




Mickleham Secondary College Child Safe Standards Action List


[Ministerial Order 1359](#) (PDF 363KB) provides a framework for how schools action the new Child Safe Standards. Schools can use this Action List to identify what they need to do to address Ministerial Order 1359.



The new Standards include some new requirements schools need to address. Schools can build on their existing child safety policies and practices to address these. Schools may still need to revise or develop new policies and provide training for staff and volunteers. Schools should also engage the school community to develop policies for child safety and wellbeing where needed.





The Action List is supported by guidance on [PROTECT](#), the [Policy and Advisory Library](#) and the [School Policy Templates Portal](#) (login required .


Note: All references to 'school' in this list include school boarding premises.

Actions	Action by	Timeframe	Guidance and resources
Child Safe Standard 1: Culturally Safe Environments			
<input checked="" type="checkbox"/> Develop a policy or statement that describes what the school will do to create a culturally safe environment for Aboriginal children, students, and their families. This document should ensure that: <ul style="list-style-type: none"> • a child or student's ability to express their culture and enjoy their cultural rights is encouraged and actively supported • staff, students, volunteers, and the school community are equipped to acknowledge and appreciate the strengths of Aboriginal culture and its importance to the wellbeing and safety of Aboriginal students • measures are in place to ensure racism is identified, confronted and not tolerated, and any instances of racism are addressed with appropriate consequences • active support for the participation and inclusion of Aboriginal children and students and their families 	Principal	Completed	Guidance <ul style="list-style-type: none"> • PROTECT Child Safe Standard 1 provides example actions for schools on this standard Templates <ul style="list-style-type: none"> • Schools can include their actions in the Child Safety and Wellbeing Policy or create another document such as an action plan Other templates can also be used to meet these requirements such as: <ul style="list-style-type: none"> • Student Wellbeing and Engagement Policy  • Bullying Prevention Policy  • Inclusion and Diversity Policy 
<input type="checkbox"/> Ensure the strategies and actions outlined in the policy, plan or statement are implemented	Assistant Principal	Term 1 2023	
<input checked="" type="checkbox"/> Approve the policy, plan or statement	Principal	Completed	
<input checked="" type="checkbox"/> Ensure all school policies, procedures, systems and processes together create a culturally safe and inclusive environment and meet the needs of Aboriginal children and students and their families	Principal	Completed	
Child Safe Standard 2: Child safety and wellbeing is embedded in leadership, governance and culture			
<input checked="" type="checkbox"/> Revise or develop a Child Safety and Wellbeing Policy that details:	Principal	Completed	Guidance


Actions	Action by	Timeframe	Guidance and resources
<ul style="list-style-type: none"> • a commitment to child safety • actions the school will take to ensure a child safe culture is championed and modelled across the school • governance arrangements the school uses to implement the policy • processes that the school will use to review its child safe practices 			<ul style="list-style-type: none"> • PROTECT Child Safe Standard 2 provides example actions for schools on this standard • Guidance is also available to help schools develop a Child Safety and Wellbeing Policy, Code of Conduct and complete the Child Safety Risk Register • Guidance for child safety champions • Records Management - School Records
✓ Approve the Child Safety and Wellbeing Policy	Principal	Completed	
✓ Revise or develop a Child Safety Code of Conduct	Principal	Completed	
<input checked="" type="checkbox"/> Approve the Child Safety Code of Conduct <input type="checkbox"/> School Council approves the Code of Conduct to the extent that it applies to school council employees	Principal & school council	Completed Term 1 2023	<ul style="list-style-type: none"> • Guidance for child safety champions • Records Management - School Records
<input type="checkbox"/> Make the Child Safety and Wellbeing Policy and Child Safety Code of Conduct publicly available	Principal	Term 1 2023	
<input type="checkbox"/> Develop and implement risk management strategies that focus on preventing, identifying and mitigating risks related to child safety and wellbeing in both the physical and online school environment <input checked="" type="checkbox"/> Record identified risks relating to child abuse in the Child Safety Risk Register (or other document), including risk controls and treatments to reduce or remove the risks <input checked="" type="checkbox"/> The risk register (or another document) is approved by the principal	Principal	Term 4 2022 Completed Completed	<p>Templates</p> <ul style="list-style-type: none"> • Child Safety and Wellbeing Policy • Child Safety Code of Conduct • Child Safety Risk Register • Volunteers Policy 
<input checked="" type="checkbox"/> Establish a process to monitor and annually review the risks related to child safety and wellbeing and the effectiveness of the implementation of the risk controls	Principal	Completed	
<input type="checkbox"/> Follow the Records Management - School Records Policy	Principal	Term 1 2023	
<input type="checkbox"/> Create, maintain and dispose of child safety and wellbeing records in accordance with Public Record Office Victoria Recordkeeping Standards, including minimum retention periods	Principal	Term 1 2023	
<input type="checkbox"/> Ensure staff and volunteers understand their obligations on information sharing and recordkeeping	Principal	Term 1 2023	
Child Safe Standard 3: Child and student empowerment			
<input type="checkbox"/> Develop curriculum planning documents (or other documentation) that describe what the school will do to support child and student empowerment. This document should include strategies that: <ul style="list-style-type: none"> • inform children and students about all their rights, including to safety, information, and participation 	Principal	Term 1 2023	<p>Guidance</p> <ul style="list-style-type: none"> • PROTECT Child Safe Standard 3 provides example actions for schools on this standard




Actions	Action by	Timeframe	Guidance and resources
<ul style="list-style-type: none"> • recognise the importance of friendships and encourage support from peers to help students feel safe and be less isolated • attune staff and volunteers to signs of harm and facilitate child-friendly ways for children and students to express their views, participate in decision-making and raise their concerns • develop a culture that facilitates participation and is responsive to the input of children and students • provide opportunities for children and students to participate and for the school to be responsive to their contributions to strengthen confidence and engagement 			<ul style="list-style-type: none"> • Guidance is also available to help schools develop a Child Safety and Wellbeing Policy • Guidance for child safety champions • PROTECT: Identify child abuse <p>Templates</p> <ul style="list-style-type: none"> • The Child Safety and Wellbeing Policy can be used to detail how the school addresses these requirements • Complaints Policy  • Student Wellbeing and Engagement Policy  <p>Other Resources</p> <ul style="list-style-type: none"> • Resilience, Rights and Respectful Relationships and Building Respectful Relationships teaching and learning materials • Respectful Relationships whole school approach
<input type="checkbox"/> Approve the documentation that describes the strategies and actions for student empowerment	Principal	Term 1 2023	
<input type="checkbox"/> Ensure the strategies and actions for student empowerment are implemented	Principal	Term 1 2023	
<input type="checkbox"/> Ensure students have access to age-appropriate sexual abuse prevention programs and relevant related information. NOTE: School boarding premises must consider whether sexual abuse prevention programs and related information are relevant to their setting or context	Principal	Semester 1 2023	
Child Safe Standard 4: Family engagement			
<input checked="" type="checkbox"/> Develop a policy, statement (or other documentation) detailing the strategies and actions to support family engagement, ensuring that: <ul style="list-style-type: none"> • families participate in decisions related to child safety and wellbeing which affect 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 child safety and wellbeing policies and practices • families, carers, and the community are informed about the operations and governance of the school related to child safety and wellbeing 	Principal	Completed	<p>Guidance</p> <ul style="list-style-type: none"> • PROTECT Child Safe Standard 4 provides example actions for schools on this standard <p>Templates</p> <ul style="list-style-type: none"> • Child Safety and Wellbeing Policy
<input checked="" type="checkbox"/> Approve the actions outlined in the policy or statement	Principal	Completed	

Actions	Action by	Timeframe	Guidance and resources
<input type="checkbox"/> Ensure the strategies and actions outlined in the policy or statement are implemented	Principal	Term 1 2023	
Child Safe Standard 5: Diversity and Equity			
<input checked="" type="checkbox"/> Develop a policy, statement or curriculum document that describes what the school will do to uphold equity and respect diverse needs. This document should include strategies that: <ul style="list-style-type: none"> • support staff and volunteers to understand the diverse circumstance of children and students, and provide support and respond to vulnerable children and students • make sure children, students, staff, volunteers, and the school community have access to information, support and complaints processes that are culturally safe, accessible and easy to understand • pay particular attention to the needs of students with disability, students from culturally and linguistically diverse backgrounds, students who are unable to live at home, international students, and lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+) students • pay particular attention to the needs of Aboriginal students and provides and promotes a culturally safe environment for them 	Principal	Completed	<p>Guidance</p> <ul style="list-style-type: none"> • PROTECT Child Safe Standard 5 provides example actions for schools on this standard <p>Templates</p> <ul style="list-style-type: none"> • Child Safety and Wellbeing Policy • Student Wellbeing and Engagement Policy  • Bullying Prevention Policy 
<input checked="" type="checkbox"/> Approve the policy, statement or curriculum document	Principal	Completed	
<input type="checkbox"/> Ensure the strategies and actions outlined in the policy, statement or curriculum document are implemented	Principal	Term 1 2023	
Child Safe Standard 6: Suitable staff and volunteers			
<input type="checkbox"/> Implement recruitment practices for staff and contractors engaged in child connected work, that ensure: <ul style="list-style-type: none"> • all job advertisements have a statement setting out the job's requirements, duties, responsibilities and essential or relevant qualifications, experience, and attributes in relation to child safety and wellbeing • all applicants for jobs are informed about the child safety practices, including the Code of Conduct • you sight, verify and record Working with Children clearances where required under the Worker Screening Act 2020 or any equivalent background check, for example VIT registration 	Principal	Term 3 2022 onwards during recruitment	<p>Guidance</p> <ul style="list-style-type: none"> • PROTECT Child Safe Standard 6 provides example actions for schools on this standard <p>Templates</p> <ul style="list-style-type: none"> • Child Safety and Wellbeing Policy • Volunteers Policy  • Visitors Policy  <p>Other resources</p>

Actions	Action by	Timeframe	Guidance and resources
<ul style="list-style-type: none"> where the person will be engaged in child-related work, collect and record proof of identify, essential or relevant qualifications, history of work involving children and references addressing suitability for the job and working with children 			<ul style="list-style-type: none"> Suitability for Employment Checks Recruitment in Schools Visitors in Schools Volunteers in Schools
<input type="checkbox"/> Implement engagement practices for volunteers engaged in child connected work, including: <ul style="list-style-type: none"> sight, verify and record Working with Children clearances where required under the Worker Screening Act 2020 or any equivalent background check consider the child safety risks relevant to the volunteer's role and, if reasonable and appropriate, collect and record proof of identify, essential or relevant qualifications, history of work involving children and references addressing suitability for the job and working with children make volunteers aware of the Child Safety and Wellbeing Policy and Code of Conduct 	Principal	Term 1 2023	<ul style="list-style-type: none"> Working with Children and Suitability Checks 
<input type="checkbox"/> Ensure all newly appointed school staff, school council members, and volunteers engaged in child-connected work receive an induction regarding child safety and wellbeing appropriate to their roles, including information about: <ul style="list-style-type: none"> the Child Safety Code of Conduct where relevant to the role, the Child Safety and Wellbeing Policy and the procedures for managing child abuse complaints and concerns 	Principal	Term 1 2023	
<input type="checkbox"/> Ensure school staff, school council members and volunteers engaged in child-connected work are aware of their responsibilities to children and students, information sharing, reporting obligations and record-keeping obligations	Principal	Term 1 2023	
<input type="checkbox"/> Ensure Department of Education and Training recruitment policies and practices are followed and appropriate records kept <input type="checkbox"/> The school council ensures that Department of Education and Training recruitment policies and practices are followed and appropriate records kept in respect of school council employees	Principal & School Council	Term 1 2023	
<input type="checkbox"/> Review practices for the ongoing supervision and people management of staff and volunteers to ensure child safety and wellbeing is a focus	Principal	Term 1 2023	

Actions	Action by	Timeframe	Guidance and resources
Child Safe Standard 7: Complaints processes			
<input checked="" type="checkbox"/> Revise or develop a complaints handling policy that is accessible, child-focussed, culturally safe and easily understood by the school community, that outlines: <ul style="list-style-type: none"> the process for making a complaint about the school or any person within the school (staff, volunteers, contractors, families, children or students) the roles and responsibilities of leadership, staff and volunteers in complaint handling the process for dealing with various complaints, breaches of relevant policies or the code of conduct and obligations to act and report 	Principal	Completed	<p>Guidance</p> <ul style="list-style-type: none"> PROTECT Child Safe Standard 7 provides example actions for schools on this standard PROTECT Identifying and responding to all forms of abuse in Victorian Schools PROTECT Identify child abuse PROTECT Identify and respond to student sexual offending <p>Templates</p> <ul style="list-style-type: none"> Child Safety and Wellbeing Policy Child Safety Responding and Reporting Obligations Policy and Procedures 🔒 Complaints Policy 🔒
<input type="checkbox"/> Ensure complaints are taken seriously and responded to promptly and thoroughly	Principal	Term 1 2023	
<input checked="" type="checkbox"/> Revise or develop a clear procedure for responding to complaints or concerns relating to child abuse. The policy must: <ul style="list-style-type: none"> cover all forms of abuse be sensitive to the diversity and characteristics of the school community or school boarding premises community be made publicly available be accessible to all members of the school community apply to complaints and concerns relating to child abuse made by or in relation to a child or student, staff, volunteers, contractors, service providers, visitors, or other persons while connected to a school identify roles and responsibilities of staff to act and report on complaints and concerns relating to child abuse not displace or discharge any other obligations that arise if a person reasonably believes that a child is at risk of child abuse clearly describe the actions the school will take to respond to a complaint or concern relating to child abuse. 	Principal	Completed	
<input checked="" type="checkbox"/> Ensure the complaints handling policy and procedures for responding to complaints or concerns relating to child abuse address reporting of complaints and concerns to school leadership and other relevant authorities whether or not the law requires reporting, and cooperate with law enforcement	Principal	Completed	

Actions	Action by	Timeframe	Guidance and resources
<input checked="" type="checkbox"/> Approve the complaints handling policy and procedures for responding to complaints or concerns relating to child abuse	Principal	Completed	
<input type="checkbox"/> Ensure the complaints handling policy and procedures for responding to child abuse complaints or concerns are publicly available and accessible	Principal	Term 1 2023	
<input type="checkbox"/> Ensure all recordkeeping, reporting, privacy and employment law obligations are met when responding to complaints and concerns	Principal	Term 1 2023	
<input type="checkbox"/> Ensure the complaints handling policy and procedures for responding to complaints or concerns relating to child abuse are implemented	Principal	Term 1 2023	
Child Safe Standard 8: Child safety knowledge, skills, and awareness			
<input type="checkbox"/> Ensure at least annually, the school council receives appropriate guidance and training about: <ul style="list-style-type: none"> • individual and collective obligations and responsibilities for implementing the Child Safe Standards and managing the risk of child abuse • child safety and wellbeing risks in the school environment • the child safety policies, procedures and practices of the school 	School Council	Term 1 2023	Guidance <ul style="list-style-type: none"> • PROTECT Child Safe Standard 8 provides example actions for schools on this standard • Guidance for child safety champions Templates <ul style="list-style-type: none"> • Child Safety and Wellbeing Policy • Volunteers Policy 
<input type="checkbox"/> Ensure school staff engaged in child-connected work receive annual training and information on child safety that includes guidance on: <ul style="list-style-type: none"> • the Child Safety and Wellbeing Policy • the Child Safety Code of Conduct • the school's procedures for responding to complaints and concerns relating to child abuse • recognising indicators of child harm including harm caused by other children, students, or adults (including family violence) • responding effectively to issues of child safety and wellbeing and supporting colleagues who disclose harm • building culturally safe environments • information sharing and recordkeeping obligations • how to identify and mitigate child safety and wellbeing risks in physical and online environments without compromising a child or student's right to privacy, access to information, social connections and learning opportunities 	Principal	Term 1 2023	

Actions	Action by	Timeframe	Guidance and resources
<input type="checkbox"/> Provide child safety training and information for volunteers engaged in child-connected work that is appropriate to their role and responsibilities <input type="checkbox"/> Consider if it is reasonable and necessary to include training and information on any or all of the same guidance provided to staff (above)	Principal	Term 1 2023	
<input type="checkbox"/> Ensure that staff and volunteers are supported to implement the child safety and wellbeing policy where the policy applies to their role and responsibilities	Principal	Term 1 2023	
Child Safe Standard 9: Child safety in physical and online environments			
<input checked="" type="checkbox"/> Revise or develop a policy or statement on online conduct and online safety that is consistent with the Child Safety and Wellbeing policy and practices and the Child Safety Code of Conduct	Principal	Completed	Guidance <ul style="list-style-type: none"> • PROTECT Child Safe Standard 9 provides example actions for schools on this standard Templates <ul style="list-style-type: none"> • Child Safety Risk Register • Child Safety and Wellbeing Policy • Child Safety Code of Conduct • Digital Learning Policy  • Camps and Excursions Policy  • Supervision of Students Policy  • Acceptable use agreements Other resources <ul style="list-style-type: none"> • Procurement - Schools Policy
<input checked="" type="checkbox"/> Approve the policy or statement on online conduct and safety	Principal	Completed	
<input type="checkbox"/> Ensure the policy or statement on online conduct and safety is implemented	Principal	Term 1 2023	
<input checked="" type="checkbox"/> Ensure child safety and wellbeing policies, procedures and practices enable staff and volunteers to identify and mitigate risks in both physical and online school environments without compromising a child or student's right to privacy, access to information, social connections and learning opportunities	Principal	Completed	
<input type="checkbox"/> Ensure procurement policies for facilities and services from third parties ensure the safety of children and students <input type="checkbox"/> The school council, where applicable to their powers and functions, ensure that procurement policies for facilities and services from third parties ensure the safety of children and students	Principal & School Council	Term 1 2023	
Child Safe Standard 10: Review of child safety practices			
<input type="checkbox"/> Review and evaluate child safety and wellbeing policies, procedures, and practices at least every two years in consultation with students, families, staff and the governing body	Principal	Term 1 2023	Guidance <ul style="list-style-type: none"> • PROTECT Child Safe Standard 10 provides example actions for schools on this standard • Guidance for child safety champions
<input type="checkbox"/> Ensure there is a review of child safety and wellbeing policies and practices after any significant child safety incident and improvements are put in place where applicable	Principal	Term 1 2023	

Actions	Action by	Timeframe	Guidance and resources
<input type="checkbox"/> Implement systems and processes to record and analyse all complaints, concerns and safety incidents to identify causes and systemic failures and inform continuous improvement	Principal	Term 1 2023	Templates <ul style="list-style-type: none"> • Child Safety and Wellbeing Policy
<input type="checkbox"/> Report on the outcomes of relevant reviews to school council, staff, volunteers, the school community, families and students	Principal	Semester 2 2023	
Child Safe Standard 11: Implementation of child safe practices			
<input type="checkbox"/> Ensure that all the child safety and wellbeing, policies, procedures, and practices related to the child safe standards and Ministerial Order 1359 are effectively implemented	Principal	Term 1 2023	Guidance <ul style="list-style-type: none"> • PROTECT Child Safe Standard 11 provides example actions for schools on this standard • Guidance for child safety champions
<input type="checkbox"/> Ensure that the policies, procedures and any other statements and records required by Ministerial Order 1359: <ul style="list-style-type: none"> • address all the child safe standards • are championed and modelled by leaders • are documented, accessible and easy to understand 	Principal	Term 1 2023	
<input type="checkbox"/> Establish processes to ensure that the policies, procedures, and any statements associated with child safety and wellbeing are understood and implemented by all relevant staff and volunteers	Principal	Term 1 2023	
<input type="checkbox"/> Provide students, families, staff and volunteers with opportunities for regular input into policies, procedures, practices and risk strategies related to child safety and wellbeing	Principal	Term 1 2023	