

Protecting Children Policy

Purpose:

To comply with the school's child safety reporting obligations and to comply with Ministerial Order 1359.

To enable school staff to protect the safety and wellbeing of students by:

- Identifying indicators that a child or young person may be in need of protection.
- Directing staff to the appropriate reporting frameworks and resources Ensuring they understand their mandatory reporting obligations, failure to disclose and failure to protect offences

Ensuring the Principal understands their obligations to report an allegation of child abuse against any adults who are employees or who are in some way connected with the school.

Scope:

Board Members, school staff, parents/carers/guardians of enrolled students, volunteers, contractors

Implemented by:

School Co-ordinator (Child Safety Officer)

Approved by:

Parent Group, Board

Communicated via:

Website, Staff Induction, Staff Meetings, Whole School Training Plan, Policies and Procedures Manual, Enrolment Agreement

Reviewed:

Every two years, after an incident, as regulatory changes arise or improvements are identified through internal review.

Overview

Learning Co-operative (Co-op) is committed to preventing harm to children through the proactive safeguarding, early identification of risk and compliance with all child safety reporting obligations set out in Ministerial Order 1359 and applicable legislation.

Child safety is a shared responsibility. The school, its Board, those who work in it, and the wider school community each play a role in creating and maintaining a safe environment for children and young people.



Co-op recognises that safeguarding children requires vigilance, professional judgment and collective action. The school will create a culture in which children, staff, volunteers and families feel confident and supported to raise concerns, disclosures or allegations relating to abuse, grooming or child safety risks.

Co-op will act on any allegations or disclosures of child abuse made by, or in relation to a child, school staff, visitor, or any other person connected to the school environment in accordance with this policy and relevant legislation. The safety and wellbeing of children will be the primary consideration in all decisions.

This policy does not replace the law or any legal obligations that apply to individuals or the school.

Definitions

Terms used in this policy have the same meaning as set out in the PROTECT - Child Safe Standards website here <https://www.vic.gov.au/child-safe-standards-definitions>.

Scope and Responsibilities

The below obligations are outlined in this policy:

- **Mandatory Reporting** – at Co-op Mandatory Reporters include the Principal, VIT registered teachers (and those granted permission to teach by the VIT). *A full list of all Mandatory Reporters is listed later in this policy.*
- **Failure to protect** – Principal, staff in leadership positions and Board Members
- **Reportable Conduct** – Principal
- **Failure to Disclose** – all adults
- **Reporting to VIT** – Principal
- **Mandatory Reporting** – Those classified as Mandatory Reporters are: School Principals, registered teachers and early childhood teachers, registered medical practitioners, nurses, midwives, school counsellors, police officers, out of home care workers (excluding voluntary foster and kinship carers), early childhood workers, youth justice workers, registered psychologists, people in religious ministry.
- **Failure to Disclose** – all adults
- **Failure to Protect** – Staff in leadership positions and Board Members
- **Reportable Conduct** – Principals

Identifying Child Abuse

Indicators of abuse and forming a 'reasonable belief'

School staff, due to their professional roles and regular contact with students, are often particularly well placed to identify indicators of child abuse.

All adults within the school community — including staff, volunteers, contractors and families — may form a reasonable belief based on information disclosed to them or circumstances they become aware of.

Types of child abuse

Child abuse can take many forms, and multiple types of abuse can occur at the same time.

For detailed descriptions of each type of abuse and the physical and behavioural signs to look for in children and young people, staff should refer to the official PROTECT guidance at vic.gov.au/types-child-abuse. Types of child abuse include:

- Physical child abuse
- Child sexual abuse
- Emotional or Psychological abuse
- Grooming
- Family Violence
- Neglect
- Forced marriage
- Change or suppression (conversion) practices
- Exposure to violent extremism
- Child sexual exploitation
- Historical child abuse

Forming a Reasonable Belief

A 'reasonable belief' is formed when a person believes on reasonable grounds that:

- A child has suffered abuse;
- A child is being abused;
- A child is likely to suffer significant harm; or
- A child is at risk of abuse or is in danger of harm, even if no harm has yet occurred.

Proof is not required. A belief may be formed where a reasonable person would form the same belief based on the available information. A reasonable belief can relate to past conduct, current circumstances or likely future harm or abuse.



A 'reasonable belief' might be formed if:

- a child discloses that they have been abused
- a child discloses information that suggests they, or another child, may have been abused
- a parent, carer, or family member, community member or other person provides information indicating abuse or risk
- physical indicators are present (e.g. non-accidental or unexplained injuries)
- behavioural or emotional indicators are present (e.g. significant and concerning changes in behaviour, age-inappropriate sexualised behaviour, fearfulness, withdrawal)
- there are signs of neglect or cumulative harm including persistent failure to provide adequate care, supervision, medical attention or basic needs
- the child is exposed to family violence or other circumstances impacting their health, safety or development
- there is a pattern of concerns that, taken together, indicate abuse or harm or the risk of harm and abuse even where the individual concerns may not have reached the threshold alone

Staff must take action as soon as they form a reasonable belief.

If there is doubt about whether the threshold is met, staff must err on the side of the child's safety and seek advice from the Co-ordinator or make a report.

Records should be made on the student file in the Student Management System of relevant observations, even if a reasonable belief has not been formed, so that patterns and ongoing observations can be tracked and compiled. This allows for the possibility of a future reasonable belief to be formed based on signs of behaviours over time.

Responding to Child Abuse

PROTECT Framework

School staff must follow the PROTECT Framework when there is an incident, disclosure or suspicion of child abuse. The PROTECT Framework is available at <https://www.vic.gov.au/4-critical-actions-schools> and operates as an interactive decision-making tool. Staff should navigate the website to identify the source of abuse and follow the pathway specific to that source. This will provide step-by-step guidance on the actions required, relevant contacts and record keeping for each scenario.

The framework tailors the 4 Critical Actions (Identify, Report, Support and Refer) according to the source of abuse including a different action order depending on the source of abuse:

- Adult engaged by the School
- Student-to-student
- In the family
- In the community



For each scenario above the PROTECT Framework provides a reference sheet summarising the required actions and relevant contacts and a template to guide staff through each step and assist with record keeping. Reference sheets and templates are available in the Policy Folder in the Admin Office.

Staff should be aware that a single incident may engage more than one reporting obligation simultaneously. For example, a concern arising from abuse in the community may require both a report to Victoria Police where a crime has been committed and a mandatory report to DFFH Child Protection where the significant harm criteria are met. The PROTECT Framework website will guide staff through which obligations apply in each scenario.

In all cases, staff must also notify the Co-ordinator as soon as practicable. Internal notification must not delay or prevent any external report being made. Where the concern relates to the Co-ordinator, the concern must instead be reported to the Board Chair or another person designated by the Board in accordance with the alternative arrangements set out in this policy.

The PROTECT Framework must be followed by staff every time there is an incident, disclosure, suspicion or further risk of abuse or harm.

At all times, staff must:

- Respond to any emergency (including calling 000, administering first aid, diffusing a situation, taking a trauma-informed approach, and preserve evidence)
- Adapt to changing circumstances (reviewing the framework and execution of the Critical Actions if circumstances change, repeating steps as needed)
- Document all actions (using available templates)

Roles and Responsibilities for Child Safety Complaints and Concerns

All complaints, concerns, disclosures or allegations relating to child abuse or the safety of a child must be taken seriously and responded to promptly, respectfully and in accordance with this policy, the PROTECT Framework and applicable legislation.

Co-ordinator

The Principal/Co-ordinator is responsible for:

- ensuring that complaints, concerns, disclosures and allegations relating to child abuse are taken seriously and responded to promptly;
- ensuring that the PROTECT Framework and any applicable reporting obligations are followed;
- coordinating and overseeing the school's response, including ensuring that appropriate reports are made to external authorities where required;
- ensuring that the child or student who raises or is affected by the concern is responded to appropriately, supported and protected from further harm;
- ensuring that relevant information is appropriately documented and securely maintained;



- monitoring the school's overall compliance with this policy and associated child safety procedures; and
- ensuring that relevant staff are aware of their responsibilities and receive appropriate support and guidance.

Child Safety Officers and Staff

Staff and members of the Leadership Team must:

- take all complaints and concerns relating to child abuse seriously;
- act promptly in accordance with the PROTECT Framework and their individual legal reporting obligations;
- respond to a child or student who raises or is affected by a concern in a supportive, respectful and trauma-informed manner;
- immediately escalate concerns to the Principal/Co-ordinator or another designated person in accordance with this policy; and
- maintain appropriate confidentiality and records and provide relevant information to those responsible for managing the response.

Internal reporting and escalation must not delay or prevent a person from making an external report where they have an independent legal obligation to do so.

Alternative arrangements

Where the Co-ordinator or another person ordinarily responsible for responding to a complaint or concern is unavailable, unable to perform their role, has a conflict of interest, or is the subject of the complaint or concern, responsibility must be transferred to another appropriate person.

Where the Co-ordinator is unable to perform the role, the Board Chair, or another person formally designated by the Board, will assume responsibility for coordinating the school's response and ensuring that relevant reporting and child safety obligations are met.

Where the concern relates to the Co-ordinator or another person who would ordinarily be responsible for receiving or managing the concern, the concern must be reported directly to the Board Chair or another person designated by the Board.

The person assuming responsibility must ensure that the same requirements in this policy and the PROTECT Framework are followed and that appropriate external advice or reporting is obtained where required.

Independent obligations

Fulfilling the roles and responsibilities 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.

Diversity and Inclusion

In responding to child safety concerns, the school will have regard to the individual circumstances and diversity of young people and their families. This includes consideration of factors such as cultural identity, Aboriginal and Torres Strait Islander status, disability, gender identity, sexual orientation, language, and any other relevant vulnerabilities. The school will take reasonable steps to ensure that responses to child safety concerns are inclusive, respectful and accessible, and do not create additional barriers to a child's safety or wellbeing.

The Orange Door – Referral for Wellbeing Concerns

The Orange Door is a free intake and assessment service that provides support to children, young people and families where there are wellbeing concerns that do not meet the threshold for any required report or action under this policy, but where additional support may assist the child or family.

A referral to The Orange Door may be appropriate where the immediate safety of the child will not be compromised and where families:

- Are experiencing significant parenting problems that may be affecting the child's development
- Are experiencing family conflict, including family breakdown
- Are under pressure due to a family member's physical or mental illness, substance abuse, disability or bereavement
- Are young, isolated or unsupported
- Are experiencing significant social or economic disadvantage that may adversely impact on a child's care or development
- Are individuals or families experiencing family violence
- Include adults or young people using violence in the home

Confidentiality of the reporter

The identity of a reporter to The Orange Door must remain confidential unless the individual chooses to inform the family or consents to disclosure. Notwithstanding this, best practice is to inform the family that a referral has been made where it is safe and appropriate to do so.

If parents or carers decline to engage

The Orange Door is a voluntary service and families cannot be compelled to participate. Where parents or carers refuse to engage and a wellbeing concern about the student remains, staff should:

- continue to monitor the student and document any concerns in the student management system
- contact The Orange Door for a secondary consultation if new information comes to light
- consider reporting to DFFH Child Protection if the level of risk increases
- continue to support the student within the school

Relationship to other reporting obligations

A referral to The Orange Door does not replace or delay any mandatory reporting obligation or any other required report or action. Where any such threshold is met, the relevant report must be made regardless of whether a referral to The Orange Door has also been made or is planned.

Reporting Obligations

Child safety reporting is a shared responsibility. The School, its Board, those that work in it and members of the school community each have a role in identifying and responding to child safety concerns. The specific reporting obligations that apply to individuals will depend on their role and the legislative scheme that applies to them. Some obligations apply to all adults at all times and in all settings regardless of their capacity or role, while others apply only to individuals in specific professional roles or positions within the school.

Obligations applying to all adults at all times

Failure to disclose

Under the Crimes Act 1958 (Vic), any adult (18 years or over) who forms a reasonable belief that a sexual offence has been committed in Victoria or elsewhere against a child under 16 years of age by an adult (18 years or over) must report that belief to Victoria Police as soon as practicable.

It does not depend on whether a person is acting in a professional capacity, it applies equally to staff, Board Members, volunteers, contractors and parents. If an adult forms a relevant concern or belief in any context — including outside school hours, away from school grounds, or in a personal rather than professional capacity — this obligation still applies.

A failure to report in these circumstances is a criminal offence unless a reasonable excuse applies. A reasonable excuse may include a genuine and reasonable fear for the safety of another person.

Concern for the interests, reputation or perceived wellbeing of the alleged offender or any organisation does not constitute a reasonable excuse.

School Policy Obligation

It is a requirement that all members of the school community must act on any concern or suspicion of child abuse involving a student or child within the school community.

This obligation applies to concerns of any type of child abuse and at all times. Individuals must not assume that the School or others are already aware of a concern or that action has been taken. Individuals must report any such concerns or suspicions to the Principal or a member of the Leadership Team. This internal reporting obligation does not replace or delay any external reporting obligation that may apply.

This obligation is not a legal requirement but reflects the school's commitment to child safety and the standard of conduct expected of all members of the Co-op community, consistent with the Parent Code of Conduct and other community agreements entered into upon enrolment or engagement with the school.



Individuals must comply with all legal requirements to protect children, including cooperating with law enforcement and reporting concerns to relevant authorities where required.

All members of the school community must not assume that others are already aware of a concern or that action has been taken.

Additional Obligations based on an individual's role

The following obligations apply to specific individuals based on their professional role or position within the school.

Volunteers and Contractors

In addition to any other obligations that may apply, volunteers and contractors must report all child safety concerns, including disclosures or suspicions of child abuse that arise whilst performing their role and duties to their supervising staff member or the School Co-ordinator. This includes student teachers, work experience students and all volunteers and contractors and is consistent with the Schools Child Safety Code of Conduct.

Mandatory Reporting

As per the Children, Youth and Families Act 2005 a mandatory reporter must report to DFFH Child Protection as soon as practicable if in the course of practising their profession or carrying out their duties, they form a belief on reasonable grounds that a child has suffered or is likely to suffer significant harm from physical injury or sexual abuse, and that the child's parents have not protected or are unlikely to protect the child from that harm.

A mandatory reporter must make a report on each occasion that they form a reasonable belief and must make a report even if others within the organisation do not share their belief.

For the purposes of mandatory reporting, significant harm may relate to:

- physical injury
- sexual abuse
- emotional or intellectual development
- physical development or health
- abandonment or parental incapacity.

Mandatory reporters must ensure that a report has indeed been made in any instance that another mandated reporter has undertaken to make the report.

Mandatory reporters include:

- VIT registered teachers, including principals, and early childhood teachers



- school staff granted permission to teach by the VIT
- registered medical practitioners, nurses and midwives
- police officers
- registered psychologists
- people in religious ministry
- early childhood workers
- youth justice workers
- out-of-home care workers (excluding voluntary foster and kinship carers)
- school counsellors, including school health and wellbeing staff, student wellbeing coordinators, mental health practitioners, chaplains and Student Support Services staff

A mandatory reporter who fails to comply with these reporting obligations may be committing a criminal offence.

Failure to protect

Under the Victorian **Failure to Protect** offence, a person in a position of authority or leadership within a relevant organisation must take all reasonable steps to remove or reduce a substantial risk that a child may be sexually abused by an adult associated with the school.

The obligation applies to a person who, **by reason of the position they occupy within the organisation, has the power or responsibility to reduce or remove a substantial risk of a child being subjected to a sexual offence.**

At The Learning Co-operative, this may include the Co-ordinator, board members and other school leadership staff, depending on their position, authority and responsibilities. A person who knows of or becomes aware of a substantial risk that a child under the care of the school may be subject to a sexual offence by an adult aged 18 years or over associated with the school (such as an employee, contractor or volunteer) must take all reasonable steps to remove or reduce that risk.

The person responsible for reducing or removing the risk must not negligently fail to take reasonable steps to reduce or remove the substantial risk. The obligation to take action applies regardless of whether the alleged conduct has been proven.

Reasonable steps may include:

- removing the adult from child-connected or child-related work;
- changing or restricting the adult's access to children;
- increasing or changing supervision arrangements;
- preventing the adult from being alone with children;
- implementing other appropriate risk mitigation measures; and
- taking appropriate action while allegations or concerns are being assessed or investigated.



Failure to take reasonable steps to remove or reduce a substantial risk may constitute a criminal offence for a person in a position of authority or leadership who has the power or responsibility to do so.

Factors that may assist in determining whether a risk is a substantial risk include:

- the likelihood or probability that the child will become the victim of a sexual offence
- the nature of the relationship between a child and the adult who may pose a risk to the child
- the background of the adult who may pose a risk to the child, including any past or alleged misconduct
- any vulnerabilities particular to a child which may increase the likelihood that they may become the victim of a sexual offence
- any other relevant fact which may indicate a substantial risk of a sexual offence being committed against a child.

For further information see vic.gov.au/legal-obligations-child-safety-frameworks and the failure to protect offence page at justice.vic.gov.au.

Reportable Conduct Scheme

The Reportable Conduct Scheme is overseen by the Social Services Regulator (SSR). The School Co-ordinator is required to report critical notifiable incidents or reportable conduct allegations against any current employees (or adults who are in some way connected with the school such as contractors, volunteers, Board Members, service providers) to the SSR within 3 business days. This applies regardless of whether the alleged victim is or was a student at the school.

If a child discloses abuse allegedly perpetrated by an adult outside of the school, and that adult is covered by the Reportable Conduct Scheme in their current employment or position the Co-ordinator should seek advice from SSR regarding the potential for a report under the scheme.

The Reportable Conduct Scheme does not replace Mandatory Reporting requirements or any other reporting requirements or obligations that may apply to the situation.

Reporting to the Victorian Institute of Teaching (VIT)

The Co-ordinator must notify VIT if the School:

- takes employment or administrative action, including precautionary action pending investigation, in response to an allegation, complaint, disclosure or other information that raises concerns of serious misconduct (including but not limited to child safety misconduct, criminal conduct, dishonesty or fraud), serious incompetence, or where a registered teacher may be unfit to be registered
- takes action because a registered teacher's ability to practise is seriously detrimentally affected, or likely to be seriously detrimentally affected, by an impairment



- becomes aware that a registered teacher has been charged with, convicted or found guilty of a relevant (Category A or B) offence
- becomes aware that a registered teacher has received a Working with Children Check exclusion or negative notice
- takes any other action that is reasonably likely to be relevant to the registered teacher's fitness to teach or ongoing suitability to hold registration.

Duty of Care

The school has a non-delegable duty of care and must ensure it has adequate policies, procedures and processes in place and takes reasonable steps to prevent harm and abuse of a student while the student is under the care, supervision or authority of the school.

Staff, volunteers and contractors engaged by the school must act in a manner consistent with this duty of care and take reasonable steps, within the scope of their role, to protect children from harm and to raise child safety concerns in accordance with this policy

To adequately discharge its duty of care the school:

- maintains policies, procedures and governance arrangements to protect students from harm
- provides child safety induction and training appropriate to the roles of staff, volunteers and contractors
- establishes clear processes for identifying, reporting and escalating child safety concerns
- responds to concerns, allegations and disclosures in accordance with PROTECT and applicable legislation
- complies with relevant reporting and information sharing obligations
- maintains appropriate records relating to child safety matters
- provides appropriate support to students affected by child safety concerns
- conducts pre-employment screening and reference checks
- has clear supervision guidelines
- gives adequate training on signs and indicators of abuse and neglect
- has clear codes of conduct for staff and volunteers
- has policies outlining the requirement to act on all concerns and suspicions of abuse
- utilises the Child Information Sharing Scheme (CISS) and the Family Violence Information Sharing Scheme (FVISS), along with seeking appropriate advice from or consulting with other professionals or agencies
- provides appropriate information and training to ensure reporting obligations are understood
- provides ongoing support to the child
- shares information with other school staff who will also be responsible for providing ongoing support to the child.



Information Sharing Schemes and Requests for Information

The Child Information Sharing Scheme (CISS) and the Family Violence Information Sharing Scheme (FVISS) enable the school to share and request information to promote the safety and wellbeing of children and young people. The school may receive a request to share information from another Information Sharing Entity (ISE) or may make such a request of another ISE under either scheme.

These schemes may be utilised by the School where information sharing may assist in identifying, assessing or responding to concerns about a child's wellbeing or safety.

Use of either scheme does not replace or delay any external reporting or police reporting obligations.

DFFH Child Protection, The Orange Door and Victoria Police may also request information about a child or family for the purpose of investigating a report and assessing risk. In certain circumstances, DFFH Child Protection can also direct school staff to provide information or documents about the protection or development of the child. Such directions should be in writing and only be made by authorised persons within DFFH Child Protection.

After making a report

Making a report to an external authority does not discharge the school's ongoing duty of care to students. Following a report, the school will cooperate with relevant authorities, take appropriate steps to support affected students, manage any ongoing risks, and maintain appropriate records in accordance with this policy and applicable legislation.

Support for staff who make a report

Making a report is likely to be a stressful event for the staff members involved. The school will ensure that all staff members are supported throughout the process.

Professional Protection

If a report is made in good faith it will not constitute unprofessional conduct or a breach of professional ethics on the part of the reporter and the reporter cannot be held legally liable in respect of the report.

Supporting students and families

When a child or student raises, discloses or is affected by a complaint or concern relating to child abuse, staff must respond calmly, respectfully and in a trauma-informed manner. Staff should listen to the child, take what they say seriously, avoid leading or investigative questions, reassure the child that they have done the right thing by speaking up, and explain that information may need to be shared with people who can help keep them safe.

The child or student must not be expected to investigate, substantiate or prove the concern. The school will take reasonable steps to protect the child from further harm and provide appropriate ongoing support,



taking account of the child's age, developmental needs, disability, communication needs, cultural identity and individual circumstances.

Students and families will have a range of responses to a report and the school will support families in the following ways:

- work in partnership with the family to support the child
- provide feedback about any changes in their child's behaviour while at school.
- respect the family's privacy and decision whether to discuss the situation with the school
- recommend support from appropriately qualified counsellors when needed
- implement support strategies requested by the family or appropriately qualified counsellor.

Witness Summons

A subpoena/witness summons is a court order that compels the school or an individual to produce documents, or attend court and give evidence, or to do both of these things.

If any school staff member directly receives a subpoena/witness summons in the context of their employment they should discuss this with the Principal to ascertain if legal advice should be sought.

Concerns or complaints

A complaint or concern relating to child abuse, grooming, inappropriate conduct towards a child, or a risk of harm to a child must be treated as a child safety matter and responded to in accordance with this policy and the PROTECT Framework.

Complaints or concerns may be raised by a student, parent or carer, staff member, volunteer, contractor, visitor or any other member of the school community. The person receiving the complaint or concern must take it seriously, respond appropriately to the person raising the concern, and ensure that it is promptly escalated in accordance with this policy.

A person receiving a complaint or concern must not attempt to conduct their own investigation where doing so could compromise the safety of a child or an external investigation. They must follow the PROTECT Framework and ensure that the appropriate person or authority is notified.

The handling of a complaint or concern must remain focused on the safety and wellbeing of the child and must not be influenced by concerns about the reputation of the school, staff members, families or other individuals.

During or after child safety matters there may be concerns or complaints about the school and/or staff's management of an incident. It can be a very stressful time and concerns that an incident has not been dealt with fairly may quickly escalate.

The Concerns & Complaints Policy and process should be followed by those wishing to raise a concern or complaint regarding the handling of an incident, allegation or disclosure.



Upon receipt of any Concern or Complaint in relation to the handling of an incident, allegation or disclosure school staff must review the information to determine whether it identifies unreported abuse and/or risk of abuse. Staff must follow the Four Critical Actions if any new information comes to light which leads to a belief that a child may be subject to, or at risk of any unreported abuse.

If a school staff member continues to have concerns about a child after Child Protection has closed the case, the school can escalate the matter by using the Child Protection's complaints management process <https://www.dffh.vic.gov.au/making-complaint>

Records Management

We acknowledge that good record management practices are a critical element of child safety and wellbeing and will manage our child safety related records in accordance with the Creating, Managing and Retaining Records for Current or Future Child Sexual Abuse Allegations document prepared by the Public Record Office Victoria (PROV).

Records must document the complaint or concern, actions taken, decisions made, reports or referrals made, support provided to the child, and any follow-up or monitoring undertaken.

Confidentiality

Planning and care should be taken before providing any information about child abuse to the school community. The school should be aware that even confirming the existence of an allegation can lead to the identification of a victim and may also have negative influence on any investigation. The Co-ordinator must determine who within the school receives information about the report, and should be provided to only those whose duty of care requires it.

Staff Training

Training shall ensure that all staff understand mandatory reporting obligations, failure to disclose and failure to protect offences, along with information to support them in identifying and responding to abuse and scenarios that may warrant a referral or action. The Co-ordinator shall implement the Whole School Training Plan and individual training requirements will be based on individual roles and duties and relevant risk assessments conducted.

The Co-ordinator is responsible for ensuring that:

- staff understand child safety and reporting obligations
- staff receive ongoing child safety training
- training is appropriate to roles
- training is part of induction and ongoing professional learning



All staff and Board members will complete the on-line Mandatory Reporting Professional Learning Module provided by DEECD (<https://elearn.childlink.com.au>). The module provides detailed information for identifying and responding to child abuse and includes case studies and practical scenarios to assist staff to fulfil their reporting obligations. All staff must undertake this training once per calendar year.

Related Documentation

- PROTECT: Four Critical Actions For Schools vic.gov.au/protect-resources-schools
vic.gov.au/4-critical-actions-schools
- Children, Youth and Families Act 2005 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic)
- Crimes Act 1958 (Vic)
- Education and Training Reform Act 2006 (Vic)
- Education and Training Reform Regulations 2017 (Vic)
- Ministerial Order 1359 – Implementing the Child Safe Standards
- Mandatory Reporting Professional Learning Module
- Victorian Registration and Qualifications Authority (VRQA) Minimum Standards for School Registration.
- Staff Code of Conduct
- Identifying Child Abuse - <https://www.schools.vic.gov.au/identify-child-abuse>
- Reportable Conduct Scheme - <https://www.vic.gov.au/reportable-conduct-scheme>
- Reportable Conduct Scheme Flowchart (ISV)
- Child Safety Record Keeping Obligations
- Creating, Managing and Retaining Records for Current or Future Child Sexual Abuse Allegations (Public Record Office Victoria)

Related Policies

- Child Safety & Wellbeing Policy
- Critical Incident Policy
- Concerns & Complaints Policy
- Working with Children Policy
- Privacy Policy
- Duty of Care Policy
- Records Management Procedure