

## Child Safety and Wellbeing Policy

### POL-HRA-006

Public facing? Y

### 1. Purpose

This policy articulates Box Hill Institute's (BHI's) commitment to:

- the safety and wellbeing of children and young people
- the National Principles for Child Safe Organisations
- the Victorian Child Safe Standards.

### 2. Scope

This policy applies to:

- Board members
- employees
- workplace participants (volunteers, contractors, consultants, licensees and their associated persons, service providers, an employee of a labour hire company and other individuals employed by a third party to perform work on BHI's behalf, representatives of organisations engaged with BHI by way of contracts or agreements)
- students under the age of 18 years.
- participants - children and young people under the age of 18 years visiting BHI including those accessing programs that are not formally enrolled as a student.

This Policy extends to:

- all BHI workplaces, including any location, real or virtual, and other locations external to BHI where BHI business is being undertaken
- investigation by BHI of reportable allegations towards employees whether or not the conduct or misconduct is alleged to have occurred within the course of the person's employment.

All Employees are required to observe child safe principles and expectations for appropriate behaviour towards, and in the company of children, as outlined in the Child Safe Code of Conduct.

This Policy should be read in conjunction with associated policies and does not diminish or replace the requirement to also comply with:

- Child Safety and Reportable Conduct Procedure
- Child Safe Code of Conduct
- Employee Code of Conduct
- Code of Conduct for Victorian Public Sector Employees

This document is intended to be read in conjunction with Lakeside Lilydale Child Care Centre child safety policies and procedures.

### 3. Policy Statement

BHI is committed to the health, safety, wellbeing and protection of children and young people. BHI will take all necessary steps to prevent and protect children and young people in our care from safety hazards as well as the risk of physical, sexual, emotional, psychological, and cultural abuse and neglect. This includes ensuring BHI meets the safeguarding requirements set out in the Victorian Child Safe Standards, aligning the organisation to the National Principles for Child Safe Organisations and upholding the United Nations Convention on the Rights of the Child.

All children and young people engaging with or working at BHI have a right to feel and be safe, respected, valued and protected from harm. Children and young people who participate at BHI will be made aware of and feel confident in their rights and responsibilities.

BHI prioritises the safety and wellbeing of children and young people and adopts an institute-wide approach, led from the top.

#### 3.1 Child Safe Standards

Standard	Policy
<b>Standard 1</b>	<p><i><b>BHI maintains a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.</b></i></p> <ol style="list-style-type: none"> <li>BHI supports the right of Aboriginal children and young people to express their cultural identity and to enjoy and celebrate their cultural rights and communicates this commitment publicly.</li> <li>BHI actively supports and facilitates the participation and inclusion of Aboriginal children, young people and their families who engage with BHI whether as students, employees or workplace participants</li> <li>BHI has zero tolerance for racism. <ul style="list-style-type: none"> <li>Any instances of racism experienced by someone under the age of 18 are to be reported to a trusted teacher, leader or Student Life.</li> <li>Any instances of racism experienced by an <u>employee</u> are to be reported to a Manager or the Director of HR Operations &amp; Business Partnering.</li> <li>All instances will be addressed with appropriate consequences in accordance with the <b>Student Conduct Management Policy</b> or <b>Employee Code of Conduct</b>.</li> </ul> </li> <li>BHI's Reconciliation Action Plan will support BHI's commitment to organisational strategies to promote cultural safety for Aboriginal and Torres Strait Islander children and people who engage with BHI.</li> <li>BHI's Wurreker Plan, frameworks, policies, procedures, resources, curriculum, and practices aim to create cultural safety and inclusion for Aboriginal and Torres Strait Islander children, young people, and families.</li> </ol>
<b>Standard 2</b>	<p><i><b>Child and youth safety and wellbeing is embedded in organisational leadership, governance, culture and services across BHI as prescribed by the Risk Management Policy.</b></i></p> <ol style="list-style-type: none"> <li>BHI's <b>Child Safety and Wellbeing Policy</b> is published on <a href="http://www.boxhill.edu.au">www.boxhill.edu.au</a>, Student Web (Student intranet) and via OurSpace (employee intranet), and referred to in various digital and printed publications to make a commitment to the health, safety and wellbeing of children and young people clear.</li> <li>BHI actively advocates for and champions a culture of safeguarding across the</li> </ol>

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	<p>organisation ensuring that all stakeholders from the top down to the bottom up are aware of their duties and obligations.</p> <ol style="list-style-type: none"> <li>Child safety is everyone's responsibility at BHI. Accountability for the Child Safety portfolio is delegated to the Child Safety Officer. The Associate Director Student Life and the Director HR Operations and Business Partnering provide operational support in relation to Child Safety matters. There are Student Life employees at each campus, able to support Child Safety matters. All employees receive regular specialist training and general communications are available to ensure they understand their roles and responsibilities in relation to child safety.</li> <li>BHI has a Child Safe Code of Conduct which sets out the expected behaviours of employees, workplace participants, students when in direct contact with or working around children and young people at BHI. Stakeholders agree to abide by the Child Safe Code of Conduct and are required to demonstrate their understanding of the Code at the end of induction and training sessions. The <b>Student Code of Conduct</b> further sets out the expected conduct of students towards peers, including those who are aged under 18.</li> <li>BHI's enterprise, institutional and occupational health and safety risk management strategies for facilities, the online learning environment, educational service delivery and events / activities include the requirement to assess and manage health, safety and wellbeing issues hazards and risks specific to children and young people.</li> <li>BHI has effective data and information governance mechanisms in place to ensure confidential and sensitive information related to children and young people is collected, managed, shared, and stored in accordance with legal obligations and duties and per BHI policies.</li> </ol>
<b>Standard 3</b>	<p><i>Children and young people who attend BHI, are employed, or otherwise engaged by BHI are empowered about their rights, participate in decisions affecting them and are taken seriously at all times.</i></p> <ol style="list-style-type: none"> <li>BHI takes active steps to ensure all students, employees, workplace participants aged under 18 are explicitly informed about their rights and responsibilities at BHI.</li> <li>BHI promotes age and context appropriate peer-to-peer engagement, and friendship is promoted as a means of supporting children and young people to feel safe and included.</li> <li>Education and support services promoting awareness of the right to safety and protection from harm/abuse is available to students, employees, contractors, and volunteers aged under 18, and is delivered in an age and culturally appropriate way.</li> <li>Employees and workplace participants are provided with training to ensure they can proactively identify indicators of harm, and how to engage effectively with children and young people who raise concerns.</li> <li>BHI operates a communication and engagement strategy which supports and values a culture which promotes the voice of children and young people.</li> <li>BHI provides opportunities for children and young people to actively participate in and provide feedback on child safety via the online <a href="#">feedback form</a> as well as relevant education programs and events via Feedback and Complaints form on the StudentWeb or by contacting the Customer Relations Officer in Student Life (03 9286 9891 or <a href="mailto:studentlife@boxhill.edu.au">studentlife@boxhill.edu.au</a>) or in the case of young employees, through <b>Employee Grievance Resolution Policy</b> and <b>Stakeholder Feedback Policy</b>.</li> </ol>
<b>Standard 4</b>	<p><i>BHI ensures families and communities are informed and involved in promoting child safety and wellbeing through a strategic approach to communication and engagement.</i></p> <ol style="list-style-type: none"> <li>BHI provides opportunities for parents and caregivers to participate in matters which</li> </ol>

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	<p>affect children and young people in their care where appropriate and proportionate to the educational program and/or services in which children and young people engage.</p> <ol style="list-style-type: none"> <li>BHI is committed to a culture of open communication, and to being responsive to concerns raised by team members, children and parents and caregivers, and seeking to resolve issues to the satisfaction of all parties.</li> <li>BHI encourages families, caregivers, and communities to provide feedback via formal and informal feedback mechanisms to BHI on its child safe approach and on its <b>Child Safety and Wellbeing Policy</b> and related policies, procedures, and practices. All feedback will be considered by BHI and responded to.</li> <li>BHI communicates governance and management approaches relating to child safety to families, caregivers and the community via boxhill.edu.au, social media, brochures, and other organisational publications.</li> </ol>
Standard 5	<p><b><i>BHI upholds principles of equity, ensures diversity is respected and connection opportunities are evident in policies and practices. BHI has zero tolerance for any form of discrimination.</i></b></p> <ol style="list-style-type: none"> <li>BHI acknowledges the diverse circumstances of children and young people engaging with BHI and recognises that certain cohorts of children and young people may be particularly vulnerable to the risk of harm or abuse. In response, BHI strives to provide an accessible and inclusive environment, which celebrates and recognises culturally and linguistically diverse backgrounds.</li> <li>BHI ensures children and young people are provided with age-appropriate and culturally informed information and support about how to provide feedback, raise concerns and make complaints to BHI.</li> <li>Through the <b>Student Diversity and Equity Policy</b>, BHI ensures operations, educational programs, events and other activities promote and respect: <ul style="list-style-type: none"> <li>the cultural safety of Aboriginal children and young people, including their ability to express their culture.</li> <li>the cultural safety of children and young people from culturally and/or linguistically diverse backgrounds</li> <li>the safety of children and young people with a disability</li> <li>the needs of children and young people who identify as lesbian, gay, bisexual, transgender or intersex</li> <li>the lived experience and vulnerabilities of children and young people who are unable to live at home.</li> </ul> </li> </ol>
Standard 6	<p><b><i>BHI employees, volunteers, contractors and other stakeholders who work with children and young people are screened and assessed for suitability purposes and supported via a rigorous professional development program to ensure conduct and behaviour promotes child safety and wellbeing values in practice.</i></b></p> <ol style="list-style-type: none"> <li>BHI maintains an explicit and consistent documented approach to human resource management via People and Culture policies and procedures – these prioritise the health, safety and wellbeing of children and young people in all decisions regarding the recruitment and engagements of employees and workplace participants.</li> <li>BHI ensures that background screening by way of Working with Children Checks, registration under the Victorian Institute of Teaching, National Criminal History Checks, and where relevant International Police Checks are undertaken and assessed as part of the recruitment and ongoing human resource management protocol. Additional screening and assessment processes may be required at the discretion of the Director HR Operations and Business Partnering.</li> <li>BHI requires all employees, workplace participants to participate in a mandatory induction program which informing:</li> </ol>

Standard	Policy
	<ul style="list-style-type: none"> <li>• their responsibilities to contribute to and protect the health, safety and wellbeing of children and young people</li> <li>• their duties and obligations related to sharing information related to the health, safety and wellbeing of children and young people</li> <li>• reporting obligations as set out by Victorian and National laws, schemes, industry frameworks and BHI policy</li> </ul> <p>4. Ongoing supervision and people management processes are focused on child safety and wellbeing, particularly in the context of student support and educational delivery. BHI employees, are required to participate in regular and enhanced professional development programs specific to the child safety themes and issues relevant to their roles and responsibilities at BHI as set out in the <b>Continuing Professional Development Policy</b>.</p>
Standard 7	<p><i><b>BHI procedures for the reporting and management of complaints and concerns are child-focused, accessible, and tailored to meet the needs of children and young people and that all reporting and investigation duties obligations in law and policy are met per Complaints Feedback Appeals and Reviews Policy and Stakeholder Policy, Children at BHI Policy.</b></i></p> <ol style="list-style-type: none"> <li>1. BHI has accessible and clearly documented protocols which set out how complaints, allegations and disclosures can be reported as well as how BHI will respond to and manage matters that are raised.</li> <li>2. Complaints policies and protocols are clear, widely published, and available to all stakeholders. Materials are provided in an accessible, age-appropriate, and culturally informed manner to ensure they can be readily understood by all parties.</li> <li>3. BHI will take seriously allegations, complaints and concerns relating to the health, safety and wellbeing of children and young people that are reported and have a documented procedure which outlines the relevant roles, responsibilities, organisational obligations, and timeframes.</li> <li>4. The <b>Child Safety and Reportable Conduct Procedure</b> and Reportable Conduct Work Instruction addresses the various internal and external reporting obligations to external bodies including but not limited to: <ul style="list-style-type: none"> <li>• Commission for Children and Young People</li> <li>• Department of Families, Fairness and Housing</li> <li>• The Department of Education and Training</li> <li>• Victoria Police</li> <li>• Australian Federal Police</li> <li>• Worksafe Victoria</li> <li>• Victorian Institute of Teaching.</li> </ul> </li> <li>5. The BHI Child Safety and Reportable Conduct Procedure and Reportable Conduct Work Instruction are regularly reviewed to ensure all reporting obligations, privacy obligations and industrial requirements are documented and operationalised in practice.</li> </ol>
Standard 8	<p><i><b>Employees, volunteers and contractors at BHI are equipped with the required knowledge, skills and awareness to keep children and young people safe through ongoing education and training per Professional Development Policy.</b></i></p> <ol style="list-style-type: none"> <li>1. BHI ensures that employees, and volunteers participate in induction and ongoing training related to safeguarding to ensure employees actively contribute to the implementation of this <b>Child Safety and Wellbeing Policy</b>. This is achieved by: <ul style="list-style-type: none"> <li>• Induction program which includes information about this <b>Child Safety and Wellbeing Policy, Child Safe Code of Conduct, Student Code of Conduct, Child Safety and Reportable Conduct Procedure</b> and <b>Reportable Conduct Work</b></li> </ul> </li> </ol>



Standard	Policy
	<p><b>Instruction</b> and other relevant guidelines, policies, and procedures</p> <ul style="list-style-type: none"> <li>Professional development program which mandates regular and refresher training on child safety issues (for example, when legislative, policy or content changes occur).</li> <li>Ensuring those with specific duties and obligations attend periodic specialist training and information sessions to ensure they can effectively undertake the safeguarding obligations associated with their role, key performance indicators or position description.</li> <li>Appointing and training BHI Child Safety Officers to be the first point of contact to provide advice and support to BHI stakeholders, students and others on the issue of the health, safety and wellbeing of children and young people at BHI.</li> </ul> <ol style="list-style-type: none"> <li>BHI provides training and information on identifying and recognising indicators of harm (including harm caused by other children and young people) and ensures those with educational and student support roles receive specialist training on this topic.</li> <li>Key personnel including Child Safety Officers, Education Employees, Student Life employees and People and Culture employees receive enhanced training and information to respond effectively to issues of child safety and wellbeing and support colleagues who disclose harm.</li> <li>Employees, contractors and volunteers receive training and information through inductions, specialized training and regular communications, to build, promote and participate in respectful and culturally safe environments for children and young people.</li> </ol>
Standard 9	<p><i><b>BHI's Occupational Health and Safety Policy and Codes of Conduct ensures that BHI physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.</b></i></p> <ol style="list-style-type: none"> <li>Employees, volunteers and contractors at BHI are provided with guidance, tools and templates to enable effective identification, reporting and mitigation of risks to the health, safety and wellbeing children and young people in a manner which recognizes the importance of promoting privacy, safe engagement and connection.</li> <li>BHI's <b>Acceptable use of ICT Resources Policy</b> and Codes of Conduct clearly articulate the expectations of employees, contractors, volunteers and students in relation to the use of the online environment in accordance with the requirements of this policy, the student Code of Conduct and applicable laws and frameworks relating to online safety.</li> <li>BHI's Risk Management Framework articulates the strategic approach, mechanisms and responsibilities relating to the preventative and proactive approach to: <ul style="list-style-type: none"> <li>Reporting on and maintaining the BHI Risk Register</li> <li>Assessing occupational health and safety hazards, risks and vulnerabilities in the physical and online environment, organisational settings, and activities</li> <li>Planning and executing educational programs, events, and activities in the context of institutional risk which considers how BHI culture, workplace profile, demographics and contexts impact the risk of abuse and harm.</li> </ul> </li> <li>BHI ensures contracts, partnership agreements or commercial relationships with third parties uphold child safety obligations, and we utilise procurement and contract management and governance processes to monitor and evaluate compliance.</li> </ol>
Standard 10	<p><i><b>BHI's strategic approach to the implementation of the Child Safe Standards is regularly reviewed and improved as part of the Risk Management Policy.</b></i></p> <ol style="list-style-type: none"> <li>In accordance with the BHI continuous improvement practices, the <b>Child Safety and Wellbeing Policy</b> and associated procedures will be reviewed every year, or sooner in the event of regulatory change or amendments to industry standards in accordance with the</li> </ol>

Standard	Policy
	<p>Child Safety Standards. The review process will include the incorporation of feedback from a broad range of stakeholders.</p> <ol style="list-style-type: none"> <li>BHI ensures that data from risk assessments, hazard reports, near misses, incident reports and outcomes from investigations are reviewed as part of the quality improvement process, and that lessons learned, and recommendations are incorporated into the policy review process.</li> <li>As part of BHI's commitment to probity and transparency, the child safety review and improvement initiatives are communicated to employees, and workplace participants, students, their families and community via different communication channels including, the BHI website, Student Web (student intranet), OurSpace (employee intranet) and other internal communication forums.</li> </ol>
<b>Standard 11</b>	<p><i><b>BHI clearly communicates how the organisation promotes and upholds the health, safety and wellbeing of children and young people via policies, procedures and other core documentation.</b></i></p> <ol style="list-style-type: none"> <li>BHI's approach to the management of the health, safety and wellbeing of children and young people is primarily documented in the <b>Child Safety and Wellbeing Policy, Child Safety Reporting Procedure, Student Code of Conduct, Recruitment and Selection Policy, Employee Grievance Resolution Policy, Complaints Feedback Appeals and Reviews Policy and Stakeholder Feedback Policy</b>. These are the primary instruments for setting out how the organisation operationalises its safeguarding obligations.</li> <li>BHI is committed to ensuring all policies and procedures relating to safeguarding children and young people are available, current, and accessible employees, contractors, volunteers, students, their families and caregivers as well as the broader community.</li> <li>BHI draws from peak bodies, industry research, best-practice, and consultation to ensure documented approaches to safeguarding are effective and informed by evidence.</li> <li>Leaders and supervisors at BHI are required to champion and role model compliance with BHI policies and procedures.</li> <li>Employees, and workplace participants, and students at BHI are required to demonstrate an appropriate understanding of BHI policies and procedures, and their obligations to act in accordance with those policies and procedures.</li> </ol>

### 3.2 Record keeping and information sharing

All records relating to complaints and reportable allegations; including but not limited to interview records, investigation reports, witness records and outcomes are to be filed securely in a restricted access file.

Information, including information reported under Public interested disclosure will only be used for the purpose for which it was collected. Where required this information will be passed to governing bodies and law enforcement agencies. Any request for disclosure of information will be responded within the boundaries of the Freedom of Information Act 1982 (Vic) and the Privacy and Data Protection Act 2014 (Vic).

BHI provides support to employees, workplace participants and students through our suitably trained Child Safety Officer and the People, Culture and Transformation (PCT) team.

The CEO is required to inform the Commission for Children and Young People when an allegation of reportable conduct is made against an employee, volunteer or contractor, in accordance with the Reportable Conduct Scheme.

BHI will continuously review its organisational responses following an alleged or actual incident.

## 4. Responsibilities

### 4.1 Board Members

Board members are responsible for:

- ensuring that there are systems, resources and structures in place within the organisation to implement and monitor the effectiveness of the Child Safe Code of Conduct
- ensuring governance level policies are appropriate, relevant, understood and regularly reviewed
- demonstrating effective leadership by championing child safe practices both internally and externally
- ensuring the Chief Executive Officer implements all required child safe policies and procedures to ensure the organisation's compliance and to foster an open and aware culture.

### 4.2 Executive Director People, Culture and Transformation

The Executive Director People, Culture and Transformation is responsible for:

- ensuring that there are systems, resources and structures in place within the organisation to implement and monitor the effectiveness of the Child Safe Code of Conduct
- ensuring governance arrangements and policies for child safety are appropriate, relevant, understood and regularly reviewed, in accordance with organisational process
- providing governance leadership to ensure child safe practices are an organisational focus, adequately resourced and continually improved
- ensuring that child safe practices are addressed and prioritised at a strategic and operational level;
- following appropriate reporting process when a concern, allegation or disclosure of child abuse or neglect arises
- ensuring that child safe practices are included in relevant organisational planning processes and documents
- ensuring all employees are aware of:
  - their roles and responsibilities
  - internal child safe policies and procedures
  - relevant laws and the organisation's Codes of Conduct
- ensuring that adequate human and financial resources are allocated to child safety
- demonstrating effective leadership by championing and engaging, participating and valuing child safe practices both internally and externally
- monitoring, managing and continually improving the organisation's child safe strategies
- ensuring that children and young people that engage with the organisation are consulted about things that impact on them
- following appropriate reporting processes when a concern, allegation or disclosure of child abuse or neglect arises.

### 4.3 Executive Leadership team members, Faculty Directors, Senior Managers

Executive team members, Faculty Directors, Senior Managers are responsible for:

- promoting child safe practice across the organisation
- communicating information and promoting organisational initiatives and practice (internal and external)
- demonstrating effective leadership by championing and engaging, participating and valuing child safe practices both internally and externally
- providing opportunities for training, supervision and ongoing support for those responsible for child safe practices
- supporting employees responsible for the safety and wellbeing of children within the organisation



- monitoring, managing and continually improving the organisation's child safe practices
- ensuring the overall welfare and wellbeing of children and young people
- managing and addressing noncompliance with the Codes of Conduct
- actively promote the Child Safe Code of Conduct and their commitment to it and its enforcement
- following appropriate reporting processes when a concern, allegation or disclosure of child abuse or neglect arises
- developing organisational control and compliance systems that ultimately prevent, detect and respond to child abuse and neglect.

#### 4.4 Child Safety Officer

The Child Safety Officer is responsible for:

- regularly reviewing the organisations' policies and procedures to ensure the safety and wellbeing of children and young people, including ensuring that the policies and procedures address the Child Safe Standards, are easy to understand and consider any stakeholder consultation
- facilitating the reporting of the findings of relevant reviews to employees and volunteers, community and families and children and young people
- investigating, or referring to external investigator or Authorities (as applicable), any reportable allegations
- promoting Child Safety across all locations
- seeking to continuously improve BHI Child Safety and Wellbeing at all campuses and BHI programs
- supporting and providing advice when approached by a Child or employee, volunteer or contractor who has a concern that may constitute reportable conduct
- analysing complaints, concerns and safety incidents to identify causes and systemic failures to inform continuous improvement.

#### 4.5 Employees, Volunteers and Persons working under direction

Volunteers and persons performing work at the direction, on behalf of or in connection with BHI (including contractors, subcontractors, secondees, agents and temporary employees) are responsible for:

- understanding the signs of child abuse and how to respond to these
- fulfilling their obligations in relation to all child safety policies, procedures and practices
- contributing to a positive child safe culture by engaging, participating and valuing child safe practices both internally and externally
- following Child Safe Code of Conduct when engaging with children and young people
- following appropriate reporting processes when a concern, allegation or disclosure of child abuse or neglect arises.

## 5. Context and related documents

### 5.1. Legislation

- 5.1.1. *Child Wellbeing and Safety Act 2005*
- 5.1.2. *Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015*
- 5.1.3. *Child Safety and Wellbeing Act 2017*
- 5.1.4. *Children, Youth and Families Act 2005*
- 5.1.5. *Crimes Act 1958*
- 5.1.6. *Commission for Children and Young People Act 2012*
- 5.1.7. *Education and Training Reform Act 2006*
- 5.1.8. *Worker Screening Act 2020*

- 5.1.9. *Worker Screening Regulation* 2021
- 5.1.10. *Victorian Teaching Act* 2011
- 5.1.11. *Wrongs Act* 1958
- 5.1.12. *Freedom of Information Act* 1982 (Vic)
- 5.1.13. *Privacy and Data Protection Act* 2014 (Vic)
- 5.1.14. *Occupational Health and Safety Act* 2004 (Vic)
- 5.1.15. *Fair Work Act* 2009

## 5.2. External

- 5.2.1. National Principles for Child Safe Organisations
- 5.2.2. Child Safe Standards 2022
- 5.2.3. Child Safe Standards and Reportable Conduct Scheme
- 5.2.4. Victorian Public Sector Code of Conduct

## 5.3. Internal

- 5.3.1. Employee Code of Conduct
- 5.3.2. Child Safe Code of Conduct
- 5.3.3. Child Safety and Wellbeing Policy
- 5.3.4. Child Safety and Concerns and Reporting Policy
- 5.3.5. Child Safety and Reportable Conduct Procedure
- 5.3.6. Reportable Conduct Work Instruction
- 5.3.7. Worker Screening and Management Policy
- 5.3.8. Working with Children Check Procedure
- 5.3.9. National Police Check Procedure
- 5.3.10. Recruitment and Selection Policy and Procedure
- 5.3.11. Risk Management Policy
- 5.3.12. Academic Quality Assurance Policy
- 5.3.13. Professional Development Policy
- 5.3.14. Employee Grievance Resolution Policy
- 5.3.15. Employee Diversity & Inclusion Policy
- 5.3.16. Occupational Health and Safety Policy
- 5.3.17. Acceptable Use of ICT Resources Policy
- 5.3.18. Stakeholder Feedback Policy

## 5.4. Student-related policy and procedures

- 5.4.1. Student Code of Conduct
- 5.4.2. Student Misconduct Policy and Procedure
- 5.4.3. Children at BHI Policy
- 5.4.4. Student Diversity and Inclusion Policy
- 5.4.5. Complaints Feedback Appeals and Reviews Policy
- 5.4.6. Student Support Policy
- 5.4.7. Sexual Assault and Sexual Harassment Policy (SASH)
- 5.4.8. Wurreker Annual Plan

## 6. Definitions


Term	Definition
<b>Aboriginal Child</b>	<p>A person under the age of 18, who:</p> <ul style="list-style-type: none"> <li>• is of Aboriginal or Torres Strait Islander descent</li> <li>• identifies as Aboriginal or Torres Strait Islander</li> <li>• and is accepted as Aboriginal or Torres Strait Islander by an Aboriginal or Torres Strait Islander community.</li> </ul>
<b>BHI</b>	Means Box Hill Institute, Centre for Adult Education and wholly owned subsidiaries
<b>Child / Young Person</b>	Any person aged under 18 years of age
<b>Contractor</b>	A person or firm that undertakes a contract to provide materials or services to BHI.
<b>Child Abuse</b>	<p>Child abuse is any behaviour that harms or could harm a child or young person. Types include:</p> <ul style="list-style-type: none"> <li>• a sexual offence committed against a child</li> <li>• an offence committed against a child under section 49M(1) of the Crimes Act 1958 (Vic), such as grooming</li> <li>• physical violence against a child</li> <li>• causing serious emotional or psychological harm to a child</li> <li>• serious neglect of a child</li> <li>• exposure to family violence.</li> </ul> <p>Children may experience more than one type.</p>
<b>Concerns and complaints</b>	<p>A concern refers to any potential issue that could impact negatively on the safety and wellbeing of children.</p> <p>A complaint is an expression of dissatisfaction to BHI related to one or more of the following:</p> <ul style="list-style-type: none"> <li>• services or dealings with individuals</li> <li>• allegations of abuse or misconduct by a employees, Board member, a volunteer or another individual associated with BHI</li> <li>• disclosures of abuse or harm made by a child or young person, or of historic abuse made by an adult</li> <li>• the conduct of a child or young person at BHI towards another child or young person</li> <li>• the inadequate handling of a prior concern</li> <li>• general concerns about the safety of a group of children, young people or activity in which they are engaged or participate in.</li> </ul>
<b>Harm</b>	<p>Harm is damage to the health, safety or wellbeing of a child or young person, including because of child abuse by adults or the conduct of other children and young people.</p> <p>It includes physical, emotional, sexual and psychological harm.</p> <p>Harm can arise from a single act or event and can also be cumulative, that is, arising as a result of a series of acts or events over a period of time.</p>

Term	Definition
<b>Reportable Conduct Scheme</b>	The Victorian Reportable Conduct Scheme seeks to improve organisational responses to allegations of child abuse and neglect by their workers and volunteers. The scheme is established by the <i>Child Wellbeing and Safety Act 2005</i> (the Act) and overseen by the Commission for Children and Young People as regulator.
<b>Reportable Conduct</b>	Describes specific forms of conduct which must be investigated by BHI and reported to the Commission for Children and Young People by law. There are five types of 'reportable conduct' defined in the <i>Child Wellbeing and Safety Act 2005</i> as: <ul style="list-style-type: none"> <li>• sexual offences (against, with or in the presence of, a child)</li> <li>• sexual misconduct (against, with or in the presence of, a child)</li> <li>• physical violence (against, with or in the presence of, a child)</li> <li>• behaviour that causes significant emotional or psychological harm</li> <li>• significant neglect.</li> </ul> Reportable allegations about employees and contractors that relate to their conduct outside of the workplace, and/or historic conduct occurring prior to the scheme's commencement must also be reported and investigated.
<b>Risk</b>	Risk in the context children and young people includes: <ul style="list-style-type: none"> <li>• hazards relating to traditional occupational health and safety management, inclusive of psychological safety, bullying, harassment and sexual harassment etc. It includes the online environment.</li> <li>• hazards relating to institutional features (institutional risk) which consider how the organisation's environment, demographics, workforce profile and culture can create or contribute to the risk of abuse or harm*.</li> </ul> *Reference: Commission for Children and Young People
<b>Volunteer</b>	Means work not for profit or gain and includes an unpaid student placement.
<b>Work</b>	Includes paid and unpaid engagement or employment.
<b>Working with Children Card</b>	A card issued pursuant to the <i>Worker Screening Regulations 2021</i> which evidences that the holder has been given an Assessment Notice.
<b>Working with Children Check</b>	A legislative requirement and process of assessment as prescribed in the Worker Screening Act 2020 and Worker Screening Regulations 2021


## 7. Review

This policy must be reviewed no later than one year from the date of endorsement. The policy will remain in force until such time as it has been reviewed and re-approved or rescinded. The policy may be withdrawn or amended as part of continuous improvement prior to the scheduled review date.

**8. Originator**

Name/Title	Date Endorsed	Signature
Joanne Woodward, Director HR Operations & Business Partnering	6/02/2025	

**9. Approval**

Name/Title	Date Approved	Signature
Aggie Kost, Executive Director, People, Culture & Transformation	6/02/2025	

**10. Document Control and Update History**

Version	Date	Amended by	Summary of and reasons for updates
1.0	1 July 2023	Bronwyn Glover	Initial document
2.0	December 2024	Senior Advisor, Compliance & Assurance	Renamed from Child Safety Policy to Child Safety and Wellbeing Policy. Review to update and ensure alignment to relevant legislative and regulatory requirements and BHI business practices and adopt improved templates.

Is a child-friendly version of this policy required? N

Has a Gender Impact Assessment been done? N