



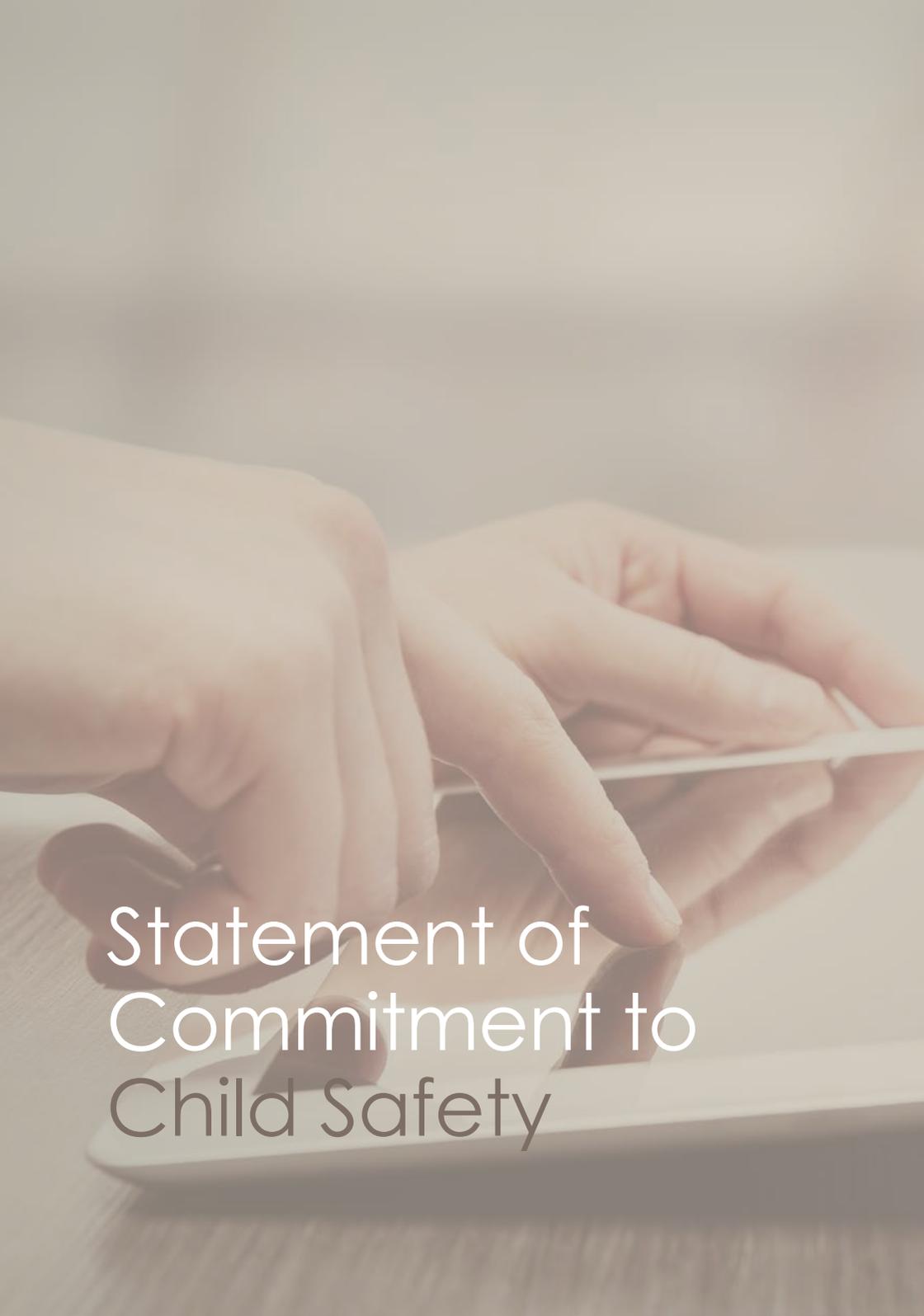
FLINDERS
CHRISTIAN COMMUNITY COLLEGE
Hope & Purpose through Christian Education

Child Safety

HANDBOOK

Contents

Statement of Commitment to Child Safety	3
Child Safety Policy	7
Child Safety Procedure	19
Child Safety code of conduct	28
Whistleblower policy	34



Statement of Commitment to Child Safety

Statement of Commitment to Child Safety

Children have the right to be safe and protected, including at school.

Flinders Christian Community College is, and always has been, committed to the safety and wellbeing of all children and young people. This was not just a response to our legal obligation but the outworking of our moral purpose and the Christian values that underpin our culture, policies and practices.

As a child safe school committed to zero tolerance for child abuse, we welcome and are enthusiastically meeting the new child safe standards mandated by the Victorian Government to all schools to further protect children.

Why do we need new laws and practices? - Inquiry Into Child Abuse

Recent enquiries into child abuse in Australia revealed the immense damage done in lives and communities when individuals and institutions fail in their responsibility to protect children. The 'Betrayal of Trust' report detailed these findings and included a range of recommendations for doing more to prevent and respond to child abuse in our community. It was tabled in Parliament on 13 November 2013.

The Child Safe Standards

One result of the report was the Victorian Government's decision to introduce substantial legislative changes including Ministerial Order No. 870 which mandates schools to adhere to minimum standards known as The Child Safe Standards. Their purpose is to drive continuous improvement in the way we:

- promote child safety;
- prevent child abuse; and
- ensure there are proper responses to child abuse allegations.

Schools are required to consider all aspects of child safety and put measures in place to **protect children from all forms of abuse** including:

- sexual or grooming offences
- physical violence
- serious emotional or psychological harm
- serious neglect.

There are seven **child safe standards** applicable to all schools.

- strategies to embed an organisational culture of child safety
- a child safety policy or statement of commitment to child safety
- a child safety code of conduct
- school staff selection, supervision and management practices for a child-safe environment
- procedures for responding to and reporting allegations of suspected child abuse
- strategies to identify and reduce or remove risks of child abuse
- strategies to promote child empowerment and participation.

In complying with the child safe standards, **three principles** must be applied to each standard. These are:

- promoting the cultural safety of Aboriginal children
- promoting the cultural safety of children from culturally and/or linguistically diverse backgrounds
- promoting the safety of children with a disability.

We're ALL Responsible

The Ministerial Order places accountability for managing the risk of child abuse with the College Board of Governance. The Board of Governance is committed to embedding a college-wide commitment and culture to the protection of children through the College Child Safety Strategic Plan.

While the executive and campus principals will join the Board in leading and driving our ongoing commitment to keeping all children safe, every Flinders community member is:

- responsible for ensuring that our students are safe and protected
- invited to participate in the development and review of all related policies, codes of conduct and strategies.

The Imperative - Flinders has a ZERO tolerance for child abuse

Child abuse, and arrangements that allow it to occur, will not be tolerated at Flinders Christian Community College. Ensuring and enforcing this together is our moral obligation and Christian responsibility.

In Summary

As a child safe school, Flinders Christian Community College is committed to:

- establishing and maintaining a child safe environment
- protecting all children from child abuse
- valuing all children and treating them with respect
- appropriately responding to and reporting suspected child abuse
- empowering students to raise any child safety concerns
- facilitating student participation in the school's decision making processes.

We invite your questions and input

To make enquiries about child safety at the College, to contribute to our child-safe policy reviews, or make suggestions to further improve our child-safe environment, please contact your Campus Principal or Head of Wellbeing on the numbers listed below.

Principals

Carrum Downs Campus

Andrew Watts, Campus Principal
T (03) 9785 0000

Tyabb Campus

Nick Haines, Campus Principal
T (03) 5973 2000

Support

If you or someone you know has suffered abuse, we encourage you to reach out for support. You can contact your Campus Principal (above), Campus Child Safety Officer or members of the Campus Wellbeing team:

Child Safety Officers

Carrum Downs Campus

Jonathan Flack,
Director of Wellbeing
T (03) 9785 0000

Tyabb Campus

Richard Van Orsouw,
Director of Student Wellbeing
T (03) 5973 2000

A list of organisations and support services we can commend to you can be found at:

<http://www.childabuseroyalcommission.gov.au/support-services>.

Quick Reference

Lifeline

131 114 (24 hours, 7 days)

Adults Surviving Child Abuse (ASCA)

1300 657 380 (9am-5pm, 7 days)

Bravehearts

1800 272 831

Finally

Everyone at Flinders Christian Community College is responsible for preventing and responding to child abuse.

The background of the image consists of several overlapping, light gray paper scraps of various shapes and sizes, creating a layered, textured effect. The scraps are scattered across the frame, with some appearing more prominent than others. The overall color palette is a range of light grays, from off-white to a slightly darker, muted gray.

Child Safety Policy

1. Policy commitment

- 1.1 Flinders Christian Community College (**College**) has zero tolerance to Child abuse. The College will take reasonable precautions to protect Children from abuse and neglect. Everyone that participates in the school environment is responsible for the care and protection of Children and for reporting Child abuse.
- 1.2 The College recognises the need for the care and support of Staff, as well as providing support to persons who have reporting obligations. This document sets out the guiding principles of Child safety, reporting obligations after a person has formed a Reasonable belief that a Child is being subjected to or has been a subject of abuse, support people who are concerned that abuse may be occurring, and prevent Child abuse from occurring.

2. Scope

- 2.1 Child safety is a shared responsibility between the College, Staff and any Associates of the College.
- 2.2 Staff and Associates of the College who attend the College premises or participate in any work or activities in connection with the conduct of the operations of the College must be familiar with and will be given access to this Policy, which is available in the College website.
- 2.3 Members of the community can also access this Policy in the College website.

3. Definitions

- 3.1 For definition of terms, refer to **Annexure 1**.

4. Guiding principles

- 4.1 This Policy is based on the following principles:
 - a. The College is committed to promoting and protecting the interest of Children at all times.
 - b. The College has zero tolerance to Child abuse.
 - c. Child safety is a shared responsibility between the College, Staff, Associates, and members of the community.
 - d. All Children have equal rights to be protected from abuse regardless of their sex, race, religious beliefs, age, disability, sexual orientation, family or social background.
 - e. The College will consider the opinions of Children to the extent reasonable to improve the College's Child safety policies and procedures. This process will ensure and encourage

Children to feel safe and comfortable in reporting concerns or allegations of abuse.

- f. The College will take into account the diversity of all Children, including (but are not limited to) the needs of Aboriginal and Torres Strait Islander Children, Children from culturally and linguistically diverse backgrounds, Children with disabilities, and Children who are vulnerable, and make reasonable efforts to accommodate these matters.
- g. The College is committed to the cultural safety of Aboriginal Children, and those from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for students living with a disability.
- h. Everyone covered by this Policy must also comply with the College's Code of Conduct.

5. Roles and responsibilities

5.1 Whilst Child safety is a shared responsibility, there are specific roles, responsibilities and accountabilities for Staff and Associates.

5.2 The College will:

- a. Ensure that all Staff and Associates are aware of the relevant laws and policies in relation to Child safety;
- b. Ensure that all Staff and Associates are aware of their obligations to report suspected Child abuse and how to make a report;
- c. Provide support to Staff and Associates that are undertaking or involved in Child safety responsibilities; and
- d. Encourage all individuals to raise concerns for the safety of Children and understand that they are protected in accordance with the College Whistleblower Policy.
- e. Provide an educational environment that is supportive of all Children's emotional and physical safety.
- f. Notify and report to the Commission within 3 business days of the College becoming aware of a Reportable allegation and, conduct an investigation into a Reportable allegation.
- g. Notify and report to the Department of Health and Human Services (**DHHS**) child related abuse or neglect after a person has formed a Reasonable belief on reasonable grounds.
- h. Develop a Student Support Plan in consultation with relevant wellbeing professionals. Strategies may include development of a safety plan, direct support and referral to relevant wellbeing professionals.

- 5.3 It is the responsibility of Staff and Associates to:
- a. Familiarise themselves with the relevant laws and the College's policies and procedures in relation to Child safety;
 - b. Report a Reportable allegation to the Executive Principal or to the Commission after forming a Reasonable belief that a Child's safety is at risk or if the Reportable allegation involves a criminal conduct that it is reported to Victorian Police; and
 - c. Observe and reinforce this Policy and associated procedures; and the Child Safety Code of Conduct.
- 5.4 It is the responsibility of the Board of Governance to monitor compliance with this Policy and associated procedures.

6. Recognising and reporting Child abuse

- 6.1 A person may, during the course of their employment with the College, form a Reasonable belief on reasonable grounds that a Child is in need of protection from Child abuse.

Mandatory reporters

- 6.2 Teachers, principals and nurses at the College are required by law to report to:
- a. the Victorian Child Protection Service of the Department of Health and Human Services (**DHHS**) after forming a Reasonable belief, on reasonable grounds, that, a Child is in need of protection because he/she has suffered (or is suffering or is likely to suffer) significant harm due to physical or sexual abuse or neglect.
- 6.3 The reporting obligation must be made as soon as practicable, and after each occasion where a person becomes aware of a further Reasonable grounds for the belief.
- 6.4 All Staff and Associates at the College are also required by law to report emotional and psychological abuse or neglect.

Reasonable grounds for belief a qualifier for mandatory reporting

- 6.5 To satisfy the formation of a Reasonable belief, a person must consider and objectively assess all the relevant facts, such as the source of the allegation and how it was communicated, the nature and details of the allegation, whether there are any other related matters known regarding the alleged perpetrator.
- 6.6 A 'reasonable belief' or a 'belief on reasonable grounds' is not the same as having proof, but is more than mere rumour, suspicion or speculation.

- 6.7 A Reasonable belief is formed if a reasonable person believes that (amongst others):
- a. the Child is in need of protection; or
 - b. the Child has suffered or is suffering or is likely to suffer significant harm as a result of physical or sexual injury; or
 - c. the parents are unable or unwilling to protect the Child; or
 - d. a Child states that they have been physically or sexually abused; or
 - e. a Child states that they know someone who has been physically or sexually abused (sometimes the Child may be talking about themselves); or
 - f. someone who knows a Child states that the Child has been physically or sexually abused; or
 - g. professional observations of the Child's behaviour or development leads a professional to form a belief that the Child has been physically or sexually abused or is likely to be abused; or
 - h. signs of abuse lead to a belief that the Child has been physically or sexually abused.

NB: The College encourages reporting where a person holds a concern about the safety of a Child.

Reporting Child sexual abuse

- 6.8 In addition to the obligations above, if a Staff or Associate receives information that leads them to form a reasonable belief that a sexual offence has been committed in Victoria against a Child (under the age of 16 years) by another person (of or over the age of 18 years), the Staff or Associate has a legal obligation to disclose that information to the Police as soon as it is practicable. Individuals who fail to comply with this obligation under the *Crimes Act 1958 (Vic)* may attract a 3 year imprisonment.

Reportable allegation

- 6.9 In relation to the reportable conduct scheme, any person may disclose a reportable allegation to the Commission who forms a reasonable belief that an Employee has committed a Reportable conduct; or misconducted whether or not the alleged conduct occurred within the course of the person's employment has an obligation to report a reportable allegation.
- 6.10 The Head of College has an obligation to report to the Commission within 3 business days after becoming aware of a Reportable allegation.

Voluntary reporters

- 6.11 In addition to the mandatory reporting obligations above, any person who believes on reasonable grounds that a Child is in need of protection from Child abuse, may disclose that information to the Police or DHHS.

The College's approach to reports of abuse

- 6.12 The College supports and encourages Staff and Associates to make a report to the Police or DHHS if they form a reasonable belief that a Child is in need of protection, or they are concerned about the safety, health or wellbeing of a Child.
- 6.13 Any Staff or Associate that makes a report in good faith in accordance with their reporting obligations will be supported and not be penalised by the College for making the report.
- 6.14 If a Staff or Associate is uncertain as to whether they should make a report to an external authority in relation to the safety of a Child, they should speak to their manager or the Campus Principal and/or the Executive Principal for guidance and information.
- 6.15 If an allegation is made against a Staff or an Associate, the Campus Principal and/or the Executive Principal will follow the College reporting procedure and take necessary steps to ensure the safety of the Child. If an allegation is raised against the Executive Principal, the Chair of the Board will be responsible for following the reporting procedure.
- 6.16 An initial step involves the withdrawal of the person from active duty, which may entail standing down, reassignment to a role without direct contact with Children, working under close supervision during the investigation, working from home, or any other measures deemed appropriate depending on the seriousness of the allegation.
- 6.17 The College will investigate allegations of inappropriate conduct against a Child in accordance with procedural fairness and will handle the allegations in a confidential manner except, where the College is required by law to disclose the information to relevant authorities or regulatory bodies in good faith or in promoting public interest.
- 6.18 The College will cooperate with the directions of the Commission, DHHS, Police and/or the Victorian Institute of Teaching in relation to any investigation conducted by these authorities.

Employment of new employees

- 6.19 The College undertakes a comprehensive recruitment and screening process for all Staff and Associates which aim to:
- promote and protect the safety of all Children at the College;
 - identify and recruit the most suitable candidates who share the College's values and commitment to protect Children; and
 - ensure persons employed by the College do not pose an unacceptable risk to Children.
- 6.20 Each job or category of jobs for College Staff or Associates that involves direct contact with Children - will, where appropriate, have a clear statement that sets out:
- the job's requirements, duties and responsibilities regarding Child safety; and
 - the job occupant's essential or relevant qualifications, experience and attributes in relation to Child safety.
- 6.21 All applicants for jobs that involve Child connected work for the College will be informed about the College's Child safety practices (including this Policy, the Code of Conduct and the Procedure).
- 6.22 The College requires Staff and Associates to pass the recruitment and screening process prior to commencing their engagement with the College.
- 6.23 As part of the screening and recruitment process, an applicant must provide appropriate evidence (e.g. working with Children check and/or police check) to show that they are suitable to work with Children and young people in an educational setting.
- 6.24 The type of evidence that an applicant is required to provide to the College will vary depending on the type of position that they are applying for. However, the College will not offer any applicant a position at the College until they provide the required evidence (e.g. reference check, WWWC, police check) to the People and Culture Department.
- 6.25 Persons applying for a role as a teacher with the College must be registered with the Victorian Institute of Teaching and provide suitable evidence.
- 6.26 The College will exercise discretion and may reasonably require applicants to provide a police check in accordance with the law and as appropriate, before they commence working at the College and during their time with the College in regular intervals.
- 6.27 The College will undertake thorough reference checks.
- 6.28 Once engaged, the College will provide Staff and Associates with access to this Policy and Staff and Associates must ensure they understand and acknowledge their understanding of this Policy.

7. Risk management approach

- 7.1 The College, has in place a robust risk management system for identifying, assessing and putting in place relevant control measures to eliminate or reduce risks associated with Child abuse.
- 7.2 The College also has in place a governance structure where risks associated with Child abuse are discussed and tabled on a regular basis. The Risk and Compliance Sub-committee (the **Committee**) is responsible for managing risks associated with (amongst others) the prevention of Child abuse.
- 7.3 Child safety is a part of the College's overall risk management approach and is included in the College's risk register which, allows the College to monitor the effectiveness of the control measures associated with preventing Child abuse.
- 7.4 If the Committee has been informed of risks of Child abuse occurring, the Committee will make a record of those risks and specify the action(s) the College will take to eliminate or reduce the risks (i.e. risk controls) where possible.
- 7.5 The Committee receives regular training in relation to Child safety.
- 7.6 The Committee encourages feedback from members of the community to assist the College improve its risk management approach and better protect the safety of Children. Feedback should be directed to the Executive Principal of the College in writing.

8. Review process

- 8.1 This policy will be regularly reviewed by the College at least every 3 years or when there have been changes in the relevant laws and regulations which may affect the content of this Policy.
- 8.2 If you would like to provide the College with any feedback or suggestions to improve this Policy, please contact the Chief Financial Officer or Executive Principal.

9. Relevant legislative requirements and associated policies

- 9.1 This Policy must be read in conjunction with:
 - a. the law of the Commonwealth and Victoria including but not limited to:
 - (i) *Children, Youth and Families Act 2005*;
 - (ii) *Child Wellbeing and Safety Act 2005*;
 - (iii) *Crimes Act 1958*; and

- b. *Working with Children Act 2005*;
- c. The Victorian Teaching Profession Code of Conduct;
- d. "*The Code of Conduct*";
- e. "the Procedure"; and
- f. "*Termination of Employment Policy*" and "*Misconduct Procedures*".
- g. "*Whistleblower Policy*"

Annexure 1 – Definition of Terms

Term	Definition
Associate	means any person that participates in the school environment including (but not limited to) volunteers, visitors, contractors, parents, students that are enrolled at the College that are over 18 years, other Children and young people.
Child	means a person enrolled as a student at the College and under the age of 18 years unless otherwise stated under the law applicable to the Child. Collective term for "Child" is " Children ".
Child abuse	includes— <ul style="list-style-type: none"> a. any act committed against a child involving— <ul style="list-style-type: none"> ii. a sexual offence; or iii. an offence under section 49M(1) of the Crimes Act 1958 ; and b. the infliction, on a child, of— <ul style="list-style-type: none"> iii. physical violence; or iv. serious emotional or psychological harm; and c. the serious neglect of a child.
Child safety	means any responsibility, measure or activity undertaken to safeguard Children from harm.

Child in need of protection	<p>means</p> <p>for the purposes of this Act a child is in need of protection if any of the following grounds exist—</p> <ol style="list-style-type: none"> a. the child has been abandoned by his or her parents and after reasonable inquiries— <ol style="list-style-type: none"> ii. the parents cannot be found; and iii. no other suitable person can be found who is willing and able to care for the child; b. the child's parents are dead or incapacitated and there is no other suitable person willing and able to care for the child; c. the child has suffered, or is likely to suffer, significant harm as a result of physical injury and the child's parents have not protected, or are unlikely to protect, the child from harm of that type; d. the child has suffered, or is likely to suffer, significant harm as a result of sexual abuse and the child's parents have not protected, or are unlikely to protect, the child from harm of that type; e. the child has suffered, or is likely to suffer, emotional or psychological harm of such a kind that the child's emotional or intellectual development is, or is likely to be, significantly damaged and the child's parents have not protected, or are unlikely to protect, the child from harm of that type; f. the child's physical development or health has been, or is likely to be, significantly harmed and the child's parents have not provided, arranged or allowed the provision of, or are unlikely to provide, arrange or allow the provision of, basic care or effective medical, surgical or other remedial care.
College	means Flinders Christian Community College.
Commission	means the Commission for Children established under the <i>Commission for Children and Young People Act 2012</i>
Employee	<p>in relation to an entity to which the reportable conduct scheme applies, means a person of or over the age of 18 years who is—</p> <ol style="list-style-type: none"> g. employed by the entity, whether or not the person is employed in connection with any work or activities of the entity that relate to children; or h. engaged by the entity to provide services, including as a volunteer, contractor, office holder or officer, whether or not the person provides services to children; or i. if the entity is a religious body (within the meaning of section 81 of the Equal Opportunity Act 2010)—a minister of religion, a religious leader or an employee (within the meaning of paragraph (a) or (b)) or officer of the religious body; or <p>on and after a prescribed date, if the entity has placed a child in the care of a foster carer or a person who engages in child-related work described in section 9(6) of the Working with Children Act 2005 and—</p> <ol style="list-style-type: none"> iii. a permanent care order has not been made in respect of the child; or iv. a permanent care order has been made in respect of the child and a reportable allegation in relation to the child is made concerning the permanent carer in respect of the period before the making of the order— <p>the foster carer of the child or the person who so engages in child-related work in relation to the child.</p>

Mandatory reporter	means a person that is legally required to make a report to the Department of Health and Human Services or the Police if they form a belief on reasonable grounds that a Child is in need of protection under the <i>Children, Youth and Families Act 2005</i> . It includes teachers, principals and nurses. NB: NB: All persons 18 years or older are mandatory reporters under the Crimes Act 1958 (Vic) if it involves a sexual offence against a Child.
Reportable allegation	means any information that leads a person to form a reasonable belief that an employee has committed— a. reportable conduct; or b. misconduct that may involve reportable conduct— whether or not the conduct or misconduct is alleged to have occurred within the course of the person's employment.
Reportable conduct	means a. a sexual offence committed against, with or in the presence of, a child, whether or not a criminal proceeding in relation to the offence has been commenced or concluded; or b. sexual misconduct, committed against, with or in the presence of, a child; or c. physical violence committed against, with or in the presence of, a child; or d. any behaviour that causes significant emotional or psychological harm to a child; or e. significant neglect of a child.
Reasonable belief	means, it is more than a mere speculation about or suspicion of a conduct, rather, there needs to be: a. an objective basis for the belief; or b. an actual belief and then a question of whether there is an actual evidential foundation for belief.
Reasonable belief on reasonable grounds	means, in respect of mandatory reporting, a child has suffered, or is likely to suffer, significant harm as a result of physical injury or sexual abuse, and the child's parents have not protected, or are unlikely to protect, the child from harm of that type.
Reasonable precautions	means and will vary depending on factors including but not limited to— a. the nature of the relevant organisation; and b. the resources that are reasonably available to the relevant organisation; and c. the relationship between the relevant organisation and the child; and d. whether the relevant organisation has delegated the care, supervision or authority over the child to another organisation; and e. the role in the organisation of the perpetrator of the abuse.

School environment	<p>means any physical or virtual place made available or authorised by the College's governing authority for use by a Child during or outside school hours, including:</p> <ol style="list-style-type: none"> a. a campus of the College; b. online environments provided by the College (including email and intranet systems); and c. other locations provided by the College for a Child's use (including, without limitation, locations used for school camps, sporting events, excursions, competitions, and other events).
Sexual offence	<p>in this context is any act which exposes a Child to, or involves a Child in, sexual processes beyond his or her understanding or contrary to accepted community standards. Sexually abusive behaviours can include the fondling of genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, fondling of breasts, voyeurism, exhibitionism, and exposing the Child to or involving the Child in pornography. It includes Child grooming, which includes actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a Child (or the Child's carer, family or supervisor) to lower the Child's inhibitions and prepare them for engagement in a sexual offence. Refer to the attached table for an overview of sexual offences against Children under the <i>Crimes Act 1958</i> (Vic).</p>
Staff	<p>means an individual working in a school environment who is:</p> <ol style="list-style-type: none"> a. directly engaged or employed by the College's governing authority; b. a volunteer or a contracted service provider (whether or not a body corporate or any other person is an intermediary); or c. a minister of religion engaged by the College.



Child Safety Procedure

Child Safety Procedure

This procedure should be read in conjunction with the Flinders Christian Community College (the **College**), Child Safety Policy and the Child Safety Investigation Procedure.

The steps in this procedure are to be taken after a person has become aware of a reportable allegation. **Schedule 2** is a flowchart setting out the Child Safety Procedure.

Step	Internal procedure	External procedure
Receiving information or forming a reasonable belief concerning child safety		
1	A person receives information or forms a Reasonable belief which causes the person to feel concern for the safety and/or health and wellbeing of a child (person).	Reporting obligation may be triggered at this point. See Schedule 1 for further information.
2	Person communicates their concern to the Campus Principal and/or the Executive Principal or Child Safety Officer or proceeds to step 4 (failing contact with persons above), as soon as reasonably practicable.	
3	<p>Campus Principal and/or Executive Principal or the Campus Child Safety Officer discusses and clarifies (amongst others):</p> <ul style="list-style-type: none"> • any issues with the person in a confidential manner; • provide immediate support to the student and person concerned; and • contact the Child's parent(s) as appropriate. <p>Note: The Child's parent(s) should not be contacted until it has been determined by the Campus Principal and/or the Executive Principal or the College Child Safety Officer that the information received has basis for the person to be concerned or formed a Reasonable belief that the student is at risk.</p> <p>In ensuring immediate safety of the Child, the Campus Principal and/or the Executive Principal in consultation with the Child Safety Officer will take steps to remove or reduce that risk and protect any child connected to the alleged Child abuse until the allegation is resolved.</p>	See Schedule 1.

<p>4</p>	<p>Mandatory Reporting</p> <p>The person who made the report completes the Mandatory Reporting Form and makes a report under the applicable legislation.</p> <p>Reportable Allegation</p> <p>A person who forms a reasonable belief may disclose a Reportable allegation to the Commission.</p> <p>The Executive Principal after becoming aware of a reportable allegation to notify the Commission in writing within 3 business days and conduct an investigation as soon as practicable.</p> <p>The Executive Principal must notify the Commission within 30 days whether it proposes to take disciplinary action or other action in relation to the Employee, Staff or Associates.</p> <p>Notifying parents of a Child</p> <p>The Campus Principal and/or the Executive Principal to notify the parent(s) of a Child or Children affected by or exposed to the allegation of Child abuse as appropriate.</p>	<p>Make a report in writing to appropriate external body (e.g. Police/SOCIT or DHS). See Schedule 1.</p> <p>Ring DHHS at on 1300 360 391. Ask for Child safety. Record date/time/ person on the Mandatory reporting form.</p> <p>Complete the Mandatory Reporting Form and use the information as the basis for the report.</p> <p>Under the reportable allegation scheme, the person must report the conduct to the Commission for Children and Young People (CCYP) by contacting CCYP on 1300 78 29 78.</p> <p>Complete the notification form available in the CCYP website on ccyp.vic.gov.au</p> <p>Request that if an interview is to take place at the College, the visiting police officer is in plain clothes at the time of the interview and that appropriate arrangements are made for a private meeting room.</p> <p>Advise the CCYP as soon as practicable of investigator details. Provide a copy of findings and reasons for the findings, and any disciplinary action taken to the CCYP as soon as practicable.</p>
<p>5</p>	<p>If the student is agreeable to being interviewed by DHHS, Child Safety Officer or the Commission should offer to be present at the interview to support the student.</p> <p>The College will take into account the diversity of all Children, including (but are not limited to) the needs of Aboriginal and Torres Strait Islander Children, Children from culturally and linguistically diverse backgrounds, Children with disabilities, and Children who are vulnerable, and make reasonable efforts to accommodate these matters.</p>	<p>If the student is agreeable to being interviewed by DHS or the Commission the Child Safety Officer should offer to be present at the interview to support the student.</p>

Step	Internal procedure	External procedure
6	<p>The Executive Principal or its delegate liaises with external body, and communicates with internal personnel regarding next steps / risk minimisation strategy.</p> <p>Under the reportable conduct, the College must as soon as becoming aware of a reportable allegation conduct an investigation and give the Commission the findings of the investigation.</p>	<p>Find out from the external body whether it will conduct an external investigation and whether the organisation is able to / should carry out its own internal investigation at the same time. Ask that the College be informed of each step of the procedure.</p> <p>Provide to the Commission as soon as practicable a copy of the findings of the investigation:</p> <ul style="list-style-type: none"> • with reasons for the findings; • details of the disciplinary action or other action (as appropriate) the College is proposing to take; and • if no disciplinary action or other action is going to be taken, the reasons why no action is to be taken.
7	<p>If the person forms a reasonable belief that a crime has been committed by:</p> <ul style="list-style-type: none"> • a College staff member, that person is suspended on full pay pending the outcome of the investigation; • a contractor of the College, the contractor will be suspended from undertaking any works pending the outcome of the investigation; • a volunteer of the College, the volunteer will be suspended from undertaking any volunteering work pending the outcome of the investigation. <p>The Executive Principal or approved delegate will conduct its investigation or engage a suitably independent and qualified person to conduct the investigation and will put necessary steps as part of risk minimisation and employment relations strategies (e.g. advise P&C, inform relevant parties including parent(s)) during and throughout the investigation process.</p>	<p>The College to report the matter to Victoria Police or the Commission.</p> <p>If the matter is referred to Victoria Police – their investigation takes priority and any internal investigation carried out by the College or regulatory body is to be discontinued until further advised.</p>

8	The College will keep the parties updated as far as practicable and appropriate to ensure all parties understand the steps being taken to ensure fair and due process.	
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If internal and external investigation conducted at the same time

9	Provide the external body with regular updates about the investigation being carried out by the College.	<p>The College will notify and provide the external body (Commission):</p> <ul style="list-style-type: none"> • that an investigation is being carried and the identity of the person conducting the investigation; • regular updates as appropriate regarding the investigation being carried out by the College; • within 30 days whether the College will take any disciplinary or other action in relation to the person who is alleged to have committed a Reportable conduct. <p>If an external body decides to conduct its own investigation, the College will liaise with and request regular updates from the external body regarding progress of its investigation.</p>
10	Provide the external body with the findings of the internal investigation and associated outcomes as soon as practicable after the investigation has concluded, except where the investigation is subject to Client Legal Privilege (CLP).	Obtain the findings of the investigation conducted by the external body and associated outcomes as required and appropriate.

If an investigation is conducted by the College

11	Provide the external body with regular updates about the internal investigation.	See process under item 9.
12	Provide the external body with the findings of the internal investigation and associated outcomes as required and appropriate.	See process under item 9.

Post review / investigation of concern raised		
13	<p>Executive Principal or approved delegate advises the person that raised the concern and any other relevant parties (such as a parent, teacher, the person alleged to have committed the conduct, etc) as to the outcome of the review / investigation, subject to the comments about confidentiality below.</p> <p>This will be done both verbally and in writing where possible.</p>	
14	<p>Continue to risk manage and monitor the implemented controls as required in consultation with the relevant teams, such as the school welfare department, People and Culture and members of the Risk Compliance Subcommittee.</p> <p>Note: The College as part of its risk management process and continual improvement will undertake a review of the relevant Child Safety policies and procedures as part of this process to determine the effectiveness of the Child Safety policy and this procedure and action any gaps identified.</p>	

Special comments

- Fulfilling the roles and responsibilities contained in this Procedure does not displace or discharge any other obligations that arise if a person reasonably believes that a child is at risk of child abuse.
- Following a report, it is important to protect confidentiality and the interests of the child and family at all times except where the relevant laws require disclosure of information or for the protection of public interest.
- DHHS or the Commission will only interview the student if he/she is agreeable and, if it is considered and after taking all reasonably practicable steps to mitigate, any negative effect that the interview may have on the child.
- The family will not be contacted until it is believed that the student is at risk.
- The identity of the person making a notification will be kept confidential (except when that information is required to be disclosed in good faith under the relevant laws and jurisdictions) unless that person gives written permission for the information to be disclosed.
- Throughout the entire process of observation, discussion and reporting, the interests of the child and child's family should be protected from unnecessary disclosure of information concerning abuse.
- Following the making of a report to the DHHS or the Commission or Victoria Police, any investigation that takes place is the responsibility these authorities.
- The College will secure and retain records of the allegation of Child abuse and its responses to it (i.e. maintain written records about the disclosure, the internal consultation process and the report).

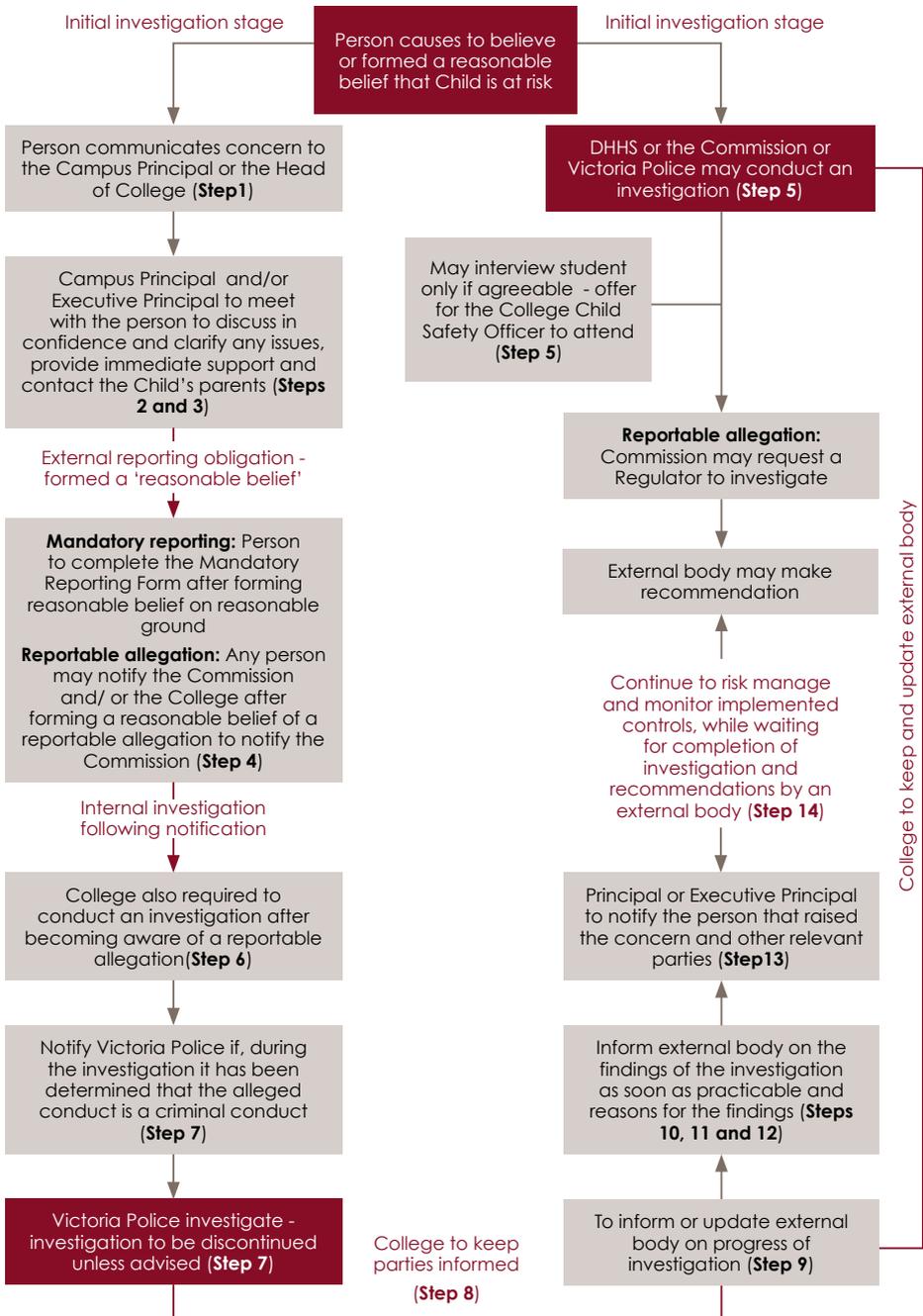
SCHEDULE 1

Overview of Reporting Obligations in Victoria

Legislation	Who	Circumstances	Obligation	Exceptions /Defence	Penalty
<p>Failure to disclose sexual offence committed against child under the age of 16 years:</p> <p>s 327 <i>Crimes Act 1958</i> (Vic)</p>	<p>Any person 18 years or over</p>	<p>Reasonable belief of sexual offence against a child</p> <p>Child is <16</p>	<p>Mandatory obligation to report to police information which leads to reasonable belief</p>	<p>Various</p>	<p>3 years imprisonment</p>
<p>Mandatory reporting:</p> <p>s 184 <i>Children, Youth & Families Act 2005</i> (Vic)</p>	<p>Particular professionals:</p> <ul style="list-style-type: none"> • registered teachers and Principals (government and non-government) • nurses & midwives • registered medical practitioners 	<p>A belief on reasonable grounds arises in the course of carrying out duties of office, position or employment, that a child is in need of protection (due to neglect or abuse), and the child's parents have not protected or are unlikely to protect the child from harm</p> <p>Child is <17</p>	<p>Mandatory obligation to report to DHHS</p>	<p>Person honestly and reasonably believed that all of the reasonable grounds for his or her belief had already been reported</p>	<p>Fine</p>

Legislation	Who	Circumstances	Obligation	Exceptions/ Defence	Penalty
Report to DHHS or police s 183 <i>Children, Youth & Families Act 2005 (Vic)</i>	Any person	Believes on reasonable grounds that a child is in need of protection	May report to DHHS or police that belief and the reasonable grounds for it.	None	
Child displaying sexually abusive behaviours: s 185 <i>Children, Youth & Families Act 2005 (Vic)</i>	Any person	Any person may report if they believe on reasonable grounds that a child is in need of therapeutic treatment because they have exhibited sexually abusive behaviours Child is aged 10 - 14	May report to DHHS the belief and the reasonable grounds for it.	None	
Concern for the wellbeing of a child s 28 <i>Children, Youth & Families Act 2005 (Vic)</i>	Any person	A person may make a report to DHHS if they have a significant concern for the wellbeing of a child Child is <17	May report to DHHS a significant concern	None	
Reportable allegation (reportable conduct or misconduct that may involve	Any person	Forming of reasonable belief	Must notify the Commission after becoming aware	Reasonable excuse	Fine

Schedule 2 Flowchart of Child Safety Procedure





Child Safety code of conduct

Code of conduct policy & procedure

The College expects that its employees will always display the highest standards of professional and personal conduct in serving the needs of our customers and stakeholders, and the broader College community.

Our values and expectations

You must conduct yourself in a way which is consistent with the College's purpose, mission and core values.

Principal, Executive Principal or People and Culture Representative as soon as practicable.

Our behaviour

Our Personal conduct

- All employees are expected to:
- Treat everyone with courtesy, respect, kindness, consideration, and sensitivity to their rights
- Refrain from all forms of harassment and discrimination based on gender, race, religious belief, political affiliation, pregnancy, disability, sexual orientation or illness
- Always act honestly, in good faith, and respectful of the trust placed in us
- Respect each individual's rights to privacy and keep personal information in confidence
- Consider the impact of our decisions and behaviour on the well-being of others
- Refrain from acting in any way that would unfairly harm the reputation and career prospects of other employees
- Refrain from allowing personal relationships to affect professional relationships
- Seek advice from an appropriate manager where a colleague's behaviour is perceived to be in breach of the Code, and report any suspected corrupt, criminal or unethical conduct to a Head of School, Corporate Services Executive, Deputy Principal,

Our Professional conduct

All employees:

- All employees are expected to:
- Perform our duties diligently, impartially, conscientiously, with integrity, and to the best of our ability
- Take our responsibility for the health and safety of ourselves and others when carrying out our duties
- Keep up to date with advances and changes in the body of knowledge and the professional and ethical standards relevant to our area of expertise
- Strive to always achieve the highest product, service and professional standards
- Comply with any relevant legislative, industrial or administrative requirements including observance and application of anti-discrimination policy
- Comply with the principles of environmental responsibility
- Foster teamwork and collegiality among all employees, and always give due credit to the contributions of others
- Maintain adequate documentation to support any decisions made
- Take no improper advantage of any official information gained in the course of our employment
- Refrain from allowing personal

political views and/or affiliations or other personal interests to influence the performance of duties or exercise of responsibilities.

Teaching Staff:

In addition, all Teaching Staff are expected to conduct themselves in accordance with the Victorian Institute of Teaching – Code of Conduct and Code of Ethics.

Para-professional staff:

In addition, Para-professionals employed at the College are expected to conduct themselves in accordance with the Code of Conduct and Code of Ethics of their relevant professional registration bodies.

Social Media

The College provides an intranet which must be used for all communications with students and their families within the context of a professional teaching relationship, whether at school or not.

The VIT Code of Conduct (Principle 1.5: Teachers are always in a professional relationship with the students in their school whether at school or not), provides an example of some of the limits as follows:

'A professional relationship will be violated if a teacher:

a. Holds conversations of a personal nature or has contact with a student via written or electronic means including email, letters, telephone, text messages or chat lines without a valid context' (Victorian Institute of Teaching 2016).

If further clarification is required in relation to the VIT Code of Conduct and Code of Ethics, and/or the College Code of conduct in relation to social media, staff are requested to speak with their Head of School, Deputy Principal, Department Manager or Campus Principal.

A full copy of the VIT Code of Conduct and Code of Ethics can be accessed here.

Duty of Care

All employees have an obligation and duty of care to:

- Comply with prevailing community standards of equity, justice, fairness and compassion in dealing with others within and beyond the College
- Perform duties in a responsible and professional manner, with due regard for College policies and other legal requirements and obligations
- Exert responsible stewardship of College resources
- Promote and protect the College's reputation in the wider community
- Act appropriately when a conflict arises between our self-interest and our duty to the College
- Secure all College property against theft or fraud
- Maintain the integrity and security of all College intellectual property
- Maintain the security, integrity and confidentiality of all relevant College commercial and other information.

Protection and promotion of the College's reputation

All employees are expected to:

- Promote the College wherever possible in our professional dealings with others
- Refrain from representing ourselves as spokespersons, or acting for or on behalf of the College unless authorised to do so (and when in doubt seek advice from the Campus Principal or Executive Principal)
- Refrain from engaging in any activity that may compromise the College's integrity and reputation.

Child safety

All staff, volunteers and board members of Flinders Christian Community College are required to promote (support, actively encourage) child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

- All personnel of Flinders Christian Community College are responsible for supporting the safety, participation, wellbeing and empowerment of children by:
- adhering to the Flinders Christian Community College child safe policy at all times / upholding Flinders Christian Community College statement of commitment to child safety at all times
- taking all reasonable steps to protect children from abuse
- treating everyone with respect
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another
- promoting the cultural safety, participation and empowerment of Aboriginal children (for example, by never questioning an Aboriginal child's self-identification)
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities). For more information, please refer to Child Investigation Policy
- ensuring as far as practicable that adults are not left alone with a child
- reporting any allegations of child abuse to the Campus Child Safety Officer / leadership, and ensure any

allegation to reported to the police or child safety

- reporting any child safety concerns to the Campus Child Safety Officer / leadership
- if an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe
- encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.

Staff and volunteers must not

- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps. Sitting on laps could be appropriate sometime, for example while reading a storybook to a small child in an open plan area)
- put children at risk of abuse (for example, by locking doors)
- do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- use inappropriate language in the presence of children
- express personal views on cultures, race or sexuality in the presence of children
- discriminate against any child, including because of culture, race, ethnicity or disability
- breach their professional relationship with a student or their family outside of our organisation (for example, no babysitting). Accidental/incidental

contact, such as seeing people in the street, is appropriate)

- have any online contact with a child or their family (unless necessary, for example providing families with e-newsletters) • ignore or disregard any suspected or disclosed child abuse.

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to Campus Child Safety Officer/ leadership.

If you believe a child is at immediate risk of abuse phone 000.

Our Stewardship

All employees are expected to:

- Use College technical and physical resources properly, responsibly and for legitimate purposes only
- Seek permission before using College property for personal purposes
- Use resources in a manner that causes no harm to the community or environment
- Strive to always obtain value for College money spent and avoid waste and extravagance in the use of College resources.

Dealing with conflicts of interest

All employees are expected to:

- Ensure that our financial and other interests and actions do not conflict or seem to conflict with the obligations and requirements of our College position – or advance our own interests over those of the College
- Avoid any financial or other interest or undertaking that could directly or indirectly, compromise the performance of our duties
- Take all suitable measures to avoid

or deal appropriately with any situation in which we may have or been seen to have a conflict arising out of our relationship with others within or beyond the College

- Notify the Campus Principal and/ or the Executive Principal, as appropriate, of the existence of an actual or potential conflict of interest
- Declare our relationship when participating in decisions affecting another person with whom we have a personal relationship.

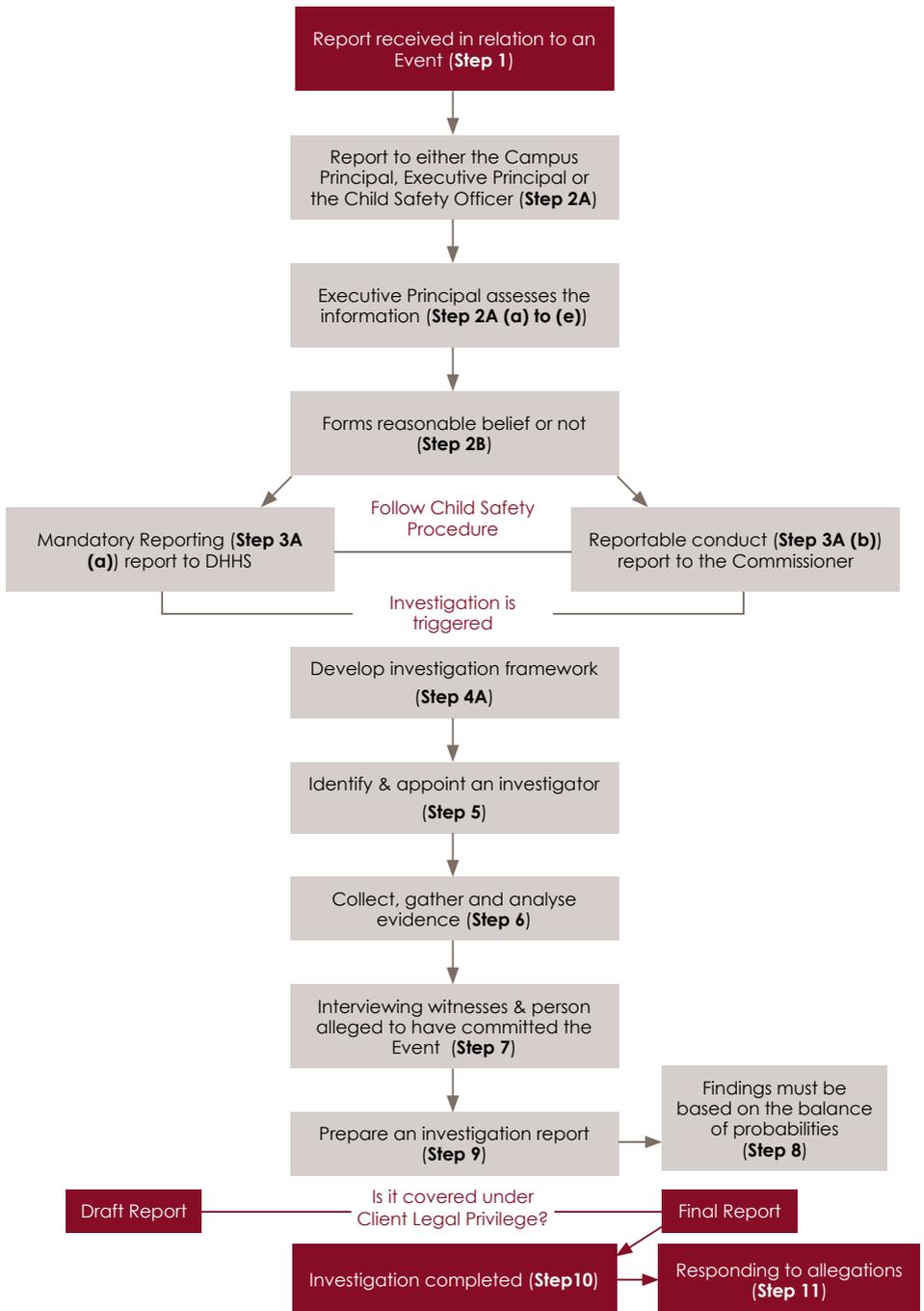
Breaches of our Code of Conduct

All College employees must comply with this Code of Conduct and report any breaches to their Head of School, Corporate Services Manager, Deputy Principal, Campus Principal, and/or Executive Principal, as appropriate.

Employees whose conduct falls below the standards outlined in the Code will be counselled accordingly and/or disciplined in accordance with Institute disciplinary procedure.

If you breach this Code of Conduct you will face disciplinary action, including and up to termination of employment or cessation of engagement with the organisation.

Child Safety Investigation Steps for conducting an investigation





Whistleblower policy

Purpose

The purpose of this policy is to provide Disclosers (also known as Whistleblowers) with protection to allow them to come forward confidentially and anonymously, to disclose Improper or Corrupt Conduct without the Discloser being victimised or subjected to any form of detrimental action.

Scope of Policy

This policy relates to all Disclosers, (including but not limited to) Flinders Christian Community College (the **College**) staff, volunteers, contractors, students and parents.

Definition

Allegations mean information that suggests Improper or Corrupt Conduct by the College management, staff, volunteers, contractors, students or parents.

Conduct means an action that is misleading or deceptive, discreditable, oppressive to, unfairly prejudicial to, or unfairly discriminatory against, the College.

Corrupt conduct means:

- a. a conduct of any person (whether or not an employee) that adversely affects the honest performance of an employee's role or responsibilities or the College functions; or
- b. the performance of an employee's functions dishonestly or with inappropriate partiality or conflict of interest; or
- c. a conspiracy or attempt to engage in the above conduct.

Discloser means a person who makes a disclosure, including but not limited to students, parents, contractors, volunteers, staff members of the College.

Good faith means the Information being disclosed is honest and genuine, and motivated by wanting to disclose a Conduct. The disclosure will not be 'in good faith' if the Discloser has any other secret or unrelated reason for making the disclosure.

Information means personal information; or public-sector data; or law enforcement data; or crime statistics data in accordance with the *Privacy and Protection Act 2014*.

Improper conduct means:

- a. an improper conduct that is corrupt, a substantial mismanagement of the College resources, or conduct involving a substantial risk to students, safety and the overall College environment; or
- b. a conduct by an employee, former employee or the College that amounts to the misuse of information or material acquired during the course of the performance of their official functions

Investigator means an independent person (either an internal or external person) appointed by the College to investigate Allegations of Improper or Corrupt Conduct.

Policy Statement

The College is committed to:

- safeguarding the safety, health and wellbeing of students, staff, visitors, contractors and other persons at all times;
- conducting its services in a professional, ethical and accountable manner, in compliance with relevant laws and regulatory requirements;
- ensuring persons employed by the College act and behave professionally, ethically and consistent with the College's Code of Conduct which forms part of their employment contract;
- encouraging and supporting any reporting of alleged Improper or Corrupt Conduct;
- making it clear how reports can be made to management;
- maintaining the confidentiality and security of reports within the law;
- respecting Disclosers (including their identity) and protecting them from reprisals, discrimination, harassment or victimisation or bullying as a consequence of having made a report;
- immediately after becoming aware, review any such allegations and take action to investigate internally, or alternatively reporting to external authorities as necessary and required under the relevant laws;
- making sure that Disclosers receive feedback as soon as practicable and will be kept up to date to the extent reasonable and necessary; and
- taking action to resolve and rectify any wrongdoing as far as is practicable.

Responsibility for Implementation, Compliance Monitoring, Measuring and Continual Improvement

Head of People and Culture

The Head of People and Culture, in partnership with the Campus Principal is responsible for implementing this policy and providing information and training to staff in the application of this policy through the process of induction and other educational program.

Risk and Compliance Team will work with the Executive Principal/ Campus Principal to ensure this policy is communicated within school community, which includes contractors and volunteers.

Creating an organisational culture of openness and transparency

Compliance with the Code of Conduct is a mandatory requirement for all employees.

Employees, contractors, and volunteers are provided with induction that includes (amongst others) the College values and Code of Conduct. The Code of Conduct provides information on boundaries at work, including duty of care and professional behaviours consistent with the College values.

Provision of information and training in the College policies and procedures relating to incident reporting and complaints management processes are provided to all employees and volunteers.

Reporting of an Allegation

a. Reporting alleged Improper or Corrupt Conduct

Any person can report Allegations of Improper or Corrupt Conduct, or other concerns of wrongdoing by the College employees or by other persons who are providing services to the College.

b. Internal reporting processes

The College has a complaints reporting process which can be made via email to Jayne. Gillespie@flinders.vic.edu.au

c. The College Whistleblower Protection Officers

If a person wishes to raise or report an issue anonymously or you have concerns regarding the alternate College reporting methods outlined above, the Discloser's concerns can be raised by contacting one of the following Whistleblower Protection Officers:

Related concern	Whistleblower Protection Officer	Title	Details
Student related	Cameron Pearce	Executive Principal	Flinders Christian Community College 100 Ballarto Road, Carrum Downs, Victoria, 3201 T 03 9785 0000 D 03 9785 0004 F 03 9773 5710 cameron.pearce@flinders.vic.edu.au
Staff related	Jayne Gillespie	Head of People and Culture	Flinders Christian Community College 155 Mornington-Tyabb Road, Tyabb 3913 T 03 5973 2000 D 03 5973 2083 F 03 5977 3375 jayne.gillespie@flinders.vic.edu.au
Executive Principal	David Flack	Chairman of the Board	To be made in writing to: Mr. David Flack, Chair of the Board of Governance Flinders Christian Community College 155 Mornington-Tyabb Road, Tyabb 3913 David.Flack@flinders.vic.edu.au

Responding to a reported Allegation

a. **Confidentiality and mandatory reporting**

The College will maintain the confidentiality and security of reports in accordance with the requirements under the relevant laws unless it is not in the public interest. This means that where possible, privacy and confidentiality of the Discloser and the content of the reported Allegations will be protected and will only be disclosed on a "needs to know" basis.

However, there may be occasions where disclosure is required to be made by the College in accordance with legislative requirements (e.g. mandatory reporting and reportable conduct) which must take priority over confidentiality considerations.

b. **Protection from adverse action, discrimination, victimisation, bullying or other negative consequences of reporting**

People who report Allegations will be treated with respect and will not suffer any adverse action, reprisals, discrimination, harassment or victimisation or bullying as a consequence of having made a report to the College.

c. **Investigation procedures**

All reported allegations will be reviewed by the Executive Principal (where relating to students) and the Head of People and Culture (where staff are involved) to determine the appropriate steps to be taken which, may include investigation arrangements.

If it has been determined that an investigation is warranted, an Investigator will be appointed and will be responsible for carrying out an internal investigation into Allegations reported to the College. An Investigator may be a person from within the College or an external consultant engaged by the College for the purpose of investigating the Allegations.

The responsible Campus Principal will be involved in this decision provided they are not parties to the Allegation(s), will not be subject to participating in the investigation as a respondent or witness (unless they have witnessed or are aware of the alleged Conduct), and their involvement will not compromise the confidentiality of the complainant or the investigation process.

Investigations conducted internally will be undertaken having regard to fairness and due process. However, in the event and during the course of an internal investigation, it has been determined that there is a real possibility of the investigation being viewed as biased or a conflict of interest is likely to be raised, The College may alternatively engage the services of an independent external investigator.

If during the course of internal investigation, it has been determined that the Conduct constitutes a criminal offence, the College will immediately report the conduct to external authorities e.g. Victoria Police. In this instance, the criminal investigation may precede the commencement and would take precedent over the internal investigation by the College.

d. Feedback and support for Disclosers reporting to the Whistle-blower Protection Officers

As a first step in the investigation process, the Investigator (internal or external) will develop an investigation plan outlining the allegations, particulars of the allegations, parties to be involved as respondents or witnesses to the investigation and anticipated timeframe for completion of the investigation process.

The Whistleblower Protection Officers are responsible for providing feedback to the

Discloser on:

- the anticipated timeframe for the investigation process;
- maintaining contact during the course of the investigation, if the whistleblower desires;
- monitoring the health and wellbeing of the Discloser and identify the necessary support required by the Discloser, including Employee Assistance Program services provided by the College;
- notifying the whistleblower as soon as practicable on completion of the investigation. (Note: due to privacy considerations, whistleblowers are not entitled to know the details of disciplinary action or consequences for people involved in the investigation. They may, however, be informed that the investigation is closed and provided general information on what action has been taken by the College).

e. Action on completion of investigations

The Whistleblower Protection Officer who received the Allegation report is responsible for considering the content of the investigation report and determination of appropriate action/consequences in accordance with the findings of the investigation.

The Whistleblower Protection Officer will, in consultation with the Executive Principal (where the Executive Principal is not implicated in the allegations) determine appropriate actions in response to the findings in the report, which may include (but are not limited to the following):

Responsibilities for action include

- executing appropriate consequences for individuals where Allegations are substantiated on the balance of probabilities in the investigation report (e.g. staff disciplinary action, termination of employment, termination of contracts etc);
- informing the Commission for Children and Young People in accordance with the obligations imposed on the College under the Child, Wellbeing and Safety Act 2005;
- identifying and developing an action plan to redress any organisational systemic issues (e.g. gaps in policies, procedures and operational practices) which may have created or contributed to the opportunity for the wrongdoing to occur; and

- reporting the issue, investigation outcomes, immediate action taken and action planned to address systemic issues.

Related Documents and Links

The following documents and links are relevant to this policy:

Code of Conduct Policy

Mandatory Reporting

Compliance Policy

Customer Feedback and Complaints Policy

Staff Policy Handbook

Relevant Legislation, Standards and Agreements

The following Legislation apply to this policy and supporting documentation:

Crimes Act 1958 (Vic)

Education and Care Services National Regulations (SI01/ NL01 form)

Fair Work Act 2009 (Commonwealth)

Incident Reporting Advisory Guide (Vic) (DEECD)

Occupational Health and Safety Act 2004 (Vic)

Protected Disclosures Act 2012 (Vic) - formerly the Whistleblowers Protection Act 2001 (Vic)

Corporations Act 2001 (Commonwealth)

Australian Standard AS 8004-2003: Corporate Governance Whistle-blower protection programs for entities

Revision History

(filled out by Compliance team)



FLINDERS
CHRISTIAN COMMUNITY COLLEGE

Hope & Purpose through Christian Education