



CHILD SAFEGUARDING AND WELLBEING POLICY

Purpose

This overarching Policy

- provides key elements of our approach to protecting children from abuse and promoting wellbeing
- forms the foundation of the College's procedures, practices, decision making processes and ultimately the College's culture with respect to child safety
- provides an overview of the policies and practices that we have developed to keep our students safe, including from abuse or other harm
- outlines the key elements of our approach to implementing Ministerial Order 1359 (which sets out how the Victorian Child Safe Standards apply in school environments) and to the College as a child safe organisation
- 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 Safeguarding Program.

Scope

The 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 College staff within the meaning of Ministerial Order 1359
- other external Contractors and third parties
- volunteers (includes parents, College Board members)
- 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).

College Commitment

All persons connected with the College should note the College's commitment to the principles of child safety and wellbeing, empowerment and inclusion which are inculcated into our mission and values and our policies and procedures and to creating and maintaining a child safe and child-friendly environment and this is demonstrated through

- implementing the Victorian Child Safe Standards and Ministerial Order 1359 the development of work systems, practices, policies and procedures, that promote child protection, safety and wellbeing within the College
- creating 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.

Statement of Commitment to Child Safety

Our Statement of Commitment is displayed at each campus reception and on our College website:

All children and young people who come to Mount Scopus Memorial 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 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 that they make.

Expectations

The College Board expects all within our College community to uphold the principles of inclusion through promoting equity and respecting diversity by:

- actively anticipating children and young people's diverse circumstances and responding effectively to those with additional vulnerabilities
- informing children and young people of their rights and giving all children and young people access to information, support and complaints processes
- respecting the rights of children and young people to participate in decision-making, paying appropriate attention to the needs of the following groups:
 - Aboriginal and Torres Strait Islanders
 - Children and young people with a disability
 - Children and young people from culturally and linguistically diverse backgrounds LGBTQI+ (Lesbian, gay, bisexual, transgender, queer and intersex) children and young people
 - Children and young people who are unable to live at home
- practising zero tolerance to child abuse
- providing regular briefings to staff, and education to students and parents in order for them to understand, identify, discuss and report child safety matters.

Complaints Process

Refer to the Child Safety Reporting Process and the Reporting and Responding Obligations (Child Safeguarding) Policy and Procedure.

Definitions

Child Connected work: work performed by an adult in a school environment while children are present or reasonably expected to be present.

Child Related Work: work that usually involves (or is likely to involve) direct contact with a child

(including oral, written or electronic communication as well as face-to-face and physical contact) that is a central part of that person's duties. Child-related work may be either paid or unpaid (voluntary). It does not include work that involves only occasional direct contact with children that is incidental to that person's work.

Contractor: is someone engaged by the College to perform specific tasks. Contractors are not employees of the College. However, Contractors who are regular and have direct contact with children such as Casual Relief Teachers, sports coaches, tutors, cleaners, gardeners, ICT staff, security guards are College staff for the purposes of Ministerial Order 1359 and this Policy.

Contractors may include maintenance and building personnel, consultants on a non permanent or ad hoc basis.

Volunteer: is 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 College staff for the purposes of Ministerial Order 1359.

Roles and Responsibilities

Everyone is responsible for child safety and wellbeing.

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

The **College Board** is specifically responsible for:

- championing and promoting a child safe culture within the College
- reviewing and authorising policies on child protection every two years and other policies as well as the Child Safety Risk Register annually
- receiving reports each term on campus security, OH&S, child safety and risk management issues and procedures
- undertake Child Safety training including training on this policy annually.

The College's Board Child Safe Champion is Amy Hershman responsible for ensuring that child safety is prioritised, modelled and championed and responsibilities at the College Board level of the College are met.

The **College Principal** is specifically responsible for:

- monitoring overall operational management and implementation of the Child Safeguarding Program
- taking all practical measures to ensure that this Child Safeguarding and Wellbeing Policy and the College's Child Safeguarding Program is implemented effectively and followed
- ensuring that a strong and sustainable child safe culture is maintained within the College, by:
 - modelling the Child Safe 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.

The **Senior Child Safety Officers** have additional child safe responsibilities:

- as being a first point of contact for all child safety concerns or queries for the wider community
- coordinating the College's response to child safety incidents in consultation with the School Leadership Team and the College Board
- ensuring all Child Safety Officers are trained in child safety officer responsibilities
- implementing child safety obligations in the Child Safety Policies.

College Staff are responsible for:

- understanding and following this Policy and procedure for responding and reporting child safety incidents or concerns
- identifying and reporting any concerns internally to a Child Safety Champion in accordance with our procedure for Responding and Reporting Child Safety Incidents or Concerns and following the Four Critical Actions. Where the incident or concern involves the Principal internal report should be made to the College Board President or Deputy President by calling 9834 0000.
- participating in child safety and wellbeing induction and ongoing refresher training annually regarding this policy provided by the College, always follow the College's child safety and wellbeing policies and procedures in the Child Safeguarding Program
- completing mandatory MARAM child safety training annually
- acting in accordance with the Child Safeguarding Codes of Conduct
- ensuring students' views are taken seriously and their voices are heard when making decisions that affect them
- implementing inclusive practices that respond to the diverse needs of students.

All Volunteers are responsible for:

- contributing to the safety and protection of students in the College environment
- complying with our Child Safeguarding and Wellbeing Policy and Child Safeguarding 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”) 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 a Child Safe Champion.

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 a Child Safe Champion.

Contractors are responsible for:

- for contributing to the safety and protection of students in the College environment
- complying with our Child Safeguarding and Wellbeing Policy and Child Safeguarding Codes of Conduct

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

The Victorian Child Safe Standards

The Child Safe Standards were originally developed in response to the Victorian Parliament’s Inquiry into the Handling of Child Abuse by Religious and Other Organisations. These were replaced with a new set of standards in 2022 to support greater national consistency. There are 11 Victorian Child Safe Standards. The Victorian Registration and Qualifications Authority (VRQA) monitors and enforces compliance with the Victorian Child Safe Standards for all registered schools in Victoria.

Victoria’s Child Safe Standards

- **Child Safe Standard 1** – Establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.
- **Child Safe Standard 2** – Ensure that child safety and wellbeing are embedded in school leadership, governance and culture.
- **Child Safe Standard 3** – Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.
- **Child Safe Standard 4** – Families and communities are informed and involved in promoting child safety and wellbeing.
- **Child Safe Standard 5** – Equity is upheld and diverse needs are respected in policy and practice.
- **Child Safe Standard 6** – People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
- **Child Safe Standard 7** – Ensure that processes for complaints and concerns are child focused.
- **Child Safe Standard 8** – Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
- **Child Safe Standard 9** – Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
- **Child Safe Standard 10** – Implementation of the Child Safe Standards is regularly reviewed and improved.
- **Child Safe Standard 11** – Policies and procedures that document how schools are safe for children, young people and students.
- Ministerial Order 1359 provides the framework for child safety in schools.

MSMC Child Safeguarding Principles and Values

1. All children have the right to be safe.
2. The wellbeing 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 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, 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 College Board members, staff, contractors and volunteers.
10. Procedures for responding to alleged or suspected incidents of child abuse are simple and accessible for all members of the College community. This can be achieved by any means such as talking directly to a staff member, sending an email, making a phone call.
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 individualised care and support. Children who have any kind of disability have the right to individualised care and support.

Child Safeguarding Codes of Conduct

Our Child Safeguarding Codes of Conduct include a Child Safe 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 Code of Conduct, which includes standards of behaviour for students relevant to child safety and wellbeing.

Our Child Safeguarding Code of Conduct includes clear processes to report inappropriate behaviour. We publish our Child Safeguarding Code 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 Safeguarding Code of Conduct, to ensure that they know what behaviours are acceptable and unacceptable and how to report inappropriate behaviour.

Cultural Safety

At Mount Scopus Memorial 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 students from culturally and linguistically diverse backgrounds and their families are respected.

We identify, confront and do not tolerate racism, and we address any instances of racism within the school environment with appropriate consequences.

We think about how every student can have a positive experience in a safe environment and we recognise the link between culture, identity and safety. We create opportunities for students to understand Aboriginal and Torres Strait Islander culture, creating a presence in our College's planning, policies and curriculum activities including inviting Aboriginal and Torres Strait Islander speakers to the College) to have a voice.

Student Empowerment and Participation

The 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 College 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 Empowerment Engagement and Wellbeing Policy.

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 Safeguarding and Wellbeing Policy and the Child Safeguarding 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 Aboriginal and Torres Strait Islander communities, as well as with culturally and linguistically diverse communities that make up our staff and student cohort.

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 through parent information evenings, on the College website, in the Parent Handbook available through Parent Orbit.

Diversity and Equity

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

- acknowledge the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students and their families in the community
- support the cultural safety, participation and empowerment of students from culturally and linguistically diverse backgrounds and their families
- support students with disability 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 promoting the inclusion of students of differing abilities.

The specific strategies that we have adopted to promote equity and respect diversity at the College are set out in the Equity and Diversity Policy.

Staff, Volunteer and Contractor child safety knowledge, skills and awareness suitability

Strategies include:

Recruitment and Screening

The 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:

- making our commitment to child safety and wellbeing clear in recruitment advertising and documentation
- requiring all Staff and relevant Volunteers and Contractors to maintain a valid VIT Registration or WWC (working with children) clearance, and sighting, verifying and recording this information
- using additional selection, background checking and screening processes that take into account child safe considerations.

Training on and Information about Child Safeguarding

As a part of Mount Scopus induction process, all Staff, as well as relevant Volunteers and Contractors, must complete our child safe induction program, which includes information about 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 Safeguarding and Wellbeing Policy
- the Child Safeguarding Codes of Conduct
- recognising child abuse and other harm and identifying key indicators, including harm caused by other children and young people
- 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
- WWC clearances and other child safety and wellbeing human resources practices
- how to identify and mitigate child safety and wellbeing risks in the College's environments.

The College provides 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 through the Volunteer Portal and Contractor OnLocation system.

The College Board also receives child safe training at least annually, to ensure that its members are 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 our College's environment. Its 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's environment
- the College's child safe Policies, procedures, codes and practices.

Ongoing Supervision, Management and Support

The College's Child Safe Champions and School Leadership Team provide supervision and support to all Staff, Direct Contact and Regular Volunteers, and Direct Contact and Regular Contractors to ensure that they are compliant with the College's approach to child safety and wellbeing.

Child Safe champions are noted on our website and can be easily identified around the College by the Child Safe champion poster on their office door inviting students and staff to discuss anything of concern.

Our child safe supervision and support program includes:

- annual performance reviews
- appointment of a supervising staff member to Direct Contact Volunteers/Contractors and to those Regular Volunteers/Contractors who are engaged in "child-connected work"
- professional development programs for employees that include child safe education.

The College swiftly manages any inappropriate behaviour towards students, in accordance with our Policies and legal obligations. Child safety and wellbeing is the paramount consideration when managing

inappropriate behaviour.

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

MSMC fosters a culture that encourages everyone in the College community to raise concerns and complaints about child safety and wellbeing. We have clear pathways for raising complaints and concerns set out in the **Procedures** below, and in our Complaints Policy and procedures.

We also have clear 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, set out in the Responding to and Reporting Child Safety Incidents or Concerns section of the Child Safeguarding Program. These are summarised for students, parents/carers and other members of the College community in our public-facing Procedures for Responding to and Reporting Child Safety Incidents or Concerns and public-facing Procedures for Managing Child Safety Incidents or Concerns at or involving the College or its Staff.

Our Bullying Prevention and Intervention Policy covers complaints and concerns relating to physical violence, bullying and other harmful student behaviours.

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 safety and wellbeing of the student/s involved in the matter will be the paramount consideration when responding to child safety incidents and concerns. The College follows the National Office of Child Safety's Complaint Handling Guide: Upholding the rights of children and young people and the Commission for Children and Young People's Including Children and Young People in Reportable Conduct Investigations resources when investigating and responding to child safety incidents and concerns.

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 Social Services Regulator (SSR) (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 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 Safeguarding and Risk Management

The College recognises the importance of a risk management approach to child safety and to minimising the risk of harm to children and young people without compromising their rights to privacy, access to information, social connections and learning opportunities. The College's Child Safeguarding Risk Management Strategy can be found on the Policy System.

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

Our Purchasing Goods and Services Policy and Procedures makes sure that we ensure the safety of children, young people and students when we purchase facilities, goods and services.

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 Safeguarding Risk Register, along with the actions in place at the College to manage these risks. The College Board, the Principal and/or the Board Leadership Team monitor and evaluate the effectiveness of these actions at least annually.

Child Safeguarding 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 Safeguarding Record Keeping

The College is committed to best practice record keeping about child safety incidents and concerns in accordance with Public Record Office Victoria Recordkeeping Standards (including minimum retention periods).

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 or, if the incident or concern involves student sexual offending, the PROTECT Responding to Suspected Student Sexual Offending.

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.

Communication

The College is committed to communicating our child safety and wellbeing strategies, policies and procedures to our College community through the measures set out in the Implementation section below. In addition, we:

- display PROTECT posters and Child Safety Champion posters around the College
- provide child safe information and updates through the College parent lounge, newsletters, meetings, phone and email
- include child safety as a regular agenda item at Senior Leadership Team meetings and staff meetings.

CHILD SAFEGUARDING PROCEDURE

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 Safeguarding 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.

Reporting Child Safety Incidents or Concerns to the College

**Whenever there are concerns that a child or young person is in immediate danger
call the Police on 000.**

Concerns about the wellbeing of a child aged under 17
can be reported by any person,
including an employee, volunteer, contractor, parent/carer or student
to Child Protection:
Business hours (8:45 am – 5:00 pm Monday – Friday) Tel: 1300 360 452 or After Hours 13 12 78

Employees, Volunteers and Contractors who have child safety concerns must:

- report any concerns internally to a Child Safety Champion either verbally, in writing or by email

Dan Sztrajjt	Principal	dsztrajt@scopus.vic.edu.au
Matti Borowski	Deputy Principal, Director, Alter Family School of Jewish Studies and Ivrit	mborowski@scopus.vic.edu.au

Kate Major	Deputy Principal, Secondary	kmajor@scopus.vic.edu.au
Jodie Doble	Deputy Principal, Primary	jdoble@scopus.vic.edu.au
Joanne Barker	Campus Coordinator SFPS	jbarker@scopus.vic.edu.au
Monica Brivik	Campus Coordinator GBH	mbrivik@scopus.vic.edu.au
Dana Rosenzweig	Campus Coordinator, Year 3 Discovery Centre	drosenzweig@scopus.vic.edu.au
Bonnie Gardiner	Early Learning Director	bgardiner@scopus.vic.edu.au
Jaime Miller	Senior Child Safety Officer	jamiller@scopus.vic.edu.au
Carrie Parratt	Senior Child Safety Officer	cparrat@scopus.vic.edu.au
Rob Scholz	Director of Students	rscholz@scopus.vic.edu.au
Stuart McKenzie	Head of Year 7	smckenzie@scopus.vic.edu.au
Arik Singer	Head of Year 8	asinger@scopus.vic.edu.au
Judy Miller	Head of Year 9	jmiller@scopus.vic.edu.au
Sharona Jotkowitz	Head of Year 10	sjotkowi@scopus.vic.edu.au
Alanna Ward	Head of Year 11	award@scopus.vic.edu.au
Adina Wolters	Head of Year 12	awolters@scopus.vic.edu.au
Isabella Simantov	College Psychologist - LFSS	isimantov@scopus.vic.edu.au
Toni Stefanakis	College Psychologist - LFSS	tstefanakis@scopus.vic.edu.au
Jina Belnick	Director of Individual Learning, Primary	jbelnick@scopus.vic.edu.au
Sam Sherratt	Director of Teaching and Learning, Primary	ssherratt@scopus.vic.edu.au
Itta Oyberman	Jewish Studies Teaching and Learning Leader Upper Primary	ioyberman@scopus.vic.edu.au
Saskia Wise	Psychologist FKI	swise@scopus.vic.edu.au
Natalia Whiteman	Psychologist	nwhiteman@scopus.vic.edu.au
Nick Dixon	Psychologist	ndixon@scopus.vic.edu.au
Yael Levy	Educational and Developmental Psychologist Kinder	ylevy@scopus.vic.edu.au

- Where the incident or concern involves the Principal, an internal report should be made to the College Board President Amy Hershman via president@scopus.vic.edu.au

Students who have child safety concerns are encouraged to:

- talk to or email a child safety champion
- express themselves indirectly through written assignments, artworks or in other ways
- report anonymously through the student survey or the suggestion box located in the campus office or
- contact Childwise or the Kids Help line.

Parents / Carers and Community Members who have child safety concerns or suspect that a child or young person associated with the College may be subject to abuse or harm can contact:

- the Principal, who is the College's Senior Child Safety Officer, by phoning 03 9834 0005 or emailing principal@scopus.vic.edu.au or contacting the College's senior Child Safety Officer by phoning 9834 0005
- if the concern relates to the Principal, the College Board President or Deputy President by phoning 03 9834 0000 or emailing president@scopus.vic.edu.au.

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

Breach of the Child Safeguarding and Wellbeing Policy

Mount Scopus Memorial College enforces this Child Safeguarding and Wellbeing Policy and procedure and our Child Safeguarding 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
- in the case of serious breaches, termination of employment, contract or engagement.

Child Safeguarding Program and Practice Review

We review the Program as a whole 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 Safeguarding Policy Implementation

The College implements this Policy by:

- displaying the Statement of Child Safety on its website and at each of the College Campus receptions
- display an individual Child Safety Officer poster on the Child Safety Officer staff door, which includes a photo and a statement encouraging students to speak to the staff member on any concerns they may have
- a poster displaying all the Child Safety Officers at the School (Primary or Secondary) at each campus, which includes their photo and contact details
- ongoing discussions about child safety at teaching staff meetings
- formal staff training as part of professional staff development including first day of school
- child safety training as part of onboarding
- Board annual child safety training and child safety as a standing child safety agenda item
- Volunteer annual child safety training.

Communication of the Policy

The College will communicate the Child Safeguarding and Wellbeing Policy to our College Community by publishing it on the College website, communicating it to parents via the Parent App and Parent Handbook and to staff via email and in induction processes.

Legislative Requirements

- Child Wellbeing and Safety Act 2005 (Vic)
- Children Youth and Families Act 2005 (Vic)
- Crimes Act 1958 (Vic)
- Family Violence Protection Act 2008 (Vic)
- Charter of Human Rights and Responsibilities Act 2006 (Vic)
- Equal Opportunity Act 2010 (Vic)
- Worker Screening Act 2020 (Vic)
- Privacy Act 1988 (Cth) including the Australian Privacy Principles
- Privacy and Data Protection Act 2024 (Vic) including the Victorian Information Privacy Principles

Standards and Guidelines

- Ministerial Order 1359
- Victorian Child Safe Standards
- Family Violence Information Sharing Scheme Ministerial Guidelines
- National Office of Child Safety's Complaint Handling Guide: Upholding the rights of children and young people
- Commission for Children and Young People's Including Children and Young People in Reportable Conduct Investigations resources

Other Policies

- Child Safe Code of Conduct
- Staff and Student Professional Boundaries
- Participation and Empowerment of Students
- Family and Community Involvement in Child Safeguarding
- Cultural Safety and Equity/Diversity
- Bullying Prevention and Intervention Policy

- Responding to and Reporting Child Safety Incidents or Concerns
- Child Safe Complaints Management Policy
- Complaints Management Policy
- Complaints Summary
- Risk Management Policy and Framework
- Purchasing Goods and Services (Procurement and Payment) Policy and Procedures
- Privacy Policy
- Student Private Information and Confidentiality

Other Documents

- Identifying and Responding to All forms of Abuse in Victorian Schools
- Four Critical Actions for Schools
- Identifying and Responding to Student Sexual Offending
- Four Critical Actions for Schools: Responding to Student Sexual Offending
- Recording your actions: Responding to suspected child abuse – a template for Victorian Schools

Policy Review

The College is committed to the continuous improvement of its Child Safeguarding and Wellbeing Policy.

Unless otherwise stated, this Policy remains in place until it is superseded by an amended version. This Policy will be reviewed every two years or more often as circumstances require. Next scheduled review date is 2028.

Policy Schedule

Initial Date Created	Approver	Policy Owner	Last Reviewed	Last Updated	Next Review Date
25/11/2022	Board	Child Safety Officers	11/2/2026	11/2/2026	18/02/2028