

Child Safety Policy

May 2025 DRAFT



**VIRTUAL
SCHOOL VICTORIA**



Help for non-English speakers

If you need help to understand the information in this policy please contact Virtual School Victoria on 9965 0000 or contact@vsv.vic.edu.au.

Purpose

The Virtual School Victoria (VSV) Child Safety Policy demonstrates our school's commitment to creating and maintaining a child safe and child-friendly organisation, where children and young people are safe and feel safe.

This policy provides an overview of our school's approach to implementing [Ministerial Order 1359](#) which sets out how the Victorian Child Safe Standards apply in school environments.

It informs our school community of everyone's obligations to act safely and appropriately towards children and guides our processes and practices for the safety and wellbeing of students across all areas of our work.

Scope

This policy:

- applies to all school staff, volunteers and contractors whether or not they work in direct contact with students. It also applies to school council members where indicated.
- applies in all physical and online school environments used by students during or outside of school hours, including other locations provided for a student's use (for example, a school camp) and those physical and online school environments provided through third-party providers.
- should be read together with our other child safety policies, procedures, and codes – refer to the related school policies section at the end of this policy.

Definitions

The following terms in this policy have [specific definitions](#):

- child
- child safety
- child abuse
- child-connected work
- child-related work
- school environment
- school boarding environment
- school staff
- school boarding premises staff
- school governing authority
- school boarding premises governing authority
- student
- volunteer.

Statement of commitment to child safety

VSV is a child safe organisation which welcomes all children, young people and their families.

We are committed to providing environments where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives. Our child safe policies, strategies and practices are inclusive of the needs of all children and students.

We have no tolerance for child abuse and take proactive steps to identify and manage any risks of harm to students in our school environments.

We promote positive relationships between students and adults and between students and their peers. These relationships are based on trust and on the VSV values of respect, collaboration, growth and empathy.

We bring trauma informed practice to our work, striving to recognise and mitigate the impacts of previous trauma on our students and families through our focus on child safety. We take proactive steps to identify and manage any risk of harm to students in our school environment. When child safety concerns are raised or identified, we treat these seriously and respond promptly and thoroughly.

Particular attention is given to the child safety needs of Aboriginal students, those from culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+) and other students experiencing risk or vulnerability. Inappropriate or harmful behaviour targeting students based on these or other characteristics, such as racism or homophobia, are not tolerated at our school, and any instances identified will be addressed with appropriate consequences.

Child safety is a shared responsibility. Every person involved in our school has an important role in promoting child safety and wellbeing and promptly raising any issues or concerns about a child's safety.

We are committed to regularly reviewing our child safe practices, and seeking input from our students, families, staff, and volunteers to inform our ongoing strategies. Our capacity to implement our child safety responsibilities in partnership with families / carers is central to ensuring we are acting in the best interests of every student.

Roles and Responsibilities

School Leadership Team

Our school leadership team (Principal Class and Leading Teachers) is responsible for ensuring that a strong child safe culture is created and maintained, and that policies and practices are effectively developed and implemented in accordance with Ministerial Order 1359.

School leadership will:

- ensure effective child safety and wellbeing governance, policies, procedures, codes and practices are in place and followed
- model a child safe culture that facilitates the active participation of students, families and staff in promoting and improving child safety, cultural safety and wellbeing
- enable inclusive practices where the diverse needs of all students are considered
- reinforce high standards of respectful behaviour between adults, between students and adults, and between students
- promote regular open discussion on child safety issues within the school community including at leadership team meetings, staff meetings and school council meetings
- facilitate regular professional learning for staff and volunteers (where appropriate) to build a deeper understanding of child safety, cultural safety, student wellbeing, prevention and responding to abuse
- create an environment where child safety complaints and concerns are readily raised, and no one is discouraged from reporting an allegation of child abuse to relevant authorities.

School Staff and Volunteers

All VSV staff and volunteers will:

- participate in child safety induction and training provided by the school or the Department of Education and Training, and always follow the school's child safety policies and procedures
- act in accordance with our [Child Safety Code of Conduct](#)

- identify and raise concerns about child safety issues in accordance with our [Child Safety Responding and Reporting Obligations Policy and Procedures](#), including following the [Four Critical Actions for Schools](#)
- ensure students' views are taken seriously and their voices are heard about decisions that affect their lives
- implement inclusive practices that respond to the diverse needs of students.

School Council

In performing the functions and powers given to them under the *Education and Training Reform Act 2006*, school council members will:

- champion and promote a child safe culture with the broader school community
- ensure that child safety is a regular agenda item at school council meetings to discuss embedding a culture of child safety and ensure school council members are informed and understand the issues.
- undertake annual training on child safety using the Child Safe Standards School Council Training slide presentation available on [PROTECT](#).
- approve updates to, and act in accordance with the Child Safety Code of Conduct to the extent that it applies to school council employees and members
- when hiring school council employees, ensure that selection, supervision, and management practices are child safe. At our school, school council employment duties are delegated to the Principal who is bound by this policy.

Specific Staff Child Safety Responsibilities

VSV has nominated Rob Mason to act as Child Safety Champion to support the Principal to implement our child safety policies and practices, including staff and volunteer training.

The responsibilities of the child safety champion are outlined at [Guidance for child safety champions](#). In addition to these roles, our child safety champion is also responsible for the leadership of the Student Wellbeing team.

Our Assistant Principal and Child Safety Champion are the first point of contact for child safety concerns or queries and for coordinating responses to child safety incidents.

- The Assistant Principal: Student Engagement and Wellbeing, Malcolm McIver is responsible for monitoring the school's compliance with the [Child Safety Policy](#). Anyone in our school community should approach Malcolm McIver if they have any concerns about the school's compliance with the Child Safety Policy.
- The Assistant Principal: Student Engagement and Wellbeing is responsible for informing the school community about this policy, and making it publicly available
- Other specific roles and responsibilities are named in other child safety policies and procedures, including the [Child Safety Code of Conduct](#), [Child Safety Responding and Reporting Obligations \(including Mandatory Reporting\) Policy and Procedures](#) and the Child Safety Risk Register.

Our school has also established a Child Safety Team. The Child safety Team invites the Student Representative Council to provide input on child safety at VSV. The Child Safety Team meet regularly to identify and respond to any ongoing matters related to child safety and wellbeing. The Student Representative Council provides an avenue for students to provide input into school strategies.

Our Risk Management Committee monitors and reviews the Child Safety Risk Register annually. The Assistant Principal: Student Engagement and Wellbeing and Child Safety Champion are responsible for reviewing the Child Safety Risk Register annually.

Child Safety Code of Conduct

Our [Child Safety Code of Conduct](#) sets the boundaries and expectations for appropriate behaviours between adults and students. It also clarifies behaviours that are not acceptable in our physical and online environments.

We ensure that students also know what is acceptable and what is not acceptable so that they

can be clear and confident about what to expect from adults in the school.

The Child Safety Code of Conduct also includes processes to report inappropriate behaviour.

Managing Risks to Child Safety and Wellbeing

At our school we identify, assess and manage risks to child safety and wellbeing in our physical and online school environments. These risks are managed through our child safety policies, procedures and practices, and in our activity specific risk registers, such as those we develop for off-site overnight camps, adventure activities and facilities and services we contract through third party providers for student use.

As a virtual or online school with a high number of vulnerable student enrolments, VSV are rigorous in assessing the safety of all applications, software and interaction platforms and assessing our practice through eSmart accreditation processes. We provide clear guidance to staff (e.g. staff meetings, professional learning), students (e.g. Launch Pad, VSV Life, Connect Week/Days workshops) and parents/carers (VSV Life, parent workshops/forums) regarding online safety.

Our Child Safety Risk Register is used to record any identified risks related to child abuse alongside actions in place to manage those risks. Our school leadership team will monitor and evaluate the effectiveness of the actions in the Child Safety Risk Register at least annually.

Establishing a Culturally Safe Environment

At VSV, we are committed to establishing an inclusive and culturally safe school where the strengths of Aboriginal culture, values and practices are respected.

We think about how every student can have a positive experience in a safe environment. For Aboriginal students, we recognise the link between Aboriginal culture, identity and safety and actively create opportunities for Aboriginal students and the Aboriginal community to have a voice and presence in our school planning, policies, and activities.

We have developed a School Action Plan: Aboriginal Learning, Wellbeing and Safety and Engagement that details strategies to promote cultural safety in our school community, which can be accessed by contacting a VSV Koorie Inclusion Coordinator.

Student Empowerment

To support child safety and wellbeing at VSV, we work to create an inclusive and supportive environment that encourages students and families to contribute to our child safety approach and understand their rights and their responsibilities.

Respectful relationships between students are reinforced and we encourage strong friendships and peer support in the school to ensure a sense of belonging through our whole school approach to Respectful Relationships, our student Rights and Responsibilities and our school values.

We inform students of their rights and responsibilities through a clear statement incorporated into the [Enrolment Handbook](#). Further information on their rights and responsibilities, along with guidance on the skills and confidence to recognise unsafe situations with adults or other students and to speak up and act on concerns relating to themselves or their peers, is provided through delivery of Social and Emotional Learning (SEL) - Respectful Relationships curriculum and the Health & Physical Education (HPE) curriculum.

We ensure our students know who to talk to if they are worried or feeling unsafe and we

encourage them to share concerns with a trusted adult at any time. Students and families can also access information on how to report concerns through VSV Online

When the school is gathering information in relation to a complaint about alleged misconduct or abuse of a child, we will listen to the complainant's account and take them seriously, check our understanding of the complaint, support the student and keep them (and their parents and carers, as appropriate) informed about progress.

Family Engagement

Our families and the school community have an important role in monitoring and promoting children's safety and wellbeing and helping children to raise any concerns.

To support family engagement, at VSV we are committed to providing families and community with accessible information about our school's child safe policies and practices and involving them in our approach to child safety and wellbeing.

We will create opportunities for families to have input into the development and review of our child safety policies and practices and encourage them to raise any concerns and ideas for improvement.

We do this by:

- all of our child safety policies and procedures are available for students and parents at [Virtual School Victoria \(vsv.vic.edu.au\)](https://vsv.vic.edu.au)
- Newsletters and social media updates will inform families and the school community about any significant updates to our child safety policies or processes, and strategies or initiatives that we are taking to ensure student safety.
- Engaging parents/carers in promotion and monitoring Child Safe Standards policies through the Virtual Parents Victoria (VPV).
- PROTECT Child Safety posters will be displayed across the school facilities and in VSV Online platforms in areas commonly utilised by students and parents/carers.

Diversity and Equity

As a child safe organisation, we celebrate the rich diversity of our students, families and community and promote respectful environments that are free from discrimination. Our focus is on wellbeing and growth for all.

We recognise that every child has unique skills, strengths and experiences to draw on.

We pay particular attention to individuals and groups of children and young people in our community with additional and specific needs. This includes tailoring our child safety strategies and supports to the needs of:

- Aboriginal and Torres Strait Islander children and young people
- children from culturally and linguistically diverse backgrounds
- children and young people who are neurodiverse
- children and young people with mental health challenges
- children unable to live at home or impacted by family violence
- children and young people who identify as LGBTIQ+.

Our [Student Wellbeing, Inclusion and Engagement Policy](#) provides more information about the measures we have in place to support diversity and equity. Additional related policies detailing VSV measures for vulnerable student cohorts can be found below.

Suitable Staff and Volunteers

At VSV, we apply robust child safe recruitment, induction, training, and supervision practices to ensure that all staff, contractors, and volunteers are suitable to work with children.

Staff Recruitment

When recruiting staff, we follow the Department of Education and Training's recruitment policies and guidelines, available on the Policy and Advisory Library (PAL) at:

- [Recruitment in Schools](#)
- [Suitability for Employment Checks](#)
- [School Council Employment](#)
- [Contractor OHS Management](#).

When engaging staff to perform child-related work, we:

- sight, verify and record the person's Working with Children Clearance or equivalent background check such as a Victorian teaching registration collect and record:
 - proof of the person's identity and any professional or other qualifications
 - the person's history of working with children
 - references that address suitability for the job and working with children.
- ensure new teaching and Education Support staff are employed to work in school community comprised of students and parents/carers with significant levels of vulnerability

Staff Induction

All newly appointed staff will be expected to participate in our child safety and wellbeing induction program. The program will include a focus on:

- the Child Safety Policy (this document)
- the Child Safety Code of Conduct
- the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures and
- any other child safety and wellbeing information that school leadership considers appropriate to the nature of the role.

Ongoing Supervision and Management of Staff

All staff engaged in child-connected work will be supervised appropriately to ensure that their behaviour towards children is safe and appropriate. Staff will be monitored and assessed to ensure their continuing suitability for child-connected work. This will be done through line management supervision and child safety and wellbeing discussions in regular performance reviews as part of the Performance and Development process.

Inappropriate behaviour towards children and young people will be managed swiftly and in accordance with our school and department policies and our legal obligations. Child safety and wellbeing will be paramount.

Suitability of Volunteers

All volunteers are required to comply with our [Volunteers Policy](#), which describes how we assess the suitability of prospective volunteers and outlines expectations in relation to child safety and wellbeing induction and training, and supervision and management.

Child Safety Knowledge, Skills and Awareness

Ongoing training and education are essential to ensuring that staff understand their roles and responsibilities and develop their capacity to effectively address child safety and wellbeing matters.

In addition to the child safety and wellbeing induction, our staff will participate in a range of

training and professional learning to equip them with the skills and knowledge necessary to maintain a child safe environment using a trauma informed approach.

Staff child safety and wellbeing training will be delivered at least annually and will include guidance on:

- our school's child safety and wellbeing policies, procedures, codes, and practices
- the particular VSV characteristics surrounding child safety concerns and management
- completing the [Protecting Children – Mandatory Reporting and Other Legal Obligations](#) online module annually
- recognising indicators of child harm including harm caused by other children and students
- responding effectively to issues of child safety and wellbeing and supporting colleagues who disclose harm
- how to build culturally safe environments for children and students
- information sharing and recordkeeping obligations
- how to identify and mitigate child safety and wellbeing risks in the school environment.

Other professional learning and training on child safety and wellbeing, for example, training for our volunteers, will be tailored to specific roles and responsibilities and any identified or emerging needs or issues.

Opportunities for peer-based learning and reflection on child safety will be built into VSV Staff Meeting schedules. Targeted training for Learning Advisors will be offered to improve understanding and response to the needs of students most at risk.

School Council Training and Education

To ensure our school council is 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 our school environment, the council is trained at least annually. Training includes guidance on:

- individual and collective obligations and responsibilities for implementing the Child Safe Standards and managing the risk of child abuse
- child safety and wellbeing risks in our school environment
- VSV child safety policies, procedures, codes and practices

Complaints and Reporting Processes

VSV fosters a culture that encourages staff, volunteers, students, parents, and the school community to raise concerns and complaints. This makes it more difficult for breaches of the code of conduct, misconduct or abuse to occur and remain hidden.

We have clear pathways for raising complaints and concerns and responding and this is documented in our school's [Complaints Policy](#). We also have clear pathways for reporting student incidents using the [Student Incident Report](#) system (internal).

If there is an incident, disclosure, allegation or suspicion of child abuse, all staff and volunteers (including school council employees) must follow our [Child Safety Responding and Reporting Obligations Policy and Procedures](#). Our policy and procedures address complaints and concerns of child abuse made by or in relation to a child or student, school staff, volunteers, contractors, service providers, visitors or any other person while connected to the school.

As soon as any immediate health and safety concerns are addressed, and relevant school staff have been informed, we will ensure our school follows:

- the [Four Critical Actions](#) for complaints and concerns relating to adult behaviour towards a child
- the [Four Critical Actions: Student Sexual Offending](#) for complaints and concerns relating to student sexual offending

Our [Student Wellbeing, Inclusion and Engagement Policy](#) and [Bullying Prevention Policy](#) cover complaints and concerns relating to student physical violence or other harmful behaviours

Communications

VSV is committed to communicating our child safety strategies to the school community through:

- ensuring that key child safety and wellbeing policies are available on our website including the Child Safety Policy (this document), Child Safety Code of Conduct, and the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedure
- displaying PROTECT posters around the school
- including promotional materials/information in VSVOnline
- updates in our school newsletter
- ensuring that child safety is a regular agenda item at school leadership meetings, staff meetings and school council meetings.

Privacy and Information Sharing

VSV collects, uses, and discloses information about children and their families in accordance with Victorian privacy laws, and other relevant laws. For information on how our school collects, uses and discloses information refer to: [Schools' Privacy Policy](#).

Records Management

We acknowledge that good records management practices are a critical element of child safety and wellbeing and manage our records in accordance with the Department of Education and Training's policy: [Records Management – School Records](#)

Review of Child Safety Practices

At VSV, we have established processes for the review and ongoing improvement of our child safe policies, procedures, and practices.

We will:

- establish a Child Safety Team led by our Child Safety Champion.
- review and improve our policy every 2 years or after any significant child safety incident
- analyse any complaints, concerns, and safety incidents to improve policy and practice
- act with transparency and share pertinent learnings and review outcomes with school staff and our school community.

Related Policies and Procedures

This [Child Safety Policy](#) is to be read in conjunction with other related school policies, procedures, and codes. These include our:

- [Child Safety Code of Conduct](#)
- [Child Safety Responding and Reporting Obligations Policy and Procedures](#)
- [Bullying Prevention Policy](#)
- [Safe and Inclusive Virtual Learning Policy](#)
- [Complaints Policy](#)
- [Digital Learning Policy](#)
- [Student Wellbeing, Inclusion and Engagement Policy](#)
- [Visitors Policy](#)
- [Volunteers Policy](#)

Related DET Policies

- [Bullying Prevention and Response Policy](#)
- [Child and Family Violence Information Sharing Schemes](#)
- [Complaints Policy](#)
- [Contractor OHS Management Policy](#)
- [Digital Learning in Schools Policy](#)
- [Family Violence Support](#)
- [Protecting Children: Reporting Obligations Policy](#)
- [Policy and Guidelines for Recruitment in Schools](#)
- [Reportable Conduct Policy](#)
- [Student Wellbeing and Engagement Policy](#)
- [Supervision of Students Policy](#)
- [Visitors in Schools Policy](#)
- [Volunteers in Schools Policy](#)
- [Working with Children and other Suitability Checks for School Volunteers and Visitors](#)

Other Related Documents

- [Identifying and Responding to All Forms of Abuse in Victorian Schools](#)
- [Four Critical Actions for Schools](#)
- [Identifying and Responding to Student Sexual Offending](#)
- [Four Critical Actions for Schools: Responding to Student Sexual Offending](#)
- [Recording your actions: Responding to suspected child abuse – A template for Victorian schools](#)

Policy Status and Review

The Assistant Principal: Student Engagement and Wellbeing and the Child Safety Champion are responsible for reviewing and updating the Child Safety Policy at least every two years. The review will include input from students, parents/carers and the school community.

Approval

Created date	December 2022
Consultation	School Council – Date: 13 th May 2025 School Community – Date: 6 th - 13 th May 2025
Endorsed by	Fiona Webster Executive Principal Signature:
Endorsed on	Date: 13th May 2025
Next review date	May 2027



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