

# General Child Safe Action Plan: Operations Plan\_Canterbury College

## Purpose

The Child Safe Action Plan: Child Safe Operations, details the actions currently taken to comply with the Child Safe Standards and the Universal Principle, and related requirements, as per the *Child Safe Anglican Education Policy*.

Note: Actions are allocated to the Standard that it primarily relates to. While they may relate to more than one Standard, they are only listed once, to avoid duplication. Actions related to the Universal Principle are also integrated into each respective Standard.

## Scope

This Plan relates to the following Child Safe Entities:

Name	Type
<b>Canterbury College</b>	Operations Plan covers actions implemented throughout the school. The General Operations Plan applies to all from Prep to Year 12. The actions specific to a business unit will be indicated in the entity column on the left following the below keys: <ul style="list-style-type: none"> <li>• HS - Homestay</li> <li>• Gen - General (across the whole College)</li> <li>• PA- Performing Arts</li> <li>• S&amp;A- Sports and Activities</li> <li>• Outdoor Ed - Outdoor Education</li> <li>• SS - Senior School</li> <li>• JS - Junior School</li> </ul>

Note: Where an Action described below only relates to one or some of the Child Safe Entities covered by this plan, this will be specified within that Action (e.g. with the school, education & care service, or School Boarding house).



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## Approval

This Plan is endorsed and approved as follows:

Endorsed/Approved	Name	Role	Date
Endorsed	Michael Buckingham	Chair of School School Board	
Approved	Daniel Walker	School Principal/CEO	

## Standard 1: Leadership and culture

Entity	Action Taken	Responsible Person	Timeframe <i>(where applicable)</i>
Gen	Maintain an active School Board comprising members from diverse professional backgrounds.	School Board Principal	As required
Gen	Promote a culture of continuous learning across all school activities and stakeholders.	School Board Principal Executive Leadership Team Senior Leadership Team	Ongoing
Gen	Ensure the child protection framework is accessible via the College website and intranet.	Risk and Compliance Officer Head of Care Central and Safeguarding	Ongoing
Gen	Assign senior leadership members to oversee portfolios and activities.	Senior Leadership Team	Ongoing
Gen	Promote the informal motto “Different Together” to foster diversity and inclusion among students.	Principal	Ongoing
Gen	Ensure ASC Child Safe Operations Procedures are accessible in Policy Library and fully implemented.	Risk and Compliance Officer	One week prior to enforcement date
Gen	Include an Acknowledgment of Country at major formal gatherings.	Principal	As required
Gen	Conduct Executive Leadership Team meetings on a fortnightly basis	Principal Executive Leadership Team	Fortnightly
Gen	Maintain an active Child Protection Committee with termly meetings.	Child Safe Committee Chair	Termly
Gen	Appoint Child Safe Advocates across all designated business entities	Executive Leadership Team Child Safe Committee Chair	Termly

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Gen	Implement a robust pastoral care framework to support staff and student wellbeing.	Heads of House Chaplain	Ongoing
Gen	Display a public commitment to child safety on the website, during sign-in, and in staff induction materials.	Director of IT Risk and Compliance Officer Coordinator of People and Culture	Annually and as required
Gen	Provide child safety reports to the School Board for review and discussion each semester.	Principal Child Safe Committee Chair	Semesterly
Gen	Obtain annual School Board approval for the Child Safe Policy.	School Board Principal	Annually
Gen	Include child safety as a standing agenda item in School Board meetings.	School Board Principal	Ongoing
Gen	Publish ASC Child Safe Policy and Response Procedures on College website and MyCC	Manager of Communications and Engagement Director of IT	One week prior to enforcement date
HS	Configure TASS profiles to reflect homestay standards and ESL requirements.	Enrolments Manager	As required
HS/ Int	Maintain an independent School Board Charter and Terms of Reference, reviewed annually	Executive Leadership Team	Annually
JS SS	Appoint an Executive team member as Head of Sub-School.	Principal	Ongoing
JS SS	Appoint an Assistant Head of Sub-School with a focus on wellbeing	Executive Leadership Team	Ongoing
Outdoor Ed	Use accredited outdoor education providers with robust governance frameworks and align with mission statements.	Head of Faculty – Character and Resilience	Ongoing
Outdoor Ed	Deliver pre-activity, post-activity, and on-site briefings as required	Head of faculty – Character and Resilience	Pre and Post activity
Outdoor Ed	Allocate appropriate resources to deliver age- and capability-appropriate outdoor experiences.	Head of faculty – Character and Resilience	Ongoing
PA and S&A	Provide mentorship opportunities for senior students to support junior students.	Director of Performing Arts Director of Sports and Activities	Ongoing
SS	Establish an organisational structure that promotes open dialogue on wellbeing and safety between students, Heads of House, and Assistant Heads of Senior School.	Heads of House Assistant Head of House	Ongoing

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## Standard 2: Voice of children

No.	Action Taken	Responsible Person	Timeframe <i>(where applicable)</i>
Gen	Participate in National Child Protection Week with activities designed to capture student voices.	Head of Care Central and Safeguarding	Annually
Gen	Provide onsite counsellors to support and advocate for students.	Head of Care Central and Safeguarding	Ongoing
Gen	Offer health care choices aligned with the Health Care Charter of Rights, where reasonable.	Head of Care Central and Safeguarding	As required
SS	Allow Senior School leaders to select bell songs.	Director of Student Development Director of IT	As required
SS	Conduct annual discussions with student leaders to reinforce IT protocols.	Director of IT	Annually
Outdoor	Involve students in planning and allow activity requests through meetings and CaRE lessons.	Head of Faculty – Character Development and Resilience	Throughout the year
Outdoor	Administer post-camp surveys to gather student feedback on their experience.	Head of Faculty – Character Development and Resilience	After each camp
Outdoor	Facilitate nightly talking circles for students to reflect on daily experiences during camp.	Head of Faculty – Character Development and Resilience	Nightly during camp
PA	Appoint Performing Arts student leaders to design and lead evening camp activities with staff support.	Director of Performing Arts	As the opportunity arises
S&A	Empower student leaders to lead team huddles and warm-up sessions during sports events.	Director of Sport and Activities	Sporting events and training
S&A & PA	Encourage senior students to mentor and support junior student development.	Director of Sport and Activities, Director of Performing Arts	
S&A	Engage first teams in refereeing, officiating, and assisting with coaching.	Director of Sport and Activities	Sporting events and training
PA	Allow students to select house songs for competitions annually.	Director of Performing Arts	Annually

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S&A & PA	Enable students to co-facilitate meetings and events with staff, promoting student-led engagement.	Director of Sport and Activities Director of Performing Arts	Ongoing
S&A	Conduct an annual Term 3 survey for Year 12 students on their sporting experience.	Director of Sport and Activities Director of Performing Arts	Annually at end of Term 3
HS	Conduct semesterly one-on-one check-ins with homestay students and parents.	Homestay Coordinator	Semesterly
HS	Ensure Homestay Coordinator availability 24/7 for homestay and international students via school-issued devices.	Homestay Coordinator	Ongoing
HS	Maintain Head of House as the initial contact for homestay students, with semesterly reviews by the Homestay Coordinator	Homestay Coordinator Heads of House	Ongoing
JS, SS	Allow students to vote on House activities, meetings, and initiatives throughout the year	Heads of House	Throughout the year
JS, SS	Convene Student Parliament twice per term.	Director of Student Development	Twice termly
JS, SS	Invite students annually to nominate one priority need	Principal	Annual
JS	Implement the Bridge Builder program in Junior School to promote peer support.	Assistant Heads of Junior School- wellbeing	Ongoing
JS	Host Under 8s Day featuring cultural, community, and safety activities.	Head of Junior School	Annually
JS, SS	Appoint captains and vice-captains annually for each sub school, houses, co-curriculars, and portfolios	Principal Head of Junior School Head of Senior School	Annually
JS	Conduct annual student-led conferences in Junior School.	Head of Junior School	Annually
SS	Provide Canterbury Care platform for students to report concerns safely.	Assistant Head of Senior School	Ongoing
SS	Conduct regular student surveys to assess perceptions of education and support services.	Assistant Head of Senior School	Ongoing
SS	Use CaRE curriculum surveys to identify trends and inform tailored staff discussions and activities.	Assistant Head of Senior School	Ongoing
SS	Maintain mixed form groups to support peer connections and enable teacher check-ins.	Head of Senior School	Annually
SS	Hold fortnightly wellbeing leadership team meetings to review student support strategies.	Head of House Head of Learning Support College Chaplain	Fortnightly

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		Director of Student Development Head of Senior School Assistant Head of Senior School Head of Faculty - Character and resilience Head of Care Central and Safeguarding	
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## Standard 3: Family and community

No.	Action Taken	Responsible Person	Timeframe (where applicable)
Gen	Publish <i>Canterbury Weekly</i> updates weekly on MyCC and the College website.	Manager of Communications and Engagement	Weekly
Gen	Convene Parent Consultative Committee meetings five times per year, covering ELC to Year 12 and co-curricular programs.	Principal	5 times per year
Gen	Host annual community events to encourage family participation	Head of Senior School Head of Junior School	Throughout the year
Gen	Conduct an annual parent satisfaction survey through an independent provider.	Principal	Annually
Gen	Invite Indigenous Elders to major events for cultural ceremonies such as smoking ceremonies.	Principal	Specific events
Gen	Organise House Sunday Chapel services for students and families, led by the Chaplain.	College Chaplain Heads of House	As arranged
Gen	Implement Parent Orbit as a centralised platform for parent communication.	Director of IT	Term 1 2026
Outdoor Ed	Provide pre-camp briefings and packing information to parents of students	Head of Faculty – Character Development and Resilience, Head of Junior School Head of Senior School	Prior to camp
Outdoor Ed	Ensure timely communication of program details, consent forms, and medical requirements prior to camp.	Head of Faculty – Character Development and Resilience Head of Care Central and	Prior to camp

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		Safeguarding	
Outdoor Ed	Share updates with parents during camps where connectivity permits.	Head of Faculty – Character Development and Resilience	During camps
Outdoor Ed	Notify parents promptly of any incidents occurring during camp.	Head of Faculty – Character Development and Resilience	During camps
Outdoor Ed	Deliver annual concussion awareness and training sessions.	Head of Faculty – Character Development and Resilience	Annually
Gen	Obtain parental consent for all external student activities.	Principal Deputy Principal	Per external activity
S&A	Establish an alumni coaching program that invites graduates to return as coaches to maintain ongoing engagement	Director of Sports and Activities	Annually
S&A	Share student achievements through <i>Talking Taipans</i> communications sent to families.	Director of Sports and Activities	Regularly
S&A	Engage parents as onboarded coaches, team managers, and game scorers.	Director of Sports and Activities	Ongoing
S&A	Maintain ongoing communication with parents and students regarding injuries or concerns.	Director of Sports and Activities Head of Care Central and Safeguarding	Ongoing
Gen	Ensure Heads of Department are present and approachable at events, with contact details readily available	Principal Deputy Principal Heads of Department	Ongoing
PA	Conduct pre-tour briefings for parents and students in performing arts programs.	Director of Performing Arts	Prior to tour
HS	Provide enrolment packs in English and ensure translation support through agents.	Homestay Coordinator	Ongoing
HS	Homestay Coordinator to establish direct communication with parents after initial agent contact.	Homestay Coordinator	As required
HS	Invite families or host families to major school events when possible.	Homestay Coordinator	As required
JS	Encourage parent volunteer participation in Junior School activities.	Head of Learning Support – Junior School	Ongoing
SS	Maintain wellbeing notes for Senior School students to support continuity of care.	Assistant Head of Senior School	Ongoing
SS, JS	Implement structured mentorship programs pairing senior students with younger peers and staff mentors.	HoHS	Ongoing
SS	Host annual House Spirit Breakfasts to foster community engagement.	HoHS,	Annually

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		College Chaplain	
SS	Organise information evenings for parents and the wider community.	HoHS	Ongoing
SS	Facilitate annual social evenings for parents to connect informally with Heads of House and staff.	Deputy Principal	Annually
SS	Include parents in Rites of Passage ceremonies for students transitioning between key year levels.	HoHS	Annually

## Standard 4: Equity and diversity

No.	Action Taken	Responsible Person	Timeframe <i>(where applicable)</i>
Gen	Celebrate diversity through events such as NAIDOC Week, UN Day, and Harmony Day.	Heads of Junior School Head of Senior School Director of Student Development	As required
Gen	Incorporate Aboriginal names across campus	Principal	As required
Gen	Display official Aboriginal artwork throughout the College, including publications, uniforms, and official gifts.	Principal	As required
Gen	Dedicated Learning Support and inclusivity of students with disability	Head of Learning Support Director of Performing Arts Director of Sport and Activities Head of Faculty – Character and Resilience Education Head of Care Central and Safeguarding Risk and Compliance Officer Heads of House	As required
Gen	Invite Elders to major College events and conduct smoking ceremonies where culturally appropriate.	Director of Student Development	As required
Gen	Maintain gender-neutral bathrooms on campus.	Assistant Head of Senior School Director of Property and Works	Ongoing

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Gen	Approve student use of identified pronouns.	Principal Deputy Principal	Ongoing
Gen	Allow uniform exemptions for religious or cultural attire.	Head of Junior School Head of Senior School	On request
Gen	Acknowledge spirituality during official College religious ceremonies.	College Chaplain	As required
Gen	Communicate significant spiritual calendar dates and traditions via MyCC throughout the year	College Chaplain	Ongoing
Gen	Ensure campus design supports accessibility.	Director of Property and Works	Ongoing
Gen	Uphold student behaviour expectations as outlined in the Student Behaviour Policy.	All staff All students	Ongoing
Outdoor ed	Apply inclusive practices and reasonable accommodations in camp programs to maximize participation.	Head of Faculty – Character Development and Resilience	Per camp
Outdoor ed	Culturally appropriate PPE is made available during outdoor activities.	Head of Faculty – Character Development and Resilience	Per camp
Outdoor ed	Assign support staff for students with vulnerabilities and select group leaders suited to cohort needs.	Head of Faculty – Character Development and Resilience Assistant Heads of Junior School Heads of House	As required
Gen	Use inclusive, sensitive, and appropriate language in all communications.	Head of Faculty – Character Development and Resilience, Assistant Heads of Junior School Heads of House	Ongoing
S&A	Offer mixed competition and multi-class events for students with disabilities in TAS sports.	Director of Sport and Activities	Ongoing
S&A	Allow transgender students to request pre-approval to compete in teams aligned with their identified gender.	Director of Sport and Activities	On request
S&A	Provide accommodations for students with disabilities at College carnivals where reasonably practicable.	Director of Sport and Activities	Ongoing
S&A	Enable students to speak with staff of similar cultural or national backgrounds when requested.	Director of Sport and Activities	Ongoing

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S&A	Make accommodations for religious, cultural, and nationality requirements in sports programs.	Director of Sport and Activities	Ongoing
S&A	Offer unisex sports uniforms with modification options.	Director of Sport and Activities	Ongoing
S&A	Participate in and support traditional Aboriginal games festivals on behalf of ASC.	Director of Sport and Activities	Annually
HS	Consider welfare requirements when placing students with homestay families.	Homestay Coordinator	As required
HS	Address cultural expectations during host family meetings.	Homestay Coordinator	Prior to placement
SS JS	Provide opportunities for cultural immersion through international tours, cultural festivals, and incursions.	Head of Junior School Head of Senior School	As required
JS SS	Connect identified staff with First Nations students for additional support when needed.	Head of Care Central and Safeguarding Assistant Head of Juniors School Assistant Head of Senior School	
JS SS	Offer multiple language options in the curriculum.	Principal Head of Teaching and Learning	Ongoing
SS	Provide a prayer room for students of different faiths.	Assistant Head of Senior School	As required
Gen	Ensure catering accommodates cultural and dietary requirements.	Assistant Head of School	
SS JS	Accept all faiths during enrolment.	School Board Executive Leadership Team Enrolments Manager	Ongoing

## Standard 5: People

No.	Action Taken	Responsible Person	Timeframe (where applicable)
Gen	Apply rigorous recruitment practices, including two referee checks and interviews	Deputy Principal	Ongoing

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	with at least two experienced panel members.	Coordinator of People and Culture	
Gen	Conduct regular audits of Blue Card, QCT, and AHPRA compliance.	Risk and Compliance Officer	Termly, Biannually, As required
Gen	All staff volunteers and homestay families must hold current, valid credentials, such as QCT registration, Blue Card or Blue Card Exemption, and AHPRA registration	All delegated staff	As required
Gen	Coordinate annual mandatory training for staff through a combination of internal sessions and accredited external providers	Deputy Principal Risk and Compliance Officer	Annually
Gen	Maintain strong emphasis on professional development for all staff.	Deputy Principal	Ongoing
Gen	Implement robust onboarding processes for staff, volunteers, and coaches.	Deputy Principal Coordinator of People & Culture	Ongoing
Gen	Embed commitment to child protection and Anglican principles in employment practices, starting at position description level.	School Board Deputy Principal Coordinator of People and Culture	Ongoing
Gen	Ensure all staff model appropriate behaviour aligned with school values.	School Board Executive Leadership Team All staff Canterbury Parent Consultative Committee	Ongoing
Gen	Position qualified personnel strategically to best support students.	Principal Deputy Principal Heads of Faculty Directors	Ongoing
Gen	Ensure all required staff, volunteers and homestay families have current blue cards	Homestay Coordinator Risk and Compliance Officer	As required
HS	Provide direct access to the Principal as guardian for homestay students.	Homestay Coordinator	Ongoing
SS	Maintain five-year contracts for Heads of House to ensure stability.	Deputy Principal	
SS, JS	Require teachers to complete additional co-curricular hours at school events and activities.	Head of Senior School Head of Junior School	
SS	Conduct regular staff meetings and new teacher catch-ups to encourage open	Assistant Head of Senior School	Ongoing

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	communication and support.		
SS	Provide informal induction sessions with senior management, Heads of House, and Heads of Faculty.	Deputy Principal	Ongoing

## Standard 6: Complaints management

No.	Action Taken	Responsible Person	Timeframe (where applicable)
Gen	Engage an independent third-party service to manage whistleblower reports.	School Board	Ongoing
Gen	Appoint an internal Whistleblower Officer to oversee internal reporting processes.	Coordinator of People and Culture	Ongoing
Gen	Ensure complaints management and whistleblowing policies are accessible on MyCC and the College website.	Risk and Compliance Officer	Ongoing
Outdoor ed	Assign a Child Safe Advocate at each camp and provide access to a counsellor for selected camps.	Head of Faculty – Character Development and Resilience	Per camp
Outdoor Ed	Designate a Response Officer as incident controller to communicate with stakeholders during incidents.	Head of Faculty – Character Development and Resilience	Per camp
HS	Maintain and review the International Complaints Management Policy annually.	Enrolments Manager	Annually
SS, JS	Apply trauma-informed care principles in handling complaints and student welfare concerns.	All staff	On going
SS, JS	Document all communications with students and parents in TASS to ensure accurate records.	Delegated staff	As required
SS, JS	Maintain clear notes categorised as confidential or general to support transparency and compliance.	Delegated staff	As required

## Standard 7: Knowledge and skills

No.	Action Taken	Responsible Person	Timeframe (where applicable)
Gen	Include child safety responsibilities clearly in position descriptions and employment contracts.	Deputy Principal Coordinator of People and	Ongoing

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		Culture	
Gen	Ensure staff access and acknowledge relevant child safety policies and procedures.	Coordinator of People and Culture Risk and Compliance Officer	Annually and on induction
Gen	Coordinate annual mandatory child protection refresher training for all staff and volunteers.	Coordinator of People and Culture Risk and Compliance Officer	Annually and on induction
Gen	Deliver advanced child safety training for Child Safe Advocates, leadership, and wellbeing staff.	Head of Care Central and Safeguarding	Ongoing
Gen	Maintain a centralised training register to monitor completion and compliance.	Coordinator of People and Culture Risk and Compliance Officer	Ongoing
Gen	Communicate child safety updates through various platforms	Head of Care Central and Safeguarding Principal Deputy Principal Head of Junior School Head of Senior School	Annually
Gen	Provide an accessible online repository for child safety resources, policies, and reporting procedures.	Risk and Compliance Officer	Ongoing
Gen	Maintain a standing Child Safe Committee to monitor actions and review continuous improvement plans.	Head of Care Central and Safeguarding	Ongoing
Outdoor ed	Conduct staff and student safety briefings prior to camps and activities.	Head of Faculty – Character Development and Resilience Assistant Head of Junior School Assistant Head of Senior School Heads of House Head of Care Central and Safeguarding	Per camp
Gen	Share relevant safety and wellbeing information across teams when concerns arise.	Head of Junior School Head of Senior School Assistant Heads of Junior School Assistant Head Senior School	As required

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		Heads of Learning Support Head of Care Central and Safeguarding	
Gen	Promote student accountability for behaviour through information sessions and parent engagement.	Tour / camp / activity coordinator	Per activity
HS	Ensure international students meet minimum English proficiency requirements.	Enrolments Manager	Ongoing
HS	Include cultural expectations and guidelines in homestay handbook and briefings.	Homestay Coordinator	As required
HS	Communicate behaviour expectations to homestay parents.	Homestay Coordinator	Ongoing
HS	Provide homestay student information to Heads of House and teachers annually.	Homestay Coordinator	Annually
JS SS	Conduct classroom observations by Heads of School or delegates to monitor teaching quality.	Head of Junior School Head of Senior School	Annually
SS	Explore restorative practice training for Heads of House to support conflict resolution and mediation.	Assistant Head of School	Annually

## Standard 8: Physical and online environments

No.	Action Taken	Responsible Person	Timeframe <i>(where applicable)</i>
Gen	Maintain controlled access to school grounds with secure gates, visitor sign-in, and ID badges.	Director of Property and Works Director of IT Risk and Compliance Officer	Ongoing
General	Implement rostered supervision during key times and activities	Senior Leaders and their delegates	Ongoing
Gen	Operate CCTV and monitoring systems ethically and in compliance with privacy laws.	Principal Director of Property and Works Director of IT	ONgoing
Gen	Conduct routine risk assessments for incursions, excursions, and curriculum activities.	Senior Leaders and their delegates Risk and Compliance Officer Head of Junior School Head of Senior School Assistant Heads of Junior School	Ongoing

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		Assistant Head of Senior School Heads of Learning Support Head of Care Central and Safeguarding	
Gen	Maintain an IT incident register for cyber-related breaches	Director of IT	Ongoing
Gen	Perform routine inspections of equipment, chemical storage, and facilities.	Heads of Department Portfolio Owner Director of Property and Works Risk and Compliance Officer	Ongoing
Gen	Ensure robust health, first aid, and wellbeing protocols with trained staff and registered professionals.	Director of Sport and Activities Head of Care Central and Safeguarding Head of Senior School Head of Junior School	Ongoing
Gen	Maintain established incident and hazard reporting pathways with a monitored risk register.	Risk and Compliance Officer Director of IT	Ongoing
Gen	Implement and regularly test evacuation and lockdown procedures with clear communication channels.	Risk and Compliance Officer Director of IT Director of Property and Works	Ongoing
Gen	Apply safe transportation procedures including bus supervision and pick-up/drop-off protocols.	Portfolio Owners	Ongoing
Gen	Enforce Responsible Use of Technology policy for staff and students.	Director of IT Manager of Communications and Engagement	Ongoing
Gen	Implement protocols for responding to cyberbullying, image-based abuse, grooming, and online exploitation.	Principal Head of Care Central and Safeguarding Director of IT Head of School Head of Junior School Assistant Heads of Junior School Assistant Head of Senior School Heads of House	Ongoing

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Gen	Convene an Information Technology Committee to review practices and risks twice annually.	Executive Leadership Team Director of IT Head of AI and Digital Transformation	Twice a year
Gen	Hold regular WHS Committee meetings and appoint Health and Safety Representatives in each department.	Risk and Compliance Officer	Termly
Gen	Apply best-practice cybersecurity measures (e.g., firewalls, control policies).	Director of IT	Ongoing
Gen	Maintain an accessible maintenance ticketing system with database storage.	Director of Property and Works	Ongoing
Gen	Operate school web filtering and controlled web access systems.	Director of IT IT Committee	Ongoing
Gen	Enforce controlled information protocols based on permission levels to ensure privacy and confidentiality.	Director of IT IT Committee	Ongoing
SS	Install vaping detection systems in selected bathrooms with alerts to pastoral care.	Director of IT Assistant Head of Senior School	Ongoing
Outdoor ed, S&A, PA, Int. tours	Use secure communication channels (e.g., closed radios, College devices) during activities.	Director of IT	As required
Gen	Use secure, I.T-approved communication platforms for school operations.	Director of IT Head of Senior School Head of Junior School Assistant Head of Junior School Assistant Head of Senior School	Ongoing
SS	Conduct site reviews prior to camps and excursions	Head of Faculty – Character Development and Resilience Assistant Head of Senior School	Ongoing
Gen	Review risk assessments to ensure currency and thoroughness	All delegated staff	Newly introduced, as booked or annually
Gen	Conduct a comprehensive safety briefing with the provider, internal staff, and external manager prior to the activity.	Director of Sports and Activities Director of Performing Arts	As required
Gen	Provide clean and safe equipment, PPE and instruments for student use.	Director of Sports and Activities	

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		Director of Performing Arts Classroom Teachers Coaches	
Gen	Facilitate safe student transfers to Care Central when required.	Director of Property and Works Head of Care Central and Safeguarding	As required.
S&A	Inspect sports facilities to ensure courts and equipment are safe for play.	Director of Sports and Activities	Prior to matches
HS	Enforce homestay rules for technology use and monitor compliance.	Homestay Coordinator	Ongoing
HS	Conduct thorough homestay vetting including property inspections, interviews, and Blue Card checks.	Homestay Coordinator	As required
HS	Perform six-monthly inspections of homestay residences.	Homestay Coordinator	Every 6 months
HS	Complete termly check-ins with hosts and students.	Homestay Coordinator	Every 3 months
JS SS	Enable AI-powered online safety monitoring on school devices with real-time alerts for risks.	Director of IT	Ongoing
JS, SS	Design classrooms and facilities for visibility and safety, including SALTO locks and windows in doors.	Principal Director of Property and Works Director of IT	Ongoing
JS SS	Deliver age-appropriate education on personal and online safety, body autonomy, and help-seeking.	Assistant Heads of Junior School -Wellbeing Assistant Head of Senior School Head of Care Central and Safeguarding	Ongoing
JS SS	Provide parent education sessions on digital risks and safe practices at home.	Director of IT Head of Senior School Head of Junior School	Annually
JS SS	Issue school devices with regular security updates and patches.	Director of IT	Every three years and as required

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## Standard 9: Continuous improvement

No.	Action Taken	Responsible Person	Timeframe (where applicable)
General	Conduct external audits to establish baseline and benchmark current practices.	Risk and Compliance Officer	Ongoing
General	Administer annual staff survey to identify areas for improvement.	Principal	Annual
General	Collect feedback from stakeholders after events to identify successes and improvement opportunities.	Portfolio Owner	As required
General	Perform internal audits against best-practice resources to ensure compliance and quality.	Risk and Compliance Officer Head of Care Central and Safeguarding Relevant stakeholders	Ongoing
General	Foster collaboration between departments to address concerns and improve processes.	Directors Heads of Department	Ongoing
SA and PA	Conduct equipment and instrument audits and end-of-season reviews for repairs and replacements.	Director of Performing Arts Director of Sports and Activities	End of season, end of term
Outdoor ed	Collaborate with providers to review programs and implement new safety controls.	Head of Faculty – Character Development and Resilience	Ongoing
Homestay	Conduct regular check-ins with students and homestay hosts to monitor wellbeing.	Homestay Coordinator	Termly
Homestay	Review policies and update processes as required or per policy cycle.	Enrolments Manager Risk and Compliance Manager	As per policy review cycle or required
SS, JS	Conduct post-emergency drill surveys to evaluate effectiveness and identify improvements.	Risk and Compliance Manager	Minimum twice a year

## Standard 10: Policies and procedures

No.	Document	Primary Location
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Gen	Acceptable Use of Mobile Phone, SIM-Enabled and Electronic Device Policy	Website – Policies and Procedures
Gen	Approach to Social Media, Online Safety and Deepfakes	Website – Policies and Procedures
Gen	ASC Compliance Support Index	Canterbury Policy Library - Child Protection
JS SS	Australian Professional Standards for Teachers	Canterbury Policy Library
Gen	Bullying Prevention Policy	Website – Policies and Procedures
JS SS	Canterbury Staff Handbook	Canterbury Website
Gen	Child Advocate Posters	Website – Child Protection and displayed throughout school
Gen	Child Safe Anglican Education Policy	Website – Child Protection
JS SS	Code of Ethics for Teachers in Queensland	Canterbury Policy Library
Gen	Community Code of Conduct	Website – Policies and Procedures
Gen	Complaints Management Policy	Website – Policies and Procedures
Gen	Concussion Policy	Canterbury Policy Library – College Operations
HS	Critical Incident Management Plan	Website – International Programs
Gen	Emergency Procedures – Staff Reference Guide	Canterbury Policy Library - WHS
HS	Homestay Handbook	Website – International Programs
HS	Homestay inspection form	Website – International Programs
HS	Homestay processes and procedures	Website – International Programs
HS	Homestay residence checklist	Website – International Programs
HS	Homestay Students Rules and Agreement	Website – International Programs
Gen	How to Make a Child Safety Report	MyCC child Protection Page
HS	International Student Enrolment Information Handbook	Website – International Programs
HS	International Student Handbook	Website – International Programs
HS	International Students Complaints and Appeals Policy	Website – International Programs
HS	International Students Deferment, Suspension and Cancellation Policy	Website – International Programs
HS	International Students Entry Requirements Policy	Website – International Programs
HS	International Students Fees Policy	Website – International Programs
HS	International Students Monitoring Course Attendance and Progress Policy	Website – International Programs
HS	International Students Refund Policy	Website – International Programs

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HS	International Students Transfer Request Policy	Website – International Programs
HS	International Students Welfare and Accommodation Policy	Website – International Programs
Out Ed	Outdoor education	Website – Policies and Procedures
Gen	Playground Safety Policy	Canterbury Policy Library - WHS
Gen	Privacy Policy	Website – Policies and Procedures
Gen	Procedures: Child Safe Operations	Canterbury Policy Library – Child Protection
Gen	Procedures: Child Safe Responses	Website - Child Protection
Gen	Responsible Use of Technology Policy	Website – Policies and Procedures
Gen	Security Camera Policy	Canterbury Policy Library – Business and Finance
Gen	Sexual Harassment Prevention Plan	MyCC staff landing page
Gen	Snake Sighting and Management Policy	Canterbury Policy Library - WHS
Gen	Unit Specific Action Plans	Website – Child Protection
Gen	Whistleblower Policy	Website – Policies and Procedures
Gen	Work Health and Safety Policy	Canterbury Policy Library – WHS
JS SS	Yard Duty Expectation	MyCC landing page
JS SS	Yard Duty Roster	MyCC landing page