

STUDENT SAFETY AND WELLBEING POLICY

Issue #1

25 July 2026

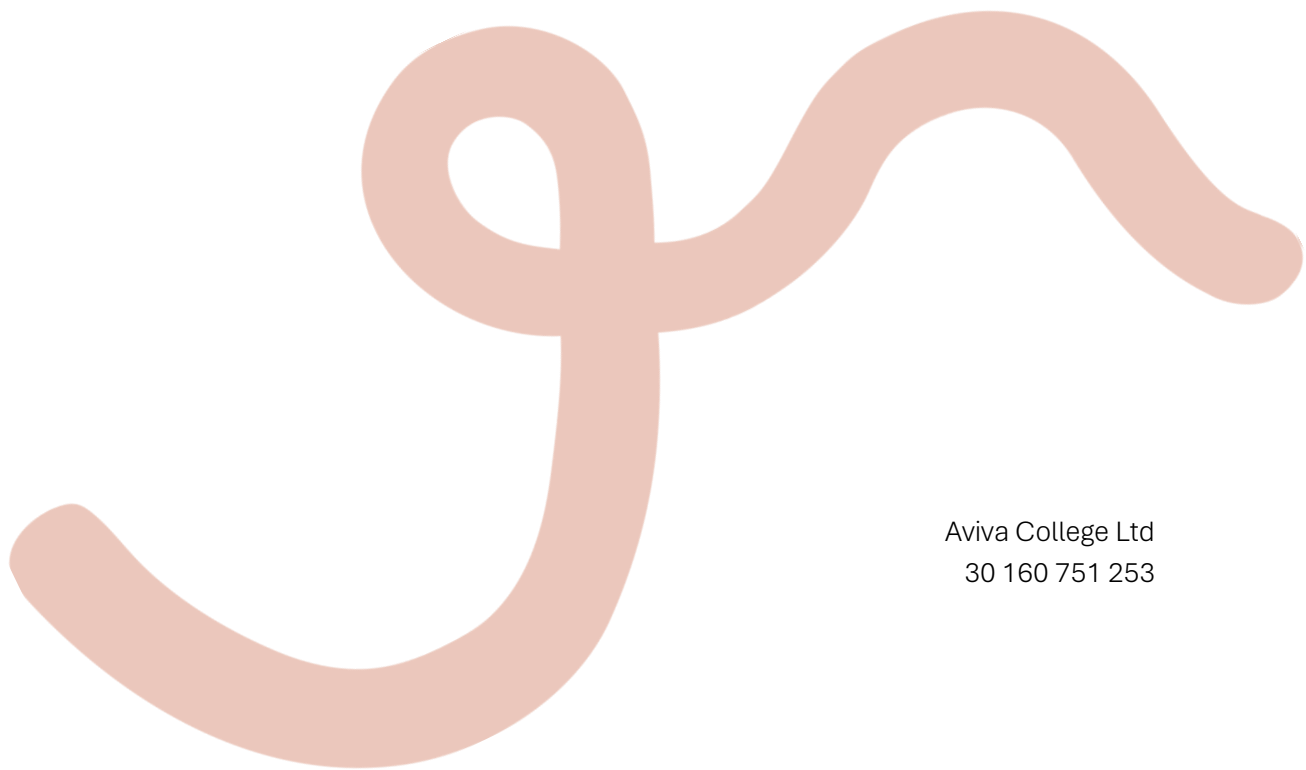


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STUDENT SAFETY AND WELLBEING POLICY

Purpose:	The purpose of this policy is to establish and promote a safe, inclusive, and culturally responsive environment for all students, ensuring their safety and wellbeing are prioritised in every aspect of the college's operations. This policy provides written processes about how the college will implement and comply with the Child Safe Standards and Universal Principle as required under the <i>Child Safe Organisation Act 2024 (Qld)</i> .
Scope:	The College Community – students and staff including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements, members of the broader college community, including parents/guardians, and visitors.
References:	• <i>Child Safe Organisations Act 2024 (Qld)</i> • <i>Education (Accreditation of Non-State Schools) Act 2017 (Qld)</i>. • <i>Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)</i> • QFCC Guidelines for implementing the Child Safe Standards in Queensland
Related Documents:	• Acceptable Use of ICT Policy • Anti-Bullying Policy (Student) • Anti-Discrimination and Inclusion Policy • Behaviour Management Policy* • Blue Card, NPC, & Professional Registration Policy and Procedure • Blue Card Register • Reporting Concerns of Harm and Abuse Policy • Complaints Handling Policy and Procedure* • Enrolment Policy* • Mandatory Report Form - Report of Suspected Harm or Sexual Abuse • Parent Code of Conduct • Performance Review and Management System • Reporting Concerns of Harm and Abuse Policy • Restricted Person Declaration Form • Risk Management Framework • Staff Code of Conduct* • Staff Recruitment, Selection, Training & Management Policy • Statement of Commitment to Student Safety and Wellbeing • Student Code of Conduct* • Volunteer Code of Conduct* • Work Health & Safety Policy *Publicly available on the college website.

Objectives

Aviva College will implement and comply with the Child Safe Standards and understand they may be required to give an authorised officer of the Queensland Family and Child Commission (QFCC) information about the college's compliance. In implementing and complying with the Child Safe Standards, Aviva College will provide an environment that promotes and upholds the right to cultural safety of students who are Aboriginal persons or Torres Strait Islander persons (the Universal Principle). The college will have regard to Guidelines made by the QFCC in implementing and complying with the Child Safe Standards and Universal Principle¹.

As per the Guidelines, this policy outlines the ways in which Aviva College's actions and prioritises the safety and wellbeing of students. Rules and expectations regarding student safe practices are outlined for staff, volunteers and community members with the aim of establishing a student safe environment.²

This policy will:

- Set out the college's expectations, practices, and approaches in relation to each of the Child Safe Standards, including the Universal Principle
- Be displayed for public access on the college's website and at the college's office
- Cover acceptable and unacceptable student to student, and student to adult interactions
- Describe the college's commitment to equity, inclusion and cultural safety and how the organisation recognises, responds and respects these factors.

Principles

The implementation of, and compliance with, the Child Safe Standards and Universal Principle by Aviva College are to be based on the following fundamental principles:

- (a) Child safe entities, including Aviva College, are responsible for continuously improving the ways in which, in their operations—
 - (i) the safety of children is promoted; and
 - (ii) child abuse is prevented; and
 - (iii) allegations of child abuse are properly responded to;³
- (b) The Child Safe Standards are not a simple checklist. They encourage child safe entities to think about how their day-to-day work protects children's rights and safety.⁴

¹ Child Safe Organisation Act 2024 QLD s11

² Guidelines for implementing the Universal Principle and Child Safe Standards in Queensland, QFCC, p94

³ Child Safe Organisation Act 2024 QLD s14

⁴ Guidelines for implementing the Universal Principle and Child Safe Standards in Queensland, QFCC, p4

Definitions

Child safe entity, as per s10 of the *Child Safe Organisation Act 2024 QLD*, is an entity—

- (a) that provides—
 - (i) services specifically for children; or
 - (ii) facilities specifically for use by children who are under the supervision of the entity; and
- (b) that is either—
 - (i) mentioned in schedule 1; or
 - (ii) prescribed by regulation.

However, an individual is not a child safe entity unless the individual carries on a business as an entity mentioned in subsection (1), including, for example, as a sole trader or partner in a partnership under the *Partnership Act 1891, section 5*.⁵

Child safe standards, as per s9 of the *Child Safe Organisation Act 2024 QLD*, are the following standards applying to an entity—

1. child safety and wellbeing is embedded in the entity's organisational leadership, governance and culture;
2. children are informed about their rights, participate in decisions affecting them and are taken seriously;
3. families and communities are informed and involved in promoting child safety and wellbeing;
4. equity is upheld and diverse needs respected in policy and practice;
5. people working with children are suitable and supported to reflect child safety and wellbeing values in practice;
6. processes to respond to complaints and concerns are child-focused;
7. staff and volunteers of the entity are equipped with the knowledge, skills and awareness to keep children safe through ongoing education and training;
8. physical and online environments promote safety and wellbeing and minimise the opportunity for children to be harmed;
9. implementation of the child safe standards is regularly reviewed and improved;
10. policies and procedures document how the entity is safe for children.⁶

Student, is any child or young person of any age, enrolled or seeking enrolment at Aviva College.

Universal Principle, in implementing and complying with the Child Safe Standards, a child safe entity must provide an environment that promotes and upholds the right to cultural safety of children who are Aboriginal persons or Torres Strait Islander persons (the Universal Principle).⁷

QFFC, Queensland Family and Child Commission

⁵ *Child Safe Organisation Act 2024 QLD s10*

⁶ *Child Safe Organisation Act 2024 QLD s9*

⁷ *Child Safe Organisation Act 2024 QLD s11(2)*

Responsibilities

Aviva College is responsible for developing and implementing this Student Safety and Wellbeing Policy and related policies and procedures to ensure it fulfils its Child Safety Standards and Universal Principle obligations.

All governing body members, staff, and volunteers at Aviva College are responsible for acting in compliance with this policy and related policies and procedures.

Implementation of the Child Safe Standards

1. Leadership and Culture

Student safety and wellbeing is embedded in Aviva College 's leadership, governance and culture.⁸

Statement of Commitment to Student Safety & Wellbeing

Aviva College, and the governing body of this college is fully committed to implementing the 10 Child Safe Standards and meeting all relevant Queensland legislative and regulatory obligations to ensure every student is safe, respected, and able to thrive. We uphold the rights of all children and young people, including the right of Aboriginal and Torres Strait Islander students to a culturally safe environment where their identities, cultures, and connections to country are recognised, respected, and actively supported.

In line with the 10 Child Safe Standards, we commit to:

1. Child safety at the centre of leadership and governance:

Our governing body owns and champions this statement, embedding child safety and wellbeing in all decision making, policies, and practices. We maintain strong governance systems, including accurate and secure record-keeping, to support accountability and transparency.

2. A child safe culture:

We foster a culture where student safety and wellbeing are everyone's responsibility and concerns are welcomed, heard, and acted on. Our approach is trauma-informed, ensuring students feel supported, believed, and safe when raising concerns.

3. Child and student participation and empowerment:

We listen to students, value their views, and involve them in shaping a safe, inclusive, and respectful college environment. We provide age-appropriate information so students understand their rights and know how to seek help.

4. Families and communities are informed and involved:

We work in partnership with parents, carers, and the broader community, including Aboriginal and Torres Strait Islander Peoples, to build shared understanding and responsibility for safety and wellbeing.

5. Equity, inclusion, and cultural safety:

⁸ Child Safe Organisations Act 2024 QLD, s9(a)

We actively promote inclusion and equity, and we uphold the right of Aboriginal and Torres Strait Islander students—and all students from diverse backgrounds—to a culturally safe environment.

6. Robust child safe policies and procedures:

We maintain clear, accessible policies and procedures that reflect our legal obligations and the 10 Child Safe Standards, and we review them regularly. These policies are supported by consistent documentation and record-keeping practices.

7. Safe recruitment, training, and support for staff and volunteers:

We use child safe recruitment, screening, and induction processes and provide ongoing training, so staff and volunteers understand and meet their safeguarding responsibilities, including recognising trauma, responding appropriately, and maintaining professional boundaries.

8. Safe physical and online environments:

We identify and manage risks to student safety and wellbeing in all environments—on campus, off site, and online. We conduct regular child safety risk assessments and implement strategies to reduce or eliminate foreseeable harm.

9. Regular review and continuous improvement:

We monitor, review, and improve our child safe practices, informed by feedback from students, staff, volunteers, families, and community. We use data, incident trends, and risk assessments to strengthen our systems and culture.

10. Child focused complaints and reporting processes:

We provide clear, accessible, and child friendly ways to raise concerns, and we respond to all concerns or allegations promptly, fairly, and in line with our legal obligations. Our processes prioritise student safety, dignity, and emotional wellbeing.

To ensure this commitment is meaningful, understood, child centred, and culturally responsive, we will:

- **Consult widely:**

Engage with staff, volunteers, parents, students, and the broader community in the development, review, and communication of this statement.

- **Align with our vision, mission, values, and philosophy:**

Embed this commitment across all aspects of college life so that it reflects our unique context and community.

- **Provide age-appropriate versions:**

Develop and share student friendly versions of this statement in accessible language and formats so all students can understand their rights and our commitment to their safety and wellbeing.

Our governing body is accountable for upholding this statement and ensuring that child safety and wellbeing remain at the heart of everything we do.

Risk Management

Aviva College implements robust risk management processes to prevent, identify, and mitigate risks to students, and is committed to the monitoring of risk to the safety of students on an ongoing basis.

Aviva College will utilise various risk management tools including the college's *Risk Management Framework*, *Risk Appetite Statements*, *Risk Registers*, *Work Health & Safety Policy*, *Emergency Plan* and associated documents to assist it in this process and will keep appropriate records of decisions made and actions taken in relation to risks to students.

Code of Conduct

All staff will ensure that their behaviour towards, and relationships with students, reflect proper standards of care for students. Staff, contractors, and volunteers must not cause harm to students. The college's *Staff Code of Conduct* defines acceptable and unacceptable behaviours toward students and are aligned with the Child Safe Standards.

At Aviva College we expect our staff and volunteers to conduct themselves as follows:

- College staff and volunteers are expected to always behave in ways that promote the safety and wellbeing of our students. Staff must actively seek to prevent harm to students, and to support those who have been harmed.

Specific responsibilities include:

- Staff and volunteers should avoid situations where they are alone in an enclosed space with a student.
- When physical contact with a student is a necessary part of the teaching/learning experience, staff and volunteers must exercise caution to ensure that the contact is appropriate and acceptable. Staff must always advise the student of what they intend on doing and seek their consent.
- Staff must not develop a relationship with any student that is, or that can be interpreted as having a personal rather than a professional interest in a student.
- Staff and volunteers must not have a romantic or sexual relationship with a student.
- Staff and volunteers must treat all students, colleagues, and community members with respect, fairness, and dignity, regardless of culture, race, ethnicity, language, religion, ability, gender, sexual orientation, or background.
- Staff and volunteers must not engage in any form of racism, discrimination, harassment, or exclusionary behaviour. This includes verbal, written, online, or behavioural actions that demean, stereotype, or disadvantage an individual or group.
- Staff and volunteers must actively challenge racist or discriminatory behaviour when it occurs and follow college procedures for reporting such incidents.
- Staff and volunteers must promote a culturally safe, inclusive, and respectful environment by valuing diversity, acknowledging cultural differences, and modelling culturally responsive behaviour at all times.

Information Sharing & Record Keeping

Staff and volunteers understand their obligations in information-sharing and maintaining accurate, secure records about student harm and abuse concerns, disclosures, and responses.

2. Student Voice

Students are informed about their rights, participate in decisions affecting them and are taken seriously.⁹

Aviva College is committed to championing the voices of children and young people, ensuring they have genuine agency in matters that affect them. We listen to students in age-appropriate and culturally appropriate ways and create safe, structured opportunities for them to express their views.

Aviva College uses the curriculum and educational programs to actively promote positive peer relationships and reduce student isolation by embedding learning experiences that strengthen social skills, empathy and respectful behaviours. Through age-appropriate lessons and whole-college wellbeing programs, students are also provided with access to child safety education and empowerment that builds their understanding of personal safety, protective behaviours, and where to seek help. Together, these curriculum-based approaches support safer, more connected, and more informed students.

Aviva College's curriculum includes the *Metamorphosis* and *Personal Recovery and Community Building* courses that provide education to students on safety and wellbeing, including information on consent and respectful relationships.

Aviva College ensures that all staff and volunteers are consistently attuned to indicators of harm and abuse and are equipped to recognise when a student may need support. Age-appropriate and trauma-informed processes are in place to help students communicate their concerns safely and confidently, and staff actively respond to these disclosures with care and professionalism in accordance with Aviva College's *Reporting Concerns of Harm and Abuse Policy*.

3. Family and Community

Families and the community are informed and involved in promoting student safety and wellbeing.¹⁰

Aviva College recognises the vital role families and communities play in the safety, wellbeing, and education of students. We value strong, respectful, and collaborative partnerships with families and the broader college community.

We intentionally build inclusive relationships with families of students, including with First Nations families, local community members, and Elders. As appropriate we embed an Acknowledgement of Country in our practices to ensure students understand the importance of knowing and respecting the land on which we learn.

Aviva College provides opportunities for parents and carers to contribute to the college community through annual surveys, termly parent meetings and various communication and feedback channels.

Regular communication through emails, reporting and termly parent meetings ensure parents, carers and the college community are informed about the college's operations and governance.

⁹ Child Safe Organisations Act 2024 QLD, s9(b)

¹⁰ Child Safe Organisations Act 2024 QLD, s9(c)

4. Equity and Diversity

Equity is upheld, and the diverse needs of students are respected in policy and in practice.¹¹

Aviva College is committed to creating an inclusive, equitable environment where all students feel safe, respected, and supported. We actively work to remove barriers to participation and ensure our practices reflect cultural safety for all students.

This commitment is actioned through the following:

- Anti-Bullying Policy (Students)
- Inclusion Policy
- Disability Discrimination Policy
- Anti-Discrimination Policy
- Anti-Racism Policy or Code of Conduct
- Behaviour Support Policy containing anti-bullying approaches

5. People

People working with students are suitable and supported to reflect student safety and wellbeing values in practice.¹²

Aviva College *Recruitment Policy*, *Performance Management system*, and *Blue Card, NPC, & Professional Registration Policy & Procedure* are evidence of fulfilment of the requirements.

Aviva College is committed to recruiting, selecting, training and managing staff in such a way that limits risks to students. In particular, Aviva College will:

- Ensure that its recruitment and selection procedures act to reduce the risk of harm to student from staff via:
 - Accurate position descriptions, including whether the successful applicant must be a teacher registered with the Queensland College of Teachers (who has been subject to relevant police and other safety checks), whether a Blue Card is necessary for the successful applicant, the responsibilities and supervision associated with the position, the nature and environment of the service provided to students, and the experience and qualifications required by the successful applicant.
 - Advertising the position with a clear statement about the college's commitment to safe and supportive work practices and identifying that candidates will be subject to a teacher registration check or Blue Card screening, a police check, referee checks, identification verification and the requirement to disclose any information relevant to the candidates' eligibility to engage in activities including students.
 - A selection process that includes assessing the application via an interview process, and referee and other checks (as identified above) based on the accurate position description.
 - A probationary period of employment, which allows the college to further assess the suitability of the new staff and to act as a check on the selection process.

¹¹ Child Safe Organisations Act 2024 QLD, s9(d)

¹² Child Safe Organisations Act 2024 QLD, s9(e)

- Ensure that its training and management procedures act to reduce the risk of harm to students from staff via:
 - Management processes that are consistent, fair and supportive.
 - Performance management processes to help staff to improve their performance in a positive manner.
 - Supportive processes for staff when they are experiencing challenges, such as mentoring, mediation, conflict resolution, coaching, additional training, and external support and counselling services.
 - An induction program which thoroughly addresses the college's policies and procedures, particularly its expectations regarding student risk management, and to assist staff to understand their role in providing a safe and supportive environment for students.
 - Training new and existing staff on an ongoing basis to enhance skills and knowledge and to reduce exposure to risks, as follows:
 - the college's policies and procedures
 - identifying, assessing and minimising risks to students
 - handling a disclosure or suspicion of harm to a student.
 - Keeping a record of the training provided to staff.
 - Exit interviews to assist the college to identify broader issues of concern that may impact on the safety and wellbeing of students at the college.

6. Complaints

Processes to respond to complaints and concerns are child focused.¹³

Aviva College is committed to maintaining a student-focused approach to receiving and responding to complaints. Our *Complaints Handling Policy and Procedure* outlines how concerns can be raised, the roles and responsibilities of staff, and the processes used to respond to different types of matters. We ensure that all complaints are taken seriously, addressed promptly and thoroughly, and managed in line with our reporting, privacy, and employment law obligations.

Any concerns, disclosures or allegations relating to harm or abuse of a student are managed under the college's *Reporting Concerns of Harm or Abuse Policy*, which sets out our mandatory obligations to act protectively and report to the appropriate authorities.

7. Skills and Knowledge

Staff and volunteers of the college are equipped with the knowledge, skills and awareness to keep students safe through ongoing education and training.¹⁴

The college will train its staff in processes relating to the health, safety, and conduct of staff and students on their induction and will refresh training annually.¹⁵

Aviva College will:

¹³ *Child Safe Organisations Act 2024 QLD, s9(f)*

¹⁴ *Child Safe Organisations Act 2024 QLD, s9(g)*

¹⁵ *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld) s.16(4)(c)*

- Provide all staff with induction training in cultural competency and cultural responsiveness, with annual refresher training to maintain and deepen these capabilities.
- Ensure all staff receive induction training in trauma-informed practice, supported by annual refresher training to embed consistent, evidence-based approaches across the college.
- Ensure that information about student safety, wellbeing, and the prevention of harm is communicated to staff, parents, and students as required under Queensland child protection laws and the school's accreditation obligations. The school provides clear information about its child protection processes, reporting obligations, and relevant policies, and ensures these are accessible to the school community.
- actively engage with children, families, staff and the wider school community by providing regular, accessible and age-appropriate information about child safety, students' rights, reporting pathways, and the prevention of harm and abuse, to support a strong child-safe culture and student wellbeing.

8. Physical and Online Environments

Physical and online environments promote safety and wellbeing and minimise the opportunity for students to be harmed.¹⁶

Aviva College proactively identifies and mitigates risks within both the physical and online environments, ensuring that safety measures do not compromise students' privacy or healthy development. Staff and students use online platforms in line with the staff and student codes of conduct and related policies, supporting a safe, respectful, and well-managed digital learning environment.

For further details about how Aviva College manages risk see 1. Leadership and Governance above.

9. Continuous Improvement

Implementation of the child safe standards is regularly reviewed and improved.¹⁷

Aviva College is committed to fostering a culture of continuous improvement in student safety, wellbeing and cultural respect. We recognise that embedding the Child Safe Standards and Universal Principle is a continuing journey that requires ongoing commitment, regular review and continual strengthening of our practices.

Aviva College will:

- Review policies, procedures and practices regularly to ensure they remain effective, responsive and appropriate for the Aviva College community. This includes undertaking periodic audits, self-assessments and reflective practice to identify strengths and opportunities for improvement.
- Analyse available data including complaints and concerns to identify causes and systemic issues and use these insights to inform continuous improvement of policies, procedures and practices.
- Ensure that College leadership regularly reviews alignment and adherence to the Child Safe Standards through systematic consideration of the standards and leadership meetings

¹⁶ Child Safe Organisations Act 2024 QLD, s9(h)

¹⁷ Child Safe Organisations Act 2024 QLD, s9(i)

- Regularly (at least annually) seek feedback from staff, students and parents in relation to adherence to the Child Safe Standards.
- Record, monitor and report to the college board, the Senior Leadership Team regarding any breaches of this policy or related policies.
- Provide ongoing learning, training, and development for staff and volunteers, including induction and refreshers, to ensure everyone understands their responsibilities for student safety and cultural safety and is equipped to respond effectively as new risks or needs arise.

10. Policies and Procedures

Policies and procedures document how the college is safe for children.¹⁸

Aviva College has embedded its Statement of Commitment to Student Safety and Wellbeing in all relevant policies and procedures. Aviva College has made all relevant policies and procedures publicly available on its website, college intranet and copies are available on request from the college office. Staff and volunteers are trained in implementing relevant policies and procedures regularly.

Aviva College ensures that its policies and procedures are accessible, developmentally appropriate and easily understood by all students. Aviva College provides student-friendly versions of key policies using clear language, visual supports and formats that reflect the diverse communication needs of our students. These include simplified guides, posters, visual flow charts, infographics and digital tools such as apps or interactive resources.

Aviva College will embed trauma-aware and trauma-informed practice across all relevant policies, procedures and guidance documents. This includes recognising the impact of trauma on students, understanding how trauma may influence behaviour and communication, and ensuring that staff are equipped to respond with sensitivity and consistency.

Related Aviva College policies are listed in the table at the beginning of this document. The policies marked with an asterisk (*) are publicly available on the college website.

¹⁸ Child Safe Organisations Act 2024 QLD, s9(j)

Policy History

If any changes or errors are identified in this document, contact the Responsible Person/s to arrange.

Responsible Person/s
Matthew Vandepeer - Principal
Suniti Hewett – Compliance Officer

Document Information

Current Version	1
Policy Date	25 July 2026
Supersedes	This policy replaced the Child and Youth Risk Management Strategy (CYRMS) in 2026, and supersedes all previous CYRMS and all previous versions the Student Safety and Wellbeing Policy
First Released	25 July 2026
Review Frequency	Annual
Review Before	July 2027
Audience	The College Community – students and staff including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements, members of the broader college community, including parents/guardians, and visitors.
Policy Level	College Level Policy for Board Approval
Policy Owner / Authorised	Aviva College Board

Review

This document will be continually reviewed and improved, where practicable, to ensure it meets current requirements and changes in legislation, regulations, and standards.

This document will be reviewed by the Compliance Officer annually at a minimum, or more frequently to incorporate material or regulatory changes.

The Board is responsible for approving the document where material changes have been made. Where non-material changes have been made, the document can be approved by the Principal.

Key Changes	Updated by	Verified by	New Version #	Approval Date
Policy template & format updated for Aviva College. College Name and email domains updated for Aviva College. No other content changes.	Suniti Hewett 7 October 2026			
No change in issue number or approval date.				

Key Changes	Updated by	Verified by	New Version #	Approval Date
This is a new policy released in 2026, due to changes in child safety legislation. It is based on the new ISQ policy template. This policy replaces the Child and Youth Risk Management Strategy (CYRMS).	Suniti Hewett	Alta-1 College QLD Board	1	25 July 2026