



Engaging Families in Child Safety Procedures

St Francis Catholic College

Melbourne Archdiocese Catholic Schools Ltd (**MACS**) schools operate with the consent of the Catholic Archbishop of Melbourne and are owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

1. Purpose

This procedure outlines the strategies and actions in place to ensure that families, carers and other members of the school community are informed about relevant child safety and wellbeing matters and are involved in the promotion of child safety and wellbeing at the school.

2. Scope

These procedures apply in St Francis Catholic College

3. Principles

The following principles underpin our commitment to family engagement:

- Parents and Carers are given the opportunity to participate in decisions relating to child safety and wellbeing which affect their child
- Our school engages and openly communicates with Parents, Carers and other members of the school community about our child safe approach
- Relevant information relating to child safety and wellbeing about their child or children will be available to parents and carers
- Parents, Carers and other members of the school community can provide input into the development and review of the school's policies and practices relating to child safety and wellbeing
- Parents, Carers and other members of the school community have the right to be informed about the operations and governance of the school in relation to child safety and wellbeing.

4. School Commitment

Our school is committed to ensuring that all members of our school community are kept informed about relevant child safety and wellbeing matters and are involved in the promotion of child safety and wellbeing.

The Principal and school leaders at our school recognise their responsibilities to communicate and engage with families, carers and other members of the school community in relation to issues regarding child safety and wellbeing.

The Principal ensures the following actions and strategies are implemented to ensure we meet this commitment.

4.1. School leadership actions and strategies

1. Providing information through the school's communication channels to update parents and carers about the school's child safety and wellbeing strategies
 - Providing members of the school community with adequate information about the school's operations and governance relating to child safety and wellbeing through regular communication in newsletters, at information sessions and forums

2. Publishing school policies, procedures and practices relating to child safety and wellbeing so that they are easily accessible to parents and carers and other members of the school community
3. Principal seek feedback and engage with families to develop and review practices and strategies relating to child safety and wellbeing and periodically review relevant policies and practices through the School Advisory Committee and Parents and Friends Association.
4. Identifying opportunities for parents and carers to participate in decisions that affect their child's safety and wellbeing (e.g. parent-student-teacher interviews).
5. Informing parents, carers and students on how to raise concerns and issues about child safety and wellbeing
6. Supporting staff, through appropriate professional learning and the Communication Policy to strengthen their communication and engagement skills and to understand the value and importance of effective communication and engagement.
7. Ensuring that existing policies and practices relating to child safety and wellbeing are made publicly available so that they are easily accessible to families, carers and other members of the school community (e.g. school website, newsletters, parent handbook).
8. Creating opportunities to ensure that members of the school community are adequately informed about the school's operations and governance relating to child safety and wellbeing (e.g. information nights, morning teas etc).
9. Regular guest speakers at Parents and Friends Association to communicate the Behaviour Framework, Mobile Phone and Headphone Policy etc.
10. Partnering with external services to deliver various webinars and onsite presentations to students, parents and carers.
11. Regular agenda items at Leadership and House Leader meetings to periodically review and develop policies and practices relating to child safety and wellbeing
12. Proactively build culturally safe and respectful relationships with Aboriginal families, recognising their role in supporting the identity, cultural safety, and wellbeing of their children through the appointment of the Project Officer – Indigenous Program.
13. Appointment of project officers for Pasifika and Sudanese students to liaise with families.
14. Appointment of the EAL coordinator to provide interpreter services to families.
15. Provision of interpreters (language loop)
16. Engaging families and students through the curriculum and learning and teaching throughout the year including:
 - Email communication
 - Welcome evening to inform parents of what is taught at each year level
 - Parents are notified of potential challenging themes that students may be exposed to in classes, e.g. English, History, Physical Education
 - Body image and bullying is taught in Health and P.E classes
 - Using the Positive Behaviours for Learning program (Aventis and SHIELD) to educate on child safety.

4.2. Actions and strategies for Staff

School Staff also have a responsibility to support MACS, the school's governing authority, and school leaders in communicating and engaging with Parents, Carers and other members of the school community regarding child safety and wellbeing.

Strategies and actions used to carry out this responsibility are listed below.

1. Open lines of communication with families, carers and other members of the school community, particularly with respect to child safety and wellbeing matters.
2. Liaison with parents and carers about concerns and/or decisions that affect their child occurs.
3. Opportunities, where appropriate, for families to contribute to discussions.
4. Informing families and school community members when practices and procedures involved in child safety and wellbeing are reviewed and updated.
5. Ensuring all staff manage child safety and wellbeing issues in accordance with all policies for child safety and wellbeing.
6. Providing information about how to make complaints or raise concerns
7. Creating and maintaining open lines of communication with families, carers and other members of the school community, particularly with respect to child safety and wellbeing matters.
8. Liaising with parents and carers in relation to any concerns and/or decisions that affect their child and giving them the opportunity to contribute to any discussions, where appropriate
9. Ensuring that parents, carers and others in the school community are updated and involved in child safety and wellbeing.
10. Ensuring they act in accordance with the principles set out in this Policy when managing issues relating to child safety and wellbeing.

11. Definitions

Definitions of standard terms used in this document can be found in the [Glossary of Terms](#).

Carer

Refers to those with permanent care, foster care or kinship care arrangements.

Parent

A person who has parental responsibility for the child or young person. This may include a biological parent or another person who has been granted parental responsibility by a court order.

Parental responsibility

All the duties, powers, responsibilities and authority, which by law, parents have in relation to their children.

Principal

The role of the principal in a MACS school is to lead and manage the planning, delivery, evaluation and improvement of the education of all students.

Staff

Staff or staff member refers to the MACS board, board committee and working party members, MACS executives, principals, employees, contractors, consultants and volunteers in MACS schools and offices. The term includes those involved in religious ministry.

Volunteer

A person who performs work without remuneration or reward for MACS or a MACS school.

12. Related policies and documents

Related MACS policies and documents

Child Safety and Wellbeing Policy

Child Safety and Wellbeing Procedures

Policy information table

Approving authority	Director, Child Safety and Risk
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School document owner	
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