



# Sacré Cœur

## Engaging Families in Child Safety Policy

### Introduction

It is the policy of Sacré Cœur to live out the values that reflect its Sacred Heart tradition. These values are embodied in the Five Goals of Sacred Heart education, which are:

1. A personal and active faith in God
2. A deep respect for intellectual values
3. The building of community as a Christian value
4. A social awareness that impels to action
5. Personal growth in an atmosphere of wise freedom

Within these five Sacred Heart goals students, staff and parents of Sacré Cœur should foster and promote the core school values of respect, compassion, responsibility, perseverance, forgiveness and integrity. Protection for children and young people is based upon the belief that each person is made in the image and likeness of God and that the inherent dignity of all should be recognised and fostered. Sacré Cœur is entrusted with the holistic education of each student in partnership with her parents, guardians and/or caregivers. Sacré Cœur staff therefore have a duty of care to our students by taking reasonable care to avoid acts or omissions which they can reasonably foresee would be likely to result in abuse of the student and to work for the positive wellbeing of the student.

### 1. Purpose

The purpose of this Policy is to outline the strategies and actions that we have in place at Sacré Cœur to ensure that families, carers and other members of the school community are informed about relevant child safety and wellbeing matters and are involved in the promotion of child safety and wellbeing at the school.

This Policy takes into account the specific requirements of the Child Safe Standards as set out in Ministerial Order No. 1359.

### 2. Scope

This Policy applies to school employees, volunteers, contractors and clergy. It should be read in conjunction with related school policies and procedures, including (but not limited to):

1. Child Safety Code of Conduct
2. Child Safety and Wellbeing Policy
3. PROTECT – Identifying and responding to abuse – Reporting Obligations Policy
4. Reportable Conduct Policy
5. Child Safety Risk Management Framework

### 3. Principles

At Sacré Cœur, the following principles underpin our commitment to family engagement:

- Families and carers should have the opportunity to participate in decisions relating to child safety and wellbeing which affect their child
- Our school engages and openly communicates with families, carers and other members of the school community about our child safe approach
- All members of the school community should have access to information relating to child safety and wellbeing
- Families, carers and other members of the school community must have the opportunity to provide input into the development and review of the school's policies and practices relating to child safety and wellbeing
- Families, carers and other members of the school community have the right to be informed about the operations and governance of the school in relation to child safety and wellbeing

## 4. Policy

Sacré Cœur is committed to ensuring that all members of our school community are kept informed about relevant child safety and wellbeing matters and are involved in the promotion of child safety and wellbeing at Sacré Cœur. We implement the following strategies and actions to ensure that we are able to meet this commitment.

### 4.1 Strategies / actions used by school leadership

The Principal, the School Board and school leaders at Sacré Cœur recognise their particular responsibilities to communicate and engage with families, caregivers and other members of the school community in relation to issues regarding child safety and wellbeing. Strategies and actions used to carry out this responsibility include:

- Utilising Sacré Cœur's Engaging Families in Child Safety Policy to inform and guide curriculum planning, policies and practices
- Supporting staff, through appropriate professional learning, to strengthen their communication and engagement skills and to understand the value and importance of effective communication and engagement
- Identifying opportunities for parents and carers to participate in decisions that affect their child's safety and wellbeing
- Ensuring that existing policies and practices relating to child safety and wellbeing are made publicly available so that they are easily accessible to families, carers and other members of the school community
- Engaging with families, carers and other members of the school community to collaboratively develop and periodically review policies and practices relating to child safety and wellbeing
- Creating opportunities to ensure that members of the school community are adequately informed about the school's operations and governance relating to child safety and wellbeing

### 4.2 Strategies / actions used by school staff, volunteers, contractors and clergy

School staff, volunteers, contractors and clergy at Sacré Cœur also have a responsibility to support the school governing authority and school leaders in communicating and engaging with families, carers and other members of the school community regarding child safety and wellbeing. Strategies and actions used to carry out this responsibility include:

- Creating and maintaining open lines of communication with families, carers and other members of the school community, particularly with respect to child safety and wellbeing matters
- Liaising with parents and carers in relation to any concerns and/or decisions that affect their child and giving them the opportunity to contribute to any discussions, where appropriate
- Ensuring that parents, carers and others in the school community are updated and involved in child safety and wellbeing
- Ensuring they act in accordance with the principles set out in this Policy when managing issues relating to child safety and wellbeing

## 5. Evaluation

This policy will be reviewed in consultation with members of the wider community as part of the school's two-year review cycle of its child safety practices. Update of the policy will occur if any new requirements come to hand.



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### Document Control

#### Document Details

Document Name	Engaging Families in Child Safety Policy
Document created by	Director of Risk and Compliance / Child Safety Officer
Document Approval	School Board, School Principal, School Leadership and the Child Safeguarding Committee

#### Document Management

Relevant to:	All Teaching Staff, General Staff, School Board members, Volunteers, Visitors, Clergy, Third Party Contractors and External Education Providers
Related documents include, but not limited to:	<ul style="list-style-type: none"><li>• PROTECT – Identifying and Responding to Abuse – Reporting Obligations Policy (2025)</li><li>• Child Safety and Wellbeing Policy (2025)</li><li>• Reportable Conduct Policy (2025)</li><li>• Child Safe Code of Conduct (2025)</li><li>• Diversity Policy (2022)</li><li>• Alcohol Policy (2019)</li><li>• Staff Wellbeing Policy (2019)</li><li>• Complaints Policy (2023)</li><li>• Grievance Policy (2019)</li><li>• Whistleblower Policy (2023)</li><li>• Staff Code of Conduct (2021)</li><li>• Parent Code of Conduct (2023)</li><li>• Student Code of Conduct (2023)</li><li>• Student Wellbeing Policy (2023)</li><li>• Psychologist Policy (2023)</li><li>• Teacher Parent Communication Protocol (2022)</li><li>• Against Bullying Policy (2022)</li></ul>
Related Legislation, but not limited to:	<ul style="list-style-type: none"><li>• Ministerial Order 1359 (2022)</li><li>• The Child and Young Persons Act (2005)</li><li>• Privacy Act Cth (1988) / Australian Privacy Principles (2014)</li><li>• Crimes Act 1958</li><li>• Children, Youth and Families Act 2005 (Vic)</li><li>• Working with Children Act 2005 (Vic)</li><li>• Education and Training Reform Act 2006 (Vic)</li><li>• Equal Opportunity Act 2010 (Vic.)</li><li>• Child Wellbeing and Safety Act (2005)</li><li>• Occupational Health and Safety Act (2004)</li><li>• Human Rights and Equal Opportunity Commission Act (1986)</li><li>• Workplace Relations Act (1996)</li></ul>
Review:	The Policy shall be reviewed on an annual basis by the School Board, School Principal, School Leadership and the School's Child Safeguarding Committee. The next review of this Policy is due November 2026.

#### Change History

Author	Date	Change Description	Version
N Visic	July 2022	New policy created, reviewed and endorsed by the School Board, School Principal, School Leadership Team and Child Safeguarding Committee. New Policy communicated to school community, updated to ELMO Learning and published on website.	V1
N Visic	November 2024	Policy reviewed and updated in line with the MACS Engaging Families in Child Safety Policy. Policy reviewed and endorsed by the School Board, School Principal, Leadership Team and Child Safeguarding Committee. Updated document published on website.	V2
N Visic	November 2025	Document review conducted with non-material changes. Document reviewed and endorsed by the Risk Committee, School Board, Leadership Team and Child Safeguarding Committee and updated versions updated on School Website.	V3