



OVERSEAS STUDENT HANDBOOK 2020



MELBOURNE
GRAMMAR SCHOOL
AN ANGLICAN SCHOOL

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ABOUT MELBOURNE GRAMMAR SCHOOL

Melbourne Grammar School is one of Australia's leading independent schools, with a tradition of excellence extending over more than 160 years. We believe in the holistic development of young people: intellectually, physically, emotionally, psychologically, socially and spirituality.

Ours is an inclusive, community-focused culture in which both student effort and achievement are recognised and celebrated. Our culture is further enhanced by an involved network of staff and parents, the knowledge and experience of our alumni, and the depth of our connections with the broader communities around us.

Students from around the world continue their educational journey at Melbourne Grammar School, joining our diverse boarding community and undertaking one of Australia's best educations. They also enjoy the benefits of residing in the heart of Melbourne, Australia's most liveable city.

We welcome applications for boys from all countries and backgrounds.

CITY OF MELBOURNE

Melbourne is the capital city of Victoria and is renowned for its sports, arts, shopping, restaurants and world class education. Melbourne is a multicultural society and offers a diverse range of cultural and sporting activities throughout the year. For further information about living in Melbourne, refer to [this link](#).

SCHOOL STRUCTURE

Melbourne Grammar is an Anglican School from Prep to Year 12 founded in 1858 by the first Bishop of Melbourne, Charles Perry. Today, we remain proud of our Anglican heritage and retain our strong Anglican traditions, while also warmly welcoming families from diverse religious and cultural backgrounds.

- From Prep to Year 6 we provide coeducational classes at our Caulfield Junior School, [Grimwade House](#) located 10km south of the city.
- Year 7 and 8 boys attend [Wadhurst](#), our Middle School based at St Kilda Road in South Yarra located 2km south of the city. Students in Years 9 – 12 learn at the adjoining Senior School.
- Our Year 7 - 12 students attend as both day students and [boarders](#).

Every student's learning is supported by dedicated pastoral care programmes along with our exceptional learning facilities.

ENTRY POINTS FOR OVERSEAS STUDENTS

We offer places for overseas students from Years 7 to 12. We do not enrol international students in Prep – Year 6.

The main intakes are:

- Year 7; and
- Year 9.

Students may also enter at other year levels if places become available.

All students entering the School on a student visa must live in our boarding houses. Here, they build friendships with local students, and experience Australian life in a safe and caring environment.

Enrolment of students under the age of 13 years, at the time of commencement, will only be accepted if they have a blood relative (who meets the criteria for approval by the Department of Home Affairs as outlined in the National Code 2018) residing in Melbourne who will provide homestay accommodation during exeats and periods of illness.

FEE SCHEDULE

The current Overseas Student Tuition and Boarding Fees Schedule can be found on our website. Tuition and Boarding fees are reviewed annually and are subject to change.

STUDYING AT MELBOURNE GRAMMAR SCHOOL

In Years 11 and 12, students complete the Victorian Certificate of Education (VCE), which upon satisfactory completion, provides diverse pathways for further study or training at university or TAFE.

ACADEMIC RESULTS

NAPLAN Results 2019

Each year, all students in years 3, 5, 7 & 9 undertake NAPLAN testing. The results can be viewed on our [website](#).

VCE Outcomes 2016 – 2019

The School's VCE results for the past four years can be viewed on our [website](#).

TEACHING AND LEARNING

At Melbourne Grammar School we strive to give every student the opportunity to pursue their passions and interests. To achieve this, we complement the academic focus of our senior curriculum with opportunities for students to work collaboratively and participate in co-curricular opportunities.

OUR CURRICULUM STRUCTURE

The Senior School curriculum is structured to encourage choice. In Years 9 and 10, core subjects and semester electives allow students to gain essential skills and maintain a breadth of experience, while exploring the disciplines they are most enthusiastic about in depth. In Year 11, many students will have access to a VCE Unit 3/4 subject, giving them an opportunity to maximise their ATAR while also continuing to deepen their personal interests.

Elements of a Strong Curriculum

We believe these elements contribute to a curriculum that provides a holistic approach to education:

- Cultural transmission: students discover the origins and development of cultures and ideas, contributing to an understanding of their place in the world.
- Mastery of skills: students demonstrate fundamental skill development.
- Extension/challenge: students are challenged by course content and teaching methods.
- Autonomy: students have a degree of autonomy in both subject choice and the tasks they undertake.
- Reflective and creative thinkers: the curriculum inspires reflection, imagination, higher order thinking and academic independence.
- Growth: assessment involves explicit criteria and standards, attempting to close the gap between existing and desired performance.
- Intellectual rigour: students develop the capacity to approach ideas and theories carefully, clearly and deeply, developing intellectual maturity and critical judgement.
- Inspirational/aspirational: the curriculum inspires a love for learning and motivates students to continue their own education.

GENERAL INFORMATION

Melbourne Grammar School is registered by the Australian Government to provide courses to *overseas students from Year 7 to Year 12. Refer to the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) at <http://cricos.education.gov.au/>.

The Education Service for Overseas Students Act 2000 (ESOS) and National Code 2018 set out the legal framework governing the delivery of education to Overseas Students studying at Melbourne Grammar School can be found on the Australian Government Department of Education and Training [website](#).

The following information is to assist parents to understand the procedures to be followed by an overseas student wishing to apply for a place at Melbourne Grammar School. An application for an overseas student does not confer a right to enter the School, and if a place is offered, this will be advised in writing by the School and is subject to formal acceptance. The [Conditions of Entry – Full Fee Paying Overseas Students](#) (refer to Appendix A) apply to all offers made and can be found later in this handbook.

Students must board at the School and have a Local Support Person who lives in Melbourne (refer to [Accommodation & Welfare Policy in this Handbook](#) or on the School Website). Melbourne Grammar School does not take overseas students as day students. If an overseas student does not have access to a Local Support Person in Melbourne, their family or representing agent may contact the Head of Admissions (at enrol@mgs.vic.edu.au or +61 3 9865 7570) to discuss the possibility of engaging the services of a professional support person.

** An overseas student is defined as a student studying in Australia on a student study visa.*

APPLYING FROM YOUR HOME COUNTRY

You are welcome to apply to Melbourne Grammar School independent of an agent however, details of the agents who represent Melbourne Grammar School are available on the Admissions page of our [website](#).

The agent can assist you and arrange entrance testing with Australian Education Assessment Services (AEAS) or you can arrange an AEAS test yourself.

AEAS Test results and latest school reports are required before submitting an application. Subject to satisfactory AEAS test results, and Melbourne Grammar **entrance testing, a written offer of a place may be made.

ENGLISH LANGUAGE INTENSIVE COURSE FOR OVERSEAS STUDENTS (ELICOS)

If a place is offered by the School, this may be conditional upon the student successfully completing an ELICOS course at a registered ELICOS provider in Australia. This would be specified in any Letter of Offer issued by the School. Evidence of the ELICOS enrolment, Electronic Confirmation of Enrolment (eCoE) and Confirmation of Appropriate Accommodation and Welfare (CAAW) must be provided to Melbourne Grammar School immediately after it is received by the student. The family of the overseas student must arrange for enrolment with the approved ELICOS provider and pay all costs of the course directly to the ELICOS provider. Melbourne Grammar School does not offer ELICOS courses.

ENGLISH LANGUAGE PROFICIENCY

Once the ELICOS course has been completed, the results and a report will be sent to Melbourne Grammar School. At the end of the ELICOS course, the student will be required to take a second AEAS test to determine his level of English proficiency. Based on these outcomes the School may then request the student to extend his studies at the ELICOS provider in order to reach the required level of proficiency. Once the agreed upon level of proficiency is achieved, the student will be able to commence their formal education at Melbourne Grammar School. It is expected that the student will complete the required number of weeks of ELICOS within the timeframe specified by Melbourne Grammar School in order to be accepted into the specified year level according to the formal Letter of Offer.

*** Entrance testing consists of Reading Comprehension, Maths and Abstract Reasoning. Practice tests are not available.*

SPECIAL NEEDS

The parents/guardian (hereinafter referred to as "parents") must advise the School when applying for enrolment and thereafter (including prior to accepting any offer of enrolment from the School), of any disability or specific learning or behavioural needs that the student may have and of which the School should be aware. The School must also be advised of any adjustments or specialised support services that the family consider should be made available by the School, to assist the School in ensuring that the student is able to access the School's curriculum and educational programs.

ACCOMMODATION & WELFARE

Appropriate accommodation and welfare plays a crucial role in the overall success of an Overseas Student. Melbourne Grammar School will only take overseas students as boarders. Families who are either on a [590 guardian visa](#) or who currently reside in Melbourne are not eligible to apply for a boarding position.

Melbourne Grammar School is committed to ensuring the welfare and wellbeing of Overseas Students. In addition, all Overseas Students must nominate a Melbourne based, Local Support Person who will take responsibility for the student's well-being, support and accommodation for all student 'excesses', term breaks, public holidays and if a student is unwell for longer than 2 days and requires home care. (Refer to the [Accommodation & Welfare Policy](#) in this Handbook).

STUDENT VISA PROCESSING

If a Letter of Offer is issued, and accepted by the family, with all conditions thereon having been satisfied (including payment of the non-refundable enrolment fee), an eCoE will be issued by the School to enable the student to apply to the Australian Government for a student study visa. Melbourne Grammar School does not apply for the student study visa on your behalf. This is the responsibility of the agent or the student's parents if organising the visa independently of an agent.

VISA GRANT NOTICE

A copy of the student's Visa Grant Notice (issued by the Australian Government) must be provided to the School as soon as it is received, which must be prior to commencement at Melbourne Grammar School. Overseas students must hold the appropriate visa before they can start.

ADMISSION / ENROLMENT

Once a student has enrolled, they cannot defer commencement of their studies, or suspend their studies, except on the grounds of illness, evidenced by a doctor's certificate, or other exceptional circumstances (for example: bereavement). If the student defers or suspends their studies on grounds that they are in breach of their visa conditions, the School is obliged to commence the procedure as detailed in the Deferment, Suspension and Cancellation Procedure later in the Handbook.

REFUND POLICY

The School's refund policy (refer to the Conditions of Entry to the School - Full Fee Paying Overseas Students on the website and in this handbook) applies to tuition and boarding fees paid to the School. In the event of the course not being delivered, prepaid tuition and boarding fees for that course would be refunded. Notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the Headmaster.

If after a refund, the student is unable to find an alternative course within 28 days, the student may contact the Tuition Protection Service (TPS), an instrumentality of the Australian Government, to explore other options. The student may also have rights to take further action under Australia's consumer protection laws.

The School will refund within 28 days any prepaid tuition and boarding fees, less \$500 administration fee, where the student's application for enrolment is refused by the School or the student produces evidence that the application made by the student for a student visa has been rejected by the Australian immigration authorities. Refunds will be reimbursed in Australian dollars and the payment made to the student or person specified on the enrolment form.

TRANSFER

Under the ESOS Act, a student must be enrolled at school for a period of at least six months prior to applying for a transfer. Students who wish to appeal to the School for a transfer prior to completing six months, must provide the School with:

- Written evidence that their parents or legal guardian supports the transfer;

- Written confirmation that the new provider will accept responsibility for approving the welfare arrangements if the student is not being cared for in Australia by a parent or suitable nominated relative; and
- A valid enrolment offer from that provider.

The application for transfer will be considered by the School in accordance with the Melbourne Grammar School Conditions of Entry for Full Fee Paying Overseas Students.

ATTENDANCE REQUIREMENTS

Student attendance is monitored by the Director of Boarding. If a student's attendance is at risk of falling below 80% or the student has been absent from School for an unexplained continuous period of at least 5 days, the School will offer counselling and consult with the student to determine whether there are compassionate or compelling circumstances for the absences (e.g. medical illness supported by a medical certificate).

If the student is unable to provide evidence to support compassionate or compelling circumstances and after counselling, the student's attendance falls below 80%, the School will advise the student of its intention to report the them for breach of visa conditions. The student has 20 working days in which to access the School's complaints process, as documented in the [Parental and Students Complaints Policy – Overseas Students](#) (available in this Handbook or on the School Portal).

STUDENT GRIEVANCES, COMPLAINTS & APPEALS

Student grievances are handled in accordance with the School's [Parental and Students Complaint Policy – Overseas Students](#) (available in this Handbook or on the School Portal).

CHILD SAFE STANDARDS

Melbourne Grammar School has a zero tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse. Melbourne Grammar has implemented child safety standards to accommodate and take the needs of all children (including but not limited to, Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable) into account when creating a child safe environment.

All adults involved in the welfare and accommodation of students must comply with the School's child safety policies and procedures (available in Appendix B and on the School Website), upholding the overarching principles and values set out, conducting themselves in accordance with the commitments set out, and taking all reasonable steps to promote the safety of children.

ORIENTATION FOR NEW STUDENTS WADHURST (YEARS 7 & 8)

Boarders at Melbourne Grammar School's Middle School, Wadhurst come into Creswick Boarding House. This is a small family environment with a maximum of 14 students. Students new to boarding will begin the school year with all Year 7 students who enter the School for the first time. In addition, there will, at times, be a small group of Year 8 students new to the School.

Overseas boarders are invited to tour the Wadhurst campus and Creswick House at a time suitable to them before they enrol. An orientation is held on the day before School formally commences.

SENIOR SCHOOL (YEARS 9 - 12)

Senior School boarding is divided into two Houses, Perry House and School House, with 52 students in each. For senior students in particular, boarding provides a gradual understanding and experience of independence in preparation for the transition to tertiary and adult life.

To assist with a smooth transition to boarding life, new students are invited to a sleepover in November of the year prior to entry. Current Senior students and Heads of House will be available to assist the students with any questions that they may have both during the sleepover and at Orientation, held on the day before School formally commences.

PASTORAL CARE

Each campus has a Counsellor and a Chaplain who are available to consult with students, parents and teachers regarding issues that may affect a student's educational and personal welfare.

The House is the 'home base' for pastoral care.

Houses have a teacher who is Head of House, a School nurse and House Leaders responsible for the welfare of each student. The Head of House lives in the House and monitors the students' wellbeing. School staff and the parent body engage closely with the boarders and are of a great support to the boarding house community. Further information is available in the [Boarding Handbook](#) (available on the School Portal or upon request from the Director of Boarding).

**THE ESOS FRAMEWORK –
PROVIDING QUALITY EDUCATION
AND PROTECTING RIGHTS**

To ensure that overseas students have a safe, enjoyable and rewarding experience studying in Australia, the Australian Government has implemented safeguards and laws to promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework, and include the Education Services for Overseas (ESOS) Act 2000 and the National Code.

PROTECTION FOR OVERSEAS STUDENTS

Overseas students (on a student visa) must study with an education provider and in a course that is registered with the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). CRICOS registration requires that education providers meet the high standards necessary for overseas students. Students should check carefully that the details of the course, including its location, match the information on the CRICOS website.

TUITION PROTECTION SERVICE (TPS)

The Tuition Protection Service (TPS) is an initiative of the Australian Government to assist overseas students whose education providers are unable to fully deliver their course of study. The TPS ensures that overseas students are either able to:

- Complete their studies in another course or with another education provider; or
- Receive a refund of their unspent tuition fees.

Students can contact the TPS online.

STUDENTS’ RIGHTS

The ESOS framework protects students’ rights including:

1. The right to receive, before enrolling, current and accurate information about the courses, fees, modes of study and other information from the provider and education agent. For students under 18, a visa will only be granted if arrangements are in place for accommodation, support and welfare.

2. The right to sign a Written Agreement (as defined in the National Code 2018) with the provider before or as fees are paid, setting out the services to be provided, fees payable and information about refunds for course money. Students should keep a copy of the Written Agreement.
3. The right to receive the education paid for. The ESOS framework includes consumer protection (see TPS above) that will allow students to receive a refund or to be placed in another course if the provider is unable to teach the course.
4. The student’s right to know:
 - a. How to use the provider’s student support services;
 - b. Who the key staff contacts are for overseas students;
 - c. If students can apply for course credit if enrolment is deferred, suspended or cancelled;
 - d. What the provider’s requirements are for satisfactory progress in the courses of study;
 - e. How attendance will be monitored for those courses;
 - f. What will happen if the student wishes to change providers; and
 - g. How to use the provider’s complaints and appeals process.

STUDENTS RESPONSIBILITIES

Overseas students have responsibilities to:

1. Satisfy student visa conditions;
2. Maintain Overseas Student Health Cover (OSHC) for the period of their stay;
3. Meet the terms of the Written Agreement with their provider;
4. Inform the provider of any changes to their Local Support Person;
5. Maintain satisfactory course progress;
6. Adhere to the provider’s attendance policy; and
7. If the student is under 18, maintain approved accommodation, support and general welfare arrangements.

CONTACT DETAILS

Melbourne Grammar School	For policies and procedures at the School	Speak with the Head of Admissions: +61 3 9865 7555
Department of Education & Training (DEST)	For your ESOS rights and responsibilities	<u>Department of Education website</u> ESOS Helpline: 1300 615 262 in Australia
Department of Home Affairs	For visa matters	<u>Department of Home Affairs website</u> Phone 1300 853 773 in Australia Contact the Department of Home Affairs office in your country

ENGLISH LANGUAGE PROFICIENCY & EDUCATIONAL QUALIFICATIONS

INTRODUCTION

In accordance with the National Code 2018, the following document outlines the School's policy and process of assessing whether an overseas student's English language proficiency, educational qualifications or work experience is sufficient to enable them to enrol in the secondary school course offered at Melbourne Grammar School.

POLICY

It is the School's policy to assess an overseas student's English language proficiency and educational qualifications during the recruitment process and prior to their enrolment at the School.

Assessing English Language Proficiency

The School uses the Australian Education Assessment Services (AEAS) English Language Proficiency test to determine whether an intending overseas student satisfactorily meets the minimum level of English proficiency required for the course.

Assessing Educational Qualifications

The School will assess the educational qualifications of an intending overseas student by requesting School reports from the student's home country and/or the School they attended overseas. Students may then be invited to visit the School to sit an entrance test and meet with the Director of Boarding and other staff as part of the application process.

RECORD KEEPING

The School maintains evidence of compliance with this policy by maintaining records of assessments made in relation to overseas students.

APPLICABLE LEGISLATION

- Education Services for Overseas Students (ESOS) Act (2000)
- National Code of practice for providers of Education and Training to Overseas Students (2018)

ACCOMMODATION & WELFARE POLICY FOR OVERSEAS STUDENTS

PURPOSE

Melbourne Grammar School is registered by the Australian Government to provide courses to Overseas Students from Year 7 to Year 12. Where the School has issued a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter, the student must board at the School during term time. During holidays, exeats and periods of illness, students under a CAAW letter can only stay in approved homestay accommodation, unless they are under the direct care of parents, have returned home overseas or reached 18 years of age.

The School does not delegate responsibility for the accommodation and welfare of students under a CAAW letter and therefore does not accept overseas students under 13 years old, unless they have a blood relative (who meets the criteria for approval by the Department of Home Affairs under the National Code 2018) residing in Melbourne who will provide homestay accommodation during exeats and periods of illness.

Designated homestay providers must meet the School's policies in relation to Child Safety and Working with Children Check (WWCC) and School staff will visit homestay accommodation as required under relevant legislation. The School will ensure that both boarding and homestay accommodation is in accordance with the National Code 2018, the VRQA Guideline in relation to homestay and the Victorian Child Safe Standards.

DEFINITION

An Overseas Student is defined as a student studying in Australia on a student study visa.

APPLICATION

This Policy applies to all Overseas Students under 18 years old studying at Melbourne Grammar School.

CHILD PROTECTION

Where Melbourne Grammar School enrolls an Overseas Student who is under 18 years of age, the School will meet the Victorian Child Safe Standards requirements relating to child welfare and protection.

The School will ensure that Overseas Students under 18 years of age are given age and culturally appropriate information on:

- Who to contact in emergency situations, including the 24-hour emergency contact number of the Director of Boarding and the School Nurse; and
- Seeking assistance and reporting any incident or allegation involving actual or alleged sexual, physical or other abuse.

WELFARE

All Overseas Students must have a Local Support Person (LSP) who lives in Melbourne. In addition to providing guidance and support, the LSP is required to provide homestay accommodation for the student during periods of illness, exeat weekends and/ or school holiday periods. Students are, however, encouraged to return home during holiday periods.

Where the Overseas Student is under 18 years of age, the School will ensure that the LSP:

- Holds a Permanent Residency Visa;
- Is over the age of 21;
- Holds a current Working with Children Check card, with the exception of a blood relative as approved by Department of Home Affairs;
- Has read and agreed to the School's Child Safe Policies; and
- Has read and agreed to the requirements of the Local Support Person (as documented on the Appointment and Acceptance of LSP forms in Appendix C).

The School will meet with LSP's in person (including relatives approved under the National Code 2018) to confirm and/or assess:

- Their personal identification (including age verification);
- Their suitability for child connected work;
- Their understanding and agreement to the Child Safe Policies, including how to report suspected child abuse;
- Their understanding and agreement to the requirements of LSP's for students under 18 years old; and
- Their knowledge of emergency contact details for the both the School and the parents of the student.

The School will also ensure that all LSP's adhere to Accommodation and Safe Practice requirements as noted in the sections below.

Parents are required to advise the School within 7 days of any changes to LSP (both temporary and permanent) including change of person, change of address and changes to living arrangements.

ACCOMMODATION

During exeat weekend, periods of illness and holidays, overseas students under 18 years of age (who are not staying with their parents or going home overseas during these times), are required to stay with their LSP. In accordance with the School's responsibility for the accommodation and welfare of such students under the CAAW, the School will:

1. Nominate the dates for which Melbourne Grammar School accepts responsibility for approving the student's accommodation, support and welfare arrangements and enter them into the Australian Government's Provider Registration and International Student Management System (PRISMS);
2. Ensure that any adults involved in providing boarding and/or homestay accommodation and welfare arrangements to the student have a Working With Children Check (WWCC) and have read and agree to abide by Melbourne Grammar School's Child Safe Policies;
3. Verify, in person, by visiting the premises, that homestay accommodation is appropriate to the student's age and needs:
 - a. Prior to the accommodation being approved; and
 - b. At least every 6 months thereafter;
4. Maintain up to date records of the student's contact details, including the contact details of the student's parent(s), LSP or any other adult responsible for the student's welfare;
5. In cases where the School engages a third party to help organise and assess welfare and accommodation arrangements, scrutinise such arrangements as if they were organized by Melbourne Grammar;

6. If the School is unable to contact a student and has concerns for the student's welfare, make all reasonable efforts to locate the student, including notifying the police and any other relevant Commonwealth, State or Territory agencies as soon as practicable (in accordance with the Critical Incident Management Policy for Overseas Students);
7. Where the School suspends or cancels the enrolment of the Overseas Student, welfare arrangements for that student will continue to be approved until any of the following applies:
 - a. The student has alternative welfare arrangements approved by another registered provider;
 - b. Care of the student by a parent or nominated relative is approved by Department of Home Affairs;
 - c. The student leaves Australia; or
 - d. The School has notified Department of Home Affairs that it is no longer able to approve the student's welfare arrangements or that it has taken the required action after not being able to contact the student.
8. If the School enrolls a student under 18 years of age who has welfare arrangements approved by another registered provider, the School will:
 - a. Negotiate the transfer date for welfare arrangements with the releasing registered provider to ensure there is no gap and inform the student of their visa obligation to maintain their current welfare arrangements until the transfer date; or
 - b. Have alternate welfare arrangements approved; or
 - c. Return to their home country until the new approved welfare arrangements take effect.
3. The home provides a safe, secure bedroom for the student's sole use with suitable facilities including a desk, chair and adequate lighting for study purposes;
4. There is access to a shared or private bathroom, with reasonable time allowed for showers;
5. The home is clean and has appropriate furnishings suitable for a student;
6. There is access to kitchen, living areas, laundry facilities and shared areas of the home;
7. There is a form of heating in winter and some means of cooling in summer;
8. Students are provided with any keys, alarms or passwords required to have access to the home; and
9. The School is given access to all areas of the home to conduct compliance assessments in accordance with the legislative requirements and Victorian Child Safe Standards.

OVERNIGHT STAYS

Where an Overseas Student under 18 years of age wishes to stay overnight at a home outside of the boarding house and approved homestay accommodation (e.g. School or family friend's house), the School will adopt the following procedure;

1. A Risk Management approach to assess the Child Safety risks based on:
 - a. Length of stay;
 - b. Frequency of visits;
 - c. Age of friend;
 - d. Age of student;
 - e. Number of children in the residence;
 - f. Number of other adults residing in the residence;
 - g. Whether any of the adults hold WWCC;
 - h. Relationship with the School (if any);
 - i. Whether staff have met the family;
 - j. Parental reference/support/consent;
 - k. Student's willingness to stay there; and
 - l. Proposed activities during stay.
2. If the risk is deemed acceptable, the School will speak with the proposed supervising adult in the residence to confirm:
 - a. The details of the stay,
 - b. Their presence during the stay; and
 - c. To provide the emergency contact details for the student.
3. The student will be provided with the name, address and contact details for the family, through the School's Boarding Management System (REACH).

SAFE PRACTICES

For Overseas Students under 18 years of age, the School will ensure that the student's boarding and homestay accommodation (hereinafter referred to as the "home") meets the following minimum standards:

1. The School has appropriate processes for recruiting and/or screening of boarding staff and adults providing homestay accommodation including an in person interview, identification check, child safe policy agreement and reference check;
2. The School has evidence that a valid WWCC has been obtained for any person aged 18 years and over residing in homestay accommodation;

TRAINING OF STAFF

The School will ensure that staff involved in coordination and support of the Overseas Student Programme receive regular training to ensure that accommodation is appropriate to the student's age and needs.

MONITORING

The School will ensure that there is a process in place:

- To ensure the ongoing validity of WWCC for adults involved in the welfare and/or accommodation of an Overseas Student under 18 years of age and for all adults residing in homestay accommodation; and
- To require that the School is notified of any changes to the adults residing in the homestay accommodation.

RELATED POLICIES

- Parental and Student Complaint Policy – Overseas Students
- Critical Incident Management Policy for Overseas Students
- Child Safe Policy
- Child Safe Code of Conduct
- Procedure to Responding to Allegations of Suspected Child Abuse

APPLICABLE LEGISLATION

- ESOS Act (2000)
- National Code 2018
- VRQA Guidelines for the Enrolment of Overseas Students under the Age of 18
- Victorian Child Safe Standards

DEFERMENT, SUSPENSION OR CANCELLATION

INTRODUCTION

Outlined below is Melbourne Grammar School's process for assessing, approving and recording a deferment of the commencement of study or suspension of study as requested by an overseas student or initiated by the School. Melbourne Grammar School maintains a record of decisions made in relation to such requests and actions.

CIRCUMSTANCES

Requested by Overseas Student

Once a student has enrolled, they cannot defer commencement of their studies, or suspend their studies, except on the grounds of illness, evidenced by a doctor's certificate, or other exceptional circumstances (for example: bereavement). If the student defers or suspends their studies on grounds that are in breach of their visa conditions, the School is obliged to commence the procedure below.

Initiated by The School

The School may suspend or cancel a student's enrolment on the basis of the following (noting that this is not an exhaustive list):

- Misbehaviour of a student;
- The student's failure to pay an amount he or she was required to pay Melbourne Grammar School to undertake or continue their course as stated in the Written Agreement; or
- A breach of course progress or attendance requirements by the overseas student (in accordance with Standard 8 of the National Code).

SUSPENSION OR CANCELLATION PROCEDURE

Prior to initiating a suspension or cancellation, the School will write to the overseas student to:

- Inform the overseas student of that intention and the reasons for doing so; and
- Advise the overseas student of their right to appeal through Melbourne Grammar's internal complaints and appeals process (refer to Parental and Student's Complaints Policy – Overseas Students), in accordance with Standard 10 of the National Code, within 20 days.

Where action is taken to suspend or cancel the student's enrolment, the School will write to the overseas student to:

- Inform the overseas student of the need to seek advice from Department of Home Affairs on the potential impact on his student visa; and
- Report the change to the overseas student's enrolment, via the Government's Provider Registration and Internal Student Management System (PRISMS) under section 19 of the ESOS Act.

The suspension or cancellation of the overseas student's enrolment cannot take effect until the internal appeals process is completed, unless the overseas student's health or wellbeing, or the wellbeing of others, is likely to be at risk.

APPLICABLE LEGISLATION

- Education Services for Overseas Students (ESOS) Act (2000)
- National Code of practice for providers of Education and Training to Overseas Students (2018)

PARENTAL AND STUDENT COMPLAINTS – OVERSEAS STUDENTS PURPOSE

Melbourne Grammar School is a community in which each individual is respected. Staff, students and parents are required to behave in a manner that is consistent with our School Values and with the behaviours identified as appropriate in our various staff, student and parent handbooks.

The School recognises that it is in the best interest of students for there to be a trusting and cooperative relationship between parent and school. Complaints are an important way for the School community to provide information and feedback to MGS. The School considers that most complaints provide a valuable opportunity for reflection and learning.

This Complaint policy has been developed to foster a positive and supportive learning and working environment for all members of the School community.

This Policy sets out the complaints procedure which Melbourne Grammar School has implemented to ensure that any form of parent or student complaint or grievance is dealt with promptly, sensitively and impartially.

APPLICATION

This Policy applies to overseas students (i.e. students who are studying at Melbourne Grammar on a student study visa). It does not apply to local students for whom there is a separate complaints policy: Parental and Student Complaints – Local Students.

DEFINITIONS

For the purpose of this Policy the following terms are defined as follows:

- A **parent** includes:
 - A mother or a father;
 - A person who has parental responsibility for 'major long term issues' as defined in the Family Law Act 1975 (Commonwealth);
 - A person appointed as 'guardian' pursuant to the Children Youth and Families Act 2005 (Victoria);

- A local support person as nominated by the student's parents to provide local support to the student whilst studying at Melbourne Grammar; or
- An informal carer with whom the student normally or regularly resides, and who has day-to-day care and control of the student.
- A **child** means any overseas student enrolled at MGS
- A **complaint** is an expression of dissatisfaction with an action taken, decision made or service provided, or the failure to provide a service, take action or make a decision at the School. Where an action or a decision is considered to be inaccurate, unfair or inappropriate, there is the right to raise a complaint and have it considered seriously. Hearsay, rumours and third party representations are not considered legitimate complaints.
- A complaint is considered to be:
 - **Resolved** when the complainant and School agree on an appropriate response or remedy.
 - **Finalised** when the Headmaster has made a final determination on the matter after exhausting the procedures set out in this policy.
 - **Unresolved** when agreement cannot be reached on a course of action and/or a remedy, or if the remedy cannot be implemented.

GUIDING PRINCIPLES

The School wishes to encourage parents and students to share their concerns. MGS is committed to good communication with its community and to treat all concerns with respect and respond accordingly. When addressing a complaint, it is expected that parents, students and the School will:

- Show respect and understanding of each other's point of view;
- Acknowledge that the goal is to achieve an outcome acceptable to all parties;
- Act in good faith and in a calm and courteous manner;
- Recognise that all parties have rights and responsibilities which must be balanced; and
- Operate within applicable legislation.

RECORD KEEPING

MGS maintains a record of formal complaints. It is not the School's normal practice to keep records of informal complaints but may do so at the judgement and discretion of the Head of Campus.

CONFIDENTIALITY

Any complaint made by a parent or a student will be kept confidential at all stages through the process, if requested and where possible. The School may need, however, to divulge details of the complaint in order to complete a full investigation.

ANONYMOUS COMPLAINTS

Under normal circumstances, the School does not act on anonymous complaints as it cannot effectively liaise with the parents or student. Furthermore, anonymous complaints raise natural justice issues for those who have a right to know particulars of the allegations made against them.

VEXATIOUS COMPLAINTS

Inaccurate, misleading, malicious or false accusations have negative consequences for the person(s) concerned, interpersonal relationships and the morale of the School community.

If, after an investigation by the School, a complaint or statement is found to be vexatious, disciplinary action may be taken against the complainant.

COMPLAINTS PROCEDURE

Informal resolution

The School anticipates that most complaints and concerns will be resolved quickly and informally.

Should parents or a student have a complaint, they should immediately contact the relevant Head of House (HoH). In many cases the matter will be resolved at this point. If the HoH cannot resolve the matter alone, it may be necessary for him/her to consult with the appropriate member of the Campus Executive.

The member of staff involved will make a written record of all concerns or complaints which are referred to and the date on which they were received. Should the matter not be resolved, or in the event that the staff member and parent or student fail to reach a satisfactory resolution, then the parent or student will be advised to make a formal complaint.

If the complaint is about the relevant HoH, the parent or student should contact the appropriate member of Campus Executive. If the complaint is about a member of Campus Executive, the parent or student should make the complaint to the relevant Head of Campus.

FORMAL RESOLUTION

If the complaint cannot be resolved on an informal basis, then the parent or student should put their complaint in writing to the Head of Campus.

The Head of Campus will decide, after considering the complaint, the appropriate course of action to take.

In most cases the Head of Campus will speak to the parent or student concerned, and staff member if relevant, to discuss the matter, within 48 hours of receiving the complaint, wherever possible. If possible, a resolution will be reached at this stage.

It may be necessary for the Head of Campus to carry out further investigations. The Head of Campus will keep written records of all meetings and interviews held in relation to the complaint.

Once the Head of Campus is satisfied, so far as is practicable, all of the relevant facts have been established, a decision will be made and the parent or student will be informed of this decision either through a meeting and/or in writing. The decision will also be communicated to the individual/s involved in the complaint, if applicable. The Head of Campus will give reasons for his/her decision.

If the parent or student are not satisfied with the decision, they should refer the matter to the Headmaster. In some circumstances the parent or student may choose to make the initial complaint to the Headmaster, however this would generally only be expected if the complaint concerns the conduct of a Head of Campus.

Should the staff member not be satisfied with the decision, the staff member should refer the matter to the Headmaster.

HEADMASTER RESOLUTION

If the parent or student is not happy with the Head of Campus' written decision, they will need to write to the Head of Campus. The matter will then be referred to the Headmaster who will acknowledge the complaint in writing to the parent or student.

The Headmaster will review all records relating to the complaint and any other related material, prior to meeting with the parents or student. If possible, the Headmaster will resolve the parents' or student's complaint immediately, without the need for further investigation.

Where further investigation is required, the Headmaster will decide how it should be carried out. After due consideration of all the facts, the Headmaster will make a decision and communicate the decision to the parent or student and, where relevant, the individual/s concerned in the complaint.

Parents and students can be assured that all concerns and complaints will be treated seriously and confidentially. Should the complaint be one concerning the Headmaster, the complaint is to be made to the Chairman of School Council.

COMPLAINTS RELATING TO NON-COMPLIANCE WITH VISA CONDITIONS

Where an overseas student wishes to lodge a complaint because the student has received notice that the School intends to report them for unsatisfactory course attendance, unsatisfactory course progress, non-compliance with approved accommodation/welfare arrangements or suspension or cancellation of enrolment, the student has 20 days from the date of notification in which to lodge a written appeal.

The appeal must be lodged with the Headmaster. In this instance, the student has the opportunity to present their case to the Headmaster. Students may be accompanied and assisted by a support person at all relevant meetings.

A formal grievance process will commence within 10 days of lodgement of the complaint with the Headmaster. Once the Headmaster has come to a decision regarding the complaint or appeal, the student will be informed in writing of the outcome and the reason for the outcome. If the grievance procedure finds in favour of the student, the School will immediately implement the decision and any corrective or preventative actions required.

Where possible, Melbourne Grammar will finalise grievance procedures within 20 working days. These processes are available to the student at no cost. For the duration of the appeals process, the student is required to maintain enrolment attendance at all classes as normal. In the event that resolution is not achieved, further assistance may be sought from the Overseas Students Ombudsman.

RELATED DOCUMENTS, POLICIES AND LEGISLATION

In considering complaints, the School will have regard to the following policies, documents and legislation.

Policies and Documents

- Victorian Teaching Profession Code of Ethics and Code of Conduct
- MGS Vision, Mission, Values and Principles
- MGS Social Media Policy
- MGS Privacy Policy
- MGS Child Safe Code of Conduct

Legislation

- Charter of Human Rights and Responsibilities Act 2006
- Privacy and Data Protection Act 2014
- Equal Opportunity Act 2010
- ESOS Act 2000

RESPONSIBILITIES

Employee Responsibility

An employee has the responsibility to:

- Become familiar with the policy.
- Behave cooperatively and with courtesy and respect throughout the process.
- Conduct him/herself in an appropriate manner at all times in adherence to this policy.

Parent and Student Responsibility

A parent or student has the responsibility to:

- Behave cooperatively and with courtesy and respect throughout the process.
- Not to make a vexatious complaint.
- Ensure the complaint is not oriented towards conflict.
- Respect the need for confidentiality and privacy of all concerned.

The School's Responsibility

The Headmaster and the School Executive have a responsibility to:

- Ensure all employees are aware of the policy.
- Intervene promptly and appropriately when they become aware of a breach of the policy.
- Ensure that all employees, parents and students have access to and understand the policy.
- Ensure that the policy is fairly and justly applied across the School.
- Respond to the needs of a particular individual as appropriate within the values of Melbourne Grammar School.
- Comply with legislated requirements.

Grimwade House
Co-ed Day Students
Years Prep to 6

Wadhurst
Boys Day & Boarding
Years 7 to 8

Senior School
Boys Day & Boarding
Years 9 to 12

Melbourne Grammar School

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APPENDIX A

Conditions of Entry to the School Full Fee Paying Overseas Students

Conditions of Entry to the School

Full Fee Paying Overseas Students



MELBOURNE
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1. Enrolment

Full fee paying overseas students are accepted from Years 7 to 12, at Wadhurst (Years 7 and 8) and Senior School (Years 9 to 12). Full fee paying overseas students are offered places only as boarders and must be a minimum of 13 years old at the time of commencement. Melbourne Grammar School does not take full fee paying overseas students as day boys. All full fee paying overseas students must have a Local Support Person who lives in Melbourne (refer to *Accommodation & Welfare Policy* in the Overseas Student Handbook).

It is a condition of enrolment that a full fee paying overseas student holds a visa which is in all respects satisfactory to the School and that the student complies with all visa conditions whilst a student at Melbourne Grammar School.

If a place is offered, a non-refundable enrolment fee is payable to confirm the place.

Additionally, a fee deposit equal to one Term's tuition and boarding fees for the year of entry at the current overseas student rate is to be paid on acceptance of the offer. The deposit:

- is credited against the tuition and/or boarding fees payable when the student commences.
 - is refundable in full (less an administration charge of \$500) if the student does not start at the School because the Student Visa has been refused.
 - is applied to cover any fees incurred in lieu of notice, should one term's advance notice of withdrawal not be received by the School.
- These fees are explained below.

Applications for refunds of the fee deposit should be addressed in writing to the Head of Admissions. Refunds will be paid within four weeks of such application, or the student withdrawing from the course. These rules regarding refunds do not remove the right to take further action under Australia's consumer protection laws.

It is also a requirement that the student holds relevant Health Insurance cover for the entire period of enrolment. (see Section 9.)

The enrolment of the student at Melbourne Grammar School commences in the first year of his enrolment and continues in each subsequent year until completion of Year 12 or until the student is otherwise withdrawn or removed from the School.

The School will publish details of the courses offered from time to time together with any external accreditations that would follow from completion of those courses. Course offerings, together with curricular and co-curricular offerings will be determined by the School in its sole discretion and may be varied or withdrawn at any time.

2. Discipline

The parents/guardians* agree to support the Headmaster in disciplinary actions undertaken by him or on his behalf and which the Headmaster deems as appropriate to modify and deal with student behaviour and conduct.

The discipline methods used by the School in respect of student behaviour and conduct will be such lawful actions as determined by the Headmaster in his sole discretion including:

- | | |
|---|---|
| a) withdrawal of privileges | d) suspension |
| b) detention at lunchtime or after normal school hours | e) expulsion |
| c) requiring students to undertake additional school work during or after normal school hours and at such venue as the Headmaster considers appropriate | f) such other consequences as the Headmaster considers reasonable and appropriate in the circumstances. |

Where it is considered necessary, the Headmaster may authorise an appropriate member of the School's staff to conduct a search of any of the student's private belongings that have been brought onto the School's premises or to a School function or activity, including his school bag and locker, and may authorise a search of the student's person or direct that his pockets or clothing be emptied.

Corporal punishment is not permitted at Melbourne Grammar School.

3. Policies and procedures

The parents/guardians agree to comply with and uphold the School's policies, rules and procedures (as introduced or amended or varied from time to time) including but not limited to those concerning:

- | | |
|--|---|
| a) child safety and protection | e) enrolment procedures |
| b) communication technologies and social media use | f) standards of dress, appearance and behaviour of students |
| c) anti-harassment and discrimination | g) student code of conduct |
| d) grievance procedures | h) the care, welfare and safety of students including counselling services. |

The School's policies, rules and procedures will be published by the School from time to time.

* refers to "legal guardians" not local support persons

4. Student withdrawal or removal

Where the parents/guardians withdraw or remove a student from the School they are required to give one full term's prior notice in writing to the Headmaster, such notice to be given prior to the commencement of the student's final term at the School. In the event that such notice is not given, the tuition fees and boarding fees for the next term will be payable in full.

Where the parents/guardians decide that the student will not commence attending at the School despite accepting an offer for enrolment for the student and one full term's prior notice is not given to the School, the fees for the first term that the student would otherwise have attended will be payable in full.

The School reserves the right to require the student to be withdrawn from the school and to cancel his enrolment if:

- a) his behaviour or attitude to school work or other school activities is considered unsatisfactory; or
- b) any accounts or fees payable by the parents/guardians are not paid within the School's terms of payment or within the terms of any agreement between the School and the parents/guardians permitting a later or deferred payment.

If a student's progress and performance is such that, in the opinion of the Headmaster, he is not benefiting from the courses and programmes provided by the School, the parents/guardians may be advised to withdraw the student from the School. The School reserves the right to remove the student and cancel his enrolment on grounds of unsatisfactory conduct or performance, for failure to obey the rules or policies of the School or for any other reason. In such matters the decision of the Headmaster is final.

Students accepted into the boarding houses are expected to complete their time at School as boarders. A change in status from boarder to day student can only be effected with the specific written consent of the Headmaster and on such terms as the Headmaster may determine.

Students must meet the minimum attendance requirements set out in their Visa, and as such the School's Leave of Absence provisions will not normally apply.

5. Parent conduct

The parents/guardians will behave in such a manner that the image of the School is not negatively affected or brought into disrepute and to treat and deal with the School's employees, representatives, other parents and students with respect and consideration.

If the Headmaster believes that a mutually beneficial relationship of trust and cooperation between the parents/guardians and the School or any of its staff has broken down to the extent that it adversely impacts on their relationship with the School, the Headmaster may require the parents/guardians to remove the student from the School and cancel his enrolment together with any other child or children they have enrolled at the School.

The parents/guardians agree to comply with all policies and procedures of the School including those that relate to parent conduct and to take steps to be aware of any new or amended policies and procedures from time to time.

6. Fees

School tuition fees and other fees and charges are payable in line with the School's terms of payment (as may be amended from time to time). The School has the right to determine, in its sole discretion, the level of fees, interest and other charges to be paid by the parents/guardians. It is acknowledged and agreed that the fees and charges may be varied and increased from time to time, including during the period of the student's enrolment at the School, at the sole discretion of the School.

The parents/guardians (if more than one) are jointly and severally liable for the payment of all accounts rendered by the School in respect of the student's enrolment at the School and will comply with the School's terms of payment.

The School may charge to the account of the parents/guardians its reasonable costs and expenses (including legal costs on an indemnity basis) in complying with any subpoena or Court order to produce documents or records.

All tuition fees and other amounts payable to the School in respect of a student are to be paid up to date before the student starts each Term and, if not paid by that time, the School may suspend the student's enrolment and exclude the student from attending school until payment is made in full. Only in exceptional circumstances will the student be allowed to commence a new term if the account for the previous term has not been paid. Student attendance at co-curricular activities (e.g. trips and tours etc.) may not be permitted if the school account is in arrears.

The Director of Finance and Administration is authorised to take such action as may be necessary - including legal proceedings - to recover outstanding amounts. Interest may also be charged on overdue amounts, from the due date for payment until paid in full, at the rate for the time being fixed under section 2 of the *Penalty Interest Rates Act 1983* (Vic). Any expenses incurred by the School in seeking to recover payment of any outstanding amounts owed to the School, including debt collection agency fees and legal fees and expenses, may be claimed from and are payable by the parents/guardians on an indemnity basis.

Any agreement or act by the School not to strictly enforce the terms of payment of its accounts is not a waiver of its right to require the student to be withdrawn and his enrolment cancelled.

7. Other costs and charges

There are other school costs (e.g. music lessons, camps etc.) which may be incurred during the student's time at the School. These may be levied to the fee account and will be payable in accordance with the School's terms of payment.

Students are required to have a range of other items (e.g. books, computing equipment, uniform) during their enrolment, details of which may be obtained from the School. It is the responsibility of parents to ensure that students have these items as required.

8. Health and safety

The parents must advise the School in writing of the student's medical history and medical needs from time to time including any significant illness or disability suffered or developed by the student during his enrolment and to immediately notify the School of any infectious or contagious disease contracted by the student while enrolled at the School.

The School is authorised to:

- a) obtain or provide such emergency or urgent medical treatment for the student should such action be deemed necessary by the School or a staff member; and
- b) obtain any medical treatment for the student considered appropriate in the circumstances where the student suffers from an injury or illness.

The parents/guardians each indemnify and hold indemnified the School, its agents and servants against any expenses, costs or damages which they might incur as a result of providing or obtaining medical treatment for the student.

9. Health Cover

It is a government requirement that all full fee paying overseas students hold Australian medical insurance for the entire duration of their studies. Any offer of a place will be subject to the student holding this insurance. If parents arrange their own cover, acceptable evidence, including policy details, must be provided to the School.

Alternatively, cover can be arranged through the School at the parents' expense. Details of the cover and premium will be given at the time of acceptance and must be paid at that time. Should the student not remain in Australia for the full term of the health policy, it may be possible to obtain a partial refund of premium paid direct from the health insurer. This will depend on the health insurer's policies from time to time, and enquiries can, in the first instance, be directed to the Head of Admissions.

10. Special needs

The parents/guardians must advise the School when applying for enrolment and at all times thereafter, including prior to accepting any offer of enrolment from the School, of any disability or specific learning or behavioural needs that the student may have and of which the School should be aware. They must also advise of any adjustments or specialised support services they consider should be made available by the School to assist the School to assess the application for enrolment and to ensure that the student is able to access the School's curriculum and educational programmes.

11. Privacy

The School collects personal information, including sensitive information, about students and parents/guardians before and during the course of the student's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide proper schooling for the student. This includes satisfying the needs of parents/guardians and the needs of the student throughout the whole period he is enrolled.

Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care. The School's Privacy Policy applies to the collection, use and disclosure of personal information by the School. (The complete Privacy Policy of the School may be found on the School's website at <https://mgs.vic.edu.au/mg/content/privacy-policy>.)

The School is authorised to use photographs and video footage taken of the student and the parents/guardians during School business or functions in publications of the School including its website and promotional brochures and material.

It is a requirement of the School that parents are respectful of the privacy and rights of others in relation to taking and/or disseminating any photos or videos of School activities.

12. Court orders

The parents/guardians agree to provide and disclose to the School on a timely basis, copies of all Family Court orders that may impact on or relate to the student. This includes orders concerning the parent or person with whom the student lives and the rights of each parent/guardian in respect of decisions concerning the student's education and day to day issues.

The parents/guardians also agree to provide and disclose to the School on a timely basis all Court intervention orders (including personal safety intervention orders) made against both or either parent/guardian or other persons in respect of their communication or contact with the student.

The parents/guardians will at all times act in accordance with any relevant Court orders in their dealings with the School.

13. General matters

The references in these Conditions of Entry to the parents/guardians are references to each parent or guardian who has signed the Confirmation of Acceptance in relation to the enrolment of their child and, if more than one, each of them jointly and severally so that each of the obligations in these Conditions of Entry upon the parents/guardians are joint and several.

The parents/guardians must ensure that the School's records on the student and his family are correct and up to date at all times and in particular that the School is fully informed at all times as to the parents' and student's residential address/es. Changes of address or contact information should be notified promptly to the School's Records Officer. records@mgs.vic.edu.au

Melbourne Grammar School

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APPENDIX B

Child Safe policy

Child Safe Code of Conduct

Child Safe Procedure for Responding to Allegations of Suspected Child Abuse

Appointment of Local Support Person (LSP)

Acceptance of Local Support Person (LSP)



MELBOURNE
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Policy

Child Safe Policy

Purpose

It is the policy of Melbourne Grammar School that the learning and working environment is safe for all children in the School's care. The purpose of this policy is to outline the School's commitment to child safety whenever children are in the School's care.

This policy has been framed in response to Ministerial Order 870.

In accordance with Melbourne Grammar School's governance structure, the School's governing body assigns the responsibility for the discharge of this policy to the Headmaster.

Definitions

A **Child** means any student enrolled at MGS.

Child connected work means work authorised by the MGS governing body and performed by an adult in the School environment where children are present or reasonably expected to be present.

Child Abuse includes any act committed against a child involving:

- A sexual offence
- A grooming offence
- The infliction on a child of physical violence, serious emotional or psychological harm or serious neglect.

Child Abuse includes but is not limited to Child Sexual Abuse.

Child Safety encompasses matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to incidents or allegations of child abuse.

School environment means any physical or virtual place made available or authorised by the School's governing body for use by a child during or outside school hours including:

- a campus of the School
- online School environments (including email and intranet systems), and
- other locations provided by the School for a child's use (including, without limitation, locations used for school camps, sporting events, excursions, competitions, and other School events).

School staff means an individual member of staff working for MGS who is:

- directly engaged or employed by the School's governing body
- a volunteer
- contracted service provider (whether or not they are employed through a body corporate or any other person as an intermediary)
- a minister of religion.



MELBOURNE
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Policy

Child Safe Policy

Introduction – Melbourne Grammar School's commitment to child safety

Melbourne Grammar School:

- is committed to child safety
- is committed to the safety, participation and empowerment of all of its students
- will not tolerate child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our policies and procedures
- has legal and moral obligations to contact authorities when we have reasonable concerns about a child's safety, which we follow rigorously
- is committed to preventing child abuse and identifying risks early, and/or removing and reducing these risks
- has comprehensive human resources and recruitment policies and practices for all staff
- supports and respects all of its students. The School is committed to the cultural safety of Indigenous students, the cultural safety of students from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for students with disabilities
- has specific policies, procedures and training in place that support our leadership team, and staff, to achieve these child safety commitments.

Our students

This policy is intended to protect and empower our students.

We promote diversity and tolerance in the School, and people from all walks of life and cultural backgrounds are welcome. In particular the School:

- promotes the cultural safety, participation and empowerment of Indigenous children
- promotes the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds
- promotes the safety and empowerment of children in relation to their sexual orientation
- ensures that children with disabilities or who are vulnerable are safe and can participate equally.

Our staff

This policy is also intended to empower our Staff. The School's Child Safe Code of Conduct and Child Safe Procedures provides a guide for staff on how to behave with children in Melbourne Grammar School.

All School staff members must agree to abide by the School's Child Safe Code of Conduct which specifies the standards of conduct required when working with children.

Education and Awareness

Education and ongoing awareness is important to ensure that all people within Melbourne Grammar School understand that child safety is everyone's responsibility.

Melbourne Grammar School aims for all staff (in addition to parents/guardians and children) to feel confident and comfortable in discussing any allegations of child abuse or child safety concerns.

The School educates and assists its staff to identify, assess, and minimise risks of child abuse and to detect potential signs of child abuse.

The School also supports its staff through ongoing professional development to: develop their skills to protect children from abuse; promote the cultural safety of Indigenous children, the cultural safety of children from linguistically and/or diverse backgrounds, and the safety of children with a disability.



MELBOURNE
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Policy

Child Safe Policy

Additionally, new staff will be provided at induction with information to ensure they understand the School's commitment to child safety and that everyone has a role to play in protecting children from abuse, as well as checking that their behaviour towards children is safe and appropriate (please refer to the School's Child Safe Code of Conduct). Any inappropriate behaviour will be reported as per the School's Child Safe Procedures.

Recruitment

Melbourne Grammar School takes all reasonable steps to employ skilled and qualified people to work with students. The School develops selection criteria and advertisements which clearly demonstrate the School's commitment to child safety and an awareness of the School's social and legislative responsibilities.

The School understands that when recruiting staff, contractors and volunteers, there are ethical as well as legislative obligations with respect to child safety. All staff engaged in child-related work adhere to legislative guidelines in terms of holding VIT registration or a Working with Children Check and can provide documentary evidence of this Check.

The School carries out reference checks on prospective employees to ensure that we are recruiting appropriately with respect to qualifications and child safety.

Privacy

All personal information considered or recorded will be dealt with in accordance with the School's Privacy Policy and applicable legislation.

Legislative responsibilities

- **Failure to disclose:** Reporting child sexual abuse is a community-wide responsibility. All adults in Victoria who have a reasonable belief that an adult has committed a sexual offence against a child under 16 have an obligation to report that information to the police
- **Failure to protect:** People of authority in the School will commit an offence if they know of a substantial risk of child sexual abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.
- All members of staff who are designated **mandatory notifiers** must comply with their duties under the applicable legislation.

Risk management

Melbourne Grammar School has risk management strategies in place to identify, assess, and take steps to minimise child abuse risks.

Regular review

This policy will be reviewed every year and following significant incidents of child abuse if they occur.

Allegations, concerns and complaints

Melbourne Grammar School takes all allegations seriously and has practices in place to investigate thoroughly and quickly. The School's staff are aware of the policy and procedures to deal appropriately with allegations.

The School works to ensure all students, families, and staff know what to do as per the School's Child Safety Procedures if they observe abuse or are a victim, and if they notice inappropriate behaviour.

All members of the School community, have a responsibility to report an allegation of child abuse as per the School's Child Safe Procedures.



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If an adult has a reasonable belief that a child abuse incident has occurred then they must report the incident as per the School's Child Safe procedures. Factors contributing to reasonable belief may be:

- a child states they or someone they know has been abused (noting that sometimes the child may in fact be referring to themselves)
- behaviour consistent with that of an abuse victim is observed
- someone else has raised a suspicion of abuse but is unwilling to report it
- observing suspicious behaviour.

Victorian Reportable Conduct Scheme

The Victorian Reportable Conduct Scheme has been established by the Child Wellbeing and Safety Act 2005 and seeks to improve organisations' responses to allegations of child abuse and neglect by their workers and volunteers. Melbourne Grammar School is committed to fulfilling its obligations under the Scheme, which requires the Headmaster to:

- Notify the Commission within three working days of becoming aware of a reportable allegation
- Investigate the allegation, advise the Commission who is undertaking the investigation and manage risks to children
- Provide detailed information to the Commission about the reportable allegation and any action taken within 30 days, and
- Notify the Commission of the investigation findings and disciplinary actions (or why no action was taken).

Procedures for Reporting and Responding

Procedures for reporting and responding are outlined in the School's Child Safe Procedures document.

Applicable Legislation

The legislation relevant to the concepts discussed in this policy includes:

- Children, Youth and Families Act 2005 (Vic)
- Crimes Act 1958 (Vic)
- Working with Children Act 2005
- Education and Training Reform Act 2006 (Vic)
- Crimes Act Amendment (Protection of Children) 2014
- Child Safety and Wellbeing Act 2005

Related MGS Policies and Documents

- Mandatory Reporting of Child Abuse Policy
- Protection of Children from Sexual Abuse
- Child Safe Procedures
- Child Safe Code of Conduct
- Privacy Policy
- Bullying, Harassment, Sexual Harassment and Discrimination
- Protection of Children from Sexual Abuse
- ICT Responsible Use Agreement
- Social Media Policy
- Student Passenger Policy



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Policy

Child Safe Policy

Breaches of this Policy

The School expects that any School staff member who becomes aware of a breach of these instructions and policy by another School staff member will advise the relevant Head of School, Deputy Headmaster/Head of Senior School or the Headmaster without delay. The School will consider each breach of these procedures in the context in which it has occurred and will determine if the matter is a minor breach or a serious breach. In the case of School employees, a serious breach may result in disciplinary action, up to and including termination of employment. In relation to volunteers and contracted service providers, a breach may result in the termination of the person's engagement with MGS and the withdrawal of permission for them to be on the School premises.

Further Information

Further information concerning any aspect of this policy may be directed to the Headmaster or the Deputy Headmaster.

Policy Sign Off & Acceptance

Reviewed by: Director of Human Resources

Approved/Signed Off By: Headmaster, School Council



MELBOURNE
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Code of Conduct

Child Safe

Purpose

It is the policy of Melbourne Grammar School that the learning and working environment is safe for all children in the School's care. The purpose of this Code of Conduct is to outline the School's commitment to child safety, and the staff of the School's responsibilities, whenever children are in the School's care.

This Code of Conduct has been framed in response to Ministerial Order No.870.

In accordance with Melbourne Grammar School's governance structure, the School's governing body assigns the responsibility for the discharge of this Code of Conduct to the Headmaster.

Definitions

A **Child** means any student enrolled at MGS.

Child connected work means work authorised by the MGS governing body and performed by an adult in the School environment where children are present or reasonably expected to be present.

Child Abuse includes any act committed against a child involving:

- A sexual offence
- A grooming offence
- The infliction on a child of physical violence, serious emotional or psychological harm or serious neglect.

Child Abuse includes, but is not limited to, Child Sexual Abuse.

Child Safety encompasses matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to incidents or allegations of child abuse.

School environment means any physical or virtual place made available or authorised by the School's governing body for use by a child during or outside school hours including:

- a campus of the School
- online School environments (including email and intranet systems), and
- other locations provided by the School for a child's use (including, without limitation, locations used for school camps, sporting events, excursions, competitions, and other School events).

School staff means an individual member of staff working for MGS who is:

- directly engaged or employed by the School's governing body
- a volunteer
- contracted service provider (whether or not they are employed through a body corporate or any other person as an intermediary)
- a minister of religion.



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Code of Conduct

Child Safe

Principles for staff underpinning Child Safety Code of Conduct and child connected work

The following principles will guide staff behaviour when undertaking work connected with children:

- the staff/student relationship should be professional at all times regardless of context, such as excursions, camps, trips, music and drama rehearsals
- the response to a child's behaviour or circumstance should be commensurate with the child's age and vulnerability and the adult's responsibility for the care, safety and welfare of the child
- as far as practicable, staff should not be alone with a child unless there is line of sight to other adults
- staff should not initiate or seek physical contact
- staff should not initiate or seek social contact with children outside school, unless there is a valid professional or personal context, such as a relationship with their own child.

Child Safe Code of Conduct

All staff are responsible for supporting the safety of children by:

- adhering to the School's Child Safe Policy and upholding the School's statement of commitment to child safety at all times
- taking all reasonable steps to protect children from abuse
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child
- promoting the cultural safety and participation of Indigenous children (for example, by never questioning an Indigenous child's self-identification)
- promoting the cultural safety and participation of children with culturally and/or linguistically diverse backgrounds
- promoting the safety and participation of children with a disability (for example, through a willingness to show flexibility to allow the fullest participation in the life of the school)
- adhere at all times to the School's Social Media Policy
- ensuring, as far as practicable, that they are not alone with a child
- reporting any allegations of child abuse, including concerns regarding to the School's leadership
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958
- reporting any child safety concerns, including concerns regarding the suitability of existing staff for child related work, to the school's leadership
- if an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe
- reporting to the Victorian Institute of Teaching any charges, committals for trial or convictions in relation to a sexual offence by a registered teacher, or certain allegations or concerns about a registered teacher.

Staff at the School hold a unique position of influence and trust that must not be violated or compromised. They exercise their responsibilities in ways that recognise that there are limits or boundaries to their relationships with children. The following examples outline some of those limits.



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Code of Conduct

Child Safe

A professional relationship **will** be violated if a member of staff:

- has a sexual relationship with a child
- uses sexual innuendo or inappropriate language and/or material with children
- touches a child without a valid reason
- holds conversations of a personal nature or has contact with a child via written or electronic means including email, letters, telephone, text messages or chat lines, without a valid professional context
- accept gifts, which could be reasonably perceived as being used to influence them, from children or their parents.

A professional relationship **will** be compromised if a member of staff:

- attends parties or socialises with children
- invites a child or children back to their home, particularly if no-one else is present.

Staff must not:

- ignore or disregard any suspected or disclosed child abuse
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- use inappropriate language in the presence of children
- express personal views on cultures, race or sexuality in the presence of children
- discriminate against any student, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- exchange personal contact details such as mobile or home phone numbers or email addresses, without a valid professional or personal context
- photograph or video a child without the consent of the parent or guardians
- work with children whilst adversely affected under the influence of alcohol or illegal drugs.

Examples of Child Abuse Risks

The following provides examples of where students are potentially at risk of child abuse:

- Physical and emotional abuse from staff, students or the public
- Grooming tactics are used to select students and engage in sexual abuse
- Inappropriate behavior or physical contact during class, sports training, competition, in change rooms, during drama or physical education lessons
- Use of mobile phones in change rooms to take photographs, videos and so on
- Students travelling alone with staff in vehicles (private cars, taxis and so on)
- Staff and students in one-on-one meetings or in detention classes
- Inappropriate online communication between staff and students
- Using blocked off or out of sight areas to meet with students
- Inappropriate accommodation combining staff and students on camps, trips, and tours
- Staff and students being alone in a remote location such as hikes, bike rides, canoeing and so on
- Inappropriate photographs, videos and so on being sent between staff and students.

Applicable Legislation

The legislation relevant to the concepts discussed in this policy includes:

- Children, Youth and Families Act 2005 (Vic)
- Crimes Act 1958 (Vic)
- Working with Children Act 2005
- Education and Training Reform Act 2006 (Vic)
- Crimes Act Amendment (Protection of Children) 2014
- Child Safety and Wellbeing Act 2005



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Child Safe

Related Policies and Documents

"Protecting the safety and wellbeing of children and young people: a joint protocol of the Department of Human Services Child Protection, Department of Education and Early Childhood Development, Licensed Children's Services and Victorian Schools" (May 2010) www.dhs.vic.gov.au

Breaches of this Conduct

The School expects that any School staff member who becomes aware of a breach of these instructions and code of conduct by another School staff member will advise the relevant Head of School, Deputy Headmaster/Head of Senior School or the Headmaster without delay. The School will consider each breach of these procedures in the context in which it has occurred and will determine if the matter is a minor breach or a serious breach. In the case of School employees, a serious breach may result in disciplinary action, up to and including termination of employment. In relation to volunteers and contracted service providers, a breach may result in the termination of the person's engagement with MGS and the withdrawal of permission for them to be on the School premises.

Further Information

Further information concerning any aspect of this policy may be directed to the Headmaster or the Deputy Headmaster.

Policy Sign Off & Acceptance

Reviewed by: Director of Human Resources

Approved/Signed Off By: Headmaster, School Executive

Child Safe Procedure for Responding to Allegations of Suspected Child Abuse

Purpose

These procedures have been developed to ensure the wellbeing of all MGS students and to protect them from child abuse in accordance with the School's obligation to maintain a child safe environment under Ministerial Order No 870.

Scope

All members of the School community share a responsibility to ensure the welfare of all students.

These procedures extend to all School staff, whether permanent, fixed term or casual employees of MGS, whether teaching or non-teaching and including volunteers or contracted service providers working at MGS.

Standards

In December 2015, the Victorian Deputy Premier and Minister for Education released the Ministerial Order No 870 which outlines minimum standards for maintaining "child safe environments" for all organisations with direct and regular contact with children.

These minimum standards form a requirement for MGS registration which requires the School to meet all of the standards of this Ministerial Order. These minimum standards will continue to enhance and promote our culture in which protecting our students from abuse is part of everyday thinking and practice within MGS.

These procedures address Child Safe Standard no 5: processes for responding to, and reporting, suspected child abuse.

Definitions

For the purpose of ensuring a clear understanding of the relevant parts of the Ministerial Order 870:

A **Child** means any student enrolled at MGS.

Child connected work means work authorised by MGS and performed by an adult in the School environment where children are present or reasonably expected to be present.

Child Abuse includes any act committed against a child involving:

- A sexual offence
- A grooming offence
- The infliction on a child of physical violence, serious emotional or psychological harm or serious neglect.

Child Abuse includes but is not limited to Child Sexual Abuse.

Child Safety encompasses matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to incidents or allegations of child abuse.

School environment means any physical or virtual place made available or authorised by MGS for use by a child during or outside school hours including:

- a campus of the school
- online school environments (including email and intranet systems), and
- other locations provided by the school for a child's use (including, without limitation, locations used for school camps, sporting events, excursions, competitions, and other events).

Child Safe Procedure for Responding to Allegations of Suspected Child Abuse

School staff means an individual member of staff working for MGS who is:

- directly engaged or employed by the School's governing body
- a volunteer
- contracted service provider (whether or not they are employed through a body corporate or any other person is an intermediary)
- a minister of religion.

Child FIRST: The Family Information Referral Support Team run by a registered community service in a local area.

Child Protection Services: Government Authority which takes responsibility for the protection of children and to whom reports are made.

DHS: Department of Human Services.

Mandatory Notifier: In the context of MGS, this is the Headmaster, a VIT registered teacher, a person holding Permission to Teach from VIT or a Registered Nurse.

Mandatory Reporting: Requirement imposed on a Mandatory Notifier to report to government authorities, as required by the Children, Youth and Families Act 2005 (Vic), in the event that the Mandatory Notifier forms a belief on reasonable grounds that a child has suffered, or is likely to suffer significant harm as a result of physical or sexual abuse in circumstances where the parents have not protected, or are unlikely to protect, the child from that harm.

Teacher: a qualified teacher with VIT registration or a person holding Permission to Teach from VIT.

Registered Nurse: a person registered under the Health Practitioner Regulation National Law to practice in the nursing and midwifery profession as a nurse.

Procedures

The intention of these procedures is to support School Staff in ensuring a child safe environment at the School, in particular by providing guidance and procedures for School Staff to appropriately respond to allegations or disclosures or concerns that they have of suspected child abuse or regarding the wellbeing of a Child.

These procedures do not displace the obligations of a Mandatory Notifier under relevant legislation. Nor do they displace the obligation placed on any adult under the Crimes Act (Vic) which requires any adult who forms a reasonable belief that a sexual offence has been committed by an adult against a child under 16 years of age to report that information to police (this includes grooming). Further information on these obligations may be found in the following policy documents:

- Mandatory Reporting of Child Abuse
- Protection of Children from Sexual Abuse

Child Safe Procedure for Responding to Allegations of Suspected Child Abuse

What is Child Abuse?

Some examples of Child Abuse are:

- Physical injury which results from abuse or neglect
- Sexual abuse which refers to a situation in which a person uses power or authority over a child to involve the child in sexual activity, and the child's parent or caregiver has not protected the child
- Emotional abuse which involves a parent or caregiver repeatedly rejecting the child or using threats to frighten the child
- Neglect which occurs when a parent or caregiver fails to provide the child with the basic necessities of life; food, clothing, shelter, medical attention or supervision; to the extent that the child's health and development is, or is likely to be, significantly harmed.

Reporting Suspected Child Abuse

Without in any way displacing the legal obligations imposed on Mandatory Notifiers by the Children, Youth and Families Act 2005 (Vic) and all adults by the Crimes Act (Vic), School Staff should refer any allegations, disclosures or concerns in relation to child safety involving a child to the respective Head of School, Deputy Headmaster or Headmaster. Alternatively, they may be raised with a School Counsellor. Concerns should be communicated promptly. Actions that may flow from this will depend on the precise circumstances. In all instances, it is expected that any reporting of a matter to external authorities will be undertaken on behalf of the School by the Headmaster or Deputy Headmaster. Responses to the allegation, disclosure or concern may include:

- Reporting the matter to the Police: If it is believed that the child's safety is in immediate risk the circumstance will be immediately reported to the Police.
- Contacting Child Protective Services and/or to **Child FIRST** (would apply when the person reporting has significant concern for a child's wellbeing, but does not believe that the child needs immediate protection).
- Contacting the parent or caregiver of the Child.
- Convening the MGS Critical Incident Management Team (e.g. if an allegation is made against a current member of staff). This will be done by the Headmaster or Deputy Headmaster, if appropriate.
- Steps to remove the source of concern (e.g. standing down a member of School Staff or student, restricting access to campus of a volunteer or contractor), consistent with appropriate legal advice.
- Taking all necessary steps to ensure that the child or children who make or is affected by an allegation of child abuse, has a safe School environment and is given appropriate support by MGS.
- Ensuring that any response by MGS will also take into account the needs of children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable.
- An investigation – to be carried out by the Headmaster or his nominee, subject to the requirements of any government authority. The School will act appropriately on the findings of any investigation. Where child abuse has resulted from the actions of a member of School Staff, this may include disciplinary action against that person.
- A review – the School will conduct a review of its actions in relation to any instance of child abuse and will incorporate any modifications / learnings into these procedures, as may be deemed necessary.

Child Safe Procedure for Responding to Allegations of Suspected Child Abuse

In all cases, the School will also act in accordance with its legal obligations which may involve reporting the matter to appropriate authorities including:

- Victoria Police
- Department of Human Services
- Department of Education and Early Childhood Development.

In certain circumstances, this may result in the matter (including investigation) being taken over by the relevant authority.

The possible outcomes will depend on the nature of the complaint and allegations. Where an investigation has found that a complaint of child abuse is substantiated, appropriate action will be taken by the School against the person found to be the perpetrator. For employees, this may include a range of sanctions including termination of employment. For students, this may include expulsion from the School.

Counsellor

MGS has Counsellors on its staff to whom School staff, volunteers and parents may report suspected abuse and with whom children can feel comfortable to discuss a suspected abuse or child safety concern or incident.

Documentation

It is important that all concerns and observations are documented in a confidential file and that notes and records are accurate and contemporaneous. It is also important to record all actions taken. This process of documentation may occur over a period of time. Documentation and records must be stored securely to protect the privacy of all parties involved.

Information about child abuse must remain confidential and the School staff member making the report must not discuss this information with anyone other than the respective Head of School, Deputy Headmaster, Headmaster, Counsellor, Police, Child Protection Services and/or Child First representative.

It is noted that a Mandatory Notifier acting in good faith under the Children, Youth and Families Act 2005 or an adult acting in good faith under Crimes Act (Vic) has certain protections as to privilege and confidentiality.

Past Students

Where an allegation of Child Sexual Abuse is made in respect of a past student, it will be dealt with in accordance with the School's Policy for Dealing with Complaints of Historical Child Sexual Abuse. Action may also need to be taken under this Policy if the allegation or disclosure relates to a current School staff member.

Applicable Legislation

The legislation relevant to this Policy includes:

- | | |
|---|--|
| • Children, Youth and Families Act 2005 (Vic) | • Education and Training Reform Act 2006 (Vic) |
| • Crimes Act 1958 (Vic) | • Crimes Act Amendment (Protection of Children) 2014 |
| • Working with Children Act 2005 | • Child Safety and Wellbeing Act 2005 |

Child Safe Procedure for Responding to Allegations of Suspected Child Abuse

Related Policies and Documents

"Protecting the safety and wellbeing of children and young people: a joint protocol of the Department of Human Services Child Protection, Department of Education and Early Childhood Development, Licensed Children's Services and Victorian Schools" (May 2010) www.dhs.vic.gov.au.

MGS Policies:

- Mandatory Reporting of Child Abuse
- Protection of Children from Sexual Abuse
- Historical Child Sexual Abuse Policy

Breaches of these Procedures

The School expects that any School staff member who becomes aware of a breach of these instructions and policy by another School staff member will advise the relevant Head of School, Deputy Headmaster/Head of Senior School or the Headmaster without delay. The School will consider each breach of these procedures in the context in which it has occurred and will determine if the matter is a minor breach or a serious breach. In the case of School employees, a serious breach may result in disciplinary action, up to and including termination of employment. In relation to volunteers and contracted service providers, a breach may result in the termination of the person's engagement with MGS and the withdrawal of permission for them to be on the School premises. For students, this may include expulsion from the School.

Further Information

Further information concerning any aspect of this policy may be directed to the Headmaster or the Deputy Headmaster/Head of Senior School.

Appointment of Local Support Person (LSP)

- Please read the obligations on the bottom of this form before signing the form
- Forward the attached Acceptance of Local Support Person form to the nominated person and ask him/her to return the signed form to:

Head of Admissions
Melbourne Grammar School – The Lodge
355 St Kilda Road
MELBOURNE VIC 3004



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Please note that your son's enrolment cannot be finalised until BOTH these forms have been returned to the School.

I/We: _____
(Title and name/s of Parents)

Offer: _____
(Title and name of Local Support Person)

Of: _____
(Address of Local Support Person)

Phone: _____ Email: _____

The role of Local Support Person of my/our son: _____
(Student's Name)

Further, I/We give the named appointee the authority to act on my behalf concerning the welfare, discipline and academic progress of my/our son while he is studying at Melbourne Grammar School.

Father's signature: _____ Date: _____

Mother's signature: _____ Date: _____

The School, Head of House and School Nurse require all boys to have a Local Support Person **residing in Melbourne**.

Local Support Person responsibilities include:

- 1 caring for the student during public holiday weekends, half term breaks, Easter and end of term holidays.
- 2 being a contact person for the Head of House or Headmaster in the event of disciplinary trouble.
- 3 signing documents if and when necessary, as the parents' representative.
- 4 meeting teachers on the appropriate parent/teacher evenings to discuss the academic and social progress of the boy.
- 5 carrying out any other duties that are deemed necessary for the well-being, discipline and academic progress of the student.
- 6 Local Support Persons are encouraged to attend school functions, such as house sports, and various evening activities. (It is the responsibility of the boy to keep his Local Support Person informed of these events).
- 7 caring for the student in the case of illness or injury:
 - The Health Centre will provide care for boys with routine illnesses or injuries for up to 48 hours, after which the student will be required to go home, or to his Local Support Person. In some circumstances, it will be preferable for the student to be sent home or to his Local Support Person's home earlier i.e. infectious diseases such as measles or chicken pox, or illness occurring over a weekend.
 - Local Support Persons will be called upon by the School Nurse to take students to medical appointments as necessary.
 - In emergency medical situations, Local Support Persons will be called upon to support the student – i.e. to wait with the student in emergency department, escort student to x-ray etc.
 - In some cases, the Health Centre is unable to provide health care for ill students because of over-extended resources, for example when a large number of students become sick, and all beds in the Health Centre are full. In these circumstances, Local Support Persons will be called upon to care for the sick student as necessary.

It is important that the Local Support Person reside in the Melbourne metropolitan area, advise of any adult also residing in the home and is easily contactable by telephone. If the Local Support Person is away for an extended period of time, a replacement must be nominated within 7 days.

All Local Support Persons and adults residing in their home must hold a valid Working with Children Check (WWCC)- see www.workingwithchildren.vic.gov.au and adhere to the School's Child Safe Policies and Procedures (attached).

Local Support Persons for overseas students under 18 years old must also adhere to the Accommodation and Welfare Policy for Overseas Students (attached).

Attachments:

1. Child Safe Policy, Child Safe Code of Conduct & Procedure for Responding to Allegations of Suspected Child Abuse
2. Accommodation and Welfare Policy for Overseas Students.

enrol@mgs.vic.edu.au
www.mgs.vic.edu.au
ABN 61 004 453 829
CRICOS No. 00977J

Acceptance of Local Support Person (LSP)

- Please read the obligations on the bottom of this form before signing this form
- Then forward the Acceptance of Local Support Person form to:

Head of Admissions
Melbourne Grammar School – The Lodge
355 St Kilda Road,
MELBOURNE VIC 3004



MELBOURNE
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AN ANGLICAN SCHOOL

I/We: _____
(Title and name) Please print and underline family name

Of: _____
(Address) Please print

Telephone: _____ Email: _____

I agree and accept the role of Local Support Person for: _____
(Student's Name)

whose parents have given me the authority to act on their behalf while he is studying at Melbourne Grammar School. Further, I agree to carry out the duties of Local Support Person, as set out below.

Signed: _____ Date: _____

The School, Head of House and School Nurse require all students to have a Local Support Person **residing in Melbourne**.

Local Support Person responsibilities include:

- 1 caring for the student during public holiday weekends, half term breaks, Easter and end of term holidays.
- 2 being a contact person for the Head of House or Headmaster in the event of disciplinary trouble.
- 3 signing documents if and when necessary, as the parents' representative.
- 4 meeting teachers on the appropriate parent/teacher evenings to discuss the academic and social progress of the student.
- 5 carrying out any other duties that are deemed necessary for the well-being, discipline and academic progress of the student.
- 6 Local Support Persons are encouraged to attend school functions, such as house sports, and various evening activities. (It is the responsibility of the student to keep his Local Support Person informed of these events).
- 7 caring for the student in the case of illness or injury:
 - The Health Centre will provide care for students with routine illnesses or injuries for up to 48 hours, after which the student will be required to go home, or to his Local Support Person. In some circumstances, it will be preferable for the student to be sent home or to his Local Support Person's home earlier- i.e. infectious diseases such as measles or chicken pox, or illness occurring over a weekend.
 - Local Support Persons will be called upon by the School Nurse to take students to medical appointments as necessary.
 - In emergency medical situations, Local Support Persons will be called upon to support the student- i.e. to wait with the student in emergency department, escort student to x-ray etc.
 - In some cases, the Health Centre is unable to provide health care for ill students because of over-extended resources, for example when a large number of students become sick, and all beds in the Health Centre are full. In these circumstances, Local Support Persons will be called upon to care for the sick student as necessary.

The Local Support Person must reside in the Melbourne metropolitan area and be easily contactable by telephone. If the Local Support Person is away for an extended period of time, a replacement must be nominated within 7 days.

All Local Support Persons and adults residing in their home must hold a valid Working with Children Check (WWCC) - see www.workingwithchildren.vic.gov.au and adhere to the School's Child Safe Policies and Procedures (attached).

Local Support Persons for overseas students under 18 years old must:

1. Adhere to the Accommodation and Welfare Policy for Overseas Students (attached);
2. Understand the School's Child Safe Policies and Procedures;
3. Attend and interview; and
4. Agree to a 6 monthly inspection of their residence.

enrol@mgs.vic.edu.au
www.mgs.vic.edu.au
ABN 61 004 453 829
CRICOS No. 00977J