



Bacchus Marsh
Grammar

School POLICY

CHILD PROTECTION AND SAFETY Child Safe Policy

Approved by the School Board: 27 May 2026

Bacchus Marsh Grammar PO Box 214 Bacchus Marsh VIC 3340 **E** school@bmg.vic.edu.au
Maddingley Campus South Maddingley Road, Bacchus Marsh VIC 3340 **P** 03 5366 4800
Woodlea Campus and ELC 111 Frontier Avenue, Aintree VIC 3336 **P** 03 5366 4900

An Independent Ecumenical School
for Girls and Boys
Reg. No. 1919
ABN: 24 128 531 078
www.bmg.vic.edu.au

Child Safe Policy

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1 Background

Bacchus Marsh Grammar (the School) is a non-denominational co-educational independent school and our purpose is to fulfil the community's desire for non-denominational co-education that is holistic in its approach, comprehensive, challenging and enriching.

The School's ethos is supported by a clear set of values that are critical for the development of the whole individual, to empower our students for their journeys beyond school as responsible members of society.

The School Board has approved this Child Safe Policy on 27 May 2026. It will be reviewed in May 2027.

2 Purpose

The Child Safe Policy demonstrates the School's strong commitment to creating and maintaining a child safe and child-friendly environment, and to complying with the Victorian Child Safe Standards (Child Safe Standards) and non-government school registration requirements relevant to child safety and wellbeing. It summarises the policies and practices that the School has developed to keep its students safe, including from abuse or other harm.

2.1.1 The Child Safe Policy outlines the key elements of our approach to:

- implementing Ministerial Order 1359 (MO 1359), which sets out how the Child Safe Standards apply in school environments
- developing and implementing policies, procedures and practices that promote child safety and wellbeing, consistent with PROTECT 4 Critical Actions to identify and respond to child abuse
- creating a safe, supportive and child-friendly School environment
- promoting the open discussion of child safety and wellbeing issues within the School
- complying with all laws, regulations and standards relevant to child safety and wellbeing, including child protection, in Victoria.

2.1.2 It informs the School community about everyone's obligation to act safely and appropriately towards students, and guides our processes and practices for the safety and wellbeing of students across all areas of the School's work.

3 Statement of Commitment to Child Safety and Wellbeing

3.1.1 All children and young people who come to Bacchus Marsh Grammar have a right to feel and be safe. The School is committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe, and can actively participate in decisions that affect their lives.

3.1.2 The School has a zero tolerance for child abuse and other harm and is committed to acting in students' best interests and keeping them safe from harm.

3.1.3 The School regards its child safe responsibilities with the utmost importance and is committed to providing the necessary resources to maintain a child safe culture and ensure compliance with all relevant child safe organisation and child protection laws and regulations.

3.1.4 Each member of the School community has a responsibility to understand the important and specific role that they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all that they do and every decision that they make.

4 Child Safe Principles

The School's commitment to child safety and wellbeing is based on the Child Safe Standards and MO 1359.

4.1 The Child Safe Standards and MO 1359

4.1.1 The Child Safe Standards were developed in response to the Victorian Parliament's Inquiry into the Handling of Child Abuse by Religious and Other Organisations. In 2022, the original version was replaced by new Child Safe Standards based on the National Principles for Child Safe Organisations (National Principles), to support greater national consistency.

- 4.1.2 The Child Safe Standards can be found at the following website: <https://ccyp.vic.gov.au/child-safe-standards/the-11-child-safe-standards/>.
- 4.1.3 MO 1359 sets out how the Child Safe Standards apply in school environments. It can be found at the following website: <https://content.sdp.education.vic.gov.au/media/ministerial-order-1359-975>.
- 4.1.4 The Victorian Registration and Qualifications Authority (VRQA) monitors and enforces compliance with the Child Safe Standards and MO 1359 for registered schools in Victoria.

5 Scope

- 5.1.1 The Child Safe Policy applies to all adults in the School community, including:
 - all employed Staff and Direct Contact Contractors, including External Education Providers (because they are “school staff” as defined in MO 1359)
 - other types of Contractors
 - Volunteers
 - Visitors.
- 5.1.2 It does not matter whether their work involves direct contact with students.
- 5.1.3 The Child Safe Policy applies in all physical, virtual and online School environments that are used by students during or outside of school hours, including all locations provided for a student’s use (for example, on-site and off-site School grounds, at sporting events, camps, or excursions, approved homestay accommodation and environments provided by External Education Providers and other Contractors).

6 Definitions

- 6.1.1 Definitions of the following terms used in the Child Safe Policy can be found in the Child Safe Program Definitions List, which is annexed to the Reporting and Responding Obligations (Child Safe) Policy and Procedures.
 - abuse and other harm
 - child/young person
 - child safety and wellbeing
 - child safety incident or concern
 - child-connected work
 - child-related work
 - contractor
 - school environment
 - school governing authority
 - school staff
 - staff/staff member
 - student
 - visitor
 - volunteer.

7 Roles and Responsibilities

- 7.1.1 Child safety and wellbeing is everyone’s responsibility. All adults in the School community have a shared responsibility for contributing to the safety, wellbeing and protection of students.
- 7.1.2 Specific responsibilities are summarised at the end of this Policy under Section 26: Additional Child Safe Responsibilities at the School.

8 Child Safe Codes of Conduct

- 8.1.1 The School's Child Safe Code of Conduct sets boundaries and expectations for appropriate behaviours between adults associated with the School and students, including in physical, virtual and online environments.
- 8.1.2 The School also has a Student Code of Conduct, which includes child safe standards of behaviour for students.
- 8.1.3 Together, the School refers to these as the Child Safe Codes of Conduct.
- 8.1.4 The Child Safe Codes of Conduct include clear processes to report inappropriate behaviour. The School publishes its Child Safe Codes of Conduct on its public website so that everyone can easily find out what behaviours are acceptable and unacceptable at the School and how to report inappropriate behaviour.
- 8.1.5 The School also provides additional information to students and families about the Child Safe Codes of Conduct, to ensure that they know what behaviours are acceptable and unacceptable and how to report inappropriate behaviour.

9 Cultural Safety

- 9.1.1 Bacchus Marsh Grammar is committed to establishing an inclusive and culturally safe School where the strengths of Aboriginal and Torres Strait Islander culture, values and practices are respected.
- 9.1.2 The School identifies, confronts and does not tolerate racism, and the School addresses any instances of racism within the School environment with appropriate consequences.
- 9.1.3 The School thinks about how every student can have a positive experience in a safe environment. For Aboriginal and Torres Strait Islander students, the School recognises the link between culture, identity and safety, and actively create opportunities for Aboriginal and Torres Strait Islander students, their families and their communities (including local Aboriginal communities relevant to the School) to have a voice and presence in the School's planning, policies, and activities.
- 9.1.4 The specific strategies that the School has adopted to promote cultural safety in the School community are set out in the School's Aboriginal and Torres Strait Islander Students (Child Safe) Policy and Procedures.

10 Student Empowerment and Participation

- 10.1.1 Bacchus Marsh Grammar is a child safe and child-centred organisation, and the School works to create an inclusive and supportive environment that encourages students and families to contribute to the School's approach to child safety and wellbeing.
- 10.1.2 The School ensures that its physical, virtual and online environments are friendly and welcoming to all children and young people.
- 10.1.3 The School actively seek to include students in decisions that affect them. This includes decisions about organisational planning, delivery of services, management of facilities, and learning and assessment environments.
- 10.1.4 The School ensures that students know about their rights to safety, information and participation. The School actively seeks to understand what makes students feel safe in the School and regularly communicates with students about what they can do if they feel unsafe.
- 10.1.5 The School recognises the importance of friendships and encourages respectful relationships, strong friendships and support from peers.
- 10.1.6 The specific strategies that the School has adopted to promote the participation of and empowerment of students, and to implement all of the above obligations, are set out in the Student Participation and Empowerment (Child Safe) Policy and Procedures.

11 Parent/Guardian, Family and Community Engagement at the School

- 11.1.1 Bacchus Marsh Grammar recognises that parents and guardians have the primary responsibility for the upbringing and development of their children. The School ensures that they participate in decisions affecting their children.
- 11.1.2 In addition, the School:
- 11.1.2.1 ensures that families and relevant communities know about the School's operations and policies, including the Child Safe Policy and the Child Safe Codes of Conduct, record keeping practices, risk management, and complaints and investigation processes ("relevant communities" means the variety of communities that are relevant to the School, such as Aboriginal and Torres Strait Islander communities, culturally and linguistically diverse communities, and other communities that make up our Staff and student cohorts)
 - 11.1.2.2 actively seeks to include families and relevant communities in decisions about organisational planning, delivery of services, management of facilities, and learning and assessment environments
 - 11.1.2.3 builds cultural safety at the School through partnerships with Aboriginal and Torres Strait Islander communities, as well as with culturally and linguistically diverse communities that make up its Staff and student cohort.
- 11.1.3 The specific strategies that the School has adopted to promote the engagement of parents/guardians, families, and relevant communities in child safety and wellbeing at the School, to make information about child safety and wellbeing available and accessible, and to implement all of the above obligations, are set out in the Family and Community Involvement in Child Safety and Wellbeing Policy and Procedures.

12 Diversity and Equity

- 12.1.1 Bacchus Marsh Grammar values diversity and does not tolerate any discriminatory practices. To achieve this, the School:
- 12.1.1.1 supports the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students and their families
 - 12.1.1.2 supports the cultural safety, participation and empowerment of students from culturally and linguistically diverse backgrounds and their families
 - 12.1.1.3 supports students with disability and their families and act to promote their participation
 - 12.1.1.4 supports other vulnerable students and their families (such as students who are unable to live at home or students and family members who identify as lesbian, gay, bisexual, transgender or intersex) and act to promote their participation
 - 12.1.1.5 seeks to recruit a workforce that reflects a diversity of cultures, abilities and identities
 - 12.1.1.6 ensures that all Staff, Direct Contact Volunteers and Direct Contact Contractors have training about Aboriginal and Torres Strait Islander cultures, disability, culturally and linguistically diverse backgrounds, and communities with particular experiences or needs
 - 12.1.1.7 has a physical environment that actively celebrates diverse cultures and recognises cultural difference
 - 12.1.1.8 commits to ensuring that its facilities promote the inclusion of students of differing abilities.
- 12.1.2 The School also recognises that some children and young people face additional vulnerabilities to abuse and other harm, as well as additional barriers to disclosing child safety incidents or concerns. The School:
- 12.1.2.1 provides guidance to Staff, and relevant Volunteers and Contractors, about identifying additional vulnerabilities/barriers; and
 - 12.1.2.2 implements strategies for supporting students who face additional vulnerabilities/barriers to participate in the School community and for enabling them to disclose child safety incidents or concerns to the School.

12.1.3 The specific strategies that the School has adopted to promote equity and respect diversity at the School, and to address additional vulnerabilities and barriers, are set out in the following Policies and Procedures:

- Aboriginal and Torres Strait Islander Students (Child Safe) Policy and Procedures
- Culturally and Linguistically Diverse Students (Child Safe) Policy and Procedures
- Students with Disability (Child Safe) Policy and Procedures

13 Suitable Staff, Volunteers and Contractors and Child Safety Knowledge, Skills and Awareness (Child Safe Human Resources Management)

13.1.1 The specific human resources management strategies that we have adopted at the School to promote child safety and wellbeing are set out in the Human Resources Management (Child Safe) Policies and Procedures. They include the following:

13.2 Recruitment and Screening

13.2.1 Bacchus Marsh Grammar applies best practice standards in the recruitment and screening of Staff and relevant Volunteers and Contractors, to engage the most suitable and appropriate people to work with its students.

13.2.2 In particular, the School's practices include:

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

* If an individual has already participated in the School's specified screening requirements within the previous 12 months, they are exempt from having to do so again.

13.3 Child Safe Training and Information

13.3.1 As a part of Bacchus Marsh Grammar's induction process, all Staff, as well as relevant Volunteers and Contractors, must complete the School's child safe induction program, which includes information about the School's child safe policies, practices and procedures.

13.3.2 All Staff, as well as relevant Volunteers and Contractors also receive refresher and ongoing child safe training at least annually.

13.3.3 The School's child safe induction and ongoing training program includes information about:

- this Child Safe Policy and how to implement it in practice (within the individual's particular roles and responsibilities)
- the Child Safe Codes of Conduct
- recognising abuse and other harm and identifying key indicators, including harm caused by other children and young people
- the Reporting and Responding Obligations (Child Safe) Policy and Procedures, which includes the School's policies and procedures for responding to and reporting child safety incidents or concerns (such as mandatory reporting to DFFH Child Protection, reporting to the Police and Reportable Conduct obligations)
- how to manage complaints and concerns related to abuse and other harm
- responding effectively to child safety incidents and concerns, including supporting colleagues who disclose harm
- the School's policies and procedures for information sharing and record keeping about child safety incidents and concerns
- WWC Clearances and other child safety and wellbeing human resources practices

- how to identify and mitigate child safety and wellbeing risks in the School's environments without compromising a child, young person or student's right to privacy, access to information, social connections and learning opportunities
- whistleblower requirements
- how to build culturally safe environments for students
- responsibilities to children and young people.

13.3.4 The School provides all Visitors to the School, including Casual Volunteers and Contractors, with information about the Child Safe Code of Conduct and how to report child safety incidents or concerns to the School and to relevant external authorities.

13.3.5 The Bacchus Marsh Grammar School Board also receives child safe training at least annually, to ensure that its members are equipped with the knowledge required to make decisions in the best interests of student safety and wellbeing, and to identify and mitigate child safety and wellbeing risks in the School's environment. Its training includes guidance on:

- individual and collective obligations and responsibilities for implementing MO 1359 and the Child Safe Standards and for managing the risk of child abuse
- child safety and wellbeing risks in the School's environments
- the School's child safe policies, procedures, codes and practices.

13.4 Ongoing Supervision, Management and Support

13.4.1 The School's Child Safety Officers and Senior Management Team provide supervision and support to all Staff, Direct Contact/Regular Volunteers, and Direct Contact/Regular Contractors to ensure that they are compliant with the School's approach to child safety and wellbeing. Our child safe supervision and support program includes:

- probationary periods for new staff members, where these are permitted by law or under an Enterprise Agreement
- annual performance reviews for all staff members
- appointing a supervising staff member to Direct Contact Volunteers/Contractors and to those Regular Volunteers/Contractors who are engaged in "child-connected work"
- professional development programs for Staff that include child safe education.

13.4.2 The School swiftly manages any inappropriate behaviour towards students, in accordance with its policies and legal obligations. Child safety and wellbeing is the paramount consideration when managing inappropriate behaviour.

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

14.1.1 Bacchus Marsh Grammar fosters a culture that encourages everyone in the School community to raise concerns and complaints about child safety and wellbeing. The School has:

- clear pathways for raising child safe-related complaints and concerns, set out in the Procedures below; and
- clear procedures that all Staff, Volunteers and Contractors must follow whenever they witness, suspect or receive a complaint about a child safety incident or concern involving a student, staff member, Volunteer, Contractor or the School, set out in the Reporting and Responding Obligations (Child Safe) Policy and Procedures.

14.1.2 These pathways and processes are summarised for students, parents/guardians and other members of the School community in the Complaints Handling Policy and Procedures, Child Protection Reporting Obligations: Summary of the School's Procedures for Responding to and Reporting Child Safety Incidents or Concerns and Procedures for Managing Child Safety Incidents or Concerns Involving the School or its Staff Members (Summary), which are available on the School's public website.

14.1.3 The Schools'

- Student Discipline Policy
- Student Code of Conduct
- Student Bullying and Harassment Policy

cover complaints and concerns relating to physical violence, bullying and other harmful student behaviours.

- 14.1.4 The School will take appropriate, prompt action in response to all child safety incidents or concerns, including all complaints, allegations or disclosures of abuse or other harm, when Staff, Volunteers, Contractors, students, parents/carers or anyone else reports these to the School.
- 14.1.5 The safety and wellbeing of the student/s involved in the matter are the School's paramount consideration when responding to child safety incidents and concerns. It follows the National Office of Child Safety's Complaint Handling Guide: Upholding the rights of children and young people and the Commission for Children and Young People's Including Children and Young People in Reportable Conduct Investigations resources when investigating and responding to child safety incidents and concerns.
- 14.1.6 The School's response will include:
- externally reporting all matters that meet the required relevant thresholds to the Department of Families, Fairness and Housing (DFFH Child Protection) (Mandatory Reports), the Police (Child Sexual Offences and other criminal offences against students), the Social Services Regulator (Reportable Conduct), and/or the VIT (Teacher Misconduct), depending on the issues raised and consistent with PROTECT 4 Critical Actions to identify and respond to child abuse
 - fully cooperating with any resulting investigation by an external agency
 - protecting any student connected to the child safety incident or concern until it is resolved and providing ongoing support to those affected
 - taking particular measures in response to child safety incidents or concerns about an Aboriginal or Torres Strait Islander student, a student from a culturally and linguistically diverse background, a student with disability, or other vulnerable student (such as a student who is unable to live at home or a student who identifies as lesbian, gay, bisexual, transgender or intersex)
 - sharing information with, or requesting information from, external people or agencies as permitted or required under the Child Information Sharing Scheme and/or the Family Violence Information Sharing Scheme
 - securing and retaining records of the child safety incident or concern and the School's response to it
 - taking broader actions to improve child safety at the School (including systemic reviews and resulting improvements).

15 Child Safe Risk Management

- 15.1.1 Bacchus Marsh Grammar recognises the importance of a risk management approach to child safety and wellbeing and to minimising the risk of harm to children and young people without compromising their rights to privacy, access to information, social connections and learning opportunities.
- 15.1.2 The School's Child Safe Procurement Policy makes sure that the School ensures the safety of children, young people and students when it purchase facilities, goods and services.
- 15.1.3 The School also has a comprehensive Risk Management Program to assist in the identification, assessment and management of child safety risks in all School environments.
- 15.1.4 The School identifies, assesses and manages child safe risks in all School environments, based on a range of factors including the nature of its School's activities, its physical and online environments and the characteristics of its student cohort.
- 15.1.5 The School uses this information to inform its policies, procedures and activity planning.
- 15.1.6 The School records all identified risks to child safety and wellbeing in a Child Safe Risk Register, along with the actions in place at the School to manage these risks. Bacchus Marsh Grammar School Board,

the Principal and/or the Senior Management Team monitor and evaluate the effectiveness of these actions at least annually.

16 Child Safe Record Keeping, Privacy and Information Sharing

- 16.1.1 The School collects, uses and discloses information about students and their families, including information in child safe records, in accordance with Victorian privacy laws and other relevant laws, including laws that permit the School to disclose information about child safety and wellbeing to external people and agencies. For information about how the School collects, uses and discloses this information, refer to the Privacy Policy and Procedures.
- 16.1.2 In particular, Bacchus Marsh Grammar is committed to best practice record keeping about child safety incidents and concerns in accordance with Public Record Office Victoria Recordkeeping Standards (including minimum retention periods).
- 16.1.3 The School records all internal and external reports of child safety incidents and concerns, as well as any other responses by the School, using PROTECT Reporting Forms and retains and secures records of complaints and concerns in line with the Record Keeping (Child Safe) Policy and Procedures.

17 Communications

- 17.1.1 Bacchus Marsh Grammar is committed to communicating its child safety and wellbeing strategies, policies and procedures to the School community through the measures set out in Implementation below. In addition, the School:
- displays PROTECT posters around the School
 - provides child safe information and updates through Newsletter and school intranet
 - includes child safety and wellbeing as a regular agenda item at Senior Management Team meetings and staff meetings.

18 Child Safe Policy and Practice Review

- 18.1.1 Bacchus Marsh Grammar is committed to the continuous improvement of its child safe policies, procedures and practices. The School reviews the policies and procedures required for compliance with MO 1359 and the Child Safe Standards annually (or earlier if a significant child safety incident occurs at the School or legislation changes) for overall effectiveness and to ensure compliance with all child safety and wellbeing related laws, regulations and standards.
- 18.1.2 When undertaking these reviews, the School:
- actively seeks, actions, and incorporates feedback from students, families, the wider School community, Staff, Volunteers and Contractors
 - analyses any complaints, concerns and child safety incidents that may have occurred
 - communicates any learnings, adjustments or amendments to policy and practice widely throughout the School community.

19 Procedures

19.1 Reporting Child Safety Incidents or Concerns to the School

- If you are concerned that a child, young person or student aged 18 or over is in immediate danger, call the Police on 000.
- Any person, including all Staff, Volunteers, Contractors, parents/guardians and students, can at any time, contact DFFH Child Protection if they are concerned about the wellbeing of a child aged under 17. You can do this by:
 - during business hours (8:45am-5:00pm, Monday to Friday), contacting the Child Protection intake service for the local government area where the child resides, listed here
 - after hours, telephoning 13 12 78.

20 Staff, Volunteers and Contractors

- 20.1.1 All Staff, Volunteers and Contractors must follow the Reporting Obligations and Complaints Management (Child Safe) Policy and Procedures. In particular, they must report all child safety incidents or concerns internally to a Child Safe Officer or the Principal.
- 20.1.2 If the incident or concerns involves the Principal, internal reports should instead be made to the Company Secretary by email compliance@bmg.vic.edu.au.

21 Students, Parents/Guardians and Community Members

- 21.1.1 Students at the School who have child safety concerns about themselves, or about any other child, young person or student aged 18, or over can:
- disclose the child safety incident or concern to a School Child Safety Officer
 - disclose the child safety incident or concern to any other staff member, Volunteer or Contractor.
This might be done:
 - verbally
 - in writing
 - through electronic means (such as email)
 - indirectly (such as in written assignments, in artworks or in any other way)
 - disclose anonymously, using the School's secure drop box, which is located at Reception
 - contact:
Kids Helpline Ph: 1800 55 1800
website: <https://kidshelpline.com.au>
Police: 000
- 21.1.2 For more information, students can refer to the child-friendly version of the Schools' Child Safe Complaints Management Policy and Procedures, available on the school portal.
- 21.1.3 Parents/guardians, family members and other community members who have child safety concerns or who suspect that a child or young person associated with the School may be subject to abuse or other harm can contact:
- the School's Senior Child Safe Officer, Ros Pittard, by phoning (03) 5366 4800 or emailing pittardr@bmg.vic.edu.au
 - the Principal (or if the concern relates to the Principal, the Company Secretary by email compliance@bmg.vic.edu.au).
- 21.1.4 Any person can also contact the Senior Child Safe Officer, the Principal or the Company Secretary if they have concerns regarding the School's leadership in relation to child safety.
- 21.1.5 Communications will be treated confidentially on a 'need to know basis'.

22 Responding to and External Reporting of Child Safety Incidents or Concerns

- 22.1.1 The Reporting and Responding Obligations (Child Safe) Policy and Procedures sets out the procedures that the School will follow when notified of any child safety incident or concern involving the School or a student, staff member, Volunteer, Contractor, Visitor or any other person connected to the School or the School environment. These procedures align with the PROTECT 4 Critical Actions to identify and respond to child abuse.
- 22.1.2 It also provides guidance for Staff, Volunteers and Contractors on their obligations to respond to child safety incidents or concerns and to report them to relevant external authorities. These obligations include:
- their duty to protect students
 - mandatory reporting to DFFH Child Protection
 - reporting to DFFH Child Protection in other situations where a student has been or is being harmed

- mandatory reporting to the Police of sexual offences against children
- reporting to the Police in other situations where a student has been or is being harmed
- reporting Reportable Conduct to the Social Services Regulator
- reporting teacher misconduct to the VIT.

23 Support for Students, Families and Staff Following Child Safety Incident or Disclosure

- 23.1.1 Child safety incidents or concerns can cause trauma and significantly impact on the mental health and wellbeing of children, young people, and students aged 18 or over, as well as on their families. In addition to reporting and referral to the relevant authorities, the School plays a central role in addressing this trauma and has a duty of care to ensure that students feel safe and supported at School.
- 23.1.2 The School employs a range of measures to support students affected by a child safety incident or concern, depending on the particular circumstances of the matter and of the student and their family:
- Child Safe Officers may work with the student and their family to develop a student Support Plan
 - support strategies that could be considered for students and/or their families might include offering or organising referrals to internal or external support, such as a School Student Wellbeing Officer, bi-cultural workers and/or translators, or an external support agency and/or child advocacy organisation that specialises in supporting children and young people impacted by abuse or other harm.
- 23.1.3 The School offers similar support to former students who disclose historical child safety incidents or concerns from their time at the School.
- 23.1.4 Witnessing a child safety incident or receiving a disclosure of abuse or other harm can be a distressing experience for Staff, Volunteers and Contractors involved. The School assists impacted Staff, Volunteers and Contractors to access necessary support.

24 Embedding a Culture of Child Safety: Our Child Safe Program

- 24.1.1 The School calls the full collection of the School's child safe policies and procedures the "Child Safe Program". It is itself one of the strategies employed by Bacchus Marsh Grammar to embed a culture of child safety at the School.
- 24.1.2 The Child Safe Program relates to all aspects of child safety, wellbeing, and protecting children, young people and students aged 18 or over from abuse and other harm. It establishes work systems, practices, policies and procedures to create and maintain a child safe environment and culture at the School. It includes:
- the Child Safe Codes of Conduct
 - clear information about what is abuse and other harm and associated key indicators of abuse and other harm
 - clear procedures for responding to and reporting child safety incidents or concerns internally, and for responding to incidents or allegations of abuse or other harm, that are consistent with the PROTECT 4 Critical Actions to identify and respond to child abuse
 - strategies to support, encourage and enable Staff, Volunteers, Contractors, parents/carers and students to understand, identify, discuss and report child safety matters
 - procedures for recruiting and screening members of the Senior Management Team, Staff, Volunteers and Contractors
 - procedures for reporting to external agencies (including Mandatory Reporting to DFFH Child Protection, reporting Reportable Conduct to the Social Services Regulator and reporting sexual offences against children to the Police), that are consistent with PROTECT 4 Critical Actions to identify and respond to child abuse
 - pastoral care strategies designed to empower students and keep them safe

- strategies to support and encourage the participation and inclusion of Aboriginal and Torres Strait Islander students, students from culturally and linguistically diverse backgrounds, students with disability and other vulnerable students
- child safe training
- information regarding the steps to take after a disclosure of abuse or other harm to protect, support and assist students
- guidelines with respect to record keeping and confidentiality
- a system for continuous review and improvement.

25 Additional Child Safe Responsibilities at the School

25.1.1 Child safety and wellbeing is everyone's responsibility. Specific responsibilities include:

25.1.1.1 Bacchus Marsh Grammar School Board

25.1.1.2 Bacchus Marsh Grammar School Board is Bacchus Marsh Grammar's "school governing authority" for the purposes of MO 1359.

25.1.2 It is responsible for:

- approving and reviewing the School's child safe policies and procedures required for registration as a non-government school, including those required for compliance with MO 1359 (it has authorised the Insert Delegate Name/Position Title to undertake this responsibility)
- ensuring that the School has and implements processes to comply with its child safe legal and regulatory obligations
- ensuring that the School has appropriate resources to effectively implement the Child Safe Standards and MO 1359; and
- championing and promoting a child safe culture within the School.

25.2 The School Board's Child Safe Champion

25.2.1 One member of the School Board is appointed or identified as a Child Safe Champion. They are responsible for ensuring that a child safe culture is prioritised, modelled and championed at the School Board level of the School. They drive the School Board's child safe responsibilities by ensuring that the School Board meets those responsibilities.

25.2.2 The School Board's Child Safe Champion is Andrew Neal.

25.3 The Principal

25.3.1 The Principal is responsible, and will be accountable, for the operational management of the School. They are responsible for:

- taking all practical measures to ensure that the Child Safe Policy, and other policies and procedures in the School's Child Safe Program, are implemented effectively and followed
- ensuring that a strong and sustainable child safe culture is maintained within the School, including by:
 - modelling the Child Safe Code of Conduct, and reinforcing high standards of child safe behaviours between adults and students and between students
 - facilitating the participation of students, families, Staff and other members of the School community in promoting and improving child safety and wellbeing at the School
 - promoting regular and open discussion of child safety and wellbeing issues within the School community
 - facilitating regular professional learning for Staff and relevant Volunteers and Contractors about child safety, cultural safety, student wellbeing and preventing and responding to child safety incidents and concerns
 - creating an environment where child safety incidents, concerns and complaints are readily raised with the School and where no one is discouraged from reporting child safety incidents or concerns to relevant external authorities.

25.3.2 They are also the "head" of the School for the purposes of the Reportable Conduct Scheme.



25.4 The Senior Management Team

- 25.4.1 Each member of the School Senior Management Team is responsible for ensuring that appropriate resources are made available in their area of operations to allow the School's Child Safe Program to be effectively implemented within the School, and for supporting the Principal in the practical application of the School's child safe strategies, policies, procedures and work systems.

25.5 Staff

- 25.5.1 All Staff are "school staff" for the purposes of MO 1359. They must:

- comply with the Child Safe Policy, the Child Safe Codes of Conduct and the Reporting and Responding Obligations (Child Safe) Policy and Procedures
- be familiar with the other policies and procedures in the Child Safe Program
- understand their legal obligations with respect to the reporting of child abuse and other harm, and WWC Checks.

- 25.5.2 All Staff must be aware of key indicators of abuse and other harm, be observant, and report all child safety incidents and concerns internally to the School and to the appropriate external authorities.

- 25.5.3 To meet these obligations, all Staff must:

- participate in child safety and wellbeing induction and ongoing training provided by the School
- follow the Policies and Procedures in the Child Safe Program
- act in accordance with the Child Safe Codes of Conduct
- identify, respond to and report child safety incidents and concerns in accordance with the Reporting and Responding Obligations (Child Safe) Policy and Procedures and the PROTECT 4 Critical Actions to identify and respond to child abuse
- ensure that students' views are taken seriously and their voices are heard when making decisions that affect them
- implement inclusive practices that respond to the diverse needs of students
- comply with all relevant child safe human resources policies and procedures.

25.6 Volunteers

- 25.6.1 A Volunteer is someone who performs work for the School in a School environment without remuneration or reward. Volunteers may be family members of students, or from the wider School or local community. Volunteers are not "school staff" for the purposes of MO 1359.

- 25.6.2 All Volunteers at the School are responsible for contributing to the safety and protection of students in the School environment. To meet these obligations:

- all Volunteers must comply with the Child Safe Policy and Child Safe Codes of Conduct
- Direct Contact Volunteers (and, if required by the School, other Volunteers such as Regular Volunteers who are engaged in "child-connected work") must:
 - participate in child safety and wellbeing induction and ongoing training provided by the School
 - be aware of key indicators of abuse and other harm
 - understand their legal obligations with respect to the reporting of abuse and other harm
 - raise all child safety concerns with a Child Safe Officer.

25.7 Contractors

- 25.7.1 A Contractor is someone engaged by the School to perform specific tasks. Contractors are not employees of the School. However, Contractors who have direct contact with children are "school staff" for the purposes of MO 1359.

- 25.7.2 Contractors may include maintenance and building personnel, consultants, music tutors, sports coaches and cleaners as well as external education providers (organisations that the School has arranged to deliver a specified course of study that is part of the curriculum, to a student or students enrolled at the School).

25.7.3 All Contractors are responsible for contributing to the safety and protection of students in the School environment. To meet these obligations:

- all Contractors must comply with the Child Safe Policy and Child Safe Codes of Conduct.
- Direct Contact Contractors (and, if required by the School, other Contractors such as Regular Contractors who are engaged in “child-connected work”) must:
 - participate in child safety and wellbeing induction and ongoing training provided by the School
 - be aware of key indicators of abuse and other harm
 - understand their legal obligations with respect to the reporting of abuse and other harm
 - raise all child safety concerns with a Child Safe Officer.

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

26 Implementation

26.1.1 The Child Safe Policy is published on the School’s public website.

26.1.2 It is provided to new Staff, to Direct Contact and Regular Volunteers, and to Direct Contact and Regular Contractors at their induction or prior to them commencing their work at the School.

26.1.3 The School provides all Visitors to the School, including Casual Volunteers and Casual Contractors, with information about the Child Safe Policy, the Child Safe Code of Conduct and how to report child safety incidents or concerns to the School and to relevant external authorities, through information provided during induction processes, visitor sign-in procedures, contractor agreements, the School website, and the display of child safety information throughout the School.

26.1.4 The School also communicates the Child Safe Policy to Staff, Volunteers, Contractors and other members of the School community through

- School Board portal
- Staff and Parent Intranet

26.1.5 The School provides all students with a child-friendly version of the Child Safe Policy and the Statement of Commitment to Child Safety and Wellbeing, found on the School's website, and also communicates these to students through classroom discussions, student wellbeing programs, assemblies, age-appropriate learning activities, and regular reminders from staff and School leadership.

27 Breach

27.1.1 Bacchus Marsh Grammar enforces the Child Safe Policy and the Child Safe Codes of Conduct. In the event of any non-compliance, the School will instigate a review that may result in a range of measures including (depending on the severity of the breach):

- remedial education
- counselling
- increased supervision
- the restriction of duties
- suspension
- in the case of serious breaches, termination of employment, contract or engagement.

28 Source of Obligation

Ministerial Order 1359, Clause 6
Victorian Child Safe Standards, Standard 2

29 Related Policies

Aboriginal and Torres Strait Islander Students (Child Safe) Policy and Procedures
Codes of Conduct (Child Safe) Policies and Procedures

Complaints Management (Child Safe) Policy and Procedures
 Culturally and Linguistically Diverse Students (Child Safe) Policy and Procedures
 Family and Community Involvement, Cultural Safety and Equity-Diversity (Child Safe) Policies and Procedures
 Human Resources Management (Child Safe) Policies and Procedures
 Record Keeping (Child Safe) Policy and Procedures
 Regular Reviews and Continuous Improvement (Child Safe) Policies and Procedures
 Reporting and Responding Obligations (Child Safe) Policy and Procedures
 Risk Management (Child Safe) Policy and Procedures
 Student Participation and Empowerment (Child Safe) Policy and Procedures
 Students with Disability (Child Safe) Policy and Procedures

30 Related Documents

Child Protection Reporting Obligations: Summary of the School's Procedures for Responding to and Reporting Child Safety Incidents or Concerns
 Child-friendly Child Safe Policy
 child-friendly version of/information about the Complaints Management (Child Safe) Policy and Procedures
 Complaints Handling Policy and Procedures
 Procedures for Managing Child Safety Incidents or Concerns Involving the School or its Staff Members (Summary)
 Template - for identifying and responding to child abuse by an adult engaged by an independent school, including grooming

31 References

Commission for Children and Young People, Including Children and Young People in Reportable Conduct Investigations resources
 Commission for Children and Young People, Resources and Support for the Child Safe Standards
 Commission for Children and Young People, Victorian Child Safe Standards
 Department of Education, Child Safe Standards Templates and Resources
 National Office of Child Safety, Complaint Handling Guide: Upholding the rights of children and young people
 Victorian Government, PROTECT for schools

32 Authorisation

School Document Name	Child Safe Policy	
Approval Authority	Chair of the School Board	
Approval Signature	Diana Taylor Chair Bacchus Marsh Grammar	
Administrator	Company Secretary	Kerryn Browne
Approval Date	27 May 2026	
Date of Next Review	27 May 2027	To be reviewed annually

33 History

Date	Amendment
8 March 2018	1. Reviewed and updated reference from child protection officer to child safety officer – updated to version 2.1
29 July 2019	2. Renamed from Child Protection and Safety Policy to Child Safe Policy – updated to version 3
10 December 2020	3. Reviewed by external consultant – updated Section 1 – updated to version 3.1
28 May 2021	4. Reviewed and updated reference from Working with Children Act 2005 to Worker Screening Act 2020.
25 May 2022	5. Major review and changes to include the implementation of the new child safe standards
30 August 2023	6. Reviewed with changes
26 February 2025	7. Reviewed and updated Child Safe Officers and procedures to ensure the safety of children and young people when purchasing goods and services
26 November 2025	8. Updated to expand the description of the Board’s responsibility regarding staff training
27 May 2026	9. Updated governance responsibilities, enhanced reporting and complaint processes, and updated references to the Social Services Regulator (SSR) for Reportable Conduct obligations.