



Engaging Families in Child Safety Procedures

Loyola College

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 Loyola 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. Provide information through the school's communication channels to update parents and carers about the school's child safety and wellbeing strategies. Regular items are posted in the College newsletter and The Ignatian.
2. Publish school policies, procedures and practices relating to child safety and wellbeing so that they are easily accessible to parents and carers and other members of the school community. All relevant Child Safety policies are posted on the College website.

3. Engage with families to develop and review practices and strategies relating to child safety and wellbeing. Child Safety is listed as a regular agenda item for Partnership With Parents, School Advisory Council, Loyola Parents and Friends Association, Friends of Performing Arts. All feedback is integrated in our Child Safety Risk Management framework. At the beginning of each year, all volunteer groups have a presentation on Child Safety to ensure that they are aware of all aspects relating to the volunteer work they are involved in.
4. Provide members of the school community with adequate information about the school's operations and governance relating to child safety and wellbeing through regular communication in newsletters, at information sessions and forums. Child Safety matters are addressed at every Teaching Staff Meeting, Full Staff Meeting, Faculty and Pastoral meetings.
5. Inform parents, carers and students how to raise concerns and issues about child safety and wellbeing. The Loyola College Complaints policy is posted on the College website for easy access to parents. Early each year, a list of relevant staff is posted in the College newsletter so that parents are aware of who to speak with in respect to different child safety issues. Two Child Safety Officers have been appointed – Deputy Principal Students who manages child safety concerns as related to students and the Deputy Principal Staff and Compliance who addresses concerns relating to staff.
6. Proactively build culturally safe and respectful relationships with Aboriginal families, recognising their role in supporting the identity, cultural safety, and wellbeing of their children through the Culturally Safe Steering committee and the Culturally Safe Coordinator.

4.2. 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. Open lines of communication with families, carers and other members of the school community, particularly with respect to child safety and wellbeing matters. Parents on volunteer committees are encouraged to bring child safety matters to the table at meetings.
2. Liaise with parents and carers about concerns and/or decisions that affect their child. The College has a strong support approach to pastoral care. The Head of House and Mentor oversee the holistic development of the child; the mentor is the primary point of contact for any wellbeing or child safety matter that needs to be addressed.
3. Ensuring all staff manage child safety and wellbeing issues in accordance with all policies for child safety and wellbeing. All staff engage in regular child safety training including the annual Mandatory Reporting eLearning module and the Code of Conduct module. Protect posters are displayed in all major office spaces and in all classrooms to ensure a whole school commitment to child safety.
4. The College Complaints Policy is posted on the College website. Parents are encouraged to make contact with the Child safety Officers when a child's safety concern needs addressing.
5. All visitors are asked to sign in at Reception. If visitors do not have a Working With Children Check, an email is generated and sent to the Deputy Principal Staff and Compliance who addresses the matter and ensures that no one individual is on campus amongst students without a Working With Children Check.

6. 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.

7. 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

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