

Child Safe Procedure

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Purpose

This Procedure details how the University embeds a culture of 'no tolerance' for child abuse and implements the Child Safe Standards across all areas of University operations. The Procedure provides advice regarding the University risk management framework, adherence to the University and external legislation, focused actions for Aboriginal young people, educating staff, managing complaints and promotion of awareness strategies. This Procedure will ensure that the fundamental rights of all children to be safe from harm will be undertaken through the following:

- Preventing all forms of child abuse, identifying risks early, and removing / reducing those risks.
- Complying with the legal and moral obligations of the University community in reporting allegations of child abuse, and alerting the appropriate authorities if there is a reasonable belief a child is in need of protection.
- Upholding the safety of all children, including Aboriginal children, children from culturally and/or linguistically diverse backgrounds, children with a disability and from gender diverse and religious backgrounds.
- Providing regular training and education to members of the University community on the risks of child abuse.
- Adverse risk associated with online presence (i.e. aligned to online learning and/or social media associated with the University).

This Procedure aims to address the:

- ten principles outlined in the [National Principles for Child Safe Organisations \(Feb 2019\)](#); and,
- eleven standards outlined in the [Child Safe Standards \(Vic\) \(July 2022\)](#).

Scope

It is a shared and collective responsibility of all members of the University community to create a child safe culture and environment.

This procedure applies to all interactions with children (<18 years of age) associated with the University.

Legislative context

- [National Principles for Child Safe Organisations](#)
- [Child Safe Standards \(Vic\) \(2022\)](#)
- Children, Youth and Families Act 2005 (Vic)
- Worker Screening Act 2020 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic)
- Crimes Act 1958 (Vic)
- Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act)
- Federation University Australia Act 2010 (Vic)
- Federation University Australia Union Enterprise Agreement 2023 -2026
- Federation University Australia TAFE Teaching Staff Agreement 2025-2028
- Australian Skills Quality Authority ASQA –Standards for RTO's 2025
- Victorian Registration and Qualifications Authority (VRQA) Minimum Standards 2019

Definitions

Term	Definition
Associated	This includes all children on University campuses and utilising learning in the online environment, including but not limited to students and children of staff and students.
Child	Means a person under the age of 18 years.
Child abuse	Child abuse can include physical or sexual harm, grooming, emotional or psychological harm, neglect, or family violence. It does not have to involve physical contact or force. It can include online elements associated to the learning environment. Child abuse can include: <ul style="list-style-type: none">• sexually abusing or exploiting a child;• talking to a child in a sexually explicit way;• grooming a child for future sexual activity;• forcing a child to watch pornography;• being witness to family violence;• engaging in sexual activity with a child under 16;

	<ul style="list-style-type: none"> failing to provide a child with an adequate standard of nutrition, supervision or medical care to the extent that the development of the child is placed at serious risk or is significantly impaired.
Child Safe Standards	<p>Means the compulsory minimum standards (enacted pursuant to the <i>Child Wellbeing and Safety Act 2005</i>) which apply to organisations. The eleven Victorian Child Safe Standards (2022) are listed below:</p> <p>Child Safe Standard 1 – Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued</p> <p>Child Safe Standard 2 – Child safety and wellbeing is embedded in organisational leadership, governance and culture</p> <p>Child Safe Standard 3 – Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously</p> <p>Child Safe Standard 4 – Families and communities are informed, and involved in promoting child safety and wellbeing</p> <p>Child Safe Standard 5 – Equity is upheld and diverse needs respected in policy and practice</p> <p>Child Safe Standard 6 – People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice</p> <p>Child Safe Standard 7 – Processes for complaints and concerns are child focused</p> <p>Child Safe Standard 8 – Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training</p> <p>Child Safe Standard 9 – Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed</p> <p>Child Safe Standard 10 – Implementation of the Child Safe Standards is regularly reviewed and improved</p> <p>Child Safe Standard 11 – Policies and procedures document how the organisation is safe for children and young people</p>
Failure to protect	Negligently failing to reduce/remove a substantial risk when in a position of authority and aware of the risk.
Grooming	<p>Grooming is the act of building a relationship with child or a person responsible for a child, with the intent of facilitating the child's involvement in sexual conduct. This conduct may be with the groomer or another adult.</p> <p>Grooming can occur in person or online and often involves manipulative behaviours such as gaining trust, creating secrecy, isolating the child, and desensitising them to inappropriate behaviour.</p>

National Principles	<p>Means the National Principles for Child Safe Organisations developed as a key national reform in response to recommendations from the Royal Commission into Institutional Responses to Child Sexual Abuse and endorsed by all Commonwealth, state and territory governments. The ten National Principles for Child Safe Organisations are listed below:</p> <p>Principle 1 - Child safety and wellbeing is embedded in organisational leadership, governance and culture.</p> <p>Principle 2 - Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.</p> <p>Principle 3 - Families and communities are informed and involved in promoting child safety and wellbeing.</p> <p>Principle 4 - Equity is upheld and diverse needs respected in policy and practice.</p> <p>Principle 5 - People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.</p> <p>Principle 6 - Processes to respond to complaints and concerns are child focused.</p> <p>Principle 7 - Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.</p> <p>Principle 8 - Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.</p> <p>Principle 9 - Implementation of the national child safe principles is regularly reviewed and improved.</p> <p>Principle 10 - Policies and procedures document how the organisation is safe for children and young people.</p>
Reasonable belief	<p>A reasonable belief or a belief on reasonable grounds is not the same as having proof but is more than a 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. For example, a 'reasonable belief' might be formed if:</p> <ul style="list-style-type: none"> • A child states that they have been physically or sexually abused; • A child states that they know someone who has been physically or sexually abused (sometimes the child may be talking about themselves); • Someone who knows a child states that the child has been physically or sexually abused; • Professional observations of the child's behaviour or development leads a professional to form a belief that the child has been physically or sexually abused or is likely to be abused; • Signs of abuse lead to a belief that the child has been physically or sexually abused;

	<ul style="list-style-type: none"> A report has been made of a sexual relationship with a child under 16.
Reasonable excuse	<p>Fear for safety: If a person genuinely fears violence to themselves or the child if they report the offence.</p> <p>Report already made: If the information has already been disclosed to Child Protection.</p> <p>Victim's request: If the victim of the alleged offence requests that the information not be disclosed.</p>
Substantial risk	A real, significant risk (not remote or fanciful) that a child under 16 may become a victim of sexual abuse.
Working with Children Check	A legislative requirement and process of assessment as prescribed in the <i>Worker Screening Act 2020 (Vic)</i> and subsequent Regulations as amended from time to time.
University community	<p>The University community includes the following people and organisations:</p> <ul style="list-style-type: none"> staff members; students; members of the University Council and other University bodies and committees; all contractors and organisations engaged by the University within Victoria, including subcontractors; and partner providers within Victoria.

Quick reference guide (QRG)

For a simplified overview, please see our [Child Safe Standards QRG](#).

This guide is designed to help staff and students quickly understand what to do, while **the procedure below** provides complete details and requirements.

Actions

1. Applying a risk management framework to minimise the potential for child abuse to occur

	Activity	Responsibility	Steps
A.	Developing and implementing strategies to identify and remove or reduce risks of child abuse.	Chief Operating Officer	<ol style="list-style-type: none"> Develop and maintain the necessary risk management strategies to appropriately mitigate against the risks of child abuse for institutes/ schools/ directorates/centres/ Federation TAFE. Integrate these strategies within the Annual OHS

			<p>(Occupational Health and Safety) Planning requirements that apply to institutes/schools/ directorates/centres/ Federation TAFE.</p> <p>3. Assist Deputy Vice-Chancellors/Pro Vice-Chancellors/Executive Deans/ Deans/Directors in implementing these strategies within their institutes/schools/ directorates/centres/ Federation TAFE.</p>
		<p>Pro Vice-Chancellors</p> <p>Executive Deans</p> <p>Deans</p> <p>Deputy Deans</p> <p>Directors</p>	<p>1. Participate in mandatory training and strategies provided to support child safety.</p> <p>2. Implement these strategies in all University activities and University locations within your institutes/schools/ directorates/centres/ Federation TAFE by:</p> <ul style="list-style-type: none"> identifying and mitigating the risk(s) of child abuse in the environment of your institutes/schools/ directorates/centres/ Federation TAFE, taking into account the nature of that environment, the activities expected to be conducted in it (including the provision of services by contractors, partner providers or other outside organisations), and the characteristics and needs of all children expected to be present in that environment; making a record of any identified risks of child abuse occurring in your institutes/schools/ directorates/centres/ Federation TAFE; and specifying the action(s) you are taking or will take to reduce or remove the risks (risk controls).

		Deputy Vice-Chancellors Pro Vice-Chancellors Chief Operating Officer (COO) Manager, Risk	<ol style="list-style-type: none"> 1. Monitor and evaluate the effectiveness of the risk management strategies against child abuse and of the implementation of risk controls within your portfolio through the activities of your portfolio. 2. Analyse complaints, concerns and safety incidents to identify causes and systemic failures to inform continuous improvement. 3. Report on the findings of relevant reviews of child safe practices to staff and student stakeholders (as required).
B.	Utilising child safe recruitment practices.	Recruiting supervisor Selection Chair Panel People and Culture	<ol style="list-style-type: none"> 1. Ensure child safe recruitment practices are adopted in accordance the University's Continuing and Fixed-Term Recruitment and Appointment Procedure and Working With Children (WWC) Check Procedure. 2. Ensure all new employees are provided with an overview of the current Child Safe Standards (Vic) 2022 and National Principles for Child Safe Organisations (2019) and alignment with their responsibilities as employees.

2. Adhering to University's Child Safe Code of Conduct

	Activity	Responsibility	Steps
A.	Adhering to the University's Child Safe Code of Conduct.	All members of the University Community	Read and follow all the aspects of the University's Child Safe Code of Conduct.
B.	Adhere to all internal University policies, procedures, reporting frameworks and external legislative standards and requirements.	All members of the University Community Pro Vice-Chancellors Executive Deans Deans Directors	Review all supporting documents relevant to this procedure. For example: <ul style="list-style-type: none"> • Responding to Disclosures guideline. • Four Critical Actions for VET & higher education providers.

		People leaders	<ul style="list-style-type: none"> Clear evidence of discussion of child safe documents as part of staff induction processes.
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3. Focused actions to support unique identities and experiences of Aboriginal young people

	Activity	Responsibility	Steps
A.	Supporting Aboriginal children and young people to express their culture.	Director, People and Culture / People and Culture Business Partners Pro Vice-Chancellors Executive Deans/Deans Directors/People leaders	1. People leaders must provide all members of the community access to the following University-wide document aligned to Aboriginal young people: Aboriginal Education Strategy (2022-2024) . Note: Institutional plans must have evidence of engagement with relevant communities and families for the purpose of creating a child safe environment.
B.	Ensuring all staff and volunteers receive relevant cultural training so they have an understanding of Aboriginal culture, and an appreciation for culturally sensitive issues.	Director, People and Culture / People and Culture Business Partners Pro Vice-Chancellors Executive Deans/Deans Directors/People leaders	1. Complete 'Indigenous Cultural Awareness – Foundations' training module (every 2 years). 2. Complete the 'Child Safe Standards' training module (every 2 years).
C.	Identifying and addressing incidences of racism with the involvement of Aboriginal children and young people, and their families, and	Director, People and Culture / People and Culture Business Partners Pro Vice-Chancellors Executive Deans/Deans Directors/People leaders	1. Ensure staff and students are aware of grievance processes (i.e. The ' Student Complaints and Concerns ' website provides advice to students.
D.	Ensuring the organisation's policies, procedures, systems, processes and measures create a culturally safe and inclusive environment for Aboriginal children and young people.	All members of the University Community	1. Updating policies and procedures (as appropriate).

4. Educating staff and students about their responsibilities in ensuring child safety

	Activity	Responsibility	Steps
A.	Ensuring all new employees are provided with mandatory training that outlines the University's commitment to child safety and the requirements of the Child Safe Standards.	Director, People and Culture / People and Culture Business Partners	<ol style="list-style-type: none"> 1. Provide all staff with online 'Corporate induction' training outlining the University's commitment to child safety – this includes an overview of the Child Safe Procedure, Working with Children Check requirements and staff responsibilities in responding to an incident, disclosure or suspicion of child abuse. 2. Provide all staff with the 'Child Safe Standards' online training module. 3. Ensure all staff are aware of the University's Child Safe Code of Conduct, Child Safe Standards (Vic) (2022) and the National Principles for Child Safe Organisations (2019). 4. Maintain records of mandatory training module assignments and provide people leaders with access to reports to monitor status and ensure training completion. 5. Update the information on the 'Child Safe Standards' online training module content based on advice from relevant areas (Governance, Legal) to ensure it remains compliant with legislative and procedural requirements. 6. Provide clear information regarding the University's commitment to child safety on the University's website. Advise people leaders and above to inform all staff (including casual and sessional staff) and contractors.
B.	Ongoing training for all employees.	Director, People and Culture Learning and Teaching	<ol style="list-style-type: none"> 1. Provide two-yearly updated refresher training to all staff on:

			<ol style="list-style-type: none"> a. their legal reporting responsibilities b. warning signs that may indicate any of the following: physical, sexual, emotional and psychological, racial, cultural, religious abuse and/or neglect c. acceptable and unacceptable behaviour under the University's Child Safe Code of Conduct. <ol style="list-style-type: none"> 2. Maintain records of 'Child Safe Standards' online training module assignments and provide people leaders with access to reports to monitor status and ensure training completion. 3. Provide opportunities for staff to engage in ongoing professional development aligned to child safety and wellbeing, where required to meet legislative requirements. 4. Provide opportunities for staff to engage in annual professional development alignment to learning and teaching and creating inclusive and safe learning environments (see Learning and Teaching professional development offerings).
C.	Information provided to students regarding expectations and processes aligned to child safe practices and logging a complaint.	<p>Director, Student Services and Registrar</p> <p>Executive Deans</p>	<ol style="list-style-type: none"> 1. Student induction processes include reference to the key University procedures referenced within this procedure that outline prevention and support services. Induction processes may include standardised statements in the following student dissemination options: <ol style="list-style-type: none"> a. Student online module "Equal Rights are Your Rights" b. At Orientation sessions lead by staff delivered to

			<p>students and to residences</p> <ul style="list-style-type: none"> c. Through Residential Handbooks d. Through 'FedReady' Online learning <p>2. Ensure students are aware of the following expectations and university processes to support them including how to log a complaint:</p> <ul style="list-style-type: none"> a. Child Safe Standards (Vic) b. Sexual Harm Response Procedure (Students) c. Location of the Student Complaints and Concerns website.
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5. Managing child safety reports in a compliant and consistent manner

	Activity	Responsibility	Steps
A.	Responding to an emergency on University Campuses, in University activities or online where a child has just been abused or is at immediate risk of harm.	Any person at the scene	<ol style="list-style-type: none"> 1. Separate the alleged victim(s) and other(s) involved if safe to do so. 2. Administer first aid if required and qualified to do so. 3. If the incident is taking place on a University campus, immediately call the applicable emergency phone number: Ballarat, Berwick and Gippsland: 1800 333 732 (1800 FED SEC) Wimmera: 000 Your call will prompt the intervention of University Security who will then notify emergency services. 4. If the incident is taking place at a location away from the University campuses listed above, immediately call 000. 5. If the incident is taking place in an online environment, disengage online and immediately call 000. 6. Preserve any item that may amount to evidence of the

			<p>abuse (scene of the incident, clothing and other physical items).</p> <p>7. Take reasonable precautions to prevent discussion of the incident between those involved in the alleged incident (including any other children who may have witnessed the incident).</p>
B.	Responding to an incident, disclosure or suspicion of child abuse.	Any member of the University Community over 18 years.	<p>You must act in accordance with this Procedure if you form a suspicion or reasonable belief, even if you are unsure and have not directly observed the child abuse (e.g. if the victim or <i>another person</i> tells you about the abuse).</p> <p>Four Critical Actions for VET and Higher Education Providers</p> <p>In accordance with the Victorian Child Safe Standards and VRQA requirements, all members of the University community must follow the Four Critical Actions for VET and Higher Education Providers when responding to any incident, disclosure, or suspicion of child abuse:</p> <p>1. Responding to an emergency:</p> <ul style="list-style-type: none"> • take immediate action to ensure the safety of the child or young person • administer first aid if required • call 000 for urgent medical or police assistance if a child is at immediate risk of harm • preserve evidence and prevent discussion of the incident among those involved. <p>2. Reporting to authorities:</p> <ul style="list-style-type: none"> • report all incidents, suspicions, or disclosures of child abuse as soon as possible

			<ul style="list-style-type: none"> • notify Victoria Police for all instances of suspected abuse, especially sexual abuse or grooming • notify DFFH Child Protection if the child is at risk of harm or in need of protection • follow internal University reporting protocol. <p>3. Contacting parents/carers:</p> <ul style="list-style-type: none"> • consult with Victoria Police or DFFH Child Protection before contacting parents or carers • only contact parents/carers if advised it is appropriate and safe to do so. <p>4. Providing ongoing support:</p> <ul style="list-style-type: none"> • provide ongoing support to any child or young person impacted by abuse • develop a Student Support Plan in consultation with wellbeing or counselling staff as appropriate • ensure the child or young person feels safe and supported throughout the process. <p>Note: These Four Critical Actions must be followed in every case, regardless of the type of suspected abuse or the identity of the alleged perpetrator.</p> <p>For further detail, refer to the Four Critical Actions for VET and Higher Education Providers (Department of Education, Victoria).</p>
C.	Mandatory reporting to authorities by designated professionals where through the course of their profession or employment a reasonable belief is formed that a child is at significant risk of harm and in need of protection from physical injury or sexual abuse.	<p>Designated professionals under the Children Youth and Families Act 2005.</p> <p>The following are categories mandatory reporters in Victoria that are typically associated with Federation University:</p>	<p>1. Any designated mandatory reporter who, through the course of their profession or employment, forms a reasonable belief that a child may be at significant risk of harm and in need of protection from physical injury</p>

		<ul style="list-style-type: none"> • registered medical practitioners • nurses • midwives • registered teachers and early childhood teachers • early childhood workers • school counsellors • registered psychologists • people in religious ministry 	<p>or sexual abuse has a legal obligation to report their belief to DFFH Child Protection.</p> <ol style="list-style-type: none"> 2. Mandatory reporting obligations cannot be delegated and should another person be nominated by the University to report to DFFH, the mandatory reporter maintains an obligation to ensure this has occurred. The obligation to report remains with the designated professional and cannot be overruled by the University, even if more senior staff do not share the same reasonable belief as the designated professional. 3. A report must be made as soon as reasonably possible and any further incidents which reinforce this belief must also be reported. 4. Failure to comply with mandatory reporting requirements can incur a fine of 10 penalty points. 5. At the conclusion of a mandatory report made by a staff member, a de-identified record shall be reported to Legal Office, and agreement sought on safe storage of the confidential record.
D.	Reporting to authorities where a reasonable belief is formed that a child is in need of protection.	Any member of the University Community over 18 years.	<ol style="list-style-type: none"> 1. Staff members who witness an incident, receive a disclosure or form a reasonable belief that a child has or is at risk of being abused, even if unsure or have not witnessed the child abuse directly, must report to their relevant Deputy Vice-Chancellor/Pro Vice-Chancellor/Executive Dean/Dean/ Director as soon as reasonably possible. 2. Students who witness an incident, receive a disclosure or form a reasonable belief

			<p>that a child has or is at risk of being abused, even if unsure and have not witnessed the child abuse directly, must report to a University staff member in the first instance. The staff member must report the matter to their relevant Deputy Vice-Chancellor/Pro Vice-Chancellor/Executive Dean/Dean/Director.</p> <p>3. On receipt of a report a Deputy/Vice-Chancellor/Pro Vice-Chancellor/Executive Dean/Dean/Director must seek advice from the Director, Student Services and Registrar regarding the reporting process.</p> <p>4. If the suspected abuse is of a sexual nature (including grooming), then it must be reported to the Director, Student Services and Registrar and Victoria Police.</p> <p>5. If a child is considered to be:</p> <ul style="list-style-type: none"> • In need of protection from child abuse; • At risk of being harmed (or has been harmed) and the harm has had, or is likely to have, a serious impact on the child's safety, stability, or development. • or the suspected abuse comes from within the family or outside community, then the suspected abuse must be reported to DFFH Child Protection on: <ul style="list-style-type: none"> • South Division: 1300 555 526 (business hours) • West Division: 1300 360 462 (business hours) • 131 278 (after hours)
E.	Reporting to authorities where a reasonable belief is formed that a sexual offence has been	Any member of the University Community over 18 years.	<p>1. Staff members who have a reasonable belief that a sexual offence has been committed by an adult against</p>

	committed by an adult against a child under 16.		<p>a child under 16 must report this to their relevant Deputy Vice-Chancellor/Pro Vice-Chancellor/Executive Dean/Dean/Director as soon as possible.</p> <p>2. Students who have a reasonable belief that a sexual offence has been committed by an adult against a child under 16 must report this to a University staff member in the first instance. The staff member must immediately report the matter to their relevant Deputy Vice-Chancellor/Pro Vice-Chancellor/Executive Dean/Dean/Director.</p> <p>3. A Deputy Vice-Chancellor/Pro Vice-Chancellor/Executive Dean/Dean/Director who receives a report must immediately seek advice from the Director, Student Services and Registrar regarding the reporting process, including reporting to police.</p> <p>4. An adult who has a reasonable belief that a sexual offence has been committed by an adult against a child under 16 must make a report as soon as practicable to Victoria Police in person or by telephone 000 or 131 444 unless there is a reasonable excuse or an exemption applies under the <i>Crimes Act 1958</i> (Vic) section 327.</p> <p>5. A disclosure made in good faith does not constitute unprofessional conduct or breach of professional ethics and the person making the disclosure will not be subject to liability in respect of it.</p>
F.	Contacting parents/carers.	Deputy Vice-Chancellor Pro Vice-Chancellor	<p>1. The relevant Deputy Vice-Chancellor/Pro Vice-Chancellor/Executive Dean/</p>

		<p>Executive Deans</p> <p>Deans</p> <p>Directors.</p>	<p>Dean/Director will determine who will consult with DFFH Child Protection and/or Victoria Police to determine if it is appropriate to contact the parents/carer, and if so, what information can be shared with parents/carers. They may advise:</p> <ul style="list-style-type: none"> • Not to contact the parents/ carer (e.g. in circumstances where the parents are alleged to have engaged in the abuse, or the child does not wish for their parent/ carer to be contacted) • To contact the parents/carer and provide agreed information (this must be done as soon as possible, preferably on the same day of the incident, disclosure or suspicion).
G.	Removing someone from the University Community who poses a substantial risk.	<p>Deputy Vice-Chancellor</p> <p>Pro Vice-Chancellor</p> <p>Chief Operating Officer (in consultation with the Legal Office and Director, People and Culture).</p>	<ol style="list-style-type: none"> 1. If there is a substantial risk that an adult within the University Community may commit child abuse or a sexual offence against a child under 16, the University will take action to remove or reduce that risk. 2. If a University employee poses a substantial risk then action may be taken in accordance with the Serious Misconduct provisions of the University's Staff Code of Conduct (e.g. reallocation of duties or suspension with or without pay pending investigation). The Director, People and Culture shall ensure that any employment action taken by the University against an employee complies with existing employment laws, including relevant legislation, industrial agreements and employment contracts. 3. If a University student poses a substantial risk then action

			<p>may be taken in accordance with University Regulation (Students) Part 5, Division 6 - Summary and emergency sanctions. (e.g. disciplinary hearing or suspension from University campuses or associated activities (See Definitions "Associated"))).</p> <p>4. Persons in positions of authority within the University including the Vice-Chancellor, Deputy Vice-Chancellors, Pro Vice-Chancellors and Chief Operating Officer who negligently fail to take reasonable action to protect a child from a known threat of abuse may face prosecution under 'Failure to Protect' laws.</p>
H.	Investigating allegations against a Federation staff member, volunteer, contractor or officeholder.	Legal Office People and Culture.	<p>1. From 1 July 2017 allegations of child abuse against a University staff member, volunteer, contractor or officeholder are subject to the Victorian Reportable Conduct Scheme.</p> <p>2. When the Legal Office receives sufficient details of an allegation of child abuse against a University staff member, volunteer, contractor or officeholder then it shall cause the allegation to be reported to the Vice-Chancellor (or the Chancellor if the allegation is against the Vice-Chancellor) as soon as possible.</p> <p>3. Within 3 business days of the report to the Vice-Chancellor, the Legal Office will report the allegation on behalf of the Vice-Chancellor to the Victorian Commission for Children and Young People ("Commission") and ensure appropriate investigation of the allegation as directed by the Commission, unless it is subject to police investigation.</p>

			<ol style="list-style-type: none"> 4. Within 30 days of the initial report to the Commission, the Legal Office will update the Commission with further details of the allegations and investigation. 5. At the conclusion of the investigation, any findings and reasons for the outcome of an investigation shall be reported to Legal Office.
I.	Providing on-going support.	<p>Executive Deans</p> <p>Deans</p> <p>Directors</p> <p>People leaders</p> <p>Director, Student Services and Registrar</p>	<ol style="list-style-type: none"> 1. If a student is impacted by suspected abuse, and it is deemed appropriate in the circumstances, the relevant Deputy Vice-Chancellor/ Pro Vice-Chancellor/Executive Dean/Dean/Director shall: <ul style="list-style-type: none"> • establish regular communication between staff and the child's parent/ guardian/carer (if this is appropriate) to discuss a child's progress, wellbeing, and the effectiveness of planned strategies • provide referral to Student Engagement - Health and Wellbeing, Student Connect (if this is appropriate) and/or Equity and Diversity where additional culturally or developmentally appropriate support may be required. • convene a Student Support Group to plan on-going monitoring, support, and follow-up of the child's health and wellbeing (Student Support Groups usually comprise wellbeing staff, teachers, allied health professionals and where appropriate the student and/or their parent/carer) • develop and implement a Student Support Plan, which documents the planned support strategies and includes timeframes for review (where possible, these support strategies

			should be informed by allied health and wellbeing professionals with expertise in addressing child abuse and trauma).
J.	Students logging a complaint or concern.	All students	<ol style="list-style-type: none"> 1. At any point, a student may log a complaint and or concern relevant to their experience. This complaint maybe associated with any part of the University environment. 2. Refer to further instructions at the Student Complaints and Concerns website location.

6. Promotion of the involvement and awareness of children

	Activity	Responsibility	Steps
A.	Increase staff and students' awareness of the University Child Safe Procedure .	<p>Director, People and Culture</p> <p>Legal Office</p> <p>Director, Student Services and Registrar</p>	<ol style="list-style-type: none"> 1. Create and display promotional materials as follows: <ul style="list-style-type: none"> • Poster to promote the awareness of the University's Procedure (to be displayed in University buildings); • University website including reference on the following pages: Orientation and the Equity and inclusion policies and procedures. 2. Insert a standard and consistent description of Child Safe Procedure and management strategies into student information documentation e.g. website, student handbooks, student induction etc. 3. Promote the Child Safe Procedure through FedNews. 4. Continuing and fixed term staff are required to complete the 'Child Safe Standards' online training module every two years.

7. Record keeping and information sharing

	Activity	Responsibility	Steps
A.	Record keeping and information sharing	<p>Director, People and Culture</p> <p>Legal Office</p> <p>All University staff and community members</p>	<ol style="list-style-type: none"> 1. All staff must ensure that records relating to child safety—including incidents, disclosures, complaints, mandatory reports, investigations, training completion, and risk assessments—are created, maintained, and stored securely in accordance with the University's Records Management Procedure and applicable legislation. 2. Information sharing regarding child safety must comply with privacy laws and University policy and be limited to those with a legitimate need to know, or as required by law. 3. De-identified records of mandatory reports must be provided to the Legal Office for secure storage and oversight. 4. Records must be retained for the minimum periods specified in the <i>Records Management</i> section of this procedure. 5. Staff will receive training on record keeping and information sharing obligations as part of induction and ongoing professional development.

Supporting documents

Internal Documents:

- [People and Culture Policy](#)
- [Risk Management Framework Procedure](#)
- [Equal Opportunity and Valuing Diversity Guidelines](#)
- [Health and Safety Operations Manual](#)
- [Recruitment and Selection Procedure](#)
- [Security Procedure](#)
- [Sexual Harm Response Procedure \(Students\)](#)

- [Working With Children \(WWC\) Check Procedure](#)

External Documents:

- [Report Recording Document - PROTECT Responding to Suspected Child Abuse: A Template for all Victorian Schools](#)
- [Four Critical Actions for VET & Higher Education Providers](#) (PDF136.3kb)
- [Child Safe Standards - Guidance for TAFEs & RTOs \(DFFH\)](#)
- [Child Safe Standards - Guidance for Universities \(DFFH\)](#)
- [A Guide for Creating a Child Safe Organisation \(CCYP\)](#)
- [Empowerment and participation of children \(CCYP\)](#) - Tip Sheet for Child Safe Organisations

Forms.

- [Child Safe Standards QRG](#) (DOCX 189.3kb)
- [HIRAC Child Safety](#) (PDF 230.5kb)

Responsibility

- Chief Operating Officer (*as the Approval Authority*) is responsible for monitoring the implementation, outcomes and scheduled review of this procedure.
- Head of Legal (*as the Document Owner*) is responsible for maintaining the content of this procedure as delegated by the Chief Operating Officer.

Promulgation

The [Child Safe Procedure](#) will be communicated throughout the University community in the form of:

1. an Announcement Notice via FedNews website and on the 'Recently Approved Documents' page on the 'Policies, Procedures and Forms @ the University' website to alert the University-wide community of the approved procedure; and
2. distribution of e-mails to Deputy Vice-Chancellors, Pro Vice-Chancellors, Deans, Executive Deans and Directors.

Implementation

The [Child Safe Procedure](#) will be implemented throughout the University via:

1. an Announcement Notice via FedNews website, FedEngage and on the 'Recently Approved Documents' page on the 'Policies, Procedures and Forms @ the University' website to alert the University-wide community of the approved procedure;
2. staff induction sessions;
3. training sessions.

Records management

Document Title	Location	Responsible Officer	Minimum Retention Period
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HIRAC for Child Safety	Relevant institute or directorate	Deputy Vice-Chancellor Executive Dean Director	Seven years
PROTECT Responding to Suspected Child Abuse: A Template for all Victorian Schools	Head of Legal	Director, Governance, Legal and Risk	Permanent retention