



# **Brigidine College**

## **St Ives**

## **Child Safe Program**

### **Child Safeguarding Policy**

### **Introduction**

Brigidine College St Ives promotes the safety, wellbeing and inclusion of all young people. We are committed to creating and maintaining a child safe environment in which all students feel safe and are safe.

The College's Child Safeguarding Policy is an overarching policy that provides the key elements of our approach to the College as a child safe organisation and sets out the College's strategies to ensure compliance with all laws, regulations and standards relevant to child protection in NSW.

The Brigidine College St Ives Child Safeguarding Policy applies to all adults in the College community, including Staff, Volunteers, Contractors, External Education Providers, parents, carers and other family members. This policy applies in all College environments, both physical and online, and on-site and off-site College grounds.

The Principal has approved the Child Safeguarding Policy on 24 June 2026. It will be reviewed on 24 June 2027.

### **Purpose**

The Child Safeguarding Policy demonstrates the College's strong commitment to creating and maintaining a child safe and child friendly environment, and to complying with the NSW Child Safe Standards and non-government school registration requirements relevant to child safety and child

protection. It summarises the policies and practices that we have developed to keep our students safe, including from abuse and other harm.

The Child Safeguarding Policy outlines the key elements of our approach to being a child safe organisation and to:

- implementing the NSW Child Safe Standards
- complying with all laws, regulations and standards relevant to child safety and child protection in NSW.

It informs the College community about everyone's obligations to act safely and appropriately towards students and guides the policies, processes and practices for the safety, wellbeing and protection of students across all areas of our work.

## **Statement of Commitment to Child Safety**

All children and young people who come to Brigidine College St Ives have a right to feel and be safe. We are committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe, and can actively participate in decisions that affect their lives.

We have zero tolerance for abuse and other harm and are committed to acting in students' best interests and keeping them safe from harm.

The College regards its child safeguarding responsibilities with the utmost importance and is committed to providing the necessary resources to maintain a child safe culture and ensure compliance with all relevant child safe organisation and child protection laws and regulations.

Each member of the College community has a responsibility to understand the important and specific role that they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all that they do and every decision that they make.

## **Child Safeguarding Standards**

The College's commitment to child safety is based on the NSW Child Safe Standards, which set out the following overarching standards that guide the development and regular review of our work systems, practices, policies and procedures to protect students from abuse and other harm.

### **The NSW Child Safe Standards**

The NSW Child Safe Standards are based on the National Principles for Child Safe Organisations, developed by the Australian Human Rights Commission.

They have been designed to:

- help drive cultural change in organisations
- be principle-based and outcome-focused
- be flexible enough that they can be adapted by organisations of varying sizes and characteristics
- avoid placing undue burden on organisations
- help organisations address multiple risks
- balance caution and caring
- be a benchmark against which organisations can assess their child safe capability and set performance targets
- be of equal importance and interrelated.

In NSW, all organisations that fall under the Reportable Conduct Scheme (including the College), as well as some additional child-related organisations, must comply with the NSW Child Safe Standards.

They are:



Office of the Children’s Guardian, The Child Safe Standards, [ONLINE] Available at: <https://ocg.nsw.gov.au/>

The Office of the Children’s Guardian monitors and enforces compliance with the NSW Child Safe Standards.

## Scope

The Child Safeguarding Policy applies to all adults in the College community, including Staff, Volunteers, Contractors, and Visitors.

This Policy and its Procedures apply in all College environments, including physical and online environments, and on-site and off-site College grounds (e.g. camps and excursions, and interstate and overseas travel).

## Roles and Responsibilities

Child safety is everyone's responsibility. All adults in the College community have a shared responsibility for contributing to the safety and protection of students.

Of particular importance to this Policy is the role of Child Safeguarding Officer. Additional roles and responsibilities are summarised in the **Procedures** subsection at the end of this Policy.

### The College's Child Safeguarding Officer/s

The College has nominated one or more senior staff members as the College's Child Safeguarding Officers. They receive additional specialised training about child safety and protection issues.

They are a point of contact for raising child safety concerns within the College. They are also responsible for championing child safety within the College and assisting in coordinating responses to child safety incidents.

They ensure that the College responds appropriately to students involved in child safety incidents and concerns, and provide assistance and advice to other members of the College community who receive or make a disclosure of abuse or other harm of a child or young person.

Our Child Safeguarding Officer/s are:

<b>Principal</b>	<b>Kate Quinane</b>
Deputy Principal	Brian Loughland
Director Student Wellbeing	Sia Mastro

### The Senior Child Safeguarding Officer

The College has also appointed the Deputy Principal as the College's Senior Child Safeguarding Officer. They can be contacted by phone on 9988 6200 or by emailing [deputyprincipal@brigidine.nsw.edu.au](mailto:deputyprincipal@brigidine.nsw.edu.au).

The Senior Child Safeguarding Officer has additional child safeguarding responsibilities, such as being a first point of contact for all child safety concerns or queries for the wider community and coordinating the College's response to child safety incidents in consultation with the Principal, the Leadership Team and The College Board.

## **Policy Statement**

### **Child Safeguarding Codes of Conduct**

The College's **Child Safe Code of Conduct** sets boundaries and expectations for appropriate behaviours between adults associated with the College and students, including in physical and online environments.

We also have a **Student Code of Conduct**, which includes child safeguarding standards of behaviour for students.

Together, we refer to these as the **Child Safeguarding Codes of Conduct**.

The Child Safeguarding Codes of Conduct include clear processes to report inappropriate behaviour. We publish the Child Safeguarding Codes of Conduct on our public website so that everyone can easily find out what behaviours are acceptable and unacceptable at our College and how to report inappropriate behaviour.

We also provide additional information to students and families about the Child Safeguarding Codes of Conduct, to ensure that they know what behaviours are acceptable and unacceptable and how to report inappropriate behaviour.

### **Children and Young People's Rights to Safety, Information and Participation**

Brigidine College St Ives is a child safe and child-centred organisation. We ensure that our physical and online environment is friendly and welcoming to all children and young people.

We actively seek to include students in decisions that affect them. This includes decisions about organisational planning, delivery of services, management of facilities, and learning and assessment environments.

We ensure that students know about their rights to safety, information and participation. We recognise the importance of friendships and support from peers. We actively seek to understand

what makes students feel safe in our organisation and regularly communicate with students about what they can do if they feel unsafe.

## **Parents/Carers, Families and Community Involvement at the College**

The College recognises that parents and carers have the primary responsibility for the upbringing and development of their children. We ensure that they participate in decisions affecting their children.

In addition, we:

- ensure that families and relevant communities know about the College’s operations and policies, including this Child Safeguarding Policy and the Child Safeguarding Codes of Conduct, record keeping practices, risk management, and complaints and investigation processes (“relevant communities” means the variety of communities that are relevant to the College, such as Aboriginal and Torres Strait Islander communities, culturally and linguistically diverse communities, and other communities that make up our Staff and student cohorts)
- actively seek to include families and relevant communities in decisions about organisational planning, delivery of services, management of facilities, and learning and assessment environments
- build cultural safety at the College through partnerships with relevant communities.

## **Cultural Safety and Valuing Diversity in the College Community**

The College values diversity and does not tolerate any discriminatory practices. To achieve this, we:

- support the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students and their families
- support the cultural safety, participation and empowerment of students from culturally and linguistically diverse backgrounds and their families
- support students with disability and their families and act to promote their participation
- support other vulnerable students and their families and act to promote their participation
- seek to recruit a workforce that reflects a diversity of cultures, abilities and identities
- ensure that all Staff and relevant Volunteers and Contractors have training about Aboriginal and Torres Strait Islander cultures, disability, culturally and linguistically diverse backgrounds, and those with particular experiences or needs
- have a physical environment that actively celebrates diverse cultures and recognises cultural difference

- commit to ensuring that our facilities promoting the inclusion of students of differing abilities.

We also recognise that some children and young people face additional vulnerabilities to abuse and other harm, as well as additional barriers to disclosing child safety incidents or concerns. We:

- provide guidance to Staff, and relevant Volunteers and Contractors, about identifying additional vulnerabilities/barriers; and
- implement strategies for supporting students who face additional vulnerabilities/barriers to participate in the College community and for enabling them to disclose child safety incidents or concerns to the College.

## **Child Safeguarding Human Resources Management**

### **Recruitment and Screening**

The College applies best practice standards to engage the most suitable and appropriate people to work with our students. Our practices include:

- making our commitment to child safety clear in recruitment advertising and documentation
- requiring relevant Staff, Volunteers and Contractors to maintain a valid Working with Children Check (WWCC) Clearance
- using additional selection, background checking and screening processes that take into account child safeguarding considerations.

### **Training On and Information About the Child Safeguarding Program**

As a part of Brigidine College St Ives' induction process, all Staff, as well as relevant Volunteers and Contractors, must complete our child safeguarding induction program, which includes information about our child safeguarding policies, practices and procedures.

All Staff, as well as relevant Volunteers and Contractors, also receive refresher and ongoing child safeguarding training at least annually.

Our child safeguarding induction and ongoing training programs include information about:

- this Child Safeguarding Policy
- the Child Safeguarding Codes of Conduct
- recognising abuse and other harm and identifying key indicators, including harm caused by other children and young people

- our policies and procedures for responding to and reporting (both internally and to external authorities) all child safety incidents and concerns, including mandatory reporting obligations
- our policies and procedures for information sharing and record keeping about child safety incidents and concerns
- WWCCs and other child safeguarding human resources practices
- building culturally safe environments for students.

The College provides all Visitors to the College, including Casual Volunteers and Contractors, with information about the Child Safe Code of Conduct and how to report child safety incidents or concerns to the College and to relevant external authorities.

## **Ongoing Supervision, Management and Support**

The College's Child Safeguarding Officers, Leadership Team and/or an appointed Line Manager provide supervision and support to all Staff, Direct Contact/Regular Volunteers, and Direct Contact/Regular Contractors to ensure that they comply with the College's approach to child safety.

Our child safeguarding supervision and support program includes:

- probationary periods for new staff members, where these are permitted by law or under an Enterprise Agreement
- appointing a supervising staff member to relevant Volunteers and Contractors
- professional development programs for Staff that include child safeguarding education.

## **Complaints and Reporting Processes: The College's Response to Child Safety Incidents or Concerns**

Brigidine College St Ives fosters a culture that encourages everyone in the College community to raise concerns and complaints about child safety. We have:

- clear pathways for raising child safeguarding-related complaints and concerns, set out in the **Procedures** below; and
- clear procedures that all Staff, Volunteers and Contractors must follow whenever they witness, suspect or receive a complaint about a child safety incident or concern involving a student, staff member, Volunteer, Contractor or the College, set out in the [Reporting Obligations and Complaints Management \(Child Safeguarding\) Policy and Procedures](#).

These pathways and processes are summarised for students, parents/carers and other members of the College community in the

## **Child Safeguarding Complaints Management**

### **Complaints and Grievances: Parents 1009-3**

### **Complaints and Grievances: Students 1010-2**

, **Procedures for Handling Allegations of Staff Misconduct and Reportable Conduct (Summary)** and **Procedures for Managing Child Safety Incidents or Concerns Involving the College or its Staff Members (Summary)**, which are available on our public website.

The College will take appropriate, prompt action in response to all child safety incidents or concerns, including all complaints, allegations or disclosures of abuse or other harm, when Staff, Volunteers, Contractors, students, parents/carers or anyone else reports these to the College.

The safety and wellbeing of the student/s involved in the matter will be the paramount consideration when responding to child safety incidents and concerns. The College follows the National Office of Child Safety's [Complaint Handling Guide: Upholding the rights of children and young people](#) when investigating and responding to child safety incidents and concerns.

The College's response will include:

- reporting all matters that meet the required relevant thresholds externally to the Department of Communities and Justice (DCJ), the Police, the Office of the Children's Guardian and/or NESAs, depending on the issues raised
- fully cooperating with any resulting investigation by an external agency
- protecting any student connected to the child safety incident or concern until it is resolved and providing ongoing support to those affected
- taking particular measures in response to child safety incidents or concerns about an Aboriginal or Torres Strait Islander student, a student from a culturally and linguistically diverse background, a student with disability, and other vulnerable students
- sharing information with, or requesting information from, external people or agencies as permitted or required by law
- securing and retaining records of the child safety incident or concern and the College's response to it
- taking broader actions to improve child safety at the College (including systemic reviews and resulting improvements).

## **Child Safeguarding Risk Management**

Brigidine College St Ives recognises the importance of a risk management approach to child safety and to minimising the risk of harm to children and young people in all College environments, without compromising their rights to privacy, access to information, social connections and learning opportunities.

We provide guidance to our Staff to assist in the identification, assessment and management of child safety risks in all College environments.

We identify, assess and manage child safeguarding risks in all College environments, based on a range of factors including the nature of our College's activities, its physical and online environments and the characteristics of our student cohort.

We use this information to inform our policies, procedures and activity planning.

## **Child Safeguarding Privacy, Information Sharing and Record Keeping**

The College collects, uses and discloses information about students and their families in accordance with NSW privacy laws and other relevant laws, including laws that permit the College to disclose information about child safety to external people and agencies. For information about how the College collects, uses and discloses this information, refer to the Privacy Policy 404-3.

In particular, the College is committed to best practice record keeping about child safety incidents and concerns.

The College records all internal and external reports of child safety incidents and concerns, as well as any other responses by the College.

When keeping records of child safety incidents or concerns, the College maintains confidentiality and privacy for students and families in accordance with federal and state privacy legislation.

## **Child Safeguarding Program and Practice Review**

Brigidine College St Ives is committed to the continuous improvement of our child safeguarding policies, procedures and practices. We review our Child Safeguarding Program (explained in the **Procedures** below) as a whole annually (or earlier if a significant child safety incident occurs at the College or legislation changes) for overall effectiveness and to ensure compliance with all child protection and child safety related laws, regulations and standards.

When undertaking these reviews, the College:

- actively seeks, actions and incorporates feedback from students, families, the wider College community, Staff, Volunteers and Contractors
- analyses complaints, concerns and child safety incidents that may have occurred
- communicates any learnings, adjustments or amendments to policy and practice widely throughout the College community.

## Procedures

### Reporting Child Safety Incidents or Concerns to the College

*If you are concerned that a child, young person or student aged 18 or over is in immediate danger, call the Police on 000.*

*Any person, including all Staff, Volunteers, Contractors, parents/carers and students, can at any time contact DCJ if they have reasonable grounds to suspect that a child or young person (aged under 18), or a class of children or young persons, is at risk of significant harm (Non-Mandatory Reports).*

You can make a Non-Mandatory Report by calling the Child Protection Helpline on 132 111 or 1800 212 936 (24 hours a day, seven days a week).

### Staff, Volunteers and Contractors

*All Staff, Volunteers and Contractors **must** follow the [Reporting Obligations and Complaints Management \(Child Safeguarding\) Policy and Procedures](#). In particular, they **must** report all child safety incidents or concerns internally to a Child Safeguarding Officer or the Principal.*

If the child safety incident or concern involves the Principal, internal reports should instead be made to the Chair of the College Board by [board@brigidine.nsw.edu.au](mailto:board@brigidine.nsw.edu.au).

### Students, Parents/Carers and Community Members

*Students at the College who have child safety concerns about themselves, or about any other child, young person or student aged 18 or over, can:*

- disclose the child safety incident or concern to a College Child Safeguarding Officer
- disclose the child safety incident or concern to any other staff member, Volunteer or Contractor. This might be done:
  - verbally

- in writing
- through electronic means (such as email)
- indirectly (such as in written assignments, in artworks or in any other way)
- disclose anonymously, using the College's Report link, which is located in the Student Portal on Sentral
- contact Bravehearts ([bravehearts.org.au](http://bravehearts.org.au)); Lifeline ([www.lifeline.org.au](http://www.lifeline.org.au); 13 11 14); Mission Australia ([missionaustralia.com.au](http://missionaustralia.com.au)).

*Parents/carers, family members and other community members* who have child safety concerns or who suspect that a child or young person associated with the College may be subject to abuse or other harm can contact:

- the College's Senior Child Safeguarding Officer, the Deputy Principal, by phoning 9988 6200 or emailing [deputyprincipal@brigidine.nsw.edu.au](mailto:deputyprincipal@brigidine.nsw.edu.au)
- the Principal (or if the concern relates to the Principal, the Chair of the College Board by [board@brigidine.nsw.edu.au](mailto:board@brigidine.nsw.edu.au)).

*Any person* can also contact the Senior Child Safeguarding Officer, the Principal or the Chair of the College Board if they have concerns regarding the College's leadership in relation to child safety.

Communications will be treated confidentially on a 'need to know basis'.

## **Responding to and External Reporting of Child Safety Incidents or Concerns**

The [Reporting Obligations and Complaints Management \(Child Safeguarding\) Policy and Procedures](#) sets out the procedures that the College will follow when notified of any child safety incident or concern involving the College or a student, staff member, Volunteer, Contractor, Visitor or any other person connected to the College or the College environment.

It also provides guidance for all Staff, Volunteers and Contractors on their obligations to respond to child safety incidents and concerns and to report them to relevant external authorities. These obligations include:

- their duty to protect students
- mandatory reporting to DCJ
- mandatory reporting to the Police of child abuse offences
- reporting to DCJ or the Police in other situations where a student has been or is being harmed
- reporting Reportable Conduct to the Office of the Children's Guardian

- reporting teacher misconduct to NESA.

## **Support for Students, Families and Staff Following Child Safety Incident or Disclosure**

Child safety incidents or concerns can cause trauma and significantly impact on the mental health and wellbeing of children, young people, and students aged 18 or over, as well as on their families. In addition to reporting and referral to the relevant authorities, the College plays a central role in addressing this trauma and has a duty of care to ensure that students feel safe and supported at College.

The College employs a range of measures to support students affected by a child safety incident or concern, depending on the particular circumstances of the matter and of the student and their family:

- Child Safeguarding Officers may work with the student and their family to develop a student Support Plan
- support strategies that could be considered for students and/or their families might include offering or organising referrals to internal or external support, such as a College Counsellor, bi-cultural workers and/or translators, or an external support agency and/or child advocacy organisation that specialises in supporting children and young people impacted by abuse or other harm.

The College offers similar support to former students who disclose historical child safety incidents or concerns from their time at the College.

Witnessing a child safety incident or receiving a disclosure of abuse or other harm can be a distressing experience for Staff, Volunteers and Contractors involved. The College assists impacted Staff, Volunteers and Contractors to access necessary support.

## **Embedding a Culture of Child Safety: Our Child Safeguarding Program**

We call the full collection of the College's child safeguarding policies and procedures the "Child Safeguarding Program". It is itself one of the strategies employed by Brigidine College St Ives to embed a culture of child safety at the College.

The Child Safeguarding Program relates to all aspects of child safety and protecting children, young people and students aged 18 or over from abuse or other harm. It establishes work systems,

practices, policies and procedures to create and maintain a child safe environment and culture at the College. It includes:

- Child Safeguarding Codes of Conduct
- clear information about what is abuse and other harm and associated key indicators of abuse or other harm
- clear procedures for responding to and reporting child safety incidents or concerns internally, and for responding to incidents or allegations of abuse or other harm
- strategies to support, encourage and enable Staff, Volunteers, Contractors, parents/carers and students to understand, identify, discuss and report child safety matters
- procedures for recruiting and screening members of the Leadership Team, Staff, Volunteers and Contractors
- procedures for reporting to external agencies, including Mandatory and Non-Mandatory Reporting to DCJ, reporting Reportable Conduct to the Office of the Children’s Guardian, and Reporting to Police
- pastoral care strategies designed to empower students and keep them safe
- strategies to support and encourage the participation and inclusion of Aboriginal and Torres Strait Islander students, students from culturally and linguistically diverse backgrounds, students with disability and other vulnerable students
- child safeguarding training
- information regarding the steps to take after a disclosure of abuse or other harm to protect, support and assist children, young people and students aged 18 or over
- guidelines with respect to record keeping and confidentiality
- policies to ensure compliance with all relevant laws, regulations and standards (including the NSW Child Safe Standards)
- a system for continuous review and improvement.

## **Additional Child Safeguarding Responsibilities at the College**

### **The College Board and Brigidine College St Ives**

#### **The College Board**

The College Board is the College’s governing body. It:

- approves and reviews the College’s child safeguarding policies and procedures required for registration as a non-government school and for compliance with the NSW Child Safe Standards

- ensures that the College has and implements processes to comply with its child safety legal and regulatory obligations; and
- ensures that the College has appropriate resources to effectively implement the NSW Child Safe Standards and the Child Safeguarding Program.

## **Brigidine College St Ives**

Brigidine College St Ives is the proprietor of the College and is responsible for implementing the governance arrangements set out for the College by The College Board, including child safeguarding governance arrangements.

## **The Principal**

The Principal is responsible, and will be accountable for, the operational management of the College. They are responsible for taking all practical measures to ensure that:

- the Child Safeguarding Policy, and the other policies and procedures in the College's Child Safeguarding Program, are implemented effectively; and
- a strong and sustainable child safe culture is maintained within the College.

They are also the "head" of the College for the purposes of the Reportable Conduct Scheme and the NSW Child Safe Standards (because they are the "head of a relevant entity" under the Children's Guardian Act 2019 (NSW)).

## **The Leadership Team**

Each member of the College Leadership Team is responsible for ensuring that appropriate resources are made available in their area of operations to allow the College's Child Safeguarding Program to be effectively implemented within the College, and for supporting the Principal in the practical application of the College's child safeguarding strategies, policies, procedures and work systems.

## **Staff**

All Staff must:

- comply with the Child Safeguarding Policy, the Child Safeguarding Codes of Conduct and the Reporting Obligations and Complaints Management (Child Safeguarding) Policy and Procedures
- be familiar with the other Policies and Procedures in the Child Safeguarding Program; and

- understand their legal obligations with respect to the reporting of abuse and other harm, and Working with Children Checks.

All Staff must be aware of key indicators of abuse and other harm, be observant, and report all child safety incidents and concerns internally to the College and to the appropriate external authorities.

To meet these obligations, all Staff must:

- participate in child safeguarding induction and ongoing training provided by the College
- follow the Policies and Procedures in the Child Safeguarding Program
- act in accordance with the Child Safeguarding Codes of Conduct
- identify, respond to and report child safety incidents and concerns in accordance with the Reporting Obligations and Complaints Management (Child Safeguarding) Policy and Procedures
- ensure that students' views are taken seriously and their voices are heard when making decisions that affect them
- implement inclusive practices that respond to the diverse needs of students
- comply with all relevant child safeguarding human resources policies and procedures.

## **Volunteers and Contractors**

All Volunteers and all Contractors at the College are responsible for contributing to the safety and protection of students in the College environment.

To meet these obligations:

- all Volunteers and Contractors must:
  - comply with the Child Safeguarding Policy and the Child Safeguarding Codes of Conduct
  - understand their legal obligations with respect to reporting abuse and other harm
  - raise all child safety concerns with a Child Safeguarding Officer
  - comply with all relevant child safeguarding human resources policies and procedures
- certain Volunteers and Contractors (those who are so required by the College) must:
  - either participate in child safeguarding induction and ongoing training provided by the College or receive and acknowledge information about the Child Safeguarding Policy and the Child Safe Code of Conduct
  - identify and respond to child safety incidents and concerns in accordance with the Reporting Obligations and Complaints Management (Child Safeguarding) Policy and Procedures.

For Contractors, the College may include these requirements in the written agreement between it and the Contractor.

## **WWCC Responsibilities**

The Risk & Compliance Manager and Director Staff are responsible for verifying WWCC clearances for relevant Staff, Volunteers and Contractors when they first commence their role at the College, for monitoring the WWCC status of relevant Staff, Volunteers and Contractors and for all subsequent verifications.

The Director Staff monitors and verifies the Principal's WWCC status.

The Risk & Compliance Manager is responsible for maintaining the College's WWCC records.

## **Implementation**

The Child Safeguarding Policy is published on our public website.

It is provided to new Staff, to Direct Contact and Regular Volunteers, and to Direct Contact and Regular Contractors at their induction or prior to them commencing their work at the College.

The College provides all Visitors to the College, including Casual Volunteers and Casual Contractors, with information about the Child Safeguarding Policy, the Child Safe Code of Conduct and how to report child safety incidents or concerns to the College and to relevant external authorities, through the online sign-in process..

The College also communicates the Child Safeguarding Policy to Staff, Volunteers, Contractors and other members of the College community through the College Matters community newsletter..

The College provides all students with a child-friendly version of the Child Safeguarding Policy and the Statement of Commitment to Child Safety, found Student Portal on Sentral, and also communicates these to students through Policy overviews are discussed in Year-group meetings and Mentor Class groups. Policies are available of the College website, Student Guides (child-friendly versions) of key policies are available on the Student Portal in Sentral..

## **Breach**

Brigidine College St Ives enforces the Child Safeguarding Policy and the Child Safeguarding Codes of Conduct. In the event of any non-compliance, we will instigate a review that may result in a range of

measures including (depending on the severity of the breach):

- remedial education
- counselling
- increased supervision
- the restriction of duties
- suspension
- in the case of serious breaches, termination of employment, contract or engagement.

## Definitions

Definitions of particular terms used in the Child Safeguarding Policy can be found in **Child Safeguarding Program Definitions**.

## Source of Obligation

- Children's Guardian Act 2019 (NSW), section 8D
- NSW Child Safe Standards

## Related Policies

- [Codes of Conduct \(Child Safeguarding\) Policies and Procedures](#)
- [Reporting Obligations and Complaints Management \(Child Safeguarding\) Policy and Procedures](#)
- [Reportable Conduct Policies and Procedures](#)
- [Working with Children Checks Policy and Procedures](#)
- [Risk Management \(Child Safeguarding\) Policy and Procedures](#)
- [Compliance, Review and Improvement \(Child Safeguarding\) Policies and Procedures](#)

## Related Documents

- Anti-Bullying Policy 1003-4
- Code of Conduct - Staff 800-3
- Complaints and Grievances: Parents 1009-3
- Complaints and Grievances: Staff 801-2
- Child Safeguarding Policy
- Child Safe Code of Conduct

- Child Safeguarding Complaints Management
- Child Safeguarding Response and Reporting Obligations
- Employment Policy 805-2
- Student Child Safety Code of Conduct
- Student Guides for the following:
  - Child Safeguarding Policy
  - Child Safe Code of Conduct
  - Child Safeguarding Complaints Management
  - Child Safeguarding Response and Reporting Obligations
  - Student Child Safety Code of Conduct

## References

- Office of the Children’s Guardian, [Guide to the Child Safe Standards](#)
- National Office of Child Safety, [Complaint Handling Guide: Upholding the rights of children and young people](#)

## Policy Administration

The College Board reviews the Child Safeguarding Policy annually or earlier if required, such as due to changes in legislation.

Version	Person Responsible	Approved By	Date Approved	Notes	Next Review Date
1101-1	Director Student Wellbeing	The Principal	24/06/2026	Replacing policy 1007-3	24/06/2027