




St Bernadette's Primary School, Sunshine North

School Advisory Council

Meeting Agenda

Meeting title	School Advisory Council meeting
Date and time	Thursday 10th August 2023 at 7:00pm
Location	Staff Lounge
Attendees	Brendan Gill, Milda Gauld, Nelly Sammartino, Kelly Mikunda, Heidi Chapman-Foehn, Radhika Denkanikota, Fr John
Apologies	Megan Murphy
Resources	

Agenda/Minutes

Item	Description	Minutes	
1.	<p>Welcome and introductions</p> <p>Welcome to new members</p> <p>Acknowledgment of Country</p> <p>Prayer</p>	<p>St Bernadette's School community acknowledges Australia's Aboriginal and Torres Strait Islander peoples, the Traditional Custodians of lands, waterways and skies across Australia.</p> <p>We thank you for sharing and caring for the land we learn, play and gather on.</p> <p>We pay our respects to Elders past, present and emerging and we share our friendship and kindness.</p> <p>PRAYER TO ST MARY OF THE CROSS MACKILLOP</p> <p><i>God of the Dreaming, you show yourself to us in dreamers and prophets. We thank you for all those who, like Mary MacKillop, have helped us to see the possibilities for our country and its people.</i></p> <p><i>As we struggle to realise our dreams for a just, compassionate world, may we witness to our world the true meaning of fair play and care for the oppressed just as St Mary did.</i></p> <p><i>We pray that we will cherish particularly, the gifts of the First Nations people of our lands, and those new to our shores. Teach us that, in the richness and strength of our diversity, lie our possibilities for becoming one.</i></p> <p><i>St Mary of the Cross - Pray for us</i></p> <p><i>St Bernadette - Pray for us</i></p>	



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		<i>GOD LOVES US - LET US LOVE GOD</i>
2.	Previous minutes Any business arising.	ACTIONS: <ul style="list-style-type: none">- Certificates at assemblies - notify parents if they are getting an award- Speak to Jo, Lyn, Sarah about a simple theme to do with Book Week e.g. Cape- Brendan to send an announcement to parents about bullying. Moved by: Kelly Mikunda Seconded by: Milda Gauld
3.	SAC Info	
4.	Topics of discussion for the SAC	Catholic Identity <ul style="list-style-type: none">- Reconciliation celebrated on 18/7 - 27 of 53 students- Eucharist celebrated on 29/7 and 30/7 - 21 of 45 – students- Confirmation with Bishop Martin on 14/9 Finance <ul style="list-style-type: none">- Healthy balance- Fees and Levies for 2024<ul style="list-style-type: none">- \$1230/family = \$807/child. MACS expects \$1225 (CtC) so a shortfall of just over \$400 per child = \$140,000 total a year. This has been falling off for a few years.- We need to work towards closing this gap. Our Social Economic Status is changing, which means we need to close this gap because we are losing some funding e.g. we have less Health Care Cards etc.- Proposed 2024: Fees - \$1300/family(+ \$70) Levies - \$350/child(+ \$30).- SAC - suggest providing options for payments will still be important. Those on a HCC will also continue to receive their discounts. Need to be mindful that we don't get to a stage where people in the area will go to another school where the fees are cheaper. SAC support this Moved by: Nelly Sanmartino Seconded by: Milda Gauld Enrolments <ul style="list-style-type: none">- 46 accepted for Prep 2024 and 6 Non Catholics on waitlist Staffing <ul style="list-style-type: none">- unable to fill Maths Tutor position - was to be working in P-2 area in Semester 2. This was previously Lana Frost's role. This is a funded role by the government. If we don't use the money we need to pay this back. We are not sure this funding will continue into next year.- LSOs (Learning Support Officer) have been trained to do scripted Maths Program with small groups in Prep - 2- Looking at other options for support including speech therapy and occupational therapy Curriculum <ul style="list-style-type: none">- NAPLAN - school performed well- Camp for Year 3 - August 15/16 @ Camp Sunnystones. Nine teachers/leaders attending camp- Book Week - Aug 21-25 - Read Grow Inspire!!- 24th Book Parade - have a simple theme eg. cape. Staff Development Days for 2023



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- Staff Conference - Berry St Education Model on 9th August was a great success. Very engaging and practical speaker. Staff came away feeling good about what we are already doing, but motivated to keep going and to try more strategies
- 6th Nov - Curriculum Day (Day before Melb Cup)
- 5th Dec - Kath Murdoch
- Last day of school 15th Dec - given permission by MACS to finish on this day to allow for time in lieu. Staff finish on Monday 18th Dec
- First day of school for students may be Wednesday 31st Jan

FSP/Home/School Partnerships

- Social Emotional Learning Family Night - Wednesday August 16th, 6:30pm - 7:30pm. 80 families attending so far

Operoo

- Can all forms from outside providers be digital e.g. Can dentist forms be digital?

Dentist

- Dental form - digital - Brendan to chat to Mac and other providers as such. Dental hygiene and any other health related talks would be well-received.
- 80 - 100 students attending the dentist
- SAC - do agree it is a worthwhile

Child Safety

Look at the 2 policies attached:

- Child Safety Policy
- Child friendly - Child Safety Policy

Brendan took the SAC members through the 2 policies, outlining the key information and the school's responsibilities re child safety, mandatory reporting, code of conduct. Brendan also explained the reasons behind having a child-friendly version of the Child Safe Policy.

School Review - Early September

- Sept 11 and 12
- Will be inviting group of parents to meet with reviewer as a focus group
- Invitation to Fr John to come back to be a part of the Review Process

General Business

- Recognised and celebrated staff who have achieved service milestones in last 5 years
 - **10 years** - James Reitmaier, Suzanne, Scaramozzino, Eliza Katz, Deb Shaw, Amanda Nguyen, Sandra Attard-Borg, Melissa Szulik, Marita Debattista, Alex Rossi, Mary Debrincat, Kerrie-Ann Macuz, Gill Baxter, Daniel Powel, Renee Cassar, Kim Nguyen and Sarah Turner
 - **20 years** - Jacquie Lumsden, Heidi Chapman-Foehn, Melinda Evans and Jacqui Crane
 - **30 years** - Bern Fenech, Jo Butler, Jenny Marshall, Kate Wills, Lyn Sciberras and Leonie McCarthy
 - **40 years** - Julie Whatman, Jane Gilmartin, Fred Zeinstra and Chris Roberts

- Thank you to Fr John



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5.	Questions	
6.	<p>Close</p> <p>List of actions and deadlines.</p> <p>Next meeting:</p>	<p>ACTIONS:</p> <ul style="list-style-type: none"> - Brendan to send out the Anti Bullying Policy to parents - Is there an option to zoom/video record parents in for the Berry St parent night next week? - Brendan to confirm end of year and beginning of year dates in the Newsletter - Dentist (do they have a digital form). Brendan to ask any other providers. <p>Meeting Dates for 2023</p> <p>2/11</p> <p>Meeting closed: 8:20pm</p>

Victoria's Child Safe Standards

Plain language summary

1

Your organisation welcomes Aboriginal children. You support them to express their culture and to enjoy their rights. You don't allow racism.

2

Child safety is important to everyone at all levels in your organisation. You document how you find, avoid, and stop risks of child abuse or harm.

3

Your organisation supports children to know their rights to be safe from abuse, informed, and involved. You help them to talk openly and take part in decisions that affect them.

4

Your organisation tells families and the community about what you do, and how you keep children safe from harm and abuse. You help families to have a say and to take part in decisions that affect their child.

5

Your organisation understands that every child is different and has different needs. You make sure that they can get the information and help that they need.

6

Staff know what they must do to keep children safe from abuse and harm. They record, report, and share information about child safety when they should. Staff who work with children have had the background checks they need.

7

Children and their families know how to make a complaint and what happens when a complaint is made. Your staff know how to respond properly to complaints.

8

Your organisation trains and supports staff to keep children safe from abuse and harm. Your staff know the signs of child abuse and harm and what to do if there are issues of abuse and harm.

9

Your organisation makes sure children are safe when they use your services, settings, and activities. This includes when children are online.

10

Your organisation checks and improves the ways you keep children safe from abuse and harm.

11

Your organisation has written policies about how you keep children safe from abuse and harm. They are easy to understand, and all staff follow them.

For more information, contact the Commission for Children and Young People

www.ccyp.vic.gov.au



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St Bernadette's Primary School Child Safe Policy



St Bernadette's Primary School 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 St Bernadette's Primary School, 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).

Vision

St Bernadette's Catholic School Community strives to create a faith-filled contemporary learning environment. In communion we celebrate and embrace diversity. We honour our history and traditions to create a future which enhances and inspires.

God Loves Us – Let Us Love God

Values

Welcome Respect Faithfulness Empathy Honesty Inclusion Equity Collaboration

Design Principles

100% of students 100% of the time
Building capacity of all teachers ensuring a culture of sharing and mutual support
Strong leadership empowering teachers and students to lead their learning
Authentic and connected learning with local and global community
Being outward facing
Authentic assessments to situate learning and teaching for all

Purpose

The purpose of this Policy is to demonstrate the strong commitment of St Bernadette's Primary School to the care, safety and wellbeing of all students at our school. It provides an outline of the policies, procedures, actions and strategies that will be implemented to ensure that a child safe culture is championed and modelled at all levels of the school, 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. 1359](#).

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.



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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 and wellbeing at At St Bernadette's Primary School:

- 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 wellbeing 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, to identify and mitigate risks related to child safety and wellbeing in the school environment 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.
- All members of the school community (including students and their families) are kept informed of child safety and wellbeing matters (where appropriate) and are involved in promoting child safety and wellbeing.
- Staff, clergy, volunteers, contractors, parents and students should feel free to raise concerns about child safety and wellbeing, 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 or young person who is under the age of 18 years.

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.

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 suspicions, incidents, disclosures or allegations of child abuse (Ministerial Order No. 1359).

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](#)).



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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 of the following physical, online or virtual places used during or outside school hours:

- a campus of the school
- online or virtual school environments made available or authorized by St Bernadette's Primary School for use by a child or student (including email, intranet systems, software, applications, collaboration tools and online services)
- other locations provided by the school or through a third-part provider for a child or student to use including, but not limited to, locations used for school camps, approved homestay accommodation, delivery of education and training, sporting events, excursions, competitions and other events) (Ministerial Order No. 1359).

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

- directly engaged or employed by a school governing authority
- a contracted service provider engaged by MACS (whether or not a body corporate or any other person is an intermediary) engaged to perform child-related work for St Bernadette's Primary School



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- a minister of religion, a religious leader or an employee or officer of a religious body associated with MACS (Ministerial Order No. 1359).

Volunteer means a person who performs work without remuneration or reward for St Bernadette's Primary School in the school environment.

Policy commitments

All students enrolled at St Bernadette's Primary School have the right to feel safe and be safe. The safety and 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, children with a disability, children who are unable to live at home, international students, and LGBTIQ+ students.

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 ensuring that they understand their rights (including to safety, information and participation), and 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 ensuring that the needs of all children and young people enrolled in our school are met, including those who are most vulnerable.
- We commit to recognising the importance of friendships and to encouraging support from peers, to help children and students feel safe and less isolated.
- We commit to developing a culture that facilitates and provides opportunities for children and student participation, and that strengthens the confidence and engagement of children and students by being responsive to their input.
- 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 and wellbeing 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 open engagement and communication with parents, guardians and carers about our child safe approach and our operations and governance related to child safety and wellbeing.
- We commit to ensuring that relevant information relating to child safety and wellbeing is accessible to parents, guardians and carers.
- 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 St Bernadette's Primary School staff with the necessary support to enable them to fulfil their roles, and to ensure that staff are attuned to signs of harm and are able to facilitate child-friendly ways for children and students to express their views, participate in decision-making and raise their concerns. This will include regular and appropriate learning opportunities.



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- We commit to providing regular opportunities to clarify and confirm policy and procedures in relation to child safety and wellbeing, and young people's protection and wellbeing. This will include annual training in the principles and intent of the Child Safety and Wellbeing Policy and Child Safety Code of Conduct, and staff responsibilities to report concerns.
- We commit to listening to all concerns voiced by St Bernadette's Primary School staff, clergy, volunteers and contractors about keeping children and young people safe from harm.
- We commit to providing opportunities for St Bernadette's Primary School employees, volunteers, contractors and clergy to receive formal debriefing and counselling arising from incidents of the abuse of a child or young person.

Responsibilities and organisational arrangements

Everyone employed or volunteering at St Bernadette's Primary School has a responsibility to understand the important and specific role they play individually and collectively to ensure a child safe culture in which 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 and wellbeing as follows:

Renee Cassar – Student Wellbeing leader and Child Safety Officer

Amanda Browne- Pastoral Care

Guide to responsibilities of school leadership

The Principal, the school governing authority and school leaders at St Bernadette's Primary School 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 and wellbeing. 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 and volunteers
- ensuring that school personnel have regular and appropriate learning to develop their knowledge of, openness to and ability to prevent, identify and address child safety and wellbeing matters
- ensuring that the school has in place appropriate risk management strategies and practices that focus on preventing, identifying and mitigating risks related to child safety and wellbeing in the school environment
- 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. 1359
- 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) in accordance with the school's prescribed role as an ISE
- ensuring that the school monitors and reviews the risks related to child safety and wellbeing, including evaluating the effectiveness of the implementation of its risk controls, on an annual basis.

Guide to responsibilities of school staff

Responsibilities of school staff (school employees, contractors and clergy) and volunteers include:



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- 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, including ways to prevent, identify and mitigate risks relating to child safety and wellbeing
- 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
- where risks of child abuse are identified, ensuring that action is taken to mitigate against those risks and that risks and actions are appropriately recorded.

Organisational arrangements

The Principal has the overall leadership role in monitoring and responding to the policy, procedures and practices for child safety and wellbeing in St Bernadette's Primary School in accordance with this Policy.

We have appointed a Child Safety Officer and Wellbeing Leader and the role description is available in the staff handbook:

- The Child Safety and Wellbeing Leader assists the Principal.
- The Child Safety and Wellbeing Leader works in preventing, identifying and mitigating risks in child safety and wellbeing.
- The Child Safety and Wellbeing Leader also supports the Principal to monitor implementation of school policies, procedures and practices, to monitor and review the risks associated with child safety and wellbeing (including by and to identify professional learning.

St Bernadette's Primary School's website and newsletter will provide information to keep parents and carers informed of child safety and wellbeing commitments, procedures and arrangements.

Expectation of our school staff and volunteers – Child Safety Code of Conduct

At St Bernadette's Primary School, we expect school employees, volunteers, contractors and clergy to proactively ensure the safety and wellbeing of students at all times, to identify concerns about child safety and wellbeing and to take appropriate action if there are concerns about the safety and wellbeing 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](#), 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 and volunteers through clarification of acceptable and unacceptable behaviour.

Student safety and participation

At St Bernadette's Primary School, 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, as well as their understanding of their rights to safety, information and participation. Teaching and learning strategies that



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acknowledge and support student agency and voice are implemented. We ensure that students are offered access to sexual abuse prevention programs and to relevant related information in an age-appropriate way.

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.

We have also developed curriculum planning documents that detail the strategies and actions the school takes to implement its obligations to ensure that:

- children and students are informed about all of their rights, including to safety, information and participation
- the importance of friendship is recognised and support from peers is encouraged, to help children and students feel safe and be less isolated
- staff and volunteers are attuned to signs of harm and facilitate child-friendly ways for children and students to express their views, participate in decision-making and raise their concerns
- we have strategies in place to develop a culture that facilitates participation and is responsive to the input of children and students
- we provide opportunities for children and students to participate and are responsive to contributions to strengthen confidence and engagement
- students are offered access to sexual abuse prevention programs and to relevant information in an age-appropriate way.

We have a Student version on the Child safe policy and a [student code of conduct](#) to ensure all students are aware of their rights and responsibilities. To empower students we have various student leader roles including; School Captains and Vice Captains, House Captains and Vice Captains, School Representative Council and a Social Justice Team.

Reporting and responding

Our school creates records relevant to any child safety complaints, disclosures or breaches of the Child Safety Code of Conduct, and maintains and disposes of those records in accordance with security and privacy requirements and [Public Record Office Victoria Recordkeeping Standards](#) (including minimum retention periods). 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](#) updated in June 2022, 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
- understand and comply with information sharing and recordkeeping obligations
- comply with reporting obligations under the reportable conduct scheme including obligations to report and investigate allegations of reportable conduct.



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Our school has also established additional internal procedures and processes to help ensure that appropriate action is taken to prevent, identify and 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.

At St Bernadette's Primary School, 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 or the designated Child Safety and Wellbeing Lead/Officer, Renee Cassar.

If the Principal or Child Safety and Wellbeing Officer is not available, then it should be discussed with a senior 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 and Wellbeing 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

St Bernadette's Primary School 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 wellbeing 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 and Wellbeing 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 and wellbeing 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 ensure that we 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 essential or relevant 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 wellbeing and child-connected work.

We have procedures and processes for monitoring and assessing the continuing suitability of school staff and volunteers 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.

St Bernadette's Primary School 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 and wellbeing – education and training for school staff

St Bernadette's Primary School provides employees, volunteers and clergy with regular and appropriate opportunities to develop their knowledge of, openness to and ability to address child safety and wellbeing matters. This includes induction,



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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
- preventing, identifying and mitigating child abuse risks in the school environment without compromising a child or student's right to privacy, access to information, social connections and learning opportunities
- the reportable conduct scheme
- our school's current child safety standards (including this Policy, the Child Safety Code of Conduct and any other policies and procedures relating to child safety and wellbeing, including in relation to managing complaints and concerns related to child abuse)
- guidance on recognizing indicators of child harm including harm caused by other children and students
- guidance on responding effectively to issues of child safety and wellbeing and supporting colleagues who disclose harm
- guidance on how to build culturally safe environments for children and students
- guidance on their information sharing and recordkeeping obligations, including under the [Public Record Office Victoria Recordkeeping Standards](#).

The Deputy Principal runs an induction session with new staff informing them of child safety practices, policies and procedure. All staff complete the Mandatory reporting e-learning module annually.

Parent meetings are run annually by curriculum leaders and Student Wellbeing Leader/Child Safety Officer to educate parent volunteers and helpers on child safe practices and assist them with understanding and signing the Code of Conduct.

Diversity and equity – strategies and actions

At St Bernadette's Primary School, we are committed to ensuring that equity is upheld, and that diverse needs are respected in policy and practice. We aim to ensure that:

- all school staff and volunteers understand the diverse circumstances of children and students
- our school provides support and responds to vulnerable children and students
- children, students, staff, volunteers and the school community have access to information, support and complaints processes in ways that are culturally safe, accessible and easy to understand
- the school pays particular attention to the needs of students with disability, students from culturally and linguistically diverse backgrounds, students who are unable to live at home, international students, and LGBTIQ+ students
- the school pays particular attention to the needs of Aboriginal students and provides and promotes a culturally safe environment for them.

St Bernadette's Primary School has an Intervention Team. Each team member is allocated a year level. Team members check in and discuss students with diverse needs regularly. The Intervention team meet every fortnight to discuss students, their needs and actions which will be taken to support them. These actions may include contacting outside agencies for support. Leaders on this team ensure these actions are implemented and teachers, students and families are adequately supported.

St Bernadette's Primary School uses:

- CECV – [Intervention Framework](#)
- CECV – [Parent Guide to Program Support Groups](#)
- CECV – [Positive Behaviour Guidelines](#)
- Catholic Education Melbourne (CEM) – [Horizons of Hope – Vision, Context, Strategy, Practice](#)
- CEM – [Identity and Growth: A perspective for Catholic schools](#)
- MACS – [Religious Education Curriculum](#)
- National Catholic Education Commission – [Framework for Student Faith Formation in Catholic Schools](#)



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- [Victorian Curriculum F-10](#)
- Victorian Department of Education and Training (DET) [Out-of-Home Care Education Commitment](#)
- Victorian DET – [Resilience, Rights and Respectful Relationships](#), incorporating a Catholic context

Family engagement – strategies and actions

St Bernadette's Primary School ensures that families, carers and other members of the school community are informed about relevant child safety and wellbeing matters and are involved in the promotion of child safety and wellbeing at the school. We aim to ensure that:

- families participate in decisions relating to child safety and wellbeing which affect their child
- we engage and openly communicate with families, carers and other members of the school community about our child safe approach
- all members of the school community have access to information relating to child safety and wellbeing
- families, carers and other members of the school community have the opportunity to provide input into the development and review of the school's child safety and wellbeing policies and practices
- families, carers and other members of the school community are informed about the operations and governance of the school in relation to child safety and wellbeing.

At St Bernadette's Primary School has a Parents in Partnership committee who meet regularly with the principal and other relevant staff to be updated about child safety matters and assist in its promotion.

Updated policies are uploaded to the school website and families are notified in the school newsletter and through the communications application Seesaw. Information regarding child safety matters is disseminated to families through the school website and on Seesaw.

Risk management

At St Bernadette's Primary School, 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 annually review our risks and risk management strategies for child safety and wellbeing, evaluate the effectiveness of the implementation of our risk controls and ensure that the strategies change as needed and as new risks arise.

St Bernadette's Primary School has an Intervention Team (Risk Assessment Team) and a Child Safety Officer (Student Wellbeing Leader) who work alongside the Occupational Health and Safety Team to ensure all policies and procedures regarding Child Safety are adhered to

Staff at St Bernadette's Primary School complete risk assessments for school events, camps and excursions to identify and manage risks. All onsite risks and controls are documented on a risk register.

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)
 - *Public Records Act 1973* (Vic)
 - *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.



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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](#)

School policies

- [Child Safety Code of Conduct](#)
- [PROTECT: Identifying and Responding to Abuse – Reporting obligations](#)
- Reportable Conduct Policy

Responsible director	Director, Learning and Regional Services
Policy owner	General Manager, Student Wellbeing
Approving body/individual	MACS Board
Approval date	13 April 2022
Risk rating	High
Date of next review	April 2023

POLICY DATABASE INFORMATION	
Related documents	PROTECT: Identifying and Responding to Abuse – Reporting Obligations Complaints Handling Policy Pastoral Care of Students Policy
Superseded documents	Child Safety Policy – v1.0 - 2021
New policy	



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St Bernadette's Catholic Primary School Child-friendly edition of our Child Safety Policy June 2022

Co written by the Year 6 student leaders of 2018, redrafted by the Year 5 and 6 student leaders of 2022

Introduction

Vision

St Bernadette's Catholic School Community strives to create a faith-filled contemporary learning environment. In communion we celebrate and embrace diversity. We honour our history and traditions to create a future which enhances and inspires.

God Loves Us – Let Us Love God

Values

Welcome Respect Faithfulness Empathy Honesty Inclusion Equity Collaboration

Our school is committed to the care, safety and wellbeing of all students. We aim to provide students with a safe, comfortable and happy place to learn. Our school vision and values, show that we encourage all to live a faith filled life by respecting and including everyone. The school has many ways to keep us safe from harm.

Purpose

This policy aims to show the strong commitment St Bernadette's Catholic Primary School has to keeping students safe and to ensuring they feel comfortable at school. An important part of this policy is to make sure the school has procedures to protect students from being in unsafe situations. The teachers and staff in the school know what to do if a student says they feel unsafe. This policy applies to all staff and students.

Principles

- All students deserve safety and protection from harm
- Our school works with families and the community to make sure all students are safe
- All students have the right to an education and to learn about personal safety
- All community members have a responsibility to care for children and young people, to positively promote their wellbeing and to protect them from any kind of harm.
- The policies, codes of conduct and guidelines for the care, wellbeing and protection of students are based on honest, respectful and trusting relationships between adults and young people.
- All Policies and procedures follow the law
- All community members should feel free to talk about their worries about child safety
- All people should be treated with respect
- People's privacy is important and information will only be given to others if they need to know.

Commitments

All students at St Bernadette's Catholic Primary School have the right to feel safe and be safe. The most important thing is the wellbeing of students in our care. We aim to create a child-safe and child-friendly environment where students are free to enjoy life without needing to worry about their safety.

At St Bernadette's we value differences and include all.

We care for, help and look after ALL students;



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- Students from different cultures, with different beliefs or religious backgrounds
- Students at any stage of learning
- Students with any learning need or disability
- Students that are different sizes
- Students with different strengths and abilities
- Students with different preferences

Expectations of our School Staff

Staff at St Bernadette's are committed to:

- Listening to the concerns and needs of students
- Checking in with students and using morning meetings and SEL sessions
- Planning for the safety of students in all situations and minimising the risk of harm
- Taking action quickly if a child is in danger, feels unsafe or raises a concern about safety
- Encouraging student voice by supporting students in speaking up and sharing their ideas
- Raising awareness by educating students about safety
- Following the code of conduct
- Knowing the laws, school policies and procedures around Child Safety

Student Participation

At St Bernadette's Catholic Primary School, we encourage all students to talk about things that are important to them and tell others about their concerns and views or opinions. We teach students about what they can do if they feel unsafe and enable them to understand, identify, discuss and report on child safety. We listen to and act on any concerns students, or their parents or carers, raise with us.

At St Bernadette's:

- All year levels are educated about student safety and wellbeing.
- Peer mediators are on yard to help other students in need
- Student voice is encouraged throughout the school and in the learning spaces by supporting student contributions in discussions
- Communication skills are taught throughout the school
- Students lead assemblies to build confidence and courage to speak in front of others

Reporting and Responding

- Students are encouraged to approach any teacher or staff member they feel comfortable with, to report feeling unsafe, worried or uncomfortable at any time.
- All staff have been trained and know what to do if a child feels unsafe or is concerned about the safety of others.
- Staff act quickly in response to student, parent or community member's concerns about safety.
- St Bernadette's has a Child Safety Officer to ensure the safety of all students.

Hiring and Training of Staff

Before employing staff and volunteers we check people's backgrounds and make sure they are suitable to work with children. Some of the things the school does to make sure we get the right people working at our school are:

- Check if they have a police criminal record
- Make sure they read and sign the Code of Conduct
- Make sure they are nice, approachable and caring towards students
- Make sure they follow the rules



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- Check their Working with Children Check
- See what they did for their last job
- Mr Gill talks to the people they worked for last to see if they are safe people.

Once they have settled in at St Bernadette's they get more information and training about child safety. Every year the staff at St Bernadette's complete training about child safety.

Risk Management

In all situations teachers think about the student's safety and consider the possible risks. They prepare and put things in place to keep students as safe as possible. If a risk is noticed it should be reported.

Supporting Documents

Supporting documents can be found on the Student Wellbeing page on the St Bernadette's website.

Communication

This policy and the supporting documents can all be found on our school website and will be posted on Seesaw.

Review

This policy will be reviewed in July 2024.