



BALCOMBE
GRAMMAR SCHOOL

CHILD SAFE STRATEGIC PLAN AUGUST 2016

Balcombe Grammar School is committed to ensuring the safety, welfare and wellbeing of students. This commitment includes the provision of a safe and supportive learning environment and requires all staff, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.

OVERVIEW

Balcombe Grammar School (BGS) places the safety of its children at the highest priority.

The following strategy is designed to ensure the Ministerial order 870 is implemented to its full extent. The order covers the following aspects:

- principle of inclusion
- strategies to embed an organisational culture of child safety;
- a child safety policy;
- a child safety code of conduct;
- school staff selection, supervision, and management practices for a child-safe environment;
- procedures for responding to and reporting allegations of suspected child abuse;
- strategies to identify and reduce or remove risks of child abuse; and
- strategies to promote child empowerment and participation.

MISSION

To provide a dynamic learning community, based on Christian values, committed to the realisation of each student's unique potential.

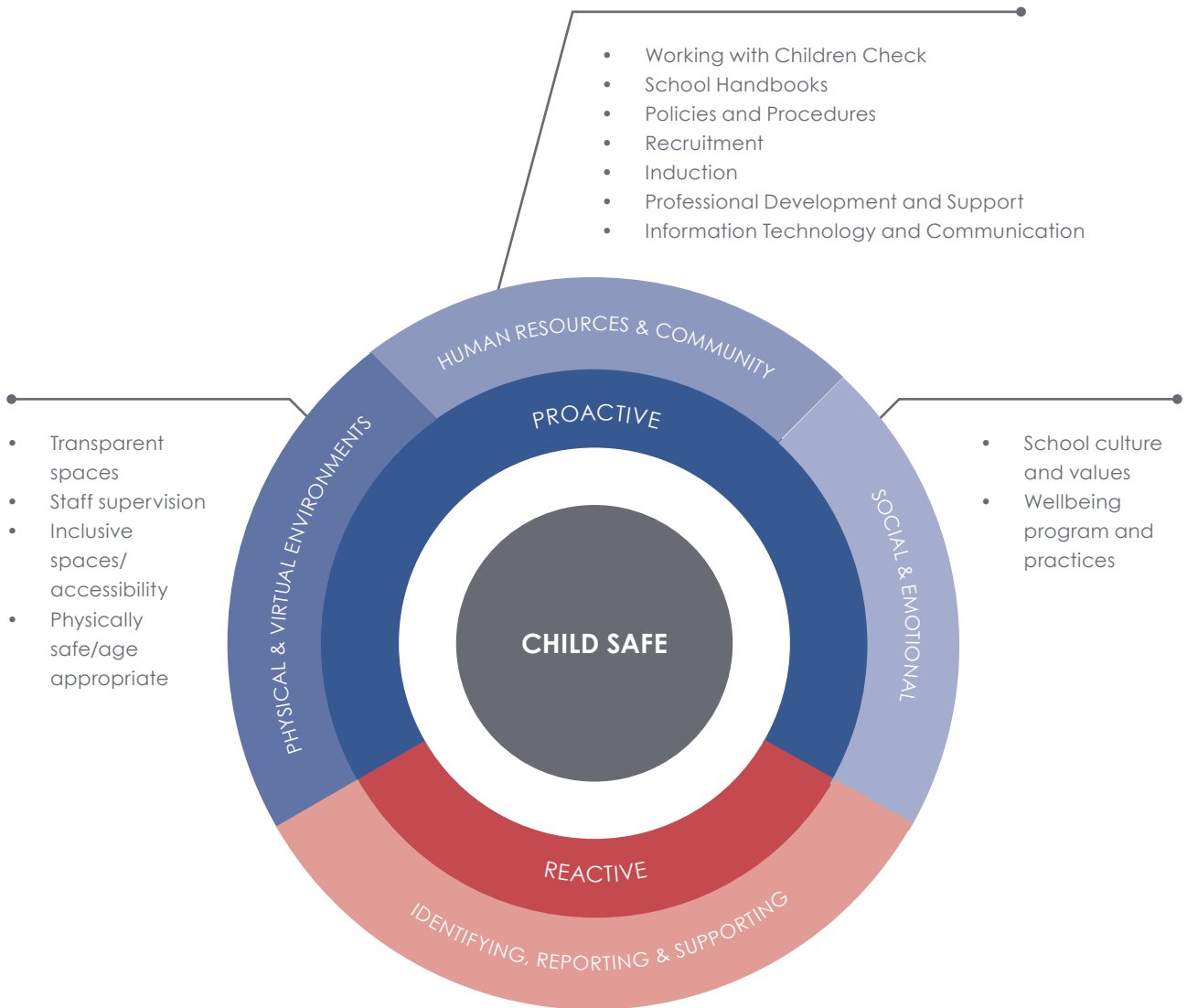
VISION

- To provide a sustainable, inclusive environment in which our students will thrive.
- To set high standards for continual learning.
- To prepare students to become confident and active global citizens.

VALUES

- Compassion
- Confidence
- Inclusion
- Curiosity
- Optimism

BALCOMBE GRAMMAR SCHOOL CHILD SAFE STRATEGY





PROACTIVE

PHYSICAL & VIRTUAL ENVIRONMENTS

The Buildings and Grounds at BGS have been developed to maximise public spaces. Glass is utilised in buildings and rooms allows good views of classrooms and sessional rooms. Staff rooms are located throughout the school to allow good oversight of the children.

Balcombe is an inclusive community. Disabled toilets, ramps and lower benches are included throughout the school.

Facilities, such as playgrounds, have been designed to be age appropriate in terms of heights and level of challenge and these facilities are checked regularly to ensure they are in good condition.

Plans for future building include all of these features, maintaining our commitment to keeping children safe.

On-line, the school utilises filters to minimise the chances of children being exposed to anti-social or otherwise disturbing content.

Students have BGS school emails to ensure communication can be monitored for anti-social or unsafe content.

The LMS is a closed intranet to allow the BGS community to communicate in a quarantined space online.

Given that students will not always be monitored, we place a high importance on ongoing education through the curriculum to equip students to be able to better evaluate safe and unsafe behaviour while using the internet.

HUMAN RESOURCES & COMMUNITY

Staff employed at BGS undergo extensive background checking, including criminal and working with children checks. References, proof of identity and records of qualifications are also utilised in screening staff for employment.

Staff are supported with a thorough induction process throughout their first six month at BGS. Policies, procedures and the culture of our school, outlined in the staff handbook, are highlighted and discussed. Staff are also assigned a mentor for the more day-to-day aspects of induction.

Ongoing staff professional development covering wellbeing, academic, teaching methodology and mandated policies such as anaphylaxis, asthma, mandatory reporting and child safe requirements are covered annually.

Information and communication policies are also in place and shared with staff to outline expectations concerning emails, social media, texting and media.

PROACTIVE

SOCIAL & EMOTIONAL

Our values and culture at the school encourage all members of the community to maintain a socially and emotionally safe environment.

Values, explicitly shared and well understood by all community members, provide a strong foundation to support healthy and safe outcomes for our students.

We have an extensive, contemporary and sophisticated approach to wellbeing. Our wellbeing policies, procedures and curriculum are outlined in the wellbeing handbook.

Prevention of harm is a high priority in all programs.

REACTIVE

IDENTIFYING, REPORTING & SUPPORTING

We are well resourced to support children. Our School Counsellor, Nurse, Chaplain, Head of Wellbeing and staff are all well trained to support those in need.

The 'Child Safe' page of our website outlines clear pathways for reporting grooming or any form of child abuse.

The website also includes a range of community health resources for the BGS community to utilise.



OBLIGATIONS

Fulfilling the Child Safe roles and responsibilities does not displace or discharge any other obligations that arise if a person reasonably believes that a child is at risk of child abuse.

Students and parents who have concerns or information relating to the safety of a student are encouraged to report the information to the Principal or Leadership Team.

Staff are bound by a number of obligations including those as prescribed under legislation and policy to report reasonable suspicions of sexual abuse, likely sexual abuse, significant harm or an unacceptable risk of significant harm of a student or inappropriate behavior towards a student.

From the 27 October 2014, the Victorian Government introduced a 'failure to disclose' offence under the Crimes Act 1958 (Act). All adults will be required to disclose to the Victoria Police if they know or reasonably believe that a sexual offence has been committed by an adult against a child under the age of 16.

All complaints regarding Student Protection be handled in accordance with the School's Grievance Policy.

COMMUNICATION

Copies of the Balcombe Grammar School Child Safe policy, supporting documents and resources are made available to students, parents and staff members on the School website.

Ongoing staff are reminded of the requirements and protocols of this policy on an annual basis, which may be in the form of periodic training and refresher sessions.

Details of the requirements and protocol are part of orientation procedures for new staff to ensure that all staff members are aware of the policy, and acknowledge their commitment to comply with the policy.

REPORTING

FOR STUDENTS

If you are feeling unsafe at any time or fearful of being harmed or you are concerned for another student, we encourage you to speak with a trusted adult.

This could be a parent, relative, teacher, the School Counsellor, Chaplain or the Principal.

FOR PARENTS / ADULTS

Parents and other adult community members who have concerns or information relating to the safety of a student are encouraged to formally report the information to the Principal, Mr Matthew Dodd. If the Principal is the subject of the complaint, then the report will be made to the Chair of the School Council.

Formal reports (including your contact details) can be submitted via email or in person - please phone the Personal Assistant to the Principal on (03) 5970 1100 to request a meeting time.

All reports will be treated in a confidential manner and with respect

ROLES AND RESPONSIBILITIES

AREA	TASKS	ROLE	REVIEW AND REVISE
Strategy	Create and update documentation	Principal	Annually
Policy and Procedure	Risk Assessment	Leadership Deputy - School Operations	As required
	Child Safe Policy	Deputy - School Operations	As required
	Process for students at risk and framework for support and counselling	Head of Wellbeing	As required
Communication	Online Resources Page	Principal Marketing	As required
	Online Reporting Procedures	Principal Marketing	As required
	Online Latest News	Principal Marketing	Annually
	Letter from the Principal	Principal Marketing	As required
Human Resources	Screening/Appointment/ Induction	Human Resources	Ongoing
	Position Description	Human Resources	Ongoing
	Professional Development/ Training	Human Resources Deputy - School Operations	Ongoing
Physical Spaces	Yard Duty/Supervision including volunteers	Deputy - School Operations	As required
	Design/Buildings and Grounds	Business Manager Principal School Council	As required
Curriculum	Embedded in Primary Curriculum and Teaching & Learning	Deputy - Primary	Annually
	Embedded in Secondary Curriculum and Teaching & Learning	Deputy - Secondary	Annually



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