



Student Safety & Wellbeing Policy

Purpose:	The purpose of this policy is to establish and promote an environment where children feel secure, valued, and protected, ensuring their safety and wellbeing are prioritised in every aspect of the school's operations. This policy provides written processes about how the school will implement and comply with the Child Safe Standards and Universal Principle as required under the Child Safe Organisation Act 2024 (Qld).	
Scope:	The School Community – students and staff including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements, members of the broader school community, including parents/guardians, and visitors.	
Status:	Current	Supersedes: Child Protection Policy
Authorised by:	School Governing Body	Date of Authorisation: 12/2/2026
References:	<ul style="list-style-type: none">• <i>Child Safe Organisations Act 2024 (Qld) • Education (Accreditation of Non-State Schools) Act 2017 (Qld)</i>• <i>QFCC Guidelines for implementing the Child Safe Standards in Queensland</i>• <i>SJHNC Reporting Concerns of Harm and Abuse Policy</i>	
Review Date:	Annually	Next Review Date: February 2027
Policy Owner:	School Governing Body	

1. Definitions

Child safe entity, as per s10 of the Child Safe Organisation Act 2024 QLD, is an entity

- a) that provides—
 - i. services specifically for children; or
 - ii. facilities specifically for use by children who are under the supervision of the entity; and
- b) that is either—
 - i. mentioned in schedule 1; or
 - ii. prescribed by regulation.

However, an individual is not a child safe entity unless the individual carries on a business as an entity mentioned in subsection (1), including, for example, as a sole trader or partner in a partnership under the Partnership Act 1891, section 5.

Child safe standards, as per s9 of the Child Safe Organisation Act 2024 QLD, are the following standards applying to an entity—

- a) child safety and wellbeing is embedded in the entity’s organisational leadership, governance and culture;
- b) children are informed about their rights, participate in decisions affecting them and are taken seriously;
- c) families and communities are informed and involved in promoting child safety and wellbeing;
- d) equity is upheld and diverse needs respected in policy and practice;
- e) people working with children are suitable and supported to reflect child safety and wellbeing values in practice;
- f) processes to respond to complaints and concerns are child-focused;
- g) staff and volunteers of the entity are equipped with the knowledge, skills and awareness to keep children safe through ongoing education and training;
- h) physical and online environments promote safety and wellbeing and minimise the opportunity for children to be harmed;
- i) implementation of the child safe standards is regularly reviewed and improved;
- j) policies and procedures document how the entity is safe for children.

Student, is any child or young person of any age, enrolled or seeking enrolment at St John Henry Newman College.

Universal Principle, in implementing and complying with the Child Safe Standards, a child safe entity must provide an environment that promotes and upholds the right to cultural safety of children who are Aboriginal persons or Torres Strait Islander persons (the Universal Principle).

QFFC, Queensland Family and Child Commission

2. Objectives

St John Henry Newman College (SJHNC) will implement and comply with the Child Safe Standards and understand they may be required to give an authorised officer of the Queensland Family and Child Commission (QFCC) information about the school's compliance. In implementing and complying with the Child Safe Standards, **SJHNC** will provide an environment that promotes and upholds the right to cultural safety of students who are Aboriginal persons or Torres Strait Islander persons (the Universal Principle). The school will have regard to Guidelines made by the QFCC in implementing and complying with the Child Safe Standards and Universal Principle.

As per the Guidelines, this policy outlines the ways in which SJHNC actions and prioritises the safety and wellbeing of students. Rules and expectations regarding student safe practices are outlined for staff, volunteers and community members with the aim of establishing a student safe environment.

This policy will:

- Set out the school's expectations, practices, and approaches in relation to each of the Child Safe Standards, including the Universal Principle
- Be displayed for public access on the school's website and at the school's office
- Cover acceptable and unacceptable student to student, and student to adult interactions
- Describe the school's commitment to equity, inclusion and cultural safety and how the organisation recognises, responds and respects these factors.

3. Principles

The implementation of, and compliance with, the Child Safe Standards and Universal Principle by SJHNC are to be based on the following fundamental principles:

- a) Child safe entities, including SJHNC, are responsible for continuously improving the ways in which, in their operations—
 - i. the safety of children is promoted; and
 - ii. child abuse is prevented; and
 - iii. allegations of child abuse are properly responded to;
- b) The Child Safe Standards are not a simple checklist. They encourage child safe entities to think about how their day-to-day work protects children's rights and safety.

4. Responsibilities

SJHNC is responsible for developing and implementing this Student Safety and Wellbeing Policy and related policies and procedures to ensure it fulfils its CSS and Universal Principle obligations.

All governing body members, staff and volunteers at St John Henry Newman College are responsible for acting in compliance with this policy and related policies and procedures.

5. Implementation of Child Safe Standards

1. Leadership and Culture

Statement of Commitment

St John Henry Newman College is committed to taking all reasonable steps to promote the safety and wellbeing of students enrolled at the school and their protection from foreseeable harm. We prioritise student safety and wellbeing in all aspects of our work and do not tolerate any form of child abuse or harm. We act in accordance with the Child Safe Organisations Act 2024 (QLD) and implement the Child Safe Standards and Universal Principle to create a safe and accountable environment.

Risk Management

SJHNC implements robust risk management processes to prevent, identify, and mitigate risks to students, and is committed to the monitoring of risk to the safety of students on an ongoing basis. SJHNC will utilise various risk management tools including our Work Health and Safety Policy, Work Health and Safety Manual, and Risk Registers to assist it in this process and will keep appropriate records of decisions made and actions taken in relation to risks to students.

Code of Conduct

All staff will ensure that their behaviour towards, and relationships with students, reflect proper standards of care for students. Staff, contractors and volunteers must not cause harm to students. SJHNC's Staff Code of Conduct, and Board Code of Conduct define acceptable and unacceptable behaviours toward students and are aligned with the Child Safe Standards.

Information Sharing & Recordkeeping

Staff and volunteers understand their obligations in information-sharing and maintaining accurate, secure records about student harm and abuse concerns, disclosures, and responses.

2. Student Voice

SJHNC is committed to listening to the voices of children and young people, ensuring they have agency in matters that affect them. We listen to students in age-appropriate and culturally appropriate ways and create safe, structured opportunities for them to express their views.

SJHNC uses the curriculum and educational programs to actively promote positive peer relationships and reduce student isolation by embedding learning experiences that strengthen social skills, empathy and respectful behaviours. Through age-appropriate lessons, students are also provided with access to sexual abuse prevention education that builds their understanding of personal safety, protective behaviours and where to seek help. Together, these curriculum-based approaches support safer, more connected and more informed students.

SJHNC ensures that all staff and volunteers are consistently attuned to indicators of harm and abuse and are equipped to recognise when a student may need support. Age-appropriate and trauma-informed processes are in place to help students communicate their concerns safely and confidently, and staff actively respond to these disclosures with care and professionalism in accordance with SJHNC's Reporting Concerns of Harm and Abuse Policy.

3. Family and Community

St John Henry Newman College recognises the vital role families and communities play in the safety, wellbeing, and education of students. We value strong, respectful, and collaborative partnerships with families and the broader school community.

4. Equity & Diversity

St John Henry Newman College is committed to creating an inclusive, equitable environment where all students feel safe, respected, and supported. We actively work to remove barriers to participation and ensure our practices reflect cultural safety for all students.

5. People

SJHNC is committed to recruiting, selecting, training and managing staff in such a way that limits risks to students. In particular, SJHNC will:

- Ensure that its recruitment and selection procedures act to reduce the risk of harm to student from staff via:
 - Accurate position descriptions, including whether the successful applicant must be a teacher registered with the Queensland College of Teachers (who has been subject to relevant police and other safety checks), whether a Blue Card is necessary for the successful applicant, the responsibilities and supervision associated with the position, the nature and environment of the service provided to students, and the experience and qualifications required by the successful applicant.
 - When advertising the position, using a clear statement about the school's commitment to safe and supportive work practices and identifying that candidates will be subject to a teacher registration

check or Blue Card screening, a police check, referee checks, identification verification and the requirement to disclose any information relevant to the candidates' eligibility to engage in activities including students.

- A selection process that includes assessing the application via an interview process, and referee and other checks (as identified above) based on the accurate position description.
- A probationary period of employment, which allows the school to further assess the suitability of the new staff and to act as a check on the selection process.
- Ensure that its training and management procedures act to reduce the risk of harm to students from staff via:
 - Management processes that are consistent, fair and supportive.
 - Performance management processes to help staff to improve their performance in a positive manner.
 - Supportive processes for staff when they are experiencing challenges, such as mentoring, mediation, conflict resolution, coaching, additional training, and external support and counselling services.
 - An induction program which thoroughly addresses the school's policies and procedures, particularly its expectations regarding student risk management, and to assist staff to understand their role in providing a safe and supportive environment for students.
 - Training new and existing staff on an ongoing basis to enhance skills and knowledge and to reduce exposure to risks, as follows:
 - the school's policies and procedures
 - identifying, assessing and minimising risks to students
 - handling a disclosure or suspicion of harm to a student.
 - Keeping a record of the training provided to staff.
 - Exit interviews to assist the school to identify broader issues of concern that may impact on the safety and wellbeing of students at the school.

6. Complaints

St John Henry Newman College is committed to maintaining a student-focused approach to receiving and responding to complaints. Our Complaints Handling Policy and Procedures outlines how concerns can be raised, the roles and responsibilities of staff, and the processes used to respond to different types of matters. We ensure that all complaints are taken seriously, addressed promptly and thoroughly, and managed in line with our reporting, privacy and employment law obligations.

Any concerns, disclosures or allegations relating to harm or abuse of a student are managed under the school's Reporting Concerns of Harm or Abuse Policy, which sets

out our mandatory obligations to act protectively and report to the appropriate authorities.

7. Skills and Knowledge

SJHNC trains its staff in processes relating to the Childsafe standards, and health, safety, and conduct of staff and students on their induction and will refresh training annually.

8. Physical and Online Environments

St John Henry Newman College proactively identifies and mitigates risks within both the physical and online environments, ensuring that safety measures do not compromise students' privacy or healthy development. Staff use online platforms in line with the school's code of conduct and related policies, supporting a safe, respectful and well-managed digital learning environment. Students do not currently have access to online or digital learning platforms.

9. Continuous Improvement

SJHNC is committed to fostering a culture of continuous improvement in student safety, wellbeing and cultural respect. We recognise that embedding the Child Safe Standards and Universal Principle is a continuing journey that requires ongoing commitment, regular review and continual strengthening of our practices.

St John Henry Newman College will:

- Review policies, procedures and practices regularly to ensure they remain effective, responsive and appropriate for the Newman College community. This includes undertaking periodic audits, self-assessments and reflective practice to identify strengths and opportunities for improvement.
- Analyse available data including complaints and concerns to identify causes and systemic issues and use these insights to inform continuous improvement of policies, procedures and practices.

10. Policies and Procedures

SJHNC has made all relevant policies and procedures publicly available on its website, parent and student portal and copies are available on request from the school office. Staff and volunteers are trained in implementing relevant policies and procedures regularly.