



Janet Clarke Hall

The University of Melbourne

Safety Standards for persons under the age of eighteen

Introduction

Victorian law, including the specific requirements of the Victorian Child Safe Standards (as set out in Ministerial Order No. 870), requires organisations that work with children (i.e. young people under the age of 18) to have met the Child Safety Standards by 1 January 2017.

This document is in response to these requirements, as each year we have a percentage of students under the age of 18.

As all the students we deal with in this category are approaching 18, we use the terminology 'person under eighteen' throughout this document in place of the word 'child'.

Janet Clarke is a residential college within the University of Melbourne. It is committed to creating a safe environment for all students, staff and volunteers. This document focuses specifically upon the safety of persons under the age of eighteen years, taking account of the relevant legislation set out under Ministerial Order 870. In this, the College takes particular account of those who are most vulnerable, including indigenous students, students with disabilities, and students from diverse cultural and linguistic backgrounds.

Members of Council will model this commitment to safe standards, including by undertaking a Working with Children Checks.

The College is required to comply with seven Child Safety Standards:

Standard One: Strategies to embed an organisational culture of safety for persons under the age of eighteen

Janet Clarke Hall has in place a number of strategies, policies and procedures, and a range of mechanisms to embed an organisational culture of safety for persons under the age of 18. The most important of these include the Fair Treatment Policy, Event Management Policy Transition and Orientation Policy, and Intercollegiate Policy on Alcohol. See Appendix 1 for a comprehensive list.

We note the most important strategies that underpin a comprehensive approach to embedding an organisational culture of safety for persons under the age of 18. These include:

- serious and systematic induction for all students, with reinforced and additional induction and training for student leaders, on safety under the policy.
- appropriate frameworks to vet and induct all staff and those present on site, including subcontractors and non-resident tutors, in response to the policy.
- A continual cultural practice which fosters and requires good conduct of all staff, who are held accountable for their actions.
- fostering an open and transparent environment in which all students and staff feel comfortable to raise and address any concerns or enquiries they might have in regard to the policy.
- ensuring that a responsible approach to the consumption alcohol is encouraged and maintained, with an eye to the relationship between excessive alcohol consumption and the potential degradation of cultural safety.

Standard Two: Statement of Commitment regarding persons under the age of eighteen

The Council of Janet Clarke Hall has endorsed the following statement in response to the relevant safety standards:

‘The Council and senior leadership team of Janet Clarke Hall are committed to providing a safe environment for students under the age of 18 and specifically to the implementation of the Victorian Child Safety Standards.’

This statement can be found on the College website.

To this end, Council members have committed to the maintenance of current Working With Children Checks.

Standard Three: Under Eighteen Persons’ Code of Conduct

The Governance and Nominations Committee of Janet Clarke Hall has endorsed the ‘Under Eighteen Persons’ Safety Code of Conduct’ . All staff, volunteers, and contractors of Janet Clarke Hall are required to abide by this Code of Conduct.

It is publicly available through the College website

http://www.jch.unimelb.edu.au/files/child_safety_coc.pdf and the Student Handbook.

The most important elements of this Code of Conduct are:

- that it assumes a broad scope to encompass all people who come into contact with the College;
- that it fosters a culture in which the protection of children is expected and supported by the College;
- that it establishes a clearly articulated expectation to report any suspicions of child abuse to the Principal;
- that it establishes clear understanding within the College about appropriate behaviours in relation to people under the age of eighteen.

See Appendix 2 for a full copy of this document.

Standard Four: Staff Selection, Supervision and Management Practices for safe environment for persons under the age of eighteen

The College has in place a number of staff selection policies that have been reviewed in order to ensure a safe environment for children. Refer to Appendix 3 for a full statement of our staff selection policies and procedures.

The most important of these include:

- screening checks;
- documented reference checks as set out in Appendix 4;
- Police Checks and Working with Children Checks;
- induction and ongoing training for staff and student volunteers;
- supervision of staff and students in accordance with the College Code of Conduct.
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These actions are aligned with the College's broader commitment to the safety of all students, staff and volunteers as reflected in the College's Alcohol Policy, Fair Treatment Policy, Transition and Orientation Policy, Event Management Policy and other relevant policies (available in the Student Handbook provided to all student, staff and volunteers at the commencement of each year).

Standard Five: Procedures for Responding to and Reporting Allegations of suspected abuse of persons under the age of eighteen

This is covered in the College Code of Conduct. The key elements are:

- staff, students and volunteers are expressly required, as a condition of residence stated in the Code of Conduct, to report any abuse or harm including sexual misconduct or grooming, or any concerns or suspicions in relation to the above;
- all reports of abuse are directed to the College Principal or the Under Eighteen Persons Safety Officer/ Fair Treatment Coordinator, who will respond in a timely manner;
- The College records any under 18 persons' safety complaints, disclosures or breaches of the Code of Conduct that relate to under 18 persons' safety, and stores the records in accordance with security and privacy requirements.
- The College keeps a confidential record of all action taken, including any internal investigations and reports made to statutory or professional bodies.

Standard Six: Strategies to Identify and Remove Risk of Abuse of persons under the age of eighteen

The College's commitment to the safety of students under the age of eighteen is held within an overarching commitment to the safety of all students and staff, which safety is equally the

College's obligation. In addition to the strategies outlined above, the College has shown significant leadership, within the Melbourne Chapter and nationally, in creating a safe environment for women and the LGBTIQ community alongside all of our students. More recently we have responded to newer risks associated with cyber communication.

In addition to the strategies already identified in this document, the College is committed to taking constant and ongoing risk assessment and training to enhance our strategies in relation to Standard Six. This commitment is reflected in our annual review of policy, procedures, and shared practices across every aspect of College life, including with attention to Orientation Week but also with regard to every aspect of life throughout the year.

Standard Seven: Strategies to Promote Empowerment and Participation of Persons under the Age of Eighteen

Before their admission to Janet Clarke Hall, all students are made aware of their rights and obligations with respect to a safe environment. Upon entry all students, including all students under the age of 18, are made specifically aware of the College's reporting procedures, as set out in the Code of Conduct. The College fosters a supportive environment which enables students under the age of 18 to seek redress, if necessary, knowing that the College will respond to their concerns appropriately. Regular discussion and dialogue between students and staff includes (but is not limited to) a range of formal and informal settings including one-on-one interviews, mentor meetings, floor meetings, the regular opportunity to talk over meals, regular and constant contact with the student body through its elected representatives, forums such as dinnertime discussions on topics related to College culture, and discussions prompted by guest speakers on topics related to culture, gender, and power. As the first College for women in Australia, the College has furnished generations of leaders in terms of equal opportunity and provides numerous role models who are leaders in the promotion of equality and respect. The College endeavours to promote, in students under the age of 18, awareness of acceptable and unacceptable behaviour as these students move towards adulthood. We are conscious of our special obligations to persons under the age of eighteen, but are also committed to assist them in their journey into adult life.

The College fosters an environment in which students from all backgrounds are encouraged to engage in a full range of activities, ensuring that such activities are culturally and legally responsible and appropriate. Many leadership opportunities are made available for Students under the Age of eighteen.

These Policies and Procedures will be reviewed annually. This document is publicly available on the College website.

Last reviewed: 6 December 2017

Appendix 1: Policies relating to establishing a culture of safety for students within the College setting

1. Fair Treatment Policy
2. Intercollegiate Event Management Policy
3. Transition and Orientation Policy
4. Intercollegiate Policy on Alcohol
5. Policy for the organisation of College Balls.
6. Policy on sport
7. Rowing regatta policy
8. Intercollegiate security agreement



Janet Clarke Hall The University of Melbourne

Under-18 Persons Code of Conduct

PURPOSE

The purpose of this code of conduct is to:

- Protect Under-18 persons from sexual, physical, psychological and emotional abuse or neglect
- promote safety for Under-18 persons in the College;
- set standards about the ways in which individuals working in the College are expected to behave and conduct themselves when interacting with our students;
- outline reporting obligations and structures
- outline the possible consequences should this code of conduct be breached.

All staff, volunteers and contractors of Janet Clarke Hall are required to observe Under 18 safe principles and expectations for appropriate behaviour towards and in the company of under-18 persons, as noted below.

DEFINITIONS

The following definitions apply for the purpose of this Policy:

Under-18 person means a child being any person under the age of 18.

Child means any person who is under the age of 18 years.

Child abuse means any act committed against a child involving a sexual offence or grooming for sexual conduct, the infliction of physical violence, serious emotional and psychological abuse or the serious neglect of a child.

Child safety means matters relating to protecting all Under 18 persons from child abuse, managing the risk of child abuse, providing support to Under 18 persons at risk of child abuse, and responding to incidents or allegations of child abuse.

SCOPE

All individuals who are working or volunteering at Janet Clarke Hall are required to comply with this code of conduct.

Such individuals, referred to as staff, volunteers and contractors in this policy, include those who are:

- directly engaged or employed by Janet Clarke Hall, such as staff, residential and non-residential tutors;
- a College volunteer including College council and committee members, and other individuals who volunteer their time to College pursuits including residential tutor partners or other persons living in residence;
- student volunteers, elected members of the student club executive or leaders of sub-committees or other position of leadership within the student body;
- a contracted service provider to the College or associated organisation; or
- a minister of religion.

Janet Clarke Hall is any physical or virtual place made available or authorised by the College for use by under 18 persons, and includes:

- College managed online environments including our College email, social media and intranet systems; and
- other locations provided by the College for our student's use, including locations used for College Ball, Dinners, Sporting and Cultural events, and other events.

STANDARDS OF CONDUCT

Janet Clarke Hall staff, tutors and student volunteers charged with positions of leadership are responsible for supporting the safety, participation, wellbeing and empowerment of Under 18 persons and are expected to behave with such persons by:

- respecting their privacy
- protecting them from violence, abuse, bullying, torment, ridicule and neglect
- respecting the language and customs of their family
- avoiding covert or overt sexual behaviours when interacting with them
- maintaining appropriate physical and emotional boundaries when in their presence
- refraining from using or possessing illegal drugs or being intoxicated when working with them.
- being positive role models
- treating everyone with respect
- listening and responding to the views and concerns of under-18 persons, particularly if they are telling you that they or another under -18 person has been abused and/or are worried about their safety or the safety of another
- promoting the emotional, physical, and cultural safety of all under-18 persons
- immediate reporting any allegations of abuse of under-18 persons to the Principal and/or Vice Principal
- reporting any safety concerns of under-18 person to the Principal and/or Vice Principal
- responding promptly if an allegation of abuse of under-18 persons is made and as quickly as possible, ensuring that the under-18 person(s) are safe
- encouraging students to have a voice and participate in all relevant college activities where possible, especially on issues that are important to them

- using online contact with students and their families only for educational or relevant college purposes; adhering to the Janet Clarke Hall IT Policy and only through college email accounts.
- adopting practices that assist under-18 persons to feel safe and protected during sporting and cultural activities, including:
 - using positive reinforcement and avoiding abusive, harassing or discriminatory language
 - protecting students from intimidation, embarrassment, humiliation and harm
 - if physical contact with a student by another student or other adult is necessary during a sport or other cultural activity then explain the reason for the contact and ask for the student's permission
 - avoiding where possible situations where an adult may be alone with a student (under-18 person) such as in a bathroom, tutorial room or office with the door closed, bedroom or when the student needs to be transported in a vehicle.

Janet Clarke Hall staff, tutors and students charged with positions of leadership must not engage in specific inappropriate behaviours with under 18 persons that include but are not limited to the following:

- develop any 'special' relationships with under-18 persons that could be seen as favouritism (for example, the offering of gifts or special treatment for specific individuals)
- exhibit behaviours with under-18 persons which may be construed as unnecessarily or inappropriately physical
- put under-18 persons at risk of abuse
- enter a student's bedroom without permission, unless a staff member is concerned for the safety or well being of the student
- entertain or invite students (under-18 persons) in their own bedroom or residence.
- engage in open discussions of a mature, sexual nature in the presence of under-18 persons
- use inappropriate language in the presence of under-18 persons
- provide alcohol to a under-18 persons or failure to report the consumption of alcohol by under-18 persons
- express personal views in a discriminatory or demeaning way on cultures, race or sexuality in the presence of under-18 persons
- discriminate against any under-18 persons because of (but not limited to) culture, race, sex, ethnicity or disability
- initiate contact with a Janet Clarke Hall student or their family outside of our organisation without the relevant Principal's / Vice Principal's knowledge and/or consent (for example, private

- tutoring) providing that appropriate contact would be accidental contact, such as seeing people in a public place
- violate or compromise their unique position, hold of influence and trust in their relationship with students
- ignore or disregard any suspected or disclosed abuse of a person under the age of 18.

REPORTING

Any person involved with the College, including parents/carers, Under-18 persons, students, staff members, volunteers or elected student leaders or persons from External Groups may report child safety concerns to the College Principal or Under-18 person Safety Officer /Fair Treatment Coordinator, including:

- disclosure of child abuse or harm, including sexual misconduct or offences, grooming,
- 'sexting' or inappropriate cyber communication or inappropriate physical contact with an Under-18 person
- other conduct that crosses professional boundaries concerning Under-18 persons
- allegations, suspicions or observations
- breach of the Code of Conduct
- other environmental safety issues

The College Principal or Under- 18 person Safety Officer / Fair Treatment Coordinator will:

- offer to support the Under-18 person, the parents, the person who reports the incident and the accused person;
- initiate internal processes to ensure the safety of the Under-18 person;
- clarify the nature of the complaint and commence any disciplinary process (if required);
- decide, in accordance with legal requirements and the College's duty of care, whether the matter should/must be reported to the police or Child Protection and either make that report themselves or assist another person to make the report as soon as possible if required.

Any allegations of criminal conduct must be reported to Victoria Police as the first priority.

BREACH OF THIS CODE

Employees and volunteers who breach this code of conduct will be liable to disciplinary action in accordance with Janet Clarke Hall's disciplinary procedures. Such disciplinary action will be dealt with on a case by case basis and will be at the discretion of the Principal or his delegate.

Contractors, residential partners and volunteers of Janet Clarke Hall who breach this code of conduct may face termination of their engagement with Janet Clarke Hall. Employees of contractors or sub-contractors may also be refused permission to continue working in the college. In appropriate cases, a breach may be referred to the Victoria Police and/or a regulatory body.

IMPLEMENTATION AND REVIEW

The Janet Clarke Hall community will be informed about this policy. It will be publicly available on the Janet Clarke Hall website.

This document will be reviewed by the Governance and Nominations Committee as required, or at least every three years.

Appendix 3

The College applies best practice standards for recruitment and screening of staff, volunteers and student leaders.

The College will make all reasonable efforts when recruiting and selecting employees, contractors, volunteers and student leaders involved in child-connected work to:

- confirm they hold a valid Working with Children Check or similar check;
- undertake a reference check that addresses the person's suitability for the role;
- examine the person's history of working with Under 18 persons; and
- verify the applicant's personal identity and professional or other qualifications (where applicable).

The College will periodically monitor and review the status of Working with Children Checks and other applicable professional requirements to ensure they remain up to date.

Appendix 4: Example of referee check



Janet Clarke Hall Non-residential tutor reference check

Candidate Name:	
Position Applied For:	Non- Residential tutor
Referee Name:	
Position of Referee:	
Company:	
Phone Number:	
Conducted By:	
Date of Reference Check:	

PROCEDURE / SCRIPT

INTRODUCTION

Your name has been provided by _____ to act as a referee for their application for the position of a Non -residential tutoring position with Janet Clarke Hall

FORMALITIES

	YES	NO
<p>The information you give may be used to assess the potential employment of the candidate.</p> <p>Are you happy to proceed and act as a referee?</p> <p><i>If no, do not continue the reference check.</i></p>		
<p>What is your relationship to the candidate?</p>		
<p>What was their position during their employment or association with you?</p>		
<p>Can you confirm how long they worked with your organisation?</p>		

What was their work ethic like? In terms of punctuality, reliability, honesty etc.?

Comments:

Given your understanding of the position, is there anything else you can tell me about the candidate that may have an impact their ability to effectively undertake the role? How would you describe their level of academic knowledge?

Comments:

Can you describe the candidate's ability to communicate effectively with a small group of students?

Comments:

Given the right circumstances and opportunity, would you consider re-employing the candidate?

Comments:

JCH is committed to the Safeguarding of Young People. Do you have any concerns about the applicant's ability to work with under 18 persons?

Comments:

Are you aware if the employee ever been the subject of a workplace investigation, or formal performance/disciplinary process?

Comments:

Overall, how would you rate the candidate's performance whilst employed by you?

Outstanding Highly Competent Competent Adequate Unsatisfactory

Thank you for your time. It is greatly appreciated.