



## Child Safety & Wellbeing Policy

Formerly the Child Protection Policy  
Incorporating the Child Safety Code of Conduct

### Authority & Review

Authorisation: College Principal  
Formal Endorsement: College Council (governing body)  
Date of Endorsement by College Council: May 2023  
Date of next review: May 2024  
Review frequency: Yearly

Note: Reviews take place following

- a child safety incident;
- receipt of a child safety related complaint or concern;
- annual student, parent or staff Child Safety & Wellbeing Gap Analysis workshops;
- a legislative or regulatory changes;
- relevant new issues, activities, buildings or technology; discovery that staff or volunteers are not aware of child safety policies or are not implementing child safety policies as intended.

### Policy

In accordance with [Ministerial Order 1359](#), Bialik College has created a comprehensive Child Safety & Wellbeing Policy and Child Safety Code of Conduct which demonstrates our commitment to creating and maintaining a child safe and child-friendly community, where children and young people are safe and feel safe. 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.

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Scope

This policy:

- applies to all Bialik staff, volunteers and contractors whether or not they work in direct contact with students. It also applies to Bialik College 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 by for a student's use (for example, a school camp) and those provided through third-party providers;
- should be read together with our other child safety and wellbeing policies, procedures, and codes – refer to the related school policies section below.

Our Commitment to  
Child Safety

Bialik College is committed to the safety and wellbeing of all children and young people. We understand our responsibilities and statutory duty of care to comply with both the Victorian Child Safe Standards and the Reportable Conduct Scheme to build our capacity as an organisation to prevent child abuse and respond to suspicion or allegations of child abuse.

The College is committed to implementing and abiding by our Child Safety & Wellbeing Policy and our ELC Bialik Child Safety and Wellbeing Policy based on the Child Safe Standards in Victoria (2022), which accentuates our zero tolerance for child abuse and commitment to raising awareness about the importance of ensuring child safety in our school and the community.

We are dedicated to protecting children from abuse and neglect, promoting a child safe environment, and maintaining children's wellbeing. We adhere to our comprehensive Child Safety & Wellbeing Policies, fulfilling our mandatory reporting responsibilities to protect children from physical, sexual, emotional and psychological abuse and neglect.

We consistently work to ensure there is clear awareness and understanding of appropriate and inappropriate behaviour concerning adults and children. We require clear boundaries between children and employees, volunteers and the community in order to ensure children's safety.

We are dedicated to promoting cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse (CALD) backgrounds, and to providing a safe environment for children with a disability.

As a proudly pluralistic institution, Bialik College values diversity of all kinds and does not tolerate any discriminatory practices.

We are committed to ongoing professional development for employees and volunteers to maintain their ability to identify and respond to incidents of abuse and neglect, ensuring employees and volunteers are alert to their responsibilities in keeping children safe.

We have confidence in educating children about their right to be safe. We believe in teaching children how to recognise and what to do if they feel unsafe and encouraging them to express their views and thoughts on matters that directly affect them. We provide clear guidance on the support systems which they have access to in order to communicate their needs and concerns.

As educators we listen to and empower children to act on any concerns, they or others may raise which is reflective in our policies and procedures in keeping children safe.

Roles, Responsibilities & Governance

**Bialik College Council (governing body):**

In performing their functions and exercising their powers, Council members:

- champion and promote a child safe culture with the broader school community;
- ensure that child safety is a regular agenda item at Bialik Council meetings;
- undertake annual training on child safety;
- approve updates to, and act in accordance with the Child Safety & Wellbeing Policy, including the Child Safety Code of Conduct, to the extent that it applies to College employees and College Council members;
- undertake post-incident reviews and debriefs following any serious Child Safety related incident or complaint;
- oversee the College Principal's fulfillment of their responsibility to ensure that the College's practices for the hiring, selection, supervision and management of employees are child safe;
- ensure that any employment processes undertaken directly by the College Council and not through the Principal's delegation is child safe;
- ensure that the appointment of new Bialik College Council members is child safe and requires a valid Working With Children Check (WWCC).

**Bialik Senior Leadership Team**

Our Senior Leadership Team (comprising the Principal, Vice Principal, Assistant Principals, Heads of School, Director of Business and Activities Manager) 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.

The Senior Leadership Team:

- ensures effective child safety and wellbeing governance, policies, procedures, codes and practices are in place and followed;
- models a child safe culture that facilitates the active participation of students, families and staff in promoting and improving child safety, cultural safety and wellbeing;
- enables inclusive practices where the diverse needs of all students are considered;
- reinforces high standards of respectful behaviour between students and adults, and between students;
- promotes regular open discussion on child safety issues within the school community including at Senior Leadership Team meetings, staff meetings and Bialik College Council meetings;
- facilitates regular professional learning for staff and volunteers (where appropriate) to build deeper understandings of child safety,

	<p>cultural safety, student wellbeing and prevention of, and responding to abuse;</p> <ul style="list-style-type: none"> <li>• creates 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;</li> <li>• ensures that Child Safety forms part of all onsite, offsite, afterhours and online activities;</li> <li>• reviews and approve all Child Safety related policies and procedures;</li> <li>• reviews and approve all amendments to the Child Safety Risk Register;</li> <li>• ensures the Bialik College community is aware of and can easily access all Child Safety related policies, the Complaints Policy and the Whistleblower Policy;</li> <li>• undertakes post-incident reviews and debriefs following any Child Safety related incident or complaint, including analysing complaints, concerns and safety incidents to identify causes and any systemic failures;</li> <li>• reports results of Child Safety related reviews to staff, volunteers, students, parents and the school community;</li> <li>• actively encourages and build a culture of continuous Child Safety improvement.</li> </ul> <p><b>School staff and volunteers:</b></p> <ul style="list-style-type: none"> <li>• participate in child safety and wellbeing induction and training provided by the school or the Department of Education and Training, and always follow the school’s child safety and wellbeing policies and procedures;</li> <li>• act in accordance with our Child Safety Code of Conduct (included within this policy);</li> <li>• identify and raise concerns about child safety issues in accordance with our <a href="#">Mandatory Reporting Policy</a>, including following the <a href="#">Four Critical Actions for Schools</a>;</li> <li>• ensure students’ views are taken seriously and their voices are heard about decisions that affect their lives;</li> <li>• implement inclusive practices that respond to the diverse needs of students.</li> </ul> <p><b>Specific Staff Child Safety Responsibilities &amp; The Child Protection Team</b>  Bialik College has nominated a team of three child safety champions called the ‘Child Protection Team’ to support the Principal to implement our child safety policies and practices, including staff and volunteer training.  The Child Protection Team, by design, comprises three leaders in the school who each have management roles that span every year level and across the entire College. The team is led by the Assistant Principal (Student Wellbeing) in order to provide senior management authority</p>
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to the role. The Head of Student Services and the Head of Psychology & Counselling Services are both members of the Child Protection Team to ensure expertise and knowledge of those children potentially most at risk at the school.

The responsibilities of the Child Protection Team are outlined by the [Guidance for child safety champions](#). In addition to these roles, our Child Protection Team is also responsible for:

- promoting the child safety and wellbeing culture of the College;
- providing support and guidance to all students, staff, volunteers, parents, the Senior Leadership Team, Bialik College Council, tenants and the wider Bialik community, including direct assistance with all reporting obligations and referrals;
- training and educating all staff, volunteers and Bialik College Council;
- oversight of student child safety and empowerment education;
- monitoring, reviewing and reporting all child safety and wellbeing related complaints, concerns trends, incidents and records;
- reviewing and updating together with the Senior Leadership Team, all child safety related policies and processes, including the Child Safety Risk Register;
- monitoring the school's compliance with the Child Safety and Wellbeing Policy;
- informing the school community about this policy, and making it publicly available;
- liaising with our student representatives to facilitate student voice and participation in the development and review of all child safety policies and procedures;
- liaising with our parent representatives and the Bialik College Parents' Association to facilitate parent and community involvement in the development and review of all child safety policies and procedures.

Our Principal and Child Protection Team are the first point of contact for child safety concerns or queries and for coordinating responses to child safety incidents. They are also the point of contact for any member of the College community with a concern or complaint regarding Bialik's compliance with the Child Safety and Wellbeing Policy.

The Child Protection Team meet regularly to identify and respond to any ongoing matters related to child safety and wellbeing.

Our Bialik College Council Risk Committee monitors the Child Safety Risk Register together with the Senior Leadership Team and the Child Protection Team.

<p>Child Safe Standards</p>	<p>In accordance with our commitment to a culture of child safety, Bialik College meets, and in many cases exceeds, the minimum requirements of all eleven Child Safe Standards.</p>
<p>Child Safe Standard 1: Culturally Safe Environment</p>	<p>Bialik College is committed to maintaining a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal and Torres Strait Islander children and young people are respected and valued throughout our curriculum, staff professional learning, and the initiatives of our Reconciliation Action Plan committee.</p> <p>Our staff, students, volunteers and the school community understand the importance of Aboriginal and Torres Strait Islander culture to the wellbeing and safety of students from Aboriginal and Torres Strait Islander backgrounds. We consider how every student can have a positive experience in a safe environment. For First Nations students, we recognise the link between culture, identity and safety and actively create opportunities for Aboriginal and Torres Strait Islander students and community to have a voice and presence in our school planning, policies, and activities.</p> <p>Bialik College maintains this culturally safe environment regardless of whether or not we know that there are Aboriginal and Torres Strait Islander children and young people currently attending the school or using our facilities.</p>
<p>Promoting Cultural Safety</p>	<p>Bialik College has developed the following strategies to promote cultural safety in our school community:</p> <ul style="list-style-type: none"> <li>• staff &amp; volunteers encourage and support children to express their culture and embrace their cultural rights;</li> <li>• staff &amp; volunteers support and facilitate participation and inclusion for Aboriginal and Torres Strait Islander children and families under the guidance of elders, with whom the College has an existing relationship;</li> <li>• enforcing a zero tolerance stance towards racism. This includes school leaders regularly and openly addressing unconscious bias and racism.</li> </ul>

Aboriginal Cultural Inclusion

To support a whole school environment of Aboriginal and Torres Strait Islander cultural inclusion we:

- begin official events and whole staff meetings with an Acknowledgement of Country as a standing agenda item and encourage these statements to be adapted to the specific circumstance so they provide a genuine opportunity to pause and reflect or open a discussion;
- commence each Rosh Hashana(Jewish New Year) with a whole-school smoking ceremony and Welcome to Country event named Ngarrgee led by a Wurundjeri elder, raise the Aboriginal and Torres Strait Islander flags alongside the Australian and Israeli flags as per protocol order in our two outdoor flagpole zones, in our assembly space and on our ethos Mission, Vision and Values document;
- display Aboriginal and Torres Strait Islander cultural and historical references throughout our learning spaces and corridors, including visual cues such as flags, Aboriginal and Torres Strait Islander language maps, stories and artwork that has been created with our students under the tutelage of a First Nations artist with whom the College has a close association;
- incorporate the inclusion of Aboriginal and Torres Strait Islander content throughout our curriculum as per the mandate for cross-curriculum priorities;
- partner with different local Aboriginal and Torres Strait Islander elders and organisations to deliver meaningful activities during the majority of our school camps and seminars, thus allowing our students exposure to First Nations diversity;
- formally partner with a local Wurundjeri elder Murrindindi, who provides guidance and advice to Bialik College staff and education to students.

**Child Safe Standard 2:  
Embedding Child  
Safety & Wellbeing**

Bialik College has child safety and wellbeing embedded in our leadership, governance and culture through regular training and education of all members of the Bialik community.

We embed this culture through the following strategies:

- the Senior Leadership Team regularly and directly reviews every College policy or policy update, including all policies related to child safety and wellbeing;
- the Senior Leadership Team supervises the planning and implementation of all activities to ensure that risk assessments and activity management properly identify, prevent and reduce the risk of child abuse and harm;
- staff and volunteers have a responsibility to share any information with Year Level Coordinators, Heads of School, Student Services or the Child Protection Team that impacts the student's safety or wellbeing;
- staff and volunteers have a responsibility to record all incidents involving child safety and wellbeing;
- Year Level Coordinators, Heads of School, Student Services and the Child Protection Team have a responsibility to keep a record of all children at risk. This must be recorded on 'Synergetic – Confidential Notes';
- a comprehensive program of regular child safety and wellbeing training sessions for staff, volunteers, Bialik College Council members, the school community and select students (those in mentorship & leadership roles).

Championing &  
Modelling Child Safety  
& Wellbeing

Child Safety & Wellbeing is **championed and modelled** through:

- having a named member of the Senior Leadership Team with oversight of Child Safety;
- having our Child Protection Team meet regularly, assess adherence to the policy, and lead staff on implementation;
- regularly scheduled Child Safety staff training included within the professional development program;
- the Principal includes Child Safety in his Semester staff briefing;
- Bialik College Council (governing body) undertaking annual training and a workshop session on Child Safety policy and implementation;
- including Child Safety content in parent information sessions;
- having a Child Safety training tab as one of the three top-ranked buttons on the Bialik website;
- ensuring all volunteers complete Bialik specific Child Safety training;
- delivering a range of parent and family workshops targeting specific areas of child safety, such as online safety, pre-teen mental health, alcohol and drug education and consent;
- free access to School TV, providing a range of wellbeing resources to parents with specific weblinks provided in school communication with parents to encourage wellbeing focused dialogue at home;
- providing age-appropriate Child Safety training to student mentors and leaders, Including the Year 11/12 Mazkirut and select students in the Year 10 IAL Program and Year 8 & 9 Duke of Edinburgh's International Award;
- encouraging a clear culture of reporting, including role-played examples of mandatory reporting against advice of senior staff as a good and meritorious act.

Reviewing Practices,  
Policies & Procedures

**Reviewing Practices, Policies & Procedures**

Bialik College is committed to a process of continuous improvement across our child safety practices, policies and procedures. To achieve this, we encourage an open and transparent culture where we learn from our mistakes and put the interests of children first.

The Senior Leadership Team, with the assistance of the Child Protection Team and oversight and authority from the Bialik College Council:

- review and evaluate Child Safety related policies and strategies at least every two years;
- review and debrief all child safety incidents as well as analyse child safety data to inform regular improvements to policies and procedures;
- analyse complaints, concerns and safety incidents to identify causes and systemic failures and to inform continuous improvement;
- undertake yearly student, parent/volunteers/community and staff workshops to review Child Safety policies and practices and identify potential gaps and shortcomings;
- include Child Safety as a weekly standing agenda item for the Senior Leadership Team meeting;
- routinely monitor and review the Child Safety Risk Register and task the Child Protection Team with specific mitigation actions when new risks are identified;
- undertake a biennial student, parent and staff survey to collect data on the perception of student safety, which is analysed to help measure the impact of Child Safety procedures and practice;
- ensure records and documentation of all child safety matters and meetings are kept:
  - the Child Protection Team is responsible for keeping accurate records of individual incidents and a log of all contact with external agencies such as Police, DFFH (Child Protection) and Orange Door/Child First on Synergetic. All action items, responses and mitigations resulting from workshops and review sessions are documented. A log is kept of staff and volunteer attendance at training and professional development sessions;
  - the Senior Leadership Team is responsible for keeping accurate records of all reviews, complaints, concerns and subsequent action items and policy/procedure updates;
  - the Bialik College Council is responsible for documenting completed reviews of this Child Safety & Wellbeing Policy.
  - the Bialik College Council Risk Committee is responsible for keeping records of the Risk Register with version controls.
- share Child Safety & Wellbeing related review findings with the school community through the College newsletter 'Igeret', parent information evenings, staff briefings, student Health & Wellbeing sessions (Middle & Senior Schools) or Social & Emotional Learning sessions (Primary & ELC).

## Record Keeping

### **Child Safety and Wellbeing Record Keeping**

(in line with the Public Records Office Victoria Record Keeping Standards)

Bialik College recognises that comprehensive records management practices are a critical element of child safety and wellbeing. We are committed to best practice record keeping in accordance with the Public Record Office Victoria Recordkeeping Standards for records relevant to child safety and wellbeing. The DET School Records Retention Guide is the default for school record retention, however the College takes a cautious approach by retaining health safety and wellbeing documents for 75 years.

All reports of alleged abuse or harm, or risk thereof, must be recorded and retained. Reporting should be factual and not conjectural or interpretative. Places, times, dates, names of people, observable behaviours or evidence of harm must be recorded.

#### **Permanent & Long-Term Child Safety & Wellbeing Records**

Long-term records of student support, health, safety and wellbeing records are kept for 75 years through the College's information management system and paper archive. These include:

- records of services and support provided to students with disabilities. Includes program development and review, case files and records of achievements/development where students do not undertake traditional assessment tasks;
- medical support from medical or allied health professionals, including nurses, psychologists, speech pathologists and social workers including case management files;
- behaviour support plans for individual students;
- formal notification of parent/guardian custody arrangements, including child protection notices, court orders and other official instruments;
- communication with individual parents/guardians regarding any of the above;
- records relating to health promotion programs and general health and wellbeing services;
- health management plans for students;
- applications for educational needs and disability support funding;
- authorities, instructions and acknowledgement of parent/guardian requested dosage of a student with medication during school or care hours;
- staff instructions regarding parent/guardian custody or access arrangements, including reference copies of child protection notices, court orders and other official instruments, including instructions lodged with the school by the custodial parent/guardian concerning the delivery of correspondence, invoices and reports, and contact instructions in the event of illness or absence of the student. This also includes any school issued

	<p>instructions designed to protect the safety of a child under a court order.</p> <p><b>Temporary or Short-Term Records</b> Short-term records of common school records and normal administrative practice are kept for 5 years. These include:</p> <ul style="list-style-type: none"><li>• program / activity guides;</li><li>• administrative notes that do not include specific or personalised details of individuals;</li><li>• internal academic test results;</li><li>• survey responses;</li><li>• funding and support applications.</li></ul> <p>In order to ensure all records are correctly retained for their required periods, staff are required to keep records on the Bialik's data management program Synergetic within either the 'User Forms' or 'Confidential Notes' section for each student. Some paper documents are physically placed on student paper files which are subsequently retained through the College Archive.</p>
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**Child Safe Standard 3:  
Empowering Children  
& Young People**

Bialik College is a school where children and young people are empowered to understand and assert their rights, participate in decisions affecting them and are taken seriously. This is demonstrated through our policies, procedures, statement of values and practice.

Bialik students are educated about their rights, responsibilities and agency through engagement with the Resilience, Rights and Respectful Relationships Curriculum, the ELC and Primary School Social and Emotional Learning Program, the Middle & Senior School Health and Wellbeing Program and student leadership structures.

These programs and structures assist students to recognise the importance of friendships and encourage support from peers to help students feel safe and be less isolated. They help develop a culture that facilitates participation and is responsive to the input of children and students. They provide opportunities for children and students to participate and for the College to be responsive to their contributions to strengthen confidence and engagement. This is reinforced by the Homeroom Pastoral Program through specialised transition programs between sub-schools, such as the Year 6 Learning-to-Learn Program and the class specific 'Help Seeking' posters that empower students to become active participants in their learning and social environment.

Through the inclusion of both internal programs and external education providers, students have access to age-appropriate sexual abuse prevention programs and relevant related information.

Our students are included in the drafting and review process of this and other child safety and wellbeing policies, practices and procedures. Our student participate in yearly gap analysis workshops to have agency in the continual improvement commitment the College has made regarding child safety and wellbeing.

Specific details outlining these child and student empowerment initiatives can be found in the Bialik Child Safety Curriculum Planning Document.

**Child Safe Standard 4:  
Engaging Families &  
Communities**

Bialik College families and the school community play an essential role in monitoring and promoting the safety and wellbeing of children. In order for our families and community to be most effective in this role, the College is committed to making Child Safety an ongoing and visible priority, where members of the community are encouraged to be actively involved in the process. This includes providing families and the community with easily accessible information regarding Bialik’s child safe policies & practices, and involving them in the process of developing, reviewing and implementing these.

**Our College Culture**

The prevailing community culture of Bialik College, where families often congregate on the campus and are actively involved in school life provides both a valuable opportunity and potential challenge that must be considered. Our close-knit community is able and willing to play an active role in promoting and monitoring child safety, which can significantly benefit the protection of our students, however, this culture also sees more adults regularly on campus in voluntary and family capacities.

## Welcoming New Families

We recognise that new families must be made to feel welcomed, respected, included and safe in our community, on our campus, online, over the phone and in person. We recognise the inherent challenges for new families to settle into a new environment and culture. New families are encouraged to become involved in College activities, provide feedback and raise concerns and complaints.

Our community is safest when families are involved in the monitoring and promoting of child safety practices and procedures. However, this is often not possible immediately with new families and therefore Bialik College enacts the following steps to ensure new families are actively engaged:

- all new families undergo an induction process with an allocated registrar whereby they are provided with induction materials, including how to access the College's child safety policies and procedures;
- Heads of School, Year Level Coordinator and classroom teachers maintain regular contact with new families to ensure they are kept informed, have access to support and are made to feel welcome to provide feedback and raise concerns or complaints;
- Bialik reception areas are specifically designed to create a welcoming environment for families and community members to feel respected, included and safe on the campus;
- new families are invited to a welcome morning tea to encourage their engagement with the College and one another, which includes a presentation by the Principal and a specific training session for parents on parental access to the school's learning management system (CLE), where all information relating to their child's education can be found, and avenues for access to child safety guidance and raising concerns or lodging a complaint are included;
- every new family is personally contacted over the phone by a member of the Bialik College Council, specifically to empower new families with direct access to a member of the school's governing body;
- additional support is provided to families who are culturally and linguistically diverse (CALD) through our multi-lingual EAL Staff, Student Services Team and the Assistant Principals (Jewish Life & Student Wellbeing);
- providing access to all child safety and wellbeing policies and procedures on both the school's student, parent & teacher portal, the [CLE](#), and the [College website](#) (allowing community members to access these without the need for a log-in);
- contact details of all staff members are made freely available, with members of the Child Protection Team and Senior Leadership Team specifically highlighted.

Involving Families & Community

We engage our families and community in building a child safe school by:

- inviting all families and community members to participate in annual specialised sessions and workshops to specifically develop and review our child safety policies and procedures, including undertaking a gap analysis of existing structures and providing suggestions for how best to mitigate new risks. Families are consulted on drafts of child safety policies and encouraged to provide feedback (in person and online);
- child safety policy and practice updates and initiatives are communicated with the community through the College community newsletter (Igeret) and parent information evenings;
- requests for feedback and comments are routinely included in correspondence with families;
- the Bialik College Parents Association (BCPA) includes all parents by default without the requirement for parents to be elected or selected for involvement. The BCPA is regularly involved in key decision making and policy/procedure review and the President of the BCPA has a permanent position on the Bialik College Council (governing body);
- when the College responds to incidents (including child safety or behavioural issues) parents and guardians participate in decisions which affect their child. Teachers, Year Level Coordinators, Heads of School and the Principal involve parents (where permitted by Police and DFFH – Child Protection).

Informing & Communicating with the Community & Families

Regular opportunities for communication between the community, families and the school are key to fostering a culture of transparency and continual improvement. Open and frequent communication creates more opportunities for child safety issues and concerns to be raised and addressed.

We encourage this culture by:

- promoting a culture of transparency and approachability of Senior Leadership Team and the Bialik College Council members where community members are encouraged to share thoughts, concerns and complaints. Contact details are made freely available on the CLE, website and on written communication;
- the community is kept informed of all aspects of school life with specific updates regarding changes and initiatives to child safety and wellbeing policies & procedures. This occurs through the College weekly community newsletter (Igeret), parent information evenings and regular email updates from Heads of School and the Principal;
- families are kept informed about the specific activities their children are involved with and are encouraged to take part in decisions which will affect their children. Communication and information provided to families almost always includes specific avenues to ask for clarification or provide feedback;
- the College Complaints Policy is freely accessible (without log-in requirements) on the College website for all community members;
- families from non-English speaking backgrounds are identified by Heads of School so that these families can be linked with bilingual staff who can offer assistance;
- the Principal and Senior Leadership Team regularly position themselves at entry/exit gates of the campus and in key entrance ways in order to create frequent opportunities for informal check-in conversations with families;
- displaying PROTECT posters in high traffic locations;
- teachers regularly communicate with the parents of their students, both through formal semester parent-teacher interviews, but also through check-in phone calls and emails to enquire about the needs of each child and family;
- Heads of School, Year Level Coordinators (Middle & Senior) and classrooms teachers (Primary & ELC) regularly check-in with families that are identified by Student Services or Psychology & Counselling Services as potentially at risk;
- regular PSG (Program Support Group) meetings are held for all students with a diagnosis of a disability or additional need with their parents/carers, school team and external professionals. As these students are amongst our most vulnerable students, additional efforts are made to ensure student empowerment, parent access to support and vigilance in regard to their safety;
- child safety updates are provided at parent information sessions to ensure a culture of open communication about child safety is maintained across the community. Families are provided with contact details and roles and responsibilities of each member of the Child Protection Team and Senior Leadership Team.

**Child Safe Standard 5:  
Upholding Equality &  
Respecting Diverse  
Needs**

Bialik College celebrates 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.

As a proudly pluralistic institution, we recognise that our families and students embody unique skills, strengths and experiences that each add to the valuable culture milieu that makes up Bialik College. The College cultivates an environment of equity and fairness, where all children and young people can participate freely and equally in areas of school life, regardless of background or belief. Safety is never dependent on a child or young person's socio-economic, family or personal circumstances.

The College understands that, due to their specific circumstances, some children and families may be identified as at greater risk of abuse or neglect and therefore may require additional support from the school to protect children. The College also recognises that some students and families may have specific circumstances that require additional or specific actions to be taken by the school community to ensure their full and equitable access and participation. This includes tailoring our child safety strategies and supports to the needs of:

- Aboriginal Torres Strait Islander and children, young people and families;
- children and families from culturally and linguistically diverse (CALD) backgrounds;
- children and young people with disabilities or additional needs;
- children unable to live at home or impacted by family violence;
- children and families who have recently arrived from overseas;
- children in complex family situation;
- children or families experiencing negative socio-economic factors;
- children or families who have experienced prior trauma.;
- children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+).

The College recognises and acknowledges that some groups of students and families are more vulnerable than others. These may include students or families include those: with disabilities; from Culturally and Linguistically Diverse Backgrounds (CALD); LGBTIQ+ students; in a complex family situation. In order to pay particular attention to these most vulnerable students, the Child Protection Team includes the Head of Psychology and Counselling, Head of Student Services and Assistant Principal, Pastoral Care.

Actions to uphold diversity and equity

To uphold diversity & equity Bialik College ensures that:

- the College Student Services and Child Protection Team actively identify children and families who are potentially at risk and communicate these concerns with the appropriate staff, such as classroom teachers and Year Level Coordinators to monitor the situation and report back concerns and suggested actions;
- all staff participate in at least yearly training on managing disclosures, signs and symptoms of abuse and community resources. Staff are specifically instructed to actively identify children and families who may be at greater risk and anticipate their needs, ensuring these children and families receive additional support and focus;
- when receiving training on managing a disclosure, all staff are instructed to validate students' feelings. Staff must recognise that students may feel that they have not been listened to or believed in the past;
- Heads of School, Year Level Coordinators & Homeroom teachers check in with vulnerable students and their families to confirm their needs are being met;
- Heads of School, Year Level Coordinators & Homeroom teachers engage genuinely with students to find out what matters to them, what they know and don't know about safety, and what they need to be safe and feel safe;
- teaching & support staff fulfill the requirements of the *Assessment Policy* and the *Diverse Learning Policy* to ensure they are providing the right support for each child to access the activities and learning. This includes attendance at PSG (Parental Support Group) meetings, reading the 'Need to Know' register for their students, enacting the actions of the Individual Learning Plans and 'All About Me' forms of students for whom they are responsible;
- Heads of School, Student Services, the Psychology & Counselling Team, Year Level Coordinator and Homeroom teachers meet regularly to plan and action additional supports for specific students in need. These may include access to internal or external professional support, the provision of Learning Support Assistants, the allocation of a mentor or buddy, etc.;
- 'Help Seeking' Posters are tailored to different age groups and displayed in all homerooms and regularly referred to by teachers;
- Heads of School / Year Level Coordinators work with both individual students and their families to support a unified request for a name or pronoun change with the support of external agencies and internal counselling offered;
- Heads of School inform staff of any name or pronoun changes for all staff to use and ensure the update of student records;
- contemporary, culturally sensitive and inclusive examples are used when discussing families, relationships or professions and vocations;
- Student Services facilitate handover meetings to ensure new teachers are made aware of student requiring additional support;

	<ul style="list-style-type: none"><li>• accessible and culturally sensitive information regarding complaints is found in the <i>Complaints Policy</i> and <i>Whistle-blower Policy</i> available on the CLE, via the website and advertised through induction sessions and Parent Information Evenings at the start of the year;</li><li>• in line with the College's pluralistic ethos, gendered roles in cultural or religious practices form part of the age-appropriate education provided, yet students of any gender are permitted to participate in any practice;</li><li>• the College participates in Pride Awareness Week;</li><li>• the school library includes a dedicated section focused on LGBTQI+ young adult content;</li><li>• the campus includes gender neutral 'everybody' bathrooms;</li><li>• the College uses a gender-neutral uniform approach.</li></ul>
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**Child Safe Standard 6:  
Ensuring Suitability of  
and Support for those  
Working with Children  
& Young People**

Bialik College ensures that our staff, volunteers and parents who are working with children and young people are suitable and supported to reflect our child safety and wellbeing values, policies and practices:

- supervision of students by staff and volunteers is outlined through ratios and practices in the Duty of Care policy. The supervision of staff and volunteers to ensure child safety and wellbeing is ensured through the Wellbeing Team, the Child Protection Team and the Activities Manager;
- record-keeping (via Synergetic information management system), reporting obligations (via the Mandatory Reporting Policy) and information sharing (via this Child Protection Policy) are part of the induction and annual training for all staff and Council Members (governing body members), and for all volunteers on induction.

Recruitment Practices

In line with the College's [Recruitment Policy & Procedure](#) Bialik applies robust child safe recruitment practices to ensure staff, contractors and volunteers are suitable to perform child-related (working directly with children) and child-connected (working in the vicinity of children) work.

These procedures include:

- ensuring position advertisements include a clear statement outlining the job's requirements, duties and responsibilities regarding child safety and wellbeing, as well as the essential or relevant qualifications, experience and attributes in relation to child safety and wellbeing;
- final interview panels always include a member of the Senior Leadership Team to ensure the panel has the skills and experience in assessing suitability of candidates to work with and around children;
- extended gaps in employment are explored with the candidate and referees;
- child safety is included in the final interview of every candidate. This includes seeking examples of experience working with or around children (especially relevant for non-teaching roles);
- compulsory reference checking from at least two referees, which specifically include investigation of the candidate's suitability to work with children. Additionally, the referee is asked to confirm if there are any child safety or disciplinary concerns that have previously been, or are currently under investigation;
- one reference check must be from a candidate's current employer (or most recent employer if the candidate is not currently employed);
- one reference check must be from a senior manager or Principal (and a candidate's direct report) to ensure the referee's knowledge of prior potential child safety concerns related to the candidate;
- online or third-party candidate screening is undertaken to ensure the suitability of a preferred candidate's suitability to work with children;
- VIT registration or Working With Children Check clearance sighted, verified and recorded;
- collection and recording of proof of the successful candidate's identity, qualification and history of working with children;
- additional screening, including foreign (officially translated) police checks are included for any candidates from overseas.;
- valid Working with Children Checks are sighted by College staff for all volunteers. When relevant staff require a WWCC or VIT registration, an additional online process ensures that the WWCC/VIT registration is still valid.

## Staff Induction

All newly appointed staff participate in our child safety and wellbeing induction program. The program focuses on:

- the Child Safety and Wellbeing Policy (this document);
- the Child Safety Code of Conduct (included within this document);
- the Mandatory Reporting Policy;
- a summary of key Bialik specific child safety and wellbeing items;
- staff role in identifying and removing/reducing risks;
- recordkeeping and information sharing systems and requirements;
- ensuring privacy and reporting protocols;
- the College values and philosophy;
- procedures for making and managing complaints;
- any other child safety and wellbeing information that the Senior Leadership Team considers appropriate to the nature of the role;
- A Q&A opportunity with the Child Protection Team.

All new staff are appointed a staff buddy in their first year to provide both general guidance as well as support regarding child safety and wellbeing.

The College New Staff Mentor regularly meets with all new staff to review all elements of teaching practice and professional conduct.

## Volunteer Induction

The Bialik Community is fortunate to include an enthusiastic parent and grandparent body who eagerly volunteer for the school in a number of ways. To ensure that volunteers at Bialik understand and enact their child safety responsibilities, the follow induction process is undertaken:

Volunteer training module requires:

- all Bialik volunteers to undertake a Bialik specific online training module that is accessible via the volunteer link on the CLE, and prominently located on top bar of the College website;
- all volunteers to watch short videos presented by the College Principal and members of the Child Protection Team. After each video, volunteers are required to answer multiple choice questions correctly before continuing;
- once successfully completed, the volunteer's details are included in the College's Volunteer Register and are then permitted to take part in their volunteering activity;
- volunteers to sign in at the school guard houses prior to commencing on campus voluntary activities;
- all volunteers to repeat the online training module every 12 months. The Volunteer Register informs the volunteer and the College when a volunteer's online training obligation is due to be renewed.

Familiarity with Policies & Practices:

- the Bialik specific online volunteer training module ends with guidance for volunteers to read and understand the Child Safety & Wellbeing Policy and the Mandatory Reporting Policy;
- the module includes weblinks to make access to these policies easy for volunteers;
- all volunteers work under the supervision of either a Bialik College staff member or member of the Bialik College Council, all of whom are trained in child safety and wellbeing policies and practices. These staff and Council members are responsible for ensuring that their volunteers have completed the online training module and understand their child safety and wellbeing responsibilities, including record keeping, information sharing and reporting obligations as outlined in the Child Safety & Wellbeing Policy and the Mandatory Reporting Policy.

<p>College Council Member Induction</p>	<p>Council members (members of the Governing Body) have an induction led by the College Principal and Council President.</p> <p>This induction includes:</p> <ul style="list-style-type: none"> <li>• detailed guidance through the Child Safety &amp; Wellbeing Policy Protection Policy (including Child Safety Code of Conduct), Mandatory Reporting Policy;</li> <li>• an overview of key child safety &amp; wellbeing related policies, including those relating to complaints, online safety and specific College Council obligations;</li> <li>• annual training obligations for all College Council members.</li> </ul>
<p>Ongoing Supervision &amp; Management of Staff</p>	<p>All staff engaged in child-connected or child-related work are supervised appropriately to ensure that their behaviour towards children is safe and appropriate, and to ensure their continuing suitability.</p> <p>This is done by:</p> <ul style="list-style-type: none"> <li>• Line Managers, Heads of Department, Coaches, Heads of School and Year Level Coordinators regularly meeting with individual staff to provide performance feedback that includes child safety and wellbeing behaviours and adherence to policy, including informal observations and follow up guidance to help staff support students' safety and wellbeing;</li> <li>• school leaders, Heads of Department, Coaches, Year Level Coordinators, Heads of School regularly undertaking class, activity and school yard walk around;</li> <li>• regular child safety and wellbeing training for all staff, including adherence to key policies, the Child Safety Code of Conduct, responding to incidents, identification of grooming behaviours and reporting obligations;</li> <li>• automated Cyberhound (web)monitoring of staff network and internet usage on school networks and devices;</li> <li>• checks of returned school digital devices by the College IT team to monitor for inappropriate usage;</li> <li>• the inclusion of child safety and wellbeing as a standing agenda item during weekly Senior Leadership Team meetings;</li> <li>• the inclusion of regular reviews of the College Risk Register (including the Child Safety &amp; Wellbeing Risk Register) by the Senior Leadership Team;</li> <li>• the inclusion of child safety and wellbeing in regular staff and departmental meetings;</li> <li>• concerns or complaints (and their follow-up actions) relating to staff conduct, behaviour or adherence to policy is recorded by the Bialik Human Resource department.</li> </ul> <p>Inappropriate behaviour towards children and young people will be managed swiftly and in accordance with our school policies and our legal obligations. Child safety and wellbeing will be paramount.</p>

Ongoing Supervision  
of Volunteers

All volunteers operate under the supervision of a Bialik staff member or the Bialik College Parents' Association BCPA President. Volunteers working directly with students, must operate within a public space observable by a VIT registered staff member.

While all volunteers undergo a volunteer induction process and are required to understand their obligations outline in the Child Safety & Wellbeing Policy (including the Child Safety Code of Conduct), the College recognises that a volunteer's level of training and experience may not be at the same level as a member of staff. As such, an additional duty of care for the safety and wellbeing of children, lies with the supervising Bialik staff member. Nevertheless, this understanding must in no way negate the child safety and wellbeing responsibilities of volunteers.

Due to the significant number of volunteer roles that operate through the activities of the BCPA, it is permissible for the BCPA President (who is also a member of the Bialik College Council) to supervise volunteers. Nevertheless, all BCPA activities that involve volunteers are also supervised by the BCPA administrator, or their delegate, who are themselves Bialik College staff members.

Supervising staff or the BCPA President must either be able to see the volunteer or regularly check-in and observe the volunteer. The supervising staff or BCPA President must be aware of the activities undertaken by the volunteer. The supervising staff, BCPA President or BCPA administrator must ensure that the volunteers under their supervision have completed the volunteer induction process or have repeated the online training module within the last 12 months. This can be checked via the Volunteer Register.

**Child Safe Standard 7:  
Child Focused Process  
for Complaints &  
Concerns**

Bialik College has processes for managing complaints and concerns which are structured to prioritise the welfare and best interest of the child:

- the welfare of a child takes priority over all other concerns including those of parents, staff members, volunteers, community members or the reputation of the College;
- the College equips staff and volunteers with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training, including professional learning opportunities, learning modules and regular guidance from the Child Protection Team;
- the [Complaints Policy](#) is accessible via the CLE and website. It outlines complaint processes, roles, responsibilities and the obligations to act and report in line with statutory requirements. The policy ensures that there is no displacement or discharging of any obligations if the person receiving the complaint reasonably believes that a child is at risk of abuse, or has been abused;
- we recognise that the potential challenge faced by younger children, and those with additional needs, to access the language of the school's Complaints Policy when seeking guidance in lodging their own complaint or concern. For that reason, the College has produced a series of age appropriate, and class specific, 'Help Seeking' posters together with a guidance to teacher to outline how students can get help, raise a concern or make a complaint.

Bialik College 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 Child Safety Code of Conduct, misconduct or abuse to occur and remain hidden.

We have clear pathways for raising and responding to complaints and concerns. This is documented in our school's [Complaints Policy](#).

If there is an incident, disclosure, allegation or suspicion of child abuse, all staff, Bialik Council members and volunteers must follow our [Mandatory Reporting Policy](#). Our policy and procedures address complaints and concerns of child abuse and neglect 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.

Immediately upon receiving a concern or complaint related to an incident, disclosure or suspicion of child abuse or neglect the following steps occur:

- any immediate health and safety concerns are addressed;
- members of the Senior Leadership Team and/or Child Protection Team are informed;
- the Four Critical Actions are enacted, as outlined within our Mandatory Reporting Policy.

	<p>Immediately upon receiving a concern or complaint related to student physical violence or other harmful behaviours the following occurs:</p> <ul style="list-style-type: none"><li>• separate students;</li><li>• any immediate health and safety concerns are addressed;</li><li>• the relevant Head of School or Member of the Senior Leadership Team is informed;</li><li>• an investigation is undertaken to determine the situation and respond in accordance with the College’s <a href="#">Positive Behaviour Policy</a>.</li></ul>
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**Child Safe Standard 8:  
Equipping Staff &  
Volunteers to Keep  
Children & Young  
People Safe**

All Bialik College staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

The training and information which staff and volunteers receive includes understanding:

- the Bialik Child Safety and Wellbeing Policy, including the Child Safety Code of Conduct;
- staff and volunteer mandatory reporting obligations, the Bialik Mandatory Reporting Policy, including the Four Critical Actions for responding to incidents, disclosures and suspicion of child abuse;
- the failure to disclose offence, the failure to protect offence and the grooming offence under the Crimes Act 1958;
- recognising indicators of child harm, including harm caused by other children and students;
- effective responses to issues of child safety and wellbeing;
- the systems in place to support colleagues who disclose harm;
- their role and responsibility to create culturally safe environments for children and students;
- the procedures for responding to complaints and concerns about child abuse and neglect;
- their information sharing and recordkeeping obligations;
- how to identify and mitigate child safety and wellbeing risks in the school environment without compromising a child or student's right to privacy, access to information, social connections and learning opportunities.

While compulsory training is provided to both staff and volunteers, the College tailors the type and level of training to the needs of both groups. All Bialik College staff receive formal compulsory training each semester, with multiple updates and refreshers provided throughout the year. All Bialik College volunteers are provided with at least yearly training program, together with multiple updates and refreshers.

All Bialik College staff are required to complete the annual Protecting Children – Mandatory Reporting and other Obligations (PROTECT) online training provided by the Department of Education and Training (DET). The College encourages staff to complete this mandatory training through a whole College program called 'Mandatory March'. As part of Mandatory March, staff are provided with professional learning time to complete the training and are required to upload their certificates to a Staff Child Safety Training Log to ensure those who have not completed the training can be identified and followed up.

Specific annual training and guidance is provided to the members of the Bialik College Council (governing authority) focusing on:

- individual and collective obligations and responsibilities for:
  - Implementing the Child Safe Standards,
  - Managing the risk of child abuse;

	<ul style="list-style-type: none"><li>• child safety and wellbeing risks in the school environment;</li><li>• the child safety policies, procedures and practices of the school.</li></ul> <p>This Bialik College Council child safety and wellbeing training ensures the Council understands its key obligations, specifically to ensure Bialik College has developed and implemented child safety policies and procedures and that the Council takes a leadership role in creating a child safe culture and have appropriate oversight of child safety at the school.</p>
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Privacy and Information Sharing Obligations

Bialik College collects, uses, and discloses information about children and their families in accordance with Victorian privacy laws, and other relevant laws. The College understands that a balance exists between protecting the privacy of children and families and protecting children from harm.

How we protect the privacy of children, families and our community is outlined in the [Bialik Privacy and Confidentiality Policy](#).

In line with the [Child Information Sharing Scheme](#) and the [Family Violence Information Sharing Scheme](#), Bialik College permits the sharing and collection of information to support the wellbeing or safety of children. This ensures that our staff, or the staff of another school or institution, working with children, young people and families can gain a complete view of the children and young people they work with, making it easier to identify wellbeing or safety needs earlier, and to act on them sooner. This will allow children to receive the best support possible at Bialik or within another school or organisation.

Bialik staff must ensure that information is only shared with other [Information Sharing Entities](#) (such as other schools).

**Child Safe Standard 9:  
Safety & Wellbeing in  
Physical & Online  
Environments**

Bialik College promotes safety and wellbeing in both physical and online environments whilst minimising the opportunity for children and young people to be harmed. Staff and volunteers are required to identify and mitigate risks whilst still protecting students' right to privacy, access to information, social connections and learning opportunities.

Bialik College's duty of care continues when students are on and off campus, which includes online environments, excursions, camps, overseas trips and off campus TAFE/VET courses.

This occurs through a number of actions, policies and procedures including but not limited to:

- staff and volunteer access to the Child Safety & Wellbeing Policy;
- automated collection and validation of Working with Children Check and VIT data for all volunteers, staff and contractors;
- obtaining confirmation that external providers are compliant with child safety obligations;
- the existence of windows into all rooms (excluding bathrooms);
- CCTV coverage of public spaces with controlled access to footage;
- Acceptable Use of Technology Policies;
- student devices are routinely checked to ensure appropriate usage;
- returned storage devices are screened for inappropriate usage;
- email and web browsing screening software the data from which is accessed only by the Assistant Principal (Pastoral Care);
- a range of policies available through the College website.

<p>Student Safety &amp; Wellbeing on Campus</p>	<p>Students spend most of their school time on campus. It is therefore essential that routine policies, procedures and practices enable staff and volunteers to provide a safe environment for children without compromising a child’s right to privacy, access to information, social connections and learning opportunities.</p> <p>This is achieved by:</p> <ul style="list-style-type: none"> <li>• the fulfilment of the Bialik Duty of Care Policy, which outlines the responsibilities of staff and volunteers in ensuring suitable supervision and the management of risks;</li> <li>• the Bialik Risk Register &amp; Bialik Child Safety Risk Register, which outlines potential risks and how each risk must be mitigated;</li> <li>• the Bialik Extreme and Inclement Weather Policy;</li> <li>• the Bialik Positive Behaviour Policy, which ensures students are encouraged to play an active role in their own safety and the safety of others;</li> <li>• the Bialik <a href="#">Volunteers and Students Placements Policy</a>, which ensures visiting students on school placements at Bialik understand their role in child safety and wellbeing.</li> </ul>
<p>Student Safety &amp; Wellbeing on Camps, Excursions &amp; Overseas</p>	<p>When students attend excursions, camps and overseas trips additional risks to child safety and wellbeing exist. These risks must be identified and mitigated to allow safe participation.</p> <p>The process for managing these risks is outlined through:</p> <ul style="list-style-type: none"> <li>• the <a href="#">Bialik Excursions &amp; Camp Policy</a>, which outlines the responsibilities, guidelines and emergency procedures used to protect students;</li> <li>• the Bialik Risk Register &amp; Bialik Child Safety Risk Register, outlines potential risks and how each risk must be mitigated;</li> <li>• the use of camp &amp; overseas student behaviour forms which outline the responsibilities of students and parents in ensuring safety;</li> <li>• the Bialik <a href="#">Transporting Students in Private Vehicles Policy</a>, which outlines safe student transportation guidance;</li> <li>• excursion/camp specific risk assessments.</li> </ul>
<p>Third Party Providers &amp; Contractors</p>	<p>The provision of external educational services to students requires assurance by the College that these providers uphold the Department of Education’s minimum standard of child safety and wellbeing. To ensure this, the College uses the Bialik External Education Provider Policy.</p>

<p>Student Safety &amp; Wellbeing in Online Environments</p>	<p>Online environments include significant child safety and wellbeing challenges. To provide safe online conduct and online safety the following polices are used:</p> <ul style="list-style-type: none"> <li>• Acceptable Use of Technology (Staff, Contractors &amp; Consultants) Policy;</li> <li>• Student Acceptable Use of Technology Policy;</li> <li>• <a href="#">Staff Portable Device Policy</a>.</li> </ul> <p>In order to allow students of different ages and abilities to access the guidance and support of these policies, tailored online safety education and explanatory documentation is used. These include items such as: the <a href="#">Bialik College Prep – Year 5 Student Digital &amp; Technology Acceptable Use Agreement</a> and the <a href="#">Laptop Program Handbook</a>.</p>
<p>Child Safe Standard 10: Regular Review &amp; Improvement</p>	<p>Bialik College has a process which ensures the regular review and ongoing improvement of all child safety and wellbeing policies, procedures and practices.</p> <p>Reviews are undertaken by the Child Protection Team following extensive consultation with key stakeholders (students, parents, staff, College Council &amp; school community). Changes and updates are then reviewed by the Senior Leadership Team before being formally endorsed by the Bialik College Council.</p> <p>This process involves:</p> <ul style="list-style-type: none"> <li>• reviewing and updating this Child Safety &amp; Wellbeing Policy at least every two years;</li> <li>• reviewing all child safety incidents, and the College’s response, and subsequently updating or adapting policies, procedures and practices to ensure that we learn from incidents;</li> <li>• analysing any concerns or complaints and updating polices or practices to address it;</li> <li>• updating policies &amp; practices following annual student, parent/community, staff and College Council child safety &amp; wellbeing gap analysis workshops;</li> <li>• updates related to a legislative or regulatory change;</li> <li>• changes to policies or practices as a result of any relevant new issues, activities, buildings or technology;</li> <li>• changes following the discovery that staff or volunteers are not aware of child safety policies or not implementing child safety policies as intended.</li> </ul> <p>Changes and updates are made transparent to stake holders with learnings and review outcomes being shared with the community (see ‘Reviewing Practices, Policies &amp; Procedures’ section above).</p>

<p><b>Child Safe Standard 11: Whole Organisation Implementation</b></p>	<p>Bialik College implements all the requirements of Ministerial Order 1359 and the 11 Child Safe Standards. Our documented policies and procedures are informed by best practice models and stakeholder consultation. Our Bialik College Council and Senior Leadership Team champion and model compliance. Students, parents, volunteers, staff and relevant organisations are consulted to inform the development of Bialik College child safety &amp; wellbeing policies and procedures.</p>
<p><b>Consultation</b></p>	<p>When compiling, reviewing and updating this Child Safety &amp; Wellbeing Policy the College consults and/or liaises with:</p> <ul style="list-style-type: none"> <li>• Bialik College students;</li> <li>• Bialik College parents &amp; community;</li> <li>• Bialik College staff;</li> <li>• Bialik College Child Protection Team;</li> <li>• Bialik College Psychologists / Counsellors;</li> <li>• Bialik College Senior Leadership Team;</li> <li>• Bialik College Council;</li> <li>• Experts within &amp; beyond the Jewish Community, including a survivor of abuse;</li> <li>• Jewish Community Council of Victoria (JSSV);</li> <li>• Independent Schools Victoria (ISV);</li> <li>• Department of Education resources;</li> <li>• Victorian Registration and Qualification Authority guidance;</li> <li>• Commission for Children &amp; Young People (CCYP) resources;</li> <li>• Ministerial Order 1359.</li> </ul>
<p><b>Harm-Based Perspective</b></p>	<p>Bialik College views child safety &amp; wellbeing from a harm-based perspective. A harm-based perspective to child safety aims to identify situations which may be harmful to children, even if not defined as abusive. It is a proactive perspective which ultimately seeks to prevent abuse from occurring.</p> <p>It is important to note that, as there is a continuum of child abuse, events which may be seen as potentially ‘harmful’ must be responded to appropriately including thorough documentation, even if events are not seen as ‘abusive’. This harm-based perspective allows the College to be proactive in identifying and preventing abuse. Any incident of concern must be shared with the relevant Head of School and a member of the Child Protection Team. Decisions on how to manage this concern will then be implemented and documented in Synergetic under Confidential Notes.</p> <p>All abuse harms children. Even injuries that are not visible can be profound. They can strike at a child’s sense of identity, make them fearful or ashamed, and reduce their ability to participate in their community.</p>

<p>Definitions of child abuse</p>	<p>Child abuse involves an act or omission which endangers a child or young person’s physical and/or emotional health or development. It can be perpetrated by adults or children and can be ongoing or a single incident.</p> <p>Child abuse may include:</p> <ul style="list-style-type: none"> <li>• physical abuse;</li> <li>• sexual abuse;</li> <li>• emotional abuse;</li> <li>• neglect;</li> <li>• peer / sibling abuse;</li> <li>• student sexual offending;</li> <li>• sexting.</li> </ul> <p>Definitions of each type of abuse can be seen below.</p>
<p>Definitions of Abuse: Physical Abuse</p>	<p>Physical abuse occurs when a child suffers or is likely to suffer significant harm from an injury inflicted intentionally or which is the inadvertent consequence of physical punishment or physically aggressive treatment of a child. The injury may present in various forms, including but not limited to, bruises, cuts, burns or fractures. Observable, physical injuries are not required to form a reasonable believe that physical abuse has occurred.</p>

Definitions of Abuse:  
Sexual Abuse

Sexual abuse occurs when a person uses power or authority over a child to involve the child in sexual activity and when the child's parent or caregiver has not protected or been able to protect the child. Physical force may be involved. Sexual abuse includes a range of contact and non-contact behaviour:

- Non-contact acts of sexual abuse include:
  - making sexual comments (verbally, by letter, by telephone or by electronic communication including social media);
  - voyeurism;
  - exposure to pornography;
  - nudity – an adult exposing part of their body or exposure of child's body;
  - inappropriate photography and videography.
- Contact acts of sexual abuse include:
  - fondling a child's genitals, breasts and/or buttocks;
  - making the child fondle the perpetrator's or another person's genitals, breasts and/or buttocks;
  - rubbing the perpetrator's genitals against a child's body;
  - masturbation either in the presence of a child, of a child and/or having a child masturbate the perpetrator or another person;
  - intimate kissing;
  - sexual penetration;
  - oral sex;
  - exploiting a child through prostitution.

<p>Definitions of Abuse: Emotional abuse and psychological harm</p>	<p>Emotional abuse and psychological harm occur when a parent, caregiver or other person in authority or with power damages the confidence or self-esteem of a child or young person, resulting in serious emotional disturbance or psychological trauma. Often this is a pattern of emotional or psychological abuse, rather than a single incident.</p> <p>Such abuse might include:</p> <ul style="list-style-type: none"> <li>• threats;</li> <li>• humiliation;</li> <li>• taunting;</li> <li>• sarcasm;</li> <li>• yelling;</li> <li>• negative criticism;</li> <li>• name calling;</li> <li>• ignoring;</li> <li>• placing unrealistic expectations upon a child to the extent that it results in significant damage to the child’s physical, intellectual and/or emotional wellbeing or development.</li> </ul> <p>Emotional abuse also <u>includes exposure to</u> family violence. This places children and students at increased risk of physical injury and harm and has a significant impact on their wellbeing and/or development.</p>
<p>Definitions of Abuse: Neglect</p>	<p>Neglect occurs when a parent or caregiver fails to provide a child with basic necessities of life. Such neglect includes the failure to provide food, water, shelter or clothing or the failure to protect a child from danger or foreseeable risk of harm or injury. Neglect also occurs when there is a failure to provide supervision or medical attention to the extent that the child’s health and/or development is or is likely to be significantly harmed.</p>
<p>Definitions of Abuse: Peer / Sibling Abuse</p>	<p>Peer / Sibling Abuse occurs when a child or young person uses their power, to engage a child in unwanted sexual contact or activity causing serious or violent physical and/or emotional harm. This power may be garnered by one and/or more of the following factors:</p> <ul style="list-style-type: none"> <li>• superior age;</li> <li>• superior developmental stages;</li> <li>• superior intellectual status;</li> <li>• superior physical strength or position of strength.</li> </ul>

<p>Definitions of Abuse: Student Sexual Offending</p>	<p>Student sexual offending refers to sexual behaviour that is led by a child 10 years of age and older that may amount to a sexual offence:</p> <ul style="list-style-type: none"> <li>• children between the age of 12 and 15 can only consent to sexual activity with a child who is no more than two years their senior. Therefore, sexual contact, led by a child, with a child outside of these age parameters may amount to Student Sexual Offending;</li> <li>• for a person to consent to sexual activity, they must have the capacity to understand the context and possible consequences of the act. Therefore, sexual contact by a student involving a person with a cognitive impairment or affected by alcohol or other drugs may be student sexual offending;</li> <li>• a sexual offence includes, but is not limited to, rape, sexual assault, indecent acts and other unwanted sexualised touching;</li> <li>• if a student, who is over the age of 10 but under the age of 15, initiates sexual contact with another student who is no more than two years their junior, they must be referred for appropriate external therapeutic treatment. If the student with whom they initiate sexual contact is more than two years their junior, the matter will be referred to DFFH as it may be considered a sexual offence.</li> </ul> <p>Refer to definitions of Contact and Non-Contact Sexual Abuse above.</p>
<p>Definitions of Abuse: Sexting</p>	<p>Sexting is sharing sexually explicit and/or suggestive photos or videos via the internet, mobile phones or other forms of social media. Sexting that is non-consensual, exploitative or predatory is illegal:</p> <ul style="list-style-type: none"> <li>• it is illegal to intentionally distribute and/or threaten to distribute an intimate image of a person under the age of 18 where the person in the image has not provided their consent and their distribution is contrary to community standards of acceptable conduct;</li> <li>• in the case of people under 18 years old, consent to distribution does not necessarily mean that sexual abuse has not occurred. What matters is the context in which the image was captured and distributed;</li> <li>• if the offence is committed by a person who is also under 18 years of age, there are exceptions, however, the person distributing the image must not be more than two years older than another person depicted in the image;</li> <li>• a student who shares sexually explicit photos or videos via the internet, mobile phones or other forms of social media has committed a child pornography offence if they are under 18 years of age and there is a person in the image who is more than two years their junior.</li> </ul>

<p>The Law</p>	<p>Offences under the law Under the ‘Betrayal of Trust’ legislation, the following are defined as criminal offences:</p> <ul style="list-style-type: none"> <li>• a <u>grooming offence</u> which targets communication, including online communication, with a child or their parents with the intent of committing child sexual abuse (note that this therefore links it to the ‘Failure to Disclose’ offence);</li> <li>• a <u>failure to disclose offence</u> that requires all adults to report to police a reasonable belief that a sexual offence has been committed against a child under the age of 16 (with some limited exceptions);</li> <li>• a <u>failure to protect offence</u> that applies to people within organisations who knew of a risk of child sexual abuse by someone in the organisation and had the authority to reduce or remove the risk, but negligently failed to do so.</li> </ul> <p>Irrespective of age, all students at Bialik College are given equal protection by the College.</p>
<p>Child Safety Code of Conduct</p>	<p><b><u>The Bialik Staff &amp; Volunteer Child Safety Code of Conduct</u></b></p> <p><b>Appropriate Conduct and Behaviour</b></p> <p>The purpose of this section (including each ‘Code of Conduct’ topic listed below) is to provide clear guidance to all members of the College community in regard to the treatment of children and students within Bialik College, on camps, excursions, overseas, online and other similar activities organised by the College outside school hours. It is designed to set the boundaries and expectations for appropriate behaviours between adults and students/children. It also clarifies behaviours that are not acceptable in our physical and online environments. Children and students expect, deserve and have the right to be safe when participating in all Bialik College related activities. Acting in accordance with this Policy and Child Safety Code of Conduct not only protects children and students but also supports personnel by providing standards of care that are transparent and practical.</p>

Code of Conduct:  
Breaches

### **Breaches to the Child Safety Code of Conduct**

Failure to act in accordance with this Child Safety Code of Conduct, the Child Safety & Wellbeing Policy or other policies and procedures which relate to child safety, will be dealt with in accordance with the law and in a manner dependent upon the seriousness of the conduct in question.

All Bialik College staff, volunteers, contractors and any other member of the school community involved in child-connected work who breach this Child Safety Code of Conduct may be subject to disciplinary procedures in accordance with the Bialik Enterprise Agreement, other employment agreement or relevant industrial instrument, professional code or terms of engagement.

In instances where a reportable allegation has been made, the matter will be managed in accordance with the College's Mandatory Reporting Policy and the Four Critical Actions For Schools. This will include reporting to Victoria Police, the Commission for Children & Young People (CCYP) Reportable Conduct Scheme and the Victorian Institute of Teaching.

All breaches and suspected breaches of Bialik College's Child Safety Code of Conduct must be reported to the Principal and/or a member of the Child Protection Team. If the breach or suspected breach relates to the Principal, contact the President of the Bialik College Council via [president@bialik.vic.edu.au](mailto:president@bialik.vic.edu.au).

Note: Staff or volunteers who are under investigation (either internally or by the police) for committing sexual abuse will be automatically suspended from their duties on campus, unless advised otherwise by the police or VIT.

Staff or volunteers found guilty of committing sexual abuse (either by internal investigation or by a court) will have their employment or involvement with the school automatically terminated.

Code of Conduct:  
Acceptable  
Behaviours

All Bialik College staff, volunteers, contractors, and any other member of the school community involved in child-connected work are responsible for supporting and promoting the safety of children by:

- upholding the College’s commitment to child safety at all times and adhering to our Child Safety and Wellbeing Policy;
- treating students and families in our school community with respect in our school environment and outside our school environment as part of normal social and community activities;
- listening and responding to the views and concerns of students, particularly if they disclose that they or another child or student has been abused or are worried about their safety or the safety of another child or student;
- promoting the cultural safety, participation and empowerment of Aboriginal students, students with culturally and/or linguistically diverse (CALD) backgrounds, students with a disability, international students, and LGBTQIQ+ students;
- ensuring, as far as practicable, that adults are not alone with a student – one-to-one interactions between an adult and a student are to be in an open space or in line of sight of another adult;
- reporting any allegations of child abuse or other child safety concerns to a member of the College’s Child Protection Team or another member of staff, or an appropriate external child protection organisation, i.e. DFFH;
- understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in line with our [Mandatory Reporting Policy](#) and the [PROTECT Four Critical Actions](#);
- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.

<p>Code of Conduct: Unacceptable Behaviours</p>	<p>As Bialik College staff, volunteers, contractors and members of our school community involved in child-connected work we must not:</p> <ul style="list-style-type: none"> <li>• ignore or disregard any concerns, suspicions or disclosures of child abuse or harm;</li> <li>• develop a relationship with any student that could be seen as favouritism or amount to ‘grooming’ behaviour (for example, by offering gifts);</li> <li>• display behaviours or engage with students in ways that are not justified by the educational or professional context;</li> <li>• ignore an adult’s overly familiar or inappropriate behaviour towards a student;</li> <li>• discuss intimate topics or use sexualised language, except when needed to deliver the school curriculum or professional guidance;</li> <li>• treat a child or student unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity;</li> <li>• communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc) except where that communication is reasonable in all the circumstances, related to schoolwork or extra-curricular activities or where there is a safety concern or other urgent matter;</li> <li>• photograph or video a child or student in a school environment except in accordance with the [Photography of Children and Students Policy] or where required for duty of care purposes;</li> <li>• consume alcohol against school policy or take illicit drugs in the school environment or at school events where students are present;</li> <li>• have contact with any student outside of school hours except when needed to deliver the school curriculum or professional guidance and parental permission has been sought.</li> </ul>
<p>Code of Conduct: Staff who are also Parents at the College</p>	<p>While this Child Safety Code of Conduct relates to staff, Bialik College recognises that there are particular complexities faced by staff who are also parents at the College. As Bialik Staff members hold a unique position of influence and trust within the community, an expectation exists to uphold the professional, legal and moral obligations outlined in the Child Safety &amp; Wellbeing Policy.</p> <p>While staff members are acting in their own parenting role whilst also supervising the children of other families, the nature of the event is relevant. At events unrelated to Bialik College, adhering to the Child Safety Code of Conduct may not always be relevant however, where possible it is strongly advised for the protection and professional standing of the individual.</p> <p>Additional details regarding the conduct of staff who are also parents of the College can be found in the <a href="#">Bialik Staff with Children Policy</a>.</p>

Code of Conduct:  
Sexual Misconduct

The law is always the minimum standard for behaviour within Bialik College. Any sexual act (contact or non-contact) with a child or student, regardless of age, by an adult is a criminal offence, and will be dealt with and reported to Victoria Police and other agencies in the same manner as any other criminal offence.

Any sexual behaviour or contact between a Bialik College staff member and a student is illegal, even if the student is over the relevant age of consent in Victoria. This is because the relationship is formed under circumstances of authority or power. Sexual conduct, involving a person placed in a position of authority, whether consensual or not may be exploitative because there is a disparity between staff and students in terms of authority, maturity, status, influence and dependence.

Bialik College would have serious concerns if a College staff member was to engage in a sexual relationship with a former student who is over the age of 18 but is not yet 21. Whilst this type of relationship is not illegal, the College advises against any staff member having a physical relationship with any former student under the age of 21.

If a Bialik staff member were to engage in a sexual relationship with a former student who is over the age of 18 but is not yet 21, the College requests that the staff member provide the following information, in writing:

1. Written disclosure of the relationship, and
2. Written confirmation that the relationship did not commence whilst the former student was under the age of 18 or enrolled as a student at the College.

It will be at the discretion of the College if a follow up meeting is to take place with a staff member and other relevant staff members.

If any student attempts to initiate an intimate relationship, the Bialik College staff member must take personal responsibility for discouraging the approach, explaining the ethical basis for such actions and inform the Principal, their Head of School or the Child Protection Team immediately. They may also choose to inform the Human Resources Manager of the College.

Code of Conduct:  
Photography of  
Children and Students

Bialik College is bound by the National Privacy Principles outlined in the Commonwealth Privacy Act and by the College's Privacy and Confidentiality Policy. As such, the College provides parents with the opportunity to 'opt out', preventing their child's images from being published in any public forum.

However, for all others (i.e. visitors to the campus including parents and grandparents), the following rules apply to the taking of images of children and students:

- ascertain whether it is necessary to obtain permission from a student's/child's parent/guardian before taking an image of a student/child that is not their own and ensure that the parent/guardian knows the way the image will be used;
- only use appropriate images of a student/child and ensure that the student/child is suitably clothed;
- do not allow the use of camera phones, videos and cameras inside changing areas, showers and toilets;
- where an image of a student/child is used, do not display identifying personal information such as residential address, email address or telephone numbers;
- where images of students/children are used for commercial or other purposes such as the website or newsletters, or social media or by a third party, obtain permission from the College to take these images and for the use of such images;
- ensure that all photographers/videographers seeking permission or accreditation to act as photographers at any Bialik College events or activities which involve the participation of students/children have undertaken the relevant Working with Children Check (or alternatively where such check is not available in their normal place of residence, a National Police check). If the person within Bialik College who is requesting the Working with Children Check is not satisfied of the applicant's suitability at any time, permission or accreditation may be denied or withdrawn;
- ensure that the photographer/videographer has a copy of the Bialik College guidelines for photography/videography and abides by them. Please note: these guidelines form part of the rules of individual events for which the person is engaged;
- ensure that any image or video is taken in the presence of Bialik personnel;
- images (digital or hard copy) which unintentionally reveal private body parts are to be destroyed or deleted by the photographer and Bialik College staff.

Please also refer to Photographic Opt-Out Information, available in the [Parent Handbook](#) on the CLE

Please also refer to Acceptable Use, Information and Communications Technology and Web Socialising Policy Employees, Contractors and Consultants, available on the CLE.

<p>Code of Conduct: Use, possession and supply of alcohol or drugs</p>	<p>Bialik College has a zero tolerance policy in relation to the consumption of drugs and/or alcohol when staff are in the presence of, or have responsibility for, children or students. In the case of use, possession and supply of alcohol or drugs, both legal and illegal, the law is always the minimum standard and any illegal acts will be referred to the police, without exception and the College will impose the appropriate consequences on the member of staff.</p> <p>The only exception to Bialik College’s zero tolerance policy is the Year 12 Graduation Celebration. The event is coordinated by Year 12 students and not Bialik College. In the presence of their parents, Year 12 students may consume alcohol and members of staff may choose to consume an appropriate amount of alcohol at this event.</p> <p>Bialik College has a comprehensive Drug and Alcohol Policy which applies to both students and staff. Bialik College recommends that the entire community adheres to sound and reasonable guidelines regarding the responsible consumption of alcohol.</p> <p>Please also refer to the Alcohol and Other Drugs Policy, available on the CLE.</p>
<p>Code of Conduct: Transporting Children and Students</p>	<p>Transporting children and students to or from school related events by Bialik College staff is sometimes necessary. In these cases, explicit permission must be provided by parents who understand that their child will be transported in a private vehicle by a member of Bialik College staff. This will occur in accordance with procedures documented in the Private Cars and Transporting Students Policy.</p> <p>However, it is recognised that in some limited situations, staff members will transport children and students, to or from school, in private vehicles. If the driver is not a parent, aunt, uncle, cousin, grandparent or sibling the child cannot travel in the car if alone with the single adult driver. If at least one other child or adult is present, the child may be driven so long a permission has been received from the child’s parent/guardian Parental permission can be granted for a period of time, for example, of the course of a stated school year.</p> <p>This action is designed to protect both the child and the Bialik College staff member. Only in the case of an emergency, when all other possible options have been explored and an additional person is not available, are Bialik College staff permitted to transport a child alone in a vehicle. When this occurs, communication with the parent and relevant Head of School must occur before the journey takes place.</p> <p><b>IMPORTANT:</b> There is a zero tolerance policy in relation to the consumption of drugs and/or alcohol when staff are transporting children or students.</p> <p>Please also refer to Private Cars and Transporting Students Policy, available on the CLE.</p>

Code of Conduct:  
Electronic  
Communication with  
Children and Students

Bialik College community including staff, students and families all need to be mindful of possible inappropriate uses of electronic communication and media.

Even via electronic communication, the power imbalance between a child, former student or graduate and a staff member is a factor that impacts the safety of young people. For that reason, the following guidelines apply to children, former students and graduates until the age of 21.

In particular:

- no Bialik College staff member is permitted to ‘friend’, ‘follow’, accept a friendship request or electronically communicate with any student via social networking applications including but not limited to Facebook, instant messaging, Snapchat, Instagram, Discord, TikTok or via gaming platforms;
- no Bialik College staff member is permitted to use their role to ‘friend’, ‘follow’ or communicate electronically with friends of children or students;
- all forms of electronic communication from Bialik College staff to children or students must be for legitimate purposes related to Bialik College, for example, location of Bialik College activities. At all times, this communication should be professional and must not convey any sexually suggestive language;
- one-to-one communication, via any form of media, between a Bialik College staff member and a child or student is prohibited.;
- in the case where a Bialik College staff member wishes to communicate directly with a student via email, this must only occur from a Bialik College email address to a Bialik College email address, to ensure that third party monitoring is enabled;
- all emails and internet activity in the Bialik College network are monitored and scanned for the purpose of preventing inappropriate communication between community members. In addition to this protection, it is strongly recommended that any emails sent from a staff member to a student include another person via the ‘cc’ function. This may be a parent/guardian, student or staff member;
- in the case where a Bialik College staff member wishes to communicate with children or students via social media or instant messaging, the staff member must ensure at least one other staff member or student is included in the group communication. This is to ensure that one-to-one communication between a staff member and a child or student does not occur;
- when using Microsoft Teams (the College default, but these rules also cover Zoom and equivalent platforms), a staff member must not create a private channel or team with only one student and one staff member. All teams and channels must include either more than one student with a single staff member or more than one staff member with a single student. While additional staff members are not needed to participate in the call, they must have ability to access the call and chat at any time. This creates a public working space, rather than a private one;

	<ul style="list-style-type: none"><li>• as a child safety measure, direct calling using Microsoft Teams, between staff and students has been disabled at Bialik College. These calls can only be made through a Team;</li><li>• if working with students online any student working directly with an external therapist, is accompanied by a Learning Support Assistant;</li><li>• in the event of a former Bialik College student, under the age of 21, becoming an employee of the College, all of the above guidelines apply.</li></ul> <p>Please also refer to Social Networking and Internet Student Guidelines Policy and Web Socialising/Conduct Outside of School Policy, both available on the CLE.</p>
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Code of Conduct:  
Bathrooms and  
Change Rooms

The right to children’s privacy must be balanced with their need for safety and protection. Therefore, Bialik College staff need to use their discretion based on the age, developmental stage and needs of the child or student. There may be some circumstances where a child, due to age or ability, needs assistance with changing, and in those circumstances the following general principles must be adhered to:

- Bialik College staff, volunteers or parents/guardians/family members must not be in one-to-one situations with a child or young person (who is not their own child) when they are in a change room;
- Bialik College staff, volunteers or parents/guardians/family members should not dress or undress in a change room when children (other than their own child) are present;
- children or students who are transgender should be consulted on their preference of change rooms / bathroom and their wishes considered;
- in Bialik & public change rooms, a Bialik College staff member should supervise to ensure that children are safe from abuse from members of the public or other children. It is advisable for supervising staff to remain in the room, but allow students privacy by not observing individuals in the process of changing;
- where possible, male Bialik College staff must not enter female change rooms and female Bialik College staff must not enter male change rooms;
- staff should ensure that no photography of the children or students occurs in the change room. Any images taken must be deleted, at the time, by the staff member.

Bialik College recognises that students within the ELC and Creche (and some students with disabilities) may have requirements in addition to those outlined above. As such:

- in order for Bialik College staff, volunteers or parents/guardians/family members to avoid being in a one-to-one situation with a child or young person (who is not their own child), children are to remain in the change rooms until all students are ready to depart;
- in the case of checking the change rooms, a student or additional staff member must accompany the staff member who is ensuring that no student remains behind;
- in the case of a child requiring a nappy change, privacy is required and staff members, who have received written/documented parental permission, are able to change the child’s nappy in an appropriate location, in a one-to-one situation;
- in the case of a child requiring a shower after a toileting accident, two staff members must be present.

Please also refer to Excursions Policy, available on the CLE.

Code of Conduct:  
Sleeping  
Arrangements when  
Travelling

From time to time Bialik staff are required to be responsible for students during overnight activities. Practices while travelling must be consistent with this Child Safety Code of Conduct and Child Safety and Wellbeing Policy at all times. When putting in place sleeping arrangements, it is the responsibility of staff to ensure that the following are adhered to:

- students have sleeping arrangements that do not compromise their safety. An example of this would be to ensure that each student has his/her own bed and is not required to share a bed with another student, staff member or adult. Each student is required to sleep in his or her own bedding;
- students are not to be left in the care of unauthorised persons. For example, students shall not be left unattended in accommodation venues;
- students are to be provided with privacy when bathing;
- students are to share hotel rooms, bedrooms or tents with students of the same gender and similar age;
- students who are transgender are to be consulted on their choice of sleeping arrangements and Bialik College staff will make a decision with the best interests of all students in mind;
- adults and children sharing a bedroom or tent should be avoided. Where this is not possible, there must always be a minimum of two adults or two children in the space;
- when Bialik students are being hosted by a non-Bialik family, anyone over the age of 15 years and 6 months who resides in the home will have a Volunteer Working with Children Check (or equivalent in another country) in place for the duration of the Bialik student's stay. Bialik College will ensure that the same protocol is in place when Bialik families host students from other institutions;
- if a student expresses or reports any fear for his/her safety or alleges abuse or discomfort in relation to their future safety in any host family or other accommodation, immediate steps must be taken to remove them from the location and the Child Protection Team is to be consulted.

Please also refer to Excursions Policy, available on the CLE.

Code of Conduct:  
Physical Contact with  
Children and Students

Bialik College does not seek to ban all physical contact between children/students and staff/volunteers:

- some physical contact may be appropriate, based on the relationship which has been established, such as calming a distressed child, provided it does not create discomfort for any party;
- at all times the physical contact must be appropriate to the student's age and based on the needs of the student or child not the adult;
- any physical contact between a College staff member and a student must take place in a public space, where it is possible to be seen by others.

Under no circumstances should any Bialik College staff member or volunteer have contact with a child or student which:

- includes touching genitals, breasts, or buttocks (this excludes, the changing of nappies or the delivery of medical or health services by appropriately medically trained personnel when required for the delivery of first aid);
- would appear to a reasonable person to have a sexual connotation or purpose;
- is intended to cause pain or distress to the child or young person (for example physical punishment);
- is overly physical, for example, roughhousing, tickling or wrestling;
- is unnecessary for the age, stage or physical needs of child, for example assisting with toileting or showering when not required;

is initiated against the wishes of the child or student, with the exception of such contact being necessary to prevent injury to the child, student or another person. In this case physical restraint must be the last resort, and the level of force must be appropriate to the specific circumstances and aimed solely at restraining the child or student to prevent them from causing harm to themselves or others.

Code of Conduct:  
Acceptable  
Boundaries

All Bialik College staff must limit all contact with children and students to what is reasonably expected to be Bialik College business.

Appropriate boundaries include the following:

- meeting or contacting children or students outside of official Bialik College business is not permitted;
- when a Bialik College staff member, who is also a parent, has Bialik College students in their home, this must never occur one on one. There must be either another child or another adult in the home, at all times;
- meeting alone, outside of school, with a child or student is not permitted. If meeting with a child or student for College related purposes, another Bialik College staff member or the student's parent or another authorised adult must be present;
- external staff or support personnel may not be invited to participate in Bialik College activities at any level without prior endorsement from College personnel;
- no favouritism or special treatment can be shown to one student or child;
- Bialik College prefers that its staff do not provide separate personalised services (paid or voluntary) to the child's family e.g. babysitting, tutoring or instrument lessons. Parents/guardians should make their own separate inquiries about staff, and take responsibility for engaging them to provide private services. Anyone engaging in these services must first receive permission from the College Principal;
- the giving of gifts to a child or student from a Bialik College staff member or volunteer is prohibited. The only exception to this rule is, that gifts may be given upon attendance at a social function. In this forum the gift is part of social etiquette and does not signify special treatment and cannot be misinterpreted or used for the purposes of grooming a child for abuse;
- Bialik College staff must not attend a private social function of a child or student except in exceptional circumstances such as significant milestone, for example an award ceremony or Bat/Bar Mitzvah party, or if an adult member of the student's family is a close friend of the staff member. However, the following conditions in these circumstances must be followed:
  - The invitation must be sanctioned by the parent/guardian;
  - Other adults must be present at the function and the Bialik College staff member must not be alone with students or children;

While staff members are attending social events in a personal capacity, it is still expected that staff behave in a responsible and appropriate fashion.

<p>Code of Conduct: Use of Language</p>	<p>Language and tone of voice used when speaking with children and students or in the presence of students should provide clear direction, boost their confidence, encourage and affirm them.</p> <p>Language and tone of voice should not be harmful to children. Language must not be:</p> <ul style="list-style-type: none"> <li>• discriminatory, sexist, racist or homophobic;</li> <li>• derogatory, belittling, negative (including hurtful sarcasm);</li> <li>• intended to threaten, frighten or intimidate;</li> <li>• profane (swearing).</li> </ul> <p>Jokes or references which are sexual or inappropriate in nature are also prohibited.</p>
<p>External Personnel Accessing Bialik College</p>	<p>Bialik College requires all contractors, activity providers, therapists and staff of external organisations to present a valid Working With Children Check either prior to their arrival or at a school Guard House. The College registers all WWCC details with the 'LinkSafe' program which provides automatic, continual monitoring and updates on WWCC status.</p> <p>All external personnel sign in at a Guard House using the 'LoopLearn' system which collects personal and contact details, notifies relevant staff of arrival and departure from campus, collects facial biometric data of each visitor. This allows the College to ensure that any returning personnel are using their own identification and WWCC. The LoopLearn system also alerts school guards if external personnel have overstayed their expected time on campus.</p> <p>The external personnel must be within a reasonable proximity of a Bialik College staff member, who must always be aware of the activities undertaken by the external personnel.</p>
<p>Requirements of External Organisations using Bialik College Facilities</p>	<p>All external service providers at Bialik College will submit, to the College's Activities Manager, evidence of their organisation's ability to meet all of the Child Safe Standards, ensuring their compliance with latest legislation. In addition, the College will be provided with confirmation that Working With Children Checks have been undertaken for all employees and volunteers of external organisations that attend Bialik College.</p>

Guidelines for Parents  
Caregivers and  
Families

The existing culture of Bialik College sees parents actively involved and physically present within College life. In order to ensure our parents and families are able to play a pivotal role in the safety and wellbeing of all children, we seek to harness their support and involvement.

The College will provide opportunities to all members of the school community to attend training and education sessions regarding child safety and wellbeing. We strive to create a culture where all families:

- familiarise themselves with Bialik College’s Child Safety & Wellbeing Policy and included Child Safety Code of Conduct;
- when necessary, politely and respectfully remind others of their obligations under these guidelines;
- in the event of being a witness to another person behaving in a manner inconsistent with these policies and procedures and/or the Bialik College Handbook, to report the matter to a member of staff immediately so that appropriate action can be taken;
- understand that witnessing an incident which concerns them, but may not appear obviously ‘harmful’ or ‘abusive’ requires immediate reporting in order to assist the College in preventing any serious abuse;

participate in drafting and reviewing child safety and wellbeing policies, practices and procedures.

<p>Important Phone Contacts</p>	<p><u>DFFH contact numbers should be chosen based on the child’s home address:</u></p> <p><b>Northern and western suburban LGAs – Phone 1300 664 977</b></p> <ul style="list-style-type: none"> <li>• Banyule, Brimbank, Darebin, Hobsons Bay, Hume, Maribyrnong, Melbourne, Melton, Moonee Valley, Moreland, Nillumbik, Whittlesea, Wyndham, Yarra</li> </ul> <p><b>Eastern suburban LGAs – Phone 1300 360 391</b></p> <ul style="list-style-type: none"> <li>• Boroondara, Knox, Manningham, Maroondah, Monash, Whitehorse, Yarra Ranges</li> </ul> <p><b>Southern suburban LGAs – Phone 1300 655 795</b></p> <ul style="list-style-type: none"> <li>• Bayside, Cardinia, Casey, Frankston, Glen Eira, Greater Dandenong, Kingston, Mornington Peninsula, Port Phillip, Stonnington</li> </ul> <p><u>Orange Door / Child First contact numbers should be chosen based on the child’s home address:</u></p> <p><b>Local Government Area Child FIRST/The Orange Door referral number</b></p> <ul style="list-style-type: none"> <li>• Bayside (Orange Door) 1800 319 353</li> <li>• Boroondara (Orange Door) 1800 354 322</li> <li>• Glen Eira (Orange Door) 1800 319 353</li> <li>• Kingston (Orange Door) 1800 319 353</li> <li>• Knox 1300 369 146</li> <li>• Manningham (Orange Door) 1800 354 322</li> <li>• Melbourne 1300 775 160</li> <li>• Monash (Orange Door) 1800 354 322</li> <li>• Port Phillip (Orange Door) 1800 319 353</li> <li>• Stonnington (Orange Door) 1800 319 353</li> <li>• Whitehorse (Orange Door) 1800 354 322</li> <li>• Yarra (Orange Door) 1800 319 355</li> </ul>
<p>Related Documents</p>	<ul style="list-style-type: none"> <li>• Duty of Care Policy</li> <li>• Positive Behaviour Policy – incorporating the Anti-Bullying and Harassment section;</li> <li>• Photographic Opt-Out Information, available in the Parent Handbook;</li> <li>• Acceptable Use, Information and Communications Technology and Web Socialising Policy Employees, Contractors and Consultants;</li> <li>• Alcohol and Other Drugs Policy;</li> <li>• Private Cars and Transporting Students Policy;</li> <li>• Social Networking and Internet Student Guidelines Policy;</li> <li>• Web Socialising/Conduct Outside of School Policy;</li> <li>• Excursions Policy;</li> <li>• Mandatory Reporting Policy;</li> <li>• Recruitment Policy;</li> <li>• Reference Check Form;</li> <li>• Induction Policy;</li> <li>• Risk Register and Child Safety Risk Register.</li> </ul>

