

1 Document Control

Version	Date	Amended by	Changes Made
2.1	3/4/19 27/6/17	Academic Quality Assurance Officer Vidya Samlal	Minor administrative changes to remove reference to 'BHIG' and 'CAE' Minor changes to incorporate Reportable Conduct Scheme
2	25/10/16	Angela Hoare-Lippmann	Minor administrative changes
1	02/06/2016	Katherine Stewart	Initial document

2 Purpose

The purpose of this policy is to demonstrate the commitment Box Hill Institute has to providing a Child Safe environment for our students.

3 Scope

This Policy applies to all BHI employees, volunteers and contractors.

4 Policy Statement

BHI is committed to child safety. We have specific policies, procedures and training in place that supports all employees to achieve the following commitments.

BHI is committed to:

- Preventing child abuse, identifying risks early, and removing and reducing these risks. We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.
- Complying with our legal and moral obligations to contact authorities when we are worried about a child's safety.
- The cultural safety of Aboriginal children, the cultural safety of children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.
- The safety, participation and empowerment of all students, including children.
- Regularly training and educating our employees, contractors and volunteers on child abuse risks.

Aboriginal students, Cultural Diversity, and Students with a Disability

We promote diversity and tolerance in BHI by:

- Promoting the cultural safety, participation and empowerment of Aboriginal students, including children, through the Wurreker Plan and Prevention of Workplace Discrimination Policy.
- Promoting the cultural safety, participation and empowerment of students, including children, from culturally and/or linguistically diverse backgrounds.
- Ensuring that students with a disability, including children, are safe and can participate equally through our though the Learners with a Disability Policy and Procedure, and the BHI Disability Action Plan.

Organisational culture of child safety through effective leadership arrangements

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We promote an organisational culture of child safety through effective leadership by:

- Ensuring compliance with the Non School Secondary Provider Child Safe Standards
- Regularly reviewing, updating and providing communication on Policies and Procedures regarding Child Safety.
- Monitoring and evaluating the operation of BHI Codes of Conduct.

Screening, supervision, training and other HR practices

All employees, volunteers and contractors engaged with BHI, are required to hold a Working with Children Check and to provide evidence of this Check as per our WWCC Policy. We also require our employees to undergo police record checks as per our National Police Check Policy and Recruitment and Selection Policy and Procedure, to ensure that we are recruiting the right people.

Responding to and reporting suspected child abuse

Our Child Safe Procedure outlines the organisation's framework for responding to and reporting suspected child abuse.

Identify and reduce risks of child abuse

We manage risks of abuse to children through the Working with Children Check Policy and Procedure, Child Safe Procedure and the National Police Check Policy and Procedure.

Promote participation and empowerment of children

We actively promote the participation and empowerment of all of our students, including children, through our student support services. The Student Life department delivers a range of free services and programs to help students to connect with the Institute and succeed with their study and life goals, including:

- Educational and Personal Counseling
- Welfare services
- Careers Counseling
- Disability Liaison Services
- Student Life activities
- Student Support Workers
- Indigenous Student Support Officer
- International Student Support Workers
- Group Programs

5 Code of Conduct

We have clear expectations of appropriate behaviour towards everyone, including children through our Codes of Conduct:

- Employees adhere to the BHI Code of Conduct, the Code of Conduct for Victorian Public Sector Employees, and the Child Safe Code of Conduct. The standards in these documents include sensitivity to cultural difference and avoidance of discrimination and specify the standards of conduct required when dealing with co-workers, volunteers and students, including children.
- Students are required to adhere to the [Student Code of Conduct - BHI](#) to ensure the safety, comfort and well-being of everyone at the Institute.

6 Definitions

Term	Definition
Child Abuse	<p>Child abuse can include physical or sexual harm, grooming, emotional or psychological harm, neglect or family violence. It does not have to involve physical contact or force. Child abuse can include:</p> <ul style="list-style-type: none"> • Talking to a child in a sexually explicit way • Grooming a child for future sexual activity • Forcing a child to watch pornography • Being witness to family violence <p>Failing to provide a child with an adequate standard of nutrition, supervision or medical care to the extent that the development of the child is placed at serious risk or is significantly impaired.</p>
Contractor	A sole trader or organisation engaged by the Institute to provide teaching or other professional services
Working with Children Check	Undertaken through the Department of Justice and Regulations to screen people's criminal records and professional conduct, and by preventing those who pose an unjustifiable risk to children from working with or caring for them.
National Police Record Check	A list of the offences that can be disclosed from a person's national criminal records.
The Commission	The Commission for Children and Young People (CCYP)

7 Related Policies and Procedures

Staff Code of Conduct - BHI

Student Conduct Management Policy and Procedure – BHI

Child Safe Code of Conduct – BHI

Vic Public Sector Code of Conduct

Student Code of Conduct - BHI

Learners with a Disability Policy and Procedure – BHI

Working with Children Check Policy and Procedure – BHI

National Police Check Policy and Procedure – BHI

Recruitment and Selection Policy and Procedure – BHI

Child Safe Procedure – BHI

Occupational Health and Safety Policy – BHI

8 Related Operating Guidelines

Wurreker Plan

Disability Action Plan

Policy: **BHI Child Safe Policy**

Document No.: **ACA-ED-PLO001**

Version: **2. 2017**

Process Area: **Educational Delivery**



9 Related Forms

Nil

10 Related Legislation and Registration

10.1 Box Hill Institute

Nil

10.2 External

Child Safe Standards

Child Safe Standards and Reportable Conduct Scheme

Children, Youth and Families Act 2005

Education and Training Reform Act 2006

Working With Children Act 2005

Working with Children Regulations 2006

Crimes Act 1958

Victorian Teaching Act 2001

11 Records

Official BHI records are managed, stored and disposed of in accordance with the Records Management Policy and Procedure.

12 Review

This policy will be reviewed no later than three (3) years from the date of approval. The policy will remain in force until it has been reviewed and re-approved, or rescinded. The policy may be withdrawn or amended as part of continuous improvement prior to the scheduled review date.

13 Approval Body

This Policy was approved by the Executive June 2016.

Owner	Author
Executive Director, Educational Delivery	GM, Teaching Operations and Adult Learning

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