

# Student Protection Responsibilities

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## 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.

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## 2. The Board of Governors

The Board is the governing body for the legal entity that operates the School, The Ivanhoe Grammar School, and as such is ultimately responsible for ensuring that student safety (and in particular student safety) is the School's paramount consideration.

Without limiting that responsibility, the Board of Governors:

- a) Acquires guidance and information on student safety matters and keeps up to date with its student safety obligations through engaging in professional development
  - b) Develop strategies (reflected through policies, procedures, words, and actions) to embed a culture of student safety at the School, which comply with the Board's obligations under Ministerial Order No. 870 – Child Safe Standards – Managing the Risk of Child Abuse in Schools
  - c) Allocates roles and responsibilities to the Principal, the Executive Team, and staff for achieving the School's student safety strategies
  - d) Informs the School community about the School's student safety strategies and allocation of roles and responsibilities
  - e) Ensures that the School, and in particular the Principal, has adequate resources and support to achieve the School's student safety strategies
  - f) Keeps the Principal and, via the Principal, keeps all staff accountable for achieving the School's student safety strategies
  - g) Periodically reviews the effectiveness of the School's student safety strategies in practice (including by, if considered appropriate, revising those strategies)
  - h) Ensures that student safety remains an annual regular board agenda item for review, reflection, and discussion.
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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, 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:

- a) The School's student safety strategies are achieved, both in policy and in practice
  - b) Staff (including the Principal, Executive Team, and Student Safety Officers) are educated, and complying with, their professional and statutory responsibilities regarding student safety
  - c) Staff (including the Principal, Executive Team, and Student Safety Officers) are enabled, prepared, and supported when managing student safety complaints, including in their support of the student(s) involved (and, where appropriate, their families)
  - d) The School has a student safety culture
  - e) Concerns about student safety are dealt with promptly and in accordance with the School's policies and procedures, and any statutory obligations
  - f) The Board receives timely reports regarding student safety concerns and risks, or any developments regarding the School's student safety obligations.
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#### 4. Student Safety Officers

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

- a) 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
  - b) 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
  - c) Ensuring the School's student safety strategies are clearly and regularly communicated to staff, students, and other members of the School community
  - d) Ensuring the School's student safety strategies are being implemented effectively and are strengthened where required
  - e) Ensuring a strong and sustainable student safety culture is embedded within the School.
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#### 5. 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 such 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 Principals, 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 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).

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

- a) the appointment and work of the School's Student Safety Officers
- b) establishing and reinforcing clear expectations for appropriate behaviour with students through our Student Safety Code of Conduct
- c) establishing and reinforcing key student protection strategies in our Student Safety Policy and Student Safety Code of Conduct
- d) regular and comprehensive student protection training
- e) communicating and reinforcing clear procedures for reporting alleged or suspected child abuse and reportable conduct; and
- f) clearly communicating the various roles and responsibilities of the staff involved in protecting students.

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## 6. 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.

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## 7. Internal Documents

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

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Policy Owner: Deputy Principal, Head of Campus, The Ridgeway Campus	