



Melbourne Archdiocese Catholic Schools Ltd (**MACS**) schools operate with the consent of the Catholic Archbishop of Melbourne and are owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

1. Purpose

This procedure outlines the strategies and actions in place 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.

2. Scope

These procedures apply in Emmanuel College

3. Principles

The following principles underpin our commitment to family engagement:

- Parents and Carers are given the opportunity to participate in decisions relating to child safety and wellbeing which affect their child
- Our school engages and openly communicates with Parents, Carers and other members of the school community about our child safe approach
- Relevant information relating to child safety and wellbeing about their child or children will be available to parents and carers
- Parents, Carers and other members of the school community can provide input into the development and review of the school's policies and practices relating to child safety and wellbeing
- Parents, 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. School Commitment

Our school 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.

The Principal and school leaders at our school recognise their responsibilities to communicate and engage with families, carers and other members of the school community in relation to issues regarding child safety and wellbeing.

The Principal ensures the following actions and strategies are implemented to ensure we meet this commitment.

4.1. School leadership actions and strategies

1. *The College engages families in curriculum, teaching and learning programs through parent information sessions, learning conversations and activities that promote student safety, wellbeing and belonging.*
2. *The College keeps parents and carers across the Notre Dame and St Paul's campuses informed about its child safety and wellbeing strategies, responsibilities, operational arrangements and governance through regular communication channels, including Compass, College newsletters, the College website, parent information sessions and community forums.*

3. *The College ensures that its child safety and wellbeing policies, procedures and practices are readily accessible to parents, carers and the wider College community through the College website and Compass.*
4. *The College consults and engages with families in the development and review of practices and strategies relating to child safety and wellbeing.*
5. *The College ensures that students, parents and carers are informed of the procedures for raising child safety and wellbeing concerns, including the relevant contact persons at each campus.*
6. *The College proactively fosters culturally safe and respectful relationships with Aboriginal and Torres Strait Islander families, recognising their important role in supporting their children's cultural identity, safety, sense of belonging and wellbeing.*

6.1. Actions and strategies for Staff

School Staff also have a responsibility to support MACS, the school's governing authority, and school leaders in communicating and engaging with Parents, Carers and other members of the school community regarding child safety and wellbeing.

Strategies and actions used to carry out this responsibility are listed below.

1. *Staff maintain open, respectful and effective communication with parents and carers across the Notre Dame and St Paul's campuses through Compass, telephone calls, emails and meetings, particularly in relation to child safety and wellbeing matters.*
2. *Staff consult and communicate with parents and carers regarding concerns or decisions affecting their children, in accordance with the College's child safety policies, confidentiality requirements and reporting obligations.*
3. *Staff facilitate appropriate opportunities for families to participate in discussions and decisions concerning their children's safety, wellbeing and support needs, including through meetings with House Leaders, wellbeing staff, the Inclusion Team and College leadership.*
4. *Staff communicate relevant changes to child safety and wellbeing practices and procedures through Compass, College newsletters and direct communication with affected families, as appropriate to their roles and responsibilities.*
5. *Staff identify, document, report and respond to child safety and wellbeing concerns in accordance with relevant MACS and Emmanuel College policies and procedures, including seeking guidance from designated child safety personnel and College leadership where appropriate.*
6. *Staff ensure that families are informed of the available processes for raising child safety concerns or lodging complaints, including the relevant contact persons at each campus and the College's complaints handling and child safety reporting procedures.*

7. Definitions

Definitions of standard terms used in this document can be found in the [Glossary of Terms](#).

Carer

Refers to those with permanent care, foster care or kinship care arrangements.

Parent

A person who has parental responsibility for the child or young person. This may include a biological parent or another person who has been granted parental responsibility by a court order.

Parental responsibility

All the duties, powers, responsibilities and authority, which by law, parents have in relation to their children.

Principal

The role of the principal in a MACS school is to lead and manage the planning, delivery, evaluation and improvement of the education of all students.

Staff

Staff or staff member refers to the MACS board, board committee and working party members, MACS executives, principals, employees, contractors, consultants and volunteers in MACS schools and offices. The term includes those involved in religious ministry.

Volunteer

A person who performs work without remuneration or reward for MACS or a MACS school.

8. Related policies and documents

Related MACS policies and documents

Child Safety and Wellbeing Policy

Child Safety and Wellbeing Procedures

Protect – Identifying and Responding to Abuse – Reporting Obligations Policy

Reportable Conduct Policy

Policy information table

Approving authority	Director, Child Safety and Risk
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School document owner	
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