

General Child Safe Action Plan: Operations Plan_ ECES

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
Canterbury College	Operations Plan covers actions implemented throughout the school. The General Operations Plan applies to all from Early Childhood Education Services. 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"> • Gen - General (across both OSHC and ELC) • ELC - Canterbury Early Learning Centre • OSHC - Out of School Hours Care, including vacation care

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 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 Board	
Approved	Daniel Walker	School Principal/CEO	

Standard 1: Leadership and culture

Entity	Action Taken	Responsible Person	Timeframe <i>(where applicable)</i>
Gen	Publish ASC Child Safe Policy and Response Procedures on College website and MyCC	Manager of Communications and Engagement Director of IT Services	One week prior to enforcement date
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	Maintain an active Child Protection Committee with termly meetings.	Child Safe Committee (CSC) Chair	Termly
Gen	Appoint Child Safe Advocates across all designated business entities	Executive Leadership Team Approved Provider Child Safe Committee (CSC) Chair	Termly
Gen	Incorporate Indigenous names for buildings and classrooms	School Board Principal	Ongoing
Gen	Implement a robust pastoral care framework to support staff and student wellbeing.	Approved Provider Nominated Supervisor College Chaplain	Ongoing
Gen	Display a public commitment to child safety on the website, during sign-in, and in staff induction materials.	Director of IT Services Risk and Compliance Officer	Annually and as required

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		Coordinator of People and Culture	
Gen	Provide child safety reports to the Board for review and discussion each semester.	Principal Approved Provider Child Safe Committee Chair	Semesterly
Gen	Obtain annual Board approval for the Child Safe Policy.	School Board Principal	Annually
Gen	Include child safety and Early Learning Services as a standing agenda item in Board meetings.	School Board Principal	Ongoing
Gen	Maintain an active Board comprising members from diverse professional backgrounds.	School Board Principal	As required
Gen	Promote a culture of continuous learning across service activities and stakeholders.	Approved Provider Nominated Supervisor	Ongoing
Gen	Ensure the child protection framework is accessible via the College website and intranet.	Risk and Compliance Manager Head of Care Central and Safeguarding	Ongoing
Gen	Assign senior leadership members to oversee portfolios and activities.	Senior Leadership Team	Ongoing
Gen	Appoint an Executive member as Head of Early Learning Services	Principal	Ongoing
Gen	Promote the informal motto “Different Together” to foster diversity and inclusion among students.	Principal	Standing delivery
OSHC	Use external providers for excursions with robust governance frameworks and align with mission statements.	Nominated Supervisor Coordinator of Outside of School Hours Care	Ongoing

Standard 2: Voice of children

No.	Action Taken	Responsible Person	Timeframe <i>(where applicable)</i>
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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
OSHC	Involve students in planning and allow requests for service activities via surveys	Coordinator of Outside of School Hours Care	Throughout the year
ELC	Behaviour support programs (i.e. Bridge Builders and Resilience Program) run for students to assist them with regulating and making decisions	Nominated Supervisors	Ongoing
OSHC	Enforce principles of Bridge Builders.	Coordinator of Outside of School Hours Care	Annually

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
ELC	Service specific newsletter sent to parents monthly.	Head of Early Learning	Monthly
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 (e.g., UN Day, sports carnivals, Mother's Day, Father's Day, Grandparents Day)	Head of Junior School Head of Senior 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 Xplor as a centralised platform for parent communication.	Director of IT	Ongoing

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OSHC	Ensure timely communication of program details, consent forms, and medical requirements prior to excursions	Approved Provider Nominated Supervisor Coordinator of Outside of School Hours Care	Prior to excursion
Gen	Share updates with parents of activities completed and undertaking in the Service	Approved Provider Nominated Supervisor, Coordinator of Outside of School Hours Care	Ongoing
Gen	Notify parents promptly of any incidents occurring during care at the service	Approved Provider Nominated Supervisor, Coordinator of Outside of School Hours Care	Ongoing
Gen	Deliver annual concussion awareness and training sessions.	Head of Care Central and Safeguarding	Annually
Gen	Maintain ongoing communication with parents and students regarding injuries or concerns.	Nominated Supervisor Head of Care Central and Safeguarding	Ongoing
Gen	Ensure staff are present and approachable at events, with contact details readily available	Approved Provider Nominated Supervisor, Coordinator of Outside of School Hours Care	Ongoing
ELC	Parents and carers are invited to present and share insights about their careers with students during class sessions	Nominated Supervisor	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.	Approved Provider Nominated Supervisor	As required

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ELC	Efforts are made to greet students in their first language whenever possible	Nominated Supervisor	Ongoing
ELC	Written documents are available in different languages in the foyer and / or displayed	Nominated Supervisor	Ongoing
Gen	Flags of different countries are displayed throughout the Service	Nominated Supervisor	As required
Gen	Culturally focused incursions, including indigenous cultures	Nominated Supervisor	Ongoing
Gen	Dedicated Learning Support and inclusivity of students with disability (i.e. Individual Support Plans, Individualised Education Program, Personal Emergency Evacuation Plans)	Nominated Supervisor Head of Junior School Head of Care Central and Safeguarding	As required
ELC	Small statements throughout school including indigenous local regional facts	Nominated Supervisor	Ongoing
ELC	Maintain gender-neutral bathrooms in service	Approved Provider Director of Property and Works	Ongoing
Gen	Approve student use of identified pronouns.	Approved Provider Enrolments Manager	Ongoing
Gen	Dedicated parents / visitor bathrooms and use enforced	Approved Provider Nominated Supervisor	
Gen	Allow uniform exemptions for religious or cultural attire (Approved Provider Nominated Supervisor	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.	Approved Provider Director of Property and Works Nominated Supervisor	Ongoing
Gen	Uphold student behaviour expectations as outlined in the Student Behaviour Policy.	All staff All students	Ongoing
Gen	Accessibility requirements are met where reasonably practicable	Outside of School Hours Coordinator	Termly
Gen	Use inclusive, sensitive, and appropriate language in all communications.	Head of Faculty – Character Development and Resilience,	Ongoing

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		Assistant Heads of Junior School, Heads of House	
Gen	Ensure catering accommodates cultural and dietary requirements.	Nominated Supervisor, Outside of School Hours Coordinator	Ongoing
Gen	Accept all faiths during enrolment.	School Board Executive Leadership Team Enrolments Manager	Ongoing

Standard 5: People

No.	Action Taken	Responsible Person	Timeframe <i>(where applicable)</i>
Gen	Apply rigorous recruitment practices, including two referee checks and interviews with at least two experienced panel members.	Deputy Principal Coordinator of People and Culture	Ongoing
Gen	Conduct regular audits of Blue Card, QCT compliance.	Risk and Compliance Officer	Termly, Biannually, as required
Gen	Coordinate annual mandatory training for staff in child safety, WHS emergency management, sexual harassment prevention, First Aid, CPR, and Mental Health First Aid, delivered through a combination of internal sessions and accredited external providers	Deputy Principal, Approved Provider, Nominated Supervisor, Risk and Compliance Officer	Annually
Gen	Maintain strong emphasis on professional development for all staff.	Deputy Principal Approved Provider	Ongoing
Gen	Implement robust onboarding processes for staff	Approved Provider Head of Junior School Head of Early Learning 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 & Culture	Ongoing

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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 Senior Leadership Team	Ongoing

Standard 6: Complaints management

No.	Action Taken	Responsible Person	Timeframe <i>(where applicable)</i>
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
Gen	Apply trauma-informed care principles in handling complaints and student welfare concerns.	All staff	On going
Gen	Document all communications with students and parents to ensure accurate records.	Delegated staff	As required
Gen	Maintain clear notes categorised as confidential or general to support transparency and compliance.	Delegated staff	As required
Gen	Photos of persons dealing with complaints displayed in foyer with details	Nominated supervisors	Ongoing
Gen	Contact details of regulator and how to make a complaint	Approved Provider	Ongoing

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Standard 7: Knowledge and skills

No.	Action Taken	Responsible Person	Timeframe <i>(where applicable)</i>
Gen	Include child safety responsibilities clearly in position descriptions and employment contracts.	Deputy Principal Coordinator of People and Culture	Ongoing
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 MyCC, staff briefings, and Xplor.	Head of Care Central and Safeguarding Approved Provider Nominated Supervisor Coordinator of Outside of School Hours Care	As required
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
Gen	Complete targeted risk assessments to ensure student safety in all activities.	Nominated Supervisor Coordinator of Outside of School Hours Care	Planning of activity

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Gen	Share relevant safety and wellbeing information across teams when concerns arise.	Nominated Supervisors Classroom teachers	As required
ELC	Conduct classroom observations by Head of Junior School or delegates to monitor teaching quality.	Head of Junior School Head of Early Learning	Annually
ELC	Cyber and IT Safety training with all staff to ensure understanding of risks	Director of IT Head of Early Learning	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 Manager	Ongoing
General	Implement rostered supervision during key times and activities	Nominated supervisors	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.	Approved Provider Nominated Supervisors Delegated staff	Ongoing
Gen	Maintain an IT incident register for cyber-related breaches	Director of IT	Ongoing
Gen	Perform routine inspections of equipment, chemical storage, and facilities.	Nominated Supervisor Coordinator of Outside of School Hours Care 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.	Nominated Supervisor Head of Care Central and Safeguarding	Ongoing

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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.	Nominated Supervisor Risk and Compliance Officer Director of IT Director of Property and Works	Ongoing
OSHC	Safe transportation procedures that consider; bus supervision, pick up and drop off procedures	Approved provider Nominated Supervisors Coordinator of Outside of School Hours Care	Ongoing
Gen	Enforce Responsible Use of Technology policy for staff and students.	Director of IT Manager of Communication and Engagement Nominated Supervisor	Ongoing
Gen	Implement protocols for responding to cyberbullying, image-based abuse, grooming, and online exploitation.	Director of IT Approved Provider Nominated Supervisors	Ongoing
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
OSHC	Canterbury College devices issued to service for Device Days during vacation Care	Director of IT	Vacation care

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		Coordinator of Outside of School Hours Care	
OSHC	Review of risk assessments providers provides and ensuring they are current and thorough	Coordinator of Outside of School Hours Care Risk and Compliance Officer	As booked
Gen	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 Approved Provider Nominated Supervisors	Ongoing
OSHC	Conduct a comprehensive safety briefing with the provider, internal staff, and external manager prior to the activity.	Approved Provider Nominated Supervisors Coordinator of Outside of School Hours Care	As required
Gen	Provide clean and safe equipment and instruments for student use.	Approved Provider Nominated Supervisors Coordinator of Outside of School Hours Care	As required
Gen	Facilitate safe student transfers to Care Central when required.	Director of Property and Works Head of Care Central and Safeguarding	As required.
OSHC	Controlled access to school grounds with secure gates, sign-in procedure, visitor ID badges and personal	Director of IT Director of Property and Works Risk and Compliance Officer	Ongoing
ELC	Fobs issued to parents and placed on register to ensure controlled access	Director of IT Approved Provider Nominated Supervisors	Ongoing
Gen	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

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Gen	Deliver age-appropriate education on personal and online safety, body autonomy, and help-seeking.	Nominated Supervisors Coordinator of Outside of School Hours Care Head of Care Central and Safeguarding	Ongoing
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Standard 9: Continuous improvement

No.	Action Taken	Responsible Person	Timeframe <i>(where applicable)</i>
General	Conduct external audits to establish baseline and benchmark current practices.	Risk and Compliance Officer	Ongoing
General	Administer annual staff MMG 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.	Director Positions 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
General	Conduct post-emergency drill surveys to evaluate effectiveness and identify improvements.	Risk and Compliance Officer	Minimum twice a year
Gen	Subscription to external ECS platforms to keep informed of the latest updates or regulation amendments across the ECS sector	Head of Early Learning Coordinator of Outside of School Hours Care Risk and Compliance Officer	Ongoing
Gen	QIP (quality improvement plan) completed and reviewed regularly and shared with parents.	Head of Early Learning	Regularly

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		Coordinator of Outside of School Hours Care	
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Standard 10: Policies and procedures

No.	Document	Primary Location
1	Acceptable Use of Mobile Phone, SIM-Enabled and Electronic Device Policy	Website – Policies and Procedures
2	Approach to Social Media, Online Safety and Deepfakes	Website – Policies and Procedures
3	ASC Compliance Support Index	Canterbury Policy Library - Child Protection
4	Bullying Prevention Policy	Website – Policies and Procedures
5	Child Advocate Posters	Website – Child Protection and displayed throughout school
6	Child Safe Anglican Education Policy	Website – Child Protection
7	Community Code of Conduct	Website – Policies and Procedures
8	Complaints Management Policy	Website – Policies and Procedures
9	Concussion Policy	Canterbury Policy Library – College Operations
10	Emergency Procedures – Staff Reference Guide	Canterbury Policy Library - WHS
11	How to Make a Child Safety Report	MyCC child Protection Page
12	Incident injury, trauma and illness policy and procedure	Service Policy manual / Canterbury Policy Library
13	Internal Outings / Excursion Policy	Service Policy manual / Canterbury Policy Library
14	Playground Safety Policy	Canterbury Policy Library - WHS
15	Privacy Policy	Website – Policies and Procedures
16	Procedures: Child Safe Operations	Canterbury Policy Library – Child Protection
17	Procedures: Child Safe Responses	Website - Child Protection
18	Responsible Use of Technology Policy	Website – Policies and Procedures
19	Security Camera Policy	Canterbury Policy Library – Business and Finance
20	Sexual Harassment Prevention Plan	MyCC staff landing page

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21	Snake Sighting and Management Policy	Canterbury Policy Library - WHS
22	Unit Specific Action Plans	Website – Child Protection
23	Whistleblower Policy	Website – Policies and Procedures
24	Safe Use of Digital Technologies and Online Environments Policy	ECS
25	Smoke Drug and Alcohol-Free Policy	Policy Manuals
26	Notifications Policy	Policy Manuals
27	Work Health and Safety Policy	Canterbury Policy Library - WHS
28	Sleep and Rest Policy	Policy Manuals
29	Transport and Transfer Policy	Policy Manuals