

Student Protection Responsibilities

1. Introduction

Ivanhoe Grammar School (the **School**) has a zero-tolerance policy for child abuse or reportable conduct and is committed to promoting student safety, and student wellbeing and protecting students from abuse (including child abuse and reportable conduct).

In addition, all schools have a moral responsibility for the safety and wellbeing of students, for the need to implement student safety standards, and to accommodate and take the needs of all students into account when creating a student-safe environment. At Ivanhoe Grammar School, we take this responsibility very seriously and are committed to a school culture where protecting students forms a part of our everyday thinking and activity.

This document forms part of the School's student protection framework and sets out how responsibility is allocated across the School for meeting the School's commitment to student safety.

2. The Board of Governors

The Board of Governors (the Board) is the governing body for the legal entity that operates the School, and as such is ultimately responsible for ensuring that student safety (including compliance with child safety requirements) is the School's paramount consideration.

Without limiting that responsibility, the Board:

- Acquires guidance and information on student safety matters and keeps up to date with its student safety obligations through engaging in professional development.
- Satisfies itself that the School has strategies (reflected through policies, procedures, words, and actions) to embed a culture of student safety and wellbeing in the governance, operations and culture of the School, which comply with the Board's obligations under *Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises*.
- Delegates to the Principal allocation of roles and responsibilities for achieving the School's student safety and wellbeing strategies.
- Satisfies itself that the Principal has allocated appropriate roles and responsibilities to the School Executive Team, and to staff, for achieving the School's student safety and wellbeing strategies.
- Satisfies itself that the school community is engaged and informed about the School's student safety and wellbeing strategies and allocation of roles and responsibilities.
- Ensures that the School, and in particular the Principal, has adequate resources and support to achieve the School's student safety strategies.
- Keeps the Principal and, via the Principal, keeps all staff accountable for achieving the School's student safety and wellbeing strategies, sharing relevant information and ensuring adequate recordkeeping in accordance with the Public Record Office Victoria Recordkeeping Standards.
- Periodically reviews the effectiveness of the School's student safety and wellbeing strategies in practice (including, if considered appropriate, revising those strategies) by:
 - reviewing the Student Safety reports prepared for the Board (for each Board meeting and encompassing any incidents or concerns raised during the period),
 - reviewing the Enterprise Risk Register and Child Safe Standards Risk Register.

- reviewing the student safety framework (policies and procedures) at least every 2 years or after any significant child safety incident.
 - analysing complaints, concerns and safety incidents to improve policies and practice.
 - Ensures that student safety and wellbeing remains a regular board agenda item for review, reflection, and discussion as well as ensuring that the School reports on the outcomes of any relevant review to the school community.
 - Ensures that privacy and employment law obligations are met when responding to student concerns and complaints.
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3. The Principal

In accordance with good governance, the Board delegates responsibility for the day-to-day operation of the School, and in particular the care, safety, wellbeing and welfare of students to the Principal.

The Principal is therefore responsible at a day-to-day level, and accountable, for taking all practical measures to ensure that:

- The School has a student safety and cultural safety culture (including in the online environment), and that this is promoted within the school environment – such as at assemblies and on posters in visible locations.
 - The School's student safety strategies are achieved, both in policy and in practice.
 - The School's student safety and wellbeing policies are communicated to parents, students and families, and that input is sought from them regarding policy development and review, and that the processes contained within are understood and culturally safe.
 - Staff are educated, and complying with, their professional and statutory responsibilities regarding student safety.
 - Staff are enabled, prepared and supported when managing student safety complaints, including in their support of the student(s) involved (and, where appropriate, their families).
 - Staff are enabled, prepared and supported in identifying the risks to student safety and wellbeing, noting that indicators of harm may vary depending on the differences and needs of the student.
 - Staff are enabled, prepared and supported to create, maintain and dispose of records about student safety and wellbeing in line with the Public Record Office Victoria Recordkeeping Standards.
 - Staff champion and model compliance with student safety policies and procedures.
 - Concerns about student safety and wellbeing are dealt with seriously, promptly and thoroughly, and in accordance with the School's policies and procedures, and any statutory obligations and that the School co-operate with law enforcement agencies and relevant authorities as required.
 - The Board receives timely reports regarding student safety and wellbeing concerns and risks, or any developments regarding the School's student safety obligations.
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4. The Principal's Executive Team

The Principal's Executive Team is committed to 'leading from the front' and engaging in a preventative, proactive and participatory approach to student safety and wellbeing issues.

Where appropriate, the Principal's Executive Team will assist the Principal with discharging the student safety responsibilities outlined in this document, and as otherwise required by legislation and good practice.

5. Student Safety Officers

Key responsibilities for the School's Student Safety Officers (SSO's) include:

- Having a good working knowledge and appreciation of the School's student protection framework, including the Student Safety Policy, Student Safety Code of Conduct, Reportable Conduct Policy, Mandatory Reporting Policy, and Student Safety Concerns Management Procedure.
- Without replacing any legal reporting obligations any person may have, promptly managing the School's response to an allegation of actual or suspected child abuse or reportable conduct, and ensuring that the allegation is taken seriously and responded to appropriately and thoroughly.
- Ensuring the School's student safety and wellbeing strategies are clearly and regularly communicated to staff, students, and other members of the School community.
- Ensuring the School's student safety and wellbeing strategies are being implemented effectively and are strengthened where required.
- Ensuring a strong and sustainable student safety and wellbeing culture is embedded within the School.

6. Staff

All staff are required to comply with the School's student protection framework (including the Student Safety Policy, Student Safety Code of Conduct, Reportable Conduct Policy, Mandatory Reporting Policy, and Student Safety Concerns Management Procedure), as well as their legal and professional obligations with respect to the prevention and reporting of actual or suspected child abuse and reportable conduct.

It is each staff member's individual responsibility to be aware of key risk indicators of child abuse or reportable conduct, to be observant, and to raise any concerns they may have with one of the Principal, the Executive Team, the School's Student Safety Officers (and/or with external agencies, where required). In this regard, staff are encouraged to voice their concerns, no matter how minor, trivial, or insignificant.

All contractors and volunteers involved in student-connected work are required to adhere to the School's Student Safety Policy and Student Safety Code of Conduct and are responsible for contributing to the safety and wellbeing of students in the school environment. They too have obligations with respect to the reporting of actual or suspected child abuse or reportable conduct.

Again, it is the School's expectation that contractors and volunteers are attuned to their individual responsibilities and act in accordance with their internal and external reporting obligations, and the School's student protection framework (including the Student Safety Policy, Student Safety Code of Conduct, Reportable Conduct Policy, Mandatory Reporting Policy, and Student Safety Concerns Management Procedure, where applicable).

Specific strategies in place for educating staff, contractors, and volunteers on child abuse and reportable conduct awareness and prevention include:

- The appointment and work of the School's Student Safety Officers.
- Establishing and reinforcing clear expectations for appropriate behaviour with students through our Student Safety Code of Conduct.
- Establishing and reinforcing key student protection strategies in our Student Safety Policy and Student Safety Code of Conduct.
- Regular and comprehensive student protection training.
- Communicating and reinforcing clear procedures for reporting alleged or suspected child abuse and reportable conduct.

- Clearly communicating the various roles and responsibilities of the staff involved in protecting students.

7. Communication

This policy is available to parents, students, and the School community via the School's website.

This policy is available to staff as part of the School's internal policies and procedures and forms part of the School's induction program for incoming staff. Aspects of (and updates to) the School's student protection framework will be addressed in the School's professional development updates, training programs, bulletins, and newsletters.

8. Internal Documents

- Student Safety Policy
- Student Safety Code of Conduct
- Student Safety Concerns Management Procedure
- Mandatory Reporting Policy
- Reportable Conduct Policy.

Last Review Date: April 2026	Approved By: Board of Governors
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Policy Owner: Deputy Principal, Head of Campus, The Ridgeway Campus	