



SIENA
COLLEGE
CAMBERWELL

Siena College Volunteer Engagement Handbook

Mission Statement

Siena College, a Catholic secondary school in the Dominican tradition, offers young women an education which challenges them to make intelligent and responsible use of their personal gifts and develop a lifelong love of learning.

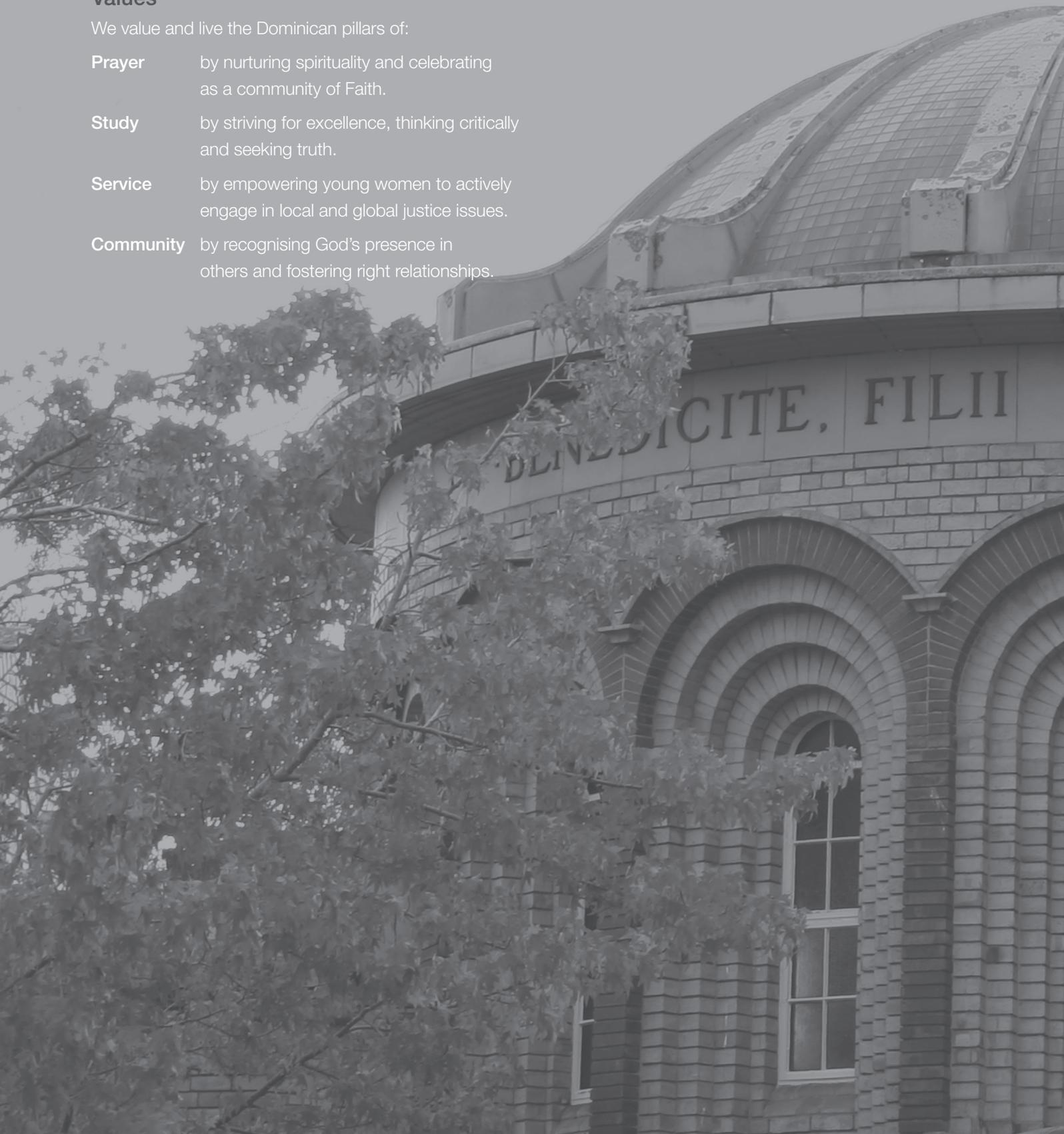
Vision

As a vibrant, faith filled, Catholic community we will provide exemplary and inspiring education with a commitment to justice, truth, reconciliation and compassion. In the spirit of St Catherine of Siena, by word and action, young women are nourished in faith and encouraged to spread the Good News and embrace the future with hope.

Values

We value and live the Dominican pillars of:

- Prayer** by nurturing spirituality and celebrating as a community of Faith.
- Study** by striving for excellence, thinking critically and seeking truth.
- Service** by empowering young women to actively engage in local and global justice issues.
- Community** by recognising God's presence in others and fostering right relationships.



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Welcome

Dear Volunteer

Welcome to the Siena College community. The College recognises the integral role that volunteers within the College play and actively seeks to develop structures and procedures that encourage members of the Siena College community (parents, carers, families, alumnae, friends of the College and other community representatives) to become actively involved in the life of the College.

This Volunteer Engagement Handbook has been prepared in order to maintain best practice volunteer procedures consistent with legislation. Any member of our community wishing to become a volunteer at the College will need to be listed on our Volunteers Register prior to performing any volunteer duties. Regardless of whether you currently perform volunteer duties or are looking to become a volunteer at Siena College, I ask that you review this handbook and complete the included forms.

The Child Safe Standards require schools to gather, verify and record a person's history of work involving children. Siena College takes child safety very seriously and for this reason, volunteers are required to list their entire work history, including any volunteer work involving children.

The Working with Children Act 2005 (Victoria) requires that any person engaging in child related work must have a valid Working with Children Check (WWCC). Siena College already requires all school volunteers to have a current WWCC. There is no change to this requirement.

This Volunteer Engagement Handbook includes our Code of Conduct, Confidentiality Agreement, Existing Volunteer Information Form, New Volunteer Application Form, Child Safe Policy, Child Protection Policy and Occupational Health and Safety Policy. Please read and familiarise yourself with these documents.

Volunteers are also required to view the online Volunteer Induction Presentation (VIP) that will provide further information on the College's policies. The VIP can be viewed on our website www.siena.vic.edu.au. Please tick the declaration box on the Existing Volunteer Information Form or the New Volunteer Application Form, acknowledging you have viewed the Volunteer Induction Presentation (VIP).

To assist Siena College to meet the Child Safe Standards, please complete all actions associated with this handbook and return the relevant forms and agreements, along with a copy of your current WWCC and proof of identity (e.g. driver's license), to the College prior to commencement.

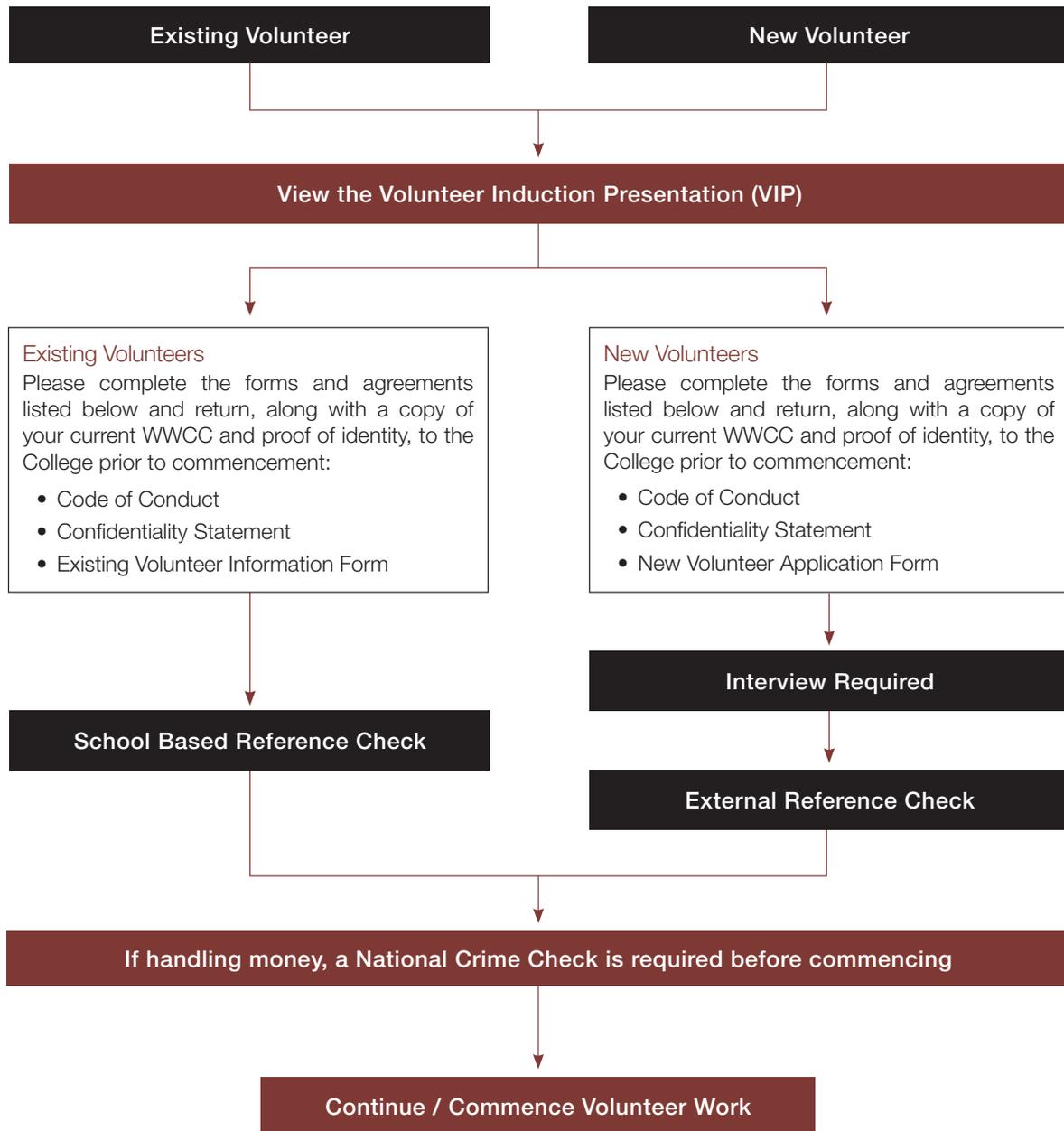
I would like to thank you for your understanding, commitment to child safety within the Siena College community and your continued support as a volunteer. Our volunteers are an integral support for our students and they provide an important link to the community.

If you have any further questions regarding the policy documents, the Child Safe Standards or this letter please do not hesitate to contact me.



Elizabeth Hanney
Principal

Volunteer Engagement Process



Responsibilities of a Siena College Volunteer

Volunteers should be provided with:

- Access to, or a copy of, the Siena College Child Safe Policy, Code of Conduct and Confidentiality Statement
- Induction and, where relevant, training
- Copy of Responsibilities of Volunteer
- Information about communication lines within Siena College
- Appropriate occupational health and safety protection
- Suitable assignment
- Appropriate work area and equipment for the assignment

Volunteers have a responsibility to:

- Make an informed decision to work as a volunteer with Siena College
- Undertake work induction and training as required
- Comply with Siena College's Child Safe Policy, Code of Conduct, and Confidentiality Statement
- Work on tasks suitable to their skills and experience
- Behave in an ethical manner
- Keep Siena College matters confidential, including those relating to students
- Be committed to Siena College's Mission, Vision and Values
- Inform the supervising staff member where unable to undertake or complete a task
- Use appropriate information channels within Siena College when needing information, support, back up, supervision or review
- Be aware of the limit of their role within Siena College
- Be aware of their duty of care to students
- Comply with occupational health and safety policies and practices
- Act as a team member of the team
- Maintain a current Working with Children Check
- Be aware of the volunteer protocol when representing Siena College

Existing Siena College Volunteers

As an existing volunteer, we ask you to complete the following steps:

1. Child Safe Policy

Every school will have its own Child Safe Policy and Code of Conduct. It is important that you read and understand Siena College's documentation as it provides clear guidelines as to what is acceptable and unacceptable behaviour towards children in our College community.

Action: Read the Child Safety Policy and Code of Conduct included in this handbook

At Siena College, we are committed to continuous improvement of our child safety systems and practices. We intend this policy to be a dynamic document that will be regularly reviewed to ensure it is working in practice and updated to accommodate changes in legislation or circumstance.

References

Catholic Education Commission of Victoria Ltd (CECV) 2016, *Commitment Statement to Child Safety: A safe and nurturing culture for all children and young people in Catholic schools.*

Catholic Education Commission of Victoria Ltd (CECV) 2013, *Victorian Catholic Education Multi Enterprise Agreement 2013*, CECV.

Congregation for Catholic Education 1997, *The Catholic School on the Threshold of the Third Millennium*, Vatican.

Safe Schools Hub 2014, *National Safe Schools Framework Glossary*, Australian Government Department of Education and Training.

State of Victoria 2016, *Child Safe Standards – Managing the Risk of Child Abuse in Schools: Ministerial Order No. 870*, Education and Training Reform Act 2006, Victorian Government Gazette No. S2.

Victorian Government Department of Justice 2016, *Betrayal of Trust Implementation*.

Victorian Registration and Qualifications Authority Resources and Toolkit.

2. Induction

As part of your induction, you will be provided with information as a supportive way of introducing you to Siena College. The online Volunteer Induction Presentation (VIP) is an opportunity to communicate the College's ethos, policies and procedures to the volunteers. The VIP can be viewed on our website www.siena.vic.edu.au.

Action: Watch the VIP and check the declaration that you have viewed the VIP on the Existing Volunteer Information Form

3. Existing Volunteer Information Form

The Child Safe Standards require schools to gather, verify and record a person's history of work involving children. Siena College takes child safety very seriously and for this reason, volunteers are required to list all work history involving students/children, including volunteer work.

Action: Please complete the Existing Volunteer Information Form included in this handbook

4. Referee Checks

Siena College takes child safety very seriously and for that reason we will undertake a referee check with a member of College staff who has worked with you.

Action: Please include the name of a current staff member who works with you in the Referee/s section of the Existing Volunteer Information Form

5. Pre Engagement Checks

All volunteers at Siena College are required to apply for and pass a Working with Children Check (WWCC). If you do not already have a current WWCC, you will be required to obtain this and present a copy of the WWCC card *prior* to continuing your work as a volunteer.

Action: Please provide a copy of your WWCC and proof of identity (e.g. copy of your driver's licence) and attach to your completed Existing Volunteer Information Form

6. Return Documentation

Action: Return completed forms and agreements, with all requested documentation, to Siena College

New Siena College Volunteers

As a new volunteer, we ask you to complete the following steps:

1. Child Safe Policy

Every school will have its own Child Safe Policy and Code of Conduct. It is important that you read and understand Siena College's documentation as it provides clear guidelines as to what is acceptable and unacceptable behaviour towards children in our College community.

Action: Read the Child Safety Policy and Code of Conduct included in this handbook

2. Induction

As part of your induction, you will be provided with information as a supportive way of introducing you to Siena College. The online Volunteer Induction Presentation (VIP) is an opportunity to communicate the College's ethos, policies and procedures to the volunteers. The VIP can be viewed on our website www.siena.vic.edu.au.

Action: Watch the VIP and check the declaration that you have viewed the VIP on the New Volunteer Application Form

3. New Volunteer Application Form

The Child Safe Standards require schools to gather, verify and record a person's history of work involving children. Siena College takes child safety very seriously and for this reason, volunteers are required to list all work history involving students/children, including volunteer work.

Action: Please complete the New Volunteer Application Form included in this handbook

4. Referee checks

Our practice is to conduct referee checks for potential volunteers to assess their suitability to work with children. The referee check is a discussion between us and a nominated referee for the purpose of addressing a person's suitability for engaging in volunteer child connected work.

Action: Please include names and contact details of suitable referees in your New Volunteer Application Form

5. Pre Engagement Checks

All volunteers at Siena College are required to apply for and pass a Working with Children Check (WWCC). If you do not already have a current WWCC, you will be required to obtain this and present a copy of the WWCC card *prior* to commencing your work as a volunteer.

Action: Please provide a copy of your WWCC and proof of identity (e.g. copy of your driver's licence) and attach to your completed New Volunteer Application Form

6. Return Documentation

Action: Return completed forms and agreements, with all requested documentation, to Siena College prior to commencement

7. Interview

All new volunteers are to be interviewed prior to commencing volunteer work at the College. The interview is an informal discussion which aims to assess the suitability of a person for a volunteer position, particularly child connected work. It is also an opportunity for you to ask questions about the role.

Action: Potential volunteers should bring proof of identity (e.g. copy of your driver's licence) and any required documentation to the interview



POLICY TITLE **Child Safe Policy**

RATIONALE

At Siena College we hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our College. Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the gospel.

The purpose of this policy is to demonstrate the strong commitment of Siena College to the care, safety and wellbeing of all students at our College. It has been developed to keep students safe from harm, including protection from reasonably foreseeable accidental harm, as well as all forms of deliberate abuse in our College environment, on campus, online and in other locations provided by the College.

This policy takes into account relevant legislative requirements within the state of Victoria. It applies to all College staff including employees, volunteers, contractors and clergy.

DEFINITIONS

Child: A child or a young person enrolled as a student at the College

Child abuse includes:

- Any act committed against a child involving:
 - (i) a sexual offence
 - (ii) an offence under section 49B(2) of the Crimes Act 1958
- The infliction, on a child, of:
 - (i) physical violence
 - (ii) serious emotional or psychological harm
- Serious neglect of a child

Child safety: Encompasses matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to incidents or allegations of child abuse. It also encompasses matters relating to ensuring a physically and emotionally safe college environment for students.

Child neglect: The failure by a parent or caregiver to provide a child (where they are in a position to do so) with the conditions that are culturally accepted as being essential for their physical and emotional development and wellbeing.

Child physical abuse: Generally, child physical abuse refers to the non-accidental use of physical force against a child that results in harm to the child. Physically abusive behaviours include shoving, hitting, slapping, shaking, throwing, punching, kicking, biting, burning, strangling and poisoning. The fabrication or induction of an illness by a parent or carer (previously known as Munchausen syndrome by proxy) is also considered physically abusive behaviour.

Child protection: Statutory services designed to protect children who are at risk of serious harm.

Child sexual abuse: Any sexual activity between a child under the age of consent and an adult or older person is child sexual abuse.

Child sexual abuse can also be:

- Any sexual behaviour between a child and an adult in a position of power or authority over them (e.g. a teacher); the age of consent laws do not apply in such instances due to the strong imbalance of power that exists between young people and authority figures, as well as the breaching of both personal and public trust that occurs when professional boundaries are violated
- Any sexual behaviour between a child and an adult family member, regardless of issues of consent, equality or coercion



- Sexual activity between peers that is non consensual or involves the use of power or coercion
- Non consensual sexual activity between minors or any sexual behaviour between a child and another child or adolescent who, due to their age or stage of development, is in a position of power, trust or responsibility over the victim. Sexual activity between adolescents at a similar developmental level is not considered abuse

Mandatory Reporting: The legal requirement to report suspected cases of child abuse and neglect is known as mandatory reporting. Mandated persons include teachers, nurses, police, psychologists, psychiatrists and medical practitioners.

Reasonable Belief: When staff are concerned about the safety and wellbeing of a child or young person, they must assess that concern to determine if a report should be made to the relevant agency. This process of considering all relevant information and observations is known as forming a 'reasonable belief'. A 'reasonable belief' or a 'belief on reasonable grounds' is not the same as having proof but is more than mere rumour or speculation. A 'reasonable belief' is formed if a reasonable person in the same position would have formed the belief on the same grounds.

College environment means any physical or virtual place made available or authorised by the College governing authority for use by a child during or outside school hours, including:

- A campus of the College
- Online College environments (including email and intranet systems)
- Other locations provided by the College for a child's use (including, without limitation, locations used for school camps, sporting events, excursions, competitions, and other events)

College staff means an individual working in the College environment who is:

- Directly engaged or employed by a College governing authority
- A volunteer or a contracted service provider (whether or not a body corporate or any other person is an intermediary)
- A minister of religion

PRINCIPLES

Catholic schools have a moral, legal and mission-driven responsibility to create nurturing school environments where children and young people are respected, their voices are heard and they are safe and feel safe.

The following principles underpin our commitment to child safety at Sienna College:

- All students deserve, as a fundamental right, safety and protection from all forms of abuse and neglect
- Our college works in partnership with families and the community to ensure that they are engaged in discussion of matters that have an impact on child safety and protection
- All students have the right to a thorough and systematic education in all aspects of personal safety, in partnership with their parents/guardians/caregivers
- All adults in our college, including teaching and non-teaching staff, clergy, volunteers, and contractors, have a responsibility to care for children and young people, to positively promote their wellbeing and to protect them from any kind of harm or abuse
- The policies, guidelines and codes of conduct for the care, wellbeing and protection of students are based on honest, respectful and trusting relationships between adults and children and young people
- Policies and practices demonstrate compliance with legislative requirements and cooperation with the Church, governments, the police and human services agencies
- All persons involved in situations where harm is suspected or disclosed must be treated with sensitivity, dignity and respect
- Staff, clergy, volunteers, contractors, parents and students should feel free to raise concerns about child safety, knowing these will be taken seriously by the College leadership
- Appropriate confidentiality will be maintained, with information being provided to those who have a right or a need to be informed, either legally or pastorally



RESPONSIBILITY

Everyone employed or volunteering at Sienna College has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all they do and every decision they make. The College has allocated roles and responsibilities for child safety.

RELATED LEGISLATION

- Ministerial Order No. 870 (Vic)
- Children, Youth and Families Act 2005 (Vic)
- Working with Children Act 2005 (Vic)
- Education and Training Reform Act 2006 (Vic)
- Equal Opportunity Act 2010 (Vic)
- Privacy Act 1988 (Cth)
- Crimes Act 1958 (Vic)

RELATED SIENA COLLEGE POLICIES

- Pastoral Care Policy 2014
- Child Protection – Mandatory Reporting/Reporting Obligations 2016
- Respectful Relationships Policy 2015
- Privacy Policy 2014
- Social Media Policy 2016
- Learning and Teaching Policy 2015
- Professional Learning Policy
- Risk Management Policy 2015

RELATED DOCUMENTS

Sienna College Mission Statement 2013 – 2018

Protecting the Safety and Wellbeing of Children and Young People (Appendices updated December 2013) Department of Human Services Child Protection, Department of Education and Early Childhood Development, Victoria 2010

Allegations of Student Sexual Assault in Schools: Information for school staff, Department of Education and Early Childhood Development Victoria 2007

Commitment Statement to Child Safety: A safe and nurturing culture for all children and young people in Catholic schools. Catholic Education Commission of Victoria Ltd (CECV) 2016

Child Safe Standards – Managing the Risk of Child Abuse in Schools: Ministerial Order No. 870, Education & Training Reform Act 2006, Victorian Government Gazette No. S2. 2016

Betrayal of Trust Implementation. Victorian Government Department of Justice 2016

Catholic Education Melbourne Policies:

- Policy 2.2: Guidelines Relating to the Employment of Staff (currently under review)
- Policy 2.19: Child Protection – Reporting Obligations
- Policy 2.19a: School Guidelines – Police and DHHS Interview Protocols
- Policy 2.26: Pastoral Care of Students in Catholic Schools (currently under review)

Last Updated: July 2017

SIENA COLLEGE CAMBERWELL

Child Protection – Mandatory Reporting / Reporting Obligations



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POLICY TITLE **Child Protection – Mandatory Reporting / Reporting Obligations**

RATIONALE

All schools must comply with the legal obligations that relate to managing the risk of child abuse under the Children, Youth and Families Act 2005 (Vic.), the Crimes Act 1958 (Vic.) and the recommendations of the Betrayal of Trust Report.

Under the National Framework for Protecting Australia's Children 2009-2020, protecting children is everyone's responsibility. All teachers, other school staff, parish priests, canonical and other administrators of catholic schools in Victoria must understand and abide by the professional, moral and legal obligations to implement child protection and child safety policies, protocols and practices.

This policy is designed to assist staff to:

- Identify the indicators of a child or young person who may be in need of protection
- Understand how a reasonable belief is formed
- Make a report of a child or young person who may be in need of protection
- Comply with mandatory reporting obligations under child protection law and their legal obligations relating to criminal child abuse and grooming under criminal law

Child Protection reporting obligations fall under separate pieces of legislation with differing reporting requirements. This policy sets out the actions required under the relevant legislation when there is a reasonable belief that a child is in need of protection or a criminal offence has been committed and provides guidance and procedures on how to make a report.

DEFINITIONS

Children, Youth and Families Act 2005 (Vic.):

Child: For the purpose of the relevant parts of the Children, Youth and Families Act 2005 (Vic.), a child is any person 17 years of age or younger.

Child FIRST: The Family Information Referral Support Team run by a registered community service in a local area that can receive confidential referrals about a child of concern. It does not have any statutory powers to protect a child but can refer matters to family services.

Child Protection: The Victorian Government agency, provided by the Department of Human Services (DHS), that protects children at risk of significant harm. Child Protection has statutory powers and can use these to protect children.

Mandatory Reporting: Mandatory Reporting is a legal requirement under the Children, Youth and Families Act 2005 (Vic.) to protect children from harm relating to physical abuse or sexual abuse. While not mandated, making a report to Child Protection may also be needed for: emotional abuse, neglect, medical neglect, family violence, human trafficking, sexual exploitation, risk taking behaviours, female genital mutilation, risk to an unborn child and a child or young person exhibiting sexually abusive behaviours.

Mandatory report: A report made to Child Protection, by a person mandated under the Act that is based on a reasonable belief that a child is in need of protection from harm. A subsequent report must be made on each occasion on which the mandatory reporter becomes aware of further reasonable grounds for that belief.

Mandatory reporter: Person(s) required under the Children, Youth and Families Act 2005 (Vic.) to make a report to the Child Protection if they believe a child is in need of protection from physical injury or sexual abuse. Mandatory reporters include registered school teachers or principals and registered nurses. At Sienna College all teaching staff are mandated to report, but all staff are required by the College to inform the Wellbeing Team of any child protection concerns.

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Child Protection – Mandatory Reporting / Reporting Obligations



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Reasonable belief: A reasonable belief that a child is in need of protection is likely to be formed in circumstances where:

- A child states that they have been physically injured or sexually abused (self disclosure)
- A child states that they know someone who has been physically injured or sexually abused (sometimes the child may be talking about him or herself)
- A relative, friend, acquaintance or sibling of the child states that the child has been physically injured or sexually abused
- Professional observations of the child's behaviour or development lead the mandated professional to form a belief that the child may have been physically injured or sexually abused
- Signs of physical injury or sexual abuse lead to a belief that the child may have been abused

Duty of Care: The legal liability of Principals and teachers requires them to take reasonable measures to protect students in their care when the teacher/pupil relationship exists. It cannot be delegated.

DEFINITIONS

Crimes Act 1958 (Vic.):

Failure to Disclose: Any Siena College staff member/volunteer who forms a reasonable belief that a sexual offense has been committed in Victoria by an adult against a child under 16 must disclose that information to the police. Failure to disclose the information to police is a criminal offence under section 327 of the Crimes Act 1958 (Vic.). The obligation is to disclose that information to the police as soon as it is practical to do so, except in limited circumstances such as where the information has already been reported to Child Protection.

Failure to Protect: Any Siena College staff member in a position of authority or leadership role who becomes aware that an adult associated with Siena College (such as an employee, contractor, volunteer, spot coach or visitor) poses a risk of sexual abuse to a child under 16 who is in the care or supervision of Siena College must take reasonable steps to reduce or remove that risk. Failure to take reasonable steps to protect a child in the organisation from the risk of sexual abuse from an adult associated with the college is a criminal offence contained in section 49C (2) of the Crimes Act 1958 (Vic.).

Grooming: The offence of grooming prohibits predatory conduct designed to prepare or 'groom' a child for future sexual activity and is contained in section 49B (2) of the Crimes Act 1958 (Vic.). The offence applies to communication with children under 16 years. Grooming can be conducted in person or online, for example via interaction through social media, web forums and emails. The offence can be committed by any person aged 18 years or over. It does not apply to communication between people who are both under 18 years of age.

DEFINITIONS

Wellbeing Team: A committee consisting of the Principal, Deputy Principal Wellbeing and Counsellor/s which has the overview of the processes and procedures in relation to child physical or sexual abuse recorded by a staff member and which also offers support to that staff member concerned.

PRINCIPLES / GUIDING PRINCIPLES

Protection from harm: The safety, welfare and wellbeing of the child or young person are paramount. Siena College personnel are required to give priority to protecting a child from harm and are required to make a report in the case where a reasonable belief is formed that a child is in need of protection from physical injury or sexual abuse.

Information sharing: Siena College staff are authorised by the *Children, Youth and Families Act 2005* (Vic.) to share information about a child who is at risk of abuse when making a referral or report to one of the agencies established by the Victorian Government to support vulnerable children and their families.

Staff Training: All staff and volunteers at Siena College will undertake annual training in reporting obligations.

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Child Protection – Mandatory Reporting / Reporting Obligations



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Duty of Care: Duty of care is breached if a person:

- Does something that a reasonable person in that person's position would not do in a particular situation
- Fails to do something that a reasonable person in that person's position would do in the circumstances
- Acts or fails to act in a way that causes harm to someone to whom the person owes a duty of care

PROCEDURES

- Procedure for reporting concerns under the Children, Youth and Families Act 2005 (Vic.)
- The responsibility of Teachers and Principals - Discharge of Mandated Responsibility under the Children, Youth and Families Act 2005 (Vic.)
- Procedure for reporting criminal offences contained in the Crimes Act 1958 (Vic.)
- Flowchart of procedures following any concerns of possible physical or sexual abuse of a criminal offence – School Response

RESPONSIBILITY

At Siena College everyone has a duty of care to support and protect the students with whom they are professionally involved. When staff members form a reasonable belief that a student has been harmed or is at risk of harm, they are required to take action to protect the safety and wellbeing of that student. Accordingly, all staff and volunteers at Siena College are required to follow the procedures for reporting suspected physical or sexual abuse or a sexual offense.

RELATED LEGISLATION

- Children, Youth and Families Act 2005 (Vic.)
- Crimes Act 1958 (Vic)
- Privacy Act 1988 (Cth)
- Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth)
- Australian Privacy Principles (APP) from Schedule 1 in the Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth)
- Children, Youth and Families Act 2005 (Vic)
- Education and Training Reform Act 2006 (Vic)
- Children's Services Act 1996 (Vic)
- Charter of Human Rights and Responsibilities Act 2006 (Vic)

RELATED POLICIES

- Pastoral Care Policy – Siena College Revised 2014
- CEM Policy 2.26 – Pastoral Care of Students in Catholic Schools (2013 - Revised)
- CEM Policy 2.19 – Child Protection - Reporting Obligations
- CEOM Policy 2.20 – Allegations of Misconduct Against Lay Employees in Catholic Schools and Catholic Education Offices 2011

RELATED DOCUMENTS

- Siena College Mission Statement 2013
- Department of Human Services Child Protection, Department of Education and Early Childhood Development, Victoria 2010, *Protecting the Safety and Wellbeing of Children and Young People (Appendices updated December 2013)*
- Department of Education and Early Childhood Development Victoria 2007, *Allegations of Student Sexual Assault in Schools: Information for school staff*
- Children's Services Regulations 2009 (Vic)
- Education and Training Reform Regulations 2007 (Vic)

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RELATED RESOURCES

- Catholic Schools Operational Guide (CEVN website)
- Department of Education and Training <http://www.education.vic.gov.au/Pages/default.aspx>
- Department of Health and Human Services <http://dhhs.vic.gov.au/>

FURTHER INFORMATION

Catholic Education Melbourne Wellbeing and Community Partnership Unit operates the Student Wellbeing Information Line 9am – 5pm daily: 03 9267 0228.

Last Updated: July 2016



POLICY TITLE **Occupational Health and Safety Policy**

RATIONALE

Sienna College will make every reasonable effort to prevent accidents, protect staff from injury and promote the health, safety and welfare of all staff and other persons in the workplace.

DEFINITIONS

The Act: Occupational Health and Safety Act 2004 (Vic)

Occupational Health and Safety (OHS): the process of assessment, prevention and mitigation of risks that may adversely affect physical and mental health and wellbeing in the workplace

Occupational Health and Safety (OHS) Committee: a forum for communication between staff and management on health and safety issues in the workplace

Health and Safety Representative (HSR): a representative of the College who has been elected by staff of Sienna College, in accordance with section 54 of the Act. The term of appointment for a Health and Safety Representative does not exceed three years

Workplace: a place, whether or not in a building or structure, where staff work.

Management Representative: the Principal of Sienna College or the Principal's nominee

Occupational Violence: is any incident in which a person is abused, threatened or assaulted in circumstances relating to their work

PRINCIPLES / GUIDING PRINCIPLES

- The College is committed to maintaining a safe workplace to ensure risks to health and safety are mitigated so far as is reasonably practicable (including occupational violence)
- The College has established an OHS Committee which meets regularly, and includes the HSR and the Management Representative, to make recommendations and to ensure compliance with the Act
- The College plans for, and assesses in an ongoing way, the physical, social, and environmental OHS risks
- Staff will be made aware of the legislative requirements and the College Policy, through ongoing consultation, training and information updates related to OHS
- Staff and other persons must take reasonable care of their own health and safety in the workplace, and the health and safety of others who may be affected by their actions (including omissions).
- Staff and other persons must cooperate with the Principal with respect to any action to comply with the Act

PROCEDURES

- Sienna College Occupational Health and Safety Procedures

RESPONSIBILITY

- Principal
- Occupational Health and Safety Committee



RELATED LEGISLATION

- Accident Compensation (Occupational Health and Safety) Act 1996 (Vic)
- Dangerous Goods Act 1985 (Vic)
- Equipment (Public Safety) Act 1994 (Vic)
- Health Records Act 2001 (Vic)
- Occupational Health and Safety Act 2004 (Vic)
- The Workplace Injury Rehabilitation and Compensation (WIRC) Act 2013 (Vic)
- Working with Children Act 2005 (Vic)

RELATED SIENA COLLEGE POLICIES

- Discrimination and Harassment Free Workplace Policy 2017
- Human Resources Policy 2017
- Privacy Policy 2014
- Risk Management Policy 2016

RELATED DOCUMENTS

- Manual Handling (Code of Practice No. 25, 2000)
- Siena College Contractor Induction Booklet 2017
- Siena College Mission Statement 2014 -2018
- Siena College Occupational Health and Safety Procedures 2013



SAFEGUARDING CHILDREN AND YOUNG PEOPLE CODE OF CONDUCT

PURPOSE

This Code of Conduct has a specific focus on safeguarding children and young people at Siena College against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes.

All staff, volunteers, contractors, clergy and board members at Siena College are expected to actively contribute to a school culture that respects the dignity of its members and affirms the Gospel values of love, care for others, compassion and justice. They are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

ACCEPTABLE BEHAVIOURS

All staff, volunteers, contractors, clergy and board members are responsible for supporting the safety of children by:

- Adhering to and upholding the College's commitment to child safety at all times
- Taking all reasonable steps to protect students from abuse
- Treating everyone in the College community with respect (modelling positive and respectful relationships and acting in a manner that sustains a safe, educational and pastoral environment)
- Listening and responding without judgment to the views and concerns of students, particularly if they are telling you that they or another child have been abused or that they are worried about their safety or the safety of another child
- Promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students (for example, by never questioning an Aboriginal and Torres Strait Islander child's self-identification)
- Promoting the cultural safety, participation and empowerment of students with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance culture towards discrimination)
- Promoting the safety, participation and empowerment of students with a disability
- Ensuring that adults are not alone with a student outside their prescribed role
- Reporting any allegations of child abuse to the College Principal, a Deputy Principal or a College Counsellor
- Understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958 (Vic.)
- Reporting any child safety concerns to the Child Safe Reporting officers (the College Counsellors or the Deputy Principals)
- Ensuring that if an allegation of child abuse is made, that the student/s are safe



SAFEGUARDING CHILDREN AND YOUNG PEOPLE CODE OF CONDUCT

UNACCEPTABLE BEHAVIOURS

All staff, volunteers, contractors, clergy and board members must not:

- Ignore or disregard any suspected or disclosed child abuse
- Develop any 'special' relationships with students that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- Exhibit behaviours with students which may be construed as unnecessarily physical
- Initiate unnecessary physical contact with children or do things of a personal nature that a child can do for themselves, such as changing clothes
- Engage in open discussions of an adult nature in the presence of students
- Use inappropriate language in the presence of students
- Express personal views on cultures, race or sexuality in the presence of students
- Discriminate against any child, on the basis of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- Have contact with a child or her family beyond their prescribed job role (for example, unauthorised after-hours tutoring, communication via social media, private instrumental or other lessons or sport coaching); accidental contact such as seeing people in the street is not an example
- Provide tuition or coaching for any Siena Student in a private capacity either on school premises or off site
- Use College facilities for private tutoring of non-Siena students
- Use any personal communication channels/device with a student (for example, text messages)
- Exchange personal contact details with a student such as personal phone number, social networking sites or personal email addresses
- Photograph or video a student on a personal device without permission from the Principal or Deputy Principals (for example, using a personal mobile)
- Work with students while under the influence of alcohol or illegal drugs

I,, confirm I have been provided with and read the above copy of the Code of Conduct.

Signed Date



CONFIDENTIALITY STATEMENT

During the course of your volunteer work within Siena College Limited, you will have access to various forms relating to student and family information; therefore volunteers must safeguard confidentiality. Student and family information must not be divulged to unauthorised personnel. It should be acknowledged that this responsibility extends beyond your volunteer work with the College.

The following statement should be read and signed:

I acknowledge that any information received from students or staff records placed in my charge or custody during the course of my volunteer work with Siena College Limited may not be disclosed to any person without the authorisation of the Principal.

Any unauthorised disclosure of confidential information, whether deliberate or otherwise, will result in immediate termination of my volunteer work and may also result in criminal or civil proceedings against me.

Name (please print)

Signature Date.....

Witness Name..... (please print)

Witness Signature Date

Existing Volunteer Information Form

Please complete this form if you already volunteer at Siena College

PERSONAL DETAILS

Title First Name/s Surname

Address Postcode

Home Telephone..... Mobile

VOLUNTEER ROLE *Please provide details of the volunteer position/s you are performing*

EDUCATION / TRAINING / CERTIFICATION *e.g. Relevant qualifications, first aid certificate, etc.*

PREVIOUS CHILD RELATED EMPLOYMENT

Employer's Name and Address

Position Period of Service (From/To).....

Duties

Employer's Name and Address

Position Period of Service (From/To).....

Duties

Employer's Name and Address

Position Period of Service (From/To).....

Duties

Please provide all previous employers. If more space is required, attach a separate sheet

PREVIOUS VOLUNTEER WORK

Employer's Name and Address

Position Period of Service (From/To).....

Duties

Employer's Name and Address

Position Period of Service (From/To).....

Duties

Employer's Name and Address

Position Period of Service (From/To).....

Duties

Please provide details of all volunteer work involving children. If more space is required, attach a separate sheet

Existing Volunteer Information Form

SIENA COLLEGE REFEREE/S

Full Name Contact Number.....

Organisation Position.....

Full Name Contact Number.....

Organisation Position.....

DECLARATION

Please read each statement below and any accompanying information on the Volunteer Information Form. Please tick each checkbox to acknowledge your acceptance of each point:

- I wish to continue as a volunteer at Siena College
- I agree to maintain the highest standards of confidentiality with respect to any information obtained during the course of my volunteer work
- I declare that the information contained in this application is true and correct
- I understand that I am required to complete documentation as enclosed within the Volunteer Engagement Handbook
- I have viewed the Volunteer Induction Presentation (VIP) on the Siena College website
- I confirm that I have read and understand the responsibilities of a volunteer of Siena College, in particular those that are outlined in the College's Child Safe Policy, Code of Conduct, Confidentiality Statement and Volunteer Induction Presentation (VIP)
- I acknowledge and accept that I have been engaged as a volunteer of Siena College and that no payment will be made to me by Siena College
- I understand and accept that Siena College can cease the volunteering arrangement at any time

Signed Date

Please attached a copy of your proof of identity (e.g. driver's license) and Working with Children Check

PRIVACY STATEMENT

The personal information you have provided will help us to assess you as a valued volunteer of Siena College and will be treated as confidential. Information provided by you in this form may be checked by Siena College with any relevant authorities, previous employers, volunteer organisations and/or referees or sources. Information provided will be treated in accordance with the Privacy Act 1988 (Cth).

OFFICE USE: DOCUMENTATION AS REQUIRED

Proof of Identity <input type="checkbox"/> Details:	Signed Code of Conduct <input type="checkbox"/>
Working With Children Check <input type="checkbox"/> Expiry:	Signed Confidentiality Agreement <input type="checkbox"/>
Other <input type="checkbox"/>	

New Volunteer Application Form



PERSONAL DETAILS

Title First Name/s Surname

Address Postcode

Home Telephone..... Mobile

VOLUNTEER ROLE *Please provide details of the volunteer position/s that you are interested in*

EDUCATION / TRAINING / CERTIFICATION *e.g. Relevant qualifications, first aid certificate, etc.*

PREVIOUS CHILD RELATED EMPLOYMENT

Employer's Name and Address

Position Period of Service (From/To).....

Duties

Employer's Name and Address

Position Period of Service (From/To).....

Duties

Employer's Name and Address

Position Period of Service (From/To).....

Duties

Please provide all previous employers. If more space is required, attach a separate sheet

PREVIOUS VOLUNTEER WORK

Employer's Name and Address

Position Period of Service (From/To).....

Duties

Employer's Name and Address

Position Period of Service (From/To).....

Duties

Employer's Name and Address

Position Period of Service (From/To).....

Duties

Please provide details of all volunteer work involving children. If more space is required, attach a separate sheet

New Volunteer Application Form

REFEREE/S

Full Name Contact Number

Organisation Position

Full Name Contact Number

Organisation Position

DECLARATION

Please read each statement below and any accompanying information on the New Volunteer Application Form. Please tick each checkbox to acknowledge your acceptance of each point:

- I wish to apply for volunteer work with Siena College
- I agree to maintain the highest standards of confidentiality with respect to any information obtained during the course of my volunteer work
- I declare that the information contained in this application is true and correct
- I understand that I may be required to participate in an interview and selection process, and undertake referee and background checks
- I understand that I am required to complete documentation as enclosed within the Volunteer Engagement Handbook
- I have viewed the Volunteer Induction Presentation (VIP) on the Siena College website
- I confirm that I have read and understand the responsibilities of a volunteer of Siena College, in particular those that are outlined in the College's Child Safe Policy, Code of Conduct, Confidentiality Statement and Volunteer Induction Presentation (VIP)
- I acknowledge and accept that if engaged as a volunteer of Siena College, no payment will be made to me by Siena College
- I understand and accept that Siena College can cease the volunteering arrangement at any time

Signed Date

Please attached a copy of your proof of identity (e.g. driver's license) and Working with Children Check

PRIVACY STATEMENT

The personal information you have provided will help us to assess you as a valued volunteer of Siena College and will be treated as confidential. Information provided by you in this form may be checked by Siena College with any relevant authorities, previous employers, volunteer organisations and/or referees or sources. Information provided will be treated in accordance with the Privacy Act 1988 (Cth).

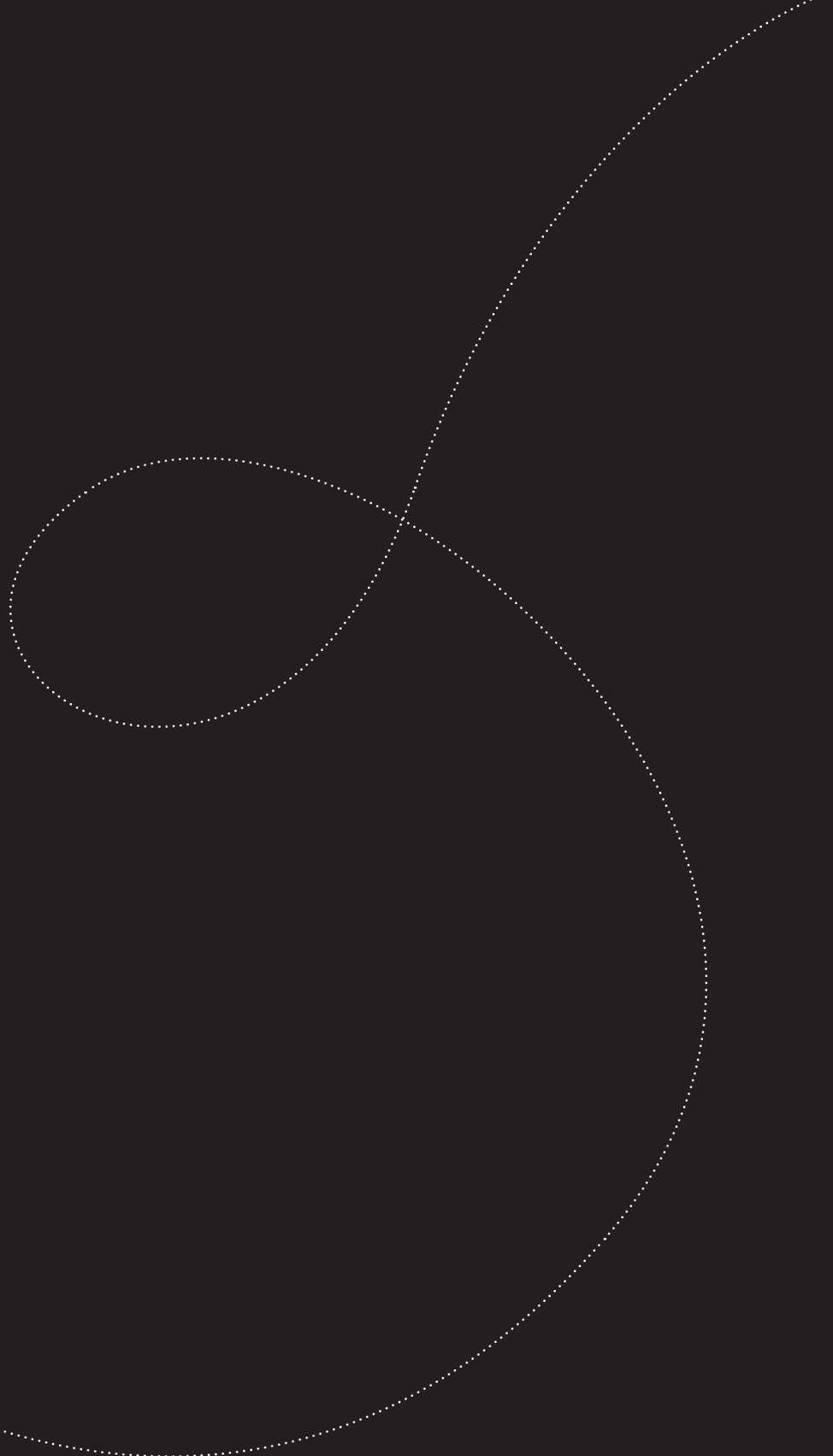
OFFICE USE: DOCUMENTATION AS REQUIRED

Proof of Identity <input type="checkbox"/> Details:	Signed Code of Conduct <input type="checkbox"/>
Working With Children Check <input type="checkbox"/> Expiry:	Signed Confidentiality Agreement <input type="checkbox"/>
Other <input type="checkbox"/>	



HOMINUM, DOMINO.





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