57 Barringo Rd
New Gisborne, VIC 3438

Child Safety and Wellbeing Policy

Child Safe Standards 1–11 · Ministerial Order No. 1359

Proprietor	Global Village Learning Ltd (ABN 52 090 773 470)
School	Global Village Learning (GVL)
Policy owner	Board of Directors (governing authority)
Responsible officer	Executive Director, with the Campus Lead responsible for day-to-day implementation
First adopted	30 August 2024
Last reviewed	October 2026
Review cycle	At least every two years, or earlier after any significant child safety incident (MO1359 cl. 14.2(a))
Next review	Two years from the date of Board endorsement
Regulatory context	Ministerial Order No. 1359 — Child Safe Standards (MO1359) Child Wellbeing and Safety Act 2005 (Vic), including the Reportable Conduct Scheme Children, Youth and Families Act 2005 (Vic) Crimes Act 1958 (Vic) — failure to disclose and failure to protect offences Education and Training Reform Act 2006 (Vic) Worker Screening Act 2020 (Vic) Privacy Act 1988 (Cth) and Health Records Act 2001 (Vic)

1. Purpose

This Policy sets out Global Village Learning's commitment to creating and maintaining a child safe and child-friendly organisation, where children and Young People are safe and feel safe.

It provides an overview of how GVL implements Ministerial Order No. 1359, which sets out how the Victorian Child Safe Standards apply in school environments. It informs everyone in our GVL community of their obligations to act safely and appropriately towards children and Young People and Guides our processes and practices for their safety and wellbeing across all areas of our work.

Appendix A maps each Child Safe Standard to the section of this Policy, and the supporting GVL document, that addresses it.

2. Scope

This Policy:

- applies to all GVL Guides, volunteers and contractors, whether or not they work in direct contact with children and Young People, and to members of the Board of Directors where indicated
- applies in all physical and online GVL environments used by children and Young People, during or outside hours, including camps, excursions and other locations provided for their use, and facilities and services provided through third parties
- is to be read together with GVL's other child safety and wellbeing policies, procedures and codes, listed in section 19.

3. Definitions

GVL uses its own language for some structures. Where this Policy uses a GVL term, it carries the meaning of the corresponding term in MO1359.

Young People	All Young People enrolled at GVL, across all year levels. Equivalent to "children and students" in MO1359.
Guide	A GVL employee. Guides are school staff under MO1359.
Learning Hub	A young person's home group at GVL.
Board	The Board of Directors of Global Village Learning Ltd, which is GVL's governing authority.
Child abuse	As defined in MO1359 and the Child Wellbeing and Safety Act 2005 (Vic): sexual offences and grooming committed against a child; physical violence; serious emotional or psychological harm; and serious neglect.
Child-connected work	Work authorised by GVL and performed by an adult in a GVL environment while children or Young People are present or reasonably expected to be present.
GVL environment	Any physical or virtual place made available or authorised by GVL for use by children and Young People, during or outside operating hours, including online environments and off-site locations such as camps.

4. Statement of commitment to child safety

Global Village Learning is a child safe organisation that welcomes all children, Young People and their families. We are committed to providing environments where our Young People are safe and feel safe, where their participation is valued, their views are respected, and their voices are heard about decisions that affect their lives. We support and provide training to Young People to be active participants in ensuring their own and other Young People's safety.

We have zero tolerance for child abuse. We take proactive steps to identify and manage any risk of harm to Young People in our environments. We promote positive relationships, based on trust and respect, between Young People and adults and between Young People and their peers. When child safety concerns are raised or identified, we treat them seriously and respond promptly and thoroughly.

Our child safe policies, strategies and practices are inclusive of the needs of all children and Young People. Because of the potential for additional vulnerability, we give particular attention to the safety needs of Aboriginal Young People, Young People from culturally and linguistically diverse backgrounds, international Young People, Young People with disability, Young People unable to live at home, Young People who identify as LGBTIQA+, and other Young People experiencing risk or vulnerability. Inappropriate or harmful behaviour targeting Young People on the basis of these or any other characteristics, such as racism or homophobia, is not tolerated at GVL.

Child safety is a shared responsibility. Every person involved in GVL has an important role in promoting child safety and wellbeing and in promptly raising any issue or concern about a young person's safety. We regularly review our child safe practices and seek input from Young People, families, Guides and volunteers to inform our ongoing strategies.

5. Roles and responsibilities

Child safety and wellbeing is embedded in GVL's leadership, governance and culture (MO1359 cl. 6.1). The governance arrangements for implementing this Policy at all levels of GVL are set out below.

5.1 Board of Directors

As GVL's governing authority, Board members will:

- develop, endorse and make publicly available this Policy and the Child Safety Code of Conduct, and act in accordance with the Code to the extent it applies to them
- champion and promote a child safe culture across the GVL community
- ensure child safety is a standing agenda item at Board meetings
- monitor GVL's compliance with the Child Safe Standards, including through reports from the Executive Director and the Risk Management Committee
- undertake child safety training at least annually (see section 13.3).

The Board delegates responsibility for employing Guides to the Executive Director, who is bound by this Policy.

5.2 GVL leadership team

The GVL leadership team — the Executive Director, Campus Lead and Hub Leaders — is responsible for creating and maintaining a strong child safe culture, and for ensuring that policies and practices are developed and implemented in accordance with MO1359.

The Executive Director and Campus Lead will:

- ensure effective child safety and wellbeing governance, policies, procedures, codes and practices are in place and followed

- model a child safe culture that supports the active participation of Young People, families and Guides in promoting and improving child safety, cultural safety and wellbeing
- enable inclusive practices that consider the diverse needs of all Young People
- reinforce high standards of respectful behaviour between Young People and adults, and between Young People
- promote regular, open discussion of child safety within the GVL community, including at leadership, Guides and Board meetings
- facilitate regular professional learning for Guides and volunteers on child safety, cultural safety, wellbeing, and the prevention of and response to abuse
- facilitate twice annual age-appropriate learning for Young People on child safety behaviour, cultural safety, wellbeing, reporting pathways and risk reduction for self and others.
- create an environment where child safety complaints and concerns are readily raised, and where no one is discouraged from reporting an allegation of child abuse to Leadership or relevant authorities.

5.3 Guides and volunteers

All Guides, and all volunteers will:

- participate in GVL's child safety and wellbeing induction and training, and always follow GVL's child safety and wellbeing policies and procedures
- act in accordance with the Child Safety Code of Conduct
- identify and raise child safety concerns in accordance with the Child Safety Responding and Reporting Obligations Policy and Procedures, including following the Four Critical Actions for Schools
- ensure Young People's views are taken seriously, and their voices are heard about decisions that affect their lives
- implement inclusive practices that respond to the diverse needs of Young People.

5.4 Key child safety roles and structures

The Executive Director, Campus Lead and Child Safety Champion are the first points of contact for child safety concerns or queries, and for coordinating responses to child safety incidents.

Role or group	Responsibilities
Executive Director	Overall accountability for implementing this Policy; reports to the Board on child safety; Head of entity for the Reportable Conduct Scheme.
Campus Lead	Day-to-day implementation; monitors GVL's compliance with this Policy; informs the GVL community about this Policy and makes it publicly available. Anyone with a concern about GVL's compliance with this Policy should contact the Campus Lead.

Role or group	Responsibilities
Child Safety Champion	Supports the Executive Director and Campus Lead to implement child safety policies and practices, including Guides and volunteer training.
Child Safety and Wellbeing Team	Meets regularly to identify and respond to ongoing matters relating to child safety and wellbeing.
Young Person Reference Group	Gives Young People the opportunity to provide input into GVL's child safety strategies.

Other specific roles and responsibilities are set out in the Child Safety Code of Conduct, the Child Safety Responding and Reporting Obligations Policy and Procedures, and the Child Safety Risk Register.

6. Child Safety Code of Conduct

The Child Safety Code of Conduct sets the boundaries and expectations for appropriate behaviour between adults and Young People in GVL's physical and online environments and identifies behaviours that are not acceptable. It takes into account the needs of all Young People and is consistent with relevant professional codes, including the Victorian Teaching Profession Code of Conduct.

We make sure Young People also know what is and is not acceptable, so they can be clear and confident about what to expect from adults at GVL. The Code includes processes for reporting inappropriate behaviour and is endorsed by the Board and published on the GVL website.

7. Managing risk in physical and online environments

7.1 Child safety risk management

GVL identifies, assesses and manages risks to child safety and wellbeing in all of its physical and online environments, without unreasonably compromising Young People's right to privacy, access to information, social connections or learning opportunities.

These risks are managed through our child safety and wellbeing policies, procedures and practices, and through activity-specific risk assessments, such as those for off-site and overnight camps, adventure activities, and facilities and services provided by third parties. The Child Safety Risk Register records identified risks of child abuse and the controls in place to manage them. The leadership team monitors and reviews these risks, and evaluates the effectiveness of the controls, at least annually.

7.2 Online safety

GVL's Digital Learning Policy is GVL's policy on online conduct and online safety. It sets expectations for how Guides, volunteers and Young People use digital technologies and communicate online, and how online risks are identified and managed.

7.3 Third-party providers and procurement

GVL's Procurement Policy ensures that child safety is considered whenever GVL engages third parties to provide facilities, goods or services, regardless of their value. Contractors and providers engaged in child-connected work must meet GVL's screening requirements and comply with the Child Safety Code of Conduct.

8. Culturally safe environments and diversity

GVL is committed to establishing an inclusive and culturally safe community for everyone. Because of their unique role in history and continued stewardship of the land, GVL places particular value on the importance of Aboriginal culture, values and practices, whether or not Aboriginal young people are currently enrolled. In this policy, Aboriginal includes Aboriginal and Torres Strait Islander peoples. We recognise the link between Aboriginal culture, identity and safety, and actively create opportunities for Aboriginal young people and the Aboriginal community to have a voice and presence in GVL planning, policies and activities.

GVL also respects and values the cultures, languages, faiths and identities of every family in our learning community. We apply the same commitments on racism, participation, accessible information, complaints and training to young people from culturally and linguistically diverse backgrounds, and we pay particular attention to their needs. These commitments sit alongside, and do not replace, our specific commitments to Aboriginal young people and their families.

To promote cultural safety, we:

- equip staff, young people, volunteers and the GVL community to acknowledge and appreciate the strengths of Aboriginal culture, to understand its importance to the wellbeing and safety of Aboriginal Young people, as part of build culturally safe environments for all Young People
- ensure racism is identified, confronted and not tolerated, and address any instance of racism with appropriate consequences
- actively support the participation and inclusion of all young people, including Aboriginal Young People and their families, and of families from culturally and linguistically diverse backgrounds
- ensure information, support and complaints processes are culturally safe, accessible and easy to understand for everyone in our learning community, including families who use languages other than English
- ensure GVL policies, procedures, systems and processes together create a culturally safe and inclusive environment that meets the needs of all Young People and families, including Aboriginal Young People and their families.
- set out these strategies in a Board-endorsed cultural safety and diversity statement (Ministerial Order 1359, clauses 5.3 and 9.3).

9. Young person empowerment

GVL works to create an inclusive and supportive environment where young people understand their rights and responsibilities and contribute to our child safety approach. Respectful relationships between young people are reinforced, and we encourage strong friendships and peer support so that every young person has a sense of belonging.

We do this by:

- informing young people about all their rights, including to safety, information and participation

- recognising the importance of friendships and encourage peer support, to help young people feel safe and less isolated
- ensuring staff and volunteers are aware of potential signs of harm, and provide child-friendly ways for Young People to express their views, participate in decision-making and raise concerns
- build a culture that facilitates participation and is responsive to Young People's input, including through the Young Person Reference Group and Learning Hubs
- offer all Young People access to age-appropriate sexual abuse prevention programs and related information, including respectful relationships, consent and online safety education (MO1359 cl. 7.3)
- document these strategies in GVL's curriculum planning (MO1359 cl. 7.5).

10. Family engagement

Families and the GVL community have an important role in monitoring and promoting Young People's safety and wellbeing and in helping them raise concerns. GVL provides families with accessible information about our child safe policies and practices, involves them in decisions about their Young Person's safety and wellbeing, and gives them a say in the development and review of our child safety policies.

We do this by:

- involving families in decisions affecting their Young Person's safety and wellbeing
- seeking input from families and the community through Compass, the GVL website, The Village Voice newsletter, and Board, Young Person, Guides and parent meetings
- publishing all child safety policies and procedures on the GVL website
- informing families through The Village Voice and Compass news items about significant updates to our child safety policies, processes and initiatives
- displaying PROTECT child safety posters across GVL.

11. Diversity and equity

As a child safe organisation, GVL celebrates the rich diversity of our Young People, families and community, and promotes respectful environments free from discrimination. Our focus is on wellbeing and growth for all. Every young person has unique skills, strengths and experiences to draw on.

Guides and volunteers are supported to understand Young People's diverse circumstances and to respond effectively to those who are vulnerable. Information about support and complaints processes is provided to Young People and families in ways that are culturally safe, accessible and easy to understand.

Due to additional potential vulnerabilities, we tailor additional child safety attention supports to the needs of the following groups (in no particular order);

- Aboriginal children and young people
- young people from culturally and linguistically diverse backgrounds
- young people who identify as LGBTIQA+.

- young people with disability
- young people unable to live at home or affected by family violence
- international young people

These strategies are also set out in GVL's Gender and Diversity Policy and Young Person Wellbeing and Engagement Policy.

12. Suitable Guides and volunteers

GVL applies robust child safe recruitment, induction, training and supervision practices so that all staff, contractors and volunteers are suitable to work with children and Young People.

12.1 Recruitment

All Guides are recruited in line with GVL's Staff Recruitment Policy. For child-connected work, we:

- include GVL's commitment to child safety, the role's child safety duties, and the essential qualifications, experience and attributes for working with children in advertisements and position descriptions for child-connected work
- inform applicants of GVL's child safety practices, including the Child Safety Code of Conduct
- sight, verify and record the person's Working with Children Check clearance or equivalent, such as Victorian Institute of Teaching registration
- collect and record proof of identity, relevant qualifications, the person's history of working with children, and references that address their suitability for the role and for working with children.

12.2 Induction

All newly appointed Guides participate in GVL's child safety and wellbeing induction, which covers:

- this Child Safety and Wellbeing Policy
- the Child Safety Code of Conduct
- the Child Safety Responding and Reporting Obligations Policy and Procedures, including mandatory reporting obligations
- any other child safety and wellbeing information that GVL leadership considers appropriate to the role.

12.3 Ongoing supervision and management

All Guides engaged in child-connected work are appropriately supervised to ensure their behaviour towards Young People is safe and appropriate, and their continuing suitability is monitored and assessed. This occurs through regular Guide PLP (Professional Learning Plan) meetings and coaching conversations with senior leadership. Inappropriate behaviour towards Young People is managed promptly, in line with GVL policies and our legal obligations. Child safety and wellbeing is always paramount.

12.4 Volunteers

All volunteers are made aware of this Policy and the Child Safety Code of Conduct and must comply with them and with the Volunteer Policy. The Volunteer Policy describes how GVL assesses the suitability of prospective volunteers and sets expectations for induction, training, supervision and management. Visitors and contractors are managed in line with the Visitor Policy and Procurement Policy.

12.5 Contractors and Visitors

Contractors engaged to perform child-connected work are made aware of this Policy and the Child Safety Code of Conduct before they begin, and must comply with both. Contractors who perform child-related work must hold a current Working with Children clearance, or an equivalent background check, which GVL sights, verifies and records before work starts. Child safety is considered when contractors are selected and engaged, and their supervision is matched to the risk of the work. Concerns about a contractor are handled through our complaints and concerns procedures, and a breach of this Policy or the Code of Conduct may end the engagement. Visitors and contractors are managed in line with the Visitor Policy and Procurement Policy.

13. Child safety knowledge, skills and awareness

Ongoing training and education ensure that everyone at GVL understands their role and can respond effectively to child safety and wellbeing matters.

13.1 Guides

In addition to induction, all Guides in child-connected work complete child safety and wellbeing training at least annually, covering:

- GVL's child safety and wellbeing policies, procedures, codes and practices
- completing the Protecting Children — Mandatory Reporting and Other Legal Obligations online module
- recognising indicators of child harm, including harm caused by other children and Young People
- responding effectively to child safety and wellbeing concerns, and supporting colleagues who disclose harm
- building culturally safe environments for children and Young People
- information sharing and recordkeeping obligations
- identifying and mitigating child safety and wellbeing risks in GVL's physical and online environments.

13.2 Volunteers

Volunteers receive child safety training and information appropriate to their role and level of contact with Young People.

13.3 Board of Directors

So that the Board can make decisions in the best interests of Young People's safety and wellbeing, Board members are trained at least annually. Training covers:

- individual and collective obligations for implementing the Child Safe Standards and managing the risk of child abuse
- child safety and wellbeing risks in GVL's connected environments
- GVL's child safety and wellbeing policies, procedures, codes and practices.

14. Complaints and reporting

GVL fosters a culture that encourages Guides, volunteers, Young People, families and the community to raise concerns and complaints. This makes it harder for breaches of the Code of Conduct, misconduct or abuse to occur and remain hidden. Our pathways for raising and responding to complaints are set out in the Complaints and Grievance Policy, which is child-focused and published on the GVL website.

If there is an incident, disclosure, allegation or suspicion of child abuse, all Guides and volunteers must follow the Child Safety Responding and Reporting Obligations Policy and Procedures. Once any immediate health and safety concerns are addressed and the relevant GVL Guides are informed, GVL follows:

- the **Four Critical Actions for Schools** for complaints and concerns about adult behaviour towards a child
- the **Four Critical Actions for Schools: Responding to Student Sexual Offending** for complaints and concerns about sexual offending by a young person.

Complaints and concerns about physical violence or other harmful behaviour between Young People are managed under the Young Person Wellbeing and Engagement Policy and the Bullying Prevention Policy.

In responding to any child safety complaint or concern, GVL ensures that:

- every complaint is taken seriously and responded to promptly and thoroughly
- child safety concerns are reported to the relevant authorities (Victoria Police, Child Protection or the Social Services Regulator), whether or not the law requires it, and GVL cooperates with law enforcement
- no one is discouraged from reporting externally, the responsibility to report is never placed on the young person affected, and Guides are not required to decide whether an allegation is true before reporting it
- Guides meet their individual legal obligations, including mandatory reporting and the failure to disclose and failure to protect offences under the Crimes Act 1958 (Vic)
- the Executive Director notifies the Social Services Regulator of any reportable allegation against a Guides, volunteer or contractor within three business days, as required by the Reportable Conduct Scheme
- privacy and employment law obligations are met throughout.

15. Communications

GVL communicates its child safety strategies to the GVL community by:

- publishing key child safety and wellbeing policies on the GVL website, including this Policy, the Child Safety Code of Conduct, the Child Safety Responding and Reporting Obligations Policy and Procedures, and the Complaints and Grievance Policy
- displaying PROTECT child safety posters across GVL
- sharing updates through The Village Voice, Compass and the GVL website
- keeping child safety as a standing agenda item at leadership, Guides and Board meetings.

16. Privacy and information sharing

GVL collects, uses and discloses information about Young People and their families in accordance with the Privacy Act 1988 (Cth), the Health Records Act 2001 (Vic) and other relevant laws. GVL is a prescribed information sharing entity under the Child Information Sharing Scheme and the Family Violence Information Sharing Scheme, and Guide information under these schemes to promote the wellbeing and safety of children and Young People.

17. Records management

Good records management is a critical element of child safety and wellbeing. GVL creates, maintains and disposes of child safety records in line with the Public Record Office Victoria Recordkeeping Standards, including minimum retention periods (MO1359 cl. 6.2(f)). The Data Management Policy is GVL's Board-endorsed records management policy for this purpose (cl. 6.2(g)), and Guides and volunteers are trained in their recordkeeping and information sharing obligations (cl. 6.2(h)).

18. Review of child safety practices

GVL has established processes for reviewing and continuously improving its child safe policies, procedures and practices. We will:

- review and where possible, improve this Policy and our child safety practices at least every two years, or after any significant child safety incident
- analyse complaints, concerns and safety incidents to identify causes and systemic failures, and use these to improve policy and practice
- consult Young People, families, Guides and volunteers when reviewing this Policy, and draw on best practice models
- report the outcomes of reviews to Guides, volunteers, Young People and families, acting with transparency.

19. Related policies and procedures

This Policy is to be read with the following GVL policies, procedures and codes, available on the GVL website:

- Bullying Prevention Policy
- Child Safety Code of Conduct
- Child Safety Responding and Reporting Obligations Policy and Procedures
- Child Safety Risk Register
- Complaints and Grievance Policy
- Data Management Policy
- Digital Learning Policy
- Gender and Diversity Policy
- Procurement Policy
- Guide Recruitment Policy
- Supervision and Duty of Care Policy
- Visitor Policy
- Volunteer Policy
- Young Person Wellbeing and Engagement Policy

Endorsement

This Policy was endorsed by the Board of Directors of Global Village Learning Ltd as GVL's governing authority.

Date Endorsed	28 October 2026
Date Reviewed	October 2026
Next review due	October 2028

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Appendix A: Alignment with MO1359

This table shows where each Child Safe Standard is addressed in this Policy and in GVL's supporting documents.

Child Safe Standard	MO1359	This Policy	Supporting GVL documents
1. Culturally safe environments for Aboriginal children	cl. 5	s. 4, 8	Cultural safety statement
2. Child safety embedded in leadership, governance and culture	cl. 6	s. 4, 5, 6, 7.1, 17	Child Safety Code of Conduct; Child Safety Risk Register; Data Management Policy
3. Children and Young People are empowered	cl. 7	s. 9	Curriculum planning; Young Person Wellbeing and Engagement Policy
4. Families and communities are involved	cl. 8	s. 10, 15	This Policy
5. Equity upheld and diverse needs respected	cl. 9	s. 4, 11	Gender and Diversity Policy
6. Suitable staff and volunteers	cl. 10	s. 12	Staff Recruitment Policy; Volunteer Policy
7. Child-focused complaints processes	cl. 11	s. 14	Complaints and Grievance Policy; Child Safety Responding and Reporting Obligations Policy and Procedures
8. Knowledge, skills and awareness	cl. 12	s. 13	Annual training records
9. Physical and online environments	cl. 13	s. 7	Digital Learning Policy; Procurement Policy; Supervision and Duty of Care Policy
10. Regular review and improvement	cl. 14	s. 18	This Policy
11. Policies and procedures document child safety	cl. 15	Whole Policy; s. 19	All related policies