



Sunbury College

"A Rich Tradition"

Dear Parents/Guardians

Victorian schools are required under the Child Safety and Wellbeing Act to ensure that they implement compulsory child safe standards to protect children from harm.

At Sunbury College we are committed to child safety. As a community we want children to be safe, happy and empowered. We support and respect all children, as well as our staff and visitors. We are committed to the safety, participation and empowerment of all children. There is zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures. We meet our legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.

Sunbury College is committed to preventing child abuse and identifying risks early, and removing and reducing these risks. We have robust human resources and recruitment practices for all staff. Our school is committed to regularly training and educating our staff and volunteers on child abuse risks. As a community we support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability. Sunbury College has specific policies, procedures and training in place that support our leadership team, staff and visiting external services to achieve these commitments.

At Sunbury College:

- Everyone connected to our school can help children be safe
- We have zero tolerance for any abuse of children
- We have policies and processes in place to protect the care, safety and welfare of children. These are being constantly strengthened to ensure a zero tolerance approach to child abuse. As policies are ratified at school council, they will be made available to you through Compass and on our web page
- There are clear boundaries about how adults in our school community may interact with the children, set out in our school's Child Safe Code of Conduct. This is available through Compass and on our web page



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In our commitment to Child Safety Standards, Sunbury College has:

Developed a Child Safe policy

This child safe policy outlines our commitment to promoting children's wellbeing and protecting children from abuse.

This document is available to you through Compass and on our web page.

Developed a Child Safe Code of Conduct

Sunbury College has developed a code of conduct that specifies the standards of conduct and care required when working and interacting with children. The Victorian Institute of Teaching (VIT) under the Victorian Teaching Profession Code of Conduct regulates teachers.

The Victorian Institute of Teaching (VIT) developed the Code of Conduct as required by Part 2.6 of the *Education and Training Reform Act 2006*. The Code of Conduct is a set of principles or standards for the behaviour and conduct of all Victorian teachers in the Victorian Government Teaching Service and the non-Government sector.

The following principles are of particular relevance when using social media tools:

Principle 1.5: Teachers are always in a professional relationship with the students in their school whether at school or not. Teachers hold a unique position of influence and trust that should not be violated or compromised. They exercise their responsibilities in ways that recognise that there are limits or boundaries to their relationships with students.

Principle 1.7: Teachers work in collaborative relationships with students' families and communities.

Principle 2.1: The personal conduct of a teacher will have an impact on the professional standing of that teacher and on the profession as whole.

While teachers can be friendly with students, parents and communities their relationship must always remain professional and should never be on a personal footing. It is important for teachers to consider the consequences of their actions. The world of social media can seriously damage reputations and propel bullying to new levels. Even with security settings in place, issues may still arise.

Sunbury College also has developed a specific Code of Conduct that encourages appropriate behaviour between children called the Student Code of Conduct.

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Chosen suitable employees

Sunbury College takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children. Alongside the Department of Education and Training (DET) recruitment processes, it will ensure it includes:

- Selection criteria in job descriptions
- Police record and identity checks
- Working with Children Checks where required
- Face-to-face interviews
- Detailed reference checks from previous employers, including from the applicant's most recent line manager

Supported, trained, supervised and enhanced performance

Sunbury College ensures that employees who work with children have ongoing supervision, support and training so that their performance is developed and enhanced to help protect children from abuse. In particular, the principal, leadership team and the child safety officers understand their responsibilities. Our child safety officers at Sunbury College are the people who have knowledge of child safety issues, and could be a point of contact for others who have questions or concerns or want to report an allegation of abuse.

Promoted Inclusion

Sunbury College is inclusive to all children and families. In particular, establishes a culture that supports:

- cultural safety for Aboriginal children, for example by working in partnership with Aboriginal peoples and Aboriginal community controlled organisations
- cultural safety for children from culturally and/or linguistically diverse backgrounds, for example by using inclusive language and images in policy documents, and communications such as the website and newsletters
- the safety of children with a disability, for example by ensuring that Sunbury College is accessible to everyone and ensuring appropriate training and supervision of staff and volunteers working with children with a disability.

Empowered and promoted the participation of children in decision-making

Sunbury College promotes the involvement and participation of children in developing and maintaining child safe environments. We will be providing opportunities for children to express their views on the student Code of Conduct, and then incorporate this feedback to improve our policies and practices. Ideas from children are sought through School Representative Council meetings and focus groups.

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Sunbury College endeavours to listen to children and take their ideas or concerns seriously, and ensure timely and appropriate responses to students disclosing abuse or concerns for their safety or the safety of other children.

Further information on child safe standards can be found on the [Department of Health and Human Services website](http://www.dhs.vic.gov.au/about-the-department/plans,-programs-and-projects/projects-and-initiatives/children,-youth-and-family-services/creating-child-safe-organisations): <www.dhs.vic.gov.au/about-the-department/plans,-programs-and-projects/projects-and-initiatives/children,-youth-and-family-services/creating-child-safe-organisations>

Additional resources for organisations in the child safe standards toolkit can be found on the [Department of Health and Human Services website](http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/child-safe-standards): <www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/child-safe-standards>. In particular, [An Overview to the Victorian child safe standards](#), has information to help organisations understand the requirements of each of the child safe standards, including examples of measures organisations can put in place, a self-audit tool and a glossary of key terms: <www.dhs.vic.gov.au/_data/assets/word_doc/0005/955598/Child-safe-standards_overview.doc>

Registered schools can contact the Department of Education and Training: child.safe.schools@edumail.vic.gov.au