibility for the upbringing and development of their children. We ensure that they participate in decisions affecting their children.

We ensure that families and relevant communities (Aboriginal and Torres Strait Islander communities, culturally and linguistically diverse communities, other communities that make up our Staff and student cohort, and the local community in which our College operates) know about the College's operations and policies, including its Child Safe Policy and the Child Safe Codes of Conduct, record keeping practices, risk management, and complaints and investigation processes.

We actively seek to include families and relevant communities in decisions about organisational planning, delivery of services, management of facilities, and learning and assessment environments.

We build cultural safety at the College through partnerships with relevant communities.



The specific strategies that we have adopted to promote the engagement of parents/carers, families, and relevant communities in child safety and wellbeing at the College, to make information about child safety and wellbeing available and accessible, and to implement all of the above obligations, are set out in the Family and Community: Involvement in Child Safe Policy in our Child Safe Program.

Diversity and Equity

Our College values diversity and does not tolerate any discriminatory practices. To achieve this, we:

- support the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students and their families
- support the cultural safety, participation and empowerment of students from culturally and linguistically diverse backgrounds and their families
- support students with impairment and their families and act to promote their participation
- support students and families of diverse sexuality and act to promote their participation
- seek to recruit a workforce that reflects a diversity of cultures, abilities and identities
- ensure that all Staff, Direct Contact Volunteers and Direct Contact Contractors have training about Aboriginal and Torres Strait Islander cultures, disability, culturally and/or linguistically diverse backgrounds, and those with particular experiences or needs
- have a physical environment that actively celebrates diverse cultures and recognises cultural difference
- commit to ensuring that our facilities promote the inclusion of students of all abilities.

The specific strategies that we have adopted to promote equity and respect diversity at the College are set out in the Family. and Community. Involvement, Cultural Safety. and Equity/Diversity. section of our Child Safe Program.

Suitable Staff, Volunteers and Contractors and Child Safety. Knowledge, Skills and Awareness. (Child Safe Human Resources Management).

The specific human resources management strategies that we have adopted at the College to promote child safety and wellbeing are set out in the Child Safe Human Resources Management section of our Child Safe Program.

They included the following:



Recruitment and Screening

Newhaven College applies best practice standards in the recruitment and screening of Staff, Volunteers and Contractors to engage the most suitable and appropriate people to work with our students. Our practices include:

- requiring all Staff and relevant Volunteers and Contractors to maintain a valid VIT Registration or WWC (working with children) clearance or current police check, and sighting, verifying, and recording this information
- ensuring that all Staff and relevant Volunteers and Contractors undergo child safe induction, and ongoing education and training
- ensuring that we provide Staff, and relevant Volunteers and Contractors who engage with students, with regular supervision and performance monitoring by their manager or a senior member of Staff
- ensuring that professional development programs for Staff include child safe education and training programs.

Training on and Information About Child Safe

As a part of Newhaven College's induction process, all Staff, as well as relevant Volunteers and Contractors, are required to complete induction training on our child safe policies, practices, and procedures.

All Staff, as well as relevant Volunteers and Contractors also receive refresher and ongoing child safe training at least annually.

Our child safe induction and ongoing training program includes information about:

- this Child Safe Policy
- the Child Safe Codes of Conduct
- recognising child abuse and other harm and identifying key indicators
- our policies and procedures for responding to and reporting child safety incidents or concerns (including mandatory reporting, reporting to police and reportable conduct obligations)
- our policies and procedures for information sharing and record keeping about child safety incidents and concerns
- WWCC clearances and other child safety and wellbeing human resources practices.



The College provides all Visitors to the College, including Casual Volunteers and Contractors, with information about the Child Safe Codes of Conduct and how to report child safety incidents or concerns to the College and to relevant external authorities.

Supervision and Support

The College provides Staff, Direct Contact and Regular Volunteers, and Direct Contact and Regular Contractors with support and regular supervision by their Contact/Supervisor, the College's Child Safe Officers and/or the College Leadership to ensure that they are compliant with the College's approach to child safety and wellbeing.

Complaints and Reporting Processes: The College's response to Child Safety Incidents or Concerns

Newhaven College fosters a culture that encourages everyone in the College community to raise concerns and complaints about child safety and wellbeing. Our processes for raising complaints and concerns, and the procedures that all Staff, Volunteers and Contractors must follow whenever they witness, suspect, or receive a complaint about a child safety incident or concern involving a student, a staff member, a Volunteer, a Contractor or the College, are set out in the Procedures, below.

The College will take appropriate, prompt action in response to all child safety incidents or concerns, including all complaints, allegations or disclosures of abuse or other harm, when Staff, Volunteers, Contractors, Students, Parents/Carers or anyone else reports these to the College.

The College's response will include:

- externally reporting all matters that meet the required relevant thresholds to Child Protection (Mandatory Reports), the Police (Mandatory Reporting of Child Sexual Abuse), the CCYP (Reportable Conduct), and/or the Victorian Institute of Teaching (Teacher Misconduct), depending on the issues raised and consistent with PROTECT Four Critical Actions and Four Critical Actions: Student Sexual Offending
- fully cooperating with any resulting investigation by an external agency
- protecting any student connected to the child safety incident or concern until it is resolved and providing ongoing support to those affected
- taking particular measures in response to child safety incidents or concerns about an Aboriginal or Torres Strait Islander student, a student from a culturally and linguistically diverse background, a student with disability, and other vulnerable students (such as students who are unable to live at home or students who identify as lesbian gay, bisexual, transgender or intersex)



- sharing information with, or requesting information from, external people or agencies as permitted or required under the Child Information Sharing Scheme and/or the Family Violence Information Sharing Scheme
- securing and retaining records of the child safety incident or concern and the College's response to it
- taking broader actions to improve child safety at the College (including systemic reviews and resulting improvements).

Child Safe Risk Management

Newhaven College recognises the importance of a risk management approach to minimising the potential for child abuse or harm to occur and we use this information to inform our policies, procedures and activity planning. The College's Child Safe Risk Management Strategy can be found [here](#).

We have implemented a comprehensive Risk Management Program to assist in the identification, assessment, and management of child safe risks in all College environments.

We identify, assess, and manage child safe risks in all College environments, based on a range of factors including the nature of our college's activities, its physical, virtual and online environments and the characteristics of the student body. We use this information to inform our policies, procedures, and activity planning.

We record identified risks to child safety and wellbeing in our Child Safe Risk Register, along with the actions in place at the College to manage these risks. The Board of Directors, the Principal and/or the College Leadership monitor and evaluate the effectiveness of these actions at least annually.

Privacy and Information Sharing

The College collects, uses and discloses information about students and their families in accordance with Victorian privacy laws and other relevant laws, including laws that permit the College to disclose information about child safety and wellbeing to external people and agencies. For information about how the College collects, uses and discloses this information, refer to our [privacy policy](#).

Child Safe Record Keeping

The College is committed to best practice record keeping about child safety incidents and concerns.

The College records all internal and external reports of child safety incidents and concerns, as well as any other responses by the College using [PROTECT Recording your actions: Responding to suspected child abuse - A Template for Victorian Schools](#).



When keeping records of child safety incidents or concerns, the College maintains confidentiality and privacy for students and families in accordance with federal and state privacy legislation.

Child Safe Program and Practice Review

Newhaven College is committed to the continuous improvement of the policies and procedures making up our entire Child Safe Program and of our child safety and wellbeing practices. The Program as a whole is reviewed annually (or earlier if a significant child safety incident occurs at the College or legislation changes) for overall effectiveness and to ensure compliance with all child safety and wellbeing related laws, regulations and standards.

When undertaking these reviews, the College:

- actively seeks, actions, and incorporates feedback from students, families, the wider College community, Staff, Volunteers and Contractors
- analyses any complaints and child safety incidents that may have occurred
- communicates any learnings, adjustments or amendments to policy and practice widely throughout the College community.

Child Safe Procedures

Reporting Child Safety Incidents or Concerns to the College

Whenever there are concerns that a child or a young person is in immediate danger the Police should be called on 000.

Any person, including all Staff, Volunteers, Contractors, parents/carers and students, can at any time report concerns about the wellbeing of a child aged under 17 to Child Protection by:

- during business hours (8:45-5:00pm, Monday to Friday), contacting the Child Protection intake service for the local government on 1300 475 170.
- after hours, telephoning 13 12 78.



Staff

Our Child Safe Program provides detailed guidance for Board of Directors members, Staff, Volunteers and Contractors on how to identify key indicators of child abuse and other harm and how to report child safety incidents or concerns internally at the College.

These reports can be made to a Child Safe Officer or the Principal.

Where the incident or concerns involves the principal, internal reports should instead be made to the Chair of the Board.

Our Child Safe Program also contains detailed guidance for Staff, Volunteers and Contractors about when and how to report child safety incidents or concerns to relevant external authorities.

We recognise that some individuals, particularly children, face additional vulnerabilities to child abuse and other harm, as well as additional barriers to disclosing child safety incidents or concerns. Our Child Safe Program provides guidance on identifying additional vulnerabilities and barriers, and contains strategies for supporting these individuals to participate in the College community and enabling them to disclose child safety incidents or concerns to the College.

Students, Parents/Carers and Community Members

The College provides students at the College with information about and encourages them to use multiple pathways to raise child safety incidents or concerns about or at the College. We explain these in our [Child Safe Complaints Management policy](#), and they include informal and formal ways, an 'anonymous' way, and through external child advocacy or child safety organisations.

Parents/carers, family members and other community members who have child safety concerns or who suspect that a child or young person associated with the College may be subject to abuse or other harm can contact:

- the Principal, who is the College's Senior Child Safe Officer, by phoning 03 5956 7505 or emailing tony.corr@newhavencol.vic.edu.au
- if the concern relates to the Principal, the Chair of the Board by 59567505 Ext:202.
- Any person can contact the Senior Child Safe Officer, or the Chair of the Board if they have concerns regarding the College's leadership in relation to child safety.

Communications will be treated confidentially on a 'need to know basis'.

The College's Response to and External Reporting of Child Safety. Incidents or Concerns

Our Child Safe Program sets out the procedures, consistent with PROTECT Four Critical Actions and Four Critical Actions: Student Sexual Offending, that the College will follow for any child safety incident or



concern involving a student, College Staff, Volunteer, Contractor or Visitor, or other person connected to the College or the College environment.

It also provides guidance for all Staff, Volunteers and Contractors on their obligations to respond to and report, to relevant external authorities, child safety incidents and concerns.

These procedures and guidance are summarised in our public-facing Procedures for Responding to and Reporting Child Safety Incidents or Concerns and public-facing Managing Child Safe Incidents or Concerns At or involving the College or its Staff, Volunteers or Contractors.

Support for Students, Families and Staff Following Child Safety Incident or Disclosure

Child safety incidents or concerns can cause trauma and significantly impact on the mental health and wellbeing of children, as well as on their families. In addition to reporting and referral to the relevant authorities, the College plays a central role in addressing this trauma and has a duty of care to ensure that students feel safe and supported at the College.

The College employs a range of measures to support students affected by a child safety incident or concern depending on the circumstances of the matter and of the student and their family:

- Child Safe Officers will work with the student and their family to develop a Student Support Plan
- Support strategies that could be considered for students and/or their families might include offering or organising referrals to internal or external support, such as the College psychologist and chaplains, bi-cultural workers and/or translators, or an external support agency and/or child advocacy organisation which specialises in supporting children and young people impacted by abuse or other harm.

The College offers former students who may disclose historical child safety incidents or concerns from their time at the College similar support.

Witnessing a child safety incident or receiving a disclosure of abuse or other harm can be a distressing experience for Staff, Volunteers and Contractors involved. The College assists impacted Staff, Volunteers and Contractors to access necessary support.

Embedding a Culture of Child Safety: Our Child Safe Program

Our Child Safe Program itself is one of the strategies employed by Newhaven College to embed a culture of child safety at the College.



Our Child Safe Program relates to all aspects of child safety and wellbeing and establishes work systems, practices, policies and procedures to create and maintain a child safe environment and culture at the College. It includes:

- the Child Safe Codes of Conduct
- clear information about what is child abuse and other harm and key indicators of child abuse and other harm
- clear procedures, that are consistent with PROTECT Four Critical Actions and Four Critical Actions: Student Sexual Offending, for responding to and reporting child safety incidents or concerns internally to a Child Safe Officer, and for responding to incidents or allegations of child abuse or other harm
- strategies to support, encourage and enable Staff, Volunteers, Contractors, parents/carers and students to understand, identify, discuss and report child safety matters
- procedures for recruiting and screening members of the College Leadership, Staff, Volunteers and Contractors
- procedures for reporting to external agencies, that are consistent with PROTECT Four Critical Actions and Four Critical Actions: Student Sexual Offending, including Mandatory Reporting to the Department of Families, Fairness and Housing (Child Protection), Reportable Conduct to the Commission for Children and Young People (CCYP) and Reporting Child Sexual Abuse to Police
- pastoral care strategies designed to empower students and keep them safe
- strategies to support and encourage the participation and inclusion of Aboriginal and Torres Strait Islander students, students from culturally and linguistically diverse backgrounds and students with disability.
- child safe training
- information regarding the steps to take after a disclosure of abuse or other harm to protect, support and assist students
- guidelines with respect to record keeping and confidentiality
- policies to ensure compliance with all relevant laws, regulations and standards (including the Victorian Child Safe Standards, Ministerial Order 1359 and the National Principles)
- a system for continuous review and improvement.

Child Safe Responsibilities at the College

Child safety and wellbeing is everyone's responsibility. Specific responsibilities at the College include:



The College's Child Safe Officers

A number of staff members are nominated as the College's Child Safe Officers. Our Child Safe Officers receive additional specialised training with respect to child safety and wellbeing, including but not limited to child protection issues. They are a point of contact for raising child safety concerns within the College. They are also responsible for championing child safe within the College and assisting in coordinating responses to child safety incidents.

Our Child Safe Officers are:

Name	Position	Contact Details
Amanda Addison	School Nurse	Extension: 403 Ph: (03) 5956 7505 Email: nurse@newhavencol.vic.edu.au
Karen Morley	School Nurse	Extension: 403 Ph: (03) 5956 7505 Email: nurse@newhavencol.vic.edu.au
Tahnee Brown	Head of Wellbeing	Extension 209/406 Tahnee.brown@newhavencol.vic.edu.au
Tony Corr	Principal	Extension 103 Ph: (03) 5956 7505 tony.corr@newhavencol.vic.edu.au
Jason Scott	Vice Principal/Head of Senior School	Extension: 202 Ph: (03) 5956 7505 jason.scott@newhavencol.vic.edu.au
Geoff White	Head of Middle School	Extension: 402 Ph: (03) 5956 7505 geoff.white@newhavencol.vic.edu.au
Ralph Arceo	Head of Junior School	Extension: 302 Ph: (03) 5956 7505 ralph.arceo@newhavencol.vic.edu.au
Karen Milkins-Hendry	Director of Learning	Extension: 609 Ph: (03) 5956 7505 Karen.milkins-hendry@newhavencol.vic.edu.au
Brett Torstonson	Director of College Operations	Extension: 109 Ph: (03) 5956 7505 Brett.torstonson@newhavencol.vic.edu.au



The Senior Child Safe Officer

Newhaven College has also appointed Tony Corr as the College's Senior Child Safe Officer.

The Senior Child Safe Officer has additional child safe responsibilities, such as being a first point of contact for all child safety concerns or queries for the wider community and coordinating the College's response to child safety incidents in consultation with the College Leadership and the Board.

The Board of Directors

The Board of Directors is Newhaven College's "school governing authority" for the purposes of Ministerial Order 1359.

The Board of Directors is responsible for:

- championing and promoting a child safe culture within the College
- approving our Child Safe Program, including this Child Safe Policy and the Child Safe Codes of Conduct

It is responsible for ensuring that the College has appropriate resources to effectively implement the Victorian Child Safe Standards and Ministerial Order 1359 and our Child Safe Program.

The Principal

The principal is responsible, and will be accountable, for the operational management of the College, and the implementation of the Child Safe Program. The principal is responsible for:

- taking all practical measures to ensure that this Child Safe Policy and the College's Child Safe 1 Program is implemented effectively and followed ensuring that a strong and sustainable child safe culture is maintained within the College, including by:
 - modelling the Child Safe Staff Code of Conduct, and reinforcing high standards of child safe behaviours between adults and students and between students
 - facilitating the participation of students, families, Staff and other members of the College community in promoting and improving child safety and wellbeing at the College
- promoting regular and open discussion of child safety and wellbeing issues within the College community



- facilitating regular professional learning for Staff and relevant volunteers and contractors about child safety, cultural safety, student wellbeing and preventing and responding to child safety incidents and concerns.
- creating an environment where child safety incidents, concerns and complaints are readily raised with the College and where no one is discouraged from reporting child safety incidents or concerns to relevant external authorities.

The Principal is the "head" of the College for the purposes of the Reportable Conduct Scheme.

Staff

All Staff are "school staff" for the purposes of Ministerial Order 1359.

All Staff are required to comply with our Child Safe Policy and Child Safe Codes of Conduct, be familiar with our Child Safe Program and understand their legal obligations with respect to the reporting of child abuse and other harm, and hold WWC Checks or a current police check.

It is each individual's responsibility to be aware of key indicators of child abuse and other harm, to be observant and to raise all child safety incidents and concerns with one of the College's Child Safe Officers.

To meet these obligations all staff must:

- participate in child safety and wellbeing induction and ongoing training provided by the College
- always follow the College's child safety and wellbeing policies and procedures in the Child Safe Program
- act in accordance with the Child Safe Codes of Conduct
- identify and raise child safety incidents and concerns in accordance with our Procedures for Responding to and Reporting Child Safety Incidents or Concerns, and follow the PROTECT Four Critical Actions and Four Critical Actions: Student Sexual Offending
- ensure students views are taken seriously and their voices are heard when making decisions that affect them
- implement inclusive practices that respond to the diverse needs of students.



Volunteers

A Volunteer is a someone who performs work for the College in a College environment without remuneration or reward. Volunteers may be family members of students, or from the wider College or local community. Volunteers are not "school staff" for the purposes of Ministerial Order 1359.

All volunteers at the College are responsible for contributing to the safety and protection of students in the College environment.

To meet these obligations:

- all Volunteers must comply with our Child Safe Policy and Child Safe Codes of Conduct
- Direct Contact Volunteers (and, if required by the College, other Volunteers such as Regular Volunteers who are engaged in "child-connected work"):
- participate in child safety and wellbeing induction and ongoing training provided by the College
- be aware of key indicators of child abuse and other harm
- understand their legal obligations with respect to the reporting of child abuse and other harm
- raise all child safety concerns with one of the College's Child Safe Officers.

Contractors

A Contractor is someone engaged by the College to perform specific tasks. Contractors are not employees of the College. However, Contractors who have direct contact with children are "school staff" for the purposes of Ministerial Order 1359.

Contractors may include maintenance and building personnel, consultants, music tutors, sports coaches, and cleaners as well as external education providers (organisations that the College has arranged to deliver a specified course of study that is part of the curriculum, to a student or students enrolled at the College).

All Contractors are responsible for contributing to the safety and protection of students in the College environment.

To meet these obligations:

- all Contractors must comply with our Child Safe Policy and Child Safe Codes of Conduct.
- Direct Contact Contractors (and, if required by the College, other Contractors such as Regular Contractors who are engaged in "child-connected work") must:



- participate in child safety and wellbeing induction and ongoing training provided by the College
- be aware of key indicators of child abuse and other harm
- understand their legal obligations with respect to the reporting of child abuse and other harm
- raise all child safety concerns with one of the College's Child Safe Officers.

The College may include these requirements in the written agreement between it and the contractor.

Implementation and Communication

The Child Safe Policy is published on our college's public website.

It is provided to new Staff, and to Direct Contact and Regular Volunteers, and Direct Contact and Regular Contractors at their induction or prior to them commencing their work at the College.

All Visitors to the College, including Casual Volunteers and Casual Contractors, are provided with information about the Child Safe Policy (including in particular the Child Safe Codes of Conduct and how to report child safety incidents or concerns to the College and to relevant external authorities).

A child-friendly version of the Child Safe Policy and our Statement of Commitment to Child Safety is provided to all students and can be found This document can be found in SEQTA School Documents .

Breach of the Child Safe Policy

Newhaven College enforces this Child Safe Policy and our Child Safe Codes of Conduct. In the event of any non-compliance, we will instigate a review that may result in a range of measures including (depending on the severity of the breach):

- remedial education
- counselling
- increased supervision
- the restriction of duties
- suspension/disciplinary action may be exercised
- in the case of serious breaches, termination of employment, contract or engagement.



Source of Obligation

The Child Safe Policy implements, and is to be read and understood in conjunction with:

- Victorian Child Safe Standards, Standard 2
- Ministerial Order 1359, Clause 6
- the National Principles for Child Safe Organisations, Principle 1

Policy Review

A review of the Child Safe Policy is conducted annually or earlier if required, such as if a significant child safety incident occurs at the College or due to changes in legislation.

The Board of Directors is responsible for ensuring that this Policy is reviewed and updated as needed and for approving this Policy.

- The Child Safe Program is the name given to the full collection of policies and procedures that assist the College to be a child safe organisation and to meet the requirements of the Victorian Child Safe Standards, Ministerial Order 1359 and the National Principles. It includes policies and procedures for:
 - responding to and reporting child safety incidents and concerns
 - child safe human resources management (including WWC clearances) and or current police check
 - participation and empowerment of students
 - informing and involving families and relevant communities in child safeguarding issues
 - equity and diversity
 - child safeguarding risk management strategies
 - strategies for embedding a culture of child safety at the College and
 - regular reviews and continuous improvement of child safe policies, procedures and practices.



2. Child Safe Code of Conduct

The Child Safe Staff Code of Conduct outlines appropriate standards of behaviour for all adults in the College environment towards students. It serves to protect students, reduce any opportunities for abuse or harm to occur, and promote child safety in the College environment. It provides guidance on how to best support students and how to avoid or better manage difficult situations.

It is the College's policy that any breach of the Child Safe Staff Code of Conduct is a child safety incident that must be reported internally.

Any breach that meets the threshold for external reporting must also be reported to the relevant external authority.

For more information, refer to our procedures for Responding to and Reporting Child Safety Incidents or Concerns.

The College reviews the Child Safe Staff Code of Conduct annually. The Board of Directors has approved the Child Safe Staff Code of Conduct.

The Child Safe Staff Code of Conduct is published on our public website.

Our Child Safe Program also includes a Staff and Student Professional Boundaries policy that provides detailed guidance for all Staff, Volunteers, Contractors, and External Education Providers on how to maintain professional boundaries between students and adults at Newhaven College.

Scope

The Child Safe Staff Code of Conduct applies to all adults in the College community, including:

- Board of Directors members
- the Principal and the College Leadership
- all staff members, including non-teaching Staff and temporary or casual Staff
- all Volunteers
- all Contractors (including External Education Providers)
- teaching students on placement at the College
- parents/carers and other adult family members of students



- Visitors, together referred to as "the College Community" for the purposes of the Child Safe Staff Code of Conduct.

The Child Safe Staff Code of Conduct applies in all College environments. College environments include the following physical, virtual and online places used during or outside school hours:

- a campus of the College
- online or virtual College environments made available or authorised by The Board of Directors (or the principal on its behalf) for use by a student (including email, intranet systems, software applications, collaboration tools and online services)
- other locations provided by the College or through a third-party provider for a student to use, including but not limited to:
 - camps
 - approved homestay accommodation
 - delivery of education and training such as registered training organisations, TAFEs, non-school senior secondary providers, another school
 - sporting events, excursions, competitions, and other events

Certain staff members, volunteers and contractors at the College may have other professional or occupational codes of conduct that regulate their profession or occupation. These codes of conduct must be complied with. In the event that the staff member, Volunteer or Contractor considers that there is a conflict between their professional or occupational code of conduct and the Child Safe Staff Code of Conduct in a particular matter, the relevant staff member, Volunteer or Contractor must seek advice from their professional or occupational regulatory body and/or a Child Safe Officer and must advise the principal of their proposed course of action.

The Child Safe Code of Conduct

Each member of the College Community is responsible for promoting the safety and wellbeing of students by adhering to the following standards of behaviour:

Do:

- Uphold and act in accordance with Newhaven College's Child Safe Policy at all times.
- Comply with applicable guidelines published by the College with respect to child safety, such as the Staff and Student Professional Boundaries policy.
- Behave as a positive role model to students.



- Promote the safety, welfare and wellbeing of students.
- Be vigilant and proactive with regard to student safety and wellbeing, including child protection issues.
- Provide age-appropriate supervision for students.
- Treat all students with respect.
- Promote the safety, participation, and empowerment of students with disability.
- Promote the cultural safety, participation, and empowerment of linguistically and/or culturally diverse students and Aboriginal and Torres Strait Islander students.
- Use positive and affirming language towards students.
- Encourage students to 'have a say' and participate, and then listen to them with respect.
- Respect cultural, religious, and political differences.
- Help provide an open, safe and supportive environment for all students to interact, and socialise.
- Intervene when students are engaging in inappropriate bullying behaviour towards others or acting in a humiliating or vilifying way.
- Report any breaches of this Child Safe Staff Code of Conduct.
- Report concerns about child safety to one of the College's Child Safe Officers and ensure that your legal obligations to report child abuse or other harm externally are met.
- Where an allegation of child abuse or other harm is made, ensure as quickly as possible that the student involved is safe.
- Call the Police on 000 if you have immediate concerns for a student's safety.
- Respect the privacy of students and their families and only disclose information to people who have a need to know.

Do Not:

- Engage in any form of inappropriate behaviour towards students or expose students to such behaviour.
- Engage in prejudicial or oppressive behaviour or use inappropriate language with students.
- Express personal views on cultures, race or sexuality in the presence of students or discriminate against any student based on culture, race, ethnicity or disability.
- Engage in open discussions of an adult nature in the presence of students.
- Engage in any form of sexual conduct with a student including making sexually suggestive comments and sharing sexually suggestive material.



- Engage in inappropriate or unnecessary physical conduct or behaviours including doing things of a personal nature that a student can do for themselves, such as toileting or changing clothes.
- Engage in any form of physical violence towards a student including inappropriately rough physical play.
- Use physical means (other than as expressly outlined in our Restraint of Students Policy or corporal punishment to discipline or control a student.
- Engage in any form of behaviour that has the potential to cause a student serious emotional or psychological harm.
- Develop 'special' relationships with students that could be seen as favouritism (for example, the offering of gifts or special treatment for specific students).
- Engage in undisclosed private meetings with a student who is not your own child.
- Engage in activities with a student who is not your own child, outside of school hours and without permission from the student's parent/carer.
- Engage in inappropriate personal communications with a student through any medium, including any online contact or interactions with a student.
- Take or publish (including online) photos, movies or recordings of a student without parental/carer consent.
- Post identifying information about a student on line unless it is necessary for the College's activities or you have consent from the student and/or their parents/guardians. Identifying information includes things such as the student's: full name; age; e-mail address; telephone number; residence; school; or details of a club or group that they may attend.
- Ignore or disregard any suspected or disclosed child abuse or other harm.

Agreement to the Child Safe Staff Code of Conduct

The College provides a copy of the Child Safe Staff Code of Conduct to all Staff, relevant Volunteers and relevant Contractors at induction, or otherwise prior to them commencing work at the College. The College also communicates it via refresher training at regular intervals for all Staff, as well as Direct Contact and Regular Volunteers and Direct Contact Contractors.



All Staff, as well as Direct Contact and Regular Volunteers must sign an agreement to adhere to the Child Safe Staff Code of Conduct prior to commencing work at College.

The Child Safe Staff Code of Conduct forms part of the contract between the College and any Direct Contact and Regular Contractors. Therefore, all Direct Contact and Regular Contractors are deemed to have agreed to adhere to the Child Safe Staff Code of Conduct on signing the contract or on commencing work at the College.

A copy of the Child Safe Staff Code of Conduct is provided to parents/carers, who must sign an agreement to abide by the Child Safe Staff Code of Conduct on enrolment.

Consequences for Breaching the Child Safe Staff Code of Conduct

Staff, including the College Leadership and Principal, Volunteers and Contractors who breach this Code of Conduct may be subject to disciplinary actions that may result in a range of measures 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

Where any other member of the College Community breaches any obligation, duty or responsibility within our Child Safe Staff Code of Conduct, Newhaven College will take appropriate action.

Report any Concerns

Staff

It is the College's policy that any breach of the Child Safe Staff Code of Conduct is a child safety incident. Therefore, all Staff, Direct Contact and Regular Volunteers, and Direct Contact and Regular Contractors who witness, or suspect, any breach of this Code of Conduct must report their concern internally and, if required, also externally.

Staff who, in good faith, make an internal report alleging a breach of the Child Safe Staff Code of Conduct will be protected from victimisation or other adverse consequences.



Our Child Safe Program includes information for Staff, Volunteers and Contractors about how to identify key indicators of child abuse or other harm and how to report child safety incidents or concerns internally. It also contains detailed procedures with respect to the reporting of child safety incidents or concerns to relevant authorities. For more information, refer to our procedures for [Responding to and Reporting Child Safety Incidents or Concerns](#).

Students

The College provides students with information about and encourages them to use multiple pathways to raise child safety incidents or concerns about or at the College, including breaches of the Child Safe Staff Code of Conduct. These include informal and formal ways, an 'anonymous' way, and through external child advocacy or child safety organisations. For more information, refer to Child Safe Complaints Management.

Parents/Carers, Family Members or Other Community Members

Parents/carers, family members or other community members who witness or suspect that there has been a breach of this Code of Conduct, or have concerns that a child or young person associated with the College may be subject to abuse or harm from a member of Staff, a Volunteer, or a Contractor, should contact:

- the College's Senior Child Safe Officer Tony Corr, by phoning 03 5956 7505 or emailing tony.corr@newhavencol.vic.edu.au or
- if the concern relates to the Principal, the Chair of the Board to be informed.

Communications will be treated confidentially on a 'need to know basis'.

Whenever there are concerns that a child is in immediate danger, the Police should be contacted on 000.



3. Response and Reporting Obligations

Below are high-level summaries of the various response and reporting obligations College Staff may have, and links to the College's policies and procedures for responding and for reporting to external agencies.

Responding to an Emergency

If a student has been harmed or is at immediate risk of harm you must ensure their immediate safety by:

- separating alleged victims and others involved
- administering first aid if needed
- calling 000 for urgent medical assistance and/or Police assistance to address immediate health and safety concerns
- briefing the Senior Child Safe Officer to be the future liaison with the Police on the matter.

For more information refer to the [Responding to an Emergency](#) policy.

Managing Your Initial Response to a Child Safety Incident or Concern

There are six different ways that you may become aware of a child safety incident or concern involving a student. The links below take you to the strategies, guidelines, policies and procedures for managing each situation and for assisting the students involved:

- Witnessing a Child Safety Incident
- Observation of Abuse and Other Harm Indicators
- Private Disclosure by a Student
- Public Disclosure by a Student
- Third Party Disclosure
- Disclosure by a Former Student

You must also follow procedures for [Preserving Evidence](#) and [Documenting your Observations and Actions](#).



Information on how you and the College should support students following an incident or a disclosure of abuse, harm or inappropriate behaviour is also found in [Support Following Child Safety Incident or Disclosure](#).

[Reporting a Child Safety Incident or Concern Initially](#)

Child safety situations can be very complex, not only from the perspective of ascertaining whether abuse or other harm has occurred but also in terms of understanding what steps to take to protect the student/s involved. It is important to remember at all times that the safety and welfare of the student are paramount.

Obtain Advice

If you suspect that a student may be experiencing abuse or other harm or that their safety may be at risk, but you are unsure whether your concern rises to the levels required for external reporting to the relevant authority, you should immediately raise your concerns with one of the College's Child Safe Officers. The College's Child Safe Officers will be able to assist you in clarifying your concerns and managing the next steps.

Internal Reporting Procedure

If you know or have reasonable grounds to believe that a student:

- has been abused or otherwise harmed; or
- is in need of protection for any reason

such that [Mandatory Reporting to Child Protection](#), [Non-Mandatory Reporting to Child Protection](#) or [Reporting to Police](#) is required, you must - in addition to reporting externally - report the matter internally to the College.

These reports can be made to one of the College's Child Safe Officers (who are delegates of the principal).

If the child safety incident or concern involves Reportable Conduct by a staff member, Volunteer or Contractor, then you may instead report directly to the principal (or the Chair of the Board if the allegation involves the principal).

For more information, refer to [Reporting a Child Safety Incident or Concern Internally and Reportable Conduct](#).

In addition to reporting internally, you must also follow any appropriate external reporting procedures listed below.

You must document your internal report in PROTECT Recording your actions: Responding to suspected child abuse - A Template for Victorian Schools. For more information, refer to [Child Safe Record Keeping](#).



Duty to Protect/Failure to Protect

- knows that there is a substantial risk that:
- a child (aged under 16) who is under the care, supervision or authority of the College;
- will become a victim of a sexual offence committed by an adult associated with the College; and
- has, by reason of their position, the power or responsibility to reduce or remove that risk; and
- negligently fails to reduce or remove that risk.

This criminal offence is known as "Failure to Protect" and, in the College context, it covers failures to protect a student aged under 16 from sexual abuse by any adult Staff, Volunteer or Contractor.

The College also has a common law duty to protect all students, regardless of their age, from reasonably foreseeable risks of harm, including risks of all types of child abuse or other harm that may arise from Staff, Volunteers, and Contractors as well as from others.

To ensure that these obligations are met, it is the College's policy that:

- if you know that any adult associated with the College (including Staff, Volunteers, Contractors, students aged 18 or over, parents/carers and other family members of students) poses a substantial risk of sexually abusing a student, or a reasonably foreseeable risk of child abuse or other harm to a student
- you must take any actions to reduce or remove that risk that are within your power or responsibilities to take.

In addition, you must report the matter to the Principal or the Chair of the Board.

You must also follow the appropriate external reporting procedures listed below.

For more information, refer to Duty to Protect/Failure to Protect.

Mandatory Reporting to Child Protection

Although everyone has a moral and social responsibility to report concerns about child abuse or other harm, some professionals are legally required to make a report to the Department of Families, Fairness and Housing (Child Protection). These people are called Mandatory Reporters.

Mandatory Reporters must make a Mandatory Report to Child Protection if - during the course of their professional work or carrying out duties of their office, position or employment - they:

- form a belief on reasonable grounds,
- that a child (aged under 17) is in need of protection because:
 - the child has suffered or is likely to suffer significant harm as a result of physical injury or sexual abuse; and
 - the child's parents have not protected or are unlikely to protect the child from the harm.



At the College, the following people are mandatory reporters

- teachers
- the Principal
- medical practitioners
- nurses
- registered psychologists
- early childhood workers
- persons in religious ministry
- College counsellors.

Mandatory Reports can be made either to Child Protection or to the Police.

If you have contacted the Police, either as a result of responding to an Emergency' or reporting to Police. then you have made your Mandatory Report.

If you have not contacted Police, you must report to Child Protection. You must do this by:

- during business hours (8:45am-5:00pm, Monday to Friday), telephoning the Child Protection intake service for the local government area where the child resides, listed here.
- after hours, telephoning Child Protection on 13 12 78.

You should also consider whether you are required to take any other action or make any other external reports (for example, refer to duty to Protect/Failure to Protect. reporting to Police and Reportable Conduct).

For more information, refer to Mandatory reporting to Child Protection. Non-Mandatory Reporting to Child Protection

Under the law, anyone can report the following to Child Protection:

- significant concerns for the wellbeing of a child (aged under 17) (wellbeing reports)
- a child (aged under 17) who the person believes on reasonable grounds to be in need of protection (protective intervention reports)
- a child (aged under 18) who the person believes on reasonable grounds is in need of therapeutic treatment because they are exhibiting sexually abusive behaviours (therapeutic treatment reports).

Together, we call these "Non-Mandatory Reports to Child Protection". All of these reports are voluntary under the law.



However, although Non-Mandatory Reporting to Child Protection is voluntary under the law, it is the College's policy that all Staff (including those who are not Mandatory Reporters) must, in particular circumstances, make wellbeing reports, protective intervention reports and therapeutic treatment reports to Child Protection.

This requirement aligns with the requirements of PROTECT Four Critical Actions for Schools: responding to Incidents, Disclosures or Suspicions of Child Abuse (Four Critical Actions).

For more information about when you may be required by the College's policy and by Four Critical Actions to report to Child Protection, other than through Mandatory Reporting, refer to non-Mandatory reporting to Child Protection.

Reporting to the police

Failure to Disclose: Mandatory Reporting (of Sexual Offences Against Children)

Victorian law requires that any person aged 18 or over (whether in Victoria or elsewhere) who forms a reasonable belief that a sexual offence has been committed in Victoria by an adult (a person aged 18 years or over) against a child (aged under 16) must report that information to the Police as soon as it is practicable to do so, unless the person has a reasonable excuse for not doing so.

We call this "Mandatory Reporting (of Sexual Offences Against Children) to Police".

Failure to do this is a criminal offence known as "Failure to Disclose".

If you have concerns that any adult, including a staff member, Volunteer, Contractor or any other adult, has committed a sexual offence in Victoria against a child (a person who, at the time of the offence, was aged under 16), including a current or former student, you must immediately report your concerns to the Victoria Police.

Although sexual offences committed against a child aged under 16 by a student who is themselves aged under 18 do not fall under the Failure to Disclose offence, this must still be reported to Police. Refer to Non-Mandatory Reporting to Police, below.

Non-Mandatory Reporting to Police

Although not required by law to do so, it is the College's policy that the following must be reported to Police:



- sexual offences committed by a student under the age of 18 against another person. For more information, refer to responding to Student Sexual Offending.
- concerns for a student's immediate safety. For more information, refer to responding to an Emergency.
- knowledge or suspicions that a student aged 18 or over is being abused or harmed, but only if the student consents to the report or, if they do not consent, to lessen or prevent a serious or imminent threat to an individual's life, health, safety or welfare. For more information, refer to Information Sharing with Consent and Sharing Information Without Consent.
- where a student is partaking in illegal activity that is extreme in nature or poses a high risk to the student. For more information, refer to responding to Other Concerns about the Wellbeing of a Student.

For more information, refer to [Reporting to Police](#).

Reportable Conduct

Victorian law requires the "head" of the College to report to the Commission for Children and Young People (CCYP) any allegation that a College staff member, Volunteer or Contractor has committed reportable conduct or misconduct that may involve reportable conduct (a reportable allegation).

The "head" of the College for the purposes of the reportable conduct scheme is the Principal, who has authorised the College's Child Safe Officers to receive internal reports of reportable conduct.

If the reportable conduct involves the Principal, the Chair of the Board is authorised to receive internal reports of reportable conduct.

Reportable conduct includes:

- a sexual offence committed against, with or in the presence of, a child, whether or not a criminal proceeding in relation to the offence has been commenced or concluded
- sexual misconduct committed against, with or in the presence of, a child
- physical violence committed against, with or in the presence of, a child
- any behaviour that causes significant emotional or psychological harm to a child
- significant neglect of a child.



To enable the "head" of the College to fulfil their legal obligations, it is the College's policy that if you form a reasonable belief that a Staff member, Volunteer or Contractor at the College has engaged in reportable conduct or misconduct that may involve reportable conduct, you must immediately report your concerns to a Child Safe Officer or the Principal (or the Chair of the Board if the allegation involves the Principal).

You should also consider whether you are required to make a Mandatory or NonMandatory Report to Child Protection, take any other action or make any other external reports (refer to mandatory. reporting to Child Protection, Non-mandatory. reporting to Child Protection, duty. to Protect/Failure to Protect and reporting to the police).

For more information, refer to Making an Internal Report of Reportable Conduct and Reportable Conduct Key Definitions.

Reporting Teacher Misconduct to the Victorian Institute of Teaching

Registered teachers in Victoria are exempt from holding a WWC (working with children) clearance. To align teacher registration with the WWC Check scheme, Victorian law requires that registered teachers notify the Victorian Institute of Teaching (VIT) if they are charged with, committed for trial for, or convicted or found guilty of certain criminal offences (that accord with those relevant to the WWC Check) or if they have been issued with a WWC exclusion.

Victorian law also requires that the College notifies the VIT if it becomes aware that a teacher has been charged with, or convicted or found guilty of, these criminal offences or has been given a WWC exclusion.

The College must dismiss or remove from its employment or engagement any teacher who has been convicted or found guilty of these criminal offences or been given a WWC exclusion.

The College must also notify the VIT if the College has taken any action against a registered teacher in response to allegations that raise concerns about the teacher's fitness to teach.

To enable the College to fulfil its obligations, it is the College's policy that:

- registered teachers must inform the Principal (or, if they are the Principal, the Chair of the Board) if they are charged with, committed for trial for, or convicted or found guilty of a relevant offence or if they have been given a WWC exclusion
- all Staff must immediately report to the Principal (or, if the incident or allegation involves the Principal, to the Chair of the Board) any incident or allegation that raises concerns about a teacher's fitness to teach.

For more information, refer to Reporting Teacher Misconduct to the Victorian Institute of Teaching.



Recognising and Responding to Sexual Behaviour in Children and to Student Sexual Offending

Knowing how to identify and respond to all sexual behaviour in students, whether it be age-appropriate, concerning, harmful or student sexual offending, helps Staff to support the development of healthy sexuality and protect students from abuse and other harm.

Recognising Sexual Behaviour in Children

It can be hard to distinguish between developmentally appropriate sexual behaviours and concerning or harmful sexual behaviours. It may be difficult to know if there is a problem and, if there is, how best to respond.

The College references the True Traffic Lights® Framework to enable Staff to identify, recognise and respond to all forms of sexual behaviour. The Traffic Lights® Framework categorises sexual behaviour as green, orange or red light.

As a general guide:

- [red light sexual behaviours](#) are those that are problematic or harmful, including forceful, secretive, compulsive, coercive or degrading sexual behaviours. These behaviours signal the need to provide immediate protection and follow up support.
- [orange light sexual behaviours](#) are those that are outside normal behaviour in terms of persistence, frequency or inequality in age, power or ability. These behaviours signal the need to monitor and provide extra support.
- [green light sexual behaviours](#) are those that are normal, age-appropriate, spontaneous, curious, mutual, light-hearted and easily diverted experimentation. These behaviours provide opportunities to talk, explain and support.

For more information, refer to [Recognising Sexual Behaviour in Children and Student Sexual Offending](#).

Responding to Sexual Behaviour in Children

All green, orange and red-light behaviours **require some form of action and support**.

Most red light (harmful) sexual behaviour by a student aged 10 or over that is directed at another person would be considered student sexual offending. Some orange light (concerning) behaviours could also be student sexual offending.

Orange and red-light behaviours may therefore require external reporting.

For more information, refer to [Responding to Sexual Behaviour in Children](#). [Responding to Student Sexual Offending](#)



Student sexual offending refers to sexual behaviour that:

- is led by a student aged 18 or over;
- is directed at another person; and
- amounts to a sexual offence.

It is the College's policy that, when you become aware of, or suspect, student sexual offending, or that a student is at risk of perpetrating or suffering student sexual offending, you must report the matter to Police.

This requirement aligns with the requirements of the Four Critical Actions for Schools: Responding to Student Sexual Offending.

For more information, refer to Responding to Student Sexual Offending.

Responding to Other Concerns About the Wellbeing of a Student

If you have any concerns about the wellbeing of a student, regardless of whether it has been caused by abuse or other harm, your concern should be taken seriously and acted on.

The College and its Staff (including teaching and non-teaching Staff), the Principal, Volunteers, and Contractors owe a duty of care to all students at the College to ensure that they feel safe and are supported at the College.

Concerns about the wellbeing of a student, that do not appear to be the result of abuse or other harm, may still be reported to:

- internally, one of the College's Child Safe Officers
- Victoria Police
- Child Protection
- Child FIRST/the Orange Door

Depending on the age of the student and the nature of the concern, you could also consider whether a referral to a support service may assist.

For more information, refer to responding to Other Concerns About the Wellbeing of a Student.

Making Additional Reports

There are some circumstances in which you will be required to make an additional report to an appropriate external authority.

For more information, refer to [Making Additional Reports](#).



4. Child Safe Program Definitions

Child Safe Program Definitions

The following definitions apply to, and are used throughout, the Child Safe Program. Where additional definitions apply to a specific policy or procedure, these are set out in the relevant policy/procedure itself.

Child Safe

Where the phrase "child safe" is used in our Child Safe Program it refers to the safety and wellbeing of children and young people, which includes but goes further than the protection of them from child abuse and other harm.

Child and Young Person

A child and young person is defined in the Child Wellbeing and Safety Act 2005 (Vic) and for the purposes of our Child Safe Program, as a person who is under the age of 18 years.

Student

A student is defined in Ministerial Order 1359 as a person who is enrolled at or attends the College . Similarly, where the term "student" is used in this Program, it refers to all students enrolled at or attending the College including those aged 18 and above. Note that, as set out in our procedures for responding to and reporting Child Safety. Incidents and Concerns. our policies and procedures about the internal and external reporting of child safety incidents and concerns must be followed for incidents and concerns about students aged 18 years and above, provided that - for external reporting - the relevant student consents to the report or, if they do not consent, to lessen or prevent a serious or imminent threat to an individual's life, health, safety or welfare.

For more information, refer to [responding to and reporting Child Safety. Incidents and Concerns.](#)

Child Abuse and Other Harm

"Child abuse and other harm" is not a defined term in Victorian law. However, various sources of legislation provide a definition of "child abuse" as well as other concepts and conduct which, together, provide guidance as to what is child abuse and other harm in Victoria.

For the purposes of this Program, the phrase child abuse and other harm refers to incidents of or concerns about, including concerns about a risk of, physical, sexual, psychological and emotional harm, neglect, grooming and exposure to family violence, regardless of by whom or how this harm occurs.

For more detailed information, refer to [Definitions and Key Indicators of Child Abuse and Other Harm.](#)



Child Safety Incident or Concern

The different definitions of child abuse or other harm in various legislation, and the key indicators of child abuse and other harm are set out in [Definitions and Key Indicators of Child Abuse and Other Harm](#). Together, they are all considered "child safety incidents or concerns" for the purposes of our Child Safe Program.

Breaches of the Child Safe Codes of Conduct child safe Code are also considered child safety incidents or concerns. For a full definition of exactly what is included as a "child safety incident or concern" refer to the Key Definition section of the [Executive Summary](#).

Child Safety Incidents or Concerns "Involving" the principal.

Throughout this Child Safe Program, the Principal is given specific responsibilities for receiving and managing internal reports, complaints, disclosures or allegations of child safety incidents or concerns that involve the College or its Staff, Volunteers or Contractors.

However, where the child safety incident or concern involves or is alleged to involve the principal or where a child safe-related complaint is made about the Principal, the Chair of the Board is responsible for receiving and managing these reports, complaints, disclosures or allegations.

For more information, refer to:

- reporting a Child Safety. Incident or Concern internally.
- Child Safe Complaints Management
- Reportable Conduct
- Reporting Teacher Misconduct to the Victorian Institute of Teaching.

For the purposes of these policies and procedures, a child safety incident, concern, complaint or allegation "involves" the Principal if:

- the Principal is the perpetrator of the child safety incident or concern, or is otherwise the subject of the complaint or allegation about a child a safety incident or concern
- the Principal has, or is alleged to have, mishandled a child safety incident, concern, complaint or allegation
- the Principal is otherwise involved in the chain of events surround the child safety incident or concern (for example, they are a witness to the child safety incident)
- the Principal has an actual, potential or perceived conflict of interest in receiving or managing the internal report, complaint or allegation (for example, they are related to the alleged victim or the alleged perpetrator).



Child Connected Work

Ministerial Order 1359 defines "child-connected work" as work authorised by the school governing authority and performed by an adult in a school environment while children are present or reasonably expected to be present.

The Board of Directors authorises the Principal to work at or for the College.

The Principal authorises all other Staff, Volunteers and Contractors to work at or for the College on behalf of The Board of Directors.

This means that all staff members, including teaching and non-teaching Staff, are engaged in child-connected work.

Under this definition, the following Volunteers and Contractors are also engaged in child-connected work:

- all Direct Contact Volunteers/Contractors who are adults
- Regular Volunteers/Contractors who are adults and who work when children are present or expected to be present
- Casual Volunteers/Contractors who are adults and who work when children are present or expected to be present.

For more information, refer to the definitions of Direct Contact, Regular and Casual Volunteers, and Direct Contact, Regular and Casual Contractors as outlined below.

Child-Related Work

"Child-related work" is defined in the Worker Screening Act 2002 (Vic). It is work performed at or for the College by a staff member, Volunteer or Contractor that usually involves (or is likely to involve) direct contact with a child (unless the direct contact is only occasional and incidental to the work).

Direct contact means any contact between a person and a child that involves:

- physical contact
- face-to-face contact
- contact by post or other written communication
- contact by telephone or other oral communication; or
- contact by email or other electronic communication.

Under this definition, most Staff at the College, and all Direct Contact Volunteers and Direct Contact Contractors, are engaged in child-related work for the purposes of Ministerial Order 1359.



Members of the College Community

Throughout the College's Child Safe Program, certain groups of people in the College community are identified for the purposes of assigning roles, responsibilities and obligations. To ensure clarity, the following terms are used consistently throughout the Program and have the following meanings:

The Board of Directors

The Board of Directors is Newhaven College's "school governing authority" for the purposes of Ministerial Order 1359.

The Board of Directors includes all members irrespective of their level of interaction with students or College policy.

The Principal

With the exception of where the Principal has specific roles and responsibilities and is therefore expressly identified, the Principal will be included as a staff member for the purposes of the Child Safe Program.

School Staff

"School staff" is a particular phrase used in Ministerial Order 1359. It defines "school staff" as "an individual working in a school environment who is:

- directly engaged or employed by a school governing authority;
- a contracted service provider (whether or not a body corporate or any other person is an intermediary) engaged by the school governing authority to perform child-related work; or
- a minister of religion, religious leader or an employee or officer or a religious body associated with the school".

The Principal engages or employs Staff, Volunteers and Contractors at the College (other than the Principal) on behalf of The Board of Directors.

This means that the phrase "school staff" includes all Staff, as well as Direct Contact Contractors at the College, no matter their age or the frequency of their engagement.

"School staff", for the purposes of Ministerial Order 1359, is therefore broader in scope than the terms "Staff" and "staff members" as set out below.



Staff and Staff Members

The terms "Staff" and "staff members" include all persons employed by the College whether on a permanent, temporary or casual basis. These terms include all teaching and non-teaching Staff and, unless otherwise stated, the Principal.

All "staff members" are "school staff" for the purposes of Ministerial Order 1359.

Where differentiation between teachers and non-teaching Staff is required, it will be expressly stated within the policy or procedure itself.

Where the term "staff members" is extended to include other members of the College community such as Volunteers or Contractors, this will be expressly stated within the policy or procedure itself.

Direct Contact, Regular and Casual Volunteers

A Volunteer is a person who performs work for the College in a College environment without remuneration or reward. Volunteers may be family members of students, or from the wider College or local community. Volunteers make a considerable contribution to the College community by giving their time and sharing their skills and expertise with others.

Volunteers are NOT "school staff" for the purposes of Ministerial Order 1359. However, many, but not all, Volunteers are engaged in "child-connected work" for the purposes of Ministerial Order 1359. Volunteers who are themselves children or who do not work when children or students are present or expected to be present are NOT engaged in child-connected work.

Newhaven College has identified three categories of Volunteers, based on the level and frequency of their interaction with students. Volunteers' responsibilities and obligations under the Child Safe Program may depend on their category. The categories of Volunteer are:

- Direct Contact Volunteers
- Regular Volunteers
- Casual Volunteers

Where the term "Volunteer" is used, it captures "Direct Contact Volunteers", "Regular Volunteers" and "Casual Volunteers".



Direct Contact Volunteer

Direct Contact Volunteers are volunteers who are involved in providing support, guidance and supervision directly to students and could potentially have direct contact with students during the normal course of providing the volunteer service.

The Worker Screening Act 2020 (Vic) defines "direct contact" in section 3 as any contact between a person and a child (aged under 18) that involves:

- physical contact
- face-to-face contact
- contact by post or other written communication
- contact by telephone or other oral communication
- contact by email or other electronic communication.

All Direct Contact Volunteers (other than those who are themselves children) are engaged in both child-connected work and child-related work within the meaning of Ministerial Order 1359.

Direct Contact Volunteers may have direct contact with students in circumstances where:

- they may have limited supervision by College Staff in their role
- they may be left alone, one-on-one, with a student (for example, 1 :1 tutoring or learning support)
- a reasonable person would consider that the contact may enable the individual to form a relationship of trust with a student (for example, coaching a sports team, helping with a drama production, or regularly working in a canteen or library)
- a reasonable person would consider that the contact could create a potential risk to the safety of a student (for example, responsibility for a group of students during an excursion without a member of Staff present).

Examples of Direct Contact Volunteers include individuals who:

- attend a College camp or excursion
- assist a student during a learning activity
- assist a student to complete tests or exams (e.g. as a scribe or reader)
- coach, manage, or assist with the coaching or managing, of sports at the College
- assist with theatre or music productions



- tutor, or assist with the tutoring of, a student in extracurricular activities such as music, choir or debating
- volunteer in the College canteen or uniform shop.

Due to the nature of Direct Contact Volunteers' contact with students, they will have more comprehensive child safe responsibilities and obligations within our Child Safe Program.

Regular Volunteer

Regular Volunteers are individuals who provide volunteer services to the College, more than seven times in any one year, but are not a Direct Contact Volunteer. They may have some indirect or incidental contact with students when providing their services.

Regular Volunteers (other than those who are themselves children) who work in any College environment while children are present or are expected to present are engaged in "child-connected work" within the meaning of the Ministerial Order 1359. However, they are not engaged in "child-related work"

Examples of Regular Volunteers include individuals who volunteer more than seven times per year:

- in the College administrative office (other than in a role that has direct contact with students)
- on College advisory committees or advisory councils and do not have direct contact (such as by post, telephone or email) with students while doing so.

Due to the regular nature of Regular Volunteers' attendance at the College or College events, even though their contact with students may be indirect or limited, they will have some child safe responsibilities and obligations within our Child Safe Program.

Casual Volunteer

Casual Volunteers are individuals who provide volunteer services to the College, seven times or less in any one year, but are not a Direct Contact Volunteer. They may have indirect or incidental contact with students when providing their services but only in circumstances where:

- they are providing services aimed at the general public
- they are not likely to be left alone, one-on-one, with a student
- a reasonable person would not consider that the contact may enable the individual to form a relationship of trust with a student
- a reasonable person would not consider the contact to create a risk to the safety of a student.



Casual Volunteers (other than those who are themselves children) who work in any College environment while children are present or are expected to present are engaged in "child-connected work" within the meaning of the Ministerial Order 7 359. However, they are not engaged in "child-related work".

Examples of Casual Volunteers include individuals who, in the circumstance described above, volunteer seven times or less in any one year:

- at a working bee to cover books or landscape a College garden
- on a stall at a College fair
- on a College BBQ at a sporting event
- in the College administrative office.

Due to the limited nature of Casual Volunteers' contact with students, they do not have the same comprehensive role, responsibilities, and obligations as College staff members or Direct Contact or Regular Volunteers, and are instead treated as Visitors.

Direct Contact Contractors

Direct Contact Contractors are individuals who provide contractor services to the College where, in the normal course of providing the services, they could potentially have direct contact with students in circumstances where they:

- may be left alone, one-on-one, with a student (for example, 1 :1 tutor or learning support)
- a reasonable person would consider that the contact may enable the individual to form a relationship of trust with a student (for example, casual teacher, coach of a sports team, music tutor, canteen worker, regular maintenance worker)
- a reasonable person would consider that the contact could create a potential risk to the safety of a student (for example, casual teacher, music tutor).

All Direct Contact Contractors (other than those who are themselves children) are engaged in child-connected work and child-related work within the meaning of Ministerial Order 1359.

Examples of Direct Contact Contractors may include:

- maintenance workers who regularly work at times when students are present
- tutors
- specialist music or drama teachers
- casual teachers
- sporting team coaches



- outdoor education specialists
- physical education service providers.

This also includes music tutors and other extra-curricular tutors and instructors who are engaged by students and their families directly, rather than the College, but have an agreement with the College to use the College's facilities.

Due to the nature of Direct Contact Contractors' contact with students, they will have more comprehensive child safe responsibilities and obligations within our Child Safe Program.

Regular Contractor

Regular Contractors are individuals who provide contractor services to the College more than seven times in any one year and are not Direct Contact Contractors. They may have some indirect or limited contact with students when providing their services.

Regular Contractors (other than those who are themselves children) who work in any College environment while children are present or are expected to present are engaged in "child-connected work" within the meaning of the Ministerial Order 1359. However, they are not engaged in "child-related work".

Examples of Regular Contractors may include:

- consultants
- umpires, referees or linesmen at sporting events
- maintenance workers who regularly work at times when students are not expected to be present
- regular caterers for Staff events.

Due to the regular nature of Regular Contractors' attendance at the College or College events, even though their contact with students may be indirect or limited, they will have some child safe responsibilities and obligations within our Child Safe Program.

Casual Contractor

Casual Contractors are individuals who provide contractor services to the College, seven times or less in any one year, during which they may have indirect or limited contact with students, but only in circumstances where:

- they are not left alone, one-on-one, with a student
- a reasonable person would not consider that the contact may enable the individual to form a relationship or trust with a student
- a reasonable person would not consider the contact to create a risk to the safety of a student.



Casual Contractors (other than those who are themselves children) who work in any College environment while children are present or are expected to present are engaged in "child-connected work" within the meaning of the Ministerial Order 1359. However, they are not engaged in "child-related work".

Examples of Casual Contractors may include individuals who, less than seven times a year:

- provide one-off emergency maintenance work
- give a speech, performance or presentation at the College
- provide assistance with activities at a College sports day (e.g. lifeguards).

Due to the limited nature of Casual Contractors' contact with students, they do not have the same comprehensive role, responsibilities and obligations as College staff members or Direct Contact or Regular Contractors, and are instead treated as Visitors.

External Education Providers

An External Education Provider is any organisation that the College has arranged to deliver a specified course of study that is part of the curriculum, to a student or students enrolled at the College. This may include:

- another registered school
- a government school including:
 - the Open High School
 - Distance Education Centres
 - TAFE Colleges
 - Registered Training Organisations (RTOs)
- other external providers with appropriate scope of registration, qualifications and expertise.

The delivery of such a course may take place on College premises or elsewhere.

For the purposes of our Child Safe Program, External Education Providers are considered Direct Contact Contractors.

Visitors

The term "Visitor" refers to any adult who attends a College event or in a College environment on a one-off or casual basis. Examples of Visitors include, but are not limited to:

- Casual Volunteers
- Casual Contractors



- parents, carers and other adult family members of students, when they are attending College events or in a College environment
- people invited by the College or a staff member to attend a College event or to be in a College environment
- people who attend a College environment for commercial purposes, such as for deliveries or sales purposes

The College Environment

The "College environment" means any of the following physical, virtual or online places used during or outside school hours:

- a campus of the College
- online or virtual College environments made available or authorised by The Board of Directors (or the Principal on its behalf) for use by a child or student (including email, intranet systems, software applications, collaboration tools and online services)
- other locations provided by the College or through a third-party provider for a child or student to use, including but not limited to:
 - camps
 - approved homestay accommodation
 - delivery of education and training such as registered training organisations, TAFEs, non-school senior secondary providers, another school
 - sporting events, excursions, competitions and other events.