



## MLC CHILD SAFE SUMMARY FOR VENDORS

### PURPOSE

This summary outlines the College's approach to creating a child safe organisation where children and young people are safe and feel safe; and provides the policy framework for the College's approach to the Child Safe Standards.

### MLC'S COMMITMENT TO CHILD SAFETY

MLC is committed to the safety, participation and empowerment of all children and supports and respects all children, as well as employees, contractors, agency staff and volunteers. As a community, we have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently in accordance with our robust policies and procedures. We have legal and moral obligations to contact authorities when we are concerned about a child's safety, which we follow rigorously.

MLC is committed to preventing child abuse through identifying risks early, and removing and reducing these risks. MLC has robust human resources and recruitment practices for all employees and volunteers. MLC is committed to regularly training and educating employees and volunteers on child safe practices and child abuse risks.

MLC supports and respects all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal students, the cultural safety of children from a culturally and/or linguistically diverse background, and to providing a safe environment for children with a disability.

We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments. MLC will ensure strict legal and moral adherence to laws and legislation.

### A CHILD SAFE CULTURE

The College's culture encourages staff and all community members to identify, raise, discuss and examine concerns making it more difficult for abuse to occur and remain hidden.

### CODE OF CONDUCT

All vendors are considered members of the MLC Community when conducting business at any of MLC's campuses – Kew, MLC Banksia, MLC Marshmead. Acceptable and unacceptable behaviours are outlined below:

#### Acceptable behaviours

All members of the MLC community are responsible for promoting the safety, participation, wellbeing and empowerment of students by:

- taking all reasonable steps to protect children from abuse
- treating everyone with respect
- listening and responding to the views and concerns of students, 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
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students
- promoting the cultural safety, participation and empowerment of students with culturally and/or linguistically diverse backgrounds
- promoting the safety, participation and empowerment of students with a disability
- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm



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### Unacceptable behaviours

All members of the MLC community must not:

- ignore or disregard any concerns, suspicions or disclosures of child abuse
- develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour
- exhibit behaviours or engage in activities with students which may be interpreted as abusive and not justified by the educational, therapeutic, or service delivery context
- exhibit behaviours with children which may be construed as unnecessarily physical
- put children at risk of abuse
- do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- ignore behaviours by other adults towards students when they appear to be overly familiar or inappropriate
- discuss content of an intimate nature or use sexual innuendo with students
- treat a child unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity
- use inappropriate language in the presence of students
- communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc.) except where that communication is reasonable in all the circumstances, related to school work or extra-curricular activities or where there is a safety concern or other urgent matter, and in adherence with MLC policies
- photograph or video a child in a school environment except in accordance with MLC policies or where required for duty of care purposes

### REPORTING A CHILD SAFETY CONCERN OR COMPLAINT

The College makes clear to vendors the expectations related to making a report about a child or young person who may be in need of protection. Immediate action should include reporting their concerns to the MLC staff member with overall responsibility for the event they are involved in and notifying of their concerns and the reasons for those concerns. The College will take immediate action to respond to a complaint and ensure immediate safety of the child.

Copies of the following MLC policies are available on the College's website;

<https://www.mlc.vic.edu.au/about-us/policies-and-guidelines>

Child Safe Policy

Child Protection (including Mandatory reporting) Policy

Relationships Policy

Code of Conduct Policy