

Safeguarding

Section 1 – Background

Edmund Rice Education Australia Flexible Schools Ltd ('**EREAFLS**') is a Company Limited by Guarantee and is a charity registered with the Australian Charities and Not-for-Profit Commission ('**ACNC**').

EREAFLS administers a network of Catholic Schools across Australia (see [Schedule 1](#)) in the Edmund Rice Tradition. The charism of Blessed Edmund Rice expressed through the touchstones of Liberating Education, Gospel Spirituality, Inclusive Community, and Justice and Solidarity underpins our continued commitment to a safe and inclusive environment for all.

Section 2 – Purpose

The EREAFLS Safeguarding Policy demonstrates our commitment to proactively preventing potential harm to Children and Young people in each school, while ensuring their safety, welfare and wellbeing. It helps to ensure that every Child and Young Person within the care of EREAFLS is safe and valued as an integral member of their respective school community.

This policy further aims to elevate safeguarding to the forefront of all EREAFLS Schools and entities by offering comprehensive guidance and training. This includes the implementation of robust systems and processes to ensure that all representatives of EREAFLS fulfill their legislative obligations, uphold ethical standards.

EREAFLS is subject to standards for school registration in all jurisdictions for which EREAFLS is the governing authority. This requires all Schools to have evidence of their local policy and procedure in relation to safeguarding.

Nothing written in this policy, or the supporting *Safeguarding Guidelines and Procedures* prevents a staff member or any other person from taking immediate action to notify the Police or relevant Child Protection authority within their State or Territory, particularly in incidences where they believe it is essential to act immediately to ensure the safety of a Child or Young Person.

Section 3 – Scope

This policy applies to all Young People, Parents, Carers, families, Staff, Volunteers, Contractors, Board Directors, Board Committee members and School Advisory Council ('**SAC**') members at EREAFLS and in each of its Schools as listed in [Schedule 1](#) of this policy. This policy covers all physical, virtual, and online environments, constituting on and off-site School premises.

This policy should be read in conjunction with the *Safeguarding Guidelines and Procedures* for the relevant jurisdiction.

The following concerns and incidents are outside the scope of this policy:

- complaints or incidences related to how EREAFLS, or its Schools has managed its operations, its services, including an action, inaction, or decision, except where those operations, action, inaction, or decision are a contributing factor to a child safety incident or concern. Please refer to the [EREAFLS Complaint Handling Policy](#) for more information;

- workplace grievances or disputes by EREAFSL Staff, except where such a grievance or dispute is a contributing factor to a child safety incident or concern. Please refer to the *EREAFLS Workplace Complaint Management Policy* for more information;
- formal legal proceedings.

3.1 DELEGATIONS

Pursuant to s366B of the *Education (General Provisions) Act 2006*, the Directors of the EREAFSL Board delegate to the person performing the duties of the Chief Executive Officer (CEO) at EREAFSL, their obligations in Queensland under s366 and 366A of the *Education (General Provisions) Act 2006* and the obligations of the Director(s) of a Non-State School's governing body, to receive and give a copy of the report to a police officer. This policy operates in accordance with and is complemented by applicable commonwealth and state-based child protection and safeguarding legislation across all jurisdictions in which EREAFSL operates, as detailed in Section 10 of this policy.

Section 4 – Definitions and Interpretations

Where the following term(s) and acronym(s) are used within this policy they are intended to have the meaning(s) as outlined below:

4.1 DEFINITIONS

Term	Definition
Adult	means a person or persons 18 years of age or older, including Young People who are 18 years of age or older.
Assurance	means the EREAFSL software and digital storage system used to record, store and report on compliance related matters in the organization.
Board	means the EREAFSL Board.
Board Committee	means a Committee of the Board, which may include persons other than Board Directors.
Board Directors	means Directors of the Board.
Child(ren)	means a person or persons under the age of 18 years of age, including Young People under the age of 18 years of age and who are currently enrolled at one of the EREAFSL Schools listed in Schedule 1 .
Child Abuse	means the definition under the applicable legislation of the relative jurisdictions in which EREAFSL and each of its Schools operate but is given the general definition here as an act committed against a Child involving a sexual offence or grooming. It includes the infliction, on a child of physical violence, serious emotional or psychological harm, or serious neglect of a child.
Child Safeguarding Officer	also known as Student Protection Officers, Child Safety Officers, Child Protection Contact, and other terms used within the different jurisdictions, but is given the general meaning here as an identified or delegated person that has been assigned the additional child safeguarding responsibilities, who will act as a point of contact for Children and Young People within EREAFSL Schools.
Contractor	means someone engaged by EREAFSL to perform specific tasks. Contractors are not employees of the EREAFSL.
Cultural Safety	means an environment and set of practices where individuals can express their cultural identity, knowing it will be respected and validated. It requires recognising cultural differences, challenging power imbalances, and delivering support in ways that preserve dignity, meet needs, and uphold rights.
Effective Date	means the date of publication of the policy.
Harm	means the definition under the applicable legislation of the relative jurisdictions in which EREAFSL and each of its Schools operate but is given the general definition here as any detrimental effect of a significant nature on a Child or Young Person's physical, psychological, or emotional wellbeing. It is immaterial how the harm is caused.

Term	Definition
Head of Campus / Principal	means the appointed authority of an EREAFSL School. Note: Principal is inclusive of Area Principal.
Incident or Concern	Within this policy this refers to: Any situation, behaviour, disclosure, or observation that raises suspicion or indicates that a child or young person may be experiencing, or is at risk of experiencing, harm. This includes abuse, neglect, inappropriate behaviour, or breaches of safeguarding standards, and must be responded to in accordance with jurisdictional reporting obligations and EREAFSL safeguarding procedures.
Inappropriate behaviour	means any behaviour, including words, towards a Child / Young Person that is contrary to what is required / prescribed under the EREAFLS Code of Conduct for Staff .
Online / Virtual environment	means anywhere online related to EREAFSL and its Schools that allows digital communication, such as social networks, text messages and messaging apps, email and private messaging, online chats, comments on live streaming sites and voice chats in games.
Physical environment	Safeguarding encompasses protection measures for all spaces where students are present during school-related activities. This includes all on-campus facilities and any off-campus locations used for school-sponsored activities, excursions, sports, or events. These safeguarding measures apply during regular school hours, after-school programs, evening events, weekends, and holidays - whenever students are engaged in school-related activities regardless of time or location. All such environments must maintain appropriate safety standards, supervision protocols, and protection measures to ensure student welfare and wellbeing.
Procedures	refers to the <i>Safeguarding Guidelines and Procedures</i> .
Purpose	means the purpose section of this policy.
Regional Director	means the appointed authority of EREAFSL Schools within the Region.
Reporting obligations	includes reportable conduct, mandatory reporting, and means the definition under the applicable legislation of the relative jurisdictions in which EREAFSL and each of its Schools operate. These include a sexual offence, sexual misconduct, ill-treatment of a child, neglect of a child, an assault against a child, failure to protect, failure to report under the respective legislative instruments applicable in each jurisdiction; and behaviour that causes significant emotional or psychological harm to a child.
Risk management	means in the context of creating safe environments for Children and Young People. Consisting of assessing and taking steps to minimise the risks of harm to Children and Young People because of the action of EREAFSL Staff, Volunteers, Contractors or another Child or Young Person. Including planning the work of the organisation to reduce or minimise situations where Children and Young People may be abused or exposed to other harm. Note: This definition is only meant in the context of safeguarding and does not define risk management generally across the organisation.
Safeguarding	refers to all measures taken by an organisation to protect Children, Young People, and vulnerable adults from harm, abuse, neglect, and exploitation, while actively promoting their physical, mental, and emotional wellbeing. It encompasses creating and maintaining a safe, inclusive, and supportive cultures where everyone feels valued, respected, and empowered to speak up. This includes implementing robust policies, guidelines, procedures and practices to ensure a safe environment for all Children and Young People, Staff, Volunteers, and Contractors, while fostering open communication and responding appropriately to any concerns raised with the intention of keeping everyone safe.
School(s)	means the registered non-government schools (including Registered Training Organisations ('RTO') and other educational facilities) located in and operating within Australia that are listed in Schedule 1 , and such other schools, RTO or educational facilities as EREAFSL may establish in Australia or acquire, govern, and operate from time- to-time. This definition also applies to campuses of Schools and to a School operating across various sites.
Staff	also known as employee(s), means current EREAFSL employees.
Teacher	means a person employed in a School who is qualified in that jurisdiction to practice as a teacher of Children and Young People of school age.
Volunteer	means a person associated with a School who does unpaid work for that School by agreement with the School.

Term	Definition
Wellbeing	includes mental health issues, stress, depression, anxiety, building resilience and educating for safety and mental health awareness.
Young Person / Young People	also known as students, means those who are currently enrolled at one of the EREAFSL Schools listed in Schedule 1 .

4.2 ACRONYMS

Acronym	Full Reference
ACNC	means the Australian Charities and Not-for-Profit Commission.
CEO	means the EREAFSL Chief Executive Officer.
EREAFL	means Edmund Rice Education Australia Flexible Schools Ltd.
RTO	means Registered Training Organisation/s.
SAC	means School Advisory Council/s.
LGBTQIA+	Means lesbian, gay, bisexual, transgender, intersex, queer/questioning, asexual. + signifies the inclusion of other diverse gender identities and sexual orientations.

Section 5 – Policy Statement and Principles

5.1 EFFECT

This version of the policy replaces all previous versions, which are rescinded from the effective date of this policy.

5.2 STATEMENT OF COMMITMENT TO CHILD SAFETY

EREAFL and the Schools under its administration operate under the National Principles for Child Safe Organisations which welcome all Children and Young People and their parents, carers and families.

We are committed to providing environments where our Children and Young People are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives. Our safeguarding policy, guidelines, procedures and practices are inclusive of the needs of all Children and Young People.

We have no tolerance for child abuse and take proactive steps to identify and manage any risks or harm to Children and Young People in our School environments. When child safety concerns are raised or identified, we treat these seriously and respond promptly and thoroughly.

We promote positive relationships between our Children and Young People and adults, and between our Children and Young People and their peers. These relationships are based on trust and respect.

Particular attention is given to the child safety needs of Aboriginal and Torres Strait Islander Children and Young People, those from culturally and linguistically diverse backgrounds, those with a disability, those unable to live at home, those who identify as LGBTQIA+, and other Children and Young People experiencing risk or vulnerability.

Inappropriate or harmful behaviour targeting Children and Young People based on these or other characteristics, such as racism or homophobia, is not tolerated at our Schools, and any instances identified will be addressed with appropriate consequences.

Child safety and wellbeing is a shared responsibility. Every person at EREAFSL and its Schools plays an important role in promoting child safety and wellbeing and promptly raising any issues or concerns about a Child or Young Person's safety.

We are committed to regularly reviewing our child safe practices and seeking input from our Children and Young People, Parents, Carers, families, Staff, Volunteers, and child safety experts to inform our ongoing strategies.

5.3 GOVERNING PRINCIPLES

This policy is founded upon the *EREA Charter* and is grounded in the core values that we as an EREA entity uphold. This policy is underpinned by the principles outlined in the [National Principles for Child Safe Organisations](#) (National Office for Child Safety).

The following guiding principles are applied to strengthen the continuous development and review of our policies, guidelines, procedures, and practices to ensure the protection of our Children and Young People:

1. **The right to safety:** EREAFSL is committed to the safety and wellbeing of all Children and Young People;
2. **Child-centered welfare:** EREAFSL ensures that the welfare and best interests of Children and Young People is paramount;
3. **Commitment to Endorsing Universal Principle:** EREAFSL and its schools endorse the Universal principle for Aboriginal and Torres Strait Islander cultural safety, which supports the cultural safety, participation, empowerment of Aboriginal and Torres Strait Islander young people and their families through the appropriate management of safeguarding practices;
4. **Respect for views and privacy:** EREAFSL is committed to ensuring the perspectives and privacy of Children and Young People are respected;
5. **Established behaviour expectations:** clear expectations for appropriate behaviour with Children and Young People are outlined in the EREAFSL Codes of Conduct and related behaviour management processes;
6. **Cultivation of a child safe culture:** the safety of Children and Young People is dependent upon the existence of a child safe culture;
7. **Inclusion of Parents, Carers, families, and communities:** Parents, Carers, families, and relevant communities play a critical role in fostering a child safe culture through their active participation in decision making processes regarding child safety and wellbeing;
8. **Robust screening procedures:** EREAFSL implements comprehensive procedures to screen all Staff, Volunteers, Contractors, EREAFSL Board Directors and Board Committee members, and external providers who have direct contact with our Children and Young People;
9. **Shared responsibility for child safety:** everyone at EREAFSL shares a collective responsibility in the safety and protection of our Children and Young People;
10. **Mandatory safeguarding training:** mandatory annual training in child safety and wellbeing is a requirement for all EREAFSL Staff, including Volunteers, Contractors, Board Directors and Board Committee members;
11. **Accessible incident response:** EREAFSL ensures simple and accessible procedures are in place for responding to alleged or suspected child safety concerns; and
12. **Tailored support for vulnerable groups:** EREAFSL is committed to a child safe culture and identifies specific strategies for the care and support of Children and Young People who may be particularly vulnerable, including:
 - Aboriginal and Torres Strait Islander Children and Young People;
 - Children and Young People living in poverty;
 - Children and Young People from culturally and/or linguistically diverse backgrounds;
 - Children and Young People with disabilities;
 - Children and Young People who are unable to live at home; and Children and Young People who identify as LGBTQIA+.

Section 6 – Roles and Responsibilities

All members of the EREAFSL community play a part in implementing and upholding the principles of this policy. The details of those key responsibilities are outlined below:

Role	Responsibilities
Board	• Approval of Safeguarding Framework and policy. • Leading and supporting a positive safeguarding culture across EREAFSL and its Schools. • Oversight and analysis of active management and reporting.

Role	Responsibilities
Chief Executive Officer ('CEO')	- Approval of national and jurisdictional safeguarding guidelines, procedures and practices. - Ensures adherence to all legal, regulatory, and procedural compliance obligations through policy implementation. - Oversees the development, implementation and review of the Safeguarding Framework, including policies, guidelines, procedures and practices. - Provision of expert safeguarding leadership resources. - Enforces sound governance and management practices to uphold the highest standards for the protection of Children and Young People. - Ensuring all national team staff complete annual mandatory safeguarding training.
Chief Operating Officer ('COO')	- Ensures that all EREAFSL Staff are recruited, screened, and inducted in accordance with relevant State or Territory legislated requirements. - Collaborating on the development, implementation, and review of staff related aspects of the Safeguarding Framework, policy, guidelines, procedures, and practices. - Collaborating on all safeguarding matters that involve Staff. - Understanding their legal obligations with respect to the reporting of child abuse and other harm. - Being aware of key indicators of abuse and other harm, be observant, and to raise all child safety concerns and incidents with the Head of Campus, Principal or Regional Director. - Management of Staff adherence to Working with Children requirements nationally.
Systems, Risk and Compliance Manager	- Collaborating on the development, implementation, and review of all Safeguarding Framework, policy, guidelines, procedures, and practices. - Collaborating on the development, implementation, and review of risk management strategies and processes, including child safety risk management. - Management of online Staff and Volunteer mandatory child safety training.
National Director of Educational Strategy and Innovation ('NDESI')	- Collaborating on the development, implementation, review, and continual improvement of the Safeguarding Framework, policy, guidelines, procedures, and practices. - Oversight of safeguarding mechanisms in the online reporting platform. - Collaborating with regional safeguarding leaders and school leaders around the assessment of mandatory school reports received via the prescribed form. - Initial receipt and assessment of all safeguarding CEO threshold reports - Assigning the responsibility of CEO Threshold reports onto the appropriate staff member (Head of Campus/Principal or Regional Director of the relevant School) to manage and investigate. - Overseeing the management and closure of all safeguarding CEO threshold reports including reporting where appropriate to EREAFSL insurer and Board Directors.
Regional Director	- Overseeing the implementation of this policy and associated guidelines, procedures, and practices within their assigned regions. - Ensuring that EREAFSL Schools and Entities within their region maintain the highest standards in relation to the safeguarding and protection of Children and Young People. - Ensuring all staff in their regional teams complete annual mandatory safeguarding training.
Area Principals/Principals	- Ensuring the implementation of this policy and associated guidelines, procedures, and practices within their assigned Schools. - Upholding policy adherence and ensuring compliance with the National Principles for Child Safe Organisations. - Managing child safety incidents and concerns that pertain to their Schools and its Children, Young People, Staff and where it is not appropriate for the Head of Campus to manage.

Role	Responsibilities
Heads of Campus/Principals	- Endorsing and ensuring the implementation of this policy and associated guidelines, procedures, and practices within their School. - Upholding policy adherence and ensuring compliance with the National Principles for Child Safe Organisations. - Managing child safety incidents and concerns that pertain to their School and its Children, Young People and Staff. - Ensuring all staff complete annual mandatory safeguarding training.
National and Regional Safeguarding Leaders	- Collaborating on the development, implementation, and review of the Safeguarding Framework, policy, guidelines, procedures, and practices both Nationally and for their regions. - Collaborating with school leaders around the receipt and assessment of mandatory school reports received via the prescribed form. - Collaborating with school leaders on the management of child safety incidents and concerns that pertain to their School and its Children and Young People
School Based Safeguarding Roles	Each School has designated roles that Children, Young People and Staff can talk to about safeguarding matters. Role titles can include Child Protection Contact, Safeguarding Officer, Wellbeing or Middle Leaders. In addition to their general staff responsibilities these designated Staff act as 'Safeguarding Officers', providing support and assisting Children and Young People and/or Staff with reporting child safety concerns or incidents.
Staff	- Adherence to this policy and all relevant legislative and regulatory obligations. - Understanding their legal obligations with respect to the reporting of child abuse and other harm. - Being aware of key indicators of abuse and other harm, be observant, and to raise all child safety concerns and incidents with the Head of Campus, Principal or Regional Director.
Children and Young People	Are informed about this policy in age-appropriate ways. Young Person voice and agency is a fundamental part of safeguarding processes in our schools.
Parents/Carers	Being aware of this policy and how it applies to them and their Child or Young Person.

Section 7 – Safeguarding Framework

ERAFSL is committed to the effective implementation of our Safeguarding Framework and ensuring that it is appropriately reviewed and updated.

We adopt a risk management approach by identifying key risk indicators and assessing child safety risks based on a range of factors including the nature of our School(s) activities, physical and online environments, and the characteristics of the student body.

Our Safeguarding Framework relates to all aspects of child safety and protecting our Children and Young People from abuse or other harm. The Framework sets the context by which we implement and interpret our policies, guidelines, procedures, and practices. The Framework is built on four building blocks: Leadership, People, Environments and Response, and is inclusive of all the requirements of the 10 National Principles of Child Safe Organisations.

In alignment with this, the Flexi Practice Framework is embedded across our schools and supports the implementation of safeguarding practices. It is built on three Defining Characteristics: Standing on Common Ground, An Inclusive Community, and Resilient and Hopeful Young People.

7.1 EMPOWERING CHILDREN AND YOUNG PEOPLE

ERAFSL is a child safe and child-centered organisation. Our school environments are friendly and welcoming to all Children and Young People.

We actively seek to include our Children and Young People in decisions that affect them. This includes decisions about organisational planning, delivery of services, management of facilities, and classroom learning and assessment

environments.

We ensure our Children and Young People know about their rights to safety, information, and participation. We recognise the importance of friendships and support from peers. We actively seek to understand what makes our Children and Young People feel safe in our Schools and regularly communicate with them about what they can do if they feel unsafe.

7.2 PARTNERSHIPS WITH PARENTS, CARERS, FAMILIES, AND COMMUNITIES

EREAFLSL recognises that Parents and Carers have the primary responsibility for the upbringing and development of their Children and Young People. We support this by ensuring they participate in school decisions affecting their Children and Young People.

We ensure families and relevant communities know about EREAFLSL's operations and policies, including this policy and the related guidelines, procedures, and practices.

Cultural safety at EREAFLSL and its Schools is built through partnerships with Parents, Carers, families, and relevant communities.

7.3 VALUING DIVERSITY

EREAFLSL values diversity and does not tolerate any discriminatory practices or behaviour that threatens the cultural safety of others. To achieve this, we:

- support the cultural safety, participation, and empowerment of Aboriginal and Torres Strait Island Children and Young People and their families;
- support the cultural safety, participation, and empowerment of Children and Young People from culturally and linguistically diverse backgrounds and their families;
- support Children and Young People with a disability and their families and act to promote their participation;
- support Children and Young People of diverse sexuality and their families and act to promote their participation;
- Support Children and Young People who are made marginal through poverty and their families to promote their participation;
- seek to recruit a workforce that reflects diversity of cultures, abilities, economic participation experience, and identities;
- ensure all Staff, Volunteers, Contractors, Board Directors and Board Committee members have information about Aboriginal and Torres Strait Islander cultures, disabilities, culturally and linguistically diverse backgrounds, and other diverse backgrounds, experiences or needs; and
- have a physical environment that actively celebrates diverse cultures and recognises cultural difference.

7.4 REPORTING CHILD SAFETY INCIDENTS OR CONCERNS

The jurisdictional specific guidelines, procedures, and practices provide detailed guidance for EREAFLSL Board Directors and Board Committee members, Staff, Volunteers, and Contractors on how to identify key indicators of child abuse and other harm, and how to report child safety incidents or concerns.

EREAFLSL Children and Young People are provided with age-appropriate information and encouraged to use multiple pathways to raise child safety incidents or concerns. These include informal and formal reporting options, an anonymous reporting option, and through external child advocacy or child safety organisations.

Child Safeguarding Officers are accessible within each of our Schools. These are members of school Staff who have been assigned the role of Child Safeguarding Officer / Child Protection Contact and have been trained in the additional responsibilities of that role. The provision of these Child Safeguarding Officers within all Schools ensures our Children and Young People always have access to someone they can reach out to for support and report concerns to. The provision of assigned Child Safeguarding Officers in our Schools is not intended to limit who our Children and Young People can talk to or seek out for support. All EREAFLSL Staff are sufficiently trained in safeguarding and should be prepared to provide support to a Child or Young Person who reaches out in relation to a child safety matter.

Parents, Carers, family members and other school community members who have child safety concerns or who suspect that a Child or Young Person associated with EREAFSL may be subject to abuse or harm can contact the Head of Campus, Principal or Child Safeguarding Officer at their School either in person, by phone, or via email. Contact information is available on the School's website.

All communications will be treated confidentially.

Whenever there are concerns that a Child or Young Person is in immediate danger the Police should be called on 000.

7.5 RESPONSE TO CHILD SAFETY INCIDENTS OR CONCERNS

ERAFSL and its Schools will take appropriate and prompt action in response to all child safety incidents or concerns, including allegations, complaints, or disclosures of child abuse and harm, breaches of our Codes of Conduct, and inappropriate behaviour by others.

ERAFSL's response will include:

- all matters that meet the required thresholds being reported to Child Safety Services, the Police, and/or the authority for teacher registration, working with children reporting requirements or reportable conduct requirements within the relevant State or Territory depending on the issues raised and the reporting requirements for the jurisdiction;
- ERAFSL and its Schools fully cooperating with any resulting investigation by an external authority or agency;
- protecting any Child or Young Person connected to the child safety incident or concern until it is resolved and providing ongoing support to those affected; and
- securing and retaining records of the child safety incident or concern and the response to it in accordance with the requirements of the *ERAFSL Records Management Policy* and the relevant *Retention, Archival and Disposal Schedule*.

For more information about ERAFSL's reporting obligations and approaches to child safety incidents and concerns please refer to the *Safeguarding Guidelines and Procedures* for the relevant State or Territory.

7.6 CHILD SAFE HUMAN RESOURCE MANAGEMENT

ERAFSL applies best practice standards to the recruitment and screening of Staff, Volunteers, Contractors, and Board Directors and Board Committee members. Our recruitment procedures ensure that all reasonable steps are taken to engage the most suitable and appropriate people to work within our organisation and Schools, and with our Children and Young People. All Staff, Volunteers, Contractors, Board Directors and Board Committee members are required to maintain the relevant Working with Children Checks in accordance with the States/Territories that they work.

ERAFSL ensures that all Staff, Volunteers, Contractors, and Board Directors and Board Committee members undergo a comprehensive safeguarding induction, and ongoing education and annual training in child safety as part of our commitment to safeguarding Children and Young People from harm.

Staff, Volunteers, and Contractors at our Schools are subject to regular supervision and performance monitoring whilst engaging with Children and Young People.

For more information about ERAFSL's human resources management practices, please refer to the *ERAFSL Recruitment, and Screening Policy* and related *Guidelines and Procedures*

7.7 SAFEGUARDING RISK MANAGEMENT

ERAFSL recognises the importance of a risk management approach to minimising the potential for child abuse or harm to occur and we use this to inform our policies, guidelines, procedures, practices, and all excursion and activity planning.

ERAFSL has developed a Risk Management Framework to assist in the identification, assessment, and management of safeguarding risks in all ERAFSL school environments.

Section 8 – Management of Safeguarding Records

Information, data, and records which may provide evidence of incidents, allegations, disclosures, and investigations relating to safeguarding will be managed by EREAFSL, its Schools and Staff strictly in accordance with this policy, the *EREAFL Records Management Policy*, the related legislation and regulatory requirements, and in line with [*Volume 8 of the Royal Commission into Institutional Responses to Child Sexual Abuse, Recordkeeping and Information Sharing*](#).

As an extension to the governing principles outlined in this policy, EREAFSL also implements the following principles for safeguarding records management:

- EREAFSL and its Schools will create and keep full and accurate records relating to child safety and wellbeing, including child sexual abuse, and these record keeping practices are embedded in EREAFSL's leadership, governance, and culture;
- EREAFSL and its Schools will create full and accurate records about all incidents and concerns, responses, and decisions relating to child safety and wellbeing, including child sexual abuse;
- EREAFSL and its Schools will appropriately maintain and manage records relating to child safety and wellbeing, including child sexual abuse;
- EREAFSL and its Schools control access to information, limiting this to authorised personnel in delegated roles. This ensures compliance with *Privacy Act* requirements and protects sensitive data
- EREAFSL and its Schools will only dispose of records relating to child safety and wellbeing, including child sexual abuse in accordance with law or policy; and
- EREAFSL and its Schools endorses and recognises the rights of persons whom it holds personal information or records on to access or amend records about themselves.

For more information about record management at EREAFSL, and the relevant retention schedules, please refer to the EREAFSL Records Management Policy, and supporting Guidelines and Procedures for the relevant State or Territory.

Section 9 – Compliance and Accountability

9.1 IMPLEMENTATION

It is the responsibility of EREAFSL and each of its Schools' Heads of Campus / Principals to ensure that their Staff, Volunteers and Contractors, and where relevant, Children and Young People and their Parents and Carers, are trained in accordance with this policy. This policy will be made available on EREAFSL websites, and to Staff on the EREAFSL policy platforms.

On occasions where this policy undergoes major / key changes and updates, the National Risk and Compliance team will communicate those changes with line managers who will then be responsible for disseminating that information to their Staff, and where relevant, Children and Young People and their Parents and Carers. Where major policy changes make it necessary, policy training modules will be developed by the National Safeguarding and National Risk and Compliance teams and be made available to all Staff.

9.2 BREACH OF THIS POLICY

EREAFL takes infringements of this policy very seriously. Individuals who breach this policy may be subject to disciplinary action, including and up to termination of their employment. Individuals who become aware of an actual or suspected breach of this policy are obliged to report it immediately. They may speak to their line manager or lodge a Whistleblower report (where relevant), in accordance with the Whistleblower Policy.

9.3 RECORD KEEPING

All records pertaining to this policy will be managed and maintained in accordance with the *EREAFL Records Management Policy* and the related *Retention, Archival, and Disposal Schedule*.

When handling all reports or disclosures of child abuse or harm, EREAFSL and its Schools will keep and maintain any

records as required in compliance with statutory authority requirements.

The National Risk and Compliance team will keep records, in accordance with the *EREAFLS Records Management Policy*, of all policy review processes related to this policy, including records and notes from policy audits, feedback and consultation processes, and any subsequent changes.

Section 10 – Associated Information

This policy aligns with, and is supported and complemented by, the following Commonwealth and State/Territory legislation, standards, regulations, EREAFLS policies and procedures, and other supporting forms and documentation:

Related Legislation, Policies and Procedures	
Relevant Legislation, Legislative Instruments, Standards and Regulations	Commonwealth <i>Australian Education Act 2012 and Regulation 2013</i> <i>Australian Human Rights Commission Act 1986</i> <i>Disability Discrimination Act 1992</i> <i>Disability Standards for Education</i> <i>Family Law Act 1975</i> <i>Privacy Act 1988</i>
	Queensland <i>Child Protection Act 1999</i> <i>Child Safe Organisations Act 2024</i> <i>Civil Liability Act 2003</i> <i>Criminal Code Act 1899</i> <i>Domestic and Family Violence Protection Act 2021</i> <i>Education (Accreditation of Non-State Schools) Act and Regulation 2017</i> <i>Education (QCT) Act 2005 and Regulation 2016</i> <i>Education (General Provisions) Act 2006</i> <i>Working with Children Check Act 2000 (Qld)</i> <i>Working with Children (Risk Management and Screening) Regulation 2020 (Qld)</i>
	Northern Territory <i>Care and Protection of Children Act 2007</i> <i>Care and Protection of Children (Screening) Regulations 2010</i> <i>Criminal Code Act 1983</i> <i>Education Act and Regulations 2015</i> <i>Teacher Registration (NT) Act and Regulations 2004</i>
	New South Wales <i>Child Protection (Working with Children) Act 2012</i> <i>Children and Young Persons (Care and Protection) Act 1988</i> <i>Civil Liability Act 2002</i> <i>Crimes Act 1900</i> <i>Crimes (Domestic and Personal Violence) Act 2007</i> <i>Education Act 1990</i> <i>Education Standards Authority Act 2013</i> <i>Teacher Accreditation Act 2004</i>

Related Legislation, Policies and Procedures	
	Tasmania • <i>Child and Youth Safe Organisations Act 2023</i> • Children, Young Persons and Their Families Act 1997 • Civil Liability Act 2002 • Code of Professional Ethics for the Teaching Profession in Tasmania • Criminal Code Act 1924 • Education Act 2016 and Education Regulations 2017 • Family Violence Act 2004 • Professional Boundaries: Guidelines for Tasmania Teachers • Registration to Work with Vulnerable People Act 2013 and Regulations 2014 • Teachers Registration Act 2013
	South Australia • Children and Young People (Safety) Act and Regulations 2017 • Child Safety (Prohibited Persons) Act 2016 and Regulations 2019 • Civil Liability (Institutional Child Abuse Liability) Amendment Act 2021 • Criminal Law Consolidation Act 1935 • Education and Children's Services Act 2019 and Regulations 2020 • Education and Early Childhood Services (Registration and Standards) Act 2011 • Teachers Registration and Standards Act 2004 and Regulations 2021
	Western Australia • Children and Community Services Act 2004 and Regulations 2006 • Children and Community Services Amendment (Reporting Sexual Abuse of Children) Act 2008 • Civil Liability Act 2002 • Criminal Code Act 1913 • Registration Standards for Non-Government Schools • School Education Act 1999 and Regulations 2000 • Teacher Registration Act 2012 • Working with Children (Criminal Record Checking) Act 2004 and Regulations 2005
Relevant EREAFSL Policies and Procedures	• <i>Code of Conduct (staff)</i> • Code of Conduct – Community • Code of Conduct – Young People • <i>Complaint Handling Policy</i> • Records Management Policy • Risk Management Policy • Safeguarding Guidelines and Procedures – NSW • Safeguarding Guidelines and Procedures – NT • Safeguarding Guidelines and Procedures – QLD • Safeguarding Guidelines and Procedures – SA • Safeguarding Guidelines and Procedures – TAS • Safeguarding Guidelines and Procedures – WA • Whistleblower Policy • Workplace Complaint Management Policy
Other Relevant Reference Documents, Websites and Forms	• Child Safety Reporting Form (online) • Child Safety Reporting Form (printable) • EREAFSL Safeguarding – Child Safe Organisation Self-Assessment Tool • <i>National Principles for Child Safe Organisations</i> • Safeguarding CompliLearn module (web enabled)

Section 11 – Review

This policy will be reviewed **triennially**, and amendments and updates made as required. Reviews may occur more regularly where a legislative or regulatory change requires it. Any related guidelines, procedures, practices, or forms are also reviewed **triennially**, or more regularly as required by change to legislation.

The National Risk and Compliance team is responsible for ensuring that the **triennial** review of this policy is undertaken, which includes applying any relevant legislative and/or regulatory changes, thorough consultation with relevant stakeholders, and having the policy reviewed and approved by the EREAFSL CEO and Board.

Section 12 – Further Assistance

Policy queries should be directed to the National Director of Educational Strategy and Innovation.

Section 13 – Document Version Control

Safeguarding Policy	
Status	APPROVED
Version	Version 2.0
Policy Code	SG.001
Category	Operational
Sub-Category	Safeguarding
Effective Date	13 October 2025
Review Date	13 October 2028
Approval Authority	Chief Executive Officer ('CEO')
Governing Authority	EREAFLS Board
Approval Date	13 October 2025
Policy Owner	National Director of Educational Strategy and Innovation
Policy Owner Delegate	National Director of Educational Strategy and Innovation

Schedule 1 – Schools* under the administration of Edmund Rice Education Australia Flexible Schools Ltd.

School	Site Address
Albert Park Flexible School	1 Hale Street, Brisbane QLD 4000
Bowen Flexible School	48 George Street, Bowen QLD 4805
Burdekin Education Program	Ayr Racecourse – Cunningham Street, Ayr QLD 4807
Deception Bay Flexible School	17 Silver Street, Deception Bay QLD 4508
Edmund Rice Flexi School (Davoren Park)	8 Skewes Street, Davoren Park SA 5113
Edmund Rice Flexi School (Elizabeth)	Bldg G21 Elizabeth TAFE – Woodford Road, Elizabeth SA 5112
FAME	4 Orche Place, Christie Downs SA 5164
Flexi RTO (46087)	Unit 18, 56 Lavarack Avenue, Eagle Farm QLD 4009
Geraldton Flexible School	27 Bayly Street, Geraldton WA 6530
Gympie Flexible School	2 Bowen Lane, Gympie QLD 4570
Hemmant Flexible School	56 Hemmant-Tingalpa Road, Hemmant QLD 4174
Inala Flexible School	67 Poinsettia Street, Inala QLD 4077
Ipswich Flexible School	1 Queen Victoria Parade, Ipswich QLD 4305
Mount Isa Flexible School	74 Abel Smith Parade, Sunset Mount Isa QLD 4825
Noosa Flexible School	2 Girraween Court, Sunshine Beach QLD 4567
Pambula Beach Flexible School	149 Pambula Beach Road, Pambula NSW 2549
Rockhampton Flexible School	210 Upper Dawson Road, Rockhampton QLD 4700
St Edmund's College	60 Burns Road, Wahroonga NSW 2076
St Francis Flexible School	22 Ashbourne Grove, West Moonah TAS 7009
St Gabriel's School	190 Old Northern Road, Castle Hill NSW 2154
St Joseph's Catholic Flexible School (Alice Springs)	5 Bloomfield Street, Alice Springs NT 0870
St Joseph's Catholic Flexible School (Darwin)	107 Boulter Road, Berrimah NT 0828
St Laurence Flexible Learning Centre	137 Broadmeadow Road, Broadmeadow NSW 2292
St Mary's Flexible School	63 Forrester Road, St Marys NSW 2760
Southport Flexible School	2 Nakina Street, Southport QLD 4215
The Centre Education Programme	108 Mudgee Street, Kingston QLD 4114
Townsville Flexible School	22 Ingham Road, West End QLD 4810
Wollongong Flexible School	Corner Princes Highway and Towradgi Road, Towradgi NSW 2518

* 'Schools' means the registered non-government schools (including Registered Training Organisations ('RTO') and other educational facilities) located in and operating within Australia that are listed in the above Schedule, and such other schools, RTO or educational facilities as EREAFSL may establish in Australia or may acquire, govern, and operate from time-to-time. This definition also applies to campuses of Schools and to a School operating across various sites.