



Child Safety Training

Harkaway Hills College recognises that without training and education of our staff, the Board of PARED (Victoria) and Direct Contact Volunteers, our policies and procedures will not operate to effectively keep our students safe and protect them from abuse.

The Board, staff and Direct Contact Volunteers receive child safety training when they first commence their role at the College as part of the induction process and are required to complete ongoing training on child safety issues at least annually.

All Mandatory Reporters undergo the College's Child Safety Training course when they first commence their role at the College as part of the induction process, as well as periodic refreshed training to ensure ongoing understanding of their obligations.

Mandatory Reporters are also required to complete the DET Protecting Children – Mandatory Reporting and Other Obligations eLearning module at least once per calendar year:

<http://www.elearn.com.au/det/protectingchildren/schools/>

Our Child Safety Training course consists of the following modules:

- Module 1** - An Overview of Our Child Safety Program
- Module 2** - The Meaning of Child Abuse and its Key Risk Indicators
- Module 3** - The Legal and Regulatory Framework for Child Safety in Victoria
- Module 4** - Victorian Child Safe Standards
- Module 5** - Our Child Protection Policy and Child Safe Code of Conduct
- Module 6** - How to Respond to a Child Safety Incident
- Module 7** - Child Safety Reporting
- Module 8** - Working with Children Checks
- Module 9** - Staff and Student Professional Boundaries

Child Safety Training Record Keeping

Through the College's online child safety training course, the College creates and maintains electronic records of completed child safety training.

PARED Board	Training completed 29 February 2020 (see Board Minutes)
Staff, including Mandatory Reports	Training completed 19 February 2020 (see certificates)
Direct Contact Volunteers	Training delayed due to COVID-19 – no direct contact events have taken place in 2020, training will take place before direct contact events are permitted.

Last reviewed: 24 August 2020