



Child Safety POLICY – Version 1

Document:	Chidsafe Policy
Document No.:	BHI-PAC-OCC-POL35
Process Area:	People, Culture and Transformation

1 Document Control

Version	Date	Amended by	Changes Made
1	1 July 2023	Bronwyn Glover	Initial document

2 Purpose

This policy outlines the commitment Box Hill Institute (BHI) has to providing a Child Safe environment for our students, employees and community. This policy along with the accompanying procedures and other key documentation sets out how BHI operationalises its safeguarding strategy across the organisation as well as complying with the current Victorian Child Safe Standards and associated legislation.

3 Scope

This policy applies to all BHI employees, students, volunteers and contractors, licensees and their associated persons, and organisations and their associated persons engaged with BHI by way of contract or agreement. This document is intended to be read in conjunction with Lakeside Lilydale Child Care Centre child safety policies and procedures.

4 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 our organisation meets the safeguarding requirements set out in the *Victorian Child Safe Standards*, aligning our 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.

We have a range of specific policies, procedures, guidelines, and training programs in place that together support all employees, volunteers, and contractors in upholding and contributing to our zero-tolerance towards the risk of harm or abuse.

This document is intended to be read in conjunction with all relevant program, site and service specific materials as developed and updated from time to time.

Child Safe Standards

The Commission for Children and Young People sets out child safeguarding duties and obligations of BHI through the Victorian Child Safe Standards via the *Child Safety and Wellbeing Act*. This Policy specifically sets out BHI's policy position on each Standard, and how each indicator is operationalised and embedded in BHI policies, procedures, resources, educational materials, and training opportunities. Our *Child Safety Code of*

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Conduct and our *Student Code of Conduct* explicitly set out the behavioural expectations of all persons engaged with or by BHI.

<i>Standard 1</i>	<p><i>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.</i></p> <ol style="list-style-type: none"> 1. 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. 2. BHI actively supports and facilitates the participation and inclusion of Aboriginal children and young people who engage with BHI whether as students, employees, contractors, or visitors at BHI. 3. BHI has zero tolerance for racism. <ul style="list-style-type: none"> • Any instances of racism experienced by a <u>student</u> are to be reported to a trusted teacher or Student Life. • Any instances of racism experienced by an <u>employee</u> are to be reported to a Manager or the Director of HR Operations & Business Partnering. • All instances will be addressed with appropriate consequences in accordance with the Student Conduct Management Policy or Employee Code of Conduct. 4. The Aboriginal and Torres Strait Islander Policy supports BHI’s commitment to organisational strategies to promote cultural safety for Aboriginal and Torres Strait Islander children and people who engage with BHI. 5. BHI’s 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.
<i>Standard 2</i>	<p><i>Child and youth safety and wellbeing is embedded in organisational leadership, governance, culture and services across BHI as prescribed by our Risk Management Policy.</i></p> <ol style="list-style-type: none"> 1. BHI’s Child Safety Policy is published on our website, Student Web (Student intranet) and via OurSpace (employee intranet), and referred to in various digital and printed publications to make our commitment to the health, safety and wellbeing of children and young people clear. 2. BHI actively advocates for and champions a culture of safeguarding across our organisation ensuring that all stakeholders from the top down to the bottom up are aware of their duties and obligations. 3. Child safety is everyone’s responsibility at BHI. Accountability for the Child Safety portfolio is delegated to the Associate Director Safety, Inclusion and Wellbeing. 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. 4. BHI has a Child Safety Code of Conduct which sets out the expected behaviours of employees, volunteers, contractors, and students when in direct contact with or working around children and young people at BHI. Stakeholders agree to abide by the Child Safety Code of Conduct and are required to demonstrate their understanding of the Code at the end of induction and training sessions. Our Student Code of Conduct further sets out the expected conduct of our students towards peers, including those who are aged under 18.

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	<ol style="list-style-type: none"> 5. BHI's enterprise, institutional and occupational health and safety risk management strategies for facilities, our 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. 6. 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 our organisational policies.
<p><i>Standard 3</i></p>	<p><i>Children and young people who attend, 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"> 1. BHI takes active steps to ensure all students, employees, contractors, and volunteers aged under 18 are explicitly informed about their rights and responsibilities at BHI. 2. 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. 3. Education and support services which promote 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. 4. Employees, contractors, and volunteers are provided with training to ensure they are able to proactively identify indicators of harm, and how to engage effectively with children and young people who raise concerns. 5. BHI operates a communication and engagement strategy which supports and values a culture which promotes the voice of children and young people. 6. BHI provides opportunities for children and young people to actively participate in and provide feedback on 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 studentlife@boxhill.edu.au) or in the case of young employees, through Employee Complaint/Grievance Policy and Stakeholder Feedback Policy.
<p><i>Standard 4</i></p>	<p><i>BHI ensures families and communities are informed and involved in promoting child safety and wellbeing through our strategic approach to communication and engagement.</i></p> <ol style="list-style-type: none"> 1. BHI provides opportunities for parents and caregivers to participate in matters which 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. 2. BHI is committed 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. 3. BHI encourages families, caregivers, and communities to provide feedback via our formal and informal feedback mechanisms to BHI on its child safe approach and on its <i>Child Safety Policy</i> and related policies, procedures, and practices. All feedback will be considered by BHI and responded to. 4. BHI communicates our governance and management approach relating to child safety to families, caregivers and the community via our website, social media, brochures, and other organisational publications.

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<i>Standard 5</i>	<p>BHI upholds principles of equity, ensures diversity is respected and connection opportunities in are evident in our policies and practices. We have zero tolerance for any form of discrimination.</p> <ol style="list-style-type: none"> 1. BHI acknowledges the diverse circumstances of children and young people who engage with our organisation and recognise that certain cohorts of children and young people may be particularly vulnerable to the risk of harm or abuse. In response, we strive to provide an accessible and inclusive environment, which celebrates and recognises culturally and linguistically diverse backgrounds. 2. 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. 3. Through our Student Diversity and Inclusion policy, BHI ensures that we promote and respect the following through our operations, educational programs, events, and activities: <ul style="list-style-type: none"> • the cultural safety of Aboriginal children and young people, including their ability to express their culture. • the cultural safety of children and young people from culturally and/or linguistically diverse backgrounds • the safety of children and young people with a disability • the needs of children and young people who identify as lesbian, gay, bisexual, transgender or intersex • the lived experience and vulnerabilities of children and young people who are unable to live at home.
<i>Standard 6</i>	<p><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 our rigorous professional development program to ensure conduct and behaviour promotes child safety and wellbeing values in practice.</i></p> <ol style="list-style-type: none"> 1. BHI maintains an explicit and consistent documented approach to human resource management via our 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, contractors, and volunteers. 2. 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. 3. BHI requires all employees, volunteers, and contractors to participate in a mandatory induction program which informs them of; <ul style="list-style-type: none"> • their responsibilities to contribute to and protect the health, safety and wellbeing of children and young people • their duties and obligations related to sharing information related to the health, safety and wellbeing of children and young people • the reporting obligations as set out by Victorian and National laws, schemes, industry frameworks and BHI policy 4. Ongoing supervision and people management processes are focused on child safety and wellbeing, particularly in the context of student support and educational delivery. We require specific BHI employees, volunteers and contractors 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 our Staff Development Policy.

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<i>Standard 7</i>	<p><i>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 Complaint: Student, Customer, Client and Stakeholder Policy, Children of Students on Campus Policy.</i></p> <ol style="list-style-type: none"> 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. 2. Our 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. 3. BHI will take seriously any and all allegations, complaints and concerns relating to the health, safety and wellbeing of children and young people that are reported and has a documented procedure which outlines the relevant roles, responsibilities, organisational obligations, and timeframes. 4. Our <i>Child Safety Reporting (Mandatory Reporting) Procedure</i> addresses the various internal and external reporting obligations to external bodies including but not limited to; <ul style="list-style-type: none"> • Commission for Children and Young People • Department of Families Fairness and Housing • The Department of Education and Training • Victoria Police • Australian Federal Police • Worksafe Victoria • Victorian Institute of Teaching. 5. The BHI <i>Child Safety Reporting (Mandatory Reporting) Procedure</i> is regularly reviewed to ensure all reporting obligations, privacy obligations and industrial requirements are documented and operationalised in practice.
<i>Standard 8</i>	<p><i>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 our Staff Development policy.</i></p> <ol style="list-style-type: none"> 1. BHI ensures that employees, staff, and volunteers participate in induction and ongoing training related to safeguarding in order to ensure all they actively contribute to the implementation of our Child Safety Policy. This is achieved by: <ul style="list-style-type: none"> • Our induction program which includes information about our <i>Child Safety Policy, Child Safety Code of Conduct, Student Code of Conduct, Child Safety Reporting Procedure</i> and other relevant guidelines, policies, and procedures • Our professional development program which mandates regular and refresher training on child safety issues (for example, when legislative, policy or content changes occur). • Ensuring those with specific duties and obligations attend periodic specialist training and information sessions to ensure they are able to effectively undertake the safeguarding obligations associated with their role, key performance indicators or position description. • 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.

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	<ol style="list-style-type: none"> 2. BHI provides training and information on identifying and recognizing 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. 3. Key personnel including Child Safety Officers, Education Staff, Student Life staff and People and Culture staff receive enhanced training and information to respond effectively to issues of child safety and wellbeing and support colleagues who disclose harm. 4. As part of BH's commitment to cultural safety employees, contractors and volunteers receive training and information on how to build, promote and participate in respectful and culturally safe environments for children and young people. This is through inductions, specialised training and regular communications.
<p><i>Standard 9</i></p>	<p><i>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.</i></p> <ol style="list-style-type: none"> 1. Employees, contractors, and volunteers 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. 2. BHI's Acceptable use of ICT Resources policy and Codes of Conduct clearly articulates the expectation of employees, contractors, volunteers and students in relation to the to the use of the online environment in accordance with the requirements of this policy, our <i>Student Code of Conduct</i> and applicable laws and frameworks relating to online safety. 3. BHI's <i>Risk Management Framework</i> articulates the strategic approach, mechanisms and responsibilities relating to our preventative and proactive approach to; <ul style="list-style-type: none"> • Reporting on and maintaining the <i>BHI Risk Register</i> • Assessing occupational health and safety hazards, risks and vulnerabilities in the physical and online environment, our organisational settings, and activities • Planning and executing educational programs, events, and activities in the context of institutional risk which considers how our culture, workplace profile, demographics and contexts impact the risk of abuse and harm. 4. BHI ensures contracts, partnership agreements or commercial relationships with third parties uphold our child safety obligations, and we utilise our procurement and contract management and governance processes to monitor and evaluate compliance.
<p><i>Standard 10</i></p>	<p>BHI's strategic approach to the implementation of the Child Safe Standards is regularly reviewed and improved as part of our Risk Management Policy.</p> <ol style="list-style-type: none"> 1. The <i>Child Safety Policy</i> 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 Child Safety Standards, and part of our commitment to continuous improvement. The review process will include the incorporation of feedback from a broad range of stakeholders. 2. 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.

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	<p>3. As part of BHI's commitment to probity and transparency, we communicate our child safety review and improvement initiatives to employees, volunteers, contractors, 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.</p>
Standard 11	<p><i>BHI clearly communicates how the organisation promotes and upholds the health, safety and wellbeing of children and young people via our policies, procedures and other core documentation.</i></p> <ol style="list-style-type: none"> 1. BHI's approach to the management of the health, safety and wellbeing of children and young people is primarily documented in our <i>Child Safety Policy, Child Safety Reporting Procedure, Student Code of Conduct, Recruitment and Selection Policy, Employee Complaint/Grievance Policy and Complaint: Student, Customer, Client and Stakeholder Policy</i> which are our primary instruments for setting out how the organisation operationalises its safeguarding obligations. 2. 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. 3. BHI draws from peak bodies, industry research, best-practice, and consultation with to ensure our documented approach to safeguarding is effective and evidence informed. 4. Leaders and supervisors at BHI are required to champion and role model compliance with BHI policies and procedures. 5. Employees, volunteers, contractors, and students at BHI are required to demonstrate an appropriate understanding of our policies and procedures, and their obligations to act in accordance with those policies and procedures.

5 Code of Conduct

All employees are expected to conduct themselves in a manner consistent with the Box Hill Institute Staff Code of Conduct.

6 Definitions

Term	Definition
BHI	Means Box Hill Institute, Centre for Adult Education and wholly owned subsidiaries
Child / Young Person	Any person aged under 18 years of age
Contractor	A person or firm that undertakes a contract to provide materials or service to BHI.
Child Abuse	<p>Child abuse means:</p> <ul style="list-style-type: none"> • a sexual offence committed against a child • an offence committed against a child under section 49M(1) of the Crimes Act 1958 (Vic), such as grooming • physical violence against a child • causing serious emotional or psychological harm to a child • serious neglect of a child.
Child Risk	Risk in the context children and young people includes;

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	<ul style="list-style-type: none"> hazards relating to traditional occupational health and safety management, inclusive of psychological safety, bullying, harassment and sexual harassment etc. It includes the online environment. hazards relating to institutional features (institutional risk) which considers how the organisation’s environment, demographics, workforce profile and culture can create or contribute to the risk of abuse or harm*. <p>*Reference; Commission for Children and Young People</p>
Crime / Offence	Breach of law or regulation.
Child Harm	<p>Harm is damage to the health, safety or wellbeing of a child or young person, including as a result 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>
Concerns and complaints	<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"> our services or dealings with individuals allegations of abuse or misconduct by a staff member, a volunteer or another individual associated with BHI disclosures of abuse or harm made by a child or young person, or of historic abuse made by an adult the conduct of a child or young person at BHI towards another child or young person the inadequate handling of a prior concern general concerns about the safety of a group of children, young people or activity in which they are engaged or participate in.
Reportable Conduct Scheme	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.
Reportable Conduct	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:

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	<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. • 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.
Volunteer	Means work not for profit or gain and includes an unpaid student placement.
Work	Includes paid and unpaid engagement or employment.
Working with Children Card	A card issued pursuant to the <i>Worker Screening Regulations 2021</i> which evidences that the holder has been given an Assessment Notice.
Working with Children Check	A legislative requirement and process of assessment as prescribed in the <i>Worker Screening Act 202</i> and <i>Worker Screening Regulations 2021</i>

7 Related Procedures

- Staff Code of Conduct
- Child Safe Code of Conduct
- Vic Public Sector Code of Conduct
- Child Safety Reporting Procedure
- Working with Children Check Policy and Procedure
- National Police Check Policy and Procedure
- Recruitment and Selection Policy and Procedure
- Occupational Health and Safety Policy
- Risk Management Policy
- Academic Quality Assurance Policy
- Staff Development Policy
- Employee Complaint/Grievance Policy
- Diversity & Inclusion Policy
- Occupational Health and Safety Policy
- Social Media Guidelines
- Acceptable Use of ICT Resources Policy
- Stakeholder Feedback Policy

Student related policy and procedures

- Student Code of Conduct
- Student Conduct Management Policy and Procedure
- Students with a Disability Policy and Procedure
- Children of Students on Campus Policy
- Student Diversity and Inclusion Policy
- Aboriginal Education and Cultural Equity Policy
- Complaint: Student, Customer, Client and Stakeholder Policy
- Students with Disability Policy

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- Student Welfare & Support Policy
- Prevention of Student Bullying, including Cyberbullying and Harassment Policy
- Sexual Assault and Sexual Harassment Policy (SASH)
- Aboriginal Education and Cultural Equity Policy

8 Related Operating Guidelines

- Wurreker Annual Plan

9 Related Legislation and Regulations

9.1 Box Hill Institute

9.2 External

- *United Nations Convention on the Rights of the Child.*
- *Child Safe Standards 2022*
- *Child Safe Standards and Reportable Conduct Scheme*
- *Children, Youth and Families Act 2005*
- *Child Safety and Wellbeing Act 2007*
- *Crimes Act 1958*
- *Commission for Children and Young People Act 2012*
- *Education and Training Reform Act 2006*
- *Worker Screening Act 2020*
- *Worker Screening Regulation 2021*
- *Victorian Teaching Act 2011*
- *Wrongs Act 1958*

10 Records

Records will be maintained in accordance with the requirements of Box Hill Institute's Records Management Policy and Procedures.

Where the privacy of individuals may otherwise be compromised, records will be kept secure and confidential.

11 Review

This policy must be reviewed no later than three years from the date of CEO 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.

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12 Responsibilities

Box Hill Institute Board Members

Board Members are responsible for:

- providing strong leadership and championing child safe practices; and
- ensuring through the Chief Executive Officer the child safety standards are embedded in compliance and culture policies and procedures.

Chief Executive Officer (CEO)

The Chief Executive Officer (CEO) is responsible for:

- ensuring organisational systems, resources (including policies) and structures are in place to promote, implement and monitor the effectiveness of the child safety principles and practices;
- providing leadership to ensure child safe principles and standards are an organisational focus, adequately resourced and continuously improved;
- complying and following appropriate reporting process when a concern, allegation or disclosure of child abuse or neglect is reported;
- demonstrating effective leadership by championing and engaging, participating and valuing child safe practices;
- creating opportunities for monitoring, managing and continually improving the organisation's child safe strategies.

Executive Directors and People Managers

Executive Directors and People Managers are responsible for:

- promoting and communicating child safe principles and practices;
- championing and participating child safe principles and practices;
- creating and supporting opportunities for training, supervision and ongoing support for child safe principles and practices;
- engaging with the child safe framework with a lens of continuous improvement.
- championing the welfare and wellbeing of children and young people engaging with the organisation;
- reporting and supporting non-compliance with the child safety framework, including reporting relating to concerns, allegations or disclosures of child abuse or neglect arises;
- actively promoting the Child Safe Code of Conduct and their commitment to it and its enforcement.
- developing and embedding organisational systems to promote child safety and support awareness and processes which prevent, detect and respond to child abuse and neglect claims.
- providing opportunities for children and young people (and their families) who engage with the organisation are consulted about things that impact on them.

Executive Director People, Culture and Transformation

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

- reviewing child safety policies and procedures with consideration of child safety standards, particularly including opportunities to ensure the inclusion of children, young people and their families in the development of policies and procedures.

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- clearly communicating the reporting of the findings of relevant reviews to within the BHI community including children, young people and their families;
- adopting a continuous learning approach to child safety practices and principles within the BHI community.
- Creating training and awareness opportunities to support employees to ensure clarity of roles and responsibilities for child safety.

Student Life Counsellors and HR Operations & Business Partnering (Child Safety Officers)

Are responsible for

- supporting and providing advice when approached by a Child or young person who has a concern;
- following appropriate reporting processes when a concern, allegation or disclosure of child abuse or neglect arises;
- investigating, or referring to external investigator or Authorities (as applicable), any reportable allegations; and
- promoting Child Safety across all campuses.

Employees, Volunteers and Others

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

- familiarising themselves, and comply with the BHI Child Safety framework, including policies and procedures as appropriate to their role;
- participating in training and awareness campaigns to increase their understanding of the child safety standards, including signs of child abuse and how to respond/report within the BHI community;
- adopting BHI's child safety principles which contribute to a positive child safe culture by engaging, participating and valuing child safe practices;
- following appropriate reporting processes when a concern, allegation or disclosure of child abuse or neglect arises.

The Executive Director People, Culture and Transformation is the owner of this policy.

Executive Director Signature	Date Endorsed	Author Title
	4 July 2023	Executive Director People Culture & Transformation

13 Approval Body

The CEO is the approval body.

Signature	Date
	11 July 2023