



Child Safe Policy – BHI Version 3



1 Document Control

Version	Date	Amended by	Changes Made
1	26/10/2016	GM Adult Learning	Final document
2	27/06/2017	Manager Educational Quality	Minor administrative changes to insert Child Safe Standards and Reportable Conduct Scheme
2.1	06/04/2020	Executive Manager Student Life	3 yearly review, update of process area
2.2	16/06/2020	Executive Manager Student Life	Update 7 Related Policy and Procedures; update date and version number in the footer. Additional child safe standards detail included in 4 Policy Statement under the Screening, supervision, training and other HR practices section.
3	13/07/2020		Approved by CEO

2 Purpose

The purpose of this policy is to demonstrate the commitment Box Hill Institute (BHI) 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

Box Hill Institute is committed to child safety in accordance with the Child Safe Standards. . We have specific policies, procedures and training in place that support all employees to achieve the following commitments:

- the cultural safety of Aboriginal children, children from a culturally and/or linguistically diverse background, and to providing a safe environment for children with a disability.
- 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 policies and procedures.
- the safety, participation and empowerment of all students, including children.
- our legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.
- regularly training and educating our employees and volunteers on child abuse risks and reporting mechanisms

BHI has specific policies, procedures and training in place that support our leadership team, employees, contractors and volunteers to achieve these commitments:



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 through the Prevention of Workplace Discrimination Policy.
- ensuring that students with a disability, including children, are safe and can participate equally through the Students with a Disability Policy and Procedure
- **Organisational culture of child safety through effective leadership arrangements**

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

- regularly reviewing, updating and providing communication on Policies and Procedures regarding Child Safety.
- monitoring and evaluating the operation of the BHI Staff Code of Conduct.

Screening, supervision, training and other HR practices

Child Safe obligations and standards are referenced in the Staff Induction and annual refreshers which is mandatory for all new and existing staff. A standalone module (video) on the Child Safe Standards is completed by employees who have contact with students under 18 years of age.

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. HR monitors and reports on the ongoing currency of Working With Children Checks and has established escalation processes. 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. We deliver a range of free services and programs to help students succeed with their study and life goals, and to enjoy their time at BHI, including:

- Educational and Personal Counselling
- Welfare services
- Disability Liaison services
- Student Activities and Engagement
- Student Wellbeing Officers



- Koorie Liaison Officer
- International Student Wellbeing Officer
- Literacy and Numeracy support
- Group Programs

5 Code of Conduct

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

- Employees adhere to the BHI Code of Conduct and the Code of Conduct for Victorian Public Sector Employees and any relevant Codes of Conduct for host organisations. 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, contractors and students, including children.
- Students are required to adhere to the Student Code of Conduct to ensure the safety, comfort and well-being of everyone at BHI.

6 Definitions

Term	Definition
Child Abuse Child Safe Standards	Child abuse is any behaviour that harms or could harm a child or young person. There are five main types of child abuse: physical abuse, emotional abuse, neglect, sexual abuse and exposure to family violence. Children may experience more than one type. The Standards are based on the findings of the Royal Commission into institutional child abuse. There are seven standards and they are mandated in Victoria. The Standards work by driving organisation changes in culture, highlighting that we have a role to keep children safe from abuse and that a minimum standard of child safety applies across all organisations
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 Policy and Procedures

Staff related policy and procedures

- Staff Code of Conduct



- Child Safe Code of Conduct
- Vic Public Sector Code of Conduct
- Child Safe Procedure
- Working with Children Check Policy and Procedure
- National Police Check Policy and Procedure
- Recruitment and Selection Policy and Procedure
- Occupational Health and Safety Policy

Student related policy and procedures

- Student Code of Conduct
- Student Conduct Management Policy and Procedure
- Students with a Disability Policy and Procedure

8 Related Operating Guidelines

- Wurreker Plan

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
- Commission for Children and Young People Act 2012
- Crimes Amendment (Protection of Children) Act 2014
- Education and Training Reform Act 2006
- Working With Children Act 2005
- Working with Children Regulations 2006
- Crimes Act 1958
- Victorian Teaching Act 2011

11 Records

Records will be maintained in accordance with the requirements of Box Hill Institute's Records Management Policy and Procedures.

Where the privacy of individuals may otherwise be compromised, records will be maintained as confidential.

Document: **Child Safe Policy**

Document No.: **SXP-STL-PLO001**

Process Area: **Student Experience**



12 Review

This policy must be reviewed no later than three (3) years from the date of Board endorsement. The policy will remain in force until such time as 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 Procedure Owner

Owner	Author	Approval Date
Executive Director Student Experience	Executive Manager Student Life	10 July 2020

14 Approval Body

The CEO is the approval body.

CEO Signature	Approval Date
Vivienne King	13 July 2020