

POLICY	PROCEDURE
Policy Name	Child Safety and Wellbeing Policy
NESA Manual Section	Safe and Supportive Environment (B8) Child Protection (B8.1)
Related Procedures & Registers	Child Safety and Wellbeing Procedure (B8.1) Child Safety Code of Conduct (B8.1) Child Protection Procedure (B8.1) Working With Children Check Procedure (B8.1) Annual Child Protection Responsibilities Notification for Employees Procedure (B8.1) Code of Conduct for Staff Procedure (B2.3) Code of Conduct for Responsible Persons Procedure (B2.3) Code of Conduct for Students Procedure (B8.2) Student Wellbeing and Support Procedure (B8.2) Student Supervision Procedure (B8.2) Student Behaviour Management (Discipline) Procedure (B9.1) Compliant Handling Procedure (B8.2) Complaint Handling Procedural Fairness Guidelines (B8.2) Privacy and Confidentiality Procedure (B2.3) Document and Record Retention Procedure (B2.3) ICT, Social Media and Technology Use Procedure (B2.3) Work, Health and Safety Procedure (B2.3)
Related Policies	Child Protection Policy (B8.1) Working With Children Check Policy (B8.1) Annual Child Protection Responsibilities Notification for Employees Policy (B8.1) Code of Conduct for Staff Policy (B2.3) Code of Conduct for Responsible Persons Policy (B2.3) Code of Conduct for Students Policy (B8.2) Student Wellbeing and Support Policy (B8.2) Student Supervision Policy (B8.2) Student Behaviour Management (Discipline) Policy (B9.1) Complaint Handling Policy (B8.2) Privacy and Confidentiality Policy (B2.3) Document and Record Retention Policy (B2.3) ICT, Social Media and Technology Use Policy (B2.3) Work, Health and Safety Policy (B2.3)
Related Legislation	Education Act 1990 Child and Young Persons (Care and Protection) Act 1988 Child Protection (Working with Children) Act 2012 (NSW) Children's Guardian Act 2019 Anti-Discrimination Act 1977 (NSW) Crimes Act 1900 (NSW) Privacy Act 1988 (Cth)
Date of Issue / Last Revision	8 April 2025 16 May 2026
Date Set for Review	May 2029

Child Safety and Wellbeing Policy

Policy Statement

Central Coast Montessori Primary School Ltd (CCMPS) is committed to being a child-safe and child-friendly organisation where children and young people are safe, feel safe, are listened to, and are supported to participate in decisions that affect them.

CCMPS has zero tolerance for child abuse and takes proactive steps to identify, prevent and respond to risks of harm to children and young people. The School recognises that child safety is a shared responsibility and that all members of the School community have a role in promoting the safety, wellbeing, dignity and rights of students.

CCMPS is committed to embedding a child-safe culture across governance, leadership, staff practice, student wellbeing, family engagement, risk management, complaints handling, recruitment, training and continuous improvement.

This Policy provides the overarching framework for CCMPS's approach to child safety and wellbeing and supports the School's compliance with the NSW Child Safe Standards and relevant child protection obligations.

Purpose

The purpose of this Policy is to outline CCMPS's commitment to child safety and wellbeing and to establish a clear framework for creating and maintaining a child-safe environment.

This Policy supports CCMPS to:

- promote a strong child-safe culture
- uphold the rights, safety and wellbeing of children and young people
- embed the NSW Child Safe Standards into School governance and practice
- prevent, identify and respond to risks of child abuse or harm
- support student voice, participation and empowerment
- engage families and the School community in child safety
- promote equity, inclusion and cultural safety
- ensure staff, volunteers and contractors understand their child safety responsibilities
- maintain appropriate reporting, complaint, recordkeeping and review processes.

Scope

This Policy applies to all students enrolled at CCMPS and to all Board members, staff, volunteers, contractors, visitors, parents/carers and other adults involved in the School community.

It applies to all physical, online and virtual environments where students are under the care, supervision or authority of CCMPS, including:

- School grounds and learning environments
- classrooms, playgrounds and outdoor areas
- excursions, camps, sporting events and off-site activities
- School events and activities
- online platforms, communication systems and digital learning environments authorised by the School

- third-party environments or services used by students as part of School activities.

This Policy should be read together with the *Child Safety and Wellbeing Procedure, Child Protection Policy and Procedure, Working With Children Check Policy and Procedure, Annual Child Protection Responsibilities Notification for Employees Policy and Procedure, Child Safety Code of Conduct* and related student welfare, conduct, supervision, complaints, privacy and recordkeeping documents.

Principles

Child safety and wellbeing at CCMPS is guided by the following principles:

- Child safety is paramount — the safety, wellbeing and best interests of children and young people are central to School decision-making and practice.
- Zero tolerance of child abuse — CCMPS does not tolerate child abuse, neglect, grooming, exploitation or harm in any form.
- Shared responsibility — child safety is the responsibility of all Board members, staff, volunteers, contractors and members of the School community.
- Child-safe culture — child safety is embedded in governance, leadership, policies, procedures, daily practice and continuous improvement.
- Student voice and participation — students are supported to understand their rights, express their views, raise concerns and participate in matters affecting their safety and wellbeing.
- Family and community engagement — families and the School community are important partners in promoting and monitoring child safety and wellbeing.
- Equity, inclusion and cultural safety — CCMPS respects diversity and takes account of the needs of students from diverse backgrounds and circumstances.
- Risk prevention and management — child safety risks are identified, assessed, controlled and reviewed.
- Child-safe recruitment and supervision — staff, volunteers and contractors are screened, inducted, trained and supervised appropriately.
- Prompt reporting and response — child safety concerns, disclosures, allegations and complaints are taken seriously and responded to promptly.
- Confidentiality and records — child safety information is managed sensitively, securely and in accordance with legal and recordkeeping obligations.
- Continuous improvement — child safety practices are reviewed and strengthened in response to experience, feedback, incidents, risks and regulatory requirements.

NSW Child Safe Standards

CCMPS is committed to implementing and upholding the NSW Child Safe Standards.

The NSW Child Safe Standards require child-safe organisations to:

- embed child safety in organisational leadership, governance and culture

- ensure children participate in decisions affecting them and are taken seriously
- inform and involve families and communities
- uphold equity and take diverse needs into account
- ensure people working with children are suitable and supported
- ensure child-focused complaint processes are in place
- equip staff with knowledge, skills and awareness to keep children safe
- maintain safe physical and online environments
- review and improve child safety practices
- document policies and procedures for child safety.

CCMPS embeds these standards through its policies, procedures, staff training, student wellbeing practices, child protection processes, risk management, complaints handling, governance oversight and continuous improvement.

Child Safety and Wellbeing Framework

CCMPS maintains a child safety and wellbeing framework that includes:

- this Child Safety and Wellbeing Policy
- Child Safety and Wellbeing Procedure
- Child Safety Code of Conduct
- Child Protection Policy and Procedure
- Working With Children Check Policy and Procedure
- Annual Child Protection Responsibilities Notification for Employees Policy and Procedure
- child-safe recruitment, induction and training processes
- student wellbeing and support processes
- supervision and duty of care arrangements
- complaints and reporting pathways
- child safety risk management processes
- privacy, confidentiality and recordkeeping arrangements
- regular review and continuous improvement.

This framework is intended to support a whole-school approach to child safety, wellbeing, protection and participation.

Child-Safe Culture

CCMPS is committed to creating and maintaining a child-safe culture in which:

- child safety is openly discussed and prioritised
- students are encouraged to speak up and seek help
- staff understand and act on their child safety responsibilities
- concerns are taken seriously and responded to appropriately
- families are informed and involved
- risks are identified and managed
- respectful relationships are promoted
- unsafe conduct is not tolerated
- continuous improvement is expected.

The School promotes respectful relationships between students and staff, and among students. These relationships are based on respect, honesty, kindness, trust, empathy and appropriate professional boundaries.

CCMPS prohibits corporal punishment and does not permit any form of discipline, behaviour management or adult conduct that humiliates, intimidates, degrades, harms or places a student at risk.

Student Voice, Empowerment and Participation

CCMPS recognises that students are safer when they understand their rights, are listened to, and are supported to participate in decisions affecting them.

The School supports student voice and participation by:

- encouraging students to express their views, concerns and ideas
- helping students understand their right to feel safe and be treated with respect
- providing age-appropriate ways for students to raise concerns or seek help
- taking student concerns seriously
- supporting respectful relationships and peer support
- involving students in wellbeing and safety discussions where appropriate
- promoting student confidence, independence and responsibility consistent with Montessori practice.

Student participation will be supported in ways that are appropriate to each student's age, maturity, communication needs, developmental stage and individual circumstances.

Family and Community Engagement

CCMPS recognises that families and the School community play an important role in supporting child safety and wellbeing.

The School will:

- provide families with accessible information about child safety policies and processes
- encourage families to raise child safety concerns or ideas for improvement
- communicate relevant child safety updates where appropriate
- involve families in student wellbeing and safety matters where appropriate
- support families to understand reporting and complaint pathways
- make key child safety policies and procedures available to the School community where appropriate.

Communication with families will be respectful, timely and sensitive to the circumstances of the student and family.

Equity, Diversity and Inclusion

CCMPS is committed to providing a safe, inclusive and respectful environment for all students.

The School recognises that some students may experience increased vulnerability or require additional support to feel and be safe. Particular attention will be given to the child safety and wellbeing needs of:

- Aboriginal and Torres Strait Islander students
- students from culturally and linguistically diverse backgrounds
- students with disability
- students with health care, learning or additional support needs
- students who are unable to live at home or who are affected by family violence

- students experiencing social, emotional or family vulnerability
- students with diverse identities, backgrounds or circumstances.

CCMPS does not tolerate discrimination, harassment, vilification, victimisation, bullying or harmful behaviour directed at students because of their background, identity, ability, culture, family circumstances or other personal characteristics.

Culturally Safe Environments

CCMPS is committed to creating culturally safe and respectful environments for Aboriginal and Torres Strait Islander students and for students from culturally and linguistically diverse backgrounds.

The School recognises the connection between culture, identity, belonging and safety. CCMPS will seek to create opportunities for students and families to share their culture, have a voice in the School community and participate in a respectful and inclusive learning environment.

Child-Safe Recruitment, Induction and Training

CCMPS is committed to ensuring that people who work with or around students are suitable, supported and aware of their child safety responsibilities.

Child-safe recruitment, induction and training processes include:

- appropriate recruitment and screening practices
- Working With Children Check requirements and verification
- reference checking and suitability assessment where applicable
- role descriptions that include child safety expectations
- induction into child safety policies, procedures and codes of conduct
- annual child protection responsibilities notification for employees
- ongoing child safety and wellbeing training
- supervision and performance management processes that reinforce child-safe practice.

Working With Children Check requirements are managed in accordance with the *Working With Children Check Policy and Procedure*.

Staff, Volunteers and Contractors

All staff, volunteers and contractors must act in accordance with this Policy, the *Child Safety Code of Conduct*, *Child Protection Policy and Procedure*, *Working With Children Check* requirements and any other relevant School policies and procedures.

Staff, volunteers and contractors are expected to:

- prioritise student safety and wellbeing
- maintain appropriate professional boundaries
- report child safety concerns promptly
- participate in required induction and training
- follow School procedures for supervision, conduct, complaints and reporting
- support students to feel safe, respected and included
- comply with all relevant legal and regulatory obligations.

Volunteers and contractors must comply with School directions and must not engage in child-connected work unless authorised by the School and subject to required screening, induction and supervision arrangements.

Child Safety Risk Management

CCMPS will identify, assess, manage and review child safety risks across School environments, activities and operations.

Child safety risk management may include consideration of risks arising from:

- physical environments
- online and digital environments
- excursions, camps and off-site activities
- one-to-one interactions
- student supervision arrangements
- volunteers, contractors and visitors
- student behaviour or peer relationships
- students with additional needs or vulnerabilities
- recruitment, induction and staff conduct
- complaints, disclosures or incidents
- changes to School operations or activities.

Child safety risks will be managed through the School's risk management framework, relevant risk registers, procedures, supervision arrangements, staff training and review processes.

Reporting Child Safety Concerns

All child safety concerns, disclosures, allegations or suspicions must be taken seriously and responded to promptly.

Child safety concerns may include concerns about:

- abuse, neglect, grooming or exploitation
- risk of significant harm
- reportable conduct
- inappropriate conduct by an adult
- unsafe student behaviour or peer harm
- breaches of professional boundaries
- unsafe environments or practices
- failure to follow child safety procedures.

Reporting and response processes must be managed in accordance with the *Child Protection Policy and Procedure* and any applicable mandatory reporting, reportable conduct, police reporting or regulatory obligations.

Student wellbeing or conduct processes do not replace child protection reporting obligations.

Complaints and Concerns

CCMPS encourages students, parents/carers, staff, volunteers, contractors and community members to raise child safety concerns, complaints or suggestions for improvement.

Complaints or concerns involving child safety will be managed promptly, fairly and sensitively in accordance with the nature of the matter and relevant policies and procedures.

Where a complaint or concern involves possible child abuse, neglect, reportable conduct, risk of significant harm or criminal conduct, the Child Protection Policy and Procedure and applicable legal reporting obligations must be followed.

No person should be discouraged from reporting a child safety concern to an appropriate authority.

Records, Privacy and Confidentiality

CCMPS recognises that accurate and secure records are essential to child safety and wellbeing.

Records relating to child safety concerns, disclosures, allegations, reports, decisions, risk assessments, complaints, training, recruitment and review processes must be maintained securely and in accordance with School recordkeeping requirements.

Child safety information must be handled confidentially and only shared where there is a legitimate child safety, wellbeing, educational, operational or legal reason to do so.

Records will be retained in accordance with the *Document and Record Retention Policy and Procedure* and stored in the designated digital storage environment, currently CCMPS G:Drive.

Governance and Oversight

The Board is responsible for ensuring CCMPS maintains appropriate governance oversight of child safety and wellbeing.

Child safety and wellbeing will be supported through:

- Board-approved policies and procedures
- regular reporting to the Board where appropriate
- child safety risk management
- compliance monitoring
- staff training and awareness
- review of incidents, complaints and child safety risks
- continuous improvement of child-safe practices.

The Principal is responsible for implementing the child safety and wellbeing framework and ensuring that child safety is embedded in School operations.

Child Safety and Wellbeing Officer

CCMPS may appoint a Child Safety and Wellbeing Officer or nominated child safety lead to support implementation of the School's child safety framework. This role is likely to be held by the Assistant Principal, or another suitably skilled staff member nominated by the Principal and/or Board.

The Child Safety and Wellbeing Officer or nominated child safety lead may:

- act as a first point of contact for child safety concerns
- support staff to understand child safety responsibilities
- assist with implementation of child safety policies and procedures
- support reporting and escalation processes

- assist with child safety training and communication
- support review and improvement of child-safe practices.

The appointment of a Child Safety and Wellbeing Officer does not replace the legal reporting obligations of staff, volunteers, contractors, the Principal or the Board.

Roles and Responsibilities

School Board

The Board is responsible for:

- ensuring governance arrangements support and prioritise child safety and wellbeing
- approving and reviewing this Policy
- ensuring appropriate child safety policies, procedures and codes of conduct are in place
- ensuring appropriate resources are available to support child safety and wellbeing
- receiving and considering relevant child safety reports, risks, incidents and compliance matters
- ensuring child safety and wellbeing is considered as part of risk and compliance oversight
- ensuring compliance with legal and regulatory obligations
- promoting a child-safe culture at governance level.

Principal

The Principal is responsible for:

- implementing this Policy and related procedures
- promoting and maintaining a child-safe culture
- ensuring staff, volunteers and contractors understand their child safety responsibilities
- ensuring child safety concerns are responded to in accordance with relevant procedures
- ensuring mandatory reporting, reportable conduct and other legal obligations are met
- ensuring appropriate child safety training and induction occurs
- ensuring child safety risks are identified, managed and reviewed
- ensuring relevant records are maintained
- reporting relevant child safety matters to the Board where appropriate.

Child Safety and Wellbeing Officer / Nominated Child Safety Lead

The Child Safety and Wellbeing Officer or nominated child safety lead is responsible for:

- supporting implementation of the child safety and wellbeing framework
- acting as a point of contact for child safety concerns
- supporting staff to identify and respond to child safety concerns
- assisting with child safety communication, training and awareness
- supporting child safety risk identification and review
- assisting with records and reporting processes where delegated
- promoting student voice, participation and wellbeing in child safety practice.

Staff

Staff are responsible for:

- acting in accordance with this Policy and related procedures
- complying with the Child Safety Code of Conduct
- maintaining appropriate professional boundaries

- completing required child safety induction and training
- identifying and reporting child safety concerns promptly
- supporting students to feel safe, respected and included
- listening to students and taking concerns seriously
- following child protection, supervision, wellbeing, complaints and recordkeeping procedures
- complying with legal and regulatory obligations.

Volunteers, Contractors and Visitors

Volunteers, contractors and visitors are responsible for:

- complying with this Policy and relevant School directions
- complying with the Child Safety Code of Conduct where applicable
- completing required screening, induction or training relevant to their role
- maintaining appropriate boundaries with students
- reporting child safety concerns promptly
- acting in a way that supports student safety, wellbeing and dignity.

Students

Students are supported and encouraged to:

- understand their right to feel safe and be treated with respect
- seek help from trusted adults when they feel unsafe, worried or uncomfortable
- raise concerns about their own safety or the safety of others
- participate in child safety and wellbeing discussions where appropriate
- treat others with respect and dignity
- follow the Code of Conduct for Students and related School expectations.

Parents/Carers

Parents and carers are responsible for:

- supporting the School's commitment to child safety and wellbeing
- raising child safety or wellbeing concerns promptly
- working respectfully and collaboratively with the School
- supporting their child to understand safety, respect and help-seeking
- following School processes for complaints, communication and conduct.

Monitoring, Evaluating and Review

Annual adjustments may be made to this Policy in response to identified areas for improvement to ensure it remains current, effective and aligned with School practice. Otherwise, this Policy will be reviewed every three (3) years, or earlier if required due to changes in legislation, regulatory requirements, NESA guidance, child safety standards, significant incidents or identified gaps in practice.

Continuous improvement will be guided by child safety risks, complaints, incidents, student and family feedback, staff feedback, training outcomes, regulatory guidance, NESA requirements and review of child-safe practices.

Related Documents and References

[Child Safe Standards \(NSW\)](#)

[Disability Discrimination Act 1992 \(Cth\)](#)

[Disability Standards for Education 2005 \(Cth\)](#)

[Independent Schools NSW Governance Resource Manual March 2026](#)

[NESA Registered and Accredited Individual Non-Government Schools \(NSW\) Manual February 2026](#)

[NESA Resources for Schools](#)

[NSW Education Standards Authority Act 2013 \(NSW\)](#)

[NSW Office of the Children's Guardian guidance](#)

[NSW Wellbeing Framework for Schools](#)

In the event of any inconsistency between this Policy and applicable legislation, the legislation will prevail.