

PROCEDURE

Procedure Title

Child Protection and Safety Procedure

Parent Policy

Child Protection and Safety Policy

Preamble

The procedure identifies the advice that is provided to Under 18 students on how and who they can report to if they themselves or other children are being subjected to abuse or if they have any personal safety concerns.

Definitions

Child

A child is any person aged from birth to eighteen years (UNICEF)

Child abuse

For the purposes of this policy, abuse constitutes any act committed against a child involving:

- physical violence
- sexual offences
- serious emotional or psychological abuse
- serious neglect.

Child Safety

In the context of the [Child Safe Standards](#), child safety means measures to protect children from abuse.

Child safe

organisation

In the context of the [Child Safe Standards](#), a child safe organisation is one that meets the [Child Safe Standards](#) by proactively taking measures to protect children from abuse.

Procedure

Preliminary Process – Report of abuse or suspected abuse			
Ref	Steps		Responsibility
1	Student reports an incident of abuse or they suspect abuse of a child or Under 18 student.	Staff or other person reports a case of suspected child abuse to a Monash College staff member	Staff member

Preliminary Process – Report of abuse or suspected abuse			
Ref	Steps		Responsibility
1.1	Gather information from student <ul style="list-style-type: none"> Document issues by following questions on the Child Safe Incident Report form Advise student that relevant staff need to be notified (i.e. Guardianship or Student Engagement Manager, Associate Director Student Services, or immediate manager). Forward Child Safe Incident Report to Guardianship / Student Engagement Manager, with cc to Associate Director Student Services 	Gather information <ul style="list-style-type: none"> Document issues by following questions on the Child Safe Incident Report form Advise that relevant staff need to be notified (i.e. Guardianship / Student Engagement Manager, Associate Director Student Services, or immediate manager). Forward Child Safe Incident Report to Guardianship / Student Engagement Manager, with cc to Associate Director Student Services 	Staff member
1.2	Assist student <ul style="list-style-type: none"> Check on their welfare e.g. do they need to see medical or counselling services? Provide student with appropriate support for their particular circumstances 		Guardianship or Student Engagement Manager
1.3	If it is a case of suspected child abuse		
	<ul style="list-style-type: none"> Follow up with child and complete a separate Child Safe Incident report Check on their welfare e.g. do they need to see medical or counselling services? Provide student with appropriate support for their particular circumstances 		Guardianship or Student Engagement Manager
Formal Process – Follow up with alleged or suspected abuser			
2	Escalation If the incident is deemed to be a Critical Incident, Associate Director to follow the Critical Incident Procedure. If the alleged abuser		Associate Director
	<ul style="list-style-type: none"> is a Monash College staff member, contractor, volunteer, or any other 	<ul style="list-style-type: none"> <i>is a Monash College student: Associate</i> 	<ul style="list-style-type: none"> <i>has no connection with</i> Associate Director

Preliminary Process – Report of abuse or suspected abuse				
Ref	Steps			Responsibility
	person representing Monash College: escalate to Director People and Culture	<i>Director advises relevant Divisional Director (or delegate) for follow-up under Non-Academic Suspension and Exclusion procedure.</i>	<i>Monash College: report the matter to Monash Safer Community.</i>	

Legislation and Standards	National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (National Code 2007) Education Services for Overseas Students Act 2000 (ESOS Act 2000) Child Safe Standards, Victoria (2014)
Reference Policies and Supporting Documentation	Monash College Privacy Policy Monash College Privacy Procedure Monash College Staff Personal and Professional Code of Conduct Monash College Employee Interaction with Students Code of Conduct Monash College Child Protection and Safety Policy Child Safe Incident Report Form
Responsibility for Implementation	Monash College Senior Leadership Team
Status	New
Key Stakeholders	CEO Monash College Senior Leadership Team Director, People and Culture
Approval Body	Monash College Senior Leadership Team
Date Effective	23/03/2017
Next Review Date	23/03/2020
Owner Job Title	Associate Director Governance
Procedure Author	Associate Director Student Services
Contact	Associate Director Governance

Change History

Version number	Approval date	Approved by	Brief outline of changes
1.0	23/03/2017	Senior Leadership Team	New Procedure