



Tanglin Gippsland

Child Safety and Wellbeing Policy

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1 Overview

- 1.1 All staff at Tanglin Gippsland (“Tanglin”) are responsible for ensuring the care, safety and welfare of all students on Tanglin’s campus (“Campus”).
- 1.2 It is part of Tanglin’s duty of care to ensure that students receive the protection due to them.
- 1.2 Tanglin has a zero tolerance for child abuse and is committed to acting in the best interests of children and to keeping them safe from harm. Tanglin regards its child protection responsibilities to be of the utmost importance and, as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations, and to maintaining a child safe culture.
- 1.3 Tanglin Gippsland’s Child Safety and Wellbeing Policy expresses our commitment to:
- creating and maintaining a child safe organisation, where children and young people experience safety.
 - developing policies, procedures, practices and systems that promote child protection within the school.
 - creating a positive and robust child protection culture.
 - promoting open discussion of child protection issues within the campus.
 - complying with all laws, regulations and standards relevant to child protection in Victoria.
- 1.4 This policy provides an overview of Tanglin’s approach to implementing Ministerial Order 1359, as it may be amended from time to time, which sets out how the Victorian Child Safe Standards apply in school environments and therefore to Tanglin’s Campus environment.
- 1.5 This policy:
- applies to all staff, volunteers and contractors whether or not they work in direct contact with students. It also applies to Directors as indicated.
 - applies in all physical and online Campus environments used by students during all hours, including other locations for a student’s use (for example, a field trip or camp) and those provided through third-party providers.
- 1.6 This Child Safety and Wellbeing Policy is to be read in conjunction with other related policies and procedures of Tanglin as outlined throughout this document.

2 Definitions

- 2.1 *Act* refers to the Education and Training Reform Act 2006
- 2.2 *Child* refers to a child or young person who is under the age of 18 years (Child Wellbeing & Safety Act 2005).
- 2.3 *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.
- 2.4 *Child Abuse* refers to:
- a) any act committed against a child involving:

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- (i) a sexual offence;
 - (ii) grooming offences under section 49M(1) of the Crimes Act 1958
 - b) the infliction, on a child, of:
 - (i) physical violence;
 - (ii) serious emotional or psychological harm
 - c) the serious neglect of a child.
- 2.5 *Child-connected work* refers to work authorised by Tanglin’s governing authority and performed by an adult in the Campus environment while children are present or reasonably expected to be present. Working With Children Clearance is required by law only for people who engage in child-related work.
- 2.6 *Child-related work* refers to work which usually involves (or is likely to involve) direct contact with a child, irrespective of whether that contact is supervised or not, and in any of the child-related occupational fields listed in the Worker Screening Act (2020). The definition of direct contact includes oral, written or electronic communication, face-to-face and physical contact. ‘Child-related work’ may be either paid or unpaid (voluntary). There are exemptions from the Worker Screening Act including people under 18 years of age, parent volunteers whose child ordinarily participates in the activity, sworn police officers, teachers currently registered with the Victorian Institute of Teaching, and visiting workers who do not ordinarily reside and perform child-related work in Victoria, among others.
- 2.7 *Duty of Care* refers to the obligation of all staff working with students to take reasonable steps to protect them from reasonably foreseeable harm and risks of injury.
- 2.8 *Campus environment* refers to any of the following physical, online or virtual places including: a) Tanglin’s physical campus; b) Online or virtual environments made available or authorised by Tanglin’s 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 Tanglin or through a third-party provider for a child or student to use including, but not limited to, locations used for: camps, approved homestay accommodation; delivery of education and training such as registered training organisations, TAFEs, non-school senior secondary providers or another school; or sporting events, excursions, competitions or other events.
- 2.9 *Staff* refers to an individual working in a Campus environment who is: a) directly engaged or employed by Tanglin’s governing authority b) a contracted service provider (whether or not a body corporate or any other person is an intermediary) engaged by Tanglin’s governing authority to perform child-related work.
- 2.10 *Governing authority* refers to:
- 2.10.1 the proprietor of Tanglin, including a person authorised to act for or on behalf of the proprietor.
 - 2.10.2 the governing body for Tanglin (however described), as authorised by the proprietor of Tanglin or the Act
 - 2.10.3 the Head of Campus, as authorised by the proprietor of Tanglin, the governing body, or Act.
- 2.11 *Leadership Team* consists of the Tanglin Gippsland Head of Campus, Head of Learning and Head of Pastoral Care.

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- 2.12 *Student* refers to a boarder or other Child enrolled at or attending the Campus.
- 2.13 *Volunteer* refers to a person who performs work without remuneration or reward for the Campus.
- 2.14 *Wellbeing* refers to a sense of peace and is directly related to a view of self, in light of a relationship with others. Wellbeing must be considered against a background of how a person sees themselves and functions across all five domains, that include physical, social, cognitive, emotional and spiritual and recognising the multidimensional nature of wellbeing.

3 Details

- 3.1 Understanding and Leading Child Safety at Tanglin.
 - 3.1.1 Tanglin’s commitment to caring for and protecting the safety of all children entrusted to our care begins with our belief that every person is unique and valued. This belief means that all people, and particularly children, require our care, respect and protection.
 - 3.1.2 In addition, Tanglin is committed to meeting requirements set for the wider community by state and federal governments and agencies.
 - 3.1.3 These commitments are expressed in Tanglin’s policies, procedures, practices, systems and plans that promote child protection within the Campus.
- 3.2 Statement of commitment to child safety
 - 3.2.1 We commit ourselves to protecting the safety of those children entrusted to our care as Students. We believe that by role modelling our core values we will help create and maintain an environment where the safety of children is of the highest priority.
- 3.3 Tanglin Gippsland’s core values are:
 - 3.3.1 Respect. We treat others as we would want to be treated ourselves. Tanglin is a community where everyone is valued and included.
 - 3.3.2 Responsibility. Tanglin seeks to act ethically and according to the principles of social and environmental responsibility.
 - 3.3.3 Purpose. We are driven by our desire to teach students how to enjoy learning, playing, and making friends. We allow students time and space to be who they are and discover who they might become.
- 3.4 Proactive Measures
 - 3.4.1 At Tanglin, we are committed to establishing an inclusive and culturally safe school where the strengths of Aboriginal culture, values and practices are acknowledged and respected. We recognise the link between Aboriginal culture, identity and safety.
 - 3.4.2 Further information can be found in Appendix 1.

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3.5 Student empowerment

3.5.1 At Tanglin, we work to create an inclusive and supportive environment that encourages students to contribute to our child safety approach and understand their responsibilities and their rights in this area of our community.

3.5.2 Further information can be found in Appendix 3.

3.6 Family engagement

3.6.1 Tanglin is committed to partnering with families in all aspects of its operations and programs, including the promotion and monitoring of child safety and wellbeing.

3.6.2 Further information can be found in Appendix 4.

3.7 Diversity and equity

3.7.1 At Tanglin we value the rich diversity of our students, families and community and promote respectful environments that are free from discrimination. Our focus is on support, wellbeing and growth for every student.

3.7.2 We recognise that every child has unique skills, strengths and experiences to draw on, and particularly commit to individuals and groups and young people in our community with additional and specific needs.

3.7.3 Further information may also be found in Appendix 5.

3.8 Suitable staff and volunteers

3.8.1 Robust child safe recruitment, induction, training, and supervision practices are implemented at Tanglin to ensure that all staff, contractors, and volunteers are suitable to work with children.

3.8.2 Compliance with all applicable child safety legislation, Tanglin policies and training requirements is a condition of employment for all staff.

3.8.3 Further information can be found in Appendix 6.

3.9 Child safety knowledge, skills and awareness

3.9.1 Ongoing training and education are essential to ensuring that Tanglin directors, staff members and volunteers understand their roles and responsibilities and develop their capacity to effectively address child safety and wellbeing matters.

3.9.2 Further information can be found in Appendix 8.

3.10 Managing risks to child safety and wellbeing

3.10.1 At Tanglin we identify, assess and manage risks to child safety and wellbeing in our physical and online Campus environments. These risks are managed through our child safety and wellbeing policies, procedures and practices, and in our activity specific risk registers, including for facilities and services we contract through third party providers for student use.

3.10.2 Further information can be found in Appendix 9.

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3.11 Codes of Conduct

3.11.1 Tanglin’s Staff Code of Conduct (see Appendix 12) sets the boundaries and expectations for appropriate behaviours between adults and Students. It also clarifies behaviours that are not acceptable in our physical and online environments.

3.11.2 We ensure that Students also know what is acceptable and what is not acceptable so that they can be clear and confident about what to expect from adults in the school. For additional information about the Student Code of Conduct, see Appendix 20.

3.12 Privacy and information sharing

3.12.1 Tanglin collects, uses, and discloses information about children and their families in accordance with Victorian privacy laws, and other relevant laws.

3.12.2 For further detail on how Tanglin collects, uses and discloses such information see Appendix 17.

3.13 Records management

3.13.1 Tanglin acknowledge that good records management practices are a critical element of child safety and wellbeing and manage our records in accordance with the Records Management Policy and in line with the Standards set out by the Public Records Office Victoria. See Appendix 2 and Appendix 18 for further information.

3.14 Review of child safety practices

3.14.1 Tanglin has established processes for the review and ongoing improvement of our child safe policies, procedures, and practices including:

- reviewing and refining the Child Safety & Wellbeing Policy no less frequently than every 2 years or after any significant child safety incident
- analysing all complaints, concerns, and safety incidents to improve policy and practice
- acting with transparency and sharing pertinent learnings and review outcomes with staff and our community.

3.14.2 Further information can be found in Appendix 10.

3.15 Responsive Measures

3.15.1 Complaints

- Tanglin seeks to foster a culture that encourages staff, volunteers, Students, parents, and the Campus community to raise concerns and complaints appropriately.
- Further information can be found in Appendix 7.

3.15.2 Reporting processes

- Where an incident, disclosure, allegation or suspicion of child abuse is raised, all staff and volunteers must follow Tanglin’s Child Safety Responding and Reporting Procedures found in Appendix 15.
- Additional information regarding staff reporting responsibilities see Appendix 16.

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4 Communications

- 4.1 Tanglin is committed to communicating the Campus’s child safety and wellbeing strategies to our community through:
 - 4.1.1 Ensuring that relevant documents are available on the Campus website, including the Child Safety and Wellbeing Policy (this document) and Child Safety Code of Conduct.
 - 4.1.2 Displaying relevant age-appropriate posters around the Campus.
 - 4.1.3 Providing updates for parents and guardians through the parent portal.
 - 4.1.4 Ensuring that child safety and wellbeing is a regular agenda item at leadership meetings, staff meetings, board meetings and in volunteer communications.

5 Roles and Responsibilities

- 5.1 At Tanglin, all Board, staff members, contractors and volunteers, have a shared responsibility for contributing to and ensuring the safety and protection of every child.
- 5.2 Specific responsibilities can be found in Appendix 13.

6 Policy Review

- 6.1 This policy is approved by the Board of Tanglin Australia and will be reviewed at least every two years by Tanglin’s Leadership Team. Leadership Team consists of the Tanglin Gippsland Head of Campus, Head of Learning and Head of Pastoral Care.
- 6.2 Any significant changes to this policy must be approved by the Board.
- 6.3 Regular reviews will include consultation with Students, parents/carers, staff, the Board and relevant agencies as appropriate.

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7 Appendices

Appendix 1: Child Safe Standard 1

<p>Child Safe Standard 1</p> <p>Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued</p>
<p>Specific Strategy for this Standard</p> <p><u>Engagement</u></p> <p>Tanglin will:</p> <ul style="list-style-type: none"> consult with families, students and the local Aboriginal community when developing policies to address this standard Engage with Aboriginal community members in geographical areas relevant to the Campus. <p><u>Actions</u></p> <ul style="list-style-type: none"> Tanglin is committed to encouraging and actively supporting a child or a Student’s ability to express their culture and enjoy their cultural rights in the following ways: equip staff, Students, volunteers and the Campus community to acknowledge and appreciate the strengths of Aboriginal culture and understand its importance to the wellbeing and safety of Aboriginal children and Students adopt measures to ensure racism is identified, confronted and addressed address all instances of racism within the Campus environment with appropriate consequences increase staff professional awareness, training and opportunities for cultural awareness seek appropriate and meaningful means of celebrating Aboriginal culture and contributions within the campus community. ensure policies, procedures, systems and processes together create a culturally safe and inclusive environment endorse a statement detailing the strategies and actions Tanglin will take to ensure the above. <p><u>Communication</u></p> <ul style="list-style-type: none"> Communicate this policy and related strategies to the Tanglin community and make the policy publicly available on the Tanglin website.

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Appendix 2: Child Safe Standard 2

<p>Child Safe Standard 2</p> <p>Child safety and wellbeing is embedded in organisational leadership, governance and culture</p>
<p>Related Document/s</p> <ul style="list-style-type: none"> • Records Management Policy • Risk Management Policy • Welfare Services Policy
<p>Specific Strategy for this Standard</p> <p><u>Engagement</u></p> <p>Child safety and wellbeing is a central part of all documents, processes and planning at Tanglin and therefore Tanglin will regularly consult with Students, families and staff about how Students can continually feel safe while at school.</p> <p><u>Actions</u></p> <p>Tanglin is committed to embedding child safety and wellbeing by:</p> <ul style="list-style-type: none"> • communicating, displaying and regularly reviewing Tanglin’s commitment to child safety, including the Child Safety & Wellbeing Policy • developing, recording, and implementing risk management actions to make sure children are safe in the Campus environment • monitoring, reviewing and evaluating child safety and wellbeing risks in the Campus environment • ensure records relevant to child safety and wellbeing are created, maintained and disposed of in accordance with the Public Record Office Victoria Recordkeeping Standards. (See Appendix 18) • ensuring staff and volunteers understand and abide by their obligations in risk assessment, information sharing and recordkeeping. Refer to the Privacy Policy. <p><u>Communication</u></p> <p>Tanglin will proactively communicate to students, families and staff the Child Safety & Wellbeing Policy and the Child Safety Code of Conduct annually and display these documents on our website.</p>
<p><u>Review</u></p> <p>The information for this Child Safe Standard will be reviewed by Tanglin’s Leadership Team every two years.</p>

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Appendix 3: Child Safe Standard 3

<p>Child Safe Standard 3 Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously</p>
<p>Related Document/s</p> <ul style="list-style-type: none"> • Bullying and Harassment Prevention Policy • Student Discipline & Behaviour Policy
<p>Specific Strategy for this Standard</p> <p><u>Engagement</u> Tanglin will consult with Students, families and staff about the ways students are appropriately empowered within the Campus.</p> <p><u>Actions</u> Tanglin will:</p> <ul style="list-style-type: none"> • create an inclusive and supportive environment that encourages students and families to contribute to Tanglin’s child safety approach and understand their responsibilities and rights. • reinforce respectful relationships between students and encourages a sense of belonging through strong friendships and peer support. • implement programs that develop skills and confidence to recognise unsafe situations with adults or other students and to speak up and act on concerns relating to themselves or their peers. • inform students about all their rights, including to safety and participation • ensure Students know who to talk to if they are worried or feeling unsafe and encourage them to share concerns with a trusted adult at any time. See Appendix 7 for more information on how Students and parents can report concerns or complaints. • educate Students in standards of behaviour through class meetings and displays • present age-appropriate educational sessions on acceptable and unacceptable behaviours, self-protection strategies, healthy relationships and child abuse. • train staff members, when gathering information in relation to a complaint about alleged misconduct or abuse of a child, to listen to the complainant’s account and take them seriously, check understanding of the complaint, support the Student and keep them (and their parents and carers, as appropriate) informed about progress. <p><u>Communication</u> Tanglin will inform Students, families and staff about Student’s ongoing rights to safety, information and participation and will communicate in a range of means that empower students to know how to raise concerns in appropriate ways.</p>
<p><u>Review</u> The information for this Child Safe Standard will be reviewed by the Leadership Team every 2 years.</p>

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Appendix 4: Child Safe Standard 4

<p>Child Safe Standard 4 Families and communities are informed and involved in promoting child safety and wellbeing</p>
<p>Related Document/s</p> <ol style="list-style-type: none"> 1. Bullying and Harassment Prevention Policy 2. Staff & Student Professional Boundaries Policy 3. Student Discipline & Behaviour Policy 4. Visitors Policy 5. Volunteers Policy 6. Welfare Services Policy
<p>Specific Strategy for this Standard</p> <p><u>Engagement</u> Tanglin will consult with the Campus community when developing child safety and wellbeing policies and practices, and when reviewing such policies and practices.</p> <p><u>Actions</u> All families at Tanglin have an important role in monitoring and promoting children’s safety and wellbeing, particularly in equipping and enabling children to raise any concerns they may have. To support family engagement at Tanglin, we are committed to:</p> <ul style="list-style-type: none"> • providing families and the community with accessible information about the child safe policies and practices and involving them in our approach to child safety and wellbeing • inform families and carers about Tanglin’s governance and approach to child safety and wellbeing, including roles and responsibilities of staff. • consulting with families during the development and review of our child safety policies and practices and encourage them to raise any concerns and ideas for improvement. • encourage families to participate in child safety and wellbeing decisions which affect their child • involving families (as appropriate) in complaints about student harm, alleged misconduct or abuse of any child <p><u>Communication</u> Tanglin will proactively communicate to students, families and staff the Child Safety & Wellbeing Policy and the Child Safety Code of Conduct annually and display these documents on our website.</p>
<p><u>Review</u> The information for this Child Safe Standard will be reviewed by the Leadership Team every 2 years.</p>

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Appendix 5: Child Safe Standard 5

<p>Child Safe Standard 5</p> <p>Equity is upheld and diverse needs respected in policy and practice.</p>
<p>Related Document/s</p> <ol style="list-style-type: none"> 1. Bullying and Harassment Prevention Policy 2. Dispute Resolution Policy 3. Equal Opportunity & Respectful Workplace Policy 4. Student Discipline & Behaviour Policy 5. Welfare Services Policy
<p>Specific Strategy for this Standard</p> <p><u>Engagement</u></p> <p>Tanglin will:</p> <ul style="list-style-type: none"> • Engage and communicate in ways that acknowledge that each student, staff member and family will experience unique and diverse needs. <p><u>Actions</u></p> <p>Tanglin will:</p> <ul style="list-style-type: none"> • develop policies, processes and practices that facilitate necessary support and responses to vulnerable students and families • seek to recruit staff and volunteers who are equipped to understand and meet the unique and diverse needs of each student, staff member and family • provide students, staff, volunteers and the campus community access to information, support and complaints processes in ways that are culturally safe, accessible and easy to understand • seek to understand the particular needs of: <ul style="list-style-type: none"> ➢ students with disability ➢ students from culturally and linguistically diverse backgrounds ➢ students who are unable to live at home ➢ lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+) students ➢ Aboriginal students • seek to understand, provide and promote a culturally safe environment for each of these students. • provide additional resources and supports that uphold the equity and meet the diverse needs of students, families and staff. <p><u>Communication</u></p> <ul style="list-style-type: none"> • Tanglin will proactively communicate how it seeks to understand and meet the unique and diverse needs of each student, staff member and family
<p><u>Review</u></p>

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Appendix 6: Child Safe Standard 6

<p>Child Safe Standard 6</p> <p>People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.</p>
<p>Related Document/s</p> <ol style="list-style-type: none"> 1. Health & Health Centre Policy 2. Staff & Student Professional Boundaries Policy 3. Safer Recruitment Policy 4. Visitors Policy 5. Volunteers Policy 6. Child Safety Code of Conduct
<p>Specific Strategy for this Standard</p> <p><u>Engagement</u></p> <p>Tanglin will seek ongoing input from staff and volunteers about how they can be thoroughly supported to create a culture that promotes child safety in every sphere of the Campus community.</p> <p><u>Actions</u></p> <p>Tanglin will continue to:</p> <ol style="list-style-type: none"> 1. make sure job advertisements have clear statements about: <ul style="list-style-type: none"> • the job’s requirements, duties and responsibilities regarding child safety and wellbeing • the job occupant’s essential or relevant qualifications, experience and attributes in relation to child safety and wellbeing. 2. advise job applicants about the child safety practices of the school, including the Staff Code of Conduct 3. make volunteers aware of the school’s Child Safety and Wellbeing Policy and Child Safety Code of Conduct 4. screen school staff applicants: <ul style="list-style-type: none"> • sight, verify and record a Working with Children clearance if they person is required to have one or any equivalent background checks such as Victorian Institute of Teaching registration • collect and record proof of identify, qualifications, history of working with children and references 5. screen volunteers: <ul style="list-style-type: none"> • Teaching staff: verify & record the person’s Victorian Institute of Teaching registration • Non-teaching staff: sight, verify and record the person’s Working with Children clearance or equivalent background check • require all staff to maintain WWCC/VIT (which periodically include Police checks) for the duration of employment • collect and record: <ul style="list-style-type: none"> ➤ proof of the person’s identity and any professional or other qualifications

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- the person’s history of working with children as provided through the application process
 - references that address suitability for the job and working with children.
6. provide an induction to staff, volunteers and contractors engaged in child-related work, regarding child safety and wellbeing that is appropriate to the nature of the role
 7. ensure that induction addresses the school’s:
 - the Child Safety Code of Conduct
 - the Child Safety and Wellbeing Policy
 - procedures for managing complaints and concerns related to child abuse
 8. make sure that board directors, staff members and volunteers engaged in child-connected work, are aware of their responsibilities for:
 - children and students
 - information sharing and reporting obligations
 - record keeping obligations
 9. provide supervision and people management of staff and volunteers that focuses on child safety and wellbeing.

All staff:

- participate in ongoing training initiatives that are designed to enhance child safety
 - engaged in child-connected work will be supervised appropriately to ensure that staff are working according to child safety standards
 - are monitored and assessed to ensure their continuing suitability for child-connected work. Inappropriate behaviour towards students will be managed swiftly and in accordance with Tanglin’s policies and legal obligations.
10. require volunteers to comply with our Volunteers Policy which describes how we assess the suitability of prospective volunteers and outlines expectations in relation to child safety and wellbeing induction and training, and supervision and management.

Communication

Tanglin will continue to communicate during the recruitment of staff and volunteers that individuals all have roles and responsibilities in creating a safe environment for Students.

Review

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Appendix 7: Child Safe Standard 7

<p>Child Safe Standard 7 Child Safe Standard 7 Processes for complaints and concerns are child-focused</p>
<p>Related Document/s</p> <ol style="list-style-type: none"> 1. Complaints Procedure Policy 2. Privacy Policy 3. Welfare Services Policy 4. Whistleblower Policy 5. Child Safety Code of Conduct
<p>Specific Strategy for this Standard</p> <p><u>Engagement</u> Tanglin will engage with the community about ways that the complaints processors can continually be improved to ensure that there are no barriers for anyone to make a complaint.</p> <p><u>Actions</u> Tanglin will further develop and review:</p> <ol style="list-style-type: none"> 1. a complaints handling policy which: <ul style="list-style-type: none"> • is publicly available and accessible • is child-focused • is culturally safe and easily understood by the Campus community • has information about the process for making a complaint about Tanglin, a staff member or any person within the Campus • requires that complaints are taken seriously and responded to promptly and thoroughly. 2. procedures for responding to complaints or concerns relating to child abuse that is: <ul style="list-style-type: none"> • publicly available and accessible • child-focused • culturally safe and easily understood by the Tanglin community • ensures complaints are taken seriously and responded to promptly and thoroughly • covers all forms of child abuse • sensitive to the characteristics of the Tanglin community • able to address reporting of complaints and concerns to relevant authorities, whether or not the law requires reporting, and cooperate with law enforcement • able to provide details of recordkeeping, reporting, privacy and employment law obligations to be met when responding to complaints and concerns <p><u>Communication</u> Policies and procedures relating to complaints and concerns of a child safety nature will be publicly accessible via Tanglin’s website and/or readily accessible to all staff.</p> <p>Roles and responsibilities of mandatory reporters and Child Safety Officers will also be communicated through training and procedures. Tanglin has clear pathways for raising complaints and concerns and responding which are documented in the following policy: Complaints Procedure Policy</p>
<p><u>Review</u></p>

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Appendix 8: Child Safe Standard 8

<p>Child Safe Standard 8 Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.</p>
<p>Related Document/s</p> <ol style="list-style-type: none"> 1. Child Safety & Wellbeing Policy 2. Staff & Student Professional Boundaries Policy 3. Safer Recruitment Policy 4. Visitors Policy 5. Volunteers Policy
<p>Specific Strategy for this Standard</p> <p><u>Engagement</u> Tanglin will engage with staff and volunteers to gain a better understanding of additional areas in need of further training and information when relating to child safety promotion and when responding to child safety concerns.</p> <p><u>Actions</u></p> <ol style="list-style-type: none"> 1. Board At least annually, appropriate training and guidance is provided to the members of the Tanglin Gippsland board about: <ul style="list-style-type: none"> • individual and collective obligations and responsibilities for implementing the Child Safe Standards and managing the risk of child abuse • child safety and wellbeing risks in the Campus environment • the child safety policies, procedures and practices of the Campus 2. Staff In addition to the child safety and wellbeing induction, Tanglin staff participate in a range of training and professional learning to equip them with the skills and knowledge necessary to maintain a child safe environment. Staff child safety and wellbeing training will be delivered at least annually and will include guidance on: <ul style="list-style-type: none"> • the Child Safety and Wellbeing Policy of the Campus • the Child Safety Code of Conduct of the Campus • the procedures which apply to complaints and concerns relating to child abuse made by or in relation to a child or Student, staff, volunteers, contractors, service providers, visitors, or other persons while connected to Tanglin • guidance on recognising indicators of child harm including harm caused by other children and students • guidance on responding effectively to issues of child safety and wellbeing and supporting colleagues who disclose harm • guidance on how to build culturally safe environments for children and Students • guidance on information sharing and recordkeeping obligations • guidance on how to identify and mitigate child safety and wellbeing risks in the Campus environment without compromising a child or student’s right to privacy, access to information, social connections and learning opportunities • the support available to them to implement the child safety and wellbeing policy of Tanglin that it is applicable to their role and responsibilities.

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3. Volunteers

At least annually, volunteers engaged in child-connected work receive training and information that will equip them with the knowledge, skills and awareness required to keep children and students safe and that is appropriate to the nature and responsibilities of their role. Due consideration will be given to the reasonableness and necessity to include training and information on:

- the Child Safety and Wellbeing Policy of the Campus
- the Child Safety Code of Conduct of the Campus
- guidance on how to recognise indicators of child harm including harm caused by other children and students
- guidance on how to respond effectively to issues of child safety and wellbeing and support colleagues who disclose harm
- guidance on how they can contribute to building culturally safe environments for children and students
- guidance on any obligations they have relating to information sharing and recordkeeping
- guidance on how to identify and manage child safety risks relevant to the role the volunteer will undertake, without compromising a child or student's right to privacy, access to information, social connections and learning opportunities
- the support available to them to implement the Child Safety and Wellbeing Policy of the campus that it is applicable to their role and responsibilities.

4. Staff are required to complete the annual Mandatory Reporting training as set out by the Department of Education and Training (DET).

5. Tanglin will support staff and volunteers to implement the Child Safety and Wellbeing Policy and the Child Safety Code of Conduct where these policies apply to their role and responsibilities.

Communication

This training will be conducted by Tanglin's Child Safety Officer or delegate and will be available to staff, volunteers and Directors on Tanglin's Online Training Platform or face-to-face as appropriate.

Email communication, and direct alerts from the training platform, will be sent to all relevant staff, volunteers and Directors when training is required each year. New staff and volunteers will be expected to complete the training during their induction period.

Review

This information for this Child Safe Standard will be reviewed by the Leadership Team every 2 years.

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Appendix 9: Child Safe Standard 9

<p>Child Safe Standard 9 Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.</p>
<p>Related Document/s</p> <ol style="list-style-type: none"> 1. Personal Electronic Device Policy 2. Accident and Incident Policy 3. Emergency and Critical Incident Management Policy 4. Hazardous Substances Policy 5. Health & Health Centre Policy 6. Occupational Health and Safety Policy 7. Staff & Student Professional Boundaries Policy 8. Student Discipline & Behaviour Policy 9. Privacy Policy 10. Welfare Services Policy
<p>Specific Strategy for this Standard</p> <p><u>Engagement</u> The whole Tanglin community is encouraged to provide any ongoing feedback about the safety of our physical and online Campus environments and recommendations for improvements.</p> <p><u>Actions</u> Tanglin will continue to:</p> <ul style="list-style-type: none"> • make sure child safety and wellbeing policies, procedures and practices enable staff and volunteers to identify and mitigate risks without compromising a student’s right to privacy, access to information, social connections and learning opportunities • implement procurement policies for facilities and services from third parties that ensure the safety of Students • conduct the annual Child Safety Risk Register to identify, manage and record risks related to child abuse in our physical and online Campus environments, alongside actions in place to manage those risks. <p><u>Communication</u> Relevant policies and procedures that relate to providing and maintaining safe environments for students will be accessible on the Tanglin website.</p> <p><u>Managing risks to child safety and wellbeing</u> Tanglin’s Child Safety Risk Register is used to identify, manage and record risks related to child abuse in our physical and online environments, alongside actions in place to manage those risks. Risk assessment processes and documents are reviewed annually by Campus Leadership Team, including conducting an annual review of processes and documents. The findings of this review are reported to the Board annually.</p> <p>In addition, all members of the Tanglin community (including staff members, parents, students, volunteers, contractors and service providers) who have any concerns that a child may be subject to abuse are required to contact a Child Protection Officer as soon as possible. It is the responsibility of our Child Protection Officers to coordinate responses to child protection incidents and ensure that appropriate action is taken.</p>

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Review

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Appendix 10: Child Safe Standard 10

<p>Child Safe Standard 10 Implementation of the Child Safe Standards is regularly reviewed and improved.</p>
<p>Related Document/s</p> <ol style="list-style-type: none"> 1. Policy Development & Review Policy 2. Risk Management Policy
<p>Specific Strategy for this Standard</p> <p><u>Engagement</u> Tanglin will provide notice to the whole community that they will be reviewing their compliance of the Child Safety and Wellbeing Policy and invite any feedback from Students, parents/guardians, staff members and volunteers.</p> <p><u>Actions</u> Tanglin will continue to:</p> <ul style="list-style-type: none"> • review and evaluate our Child Safety and Wellbeing Policy and other related procedures and practices after any significant child safety incident, or at least every 2 years and improve where applicable • analyse complaints, concerns and safety incidents to identify causes and systemic failures and to inform continuous improvement • conduct the annual Child Safety Risk Assessment, which is then endorsed by the Leadership Team and approved by the directors • report on the outcomes of relevant reviews to staff, volunteers, the community, families and Students <p><u>Communication</u> Tanglin’s Leadership Team will communicate to the community any relevant updates in response to policy reviews, incidents and outcomes as is deemed appropriate.</p>
<p><u>Review</u> This information for this Child Safe Standard will be reviewed by the Leadership Team every 2 years.</p>

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Appendix 11: Child Safe Standard 11

<p>Child Safe Standard 11 Policies and procedures document how the organisation is safe for children and young people</p>
<p>Related Document/s</p> <ol style="list-style-type: none"> 1. Policy Development & Review Policy
<p>Specific Strategy for this Standard</p> <p><u>Engagement</u> Tanglin will encourage the Campus community to provide ongoing input as to the contents and distribution of relevant policies that seek to create a safe and inclusive environment for Students.</p> <p><u>Actions</u> Tanglin will:</p> <ul style="list-style-type: none"> • implement practices for a child-safe environment • implement policies and procedures that meet all the Child Safe Standards • make sure all relevant directors, staff and volunteers understand and implement the policies and procedures • champion and model the policies and procedures for a child-safe environment • document our policies and procedures and make them easy to understand • make sure our policies and procedures are updated regularly and informed by best practice models and stakeholder consultation. <p><u>Communication</u> Relevant and required child safety-related policies will be publicly accessible via Tanglin’s website, and other procedures, risk assessments and documents designed for staff and volunteers will be made available.</p>
<p><u>Review</u> This information for this Child Safe Standard will be reviewed by the Leadership Team every 2 years.</p>

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Appendix 12: Staff Code of Conduct

The Staff Code of Conduct outlines appropriate standards of behaviour for all adults towards Students at Tanglin Gippsland.

The Code serves to protect Students, reduce opportunities for abuse or harm to occur, and promote child safety in the school environment. It provides guidance regarding how to best support Students and how to avoid or better manage difficult situations. Where a staff member breaches the Code, Tanglin may take disciplinary action, including summary dismissal in the case of serious breaches. This Code is revised annually.

Tanglin has the following expectations in relation to behaviours and boundaries for all adults interacting with students within our campus community.

DO:

- Behave as a positive role model to Students.
- Promote the safety, welfare and wellbeing of Students.
- Be vigilant and proactive with regard to Student safety and child protection issues.
- Provide age-appropriate supervision for Students.
- Comply with guidelines published by the Campus regarding child protection.
- Ensure, 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.
- Treat all Students with respect.
- Promote the safety, participation and empowerment of Students with a disability.
- Recognise that Students come from a diverse range of cultural contexts and seek to work collaboratively with Students and their families within those contexts.
- Pay particular attention to the cultural safety, participation and needs of Aboriginal students, students with culturally and/or linguistically diverse backgrounds, students with a disability, international students, students who are unable to live at home and lesbian, gay, bisexual, transgender and intersex (LGBTIQ+) students.
- Use positive and affirming language towards students.
- Encourage students to ‘have a say’ and listen to them with respect.
- Listen and respond to the views and concerns of students, particularly if they are telling you that they or another student have been abused or that they are worried about their safety or the safety of another student.
- Help provide an open, safe and supportive environment for all students to interact and socialise.
- Intervene when students are engaging in inappropriate bullying behaviour towards others or acting in a humiliating or vilifying way.
- Report concerns about child safety to one of our nominated Child Protection Officers and ensure that all legal obligations to report allegations externally are met.
- Ensure as quickly as possible, where an allegation of child abuse is made, that the student involved is safe.
- Call the Police on 000 if you have immediate concerns for a student’s safety.
- Respect the privacy of students and their families, and only disclose information to people who have an identifiable ‘need to know’.

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- Take an active interest and respond to any scenario where a student might be unsafe. This is everyone’s responsibility.
- Report any breaches of this Child Safety Code of Conduct to a Child Protection Officer (or a member of the Leadership Team) without delay.

DO NOT:

- Do not engage in any form of inappropriate behaviour towards Students or allow Students to be exposed to such behaviours.
- Do not display behaviours or engage with students in ways that are not justified by the educational or professional context.
- Do not ignore an adult’s overly familiar or inappropriate behaviour towards a student.
- Do not use prejudice, oppressive behaviour or inappropriate language with students.
- Do not unlawfully discriminate against any student.
- Do not engage in open discussions of an adult nature in the presence of students.
- Do not engage in any form of sexual conduct with a student, or a student who has left Tanglin within the past two years, including making sexually suggestive comments and sharing sexually suggestive material.
- Do not engage in inappropriate or unnecessary physical conduct or behaviours, including doing things of a personal nature that a student can do for themselves (e.g. toileting, changing clothes).
- Do not engage in any form of physical violence towards a student, including inappropriately rough physical play.
- Do not use physical means or corporal punishment to discipline a student.
- Do not engage in any form of behaviour that has the potential to cause serious emotional or psychological harm to a student.
- Do not develop ‘special’ relationships with students that could be seen as favouritism (e.g., offering gifts or special treatment to specific students) or could amount to grooming behaviour.
- Do not engage in undisclosed private meetings with a student that is not your own child.
- Do not engage in inappropriate personal communications with a student through any medium, including online contact or interactions
- Do not communicate directly with a student through personal or private means (including by social media, email, instant messaging, texting etc)
- Do not publish any information about a student that may identify them, unless in accordance with Tanglin’s Privacy Policy.
- Do not ignore or disregard any concerns, suspicions or disclosure of child abuse.
- Do not consume an excessive amount of alcohol at Tanglin sanctioned events, in view of students when on campus or outside of private on-campus residences.
- Do not take illicit drugs under any circumstance on the Campus or during any Tanglin sanctioned event or trip.

Staff members, volunteers and contractors are required to affirm the following in Tanglin’s online induction and training platform.

”I” have read this Code of Conduct and agree to abide by its terms.

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Appendix 13: Specific Roles and Responsibilities

Directors are responsible for:

- ensuring policies and practices are effectively developed and implemented in accordance with Ministerial Order 1359.
- ensuring that appropriate resources are made available to allow Tanglin’s Child Safety and Wellbeing Policy (and resulting programs) to be effectively implemented within the campus.
- holding the Head of Campus and Leadership Team accountable for the effective implementation of the Child Safety and Wellbeing Policy and related strategies
- monitoring the Campus’s compliance with the Child Safety and Wellbeing Policy
- championing and promoting a child safe culture within the Tanglin community
- ensuring that child safety is a regular agenda item at board meetings
- undertaking annual training on child safety
- approving updates to, and acting in accordance with the Child Safety and Wellbeing Policy
- annually reviewing and approving Tanglin’s Child Safety Risk Register.

The Leadership Team is responsible for:

- implementing Tanglin’s Child Safety and Wellbeing Policy (and resulting programs)
- championing child protection within the school
- informing the Campus community about this policy, and making it publicly available
- ensuring that a strong child safe culture is created and maintained
- ensuring stakeholders are regularly consulted on the development of a strong child safe culture
- developing and implementing policies and practices in accordance with Ministerial Order 1359.
- ensuring regular professional learning for staff and volunteers that builds deeper understandings of child safety, cultural safety, student wellbeing and prevention of and responding to abuse
- regularly reviewing Tanglin’s Child Safety and Wellbeing Policy (and resulting programs), and providing recommendations to the Board
- annually reviewing Tanglin’s Child Safety Risk Register and reporting this to the Board.

Child Protection Officers are endorsed by the Board and then confirmed by the Leadership Team at the beginning of each school year. Their names and contact details are then communicated to the campus community and published on Tanglin’s school systems and website.

Child Protection Officers are responsible for:

- implementing Tanglin’s Child Safety and Wellbeing Policy
- championing child protection within the Campus
- being the first point of contact for child protection concerns or complaints within the campus and coordinating responses to child protection incidents.
- ensure that appropriate action is taken in response to any concerns raised or complaints made

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- ensuring that documentation of concerns and complaints and actions taken is completed and securely stored
- participating in annual staff training and additional training with respect to child protection issues
- provision of guidance for other school staff and volunteers when needed
- provision of support for Students involved in concerns or complaints

The Head of Campus is responsible for:

- implementing Tanglin’s Child Safety and Wellbeing Policy (and resulting programs) at the Campus
- championing child protection within the Campus
- modelling, promoting and enabling a child safe culture that facilitates the active participation of students, families and staff in promoting and improving child safety, cultural safety and wellbeing
- enabling inclusive practices where the diverse needs of all students are considered
- reinforcing high standards of respectful behaviour between Students and adults, and among Students
- promoting regular open discussion on child safety issues within the Campus community
- creating an environment where child safety complaints and concerns are readily raised and addressed appropriately.
- leading a campus meeting that gathers regularly to identify and respond to any ongoing matters related to child safety and wellbeing.

Staff members and volunteers are responsible for:

- knowing and fulfilling Tanglin’s Child Safety and Wellbeing Policy
- knowing and fulfilling their obligations with respect to the reporting of child abuse
- knowing and implementing inclusive practices that respond to the diverse needs of students
- ensuring students’ views are taken seriously and their voices heard
- raising any concerns relating to child abuse with a Child Protection Officer
- completing child safety and wellbeing induction and training as required

Contractors and Service providers are responsible for:

- contributing to the safety and protection of children they may come in contact with
- knowing and fulfilling Tanglin’s Child Safety and Wellbeing Policy as appropriate
- knowing and fulfilling their obligations with respect to the reporting of child abuse

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Appendix 14: Aboriginal and Torres Strait Islander Cultural Safety Plan

Note: Throughout this plan the term Aboriginal is used to refer to both Aboriginal and Torres Strait Islander people.

Tanglin Gippsland celebrates the culture, knowledge and experiences of Aboriginal peoples. We are committed to creating and maintaining a Campus environment that encourages Students to value, respect and be aware of the culture of Aboriginal peoples.

Our campus has a number of measures in place to ensure our community appreciates the strengths of Aboriginal culture. These measures are outlined below.

Training And Professional Development of Staff

To ensure our staff are equipped with the skills and knowledge necessary to create and maintain a positive and inclusive environment we:

- ensure leaders participate in training based on the Aboriginal and Torres Strait Islander cultural safety framework and the Aboriginal and Torres Strait Islander cultural safety framework – Cultural safety continuum reflective tool
- provide tailored training and professional development each year to build knowledge for specific staff based on any emerging or current areas of need
- ensure training and professional development equips teaching staff to deliver Aboriginal and Torres Strait Islander perspectives within the classroom curriculum
- support teachers to map and develop teaching and learning activities within the Campus' programme priorities to enable staff to build their confidence with Aboriginal and Torres Strait Islander content and to recognise opportunities to draw upon Aboriginal pedagogies and practices within their classrooms
- ensure training and professional development equips staff with an understanding and appreciation of the strengths of Aboriginal and Torres Strait Islander culture and its importance to the wellbeing and safety of Aboriginal students.

Curriculum And Learning

Tanglin Gippsland supports the development of high expectations and individualised learning for Aboriginal students and aims to create a learning environment for all students that acknowledges, respects and values Aboriginal and Torres Strait Islander cultures and identities. This support includes:

- being aware of which students or families identify as Aboriginal
- ensuring that all Aboriginal students who require them have individual education plans developed in partnership with students and families.

Events and Activities

We ensure events and activities acknowledge and celebrate Aboriginal and Torres Strait Islander culture by:

- arranging incursions and excursions, and recognising key events and anniversaries that celebrate Aboriginal and Torres Strait Islander culture

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Addressing Racism

Racism will not be tolerated within Tanglin Gippsland, with any known acts of racism being addressed. This commitment will be met by:

- training staff, students and families to understand and identify racist climates, attitudes and actions.
- displaying and communicating means by which racism can be reported.
- maintaining appropriate records of incidents of racism, the process followed to understand and address the incident, and any consequences resulting from that process.

Review And Feedback

We commit to reviewing our policies, plans and practices in line with the commitment made in Appendix 1 of the Child Safety and Wellbeing Policy. We invite feedback, concerns or suggestions on this plan to the Head of Campus.

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Appendix 15: Child Protection and Reporting: General Information

Mandatory Reporting

All mandatory reporters must make a report to Victoria Police or DFFH Child Protection as soon as practicable if, while carrying out their professional roles and responsibilities, they form a belief on reasonable grounds that:

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

It is a criminal offence not to report in these circumstances.

There are certain classes of professionals who are classified as "mandatory reporters". Within a school mandatory reporters include all:

- Victorian Institute of Teaching (VIT) registered teachers, including principals
- staff who have been granted permission to teach by the VIT
- registered doctors and nurses
- registered psychologists
- school counsellors, which means a person who works (other than on a voluntary basis) to provide direct support to school students, at or directly connected with a school, for mental, emotional or psychological wellbeing
- people in religious ministry.

Refer: [Mandatory reporting - DFFH Service Providers](#)
[Child Protection and Child Safe Standards \(PROTECT\)](#)

Failure to Protect

The Failure to Protect offence applies where there is a substantial risk that a child under the age of 16 under the care, supervision or authority of a relevant organisation will become a victim of a sexual offence committed by an adult associated with that organisation.

A person in a position of authority in the organisation will commit the offence if they know of the risk of abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.

This offence encourages organisations to actively manage the risks of sexual offences being committed against children in their care to protect them from harm.

Refer: [Justice- Failure to Protect](#)

Failure to Disclose

The failure to disclose offence applies to you if:

- you are an adult, and

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- you have information that leads you to form a ‘reasonable belief’ that another adult has sexually offended against a child under 16 in Victoria.

If this applies to you, you must report the information to police as soon as possible, unless:

- you have a ‘reasonable excuse’ for not reporting the information, or
- you are exempt from the offence.

If you fail to report the information, you may be charged with a criminal offence. The failure to disclose offence helps to ensure that protecting children from sexual abuse is the responsibility of the whole community.

Refer: [Justice- Failure to Disclose](#)

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. Young people are often 'groomed' before they are sexually abused.

Refer: [Child sexual exploitation and grooming \(education.vic.gov.au\)](#)

Duty of Care to Prevent Child Abuse

Tanglin owes a duty to take care that, in all the circumstances of the case, is reasonable to prevent the abuse of a child by an individual associated with Tanglin while the child is under the care, supervision or authority of the Tanglin. Abuse includes sexual and physical abuse.

Refer: [Organisational duty of care to prevent child abuse | Department of Justice](#)

Reportable Conduct Scheme

The Head of Campus will notify the Commission for Children and Young People (CCYP) of any allegation of reportable conduct made against a worker or volunteer and will investigate the allegation. If the allegation concerns suspected criminal behaviour, the Head of Campus will notify Victoria Police and consult Victoria Police about the proposed investigation.

There are five types of ‘reportable conduct’:

- sexual offences committed against, with or in the presence of a child
- sexual misconduct committed against, with or in the presence of a child
- physical violence against, with or in the presence of a child
- any behaviour that causes significant emotional or psychological harm to a child
- significant neglect of a child.

Any staff member, volunteer or contractor who needs clarification as to whether they have a ‘reasonable belief’ to report or not should speak with a Child Protection Officer.

Refer: [CCYP | About the Reportable Conduct Scheme](#)

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Historical Sexual Abuse Reports

If a former Student is now an adult and makes a claim of historic abuse within the context of the Campus, Tanglin must notify the Police. If the former Student is still a child, a mandatory report to the Department of Health and Human Services and a reportable conduct allegation to the Commission for Children and Young People must be made. Reporting requirements under the Crimes Act may also apply.

Refer: [Reporting \(historical\) sexual offences and child abuse](#)

Student Sexual Offending

Student sexual offending refers to sexual behaviour that is led by a student aged 10 years and over that may amount to a sexual offence. A sexual offence includes rape, sexual assault, indecent acts and other unwanted sexualised touching, all of which are offences under the Crimes Act 1958.

Refer: [Identifying and Responding to Student Sexual Offending](#)

Students Under 10

If a staff member, volunteer or visitor is unsure of any form of sexualised behaviour or has protective concerns for a child under the age of 10, they will speak with a Child Protection Officer.

Refer: [Identifying and Responding to Student Sexual Offending](#)

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Appendix 16: Reporting Procedures

All members of the Tanglin Gippsland community (including staff members, parents, students, volunteers, third party contractors and providers) who have any concerns that a child may be subject to abuse are asked to contact a Child Protection Officer as soon as possible. It is the responsibility of our Child Protection Officers to ensure that appropriate action is taken.

Tanglin’s Child Safety Responding and Reporting Procedures

1. Depending on the type of conduct that occurs, and with the involvement of Tanglin’s Child Protection Officers, the following authorities must be notified (see also Appendix 16):
 - Victoria Police under the Crimes Act 1958 (Vic) (Crimes Act) if the conduct amounts to a sexual offence or abuse (failure to disclose offence)
 - Child Protection under the Children, Youth and Families Act 2005 if the conduct meets the mandatory reporting criteria.
 - The Victoria Institute of Teaching (VIT) under the Education and Training Reform Act 2006 (Vic) (ETR Act) if the conduct involves a registered teacher (if the teacher misconduct involves a sexual offence, the VIT must be notified immediately)
 - The Commission for Children and Young People (the Commission) under the Child Wellbeing and Safety Act 2005 (Vic) (the CWS Act) if the allegation is against an employee, volunteer, contractor, office holder, minister of religion or officer of a religious body (an initial report is to be made within three days and a further report within 30 days)

Note: The online reporting procedure is outlined at this website: [CCYP | Report a concern or allegation](#)

The Commission has the power to share information it obtains under the Reportable Conduct Scheme to other organisations, including the Working with Children Check Unit and the Victoria Institute of Teaching.

2. In all circumstances, allegations of criminal conduct by a worker or volunteer must be reported to the Police as a first priority. Once the Police have been notified and a child is not at risk of harm, the campus should then consider its reporting obligations under other legislation.
3. Tanglin’s child safety resources and training provide detailed guidance for Directors, staff members and volunteers regarding how to identify key risk indicators of child abuse and how to report child abuse concerns to one of the nominated Child Protection Officers. It also contains detailed procedures with respect to the reporting of child abuse incidents to relevant authorities.
4. Third party contractors (service providers), external education providers, volunteers, students, parents/carers or other community members who have concerns that a child may be subject to abuse are asked to contact one of Tanglin’s Child Protection Officers, whose responsibility it is to ensure that appropriate action is taken. Communications will be treated confidentially on a need-to-know basis.

Whenever there are concerns that a child is in immediate danger, the police should be called on 000.

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5. Reporting to a Child Protection Officer does not displace or discharge any obligations that arise if a person reasonably believes that a child is at risk of child abuse. If a teacher, volunteer, contractor or other person engaged in child connected work at Tanglin does make a report to an external authority, it is expected that they will also immediately notify a Child Protection Officer that this has been done.
6. Procedure for responding to allegations of suspected child abuse:
 - Any person making a disclosure will be told that this is a very serious matter that Tanglin has no choice but to follow up by reporting to a Child Protection Officer
 - If a Student makes a disclosure, it will be referred to a Child Protection Officer
 - The Child Protection Officer will meet with the Student to gather more information and take note of any further risk indicators
 - The Child Protection Officer will put in place immediate support for the Student
 - The Child Protection Officer will discuss the case with the Head of Campus
 - The Child Protection Officer will make any report necessary
 - When making a report, the Child Protection Officer will take instruction from Victoria Police or Child Protection as to whether Tanglin should communicate with parents and what the content of any communication should be
 - When making a report. the Child Protection Officer, in consultation with Child Protection or Victoria Police officers, will decide issues of safety and implement appropriate steps to ensure the safety of the student
 - Follow up support will be provided to the student as in section 6.7 below
 - The Child Protection Officer will be present for interviews conducted by Police or Child Protection with the student at the Campus
 - If the disclosure was public, the Child Protection Officer will meet with other students who witnessed it to ensure appropriate support is in place for them and to brief them about appropriate ongoing behaviours
 - If the disclosure was from an adult third party, the Child Protection Officer will gather details of the person making the disclosure if they are willing to give them, and will follow up and report as appropriate and encourage the disclosing person to also report to the appropriate authorities
 - If the disclosure was from a third-party student, the Child Protection Officer will provide them support as below and meet with the student who is the subject of the disclosure as above
 - Tanglin does not provide feedback relating to ongoing action to third party informers
7. Procedure for responding to a student making or affected by an abuse allegation.

The Child Protection Officer making the report, in consultation with welfare staff, will complete an Individual Safety Plan if appropriate. This will potentially include follow up appointments with health professionals such as:

- ongoing support with Tanglin’s welfare team
- external support through counsellor or psychologist
- referral to a Centre Against Sexual Assault

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- referral to a GP.
8. Documentation is the responsibility of the Child Protection Officer dealing with a particular report, who will:
- complete a Child Safety Incident Report that will also be signed by the Head of Campus
 - include further supporting notes in the Student’s case notes file
 - file this form with the Student’s case notes file
 - place a photocopy of this form in a sealed envelope marked “Only to be Opened by Head of Campus or Welfare Staff”, with the envelope to be filed in the confidential section of the Administration student file. Files are securely retained in main office.

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Appendix 17: Staff Reporting Responsibilities

The following table summarises the reporting responsibilities of staff members. Staff are to contact Child Protection Officers to assist in the process of reporting and for relevant contact details.

<p>Victoria Police</p>	<p>Any suspected criminal behaviour should be reported to police.</p> <p>If a reportable allegation involves suspected criminal behaviour, both Victoria Police and the Commission must be notified.</p> <p>A police investigation into any matter takes priority over a reportable conduct investigation and may require an organisation’s investigation to be put on hold until the police investigation is complete.</p> <p>Heads of organisations should consult with Victoria Police before beginning an investigation to gain their advice and find out if police are, or will be, conducting an investigation.</p> <p>Failure to Disclose</p> <p>Any adult who forms a reasonable belief that a sexual offence has been committed by an adult against a child under 16 must report that information to Victoria Police. It is a criminal offence to fail to disclose that information to Victoria Police.</p> <p>Failure to Protect</p> <p>If you are a staff member in a position of authority, and you become aware that an adult associated with your organisation (such as a worker or volunteer) poses a risk of sexual abuse to a child who is under the care, authority or supervision of the organisation, you must take all reasonable steps to remove or reduce the risk. If you fail to take reasonable steps in these circumstances, this may amount to a criminal offence.</p>
<p>Commission for Children and Young People (CCYP)</p>	<p>There are five types of ‘reportable conduct’ listed in the Child Wellbeing and Safety Act 2005:</p> <ul style="list-style-type: none"> • sexual offences (against, with or in the presence of, a child) • sexual misconduct (against, with or in the presence of, a child) • physical violence (against, with or in the presence of, a child) • behaviour that causes significant emotional or psychological harm • significant neglect. <p>A reportable allegation can be made about certain workers or volunteers over 18 years of age who are or were:</p> <ul style="list-style-type: none"> • an employee of an organisation covered by the scheme • a minister of religion, religious leader or officer of a religious body • a foster or kinship carer • a volunteer, contractor, office holder, officer or other position directly engaged by an organisation covered by the scheme to provide services.

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<p>Victorian Institute of Teaching (VIT)</p>	<p>What do employers need to report to VIT?</p> <p>Under the Education and Training Reform Act 2006 (Vic), an employer of a registered teacher must notify VIT:</p> <ol style="list-style-type: none"> 1. if the employer has taken any action against the registered teacher in response to allegations <ul style="list-style-type: none"> • of serious incompetence of the registered teacher • of serious misconduct of the registered teacher • that the registered teacher is unfit to be a teacher • that the registered teacher's ability to practise as a teacher is seriously detrimentally affected or likely to be seriously detrimentally affected because of an impairment 2. of any other actions against the registered teacher that may be relevant to the teacher's fitness to teach, and 3. If the employer becomes aware that the registered teacher: <ul style="list-style-type: none"> • is currently charged with, or convicted or found guilty of, a Category A offence or a Category B offence, or • has been given a Working with Children (WWC) exclusion (previously known as a negative notice).
<p>Children, Youth and Families Act 2005 (CYFA)</p>	<p>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 and people in religious ministry are all 'mandatory reporters'. They must report to Child Protection if they form a reasonable belief that a child is in need of protection from physical injury or sexual abuse.</p> <p>What am I required to do?</p> <p>In Victoria, under the Children, Youth and Families Act 2005, mandatory reporters must make a report to child protection, if:</p> <ul style="list-style-type: none"> • while practising their profession or carrying out duties of their office, position or employment • they form a belief on reasonable grounds that a child is in need of protection from physical injury or sexual abuse. <p>When do I have to report?</p> <p>Make a report to Child Protection as soon as practicable after forming your belief. Make a report each time you become aware of any further reasonable grounds for your belief.</p> <p>The penalty for failing to make mandatory report is 10 penalty points.</p> <p>If you are worried about a child's wellbeing but do not believe they are in need of protection, consideration with a Child Protection Officer about whether a referral to The Orange Door would be the most appropriate first step.</p>

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	<p>What is a belief on reasonable grounds?</p> <p>A belief is a belief on reasonable grounds if a reasonable person, doing the same work, would have formed the same belief on those grounds</p>
	<p>Grounds for forming a belief are matters of which you have become aware, and any opinions in relation to those matters.</p> <p>When is a child in need of protection?</p> <p>A child may be in need of protection if they have experienced or are at risk of significant harm, and their parents have not protected, or are unlikely to protect them from that harm. Significant harm may relate to:</p> <ul style="list-style-type: none"> • physical injury • sexual abuse • emotional or intellectual development • physical development or health • abandonment or parental incapacity. <p>Mandatory reporters are required to report in relation to significant harm as a result of physical injury or sexual abuse. They may choose, as can anyone, to report in relation to other types of significant harm.</p>

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Appendix 18: Privacy and Information Sharing

1. Privacy Policy

It is acknowledged that while individuals live in community, it is essential that their privacy and individuality is respected. Tanglin is therefore bound by the Australian Privacy Principles from Schedule 1 of the Privacy Amendment (Enhancing Privacy Protection) Act 2012, which amends the Privacy Act 1988, and the Victorian Health Act 2001.

The Privacy Policy outlines how personal information provided to or collected by Tanglin (whether relating to students, parents/guardians, enrolment applicants, staff members, job applicants, volunteers, contractors or other people) is used, stored and managed, and is designed to enable careful and reasonable handling of personal information while effectively carrying out Tanglin’s functions and activities.

The Privacy Policy can be located on Tanglin’s website.

2. Child Information Sharing Scheme

The Child Information Sharing Scheme (CISS) assists professionals and organisations to better perform their roles and responsibilities by expanding the circumstances in which they can share information to promote the wellbeing and safety of children.

The scheme is intended to facilitate services working together to identify needs and risks, promote earlier and more effective intervention and integrated service provision, and improve outcomes for children and families.

Organisations and services prescribed as information sharing entities by the Child Wellbeing and Safety (Information Sharing) Regulations are authorised to share information and request information under the Child Information Sharing Scheme.

Organisations and services are prescribed because of their role and expertise within the service sector and because the information they hold may assist other information sharing entities to promote the wellbeing or safety of children. Individual workers are protected from liability if they share information in good faith and with reasonable care.

3. Guidance for Staff

Who is authorised to share information at Tanglin Gippsland?

Only nominated professionals are authorised to share confidential information under the scheme. These professionals include the Head of Campus, Head of Learning and Head of Pastoral Care.

All requests to share information must also go through the Information Sharing Schemes Coordinator who will ensure that the required thresholds and procedures are met.

What to do if approached for information?

Example: A student’s psychologist contacts a teacher directly requesting information.

There are requirements that must be met before using the schemes to share information, in this example, the teacher must forward the request to the Information Sharing Schemes Coordinator who together with the Head of Campus will determine if the requested information can be shared under the scheme.

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Does all sharing of information fall under the schemes?

No. There is a range of information sharing mechanisms outside the Child Information Sharing Scheme. Organisations and services should share information and collaborate with other services as permitted by law, whether the Child Information Sharing Scheme or another law, such as the Privacy and Data Protection Act, the Health Records Act or the Children, Youth and Families Act.

Where secrecy and confidentiality provisions in other laws prohibit the sharing of confidential information, the Child Information Sharing Scheme may be able to override it to promote the wellbeing and safety of a child.

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Appendix 19: Records Management

Records Management Policy

The Records Management Policy sets out the principles and framework governing the basis for the creation, control, storage, access and disposal of records.

The Records Management Policy is intended to ensure that:

- information can be accessed quickly and easily when required, read and used
- records are appropriately secure and that personal information is protected
- records are only kept for as long as is necessary.

The Records Management Policy can be found on the Tanglin website.

Public Records Office Victoria- Recordkeeping Standards

The Royal Commission into Institutional Responses to Child Sexual Abuse (RCIRCSA) Final Report (Recommendation 8.4) recommends that all institutions that engage in child-related work implement the principles set out below. These principles are consistent with Public Records Office Victoria (PROV) Standards and Specifications.

Therefore, Tanglin has a responsibility to comply with and implement the following principles for records and recordkeeping, to a level that responds to the risk of child sexual abuse occurring within the Campus.

Principle 1:

Creating and keeping full and accurate records relevant to child safety and wellbeing, including child sexual abuse, is in the best interests of children and should be an integral part of institutional leadership, governance and culture.

Institutions that care for or provide services to children must keep the best interests of the child uppermost in all aspects of their conduct, including recordkeeping. It is in the best interest of children that institutions foster a culture in which the creation and management of accurate records are integral parts of the institution's operations and governance.

Principle 2:

Full and accurate records should be created about all incidents, responses and decisions affecting child safety and wellbeing, including child sexual abuse.

Institutions should ensure that records are created to document any identified incidents of grooming, inappropriate behaviour (including breaches of institutional codes of conduct) or child sexual abuse and all responses to such incidents.

Records created by institutions should be clear, objective and thorough. They should be created at, or as close as possible to, the time the incidents occurred, and clearly show the author (whether individual or institutional) and the date created.

Principle 3:

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Records relevant to child safety and wellbeing, including child sexual abuse, should be maintained appropriately. Records relevant to child safety and wellbeing, including child sexual abuse, should be maintained in an indexed, logical and secure manner. Associated records should be collated or cross-referenced to ensure that people using those records are aware of all relevant information.

Principle 4:

Records relevant to child safety and wellbeing, including child sexual abuse, should only be disposed of in accordance with law or policy. Records relevant to child safety and wellbeing, including child sexual abuse, must only be destroyed in accordance with records disposal schedules or published institutional policies. Records relevant to child sexual abuse should be subject to minimum retention periods that allow for delayed disclosure of abuse by victims, and take account of limitation periods for civil actions for child sexual abuse.

Principle 5:

Individuals’ existing rights to access, amend or annotate records about themselves should be recognised to the fullest extent.

Individuals whose childhoods are documented in institutional records should have a right to access records made about them. Full access should be given unless contrary to law. Specific, not generic, explanations should be provided in any case where a record, or part of a record, is withheld or redacted.

Individuals should be made aware of, and assisted to assert, their existing rights to request that records containing their personal information be amended or annotated, and to seek review or appeal of decisions refusing access, amendment or annotation.

Examples of records which could form part of the allegation and investigation record are:

- Letters or emails making allegations or in relation to allegations (if this occurs verbally, a record should be made of this).
- Incident reports, witness statements.
- Records, including notes, of meetings or discussions about the actual or alleged incident.
- Investigation records.
- Referrals to law enforcement authorities and briefs of evidence supporting cases, including evidence gathered for cases that do not proceed.
- Reports received from medical practitioners, health professionals, psychologists, teachers, coaches, social workers, legal officers, counsellors, chaplains and case officers in relation to actual or alleged incidents.
- Records documenting support and remedial action i.e. claims, assessments, support, counselling, compensation, redress.
- Records of cases or decisions by bodies, tribunals, courts.
- Rosters, sign on sheets, personnel records of employees and volunteers, records detailing student work placements.
- Enrolment, attendance and absence records of children.
- Permission forms from parents and carers.

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- Surveillance images and footage.
- Program flyers, location maps, photographs of the environment.

For extended information about Tanglin’s recordkeeping requirements see: [Creating, Managing and Retaining Records for Current or Future Child Sexual Abuse Allegations](#).

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Appendix 20: Student Code of Conduct

The points contained in this Student Code of Conduct are not a complete list but give a good indication of what is expected of students at Tanglin Gippsland.

At Tanglin Gippsland, students are expected to display respect, responsibility and purpose and to behave appropriately at all times.

This expectation extends beyond the campus boundary and beyond normal school hours.

Parents are expected to reinforce this Student Code of Conduct with their children as an expression of their partnership with Tanglin.

1 Respect

1.1 Respect others

- Be tolerant, kind, honest and polite
- Be considerate of the feelings of others
- Treat others with care and consideration
- Seek to see others treated fairly and justly
- Value others for their individual differences
- Listen to and respect the opinions of others
- Speak positively and constructively about others
- Use appropriate language when communicating

1.2 Respect myself

- Display good moral and ethical conduct
- Be honest, trustworthy and sincere
- Look after my own health and wellbeing
- Present myself neatly and modestly
- Act with perseverance and consistency
- Accept the consequences of my actions

1.3 Respect authority

- Follow Tanglin rules, policies and procedures
- Obey instructions given by all staff members
- Show appropriate demeanour to those in authority
- Obey the laws of Australia
- Wear uniform correctly
- Remain within set physical boundaries

1.4 Respect property

- Treat Tanglin property with care and gratitude
- Promptly report any damage to Tanglin property

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- Ask permission before using someone’s property
- Treat the property of others with care
- Use property only for its intended purpose
- Conduct activities in sensible ways and places
- Contribute to a clean and healthy environment

1.5 Respect the privilege to teach and learn

- Be punctual and properly prepared for classes and activities
- Actively engage in learning
- Complete work set by teachers
- Contribute to a good learning environment
- Assist others to learn and develop
- Acknowledge the value of education for future life
- Show appreciation for teachers and their task

2 Responsibility

- Be accountable for my own actions
- Be responsible for my own possessions
- Use tools and equipment for the purpose they were designed
- Be a good role model to other students
- Report bullying or other misbehaviour
- Behave thoughtfully and safely
- Avoid using inappropriate and/or unwanted displays of affection
- Resolve differences constructively and peacefully
- Think carefully before speaking and acting
- Ensure consistency between words and actions

3 Purpose

- Understand and use my gifts and talents
- Plan for positive and worthwhile accomplishments
- Pursue excellence in all my endeavours
- Strive for my personal best with genuine effort
- Ask for new challenges as skills are mastered
- Work to build a good reputation
- Seek to resolve conflict peacefully
- Communicate points of view respectfully

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- Acknowledge the value of education for future life

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