Catholic Regional College Melton is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

Introduction

At Catholic Regional College Melton we aim through our education and our teaching of the Catholic Faith to create a Christian Educational Community.

"Where human knowledge, enlightened and enlivened by faith, is shared by teachers, staff, students and caregivers in a spirit of freedom and love".

At Catholic Regional College Melton, we hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our school. Our commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the gospel (CECV Commitment Statement to Child Safety).

> The person of each individual human being, in his or her material and spiritual needs, is at the heart of Christ's teaching: this is why the promotion of the human person is the goal of the Catholic school (The Catholic School on the Threshold of the Third Millennium, n. 9).

Our College mission is to nurture the personal, spiritual and academic growth of each individual in this community in an atmosphere of faith, care, support and encouragement. We aim to foster the growth of personal worth and to develop the gifts of each individual through the pursuit of prayer, knowledge, communication and service to each other. While respecting individual differences, we challenge each other to use our talents in the best way possible.

We encourage personal excellence, self-discipline, and a sense of responsibility, which is displayed in our respect and concern for the well-being of all. Through this community of purpose, Catholic Regional College - the students, parents and staff - will be a sign of God's presence in the local community.

Our Goals
- Catholic values
- Community responsibility
- Lifelong education
- Critical thinking
- Learning through experience
- Flexible and contemporary programs
- Building resilience

Our Philosophy
The founding Principal of CRC Melton, Sr Helen Reed, described the school's philosophy as follows:
"In this Catholic school we would aim through our education and our teaching of the Catholic faith to create a Christian educational community where human knowledge, enlightened and enlivened by faith, is shared by teachers, students and parents in a spirit of freedom and love".

This is a goal worth striving for and we do so with faith and hope, knowing that Christ is the source of our efforts and our unity.

As a Catholic school, we aim to:
- show the vital place of faith in living
- offer experience of prayer and worship
- develop values of empathy, service and love.

Purpose

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

This Policy takes into account relevant legislative requirements within the state of Victoria, including the specific requirements of the Child Safe Standards as set out in Ministerial Order No. 870.

This Policy applies to school staff, including school employees, volunteers, contractors and clergy. It should be read in conjunction with the following related school policies and procedures:

1. PROTECT: Identifying and Responding to Abuse – Reporting obligations
2. Child Safety Code of Conduct
3. Reportable Conduct Policy.

Principles

Catholic schools have a moral, legal and mission-driven responsibility to create nurturing school environments where children and young people are respected, their voices are heard, and they are safe and feel safe (CECV Commitment Statement to Child Safety).

The following principles underpin our commitment to child safety at Catholic Regional College Melton:

- All students deserve, as a fundamental right, safety and protection from all forms of abuse and neglect.
- Our school works in partnership with families and the community to ensure that they are engaged in decision-making processes, particularly those that have an impact on child safety and protection.
- All students have the right to a thorough and systematic education in all aspects of personal safety, in partnership with their parents/guardians/carers.
- All adults in our school, including teaching and non-teaching staff, clergy, volunteers and contractors, 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.
- The policies, guidelines and codes of conduct for the care, wellbeing and protection of students are based on honest, respectful and trusting relationships between adults and children and young people.
- Policies and practices demonstrate compliance with legislative requirements and cooperation with the Church, governments, the police and human services agencies.
- All persons involved in situations where harm is suspected or disclosed must be treated with sensitivity, dignity and respect.
- Staff, clergy, volunteers, contractors, parents and students 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, either legally (including under legislated information sharing schemes

being Child Information Sharing Scheme (CISS) or Family Violence Information Sharing Scheme (FVISS)) or pastorally.

Definitions

Child means a child enrolled as a student at the school.

Child abuse includes:

(a)   any act committed against a child involving:
    (i)   a sexual offence
    (ii)   an offence under section 49B(2) of the *Crimes Act 1958* (grooming)

(b)   the infliction, on a child, of:
    (i)   physical violence
    (ii)   serious emotional or psychological harm

(c)   serious neglect of a child (Ministerial Order No. 870).

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

Child neglect includes a failure to provide the child with an adequate standard of nutrition, medical care, clothing, shelter or supervision to the extent that the health and physical development of the child is significantly impaired or placed at serious risk (PROTECT: Identifying and responding to all forms of abuse in Victorian schools).

Child physical abuse generally consists of any non-accidental infliction of physical violence on a child by any person (PROTECT: Identifying and responding to all forms of abuse in Victorian schools).

Child sexual abuse is when a person uses power or authority over a child to involve them in sexual activity. It can include a wide range of sexual activity and does not always involve physical contact or force (PROTECT: Identifying and responding to all forms of abuse in Victorian schools).

Emotional child abuse occurs when a child is repeatedly rejected, isolated or frightened by threats, or by witnessing family violence (PROTECT: Identifying and responding to all forms of abuse in Victorian schools).

Grooming is when a person engages in predatory conduct to prepare a child for sexual activity at a later date. It can include communication and/or attempting to befriend or establish a relationship or other emotional connection with the child or their parent/carer (PROTECT: Identifying and responding to all forms of abuse in Victorian schools).

Mandatory reporting: The legal requirement under the *Children, Youth and Families Act 2005* (Vic.) to protect children from harm relating to physical and sexual abuse. The Principal, registered teachers and early childhood teachers, school counsellors, religious clergy, medical practitioners and nurses at a school are mandatory reporters under this Act (PROTECT: Identifying and responding to all forms of abuse in Victorian schools).

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

Reasonable belief – reportable conduct scheme: When a person has a reasonable belief that a worker/volunteer has committed reportable conduct or misconduct that may involve reportable conduct. A reasonable belief is more than suspicion and there must be some objective basis for the belief. It does not necessitate proof or require certainty.

> NOTE: the difference between the reasonable belief definitions under mandatory reporting and the reportable conduct scheme is the category of persons who are required to, or can, form the reasonable belief which forms the basis for a report.

Reportable conduct: Five types of reportable conduct are listed in the *Child Wellbeing and Safety Act 2005* (Vic.) (as amended by the *Children Legislation Amendment (Reportable Conduct) Act 2017*). These include:

1. sexual offences (against, with or in the presence of a child)
2. sexual misconduct (against, with or in the presence of a child)
3. physical violence (against, with or in the presence of a child)
4. behaviour that is likely to cause significant emotional or psychological harm
5. significant neglect.

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

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

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

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

Policy commitments

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

Our commitment to our students

- We commit to the safety and wellbeing of all children and young people enrolled in our school.
- We commit to providing children and young people with positive and nurturing experiences.
- We commit to listening to children and young people, and empowering them by taking their views 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.

Our commitment to parents, guardians and carers

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

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

- We commit to providing all Catholic Regional College Melton staff with the necessary support to enable them to fulfil their roles. This will include regular and appropriate learning opportunities.
- We commit to providing regular opportunities to clarify and confirm policy and procedures in relation to child safety, and young people's protection and wellbeing. This will include annual training in the principles and intent of the Child Safety Policy and Child Safety Code of Conduct, and staff responsibilities to report concerns.
- We commit to listening to all concerns voiced by Catholic Regional College Melton staff, clergy, volunteers and contractors about keeping children and young people safe from harm.
- We commit to providing opportunities for Catholic Regional College Melton school employees, volunteers, contractors and clergy to receive formal debriefing and counselling arising from incidents of the abuse of a child or young person.
- We commit to providing access for Catholic Regional College Melton school employees, volunteers, contractors and clergy to the Employee Assistance Program, Access EAP, and are encouraged to use the use this confidential service. (https://www.accesseap.com.au/).

Responsibilities and organisational arrangements

Everyone employed or volunteering at Catholic Regional College Melton has a responsibility to understand the important and specific role they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all they do and every decision they make (CECV Commitment Statement to Child Safety).

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

- Deputy Principal – Student Wellbeing
- Director of Student Wellbeing

Guide to responsibilities of school leadership

The Principal, the school governing authority and school leaders at Catholic Regional College Melton recognise their particular responsibility to ensure the development of preventative and proactive strategies that promote a culture of openness, awareness of and shared responsibility for child safety. Responsibilities include:

- creating an environment for children and young people to be safe and to feel safe
- upholding high principles and standards for all staff, clergy, volunteers and contractors
- promoting models of behaviour between adults and children and young people based on mutual respect and consideration
- ensuring thorough and rigorous practices are applied in the recruitment, screening and ongoing professional learning of staff
- ensuring that school personnel have regular and appropriate learning to develop their knowledge of, openness to and ability to address child safety matters
- providing regular opportunities to clarify and confirm legislative obligations, policy and procedures in relation to children and young people's protection and wellbeing
- ensuring the school meets the specific requirements of the Victorian Child Safe Standards as set out in Ministerial Order No. 870
- ensuring the school takes specific action to protect children from abuse in line with the three new criminal offences introduced under the *Crimes Act 1958* (Vic.) and in line with PROTECT: Identifying and responding to all forms of abuse in Victorian schools

- ensuring the school understands and reports all matters that may constitute reportable conduct under the Reportable Conduct Scheme and in accordance with the School's reportable conduct policy

- sharing information under legislated information sharing schemes (CISS and FVISS) I accordance with the school's prescribed role as an ISE.

- working to provide opportunities to promote student voice.

Guide to responsibilities of school staff

Responsibilities of school staff (school employees, volunteers, contractors and clergy) include:
- treating children and young people with dignity and respect, acting with propriety, providing a duty of care, and protecting children and young people in their care
- following the legislative and internal school policies, procedures and processes in the course of their work, if they form a reasonable belief that a child or young person has been or is being abused or neglected
- providing a physically and psychologically safe environment where the wellbeing of children and young people is nurtured
- undertaking regular training and education in order to understand their individual responsibilities in relation to child safety, and the wellbeing of children and young people
- assisting children and young people to develop positive, responsible and caring attitudes and behaviours which recognise the rights of all people to be safe and free from abuse
- following the school's Child Safety Code of Conduct.
- promoting student voice and efficacy at every opportunity.

Organisational arrangements

The Principal has the overall leadership role in monitoring and responding to the policy, procedures and practices for child safety in Catholic Regional College Melton in accordance with this Policy.

The case management approach to student wellbeing provides a team approach to problem solving and provides support for the Year Level Coordinators. The Deputy Principal – Student Wellbeing, Director of Student Wellbeing, Year Level Coordinators, Counsellor and Psychologist (when required) meet formally once per 10 school days to discuss, monitor and support the academic and wellbeing needs of each student on the agenda for the meeting.

The Homeroom Teachers, and subject teachers are provided with strategies or information regarding students enabling the whole staff to work together to create a safe, supportive learning environment in an atmosphere of care.

Catholic Regional College Melton's website and newsletter will provide information to keep parents and carers informed of child safety commitments, procedures and arrangements.

Expectation of our school staff – Child Safety Code of Conduct

At Catholic Regional College Melton, 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 comply with all requirements. We have developed a Child Safety Code of Conduct School-Child-Safety-Code-of-Conduct-v1-2021, which recognises the critical role that school staff play in protecting the students in our care and establishes clear expectations of school employees, volunteers, contractors and clergy for appropriate behaviour with children in order to safeguard them against abuse and/or neglect.

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

Acceptable Behaviours

All staff, volunteers, contractors, clergy and board/school council members are responsible for supporting the safety of children by:

- adhering to the school's child safe policy and upholding the school's statement of commitment to student safety at all times.
- taking all reasonable steps to protect students from abuse.
- treating everyone in the school community with respect.
- listening and responding to the views and concerns of students, particularly if they are telling you that they or another student has been abused or that they are worried about their safety/the safety of another child.
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students (for example, by never questioning an Aboriginal and Torres Strait Islander child's self-identification).
- promoting the cultural safety, participation and empowerment of students with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination).
- promoting the safety, participation and empowerment of students with a disability (for example, during personal care activities).
- ensuring as far as practicable that adults are not alone with a student.
- reporting any allegations of student abuse to the school's leadership or student wellbeing officer.
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958.
- reporting any student safety concerns to the school's leadership or student wellbeing officer.
- if an allegation of student abuse is made, ensuring as quickly as possible that the student(s) are safe.
- adhering to the school's Communications policy.
- reporting to the Victorian Institute of Teaching any charges, committals for trial or convictions in relation to a sexual office by a registered teacher, or certain allegations or concerns about a registered teacher.
- Maintain high levels of privacy and security on all personal Social Media sites.

- It is acknowledged that at times staff may have occasion to be in contact with students and families due to community sport or filial relationships. Staff are asked to notify the Principal if this is the case.
- A staff member's Duty of Care is not diminished when working outside of the College and conduct should remain of the highest professional standard at all times.
- Unacceptable Behaviours
- All staff, volunteers, contractors, clergy and board/school council members must not:
- ignore or disregard any suspected or disclosed student abuse
- develop any 'special' relationships with students that could be seen as favouritism (for example, the offering of gifts or special treatment for specific student)
- exhibit behaviours with students which may be construed as unnecessarily physical
- put students at risk of abuse
- initiate unnecessary physical contact with students or do things of a personal nature that a student can do for themselves
- engage in open discussions of a mature or adult nature in the presence of students that do not relate to their College role.
- use inappropriate language in the presence of students
- express personal views on cultures, race or sexuality in the presence of students
- discriminate against any student, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- have contact with a student or their family outside of school without the school's leadership or student wellbeing
- officer's knowledge and/or consent or the school governing authority's approval (for example, non-school tutoring, private instrumental/other lessons or sport coaching). Accidental contact, such as seeing people in the street, is appropriate.
- have personal contact via social media, private email or telephone with any students or their family. Any communication should only be via the staff and student College email address or the approved College Learning Management System (Teams/ SIMON)
- exchange personal contact details such as social networking sites or personal email addresses
- photograph or video a student without the consent of the parent or guardians
- work with students whilst under the influence of alcohol or illegal drugs
- consume illegal drugs at school or at school events in the presence of students
- consume alcohol at school or at school events in the presence of students (unless authorised – e.g. Year 12 Graduation Dinner)

Student safety and participation

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

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

The curriculum design integrates appropriate knowledge and skills to enhance students' understanding of being safe. Teaching and learning strategies that acknowledge and support student agency and voice are implemented.

We have developed appropriate education about:

- standards of behaviour for students attending our school

- healthy and respectful relationships (including sexuality)
- resilience
- child abuse awareness and prevention.
- students are aware of the teachers in the Wellbeing team and who they can approach to discuss their concerns if they feel unsafe
- we listen to and act on any concerns students, parents, carers or the community discuss with us
- students are encouraged to participate in youth forums and whole school assemblies to voice their opinions and actively encourage students to express their opinions about matters important to them
- newsletter items regularly address wellbeing issues such as cyberbullying

Reporting and responding

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

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

Our school's PROTECT: Identifying and Responding to Abuse – Reporting obligations PROTECT-Identifying-and-Responding-to-Abuse-Reporting-Obligations-v1-0-2021, updated on 20 January 2021, sets out the actions required under the relevant legislation when there is a reasonable belief that a child at our school is in need of protection or a criminal offence has been committed, and provides guidance and procedures on how to make a report.

Our policy assists staff, volunteers and families to:

- identify the indicators of a child or young person who may be in need of protection
- understand how a reasonable belief is formed under the reportable conduct scheme as well as mandatory reporting
- make a report of a child or young person who may be in need of protection
- comply with mandatory reporting obligations under child protection law, and their legal obligations relating to child abuse and grooming under criminal law
- comply with reporting obligations under the reportable conduct scheme including obligations to report and investigate allegations of reportable conduct.

Our school has also established additional internal procedures and processes to help ensure that appropriate action is taken to respond to concerns about the wellbeing and/or safety of a student.

Our school is a prescribed Information Sharing Entity (ISE) meaning that, where legislated requirements are met, it is able to share confidential information with other ISEs to promote child wellbeing or safety under the CISS or FVISS.

- Homeroom teachers monitor the safety and wellbeing of the students in their homeroom group. If they have a suspicion or form a reasonable belief, they immediately discuss it with the Year Level Coordinator or Director of Student Wellbeing.
- When a student feels at risk, they are able to meet with their subject teacher or Homeroom teacher, the Year Level Coordinator or Director of Student Wellbeing to discuss any matters of concern.
- We have a proactive model at Catholic Regional College Melton, where the Wellbeing team have a case management meeting for each year level. The attendees are the two counsellors, two

psychologists, Year Level Coordinators, Director of Student Wellbeing and the Deputy Principal – Student Wellbeing, all focused on meeting the needs and welfare of the students at the College.

At Catholic Regional College Melton, if any member of our school community has concerns for a child's safety they need to discuss, they can notify the school Principal, the Deputy Principal – Student Wellbeing or Deputy Principal – Operations, Staffing & Strategic Intent.

If the Principal or Child Safety Officer is not available, then it should be discussed with a member of the school leadership team. Alternatively, any member of the school community may report directly to the responsible authority.

The staff member, supported by the Principal or designated Child Safety Officer will follow the step-by-step guide to making a report as outlined in the [Four Critical Actions for Schools: Responding to Incidents, Disclosures and Suspicions of Child Abuse](#).

Screening and recruitment of school staff

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

Each job description for staff involved in child-connected work has a clear statement that sets out the requirements, duties and responsibilities regarding child safety for those in that role and the occupant's essential qualifications, experience and attributes in relation to child safety and wellbeing.

When recruiting and selecting employees, contractors and volunteers involved in child-connected work, we make all reasonable efforts to gather, verify and record the following information about any person we propose to engage:

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

We will also ensure that appropriate supervision or support arrangements are in place in relation to the induction of new school staff into the school's policies, codes, practices and procedures governing child safety and child-connected work.

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

Catholic Regional College Melton implements the following CECV guidelines:

- *Guidelines on the Employment of Staff in Catholic Schools*
- *Guidelines on the Engagement of Volunteers in Catholic Schools*
- *Guidelines on the Engagement of Contractors in Catholic Schools*
- *NDIS/External Providers: Guidelines for Schools.*

Child safety – education and training for school staff

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

At least annually, our professional learning and training addresses:

- staff's individual and collective obligations and responsibilities for managing the risk of child abuse
- child abuse risks in the school environment
- the reportable conduct scheme
- our school's current child safety standards.
- All new staff undertake an Induction Program where our Child Safety Policy is distributed and explained.
- All staff undertake yearly induction with distribution of Staff Handbooks, and our Child Safety Policy is presented and reviewed in staff meetings to ensure that everyone understands their professional and legal obligations and responsibilities, and the procedures for reporting suspicion of child abuse and neglect.
- All staff will undertake Child Safety training / updates as our Policy states.

Risk management

At Catholic Regional College Melton, 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.

Initially, issues may be identified by Year Level Case Management Teams who provide a team approach to problem solving and provides support for the Year Level Coordinators. The Deputy Principal – Student Wellbeing, Director of Student Wellbeing, Year Level Coordinators, Counsellor and Psychologist (when required) meet formally once per 10 school days to discuss, monitor and support the academic and wellbeing needs of each student on the agenda for the meeting. Matters of whole school are referred to the Year Level Coordinator team. This consists of the Deputy Principal – Student Wellbeing, Director of Student Wellbeing and Year Level Coordinators.

The Child Safety Team identify and manage risks. Catholic Regional College Melton also maintains a risk register via Complispace.

Relevant legislation

- *Children, Youth and Families Act 2005* (Vic.)
- *Child Wellbeing and Safety Act 2005* (Vic.)
- *Worker Screening Act 2020* (Vic.)
- *Education and Training Reform Act 2006* (Vic.)
- *Education and Training Reform Regulations 2017* (Vic.)
- *Equal Opportunity Act 2010* (Vic.)
- *Privacy Act 1988* (Cth)
- *Crimes Act 1958* (Vic.) – Three new criminal offences have been introduced under this Act:

1. [Failure to disclose offence](): Any adult who forms a reasonable belief that a sexual offence has been committed by an adult against a child under 16 has an obligation to report that information to police. Failure to disclose the information to police is a criminal offence.

2. [Failure to protect offence](): This offence will apply where there is a substantial risk that a child under the age of 16 under the care, supervision or authority of a relevant organisation will become a victim of a sexual offence committed by an adult associated with that organisation. A person in a position of authority in the organisation will commit the offence if they know of the risk of abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.

3. [Grooming offence](): This offence targets predatory conduct designed to facilitate later sexual activity with a child. Grooming can be conducted in person or online, for example via interaction through social media, web forums and emails.

Related policies

Catholic Education Commission of Victoria Ltd (CECV) guidelines
- [CECV Guidelines on the Employment of Staff in Catholic Schools]()
- [CECV Guidelines on the Engagement of Volunteers in Catholic Schools]()
- [CECV Guidelines on the Engagement of Contractors in Catholic Schools]()
- [CECV NDIS/External Providers: Guidelines for Schools]()
- [CECV Positive Behaviour Guidelines]()

Melbourne Archdiocese Catholic Schools Ltd (MACS) policies
- Identifying and Responding to Abuse – Reporting Obligations
- Complaints Handling Policy
- Pastoral Care of Students Policy

School policies
- Child Safety Code of Conduct [School-Child-Safety-Code-of-Conduct-v1-2021]()
- PROTECT: Identifying and Responding to Abuse – Reporting obligations [PROTECT-Identifying-and-Responding-to-Abuse-Reporting-Obligations-v1-0-2021]()
- Reportable Conduct Policy [School-Reportable-conduct-policy-v1-0-2021]()