



Star of the Sea College

Child Safe Policy (student version)

Star of the Sea College's Child-friendly edition of our Child Safety Policy

Star of the Sea College is a Catholic Independent Girls' school, founded by the Presentation Sisters in 1883. Since 2014, Star of the Sea College has operated under the auspices of Kildare Ministries.

At Star of the Sea College we hold the care, safety and wellbeing of our students as a central and fundamental responsibility of our College. Every person at Star of the Sea has the right to be safe and protected from harm.

Star of the Sea does not tolerate any form of child abuse. We will always act in the child's best interests in order to protect them from harm.

Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the gospel.

PURPOSE

The purpose of our Child Safe Policy is to demonstrate the strong commitment of Star of the Sea College to the care, safety and wellbeing of all students at our school. It provides information on how we keep students safe from harm, including all forms of abuse in our school environment, on campus, online and in other locations provided by the school. There is a long tradition of staff giving students extra help when needed and/or requested.

PRINCIPLES

We believe:

- All students deserve, as a fundamental right, safety and protection from all forms of abuse and neglect.
- Our school works in partnership with relevant groups and all of the school community are engaged in decision-making that have an impact on child safety and protection.
- All students have the right to an education in all aspects of personal safety.
- All adults in our school have a responsibility to care for children and young people, to positively promote their wellbeing and to protect them from any kind of harm or abuse.
- All our processes are based on honest, respectful and trusting relationships between adults, children and young people.
- All involved in situations where harm is suspected or disclosed must be treated with sensitivity, dignity and respect.



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- All should feel free to raise concerns about child safety, knowing these will be taken seriously by school leadership.
- Appropriate confidentiality will be maintained, with information being provided to those who have a right or a need to be informed.

POLICY COMMITMENTS

- At all times the ongoing safety and wellbeing of all children and young people will be the primary focus of care and decision making.
- We commit to listening to children and young people and empowering them by taking their opinions seriously, and addressing any concerns that they raise with us.
- We commit to taking action to ensure that children and young people are protected from abuse or harm.
- We commit to teaching children and young people the necessary skills and knowledge to understand and maintain their personal safety and wellbeing.
- We commit to seeking input and feedback from students regarding the creation of a safe school environment.
- All members of the community are encouraged to speak up when they are concerned about the safety of themselves or others. Their concerns will be taken seriously and addressed in a just and timely manner.
- Star of the Sea will identify and assess risks to student safety and work to eliminate or reduce risks to student safety.
- We commit to providing regular professional learning for staff in relation to child safety including training in the principles and intent of the Child Safety Policy and Child Safety Code of Conduct.

EXPECTATIONS OF OUR SCHOOL STAFF

- At Star of the Sea College we expect school employees, volunteers, contractors and clergy to proactively ensure the safety of students at all times and to take appropriate action if there are concerns about the safety of any child at the school.
 - All school staff must remain familiar with the relevant laws, the Code of Conduct, and policies and procedures in relation to child protection and to comply with all requirements.
 - Staff are expected to follow the PROTECT document for responding to Incidents, Disclosures and Suspicions of Child Abuse.
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STUDENT PARTICIPATION

It is important that students have a shared responsibility for child safety in the school. SRC members are included in the Child Safety Committee to assist in the development of the Child Safety practices and processes that will be used to educate and promote this priority throughout the College. The choice of language and the most appropriate format for child-friendly documentation is important to its success.

REPORTING AND RESPONDING

If you have been abused or feel unsafe you can tell a teacher or any adult at our school. All school staff members have a responsibility to protect any child under their care. They will be able to help you.

If you think someone has been abused or is unsafe you should talk to an adult you trust. Any staff member at our school will be able to help. Help your friend by encouraging them to tell a trusted adult. Even if your friend has specifically asked you not to tell an adult, you still should. It is more important to make sure that your friend is helped and feels protected.

The school records any child safety complaints. All school staff members have a responsibility to protect any child under their care. You will be helped.

- The adult will listen to your concerns and help you.
- The information will not be shared with the person who is making you feel unsafe.
- Information will only be shared with people who can support and protect you.
- In some cases the people helping you are required by law to tell the police, the Department of Health and Human Services' Child Protection services and/or your family to prevent any further abuse, or risk of abuse.

Star of the Sea also has specific people appointed as Child Protection Officers, these are the Counsellors and Mr Burn. Students can report concerns directly to them. These staff members also provide advice to staff in the area of child safety

RECRUITMENT

Star of the Sea College applies thorough and rigorous screening processes in the recruitment of employees and volunteers. Our commitment to child safety and our screening requirements are included in all advertisements and all new staff applicants are provided with copies of the school's Child Safety Code of Conduct and the Child Safety Policy.

All staff members employed by Star of the Sea College have undergone a National Police Check, VIT Registration and/or hold a Working With Children Check.



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The College routinely checks all employees to ensure they continue to meet Child Safety requirements such as Working with Children permits and identification checks.

PROFESSIONAL LEARNING FOR SCHOOL STAFF

All school staff are provided with our Child Safe and Mandatory Reporting Policies and are required to sign our Child Safe Code of Conduct.

Any specific training is provided through an online course and specific presentations are provided as part of the schools annual training program and new staff induction.

RISK MANAGEMENT

At Star of the Sea College we are committed to proactively and systematically identifying and assessing risks to student safety across our whole school environment and reducing or eliminating (where possible) all potential sources of harm. We document, implement, monitor and periodically review our risk management strategies for child safety and ensure that the strategies change as needed and as new risks arise. The Child Safe Committee is involved in the review process.

SUPPORTING DOCUMENTS

COMMUNICATION

The College will keep everyone informed through a variety of ways:

- College Newsletter
- Student and Staff Noticeboards
- Posters
- Emails
- SIMON student notices



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Responsible Officer	Deputy Principal - Students
Approved By	Principal
Approved and Commenced	2019
Review By	August 2020 The policy will be reviewed annually and will incorporate suggestions from teachers and other relevant bodies.
Relevant Legislation	Children, Youth and Families Act 2005 (Vic.) Children Legislation Amendment (Reportable Conduct) Act 2017 Crimes Act 1958 (Vic.) Ministerial Order No. 870 - <i>Child Safe Standards: Managing the Risk of Child Abuse in Schools</i> Privacy and Data Protection Bill 2014 (Vic) Working with Children Act 2005
Related Policies & Procedures	Catholic Education Melbourne Policies <ul style="list-style-type: none"> • Policy 2.2: Guidelines Relating to the Employment of Staff • Policy 2.19: Child Protection – Reporting Obligations • Policy 2.19a: School Guidelines –Police and DHHS Interview Protocols • Policy 2.26: Pastoral Care of Students in Catholic Schools PROTECT Reporting and Responding to all forms of abuse in Schools http://www.cecv.catholic.edu.au/Our-Schools/Child-Safety <ul style="list-style-type: none"> • Star of the Sea College Policies Child Safety – Reporting Obligations • Child Safety Code of Conduct • Grievance Procedures • ICT Student Policy • Pastoral Care Policy • Respectful Relationships Policy
Version	1
Amendments to Version	