

CHILD SAFETY AND WELLBEING RECORD KEEPING POLICY

POLICY STATEMENT

The purpose of this policy is to ensure that all College

serious neglect of a Child.

Child-connected work

Work that involves direct contact with children that is regulated under the Child Protection Act 1999.

Child safety

Encompasses matters related to protecting all children from child abuse.

POLICY

Salesian College will ensure that:

Full and accurate records of school activities and decisions relating to Child Safety and Wellbeing are created and kept to meet legislative requirements and community needs.

Child Safety and Wellbeing Records are organised so they can be readily accessed and used for authorised purposes.

Systems and processes are developed to ensure Child Safety and Wellbeing Records are kept secure from unauthorised access, amendment, use, release and disposal.

Child Safety and Wellbeing Records are stored in secure physical locations and systems that will protect them from misuse, damage, deterioration or loss.

Child Safety and Wellbeing Records are preserved in a readable and accessible format for their minimum required retention period.

School staff and volunteers seek written authorisation from the Director of Governance and Strategy prior to disposing of Child Safety and Wellbeing Records.

School staff and volunteers do not dispose of any Child Safety and Wellbeing Records that are likely to be required in a legal proceeding.

The method used to dispose of Child Safety and Wellbeing Records is secure and permanent.

A register of Child Safety and Wellbeing Records disposal is kept.

Child Safety and Wellbeing Recordkeeping procedures set out more detailed guidance for processes that the College has in place to ensure that it meets the Public Record Office Victoria Recordkeeping Standards in relation to the creation, maintenance and disposal of Child Safety and Wellbeing Records.

Note: The College uses the Australia Standards of Archivists Records Retention and Disposal Schedule for Non-Government Schools.

RELEVANT LEGISLATION

Education and Training Reform Act 2006 (Vic.)

Public Records Act 1973 (Vic)

RELATED POLICIES

Child Safety and Wellbeing Record Keeping Procedures

Child Safety Code of Conduct

Child Safety Policy

Complaints Policy

Privacy Collection Notice

Records Retention and Disposal Schedule

REFERENCES

Ministerial Order No. 1359: Implementing the Child Safe Standards Managing the Risk of Child Abuse in Schools and School Boarding Premises

[Public Record Office Victoria Recordkeeping Standards](#)