

# Family and Community Involvement in Child Safeguarding Policy and Procedures

## Aim

The CSV Board has approved Casey Grammar School's Family and Community Involvement in Child Safeguarding Policy and Procedures, as set out in the Policy Administration section, below.

To be a child safe environment, the School must have and implement a variety of strategies to ensure that all members of the School community understand and are involved in decisions about child safety and wellbeing at the School.

In particular, Standard 4 of the Victorian Child Safe Standards is that families and communities are informed and involved in promoting child safety and wellbeing. To implement this Standard, Ministerial Order 1359 requires the CSV Board to develop a policy, statement or other documentation that details the strategies and actions the School will take to ensure that:

- families participate in decisions relating to child safety and wellbeing affecting their child
- the School engages and openly communicates with families and the School community about its child safe approach, and relevant information is accessible
- families and the School community have a say in the development and review of the School's policies and practices relating to child safety and wellbeing
- families, carers and the School community are informed about the School's operations and governance related to child safety and wellbeing.

## Objectives

Casey Grammar School recognises that families are best placed to advise the School about their children's needs and capabilities, and can provide important information about practices and environments that are safe for their children.

Similarly, we recognise that the communities that are relevant to our students (such as Aboriginal and Torres Strait Islander communities or culturally and linguistically diverse communities from which students and their families may come) have a wealth of knowledge about the diverse needs that children from their community may have and about the additional vulnerabilities and barriers that these children and their families may face when those needs are not met.

This Policy and its Procedure set out the School's strategies, policies and procedures for enabling and empowering families and relevant communities to understand and be involved in child safeguarding at the School.

## Definition

### The School Community

The School community includes:

- students and their families
- Staff, Volunteers and Contractors
- the CSV Board

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- people from relevant communities (the variety of communities that are relevant to the School, such as Aboriginal and Torres Strait Islander communities, culturally and linguistically diverse communities, and other communities that make up our Staff and student cohort)
- the local community in which the School operates.

## Roles and Responsibilities

### Principal

The Principal is responsible for implementing this Policy and its Procedures.

### The Chair of the Consultative Committee

The Chair of the Consultative Committee is responsible for managing the involvement of parents/carers in School decisions.

### Senior Child Safe Officer

The Senior Child Safe Officer is responsible for managing the involvement of relevant communities in School decisions and reviews.

## Policy

The Casey Grammar Board and the School recognise that parents and carers have the primary responsibility for the upbringing and development of their children, and ensure that they participate in School decisions that affect their children, through the Procedures below.

The School ensures that the School community knows about the School's operations and governance relating to child safety and wellbeing and our approach to child safety and wellbeing, and that relevant information is accessible, by our:

- publishing the following policies and procedures on our public website:
  - Child Safeguarding (Safety and Protection) Policy and Procedures
  - Child Safety Code of Conduct
  - Child Safeguarding (Responding and Reporting Obligations) Policy and Procedures
  - Casey Grammar School Complaints Handling Policy
  - Public facing Procedures for Managing Child Safety Incidents or Concerns that Involve the School or its Staff Members
- communicating these through additional means, set out in Procedures below.

The Casey Grammar Board and the School involve families and relevant communities in:

- decisions about organisational planning, delivery of services, management of facilities, and learning and assessment environments at the School
- reviews of and improvements to the School's child safety and wellbeing policies and procedures

as set out in the **Procedures** below.

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## Procedure

### Family Participation in Decisions Affecting Their Child

The School enables parents and carers to participate in School decisions that affect their children, through:

- the following family involvement initiatives:
  - Through School survey's
  - Through school newsletter invited to participate
  - Through meetings with relevant staff when required
- procedures for informing parents/carers about child safety incidents or concerns that may involve their child or that involve the School or its Staff, Volunteers and Contractors (for more information, refer to Communicating with Parents and Carers About Internal and External Reports, Information Sharing Policy and Information Sharing About Reportable Conduct)
- specific strategies for involving parents/carers in reviews of and improvements to our child safety and wellbeing policies and procedures including invitation for contribution upon distribution of policy

### Community Involvement in Organisational Decisions

The School uses the following mechanisms to consult with relevant communities about organisational decisions and to involve them in reviews of child safety and wellbeing policies and procedures:

- Through the school website
- Through the school newsletter

For more information, refer to Aboriginal and Torres Strait Islander Students Policy and Procedures (Child Safeguarding), Culturally and Linguistically Diverse Students Policy and Procedures (Child Safeguarding), Students with Disability Policy and Procedures (Child Safeguarding), LGBTQI+ Inclusion Policy, and Regular Reviews and Continuous Improvement Policy and Procedures.

### Communicating the School's Child Safeguarding Approach

In addition to publishing relevant policies and procedures on our public website, and to the initiatives and strategies set out above, the School uses the School's parent portal to communicate matters relating to the School's operations, governance and approach to child safeguarding.

## Implementation

This Policy and its Procedures are made available to all Staff, Volunteers, and Contractors, via the School's intranet. They are included in induction training and in ongoing refresher training for Staff and relevant Volunteers and Contractors.

For more information, refer to **Child Safeguarding Training and Supervision Policy and Procedures**.

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They are made available to parents/carers, students and the wider School community in summary in our **Child Safeguarding (Safety and Protection) Policy and Procedures** as well as **through the schools newsletter, or upon request.**

They are also available in hard copy by request.

## Policy Breach

Casey Grammar School enforces this Policy and its Procedures. 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
- appointment to an alternate role
- suspension
- in the case of serious breaches, termination of employment, contract or engagement.

For more information, refer to **Compliance and Breach (Child Safeguarding) Policy and Procedures.**

## Policy Review

A review of the Family and Community Involvement in Child Safeguarding Policy and Procedure is conducted every two years or earlier if required, such as due to changes in legislation.

The CSV Board is responsible for ensuring that this Policy is reviewed and updated as needed and for approving this Policy.

## Source of Obligation

Casey Grammar School's Family and Community Involvement in Child Safeguarding Policy and Procedures implements:

- **Victorian Child Safe Standards, Standards 4 and 10**
- **Ministerial Order 1359, Clause 8.**

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## Policy and Procedure Linkages

The Family and Community Involvement in Child Safeguarding Policy and Procedures is to be read and understood in conjunction with:

- **Child Safeguarding (Safety and Protection) Policy and Procedures**
- **Student Participation and Empowerment Policy and Procedures**
- **Information Sharing (Child Safeguarding) Policy and Procedures**
- **Aboriginal and Torres Strait Islander Students Policy and Procedures (Child Safeguarding)**
- **Culturally and Linguistically Diverse Students Policy and Procedures (Child Safeguarding)**
- **Students with Disability Policy and Procedures (Child Safeguarding)**
- **LGBTQIA+ Inclusion Policy**
- **Regular Reviews and Continuous Improvement Policy and Procedures**

## Policy Administration

<b>Status</b>	Subject to final Board Approval
<b>Person Responsible</b>	The Principal
<b>Approver(s)</b>	The CSV Board is responsible for ensuring that the policy and its procedures are reviewed and updated as needed, and for approving this policy
<b>Approval Date</b>	TBC
<b>Version Number</b>	1.0
<b>Version History</b>	Created 2022
<b>Review Frequency</b>	A review of this policy and its procedures is conducted at least every 2 years or earlier if required, such as due to changes in legislation
<b>Next Review Date</b>	January 2023
<b>Risk Rating</b>	High
<b>Location</b>	CompliSpace