



1 RATIONALE

Islamic College of Melbourne is committed to providing a child safe environment where all children and young people feel safe, valued and respected. The College has zero tolerance for child abuse and is committed to acting in the best interests of children at all times.

This policy has been developed in accordance with the Victorian Child Safe Standards under **Ministerial Order 1359 (2022)** and supports compliance with the **Child Wellbeing and Safety Act 2005 (Vic)**.

The College acknowledges that child safety is the shared responsibility of the College Board, Principal, staff, volunteers, contractors, visitors, families and the wider community.

2 PURPOSE

The purpose of this policy is to:

- Embed a child safe culture across the College
- Promote the safety, wellbeing and empowerment of all children
- Prevent child abuse and respond appropriately to suspected child abuse
- Ensure the College meets obligations under Ministerial Order 1359 (2022)
- Provide a clear framework for child safe governance, reporting and continuous improvement

3 SCOPE

This policy applies to:

- College Board members
- Principal and leadership staff
- All employees
- Volunteers
- Contractors and external providers
- Visitors
- Parents/carers and members of the College community

4 STATEMENT OF CONTEXT

This Child Safety Policy is an overarching document that provides an overview of key elements of the Islamic College of Melbourne's strategies and approach to child safety. This policy also describes the college's commitment to keep children safe from harm. It forms the foundation of the college's



procedures, practices, decision making processes, and ultimately the college's culture with respect to child safety.

To successfully embed a culture of child safety, the commitment to **zero tolerance of child abuse** is led by the college's governing authority and is openly and transparently shared throughout the college community. This Child Safety Policy is accessible, publicly available and understood by the college community.

The Child Wellbeing and Safety Act 2005 (Vic) defines reportable conduct as:

- sexual offences (including grooming), whether or not a criminal offence has been committed or alleged
- sexual misconduct
- physical violence with, against, or in the presence of a child
- any behaviour causing significant emotional or psychological harm to a child
- significant neglect of a child.

Our College's Child Safety Policy:

- clearly states a zero tolerance of child abuse
- details the college's child safe processes and procedures, and links to existing documents that include child safety considerations - for example, its reporting procedures (including leadership responsibilities), how to respond to an allegation of child abuse, human resources and recruitment practices, and risk management strategy and procedures
- clearly states the college's commitment to cultural safety for Aboriginal and Torres Strait Islander children, cultural safety for children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability and children who are vulnerable
- details expectations and requirements of staff and volunteers to ensure the protection of children, and the training and support staff receive
- includes contact details for people to access information in relation to child safety, such as the college's Child Safety Officers (Head of Primary and Head of Secondary). A Child Safety Officers is a person has knowledge of child safety issues and could be a point of contact for others who have questions or concerns or want to report an allegation of child abuse. The college's Child Safety Officers can be contacted on 03 8742 1739.

This policy and the procedures apply to all members of staff, visitors and other persons connected to the College environment.

5 LEGISLATIVE AND REGULATORY FRAMEWORK

This policy is developed in accordance with:



- Ministerial Order 1359 (2022)
- Child Wellbeing and Safety Act 2005 (Vic)
- Child Wellbeing and Safety Regulations 2017 (Vic)
- Children, Youth and Families Act 2005 (Vic)
- Crimes Act 1958 (Vic)
- Education and Training Reform Act 2006 (Vic)
- Reportable Conduct Scheme (Commission for Children and Young People)

6 WHAT IS CHILD ABUSE?

Child abuse is an act by parents or caregivers which endangers a child or young person's physical or emotional health or development. Child abuse can be a single incident, but usually takes place over time.

In Victoria, under the Children Youth and Families Act 2005 a child or young person is a person under eighteen years of age.

Physical abuse

Physical abuse occurs when a child suffers or is likely to suffer significant harm from an injury inflicted by a child's parent or caregiver. The injury may be inflicted intentionally or may be the inadvertent consequence of physical punishment or physically aggressive treatment of a child. The injury may take the form of bruises, cuts, burns or fractures.

Sexual abuse

Sexual abuse occurs when a person uses power or authority over a child to involve the child in sexual activity and the child's parent or caregiver has not protected the child. Physical force is sometimes involved. Child sexual abuse involves a wide range of sexual activity. It includes fondling of the child's genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or other object, or exposure of the child to pornography.

Emotional abuse

Emotional Abuse occurs when a child's parent or caregiver repeatedly rejects the child or uses threats to frighten the child. This may involve name calling, put downs or continual coldness from the parent or caregiver, to the extent that it significantly damages the child's physical, social, intellectual or emotional development.

Neglect



Neglect is the failure to provide the child with the basic necessities of life such as food, clothing, shelter, medical attention or supervision, to the extent that the child's health and development is, or is likely to be, significantly harmed.

Child abuse may also include harmful behaviour perpetrated by another child or student, including harmful sexual behaviour or serious bullying that causes physical or psychological harm.

7 STATEMENT OF COMMITMENT TO CHILD SAFETY

The college is committed to child safety and to prevent child abuse by creating a college culture and structure to address any issues related to child abuse. All staff, volunteers and College members are responsible for supporting the safety of children by adhering to the code of conduct.

The college clearly opposes any practice that involves conduct of a reportable nature and will be constantly looking to implement measures and strategies that are aimed at preventing reportable conduct and other harm coming to children in its care.

The Islamic College of Melbourne is committed to:

- Promoting the safety, wellbeing and empowerment of all children
- Listening to children and taking their concerns seriously
- Ensuring children know who they can speak to if they feel unsafe
- Providing culturally safe environments for Aboriginal and Torres Strait Islander children
- Supporting children with disability and children from culturally and linguistically diverse backgrounds
- Maintaining a strong child safe culture based on respect, professionalism and accountability

The College has zero tolerance for child abuse and is committed to acting immediately to reduce risks to children.

8 THE 11 VICTORIAN CHILD SAFE STANDARDS

The Islamic College of Melbourne complies with the 11 Victorian Child Safe Standards under Ministerial Order 1359 (2022).

Standard 1 – Culturally Safe Environments

The College is committed to creating culturally safe environments where Aboriginal and Torres Strait Islander children are respected and valued. The College will support cultural inclusion and ensure Aboriginal children feel safe, connected and empowered.



The College has zero tolerance for racism and culturally unsafe behaviour. Any incident of racism or cultural discrimination will be addressed promptly in accordance with the College's policies and procedures.

Standard 2 – Child Empowerment and Participation

The College empowers children by encouraging them to express their views and participate in decisions affecting them. Children are informed of their rights and reporting pathways.

Standard 3 – Family Engagement

The College values families as partners in child safety and will communicate child safety policies and expectations clearly to parents and carers.

Standard 4 – Equity and Diversity

The College respects diversity and ensures policies and practices respond to the needs of all children, including vulnerable children.

Standard 5 – Child-Focused Complaints Processes

The College provides accessible, child-friendly complaint processes and encourages children to raise concerns. Complaints relating to child safety are managed promptly and confidentially.

Standard 6 – Staff and Volunteer Suitability

The College ensures staff and volunteers are suitable through recruitment screening, Working with Children Checks (WWCC), VIT registration and reference checking.

Standard 7 – Training and Supervision

The College provides child safety training annually and ensures staff and volunteers understand their responsibilities and reporting obligations.

Standard 8 – Child Safety in Physical and Online Environments

The College identifies and manages child safety risks in all environments, including online platforms, excursions and camps.

Standard 9 – Implementation of Policies and Procedures

The College ensures child safety policies and procedures are documented, accessible, communicated and implemented.

Standard 10 – Continuous Improvement



The College reviews child safety practices regularly, uses feedback from children and families, and maintains records of improvements.

Standard 11 – Information Sharing

The College shares information appropriately with relevant authorities and complies with legal reporting obligations.

Islamic College of Melbourne complies with lawful information sharing requirements under:

- Child Information Sharing Scheme (CISS)
- Family Violence Information Sharing Scheme (FVISS)
- Mandatory Reporting legislation
- Reportable Conduct Scheme

The College maintains a standalone Information Sharing Procedure (CISS/FVISS) which provides operational guidance on:

- when information must be shared
- when information may be shared
- consent considerations
- documentation requirements
- sharing between the College and external agencies

Child safety takes precedence over confidentiality where required by law.

9 RESPONSIBILITIES

Child protection is everyone's responsibility. At ICOM, the College Board and staff, as well as Volunteers, have a shared responsibility for contributing to the safety and protection of children. Specific responsibilities include:

COLLEGE BOARD RESPONSIBILITIES

The College Board is responsible for:

- Overseeing compliance with Ministerial Order 1359 (2022)
- Ensuring child safety policies are reviewed regularly
- Ensuring the Principal has systems in place for reporting and responding to child safety concerns
- Monitoring continuous improvement through reporting and review registers



PRINCIPAL RESPONSIBILITIES

The Principal is responsible for:

- Ensuring all staff comply with child safety policies
- Acting as the Head of Entity under the Reportable Conduct Scheme
- Ensuring reports to CCYP are made within required timeframes
- Ensuring risk management processes are implemented
- Ensuring child safety training is conducted annually
- Ensuring concerns are responded to promptly and appropriately

CHILD SAFETY OFFICERS

The College has appointed Child Safety Officers who are responsible for supporting the Principal in:

- receiving child safety concerns
- assisting staff with reporting processes
- maintaining secure child safety records
- supporting students and families

Child Safety Officers will be clearly identified to students, staff and families.

STAFF MEMBERS

All staff are required to be familiar with the content of our Child Safe Policy and their legal obligations with respect to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the College's Child Safe Officers.

DIRECT CONTACT VOLUNTEERS

All Direct Contact Volunteers, as defined in this policy, are required to be familiar with the content of our Child Protection Program, particularly this Child Safe Policy and our Child Safe Code of Conduct, and their legal obligations with respect to the reporting of child abuse.

It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the College's Child Safe Officers.

INDIRECT CONTACT VOLUNTEERS



Indirect Contact Volunteers are those volunteers who are involved in providing support and services whilst not directly assisting a specific group of students.

All Indirect Contact Volunteers are responsible for contributing to the safety and protection of children in the College environment.

All Indirect Contact Volunteers are required by the College to be familiar with our Child Safe Policy and our Child Safe Code of Conduct.

Examples of Indirect Contact Volunteer activities may include assisting with College administrative functions.

THIRD PARTY CONTRACTORS

All Third Party Contractors engaged by the College are responsible for contributing to the safety and protection of children in the College environment.

Third Party Contractors include, for example, maintenance and building personnel, consultants, casual teachers, tutors, sports coaches and College cleaners.

This also includes music teachers and other extra-curricular teachers and instructors who are engaged by students and their families directly, rather than the College, but have an agreement with the College to use the College's facilities.

All Third Party Contractors engaged by the College are required by the College to be familiar with our Child Safe Policy and our Child Safe Code of Conduct.

The College may include this requirement in the written agreement between it and the Third Party Contractor.

EXTERNAL EDUCATION PROVIDERS

An External Education Provider is any organisation that the College has arranged to deliver a specified course of study that is part of the curriculum, to a student or students enrolled at the College.

The delivery of such a course may take place on College premises or elsewhere.

All External Education Providers engaged by the College are responsible for contributing to the safety and protection of children in the College environment.

All External Education Providers engaged by the College are required by the College to be familiar with our Child Safe Policy and our Child Safe Code of Conduct.

ICOM College may include this requirement in the written agreement between it and the External Education Provider.



10 ICOM CHILD SAFETY STRATEGIES

Below are the college's child safety strategies. The college may amend, add or remove any of the listed strategies as the need arises or following any incidents. The college will review these strategies on an ongoing basis.

a) Strategies for the college's governing authority

- The college governing authority communicates that it has **zero tolerance of child abuse** (in any form).
- Child safety is a standing item for discussion at meetings of the college governing authority.
- Child safety strategies are developed and enhanced through ongoing review of the effectiveness of practice.
- An appropriate reporting process is in place for child abuse that includes overseeing outcomes.
- The college governing authority oversees the implementation and improvement of child safety strategies.
- The college governing authority communicates with the college community about the college's child safety strategies and their implementation.
- The college reports on child safety in its annual report.

b) Strategies for college staff (includes contractors and volunteers)

- Ensuring awareness of the child safety strategies and the allocated roles and responsibilities.
- Pre-employment reference checks that include checking for child safety.
- Checking of identification for staff as part of recruitment.
- Criminal history checks and confirming currency of Working with Children Check/Victorian Institute of Teaching registration.
- Obtaining certified copies of qualifications for staff as part of recruitment.
- Query gaps in employment history.
- Psychometric testing.
- Induction in child safety for all staff and visitors.
- Child safety is a standing item for discussion at staff and manager meetings.
- To train staff to detect inappropriate behaviour.
- Staff to report inappropriate behaviour.



- Screening and review of the suitability of existing staff through performance appraisal procedures.
- Positive behaviours are recognised and encouraged.
- Foster a culture of openness with approachable and supportive managers.
- No staff member is to meet with individual students behind closed doors, must always be visible to outside staff. This applies to overnight camps, counselling, first aid, bus travel, student with high support needs.

c) Strategies for students

- Students are made aware of how to detect and report inappropriate behaviour.
- Students are encouraged to report inappropriate behaviour.
- The college has nominated two Child Safety Officers that students can approach in relation to child safety concerns.
- The college has child safety reporting procedures.
- The college provides counselling and other resources to support students.
- Students are to notify the college's Child Safety Officers if they believe inappropriate behaviour has occurred.

d) Environment

- The college has child safety strategies in place for all physical environments, that includes:
 - regularly reviewing the physical environment to ensure all risks are identified and managed
 - assessing new or changed physical environments for child safety risks
 - supervising or monitoring activities.
- The college has child safety strategies for its online environments (e.g. student email, intranets, online learning systems, social media) including:
 - clear boundaries of roles between staff and students
 - proactive strategies to detect inappropriate behaviour such as online searches (Google, Facebook etc).
- Visitors are appropriately screened, supervised and made aware of the college's child safety strategies.

e) Principle of Inclusion

The College will consider the diversity of all children, including (but not limited to) the needs of aboriginal and Torres Strait Islander children, children from culturally and



linguistically diverse backgrounds, children with disability, and children who are vulnerable, when making decision regarding the Child Safe Standards.

The College will: -

- Train the College staff on supporting diverse families
- Conduct child safety information sessions to students and families from diverse backgrounds
- Take account of diversity when making decisions regarding the Child Safe Standards

f) Empowerment of Children

- ICOM recognises the importance of empowering all children in their care and teaching personal safety strategies
- ICOM is committed to helping children understand the code of conduct in child friendly language
- ICOM is committed to providing children with appropriate books and materials in child friendly language that support their own safety
- ICOM will support parents and carers to reinforce safety messages at home.

11 OUR COMMITMENT TO CHILD SAFETY

- Our college is committed to child safety.
- We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers.
- We are committed to the safety, participation and empowerment of all children.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.
- Our college is committed to preventing child abuse and identifying risks early and removing and reducing these risks.
- Our college has robust human resources and recruitment practices for all staff and volunteers.
- Our college is committed to regularly training and educating our staff and volunteers on child abuse risks.
- We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally



and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

- We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.

If you believe a child is at immediate risk of abuse phone 000.

12 OUR STUDENTS

This policy is intended to empower students who are vital and active participants in our college. We involve them when making decisions, especially about matters that directly affect them. We listen to their views and respect what they have to say.

We promote diversity and tolerance in our college, and people from all walks of life and cultural backgrounds are welcome. In particular we:

- promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children
- promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds
- ensure that children with a disability are safe and can participate equally.

The College will seek input from students when reviewing child safety policies and practices through student leadership forums, surveys or other consultation mechanisms.

13 OUR STAFF AND VOLUNTEERS

This policy guides our staff and volunteers on how to behave with children in our college.

All of our staff and volunteers must agree and sign to abide by our code of conduct which specifies the standards of conduct required when working with children. All staff and volunteers, as well as children and their families, are given the opportunity to contribute to the development of the code of conduct.

14 TRAINING, COMMUNICATION AND SUPERVISION

The College will ensure:

- Annual child safety training for all staff
- Induction for new staff, volunteers and contractors
- Child safety awareness information for students
- Child safety policy access for parents and families via the College website or portal

Training and education are important to ensure that everyone in our college understands that child safety is everyone's responsibility.



Our college culture aims for all staff and volunteers (in addition to parents/carers and children) to feel confident and comfortable in discussing any allegations of child abuse or child safety concerns. We train our staff and volunteers to identify, assess, and minimise risks of child abuse and to detect potential signs of child abuse.

We also support our staff and volunteers through ongoing supervision to: develop their skills to protect children from abuse; and promote the cultural safety of Aboriginal and Torres Strait Islander children, the cultural safety of children from linguistically and/or diverse backgrounds, and the safety of children with a disability.

New employees and volunteers will be inducted and will be supervised regularly to ensure they understand our college's commitment to child safety and that everyone has a role to play in protecting children from abuse, as well as checking that their behaviour towards children is safe and appropriate (please refer to this college's code of conduct to understand appropriate behaviour further). Any inappropriate behaviour will be reported through appropriate channels, including the Department of Health and Human Services and Victoria Police, depending on the severity and urgency of the matter.

15 RECRUITMENT

We take all reasonable steps to employ skilled people to work with children. We develop selection criteria and advertisements which clearly demonstrate our commitment to child safety and an awareness of our social and legislative responsibilities. Our college understands that when recruiting staff and volunteers we have ethical as well as legislative obligations.

We actively encourage applications from Aboriginal and Torres Strait Islander peoples, people from culturally and/or linguistically diverse backgrounds and people with a disability.

All people engaged in child-related work, including volunteers, are required to hold a Working with Children Check and to provide evidence of this Check. Please see the [Working with Children Check](http://www.workingwithchildren.vic.gov.au) website <www.workingwithchildren.vic.gov.au> for further information

We carry out reference checks and police record checks to ensure that we are recruiting the right people. Police record checks are used only for the purposes of recruitment and are discarded after the recruitment process is complete. We do retain our own records (but not the actual criminal record) if an applicant's criminal history affected our decision-making process.

If during the recruitment process a person's records indicate a criminal history, then the person will be given the opportunity to provide further information and context.



16 CHILD SAFETY BREACH MANAGEMENT

The College recognises that not all inappropriate behaviour meets the threshold of criminal conduct or reportable conduct but may still indicate grooming behaviour, boundary violations or emerging risk.

All non-reportable child safety concerns are managed under the College's Child Safety Breach Management Procedure, which ensures:

- early intervention
- risk assessment and monitoring
- documentation and pattern detection
- escalation where required
- student wellbeing support

All staff, volunteers and contractors must comply with the College's Child Safe Code of Conduct, including professional boundaries and appropriate behaviour.

17 PHYSICAL CONTACT AND PROFESSIONAL BOUNDARIES

Physical contact between staff and students must be appropriate, professional and consistent with duty of care. Physical contact must not be initiated for personal reasons or in a manner that could be interpreted as grooming or inappropriate behaviour.

18 REPORTING AND RESPONDING TO CHILD SAFETY CONCERNS

The College will respond to all concerns, disclosures or allegations promptly and in accordance with the College's:

- Mandatory Reporting Policy and Procedure

Information Sharing Procedure (CISS/FVISS)

Child Safety Breach Management Procedure (Non-Reportable Misconduct)

- Crimes Act Policy
- Responding to Allegations of Child Abuse Procedure
- Reportable Conduct Policy

The College follows the Four Critical Actions for Schools when responding to allegations of child abuse, including the Four Critical Actions for Student Sexual Offending where applicable.

Child safety concerns may be reported to:



- The Principal
- Child Safety Officers
- Any trusted staff member

19 FAIR PROCEDURES FOR PERSONNEL

The safety and wellbeing of children is our primary concern. We are also fair and just to personnel. The decisions we make when recruiting, assessing incidents, and undertaking disciplinary action will always be thorough, transparent, and based on evidence.

We record all allegations of abuse and safety concerns using our incident reporting form, including investigation updates. All records are securely stored.

If an allegation of abuse or a safety concern is raised, we provide updates to children and families on progress and any actions we as a college take.

20 RECORD KEEPING AND CONFIDENTIALITY

All child safety matters must be documented and stored securely. Access to records will be restricted to authorised personnel only.

Records will be retained in accordance with the **Public Records Act 1973 (Vic)** and relevant retention schedules.

Confidentiality does not override legal reporting obligations.

21 LEGISLATIVE RESPONSIBILITIES

Our college takes our legal responsibilities seriously, including:

- **Failure to disclose:** Reporting child sexual abuse is a community-wide responsibility. All adults in Victoria who have a reasonable belief that an adult has committed a sexual offence against a child under 16 have an obligation to report that information to the police.
- **Failure to protect:** People of authority in our college will commit an offence if they know of a substantial risk of child sexual abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.
- Any personnel who are **mandatory reporters** must comply with their duties.

22 RISK MANAGEMENT

In Victoria, schools are required to protect children when a risk is identified (see information about failure to protect above). In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children.



We have risk management strategies in place to identify, assess, and take steps to minimise child abuse risks, which include:

- risks posed by physical environments (for example, any doors that can lock). Staff to keep doors open when meeting with individual students or they should be visible to other through glass or windows
- online environments (for example, no staff or volunteer is to have contact with a child in college on social media, excluding the college email)
- monitor student interactions in the college grounds between the Primary and Secondary students (for example, boys/girls' improper interactions, senior students with junior students)
- toilet/changing room facilities are assigned by age groups and strictly ensure that senior students do not use the junior students' toilets/changing rooms
- toilet/changing room facilities are assigned for males and females separately, strictly ensure that male students only use the male facilities and female students only use female facilities
- students are not allowed to remain in the classroom during recess or lunch times without appropriate supervision
- staff are to be vigilant with regards to isolated areas in the college to avoid possible harassment or bullying
- staff are to maintain a professional staff/student relationship at all times
- Physical contact is prohibited between staff and students
- college must seriously investigate any accusations made by students or staff members
- college must take measures to protect any student or staff member who report any concerns and ensure they are safe

Refer to related policies in this regard, such as the Social Media Policy, Electronic Devices and Internet Use Policy, OHS Policy, Emergency Management Plan, Child safety policy and Statement of Commitment... etc.

23 REGULAR REVIEW

This policy will be reviewed:

- Every two years
- Following legislative changes
- Following serious incidents where required



24 ALLEGATIONS, CONCERNS AND COMPLAINTS

Our college takes all allegations seriously and has practices in place to investigate thoroughly and quickly. Our staff are trained to deal appropriately with allegations.

We work to ensure all children, families, staff and volunteers know what to do and who to tell if they observe abuse or are a victim, and if they notice inappropriate behaviour.

Besides the college, all staff members have a responsibility to report an allegation of abuse if we have a reasonable belief that an incident took place (see information about failure to disclose above) and refer to the procedure for reporting child abuse in the college's Mandatory Reporting Policy.

If an adult has a **reasonable belief** that an incident has occurred, then they must report the incident. Factors contributing to reasonable belief may be:

- a child states they or someone they know has been abused (noting that sometimes the child may in fact be referring to themselves)
- behaviour consistent with that of an abuse victim is observed
- someone else has raised a suspicion of abuse but is unwilling to report it
- observing suspicious behaviour

25 FURTHER INFORMATION

Further information on child safe standards can be found on the Department of Families, Fairness and Housing website www.dhs.vic.gov.au/about-the-department/plans,-programs-and-projects/projects-and-initiatives/children,-youth-and-family-services/creating-child-safe-colleges.

Registered schools can contact the Department of Education and Training:
child.safe.schools@edumail.vic.gov.au

Early childhood services operating under the *National Quality Framework or Children's Services Act 1996* should contact: licensed.childrens.services@edumail.vic.gov.au

Licensed children's services enquiry line: 1300 307 415



26 DOCUMENT CONTROL INFORMATION

Approval Date	23 November 2025
Approved By	Board Chair
Supersedes	Previous
Date of Last Review	25 November 2023
Date for Next Review	2-year cycle