

Xavier College

Student Care Policy



1. PURPOSE

Xavier College Limited (the 'College') is committed to establishing and embedding robust student care, safety and wellbeing measures across the College.

The purpose of the Student Care Policy (the 'Policy') is to set out the key measures the College has in place to ensure the care, safety and wellbeing of all children.

This Policy outlines the roles and responsibilities across the College for student care, specific policies in place to support student care, safety and wellbeing and the guidelines and procedures that contain additional information in relation to the College's approach to student care, safety and wellbeing.

2. CONTEXT

The College's fundamental responsibility is the care, safety and wellbeing of all students whilst in its care. There is a moral and legal responsibility to provide a safe and secure environment for all students. It is the express intention of the College to seek to ensure that all students are known and cared for, and that they feel valued, safe and positive in their school experience.

The Characteristics of Jesuit Education emphasise the responsibility for each individual to be respectful at all times to other members of the school community and the wider community. It is the policy of the College that the learning environment is positive and supportive for all members of the College community. The College strives to foster an environment where all members of the school community are treated with dignity, courtesy and respect. It is, therefore, an expectation that all members of the College community act in a manner that contributes to ongoing positive and respectful relationships. The College's *Student Code of Conduct* is acknowledged and accepted by all students as a condition of enrolment. The Jesuit Province's *Staff Code of Conduct* is acknowledged and accepted by all staff as a condition of employment at Xavier College.

One of the essential elements of Jesuit Education is the principle of *cura personalis* (individual care and concern for each person). This is a value central to the College's Ignatian tradition. To this end, all within the College are committed to creating and maintaining an environment that is safe, supportive, caring and nurturing for all children and young people. The College commits itself to safeguarding children and young people from all abuse and neglect.

The College has zero tolerance for child abuse and is committed to acting in the children's best interests and keeping them safe from harm. The College regards its responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant laws and regulations and maintain a child safe culture.

3. SCOPE

This Policy applies to all College employees (partners in mission), Jesuits, directors, students, parents and guardians, third party service providers, volunteers and contractors involved in the College environment.

4. POLICY STATEMENT

4.1 Roles and Responsibilities

The College's Board of Directors (the 'Board') is ultimately responsible for approving this Policy and any subsequent changes, as well as any underlying policies. Approval of related guidelines and procedures is delegated to the College Principal unless there is legislative or regulatory obligation for Board approval.

The College Board's Risk & Compliance Committee is responsible for the oversight of compliance with this Policy and monitoring any remediation of significant non-compliance with this Policy. It will review this Policy on a periodic basis and make recommendations for the Board's approval.

It is the Principal's responsibility, acting in concert with relevant College executives, to ensure all staff understand and adhere to College policies, guidelines and procedures, complete any relevant training, and ensure the effective management and operations of the respective elements contained in this policy.

All within the scope of this Policy are responsible for ensuring that child safety measures are maintained and any suspected abuse is reported in accordance with this Policy and related guidelines and procedures in a timely manner.

5. RELATED POLICES, PROCEDURES AND DOCUMENTS

The College is committed to ensuring that its policies are consistent with its stated values on student care. In order to achieve this, the College has set up a series of policies and guidelines. These specific policies include:

Specific Policies:

- **Child Safety:** The Child Safety Policy sets out the College's development of work systems, practices, policies and procedures that promote a culture of child protection and safety.
 - **Reportable Conduct:** The Reportable Conduct Policy describes the College's approach to escalating reportable matters in accordance with legislative requirements.
 - **Making a Report:** The Making a Report Policy explains the circumstances in which the College makes an additional report to an appropriate external authority.
 - **Responding to and Reporting Allegations of Child Abuse and Student Sexual Offending:** The Responding to and Reporting Allegations of Child Abuse and Student Sexual Offending Policy describes the College's policy for responding to allegations of child abuse.
 - **Mandatory Reporting:** The Mandatory Reporting Policy requires that mandatory reporters must make a report to the Department of Health and Human Services (DHHS) Child Protection when they believe that a child (aged under 17) is in need of protection from significant harm from physical injury or sexual abuse.
- **Jesuit Province Code of Conduct:** The Safeguarding Children component lists behaviours that are acceptable and those that are unacceptable. It provides a

high-level statement of professional boundaries, ethical behaviour and acceptable and unacceptable relationships.

- **Student Health and Wellbeing:** The Student Health and Wellbeing Policy explains the College's approach to student and health wellbeing.
- **Anaphylaxis:** The Anaphylaxis Policy sets out the College's approach to managing anaphylaxis and increasing awareness of anaphylaxis within the College community.

Guidelines and Procedures

- Staff & Student Professional Boundaries
- Participation and Empowerment of Children
- External Education Provider
- Child Safe Recruitment Practices
- Working with Children Checks
- Child Safety Leads (Formerly Child Protection Officers)
- Victoria Child Safe Standards
- Disability Discrimination
- Asthma
- Diabetes Management
- First Aid - General
- Sun Protection
- Allergy Awareness
- Sports Concussion
- Adverse Weather
- Noise
- Student Behaviour Policy (Code of Behaviour)
- Assault - Student on Student
- Illicit Drugs & Alcohol - Student Use
- Discrimination & Harassment (Students)
- Bullying (Students)
- Student Uniform & Presentation
- Restorative Practices
- Student Safety
- Student Supervision
- Accident Management
- Cyber Safety
- Interstate and Overseas Tours and Programs
- Wellbeing
- Counseling Services
- Custody

6. BREACHES OF THIS POLICY

If you believe that the College has breached its obligations, please contact the Principal by writing or telephone. The College will investigate your notification and will inform you of the outcome as soon as is practicable after a decision has been made.

The College Principal can be contacted on:

- Telephone: (03) 9854 5411
- In Writing: The Principal, Xavier College, 135 Barkers Road KEW, VIC 3101

- Email: principal@xavier.vic.edu.au

Alternatively, the Director of Professional Standards at the Australian Province at the Society of Jesus (Jesuits) can be contacted on:

- Telephone: (03) 9810 7300
- In Writing: Director of Professional Standards, PO Box 6071, HAWTHORN, VIC 3122
- Email: professionalstandards@sjasl.org.au

Certain incidents might be covered by the College's Whistleblower Policy which can be found [here](#).

The Principal is responsible for ensuring that all breaches of this Policy and underlying policies, guidelines and procedures are escalated to the Risk and Compliance Committee as soon as possible.

A breach of this Policy may lead to disciplinary action including possible termination of employment or appointment and/or referral to the appropriate authorities.

7. FURTHER INFORMATION

If you would like further information about the way the College manages its Child Safety commitments, the first point of contact is to the relevant Director of Campus or Child Safety Lead.

POLICY RATIFICATION AND REVIEW:

The College's policies are ratified by the Xavier College Limited Board. This Policy will be reviewed on a three-year basis or earlier if required.