

Child Safety Procedure

1.0 Purpose

The purpose of this procedure is to outline the processes in place to identify, respond to, report, and support the safety and wellbeing of *children and young people* at Bendigo Kangan Institute (BKI). This procedure should be read in conjunction with the Child Safety Policy.

2.0 Scope

This procedure applies to all adult workers, *reporting staff members*, in exercising their duty of care to children, including supporting any person who raises a child abuse concern, i.e., students, visitors, parents, or carers, volunteers, and contractors. This includes mandatory reporters and other legal reporting obligations as defined in the Child Safety Policy.

3.0 Policy References

- Child Safety Policy
- Health, Safety Wellbeing Policy
- Student Critical Incident Procedure
- Emergency Response Procedures Manuals (campus specific)
- Crisis Management Plan
- Employee Code of Conduct Policy
- Managing Employee Performance and Conduct Procedure
- Employee Disciplinary Procedure
- Improper Conduct Policy and Procedure and Investigation Procedure
- Incident and Non-Conformance Reporting and Investigation Procedure

4.0 Legislative References

As Listed in the Child Safety Policy.

5.0 Procedural Steps

The following procedural steps are followed for each incident, disclosure or suspected child abuse or risk of child abuse, and every time you become aware of a further instance of risk or abuse. This includes reporting new information, when providing information or assisting authorities investigating child abuse. We all play a critical role in protecting children in our care. Refer to the BKI [Child Safe Toolkit](#) for resources and **poster** which summarises the *Four Critical Actions*, this poster must be displayed in main staff areas. Contact a Child Safety Officer for queries and reporting.

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| No. | Phases and steps | Role Who Actions |
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| 5.1 | Identifying Child Abuse Incidents or Suspicions | |
| 5.1.1 | <p>Identifying child abuse may involve witnessing an incident, receiving a disclosure, or forming a <i>reasonable belief</i> that a child has, or is at risk of being abused. This may be formed through observations, sudden changes in behaviour, decline or limited growth and development.</p> <p>Child abuse includes physical and sexual abuse (including Grooming), emotional/psychological abuse and neglect, for example.</p> <ul style="list-style-type: none"> • Grooming behaviour by an adult either directly or online towards a child or an adult carer with intent to sexually abuse the child. • Risks to a child or an unborn child to due to domestic or <i>family violence</i> or risk- taking behaviours, such as alcohol or drug abuse. • Self-harm, suicide ideation/ attempts, risk-taking behaviours as behavioural indicators to abuse. • Sexual offending committed by a child over 10 years old. <p>Youth Pregnancy and online harmful behaviours refer to BT or KI Managing Student Issues – A Teacher Reference Guide</p> <p>Child abuse may also involve when a child is <i>in need of protection</i>. Any person may believe on reasonable grounds that a child is in need of protection for any of the following reasons:</p> <ul style="list-style-type: none"> • The child has been abandoned and there is no other suitable person who is willing and able to care for the child. • The child's parents are dead or incapacitated and there is no other suitable person who is willing and able to care for the child. • The child has suffered or is likely to suffer significant harm due to physical injury and the parents are unable or unwilling to protect the child. • The child has suffered or is likely to suffer significant harm because of sexual abuse and their parents are unable or unwilling to protect the child. • The child has suffered or is likely to suffer emotional or psychological harm and the parents are unable or unwilling to protect the child. • The child's physical development or health has been or is likely to be significantly harmed and the parents are unable or unwilling to provide basic care, or effective medical or other remedial care. <p>'Fights' between young people, report to HS&W (ESS) here and contact a parent or emergency the same day. Follow Incident Response Poster and refer to Student Code of Conduct Procedure. Contact the CSO to determine whether child safety reporting required in addition, refer also to 'Incident, Hazard and or Near Miss', below.</p> | All adults |

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| 5.1.2 | <p>Reportable Conduct</p> <p>Certain behaviours displayed by an adult associated with BKI against or in the presence of a child may fall under the <i>Reportable Conduct Scheme (RCS)</i>. See <i>Reportable Conduct Workers covered by the Scheme</i>.</p> <p>This includes allegations against workers or volunteers of child abuse and misconduct involving children such as:</p> <ul style="list-style-type: none"> • Sexual offences committed against, with or in the presence of a child. • Sexual misconduct committed against, with or in the presence of a child. • Physical violence against, with or in the presence of a child. • Any behaviour that causes significant emotional or psychological harm to a child. • Significant neglect of a child. <p>Allegations must be reported even if:</p> <ul style="list-style-type: none"> • The worker or volunteer does not have direct contact with children as part of their work. • The conduct occurred within or outside the course of employment. | All Adults |
| 5.1.3 | <p>Secondary Consult Child Safe Toolkit.</p> <p>When deciding whether to report, who reports, what support to provide consult with your Line Manager <u>and</u> Child Safety Officer (CSO) by calling them directly.</p> | Reporting Staff Member (RSM) |
| 5.1.4 | <p>Secondary Consult and Reportable Conduct Child Safe Toolkit.</p> <p>You must consult with CSO only in person or call, if unavailable contact directly the Head of Governance, Risk and Compliance (GRC), if unavailable the Head of People and Culture (P&C).</p> <p>Do not discuss with Line Manager or any other person.</p> | RSM |
| 5.1.5 | <p>Recommendation to Report</p> <p>If a recommendation is made to report and to whom, either by a CSO, Line Manager, Head of GRC or Head of P&C, regardless of conflicting views, this must be actioned by the RSM.</p> <p>If unable to action due to a reasonable excuse RSM may request their Line Manager report on their behalf (or CSO for 5.1.2 Reportable Conduct only).</p> <p>Note: An RSM does not need approval from any person to action reporting to internal and external authorities to ensure they are meeting their mandatory reporting and any other legal obligations.</p> | RSM RSM's Line Manager |

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| 5.2 | Responding to a reasonable belief a child has been or at risk of child abuse, harm, or in in need of protection, complete ALL actions as soon as is practicable (same day). | |
| 5.2.1 | <p>Immediate response: Follow the Four Critical Actions for responding to Incident, Disclosures and Suspicion of Child Abuse poster displayed and online Child Safe Toolkit</p> <ul style="list-style-type: none"> • Ensure the young person is safe. • Empower the young person and keep them informed throughout the process, i.e., who you must report it to and why, keeping them involved in the process and in age appropriate and safe manner. • Notify Line manager that you are supporting a student in relation to a Child Safety Incident (CSI) and arrange appropriate coverage of your function. • Consider own comfort and whether you need help, it is okay to ask for help and advice. | RSM |
| 5.2.2 | <ul style="list-style-type: none"> • Ensure the young person is safe. • Ensure the RSM has the time and private space to work with the student and complete the four critical actions. • Help the RSM if unsure about reporting to authorities, refer to 'Secondary Consult' with Child Safety Officer (CSO). • If RSM unable to complete an action help them to complete all actions. • Ensure the RSM has access to Employee Assistance Program (EAP) for support as needed. • Arrange EAP incident de-brief as agreed with RSM. | RSM's Line Manager |
| 5.2.3 | <p>Critical Action 1: Respond to an Emergency</p> <p>If a child is at immediate risk of harm, you must ensure their safety by:</p> <ul style="list-style-type: none"> • Separating alleged victims and others involved. • Administering First Aid. • Calling 000 for urgent medical and/or police assistance to respond to immediate health or safety concerns. • Identifying a contact person for future liaison with Police. Where necessary you may need to maintain the integrity of the potential crime scene and preserve the evidence. <p>On campus CSI triggering this action likely also require OH&S reporting here Campus Emergency Response Plan</p> | RSM RSM's Line Manager |

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| 5.2.4 | <p>Critical Action 2: Reporting to Authorities</p> <p>As soon as immediate health and safety concerns are addressed you must report all incidents, suspicions, and disclosures of child abuse as soon as possible. Failure to report physical and sexual child abuse may amount to a criminal offence.</p> <p>Note: When reporting request an outcome of your report.</p> <p>Source of abuse determine who you report to:</p> <p>1. Within BKI: You must report all instances of suspected child abuse to external authorities, Victoria Police, AND internal authorities, a Child Safety Officer, by calling them directly.</p> <p>2. Within the family or community: You must report externally to Department of Families, Fairness and Housing (DFFH) Child Protection AND internally to a Child Safety Officer, by calling them directly, if a child is:</p> <ul style="list-style-type: none"> • In need of protection from child abuse. • At risk of being harmed (or has been harmed) and the harm has had or is likely to have a serious impact on the child's safety, stability, or development. <p>You must also report all instances of suspected sexual abuse (including grooming) to Victoria Police, AND internal authorities, a Child Safety Officer (CSO), by calling them directly.</p> <p>If you believe that a child is not subject to abuse, but you still hold significant concerns for their wellbeing you must still act. This may include making a referral or seeking advice from Child FIRST/The Orange Door, in circumstances where the family are open to receiving support, or to another <i>relevant agency</i>, or when unable to determine whether the family are open to receiving report, i.e., failing to or avoiding contact with the institute. Ensure you have secondary consulted with your Line Manager and CSO directly.</p> <p>Reportable Conduct: Ensure you have secondary consulted with CSO directly, as they will advise and support with critical actions as needed.</p> <p>RSMs are encouraged to access Employee Assistance Program (EAP) on 1800 808 374 https://assureprograms.com.au/services/employees-family-members/ Refer also to 6.0 RACI Chart Responding to an Incident, Disclosure, Suspicion of Child Abuse</p> | <p>RSM</p> <p>RSM's Line Manager</p> |
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| <p>5.2.5</p> | <p>Critical Action 3: Contacting Parents/Carers</p> <p>Consult with DFFH Child Protection or Victoria Police first to determine what information can be shared with parents/carers. They may advise:</p> <p>Not to contact the parents/carers in circumstances where the parents are alleged to have engaged in the abuse, or the child is a mature minor and does not wish for their parent/carer to be contacted.</p> <p>Consider what is in the young person’s best interest, as you may still contact parent/ carer based on advice from internal or external authorities and provide the agreed information.</p> <p>As our students are usually 15- to 17-year-olds have their own phone may prefer to contact their parent or carer, preferably while RSM with them.</p> <p>VDSS Students</p> <p>When a VDSS Co-ordinator is not the RSM, RSM to notify VDSS Coordinator that a CSI raised, this does not mean detailing the incident. Advise the student of this requirement, as the secondary school is their main education provider. The school may wish to contact the parent or carer and arrange support as well as access BKI support.</p> <p>Reportable Conduct</p> <p>As the RSM must <i>5.1.4 Secondary Consult with a CSO</i> or Head GRC, or Head P&C, the CSO would usually contact a parent or carer, unless the matter is time sensitive, emergency or imminent risk, external authorities already contacted and have recommended RSM contact parent or carer.</p> | <p>RSM</p> <p>RSM’s Line Manager</p> |
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| <p>5.2.6</p> | <p>Critical Action 4: Providing Support</p> <p>You must provide support for children and young people impacted by abuse at the time of responding and options for ongoing safety planning and support.</p> <p>When RSM is not a student counsellor or appropriate <i>support worker</i> best practice is to provide wrap around care and refer the young person to supports as discussed with them, this does not mean detailing the incident. Pay attention to additional needs and cultural identity, access to cultural supports, inclusive practice, homelessness or risk of homelessness ‘couch’ surfing, substance abuse risks for example and any <i>protective factors</i>.</p> <p>A student counsellor is an appropriate choice of support. Contacts for support Child Safe Toolkit. Refer to 5.4 Safety Plan Guidelines for ongoing support. To directly refer to a student counsellor complete snap form below.</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>Metro Support</p>  </div> <div style="text-align: center;"> <p>Regional Support</p>  </div> </div> | <p>RSM</p> <p>RSM’s Line Manager</p> <p>Support Worker(s)</p> <p>Support Worker(s) Line Manager</p> |
| <p>5.3</p> | <p>Documenting and Recording. This is to be completed as soon as possible, best practice the same day, or within two business days.</p> | |
| <p>5.3.1</p> | <p>Complete a Child Safety Incident Report (CSIR)</p> <p>RSM must complete the Child Safety Incident Report (CSIR), in all instances of suspected, disclosed or incidents of child abuse, or risk of child abuse, or when contacted by authorities investigating child abuse requesting information or to arrange a disclosure interview on campus. The CSIR template is in Child Safe Toolkit</p> <p>Ensure all sections of the CSIR are completed, this includes outcome of actions and actions not occurring, these require a rationale why not completed. It includes detailing the support and safety plan strategies as discussed. It also includes where actions by another staff member other than the RSM, such as by the Line Manager or another person, i.e., another staff member called ‘000’ for example, the RSM or their Line Manager must obtain this information and detail this in the CSIR.</p> <p>Ensure the Line Manager has checked the CSIR as correct, and a complete record of the response actioned. RSM and Line Manager are to meet in person or screen share as needed to review these.</p> <p>Do not email CSIR the CSO will provide a share point link for the CSIR.</p> | <p>RSM</p> <p>RSM’s Line Manager</p> |

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| | CSO's are not responsible for completing the CSIR. An example of how to complete a CSIR in the Child Safe Toolkit . | |
| 5.3.2 | <p>Reportable Conduct and CSIR</p> <p>RSM uploads CSIR to SharePoint link CSO provides. CSO supports the RSM complete and reviews CSIR. CSO de-identifies the subject details before uploading the CSIR into Client Management System (CMS).</p> <p>The RSMs Line Manager is not to review the CSIR.</p> | RSM CSO |
| 5.3.3 | <p>Non-Reportable Conduct and Client Management System (CMS) users</p> <p><i>Workers with access to CMS</i> are to ensure a record added to both case management and child safety management sections in CMS, have completed case notes and uploaded completed CSIR to the child safety management document section. RSM Line Manager is to ensure this has been completed and CSO advised.</p> | RSM RSM's Line Manager |
| 5.3.4 | <p>Incident, Hazard and or Near Miss</p> <p>When detected an Incident or Hazard Report raise in line with Health, Safety and Wellbeing via Employee Self Service (ESS) reporting portal here</p> | RSM RSM's Line Manager |
| 5.4 | Safety Plan Guidelines for ongoing support. To be completed within 7 to 10 business days of reporting. | |
| 5.4.1 | <p>Safety Plan</p> <p>It is best practice for the RSM to have documented support and safety planning as discussed with student and parent carer (when safe) using the Student Safety Support Plan (SSSP) template available on the Child Safe Toolkit or at minimum documented strategies on the CSIR.</p> <p>Self-harm / Suicide ideation</p> <p>Best practice is to provide the young person's parent/ carer (when safe) the SSSP template to take to their treating practitioner to complete, as you would an asthma plan for example. Consider the young persons' capacity and whether they need help like a referral to Orange Door, in situations a young person feels a parent/ carer unable to support them, or whether another responsible adult could help the young person, relative or support worker.</p> <p>Safety Plans do not detail the incident itself, instead the ongoing supports and risk mitigation strategies and shared with those listed on the plan as agreed.</p> <p>Incident Response and Plan of Actions Meeting</p> <p>The RSM's Line Manager convenes an Incident Response and Plan of Actions meeting with the relevant stakeholders; RSM, student's Program Lead, relevant educators, support workers, and <i>advisors</i>.</p> | RSM RSM's Line Manager Program Lead Department Manager Support Wellbeing Workers Line Manager Advisors Line Manager |

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| | <p>These are held at regular intervals until CSI closed. Items to be decided upon and actioned as agreed include but are not limited to.</p> <ul style="list-style-type: none"> • Review the safety plan as discussed with student and or parent/carer. • Determine who is required to be consulted to enact and monitor the plan. • Consider what, if any, external reporting to authorities was actioned during the initial four critical action response, and whether new reporting required to the same or additional authority, CSI at apprentice workplace, i.e., escalation to VRQA? • Document SSSP as needed and share with agreed parties. • Follow ups and providing updates to young person, parent/ carer, internal and external authorities as needed, i.e., RSM or Line Manager. • Consider what, if any, breach of Student Code of Conduct Procedure and whether cleared to investigate. • Ensuring Chief Education and Delivery Officer notified of CSI involving potential student code of conduct breach, high level reporting initially. • EAP de-briefing service. • Document actions see 5.4.4. <p>At times young people decline support or inappropriate for them to participate safety planning, they may not be aware a suspicion has been reported, i.e., authorities may advise not to inform as this may cause harm, i.e., a flight or self-harm risk. Regardless safety plan strategies must be considered implemented and documented. Support worker(s) and or advisors or their Line Manager whether providing direct support or not are able to provide advice and attend meetings as required.</p> | |
| 5.4.2 | <p>Reportable Conduct</p> <p>Incidence Response and Plan of Actions Meeting</p> <p>CSO consults with Head of GRC and convenes inviting Head P&C and Workplace Relations Practitioner (WRP), also if appropriate Program Director/Head. These are held at regular intervals until RCS-CSI closed. Items to be decided upon and actioned as agreed include but are not limited to.</p> <ul style="list-style-type: none"> • Review the safety plan as discussed with student and parent/carer. • Determine who is required to be consulted to enact and monitor the plan. • Consider what, if any, external reporting to authorities was actioned during the initial four critical action response, and whether new reporting required to the same or additional authority. • If determined to be reportable conduct, by the CEO, report to the CCYP (within the 3-day timeframe) as directed by the Head of GRC. • Document SSSP and share with agreed parties. • Follow ups and providing updates to young person, parent/ carer, internal and external authorities as needed. • EAP de-briefing service. | <p>CSO</p> <p>Head GRC</p> <p>Head P&C</p> <p>Program Director / Head of Area</p> <p>CEO</p> |

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| | <p>Pre-Investigation Tasking</p> <p>Head GRC escalates to CEO for approval to report to CCYP and provides CSO approval for CCYP and Police reporting (if not already actioned).</p> <p>WRP provides advice on investigation planning, ensure the RSM and all employees involved have access to EAP for support as needed.</p> <p>Head P&C determine what is within scope and capabilities to enact the plan and what supports needed to enact the plan. Provides approval for changes that may impact on workers as relevant to safety planning. Meets with relevant persons responsible for safeguarding the young person on campus.</p> <p>Program Director/Head determines what is within scope and capabilities to enact the plan and what supports needed to enact the plan. Provides advice on worker rights to safety planning strategies that may impact on workers.</p> <p>CEO Provides approval for CCYP reporting to Head GRC and final approval for actions concerning impacts to workers employment status.</p> | | | | | | | | | | | |
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| 5.4.3 | <p>Student Safety Support Plan (SSSP)</p> <p>Completed SSSP's are uploaded to SharePoint link as provided by CSO. CSO adds to CMS. Workers with CMS access add directly and notify CSO.</p> <p>Reportable Conduct</p> <p>The CSO documents and uploads SSSP to CMS.</p> | <p>RSM or Delegate</p> <p>RSM's Line Manager</p> | | | | | | | | | | |
| 5.4.4 | <p>Recording Response and Actions Arising</p> <p>Incident Response and Plan of Actions meeting participants are to report their actions in a high-level format on the Incident Log until incident closed. An Incident Log template shall be housed in the SharePoint folder.</p> <p>For example.</p> <table border="1" data-bbox="245 1518 1235 1720"> <thead> <tr> <th>Date</th> <th>Action</th> <th>Date</th> <th>Recording</th> <th>Result</th> </tr> </thead> <tbody> <tr> <td>1/1/24</td> <td>Counsellor AC</td> <td>3/1/24</td> <td>Manager XY</td> <td>Student OP engaging in support, GP completed safety plan, shared with those listed and uploaded to CMS (child safety).</td> </tr> </tbody> </table> | Date | Action | Date | Recording | Result | 1/1/24 | Counsellor AC | 3/1/24 | Manager XY | Student OP engaging in support, GP completed safety plan, shared with those listed and uploaded to CMS (child safety). | <p>Incident Response and Plan of Actions Meeting Participants</p> |
| Date | Action | Date | Recording | Result | | | | | | | | |
| 1/1/24 | Counsellor AC | 3/1/24 | Manager XY | Student OP engaging in support, GP completed safety plan, shared with those listed and uploaded to CMS (child safety). | | | | | | | | |
| 5.4.5 | <p>Incident Closure</p> <p>For students CSIs are monitored by the Program Lead as supported by their Line Manager, in liaison with parties until resolution reached, i.e., RSM, support workers, advisors, as supported by their respective Line Managers.</p> <p>This is determined on a case-by-case basis, child's age, vulnerabilities, presentation; level of parental support; current risks, mitigations in place; external investigations status, i.e., no further risks present, student</p> | <p>Program Lead</p> <p>Department Manager</p> | | | | | | | | | | |

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| | <p>progressing well, support actioned internal and external, parents supportive, no further required from external authorities, outcome advised, i.e., 'no offence detected' or 'investigation finalised', student(s) issued a behaviour contract, and incident closure rationale detailed on Incident Log and Program Lead recommends CSI closure.</p> <p>Worker with access to child safety in CMS adds the Incident Log added to CMS and CSI closed.</p> <p>Wherever possible CSIs are to be closed within the same reporting quarter received, or the following quarterly reporting period. CSI open longer will require a rationale to remain open for reporting to leadership.</p> | |
| 5.4.6 | <p>Reportable Conduct and Incident Closure</p> <p>Closure authorised by Head of GRC after CEO approval CSO closes incident.</p> | Head GRC |
| 5.4.7 | <p>Low Operational Impact Incident Closure</p> <p>Some incidents involve ex-student, non-student, sibling of student, or non-child of student, incoming requests from authorities, or otherwise determined no or low impact on operations when the CSI may be resolved at initial response or follow-up by the RSM and Line Manager.</p> <p>A CSIR raised for recording completing as much detail as possible. The matter recorded and closed by the CSO.</p> | RSM RSM's Line Manager CSO |
| 5.5 | Incident Review Report | |
| 5.5.1 | <p>Incident reviews promote significant learnings, and the purpose of a review is for continuous improvement practice and not a disciplinary practice.</p> <p>The CSO and those party to the incident response can request a review via their Line Manager or the CSO. A template for reviews is available on the Child Safe Toolkit</p> <p>The Head of GRC sanctions Incident Reviews and participants.</p> | RSM RSM Line Manager CSO Head GRC |
| 5.6 | Recordkeeping | |
| 5.6.1 | <p>All records relating to child abuse, or risk of child abuse must be securely stored for a minimum of 45 years, or for as long as they are reasonably likely to be needed, whichever is greater.</p> | Head of Student Services |
| 5.6.2 | <p>All details are confidentially secured on Client Management System (CMS) and since October 2022 a secure Share Point page with limited access.</p> <p>Child Safety Incidents involving Reportable Conduct the CSO de-identifies the worker details before storing in CMS.</p> | Head of Student Services |

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| | All records must be treated confidentially and secured in BKI approved and password protected systems. | Chief Information Officer |
| 5.6.3 | Status of CSI are reported to leadership quarterly per <i>Governance, Leadership and Reporting Schedule</i> , and recorded in a de-identified format. Along with identified risks, new learnings resulting and action plan updates on initiatives undertaken to promote compliance with the Child Safe Standards. | Head of GRC |
| 5.7 | Reportable Conduct Investigations | |
| 5.7.1 | Refer to <i>Reportable Conduct Investigations Process Chart</i> for further Child Safe Toolkit Refer to Reportable Conduct Investigation Procedure (new). | Head of GRC |

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6.0 RACI Chart Responding to an Incident, Disclosure, Suspicion of Child Abuse



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6.0 Roles and Responsibilities

| Role | Responsibilities |
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| Chief Executive Officer (CEO) | 'Head of Organisation' per Reportable Conduct Scheme as set out by the Commission for Children and Young People. |
| Portfolio Chiefs | Oversee compliance with the Child Safe Standards and this procedure within the portfolio. |
| Program Directors Executive Directors | Ensure compliance with Child Safe Standards and this procedure communicated and understood within programs. |
| Department Managers Heads of Area | Ensure compliance with Child Safe Standards and this procedure followed within Department / area provide guidance. |
| Program Leads/ Area Managers/ Line Managers | Ensure compliance with Child Safe Standards and this procedure followed, provide direct support to those involved. |
| Chief Operations Officer | Ensure Child Safe Standards and Reportable Conduct Scheme frameworks and processes. |
| Head Governance Risk and Compliance (GRC) | Ensure compliance with the Reportable Conduct Scheme as set out by the Commission for Children and Young People. |
| Child Safety Officer | SME Child Safe Standards and Reportable Conduct Scheme reporting to the Head of GRC. |
| Chief Information Officer | Ensure ICT systems safe and protected. |
| Head of People and Culture | Ensure Reportable Conduct Scheme misconduct investigation processes. |
| Workplace Relations Practitioner (WRP) | SME Reportable Conduct Scheme misconduct investigation processes reporting to the Head of P&C. |
| Head of Health Safety and Wellbeing | Ensure incident reporting hazard and near miss investigation processes. |
| RSM | Follow the child safety procedure. |

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7.0 Definitions

| Word/Term | Definition |
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| Advisors | Those who can value add to safety plan and student care, may or may not be engaged in direct care, i.e., Diversity and Inclusion Consultant, KLO, Student Counsellor, Youth Worker, Disability Liaison Officer, CSO. |
| Child or Young Person | Anyone under the age of 18. |
| Duty of Care | All employees have a legislative duty of care to protect the safety, health and wellbeing of children in their care. |
| Family Violence | <p>The Family Violence Protection Act 2008 (Vic) defines family violence as behaviour towards a family member where the behaviour:</p> <ul style="list-style-type: none"> • is physically or sexually abusive • is emotionally or psychologically abusive • is economically abusive • is threatening or coercive or • in any other way controls or dominates the family member and causes that family member to feel fear for the safety or wellbeing of that family member or another person. <p>A child can be the victim to any of these behaviours.</p> <p>Family violence includes any behaviour by a family member that causes a child to hear or witness, or otherwise be exposed to the effects of family violence, including violence between adults and/or adolescents in the home. Coercive and controlling behaviours are common across all experiences of victim-survivors. These behaviours add up to a pattern of abuse and violence which build and maintain fear of escalation to physical and sexual violence.</p> |

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| Protective Factors | <p>Characteristics that help to lower any perceived risk these can be individual, help-seeking and problem-solving behaviours, having goals and hopes for the future, abstinence from alcohol and other drugs, friends, supportive partner, family, look after one's health. Family factors include strong bonds, family cohesion, parents' presence at key times, connection to culture and beliefs that are supportive, cope when in crises, or community factors like care for mental and physical health and substance use problems, availability of counselling or trusted adults, in the life of a youth, restricted access to risks. Opportunity to contribute and participate in school and/or the larger community.</p> |
| Reasonable belief | <p>A 'reasonable belief' is not the same as having proof. A 'reasonable belief' is formed if a reasonable person in the same position would have formed the belief on the same grounds. For example, formed when:</p> <ul style="list-style-type: none"> • A child states that they have been abused. • A child states that they know someone who has been abused (sometimes the child may be talking about themselves). • Someone who knows a child states that the child has been abused. • Professional observations of the child's behaviour or development leads a mandated professional to form the belief. • Signs or indicators of abuse leads to a belief the child has been abused or at risk of abuse. |
| Reportable Conduct Scheme | <p>Reportable Conduct Scheme ensures people who are not safe to work with children do not continue to work with children as overseen by the Commission for Children and Young People, for further see here.</p> |
| Reportable Conduct Workers covered by the Scheme | <p>Heads of organisations have <u>responsibilities for the workers, volunteers and contractors they employ directly</u>, these responsibilities still apply. This from 1 July 2024 extends to more individuals in your workplace, whether they are employed directly or supplied by a provider or agency.</p> <p>The new types of employees covered by the Reportable Conduct Scheme include:</p> <ul style="list-style-type: none"> • labour hire workers and volunteer workers • secondees • individual business owners who employ or engage staff • directors of companies where the director performs work for the organisation. |

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| Relevant Agency | This may include DFFH Child Protection and/or Victoria Police or specialised Sexual Offences and Child Abuse Investigative Teams (SOCIT) Wellbeing concerns may be reported to community and family support agencies such as The Orange Door. Seek advice from Child Safety Officer in the Child Safe Toolkit |
| Workers with access to CMS | As well as CSO's student support workers have access to Case Management. CSO's, Youth Workers, Student Counsellors, Intern Counsellors, and their Line Managers have access to the Child Safety Management section in CMS. |
| Support Worker | Internal: i.e., Student Counsellor, Youth Worker, Koorie Liaison Officer (KLO), Apprenticeship Support Worker (ASO), Disability Liaison Officer (DLO), Diversity and Inclusion consultants, VDSS Co-ordinator. External: i.e., DFFH child protection practitioner, Anglicare or Orange Door Worker. |
| Workers | Includes employees whether full, part-time, casual and/or sessional, volunteers and contractors aged 18 and above. |

Child Safety Procedure

8.0 Related Documents

| Title | Location |
|--|------------------------------------|
| Bendigo TAFE and Kangan Institute Child Safety Information Booklet | Child Safe Toolkit |
| Child Safety (Incident) Report (template) | Child Safe Toolkit |
| Child Safety Policy | Child Safe Toolkit |
| Child Safe Standards Risk Assessment | Child Safe Toolkit |
| Four Critical Actions for VET & Higher Education providers | Child Safe Toolkit |
| Governance, Leadership and Reporting Schedule | Child Safe Toolkit |
| Incident Review Report (template) | Child Safe Toolkit |
| Reportable Conduct Investigations Procedure | Child Safe Toolkit |
| Student Safety Support Plan (template) | Child Safe Toolkit |
| Reporting Obligations Summary Table | Child Safe Toolkit |
| Incident Log of Actions (template) | Child Safe Toolkit |

Child Safety Procedure

9.0 Version Control and Change History

| Ver. | Issue Date | Document Custodian | Description of Changes | Approved By |
|------|------------|----------------------|---|-------------------------|
| 1.0 | 28/08/2019 | | New and updated procedure incorporating the former <i>Mandatory Reporting of Suspected Child Abuse</i> | Board of Studies |
| 2.0 | 20/08/2021 | | Update changes to references, structure, escalations, templates, legislation, definitions, Mandatory Reporting Procedure retired, define Reportable Conduct Investigation roles and responsibilities. | CEGO |
| 3.0 | 02/11/2022 | | 12-month review, youth pregnancy, teachers guide, secondary consult, actions on recommendations. | CEGO |
| 4.0 | 10/10/2024 | Child Safety Officer | Restructure, new roles, RSM, RACI, timeframes within steps, safety plan guidelines, EAP support, clarify difference between non and RCS-CSI response, Incident Response and Plan of Actions, Incident Log, SharePoint, CMS support for CSO. RSC legislation changes. New <i>RCS Investigation Procedure</i> . | Chief Operating Officer |

10. Document Custodian and Approval Authority

| Document Custodian | Approval Authority | Approval Date | Next Scheduled Review Date |
|----------------------|-------------------------|---------------|----------------------------|
| Child Safety Officer | Chief Operating Officer | 10/10/2024 | 09/10/2026 |

Approval Authority: Chief Operating Officer

Doc. Custodian: Child Safety Officer

Version No: 4.0 Issue Date: 10/10/2024

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