



This **Child Safety Dictionary (Dictionary)** outlines the key definitions used in Balcombe Grammar School's child safety and wellbeing policies and procedures. It has been developed in accordance with the Victorian Child Safe Standards and Ministerial Order 1359, *Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises*, made under the *Education and Training Reform Act 2006 (Vic)*.

This Dictionary is publicly available on our website, along with our child safety and wellbeing policies and procedures.

If you would like a paper copy, or are a non-English speaker who needs help to understand this Policy, please contact Natalie Kurelja – Head of Faith & Wellbeing.

Definitions

Unless stated otherwise, terms used in our child safety and wellbeing policies and procedures have the following general meaning, and are consistent with legislation where indicated, as listed in alphabetical order:

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| Child | Child means a child or young person who is under the age of 18 years. Source: <i>Child Wellbeing and Safety Act 2005 (Vic)</i> |
| Child abuse | Child abuse includes: a) any act committed against a child involving: 1. a sexual offence 2. grooming offences under section 49M(1) of the Crimes Act 1958 b) the infliction, on a child, of: 1. physical violence 2. serious emotional or psychological harm c) the serious neglect of a child including exposure to family violence and its effects. Source: <i>Child Wellbeing and Safety Act 2005 (Vic)</i> |
| Child-connected work | Child-connected work means: a) work authorised by the school governing authority and performed by an adult in a school environment while children are present or reasonably expected to be present; or b) for the purposes of a school boarding premises, work authorised by the provider of school boarding premises in a school boarding premises environment while children are present or reasonably expected to be present. Source: <i>Ministerial Order 1359</i> |
| Child-related work | Child-related work means: a) work at or for a service, body or place, or that involves a specified activity; and b) that usually involves direct contact with a child. Educational institutions are specified for the purpose of a). Source: <i>Worker Screening Act 2020 (Vic)</i> |
| Child FIRST | Child FIRST is an easily accessible, community-based point of entry for children, young people and families needing support. Some families need family services support when they are experiencing difficulties that impact on their parenting and family life. Child FIRST (Child and family information, referral and support teams) are the entry point into family services. Child FIRST teams are located in sites across Victoria and is delivered in your local area by community service organisations. |



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| | <p>Child FIRST, as the access point for family services, is progressively transitioning to The Orange Door. The Orange Door is the new access point for women, children and young people who are experiencing family violence or families who need assistance with the care and wellbeing of children to access the services they need to be safe and supported (see below definition).</p> <p>Source: https://services.dffh.vic.gov.au/child-first-and-family-services</p> |
| Child safety | <p>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.</p> <p>Source: Ministerial Order 1359</p> |
| Contractor | <p>A Contractor is someone engaged by the School or a "Third Party Contractor" (see definition below) to perform specific tasks.</p> <p>Contractors are not employees of the School. However, Contractors who are engaged to perform "child-related work" are considered to be "School staff" for the purposes of Ministerial Order 1359 (as defined below).</p> <p>This means that where references are made to "Contractors" this refers to contractors who are engaged by the School, including to perform "child-connected work", but not to perform "child-related work" (as defined below).</p> |
| Department for Families, Fairness and Housing Child Protection service (DFFH - Child Protection) | <p>The Department for Families, Fairness and Housing Child Protection service (DFFH - Child Protection) is the lead government agency responsible for the care and protection of Victorian children and young people under the age of 17 years, or where a protection order is in place, for children under the age of 18.</p> <p>The main functions of DFFH - Child Protection are to:</p> <ul style="list-style-type: none"> investigate matters where it is alleged that a child is at risk of significant harm refer children and families to services that assist in providing the ongoing safety and wellbeing of children make applications to the Children's Court if the child's safety cannot be ensured within the family administer protection orders granted by the Children's Court. <p>Source: https://services.dffh.vic.gov.au/child-protection</p> |
| Direct contact | <p>Direct contact in relation to child-related work, means any contact between a person and a child that involves-</p> <ul style="list-style-type: none"> physical contact; or face to face contact; or contact by post or other written communication; or contact by telephone or other oral communication; or contact by email or other electronic communication. <p>Source: Worker Screening Act 2020 (Vic)</p> |
| Duty of care | <p>Duty of care refers to the obligation of all staff working with students to take reasonable steps to protect them from reasonably foreseeable harm.</p> <p>Source: Child Safe Standards Definitions (https://www.vic.gov.au/child-safe-standards-definitions)</p> |
| Governing body | <p>The term 'governing body' is used in Ministerial Order 1359 and is defined in the <i>Education and Training Reform Regulations 2017</i> (Vic) as:</p> |



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| | <p>'(b) in relation to a non-Government school, the person or body responsible for the governance, conduct or management of the school'.</p> <p>Source: Ministerial Order 1359 and Education and Training Reform Regulations 2017 (Vic)</p> |
| Grooming | <p>Grooming is when a person engages in predatory conduct to prepare a child or young person for sexual activity at a later time.</p> <p>Grooming can include communicating or attempting to befriend or establish a relationship or other emotional connection with the child or their parent or carer.</p> <p>Source: Child Safe Standards Definitions (https://www.vic.gov.au/child-safe-standards-definitions)</p> |
| Information sharing | <p>Information sharing refers to the collection, use and disclosure of personal information either within an organisation or between organisations. Information sharing can occur in many ways including:</p> <ul style="list-style-type: none"> • one organisation disclosing information (the disclosing organisation) to another (the receiving organisation) • multiple organisations combining information in a database and making it available to each other • the reciprocal exchange of information between organisations. <p>Source: Child Safe Standards Definitions (https://www.vic.gov.au/child-safe-standards-definitions)</p> |
| LGBTQIA+ | <p>LGBTQIA+ is an acronym for lesbian, gay, bisexual, transgender and gender diverse, queer/querying, intersex and asexual and the + refers to other gender identities and sexualities.</p> <p>References to sex and gender identity are constantly evolving, but generally:</p> <ul style="list-style-type: none"> • <i>Lesbian</i> is a term for females who are sexually oriented toward other females. • <i>Gay</i> means any person attracted to the same gender, but is often used to refer to males sexually oriented toward other males. • <i>Bisexual</i> refers to those who are sexually and romantically attracted to both males and females. • <i>Transgender and gender diverse</i> refers to someone who identifies as a different gender than they were assigned at birth. • <i>Queer/querying</i>: <i>queer</i> is an inclusive term or used as a unique celebration of not moulding to social norms and <i>querying</i> refers to when a person is exploring their sexuality, gender identify and gender expression. • <i>Intersex</i> refers for individuals who don't fit into specific gender norms of female or male and can also be used for those with reproductive anatomy that isn't biologically typical. • <i>Asexual</i> refers to those who don't feel sexual attraction to either sex or romantic attraction in the typical way. <p>Source: https://abbreviations.yourdictionary.com/what-does-lgbtqia-stand-for-full-acronym-explained.html</p> |
| Mandatory reporters | <p>Mandatory reporters are certain classes of professionals who are legally required to report a reasonable belief of child physical or sexual abuse to child protection authorities. In Victorian schools, this includes registered teachers, school principals, early childhood workers, nurses, registered psychologists, school counsellors and all people in religious ministry.</p> <p>Source: Child Safe Standards Definitions (https://www.vic.gov.au/child-safe-standards-definitions)</p> |



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| <p>Mandatory reporting</p> | <p>Mandatory reporting is the legal requirement for certain professional groups to report a reasonable belief of child physical or sexual abuse to child protection authorities.</p> <p>In Victoria, under the <i>Children, Youth and Families Act 2005</i>, mandatory reporters must make a report to DFFH child protection, if:</p> <ul style="list-style-type: none"> • in the course of 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>Source: Child Safe Standards Definitions (https://www.vic.gov.au/child-safe-standards-definitions)</p> |
| <p>School environment</p> | <p>School environment means any of the following physical, online or virtual places, used during or outside school hours:</p> <ol style="list-style-type: none"> a) A campus of the school b) Online or virtual school environments made available or authorised by the school governing authority for use by a child or student (including email, intranet systems, software applications, collaboration tools, and online services) c) Other locations provided by the school or through a third-party provider for a child or student to use including, but not limited to, locations used for: <ol style="list-style-type: none"> 1. camps 2. approved homestay accommodation; 3. delivery of education and training such as registered training organisations, TAFEs, non-school senior secondary providers or another school; or 4. sporting events, excursions, competitions or other events. <p>Source: Ministerial Order 1359</p> |
| <p>School governing authority</p> | <p>School governing authority means:</p> <ol style="list-style-type: none"> a) the proprietor of a school, including a person authorised to act for or on behalf of the proprietor; b) the governing body for a school (however described), as authorised by the proprietor of a school or the <i>Education Training and Reform Act 2006 (Vic)</i>; or c) the principal, as authorised by the proprietor of a school, the school governing body, or the <i>Education Training and Reform Act 2006 (Vic)</i>. <p>Source: Ministerial Order 1359</p> |
| <p>School staff, staff or staff members</p> | <p>School staff in a non-Government school means:</p> <ol style="list-style-type: none"> a) an individual working in a school environment who is: <ol style="list-style-type: none"> 1. directly engaged or employed by a school governing authority 2. a contracted service provider (whether or not a body corporate or any other person is an intermediary) engaged by the school governing authority to perform child-related work 3. a minister of religion, a religious leader or an employee or officer of a religious body associated with the school. <p>Source: Ministerial Order 1359</p> |
| <p>Student</p> | <p>Student means a person who is enrolled at or attends the school or a student at the school boarding premises.</p> <p>Source: Ministerial Order 1359</p> |



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| <p>The Orange Door</p> | <p>The Orange Door is a free service for adults, children and young people who are experiencing or have experienced family violence and families who need extra support with the care of children.</p> <p>You should contact The Orange Door if:</p> <ul style="list-style-type: none"> • someone close to you is hurting you, controlling you or making you feel afraid – such as your partner, family member, carer or parent(s) • you are a child or young person who doesn't have what you need to be OK • you are worried about the safety of a friend or family member • you need more support with the care of children, e.g. due to money issues, illness, addiction, grief, isolation or conflict • you are worried about the safety of a child or young person • you need help to change your behaviour and stop using violence in your relationships. <p>Source: https://www.orangedoor.vic.gov.au/</p> |
| <p>Third Party Contractor</p> | <p>A Third Party Contractor is a service provider contracted by the School to provide services that are performed by individuals known as Contractors (see definition above).</p> |
| <p>Victorian Institute of Teaching</p> | <p>The Victorian Institute of Teaching is an independent statutory authority for the teaching profession, whose primary function is to regulate members of the teaching profession.</p> <p>Source: https://www.vit.vic.edu.au/about</p> |
| <p>Volunteer</p> | <p>Volunteer means a person who performs work without remuneration or reward for the school or school boarding premises in the school environment or school boarding premises environment.</p> <p>Source: Ministerial Order 1359</p> |
| <p>Vulnerable students</p> | <p>Vulnerable students may include (but are not limited to) those who:</p> <ol style="list-style-type: none"> a) are deemed vulnerable by a government agency, funded family service or family violence service, or assessed as requiring education and care outside the family home; or b) are identified as vulnerable as a result of a referral from a government agency, funded family service or family violence service, homeless or youth justice service or mental health or other health service; or c) self-identify or are identified by school staff or school boarding premises staff as a member of a vulnerable cohort. <p>Source: Ministerial Order 1359</p> |
| <p>Working with Children Check</p> | <p>The Working with Children Check is a screening process for assessing and re-assessing people who work with or care for children in Victoria. It includes consideration of the person's criminal history and relevant professional conduct findings. It is administered by Working with Children Check Victoria and governed by the <i>Worker Screening Act 2020</i> (Vic).</p> <p>Source: https://www.workingwithchildren.vic.gov.au/</p> |