



Child Safety & Wellbeing Policy

Purpose

CSV Limited and its schools, Casey Grammar School, Balcombe Grammar School and Clyde Grammar (collectively referred to as “CSV”) are committed to creating and maintaining a child safe organisation where students are safe and feel safe, including culturally. This Child Safety and Wellbeing Policy outlines CSV’s commitment to child safety and to ensuring a child safe culture is championed and modelled at all levels.

CSV aims to create a child-safe and child-friendly environment where students can participate safely and are protected from abuse and harm. The safety and wellbeing of children in our care will always be our first priority, with zero tolerance for child abuse.

This policy takes into account relevant legislative requirements within the State of Victoria, including the specific requirements of the Child Safe Standards as set out in Ministerial Order 1359 (Implementing the Child Safe Standards – Managing the risk of child abuse in schools), which CSV is committed to upholding. In accordance with the Child Safe Standards, CSV actively supports and promotes the cultural safety, participation and empowerment of Aboriginal children and young people, children and young people with a disability, children and young people from culturally and linguistically diverse backgrounds, those who are unable to live at home and LGBTQIA+ children and young people.

Scope

This policy applies to all CSV staff for the duration of their employment or engagement with CSV. For the purposes of this policy ‘staff’ includes contractors, volunteers, casual relief teachers (CRTs), and student teachers.

This policy applies to all activities that involve, result in or relate to contact with students. The application of this policy is not limited to the school’s grounds and operating hours and extends to any situation where staff have contact with students, including online environments.

Whilst students who are 18 or older are legally adults, CSV continues, where appropriate, to consistently apply this policy to all enrolled students.

Commitment to Child Safety

CSV has zero tolerance for child abuse and harm and is committed to acting in students’ best interests and keeping them safe from harm. CSV regards its child safety responsibilities with the utmost importance and commits to proactively identifying, assessing, and managing any risks of harm to students in both physical and online environments.

CSV fosters a culture that values student voice, ensures their right to participate in decisions affecting them is respected, and encourages the reporting of any concerns related to child safety. All reports are treated seriously and responded to promptly, fairly and thoroughly.

Wherever there are concerns that a child is in immediate danger, call the police on 000.

Definitions

Key definitions related to child safe policies and procedures are provided at Appendix A.

CSV LTD

ABN 93 061 557 364

Balcombe Grammar School

389 Nepean Highway
Mount Martha, Victoria 3934
Ph. (03) 5970 1100
www.balcombegrammar.vic.edu.au

Casey Grammar School

3 New Holland Drive
Cranbourne East, Victoria 3977
Ph. (03) 5991 0800
www.caseygrammar.vic.edu.au

Clyde Grammar

110 Smiths Lane
Clyde North, Victoria 3978
Ph. (03) 8903 4500
www.clydegrammar.vic.edu.au

Roles and Responsibilities

All staff have a responsibility to understand the important and specific role they play individually and collectively to ensure a child safe culture in which the safety and wellbeing of all students is at the forefront of all they do and every decision they make.

CSV has allocated roles and responsibilities for child safety and wellbeing as follows:

<i>CSV Board</i>	• Ensure governance arrangements support and prioritise a child safe culture • Ensure each school has appropriate resources to implement child safe policies and procedures • Maintain appropriate oversight of child safety in its schools and ensures a child safe culture is championed and modelled • Ensure there are strategies in place to prevent, identify and manage child safety risks • Review its child safe practices • Ensure the Principal implements the required child safe policies and procedures and addresses any non-compliance • Engage in annual training related to child safety governance
<i>Principals</i>	• Implement all Child Safe policies and procedures • Promote, and maintain a child safe culture within the school • Facilitate and monitor engagement of child safe training and mandatory professional development • Promote child safe policies and reporting pathways to the school community • Monitor staff compliance with school policies and Child Safe requirements and action any non-compliance
<i>Child Safety Officers</i>	• Act as a primary point of contact for child safety concerns • Aid in coordinating responses to child safety incidents, disclosures and complaints • Promote child safe policies and reporting pathways (including child-friendly reporting tools) to the school community • Engage in ongoing relevant Child Safety Officer training

<i>Leadership Teams</i>	• Ensure a strong, transparent child safe culture is created, maintained and monitored • Promote and reinforce high standards of behaviour (including digital boundaries) between staff and students • Establish and maintain processes that ensure student feedback informs any update to child safe policies and procedures
<i>All Staff, Volunteers and Contractors</i>	• Develop a thorough understanding of child safe policies, protocols and procedures • Understand their individual legal obligations with respect to the reporting of child abuse • Comply with all child safe policies, procedures, individual legal obligations and relevant directions • Complete any required induction and/or training related to child safety, as directed • Intervene immediately where there is an imminent risk to the safety and wellbeing of a student
<i>Students</i>	• Ensure an understanding of their rights • Contribute to a supportive and respectful school culture • Report any incidents where they feel unsafe or are experiencing abuse or harm • Report any concern of belief that a peer may feel unsafe or is experiencing abuse or harm

Disclosures and Reporting Procedures

If you have a concern or suspicion (a reasonable belief, as defined below and later in this policy) that a child may be experiencing any form of child abuse (see Appendix A – Definitions), this policy requires that it is immediately raised with a Child Safety Officer (as outlined in Appendix B) and that the PROTECT – Four Critical Actions for Schools protocol is followed.

Wherever there are concerns that a child is in immediate danger, call the police on 000.

Staff must gather and record all information, and discuss concerns with a Child Safety Officer. The Child Safety Officer will:

- Listen to staff concerns
- Protect the privacy of the person reporting the information
- Assist with recording staff observations objectively and factually
- Assist with seeking additional advice from authorities or prescribed organisations (see Appendix c – Contact Details)
- Assist in the prompt implementation of the Four Critical Actions

The Four Critical Actions to identify and respond to child abuse are:

1. *Identify*
2. *Report*
3. *Support*
4. *Refer*

How the Four Critical Actions are implemented depends on the source of abuse: *abuse within the family; abuse by a member of the wider community; abuse by an adult associated with our School; and/or student to student abuse.*

When the source of abuse is identified, staff must use the relevant PROTECT template, or equivalent, to detail the application and completion of the Four Critical Actions. This process applies to all child safety incidents. PROTECT Templates are available [here](#).

“Child Safety Incidents” includes all matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to suspicions, incidents, disclosures or allegations of child abuse.

Specific reporting obligations are detailed below. Staff are reminded that where there is an obligation to report externally (e.g. Mandatory Reporting) this obligation is not met solely through internal reporting.

Mandatory Reporting

Under the *Children, Youth and Families Act 2005* (Vic), mandatory reporters must make a report to the Department of Families, Fairness and Housing if, while carrying out their professional duties, form a reasonable belief that:

- A child has suffered, or is likely to suffer, significant harm as a result of physical and/or sexual abuse; and/or
- The child's parents have not protected, or are unlikely to protect, the child from harm of that type.

Mandatory reporters within CSV include, but are not limited to, Principals, registered teachers, school counsellors, nurses and people of religious ministry. A full list of Mandatory Reporters is included in Appendix A.

A reasonable belief is formed if a reasonable person, doing the same work, with the same information, would form the same belief. There must be some objective basis for the belief, however, it is not the same as proof, and certainty is not required.

Factors contributing to reasonable belief may include, but are not limited to:

- A child states they or someone they know has been abused (noting that sometimes the child may in fact be referring to themselves).
- Behaviour consistent with that of an abuse victim is observed in a physical or online environment.
- Someone else has raised a suspicion of abuse but is unwilling to report it.
- Observing suspicious or inappropriate behaviour between an adult and a student.
- Doubt regarding the parents' or carers ability to protect the child.

Where a staff member is unsure whether the reasonable belief threshold has been met, they must seek guidance from a Child Safety Officer or member of the Leadership Team.

Failure to Disclose

Any adult who forms a reasonable belief that an adult may have committed a sexual offence against a child under the age of 16 is legally obligated to report this to Victoria Police. Where the adult fails to disclose these matters to Victoria Police they may be found to have committed a criminal offence under the *Crimes Act 1958 (Vic)* ('Failure to Disclose'), unless a lawful exemption applies.

A 'Sexual Offence' for the purposes of the Reportable Conduct Scheme means a serious sexual offence as set out in clause 1 of Schedule 1 of the *Sentencing Act 1991 (Vic)* which includes, but is not limited to:

- Rape.
- Attempted rape.
- Sexual assault.
- Incest.
- Indecent act with a child.
- Persistent sexual abuse of a child.
- Grooming; and
- The production, distribution or possession of child pornography.

Failure to Protect

It is an offence under the *Crimes Act 1958 (Vic)* for a person in a position of authority, who knows of a substantial risk that a child under the age of 16, under the care, supervision or authority of CSV will become a victim of a sexual offence committed by an adult associated with CSV (for example staff, contractor, volunteer or visitors) to negligently fail to remove or reduce the risk of harm ('Failure to Protect').

Within CSV those in a position of authority includes all staff in a position of leadership (for example Principal, Deputy Principal, Head of Year).

Reportable Conduct

CSV is required to investigate and report to the Social Services Regulator (SSR) any and all allegations of staff reportable conduct, or misconduct that may involve reportable conduct. Strict requirements and timelines apply to reporting to the SSR once the Principal has been notified of an allegation/s. The Principal must also immediately notify the CSV Chair of any such allegations to ensure governance oversight.

Reportable Conduct is defined to include, but is not limited to:

- A Sexual Offence (even prior to criminal proceedings commencing), sexual misconduct or physical violence committed against, with, or in the presence of a child;
- Behaviour causing significant emotional or physical harm to a child;
- Significant neglect of a child; and/or
- Misconduct involving any of the above.

'Sexual Misconduct' includes:

- Behaviour, physical contact, speech or other communication of a sexual nature (e.g. sexting).
- Inappropriate touching or physical contact.

- Grooming behaviour; and/or
- Voyeurism.

The threshold for reporting allegations of reportable conduct is a 'reasonable belief' as defined above.

Whilst the Principal is required to report on behalf of CSV within the mandated period (3 days), any person may report to the SSR directly.

Grooming

Under the *Crimes Act 1958 (Vic)* it is an offence for any person over the age of 18 years to engage in grooming behaviours with a person under the age of 16 years.

Grooming concerns predatory conduct undertaken to prepare a child for sexual activity at a later time. The offence applies where an adult communicates, by words or conduct, with a child under the age of 16 years or with a person who has care, supervision or authority for the child with the intention of facilitating the child's involvement in sexual conduct, either with the groomer or another adult.

Grooming does not necessarily involve physical contact or immediate discussion of sexual activity. For example, it may only involve establishing an inappropriate connection with the child, parent or carer to facilitate exploitation at a later time.

Parent & Community Reporting

Parents and community members may be subject to action from Victoria Police where they fail to respond appropriately to a child safety incident (see 'Failure to Disclose').

Should a parent or member of the school community suspect or know a child to be at risk of harm they must immediately report it. Parents are encouraged to raise concerns directly with the school where appropriate. Reports can also be made directly to a relevant reporting body (e.g. Department of Families, Fairness and Housing, Child Protection and/or Victoria Police).

Child Safety Records

Whenever a child safety incident, concern or complaint is raised, staff must use the relevant PROTECT template.

To ensure any person required to access records is able to understand all aspects of an incident, concern or complaint, related records must be:

- Complete
- Contemporaneous
- Objective
- Factual; and
- Accurate

When documenting online incidents, records must incorporate relevant digital evidence, including timestamps, URLs, system logs, and unaltered screenshots.

The Principal keeps a secure log of all reports made that are associated with this policy. Staff are encouraged to keep their own secure evidence to demonstrate they have discharged their legal obligations; however, all documents and evidence must be available to, or secured by, the Principal.

CSV maintains and disposes of all records related to child safety incident, concern or complaint, disclosures or breaches in accordance with security and privacy requirements and the *Public Record Office Recordkeeping Standards* (including minimum retention periods), as detailed in the Records Retention Policy.

Privacy

All personal information considered or recorded will respect the privacy of the individuals involved, unless a specific legislative exclusion, as outlined in the Privacy Policy, exists.

Information Sharing

Requests for records maintained by CSV relating to child safe incidents or disclosures should be directed to the Principal.

CSV is a prescribed Information Sharing Entity (ISE). Where legislated requirements are met, CSV is authorised to share confidential information with other ISEs to promote child wellbeing or safety under the Family Violence Information Sharing Scheme and/or Child Information Sharing Scheme.

Breach

CSV considers any breach of this policy a child safety incident. Appropriate disciplinary action will be undertaken including, in the case of serious breaches, dismissal. Teaching staff who breach this policy may also be reported to the SSR, and/or the Victorian Institute of Teaching, and/or Victoria Police and/or any other relevant body.

Where a staff member is under investigation for breach of this policy, or for any reason that would question their suitability to work with children, they may be immediately stood down until such time as a thorough investigation can be completed.

Procedural Fairness

Staff under investigation for breach of this policy are entitled to, and will be afforded, procedural fairness. Procedural Fairness includes, but is not limited to:

- Providing details of allegations and allowing a full opportunity to respond.
- Affording the staff member the opportunity to have a support person present during the investigation process.
- Considering any response provided by the staff member before any final decision is made.

Complaints

Any complaint of breach of child safe policies, procedures and practices will be investigated as a child safety incident in accordance with this policy.

CSV will assess all child safety complaints to identify and rectify risks, and inform continuous improvement to our policies and practices.

Students may make complaints in an age-appropriate, accessible way. CSV will ensure students making complaints are provided with appropriate support to guide them through the process.

Complaints not related to child safety should be made in accordance with the CSV Complaints & Grievances (Parent & Community) Policy available on each school website.

Further Information

Questions or queries related to this policy should be directed to the relevant School Principal or Child Safety Officers.

Related Documents

Child Safe Code of Conduct

Complaints & Grievances (Parent & Community) Policy

Working with Children Check Policy

Inclusion, Engagement and Empowerment Policy

Staff and Student Professional Boundaries Policy (Internal Policy)

Staff Code of Conduct

Privacy Policy

Contractor Management Policy

Volunteer Management Policy

Records Retention Policy (Internal Policy)

Child Safety Risk Register (Internal Document)

Review

This policy is to be reviewed, approved and endorsed by the CSV Board every two (2) years, as a minimum. A formal review will also occur following any significant child safety incident, or in response to updates in legislative and/or regulatory requirements.

Last reviewed September 2026.

Next review September 2028.

This policy is subject to change without notice at the sole discretion of CSV Limited.

Printed hardcopies or downloads of this policy are considered uncontrolled.

Appendix A – Definitions

Unless stated otherwise, terms used in our Child Safety and Wellbeing Policy and Child Safe Code of Conduct have the following general meaning and are consistent with legislation, where indicated.

Child	Child means a child or young person who is under the age of 18 years. <i>Source: Child Wellbeing and Safety Act 2005 (Vic)</i>
Child Abuse	Child Abuse includes: (a) Any act committed against a child involving: (1) A sexual offence (2) Grooming offences under section 49M(1) of the <i>Crimes Act 1958 (Vic)</i> (b) The infliction on a child, of: (1) Physical violence (2) Serious emotional or psychological harm (c) The serious neglect of a child including exposure to family violence and its effects. <i>Source: Child Wellbeing and Safety Act 2005 (Vic)</i>
Child Safety	Child Safety includes matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to suspicions, incidents, disclosures or allegations of child abuse. <i>Source: Ministerial Order 1359</i>
Grooming	Grooming is when a person engages in predatory conduct to prepare a child or young person for sexual activity at a later time. Grooming can include communicating or attempting to befriend or establish a relationship or other emotional connection with the child or their parent or carer. <i>Source: Crimes Act 1958 (Vic), Child Safe Standards Definitions (https://www.vic.gov.au/child-safe-standards-definitions)</i>
Information Sharing Scheme	Information Sharing Schemes provide prescribed Information Sharing Entities (ISEs) with an expanded ability to share confidential information with other ISEs to promote the wellbeing or safety of children or to assess or manage family violence risk.

	<i>Source: Child Safe Standards Definitions (https://www.vic.gov.au/child-safe-standards-definitions)</i>
Mandatory Reporters	The following are mandatory reporters in Victoria: • Registered medical practitioners • Nurses • Midwives • Registered teachers and early childhood teachers • School Principals • School counsellors • Police officers • Out of home care workers (excluding voluntary foster and kinship carers) • Early childhood workers • Youth justice workers • Registered psychologists • People in religious ministry. <i>Source: Children, Youth and Families Act 2005</i>
School Environment	School environment means any of the following physical, online or virtual places, used during or outside school hours: (a) A campus of the school. (b) Online or virtual school environments made available or authorised by the school governing authority for use by a child or student (including email, intranet systems, software applications, collaboration tools, and online services). (c) Other locations provided by the school or through a third-party provider for a child or student to use including, but not limited to, locations used for: (1) Camps (2) Approved homestay accommodation (3) Delivery of education and training such as registered training organisations, TAFEs, non-school senior secondary providers or another school; or (4) Sporting events, excursions, competitions or other events. <i>Source: Ministerial Order 1359</i>

Student	Student means a person who is enrolled at or attends a CSV school. <i>Source: Ministerial Order 1359</i>
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Appendix B – Child Safety Officers

The following Child Safety Officers have been appointed by each CSV School:

Balcombe Grammar School

Name	Position	Email
Geoff Roberts-Thomson	Principal	G.Roberts-Thomson@balcombegrammar.vic.edu.au
Natalie Kurelja	Head of Faith & Wellbeing	N.Kurelja@balcombegrammar.vic.edu.au
Lyndal Runge	Deputy Principal – Secondary (7-12)	L.Runge@balcombegrammar.vic.edu.au
Matthew Boundy	Deputy Principal – Primary	M.Boundy@balcombegrammar.vic.edu.au
Anna Jarvis	School Counsellor	A.Jarvis@balcombegrammar.vic.edu.au
Tea Wolfe	School Counsellor	T.Wolfe@balcombegrammar.vic.edu.au
Melissa Kenyon	Deputy Head of Secondary (10-12)	M.Kenyon@balcombegrammar.vic.edu.au
Tina Lunny	Deputy Head of Secondary (7-9)	T.Lunny@balcombegrammar.vic.edu.au
Shain Kurelja	Deputy Head of Primary	S.Kurelja@balcombegrammar.vic.edu.au

Casey Grammar School

Name	Position	Email
Robert Jacob	Deputy Principal & Head of Wellbeing	R.Jacob@caseygrammar.vic.edu.au
Sarah Blythman	Head of Careers & Student Pathways	S.Blythman@caseygrammar.vic.edu.au
Melissa Robertson	Head of Junior School	M.Robertson@caseygrammar.vic.edu.au
Kate Morgan	Head of Senior School	K.Mogran@caseygrammar.vic.edu.au
Sarah Black	Mental Health in Primary School	S.Black@caseygrammar.vic.edu.au

Clyde Grammar

Name	Position	Email
Leanne Evans	Principal	L.Evans@clydegrammar.vic.edu.au
Deanne Bourke	F-2 Coordinator	D.Bourke@clydegrammar.vic.edu.au
Greg Newham	3-6 Coordinator	G.Newham@clydegrammar.vic.edu.au
Karina Adam	Learning Diversity	K.Adam@clydegrammar.vic.edu.au

Appendix C – Contact Details

Department of Families, Fairness & Housing - Child Protection	South Division 8:45am – 5pm (Mon-Fri) 1300 555 526 After Hours & Weekends – 13 12 78
Orange Door	Casey Grammar School & Clyde Grammar – Cranbourne 1800 271 170 Balcombe Grammar School - Frankston 1800 319 353
Social Services Regulator	Reportable Conduct Scheme – contact@ssr.vic.gov.au General Enquiries – 1300 310 778 Working with Children Checks – 1300 652 879
Victoria Police	Emergency – 000 Non-Urgent – 131 444 Sexual Assault Crisis Line – 1800 806 292
Victorian Institute of Teaching	General Enquiries 9am – 5pm (Mon-Fri) 1300 888 067 Principal Enquiries 9am-5pm (Mon-Fri) 1300 888 067