

SIENA COLLEGE CAMBERWELL INTERNATIONAL STUDENT CHILD ABUSE RISK REDUCTION POLICY



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POLICY TITLE: INTERNATIONAL STUDENT CHILD ABUSE RISK REDUCTION POLICY

DEVELOPED / REVIEWED BY

Policy Committee
Director of Business Services and Advancement
Head of Admissions
Deputy Principal Wellbeing and Strategy
Director of Students
HR Manager
Risk and Compliance Manager

REVIEW SUMMARY

The purpose of this Policy is to demonstrate the strong commitment of Siena College to the care, safety, and wellbeing of all students, children, young people and young adults attending/visiting our College. It provides an outline of the policies, procedures, actions, and strategies that will be implemented to ensure that a child safe culture is championed and modelled at all levels of the College, to keep students safe from harm, including all forms of abuse in our College environment, on campus, online and in other locations provided by the College.

This Policy applies to College staff, including College employees, volunteers, contractors, and clergy. It should be read in conjunction with the following related school policies and procedures:

1. Child Safety and Wellbeing Policy
2. PROTECT: Identifying and Responding to Abuse – Reporting obligations
3. Child Safety Code of Conduct
4. Reportable Conduct Policy

Policy to be presented to the Policy Committee for the first time at the May 2024 meeting. Policy to be reviewed in the first twelve months to ensure accuracy to current legislative components.

DOCUMENT DEVELOPMENT PROCESS

This document was first developed by Director of Business Services and Advancement and the Head of Admissions in 2024.

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RATIONALE

At Sienna College, we hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our College. Our commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice, and the sanctity of each human person at the heart of the gospel (CECV Commitment Statement to Child Safety).

The person of each individual human being, in his or her material and spiritual needs, is at the heart of Christ's teaching: this is why the promotion of the human person is the goal of the Catholic School ([The Catholic School on the Threshold of the Third Millennium](#) n. 9).

The Dominican Ideals are a commitment to truth explored in dialogue, a vibrant preaching of the Gospel, a critical appreciation of culture and cultures, and a love of the beautiful. Our goal in each of our Educational Ministries is to foster these values, together with a spirit of prayer and contemplation, respect for the dignity and uniqueness of each individual, and the pursuit of excellence. (Dominican Education Australia

In the interests of all of our students and in compliance with Child Safe Legislation, the College has developed policies that oversee the wellbeing and safety of all children in our care. Hence, the College is committed to providing a safe College environment for all students and staff and in particular for our international students. The College has zero tolerance for child abuse.

The College recognises that international students are likely to require additional assistance and support with regard to Child Safe measures, because they are living away from home and through cultural and/or language misunderstandings may misinterpret the intentions or actions of others. Thus, in the interests of the wellbeing and safety of international students, the College has established processes and protocols for dealing with Child Abuse issues. These protocols and procedures are to be read in conjunction with the suite of child safety policies and procedures on our policy portal which form a part of our Child Safety Program.

DEFINITIONS

CAAW	Confirmation of Appropriate Accommodation and Welfare
WWCC	Working with Children Check The Working with Children Check is a screening process for assessing or re-assessing people who work with or care for children

PRINCIPLES / GUIDING PRINCIPLES / PROCEDURES

Scope of Procedures and Protocols

These protocols apply to all international students of the College. All staff members of the College are to be familiar with the expectations included in this document. International Student Advocate providers, Homestay Hosts, and Homestay Providers have specific responsibilities that are also defined in the document.

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Procedures Put in Place by the College to Promote International Student Safety

- The College has strict Child Safety Policies that require that all staff have a current WWCC,
- All visitors to the College are required to sign in at the Main Reception, and acknowledge that they understand their obligations under the Child Safe Standards.
- All College staff are briefed twice per year on the College's child protection policies and procedures as well as any updates to the child safe standards.
- All College Staff are required to complete the Department of Education Protecting Children – Mandatory Reporting and Other Obligations for Non-Government Schools training annually,
- The College has a structured program for international students which is delivered at orientation by our International Student Coordinator and overseen by the Deputy Principal of Wellbeing and Strategy, the Director of Students and/or their delegate. This promotes understanding of the College and its surrounds and includes a Safety Briefing on who to contact should they ever feel unsafe and how to make contact with appropriate personnel, including nominated Child Safety Officers.
- With regard to international students of Chinese background, the College has staff on site who speak Mandarin; and who are involved with International Student Pastoral Care. These staff members are accessible to international students and may co-ordinate activities and mentorship opportunities. They are also available for appointments to provide clarity around language and interpretation and, as such, are well able to provide advice on Child Safe issues.
- The College requires all international students staying in accommodation approved by the College under a CAAW arrangement to have a Student Advocate Person who can converse in the language of the international student. This person is required to be accessible for advice and guidance 24 hours per day and is expected to arrange regular appointments (at least twice per term) to meet with the international student(s) within their care along with the International Student Coordinator, Heads of House to ensure that any issues are addressed promptly.

International students have access during the school day to College counsellors and the Health Centre which is located on-site and is staffed by appropriately qualified personnel. All international students are introduced to these staff at Orientation.

- International students are closely monitored in terms of attendance, academic performance and socialisation with others – if the student appears unsettled or it appears there is cause for concern, the Wellbeing Team will, in the first instance, ask the International Student Coordinator to make contact with the student and will also advise the Student Advocate Person (“student advocate”).
- International students are constantly monitored for wellbeing and pastoral care and can themselves report concerns to the following staff who are available to support them at all times - all issues are dealt with immediately:
 - The International Student Coordinator is readily available and has regular meetings with students, individually and in groups.

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- Head of House - who has overall pastoral care for all students in their year level.
- Director of Students - has overall care of students
- The College ensures that all charter buses and public transport buses that service the College are adequately manned; all drivers are required to have a current WWCC.

Child Safe Training

- **For Homestay Hosts / Homestay Providers**
 - All homestay hosts / providers of the College's international students are required to be interviewed and fully informed about responsibilities and assessed for suitability by the College's International Student Coordinator.
 - All adults living in the homestay residence must have a current WWCC and completed relevant child protection training / awareness as required and approved by the College.
 - A Child Safe Pack containing a suite of child protection policies and procedures including the Child Safe Code of Conduct is provided to the host family at the commencement of the homestay arrangement and at a minimum annually or as required thereafter by the College. All adult family members are required to sign and acknowledge that they have read and understood the information contained in the Child Safe Pack and return the signed acknowledgement to the College for filing.
- **For student advocates**
 - A Child Safe Pack containing a suite of child protection policies and procedures including the Child Safe Code of Conduct is provided to all student advocates at the commencement of their engagement and at a minimum annually or as required thereafter by Siena. The student advocate is required to sign and acknowledge that they have read and understood the information contained in the Child Safe Pack and return the signed acknowledgement to the College for filing.
 - Each student advocate must hold a current WWCC and completed relevant child protection training / awareness as required and approved by the College.

Expectations of Homestays Hosts / Providers

- All homestay hosts of Siena's international students are required to provide the student with a bedroom that can be locked from inside and full bathroom facilities which can also be locked from the inside.
- It is expected that homestay hosts will ensure that the College is notified of any daily absence of an international student – in particular, as a safety measure to ensure that the College is aware that the student is legitimately absent.

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- It is expected that homestay hosts in collaboration with the support person will proactively assist their international student to attend evening functions at the College or at offsite venues should such events arise; in particular, to ensure that the student is safe at all times.

Expectations of student advocate

- It is the responsibility of the student advocate under the guidance of the College to ensure that safe transport and adequate supervision to and from the airport is provided for the students' initial journey to Melbourne and for subsequent journeys to and from their country of residence.
- It is also the responsibility of the student advocate to arrange for safe transport to and from the College on a daily basis; the student advocate is required to outline to the student what appropriate options exist - whether this be walking to and from the College, travelling by train or taking a charter bus or public transport bus. These options need to be discussed with the Head of Admissions, the International Student Coordinator and with the Deputy Principal Wellbeing and Strategy, the Director of Students and/or their delegate as the staff member with delegated responsibility for international students.
- It is expected that support persons, in partnership with homestay hosts, will ensure that the College is notified of any daily absence of an international student – in particular, as a safety measure to ensure that the College is aware that the student is legitimately absent.
- It is also expected that student advocates, in partnership with homestay hosts, will proactively assist their international student to attend evening functions at the College or at offsite venues should such events arise; in particular, to ensure that the student is safe at all times.
- Student advocates are expected to reinforce with the international student the College's requirement that medical appointments, when necessary, are made with registered medical practitioners – again, this is to ensure student safety at all times.
- Student advocates are expected to attend all Student-Teacher-Parent/Guardian interviews at the College with the international student which are held once per semester; and, to keep in contact with the student's family to ensure that any issues: whether social; academic; attendance; behavioural – are reported promptly to the student's parents.

RESPONSIBILITY

Everyone employed or volunteering at Siena College has a responsibility to understand the important and specific role they play individually and collectively to ensure a child safe culture in which the wellbeing and safety of all students is at the forefront of all they do and every decision they make (CECV Commitment Statement to Child Safety).

The school has allocated roles and responsibilities for child safety and wellbeing as follows:

- Principal
- Deputy Principal Wellbeing and Strategy
- Director of Students
- Heads of House
- College Counsellors

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- International Student Coordinator
- All Staff
- Student advocates?

RELATED LEGISLATION

The College has a full compliance program related to international students that is compliant with:

- The Education Services for Overseas Students Act 2000 (Cth)
- The Education Services for Overseas Students Regulations 2001 (Cth)
- The National Code of Providers of Education and Training to Overseas Students 2018
- The Migration Act 1958 (Cth)

In Victoria, the Victorian Registration and Qualifications Authority are the Designated State Authority with audit and compliance oversight to schools on the Commonwealth Register of Institutions and Courses for Overseas Students.

RISK

In the Committee's deliberations it is important to consider the College's main strategic processes and the identification of associated risks. Some sample questions are included for referral.

Answers are to be documented as part of the policy.

1. **Faith and Catholic Identity.** Identify any risks to Catholic Identity or Dominican charism of the school. How will this policy harm or enhance either?
2. **Reputation.** Identify if there are any reputational risks to the College. How will this policy impact Siena and wider communities?
3. **Financial.** Identify any financial risks to the College. How will this policy impact the financial stability of the College?
4. **Contemporary Learning and Teaching.** Identify any risks to learning and teaching. How will this policy impact the academic performance of the College?
5. **Wellbeing.** Identify any risks to safety and wellbeing. How will this policy impact the mental and physical wellbeing of the College community.
6. **Community Engagement.** Identify any risks to building community engagement. How will this policy impact community relationships?
7. **Governance and Leadership.** Identify any risks to governance and leadership in the College. How will this policy affect the strategic direction of the College?

Do any risks identified above warrant changes to the proposed policy? If so the policy should be referred back to the developer/s.

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NEXT REVIEW

May 2025

POLICY LOCATION

<https://sienacentral.siena.vic.edu.au/homepage/3452>
www.siena.vic.edu.au

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