Child Safety and Wellbeing Policy

Purpose

Urban College (UC) Child Safety and Wellbeing Policy demonstrates our college's commitment to creating and maintaining a child safe and child-friendly organisation, where children and young people are safe and feel safe. This policy provides an overview of our college's approach to implementing Ministerial Order 1359 which sets out how the Victorian Child Safe Standards apply in college environments. It informs our college community of everyone's obligations to act safely and appropriately towards children and guides our processes and practices for the safety and wellbeing of students across all areas of our work.

Scope

This policy:
• Applies to all college staff, volunteers and contractors whether they work in direct contact with students or not. It also applies to college board members where indicated.
• Applies in all physical and online college environments used by students during or outside of college hours, including other locations provided for a student's use (for example, a college camp) and those provided through third-party providers.
• Should be read together with our other child safety and wellbeing policies, procedures, and codes – refer to the related college policies section below.

Definitions

The following terms in this policy have specific definitions:
• child
• child safety
• child abuse
• child-connected work
• child-related work
• college environment
• college staff
• college governing authority
• student
• volunteer

1.   Statement of Commitment to Child Safety

UC is a child safe organisation which welcomes all children, young people and their families.

UC is committed to providing an environment where students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives. UC child safe policies, strategies and practices are inclusive of the needs of all children and students.

UC has no tolerance for child abuse, and we take proactive steps to identify and manage any risks of harm to students in the college environment. UC promote positive relationships between students and adults and between students and their peers. These relationships are based on trust and respect.

UC take proactive steps to identify and manage any risk of harm to students in the college environment. When child safety concerns are raised or identified, UC treat these seriously and respond promptly and thoroughly. Particular attention is given to the child safety needs of Aboriginal and Torres Strait Islander students, those from culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, queer, intersex and asexual (LGBTQIA+) and other students experiencing risk or vulnerability. Inappropriate or harmful

behaviour targeting students based on these or other characteristics, such as racism or homophobia, are not tolerated at UC, and any instances identified will be addressed with appropriate consequences.

Child safety is a shared responsibility. Every person involved in the college has an important role in promoting child safety and wellbeing and promptly raising any issues or concerns about a child's safety.

UC are committed to regularly reviewing child safe practices, and seek input from students, families, staff, and volunteers to inform ongoing strategies.

2. Roles and Responsibilities

UC college leadership, headed by the Principal, comprising of the Business Manager, Assistant Principal and the Head of Wellbeing are responsible for ensuring that a strong child safe culture is created and maintained, and that policies and practices are effectively developed and implemented in accordance with Ministerial Order 1359.

2.1 College Leadership Team

College Leadership Team

The Leadership Team will:
• ensure effective child safety and wellbeing governance, policies, procedures, codes and practices are in place and followed, in an open and transparent manner with families and the College community.
• model a child safe culture that facilitates the active participation of students, families and staff in promoting and improving child safety, cultural safety and wellbeing.
• enable inclusive practices where the diverse needs of all students are considered.
• reinforce high standards of respectful behaviour between students and adults, and between students.
• promote regular open discussion on child safety issues within the college community including at leadership team meetings, staff meetings and college board meetings.
• facilitate regular professional learning for staff and volunteers (where appropriate) to build deeper understandings of child safety, cultural safety, student wellbeing and prevention of responding to abuse.
• create an environment where child safety complaints and concerns are readily raised, and no one is discouraged from reporting an allegation of child abuse to relevant authorities.
• Regularly review the College's performance in delivering child safety and wellbeing practices.
• Support, guide and train staff and volunteers and leaders to understand, respect and value Aboriginal culture and to understand the importance of this to the wellbeing and safety of Aboriginal children.
• Ensure racism in the College is identified and appropriately addressed.
• Take steps to understand the diverse circumstances and needs of children who engage, or may engage, with it.
• Support families and communities to take an active role in promoting and maintaining child safety and wellbeing by communicating about their role in child safety and wellbeing within the organisation.
• Provide College community members an opportunity to participate in decisions made by the College and to provide feedback that impacts the approach to safety and wellbeing of the students. Feedback provided by College community members will be taken seriously and their views considered.
• Set clear expectations around achieving equity and respect for diversity and ensure that all students are reasonably supported to participate in the College.
• Provide information and guidance to recruiting staff on how to prioritise child safety in the recruitment process, including how to identify and manage any child safety concerns raised through the application, interview and screening process.

2.2 College Staff and Volunteers

All staff and volunteers will:
• Participate in child safety and wellbeing induction and training provided by the college and always follow the college's child safety and wellbeing policies and procedures.
• Act in accordance with the Child Safety Code of Conduct.
• Identify and raise concerns about child safety issues in accordance with the Child Safety Responding and Reporting Obligations Procedures (staff handbook) as well as following the Four Critical Actions.
• Ensure students' views are taken seriously and their voices are heard about decisions that affect their lives.

Child Safety and Wellbeing

uc Urban College

• Implement inclusive practices that respond to the diverse needs of students.
• Understand the information sharing and record keeping obligations through ongoing and updated training.
• work in partnership with local Koorie community, to support the inclusion of a respectful and positive learning environment protecting cultural integrity, and upholding equality and non-discrimination.
• Koori students are supported to engage in a positive learning environment that understands and appreciates the strength of Aboriginal and Torres Strait Islander culture.
• Understand students' rights, including safety and participation within the College, know how adults in the organisation should behave, understand the organisations complaints process and how to raise safety concerns for themselves, their friends or peers and know about supports services aimed at children.
• Identify practices in the College that disempower children, and action is taken to change these.
• Where relevant, provide students with access to sexual abuse prevention programs and other relevant information to children in an age-appropriate and accessible manner.
• Create opportunities for children to express their views and participate in decisions that impact them.
• Support students to develop social connections and friendships with their peers, build skills in students to support their peers and challenge bullying or isolating behaviour between others.
• Be provided with information and guidance about children's diverse circumstances, how to identify factors that can increase a child's vulnerability, including making inquiries and responding where there are signs of increased vulnerability.
• Take action to uphold equity for all children, promote children's safety and prevent child abuse and harm.

2.3   *The College Board*

The Board is the governing body for the legal entity which operates the College, and as such is ultimately responsible for ensuring that student safety and wellbeing (and the care, safety and welfare of children and young people) is the College's paramount consideration. The Board delegates roles and responsibilities for achieving the College's student safety strategies to the Principal.

In performing the functions and powers given to them under the Education and Training Reform Act 2006, College Board members will:

• Champion and promote a child safe culture with the broader college community.
• Ensure that child safety is a regular agenda item at College Board meetings to review whether staff are following Codes of Conduct and other child safe policies.
• Undertake annual training on child safety
NOTE: College Board can use the Child Safe Standards College Council Training slide presentation available on PROTECT.
• Approve updates to, and act in accordance with the Child Safety Code of Conduct.
• When hiring college employees, ensure that selection, supervision, and management practices are child safe. At UC, college employment duties are delegated to the Principal who is bound by this policy.

The College has established a Child Safety Committee which will be responsible for:
• Monitoring adherence to the Child Safety policy and MO 1359.
• Undertaking an annual Child Safety Review.
• Overseeing the annual Risk Management processes.
• Overseeing arrangements for Staff and Board training.
• Ensuring appropriate Child Safety recruitment practices have been followed.
• Holding meetings during Term 1 and Term 3 each year (and more often if deemed necessary).
• Reporting to the Board on progress and follow continuous improvement practice.

3.   Specific Staff Child Safety Responsibilities

UC has nominated the Leadership Team to support the Principal to implement the college child safety policies and practices, including staff and volunteer induction and training. The Head of Wellbeing will be nominated as UC's Child Safety Champion.

The responsibilities of the child safety advocacy are outlined at Guidance for Child Safety Champions. Raising child safety queries can be directed towards the Child Safety Champion.

Child Safety and Wellbeing

UC Urban College

Any child safety concerns should be discussed in staff debrief and/or reported to the Leadership Team at the end of each day.

The Principal and Leadership Team are the first point of contact for coordinating responses to child safety incidents.

The Principal is responsible for monitoring the college's compliance with the Child Safety and Wellbeing Policy with support of the Leadership Team and the Head of Wellbeing. Anyone in the college community should approach the Principal, Leadership Team or Head of Wellbeing if they have any concerns about the college's compliance with the Child Safety and Wellbeing Policy.

The Principal is responsible for informing the college community about this policy and making it publicly available.

The Head of Wellbeing will undertake consultation with each class, at minimum, bi-annually on child safety matters to ensure that student voice is heard around child safety issues within the college. This process also allows for students to have regular reminders about their rights, the avenues for making a complaint and so they are clear on what are appropriate boundaries and expectations for behaviours between staff and students (as outlined in the Child Safety Code of Conduct).

Other specific roles and responsibilities are named in other child safety policies and procedures, including the Child Safety; Code of Conduct, Child Safety; Responding and Reporting Obligations (including Mandatory Reporting), Policy and Procedures, and Child Safety; Risk Register.

UC has established a Child Safety Leadership Group (Principal, Assistant Principal and Head of Wellbeing). The Child Safety Leadership Group meet regularly to identify and respond to any ongoing matters related to child safety and wellbeing. The Head of Wellbeing reports back from student consultation groups to ensure that student voice is heard and considered when making decisions around child safety. The Child Safety Leadership Group monitors the Child Safety Risk Register.

4. Child Safety Code of Conduct

UC's Child Safety Code of Conduct sets the boundaries and expectations for appropriate behaviours between adults and students. It also clarifies behaviours that are not acceptable in physical and online environments.

UC ensure that students know what is acceptable and what is not acceptable behaviour so that they can be clear and confident about what to expect from adults in the college.

The Child Safety Code of Conduct also includes processes to report inappropriate behaviour.

5. Managing Risks to Child Safety and Wellbeing

At UC we identify, assess and manage risks to child safety and wellbeing in physical and online college environments. These risks are managed through our Child Safety and Wellbeing Policies, Procedures and Practices, and in the activity specific risk registers, such as those developed for off-site overnight camps, adventure activities and facilities and services we contract through third party providers for student use.

UC Child Safety Risk Register is used to record any identified risks related to child abuse alongside actions in place to manage those risks. Our Leadership Team monitor and evaluate the effectiveness of the actions in the Child Safety Risk Register at least annually.

5.1 Assessing Child Safety Risks

• Manage risk in physical spaces.
• Identify and document the college's Child Safety Risks in UC Risk Register and ensure strategies are in place to manage those risks.

Child Safety and Wellbeing

UC Urban College

• Consider the range of college environments and the nature of physical spaces including onsite buildings and grounds, classrooms, corridors, and pick-up and drop off areas.

• Consider off-site physical environments for student use and where reasonably possible, inspect these sites and venues for events, excursions and camps.

• Consider risks arising from child-to-child and adult-to-child interactions in physical and online spaces.

• Consider cultural safety of Aboriginal students, students with culturally and/or linguistically diverse backgrounds, students with a disability, international students, students who are unable to live at home and lesbian, gay, bisexual, transgender and intersex (LQBTIQ+) students.

• Inform staff, volunteers and students where appropriate of identified risks and risk management strategies.

• Keep records of risk management activities, including risk assessments for camps and excursions.

• Provide training and refresher training to staff and relevant volunteers on risk management policies and procedures.

• Be aware of risks posed by dark spaces, stairwells, private spaces and corners in college environments and develop strategies to address these risks.

• Inform students about spaces that are off limits, including out-of-bounds areas, storerooms and staff rooms.

• Nominate ratios of staff and volunteers to students for different types of activities.

• Keep records of any court orders in place regarding access or intervention orders and communicate to staff who can collect students in these circumstances.

• Use observation aids when appropriate, such as observation windows, concave mirrors, CCTV and consider the balance between appropriate visibility and respecting staff and students' privacy.

• Undertake works to improve lighting in poorly lit areas or private areas of the college that cause concern.

• Let students know how to raise concerns and where to go if they need help.

• Organise professional learning to discuss risk and harm prevention and hazard awareness with staff, volunteers and College Board members.

• Keep records of incidents that occur, including accidents and medical events.

• Review incidents against policies and procedures, including seeking student feedback on how incidents were handled and how safe they felt, and make improvements as needed.

• Promote student safety online.

• Give students opportunities to learn, play, create, entertain, make new friends and stay connected.

• Facilitate age-appropriate ways to use the internet and social media for students, utilising resources from Resilience, Rights and Respectful Relationships, Safe Colleges as well as information from the e-Safety Commission.

5.2 Inform Students about Online Safety Risks

Including;

• Cyberbullying and Trolling.

• Invasion of privacy or digital surveillance.

• Inappropriate sharing of images and Image-based abuse.

• Phishing, harvesting of personal information or data theft.

• Identity theft

• Malevolent Software (malware).

• Offensive images and messages.

• Age-appropriate online content.

• Impersonation/Catfishing.

• Grooming.

• Outline acceptable use of personal devices for students.

• Prohibit the use of student email addresses to sign up to unauthorised third-party services and communicate this expectation to students and the college community.

• Use filtering software on college-based devices.

• Encourage parents to use parental controls on personal devices.

• Advise students on how they can seek help from a trusted adult if they are exposed to inappropriate imagery or content that upsets them.

• Monitor online activity and respond to breaches of the online policies and procedures with appropriate consequences.

• Address acceptable and unacceptable behaviour in online environments in the college's

Child Safety and Wellbeing

uc Urban College

Child Safety Code of Conduct.
• Outline acceptable use of personal devices by staff and volunteers.
• Have guidelines for taking, storing, and using images of children and students – including photos and video recordings.
• Deal with misuse of digital devices and unacceptable behaviour in accordance with college policy.
• Review communication protocols regularly, considering emerging services and technologies, such as disappearing message services.
• Uphold policies and report breaches in accordance with the college's complaints handling processes and Code of Conduct.
• Provide avenues for students, families, carers, communities and staff to report online issues or concerns.
• Protect student privacy by supporting students to limit the amount of information provided online.
• Require college staff to undertake information security training to reduce the risk of online phishing or malware attacks.

5.3   *Procurement and Third Parties*

• Undertake child safety due diligence when engaging third parties.
• Require vendors to provide evidence of compliance with the Child Safe Standards when establishing contracts to deliver services to students.
• Ensure a Privacy Impact Assessment is undertaken for any software handling student personal information.
• Make child safety a feature in legal contracts.
• Ask contractors to provide their Working with Children Check upon entry to the college.
• Provide contractors with a copy of the Child Safety Code of Conduct and Child Safety and Wellbeing Policy (if applicable).
• Nominate a staff member who is responsible for collecting child safety compliance information about third party providers.
• Keep records of due diligence processes.

• If a vendor is found to be non-compliant with the Child Safe Standards:
  o   cease all activities with the vendor until the issue is resolved.
  o   If appropriate, inform the vendor of the non-compliance and provide an opportunity to rectify the problem.
  o   or if the issue is serious, contact the relevant authorities.

6.   Establishing a Culturally Safe Environment

UC are committed to establishing an inclusive and culturally safe college where the strengths of Aboriginal culture, values and practices are respected.

UC think about how every student can have a positive experience in a safe environment. For Aboriginal students, the college recognises the link between Aboriginal culture, identity and safety and actively create opportunities for Aboriginal students and the Aboriginal community to have a voice and presence in college planning, policies, and activities.

UC have developed the following strategies to promote cultural safety in the college community and actively support a child or student's ability to express their culture and enjoy their cultural rights in the following ways:
• Equip staff, students, volunteers and the college community to acknowledge and appreciate the strengths of Aboriginal culture and understand its importance to the wellbeing and safety of Aboriginal children and students.
• Adopt measures to ensure racism is identified, confronted, and not tolerated.
• Address any instances of racism within the college environment with appropriate consequences
• actively support participation and inclusion in the college by Aboriginal children, students, and their families.

Child Safety and Wellbeing

UC Urban College

• Ensure college policies, procedures, systems and processes together create a culturally safe and inclusive environment and meet the needs of Aboriginal children, students and their families.
• Actively work with local Indigenous organisations to promote inclusive practices within the college.

7.   Student Empowerment

To support child safety and wellbeing at UC, the college work to create an inclusive and supportive environment that encourages students and families to contribute to the colleges child safety approach and understand their rights and their responsibilities.

Respectful relationships between students are reinforced and peer support in the college is encouraged to ensure a sense of belonging, implementing a whole college approach to respectful positive relationships, the student code of conduct and the college values.

UC inform students of their rights through the student handbook and give students the skills and confidence to recognise unsafe situations with adults or other students and to speak up and act on concerns relating to themselves or their peers. UC ensure students know who to talk to if they are worried or feeling unsafe and encourage them to share concerns with a trusted adult at any time. Students and families can also access information on how to report concerns from Child Safety; Reporting and Responding Policy or speaking to a member of staff.

When the college is gathering information in relation to a complaint about alleged misconduct or abuse of a child, UC will listen to the complainant's account and take them seriously. The college will investigate the complaint, support the student and keep them (and their parents/guardians/carers as appropriate) informed about the progress.

UC will empower children and students using the following strategies:
• Inform students about all their rights, including their rights to safety, information and participation at orientation, through visual means such as posters and regularly through classes.
• Recognise the importance of friendships and encourage support from peers, to help students feel safe and be less isolated.

Make sure staff and volunteers:
• Are attuned to signs of child abuse.
• Facilitate child-friendly ways for students to express their views, participate in decision making and raise their concerns.
• To develop a culture that encourages participation and responds to what students say.
• Develop an action plan that details how the college will address these requirements.
• Give students opportunities to participate and respond to their contributions to strengthen confidence and engagement.
• Offer students access to external support through local community programs including but not limited to DFFH Child Protection, CYMHS, CATT, Rainbow Door, Beyond Blue, Headspace, Anglicare, EACH, YSAS, Uniting, Orange Door, Minus 18, VACCA, Butterfly Foundation, ECASA, Ben's Place, Knox Info Link and Salvation Army. Support may be given through sexual abuse prevention programs and related information in an age-appropriate way.

Urban College will:
• Treat childing raising complaints and safety concerns or disclosing abuse with sensitivity and provide them with support.
• Prioritise children's safety at the College once a complaint or safety concern has been raised. UC will assess any immediate risks so that the college can best support the student.
• Cooperate with Victoria Police, Child Protection, the Commission and other authorities that have a role in responding to complaints and concerns so that children's safety is prioritised.
• Ensure that personal information that identifies a child or another individual associated with a complaint should only be disclosed by the organisation as permitted under the relevant laws.

Child Safety and Wellbeing

UC Urban College

8.   Family Engagement

UC families and the college community have an important role in monitoring and promoting children's safety and wellbeing and helping children to raise any concerns.

To support family engagement, UC is committed to providing families and community with accessible information about our college's child safe policies and practices and involving them in the colleges approach to child safety and wellbeing.

UC will create opportunities for families to have input into the development and review of the colleges child safety policies and practices and encourage them to raise any concerns and ideas for improvement.

UC do this by:

• Making the child safety policies and procedures available for students and parents on the website https://www.urbancollege.vic.edu.au and at the college reception.

• Bulletins and/or email will inform families and the college community about any significant updates to the child safety policies or processes, and strategies or initiatives that are taken to ensure student safety.

• PROTECT Child Safety posters will be displayed around the college including breakout spaces.

9.   Diversity and Equity

As a child safe organisation, UC celebrate the rich diversity of its students, families and community and promote respectful environments that are free from discrimination. UC focus is on wellbeing and growth for all. The college recognise that every child has unique skills, strengths and experiences to draw on.

UC pay particular attention to individuals and groups of children and young people in the community with additional and specific needs. This includes tailoring child safety strategies and supports to the needs of:

• Aboriginal children and young people

• Children from culturally and linguistically diverse backgrounds

• Children and young people with disabilities

• Children unable to live at home or impacted by family violence

• International students

• Children and young people who identify as LGBTQIA+ UC Student Wellbeing and Engagement Policy provides more information about the measures in place to support diversity and equity.

UC has strategies and actions for diversity and equity that develop and endorse policies and procedures that detail the strategies and actions it will take to uphold diversity and equity, that:

• makes sure college staff and volunteers understand the diverse circumstances of students, providing support, and responding to vulnerable students.

• Give students, staff, volunteers and the college community access to information, support and complaint processes in ways that are culturally safe, accessible and easy to understand.

We pay particular attention to the needs of:

- • Students with a disability
- • Students from culturally and linguistically diverse backgrounds
- • Students who are unable to live at home
- • International students
- • LGTBQIA+ students
- • Aboriginal students

10.   Suitable Staff and Volunteers

UC apply child safe recruitment, induction, training, and supervision practices to ensure that all staff, contractors and volunteers are suitable to work with children.

10.1   *Staff Recruitment*

UC make sure job advertisements have clear statements about:

• the job's requirements, duties and responsibilities regarding child safety and wellbeing.

• the job occupant's essential or relevant qualifications, experience and attributes in relation to child safety and wellbeing.

Child Safety and Wellbeing

UC Urban College

UC advise job applicants about the child safety practices of the college, including the Code of Conduct.

The college screen UC staff applicants by:
• sighting, verifying and recording a Working with Children Check if the person is required to have one or any equivalent background checks such as Victorian Institute of Teaching registration or Police Check.
• collect and record proof of identify, qualifications, history of working with children and references.

When engaging staff to perform child-related work, UC:
• sight, verify and record the person's Working with Children clearance or equivalent background check such as a Victorian teaching registration or Police Check.
• collect and record: - proof of the person's identity and any professional or other qualifications - the person's history of working with children - references that address suitability for the job and working with children.

10.2   *Staff Induction*
All newly appointed staff will be expected to participate in the child safety and wellbeing induction program.
The program will include a focus on:
• the Child Safety and Wellbeing Policy (this document).
• the Child Safety Code of Conduct.
• the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures and • any other child safety and wellbeing information that college leadership considers appropriate to the nature of the role.

10.3   *Ongoing Supervision and Management of Staff*
All staff engaged in child-connected work will be supervised appropriately to ensure that their behaviour towards children is safe and appropriate.

Staff will be monitored and assessed to ensure their continued suitability for child-connected work. Inappropriate behaviour towards children and young people will be managed swiftly and in accordance with college policies and the legal obligations. Child safety and wellbeing will be paramount.

10.4   *Suitability of Volunteers*
All volunteers are required to comply with our Volunteers Policy which describes how UC assess the suitability of prospective volunteers and outlines expectations in relation to child safety and wellbeing induction and training, and supervision and management.

UC screen volunteers by:
• Sighting, verifying and recording a Working with Children Check if the person is required to have one or any equivalent background check such as VIT registration or Police Check.
• Consider the child safety risks relevant to the volunteer's role and, if reasonable and appropriate, collect and record proof of identify, qualifications, history of working with children and references.
• Provide an induction regarding child safety and wellbeing that is appropriate to the nature of the role.
• Make volunteers aware of the college's Child Safety and Wellbeing Policy and Child Safety Code of Conduct.

11.   Child Safety Knowledge, Skills and Awareness
Ongoing training and education are essential to ensuring that staff understand their roles and responsibilities and develop their capacity to effectively address child safety and wellbeing matters.

In addition to the child safety and wellbeing induction, staff will participate in a range of training and professional learning to equip them with the skills and knowledge necessary to maintain a child safe environment.

Child safety and wellbeing training for staff will be delivered at least annually and will include guidance on:
• College child safety and wellbeing policies, procedures, codes, and practices.

Child Safety and Wellbeing

- Completing the Protecting Children – Mandatory Reporting and Other Legal Obligations online modules annually.
- Recognising indicators of child harm including harm caused by other children and students.
- Responding effectively to issues of child safety and wellbeing and supporting colleagues who disclose harm.
- How to build culturally safe environments for children and students.
- Information sharing and recordkeeping obligations.
- How to identify and mitigate child safety and wellbeing risks in the college environment.

Other professional learning and training for UC volunteers, will be tailored to specific roles and responsibilities.

12.   College Board Training and Education

To ensure the UC board is equipped with the knowledge required to make decisions in the best interests of student safety and wellbeing, and to identify and mitigate child safety and wellbeing risks in the college environment, the board is trained at least annually. Training includes guidance on:
- Individual and collective obligations and responsibilities for implementing the Child Safe Standards and managing the risk of child abuse.
- Child safety and wellbeing risks in our college environment.
- UC's child safety and wellbeing policies, procedures, codes and practices.

13.   Complaints and Reporting Processes

UC fosters a culture that encourages staff, volunteers, students, parents, and the college community to raise concerns and complaints. This makes it more difficult for breaches of the code of conduct, misconduct or abuse to occur and remain hidden.

UC have clear pathways for raising complaints and concerns and responding. This is documented in the college's Complaints and Grievances Policy, which can be found on the website.

If there is an incident, disclosure, allegation or suspicion of child abuse, all staff and volunteers (including College Board members) must follow the Child Safety Responding and Reporting Obligations Policy and Procedures. UC policy and procedures address complaints and concerns of child abuse made by or in relation to a child or student, college staff, volunteers, contractors, service providers, visitors or any other person while connected to the college.

As soon as any immediate health and safety concerns are addressed, and relevant college staff have been informed, UC will ensure our college follows:
- The Four Critical Actions for complaints and concerns relating to adult behaviour towards a child including reporting to Commission for Child and Young People.
- The Four Critical Actions: Student Sexual Offending for complaints and concerns relating to student sexual offending.

The Student Wellbeing and Engagement Policy and Bullying Prevention Policy cover complaints and concerns relating to student physical violence or other harmful behaviours.

14.   Communications

UC is committed to communicating its child safety strategies to the college community through:
- Ensuring that key child safety and wellbeing policies are available on the website including the Child Safety and Wellbeing Policy (this document), Child Safety Code of Conduct, and the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedure.
- Displaying PROTECT posters around the college.
- Updates in our College Bulletin or via email or Compass.
- Ensuring that child safety is a regular agenda item at college leadership meetings, staff meetings and college Board meetings.

Child Safety and Wellbeing

uc Urban College

15.   Privacy and Information Sharing

UC collects, uses, and discloses information about children and their families in accordance with Victorian privacy laws, and other relevant laws. For information on how the college collects, uses and discloses information refer to: UC Privacy Policy.

16.   Records Management

UC acknowledge that good record management practices are a critical element of child safety and wellbeing and manage records accordingly. UC manages records in accordance with the Department of Education and Training's policy: Records Management – College Records.
This includes:
• Records are kept of complaints, concerns, allegations and actions taken to respond.
• Complaints, concerns, safety incidents or significant breaches of policy (such as Code of Conduct) are examined to understand what caused the problem an whether there are any flaws in the college policies, procedures and practices that contributed to the problem. Where flaws or failing are identified, improvements are made to prevent the problem from happening again.

17.   Review of Child Safety Practices

UC have established processes for the review and ongoing improvement of our child safe policies, procedures, and practices.
The college will:
• Review and improve its policy every 2 years or after any significant child safety incident.
• Analyse any complaints, concerns, and safety incidents to improve policy and practice.
• Act with transparency and share relevant learnings and review outcomes with college staff and community.

18.   Related Policies and Procedures

This Child Safety and Wellbeing Policy is to be read in conjunction with other related college policies, procedures, and codes.
These include:
• Anti-Bullying and Harassment Policy
• Child Safety Responding and Reporting Obligations Policy
• Child Safety Code of Conduct
• Recruitment of Staff Policy
• Student Wellbeing and Engagement Policy
• Complaints and Grievances Policy
• Duty of Care Policy
• Privacy of information Policy
• Visitors in Colleges Policy
• ICT Acceptable Use Policies

19.   Policy Status and Review

The Policy Committee is responsible for reviewing and updating the Child Safety and Wellbeing Policy at least every two years. The review will include input from students, staff, parents/guardians/carers and the college community.

Child Safety and Wellbeing			
Policy Update:		31/3/2025	
Consultation with Board:		13/5/2025	
Endorsed by:	Principal	Endorsed on:	13/5/2025
Scheduled Review Date:		May, 2027	

Child Safety and Wellbeing

UC Urban College