Northside
Christian College

Short-Term Remote Learning Guide 2022

Mission Statement

Transforming lives through Christ and the wonder of learning.

Vision Statement

To be an inspirational Christian learning community.

Core Values

"Three things will last forever – faith, hope, and love – and the greatest of these is love." – 1 Corinthians 13:13

In establishing the College's core values, God directed us to 1 Corinthians 13:13 "Three things will last forever – faith, hope, and love – and the greatest of these is love." We adopted the "pebble in a pond" analogy with Love, Faith and Hope pulsing from the centre into the Northside Christian College community which, in turn, reflects God's Grace and is focused on Service to His kingdom; those within community are called to embrace the character qualities of Perseverance, Integrity and Humility.

Each ripple flows into the next. Everything is influenced by the core values; they shape and are seen in everything that we do. We hope that the College is known by the expression of Faith, Hope and Love as demonstrated by a sense of Community, Service and Grace. When our students leave the College we want them to be young people hallmarked by Humility, Integrity and Perseverance.

Short-Term Remote Learning in the Primary School

Northside Christian College will be delivering remote learning to Primary School students via the myEdOnline platform through the SEQTA Learn Portal, which can be accessed at: https://learn.ncc.vic.edu.au/

Teachers will send a Remote Learning Weekly Schedule to students and families. It is important that all students actively engage in remote learning and continue their learning during this time.

At Northside, we understand the importance of routine in student learning and encourage families to keep the schedule and times suggested. We also understand that in some households this Weekly Schedule is not practicable. If this is the case for you, please modify the schedule to meet the needs of your family. If you are requiring significant modification please contact your child/ren's classroom teacher to discuss alternative arrangements.

Guidelines for work submission

- Submission of student work counts towards their attendance.
- Work can be submitted at the end of each session or at the end of each day.
- Work to be submitted via myEdOnline.
- Classroom teachers will provide feedback on one piece of submitted work per day. Classroom teachers will aim to provide feedback within 24 hours of the submission of work.
- Teaching staff will be available during class times for student/parent questions via email. Please be mindful that they may not be able to respond to every inquiry within the lesson time.
- If your child is unable to 'attend' remote learning or complete work due to personal or household illness please contact the classroom teacher and the College Reception at attendance@ncc.vic.edu.au by midday.
- Homegroup teachers will be available from Monday to Thursday for a Zoom meeting to support student learning and allow for students to connect virtually.
- Each Friday students will participate in a Primary Chapel through Zoom.

Frequently Asked Questions

What do I do if I can't access my child's lessons through MyEdOnline?

Please email or SEQTA Direqt message your child's teacher and they will send you the work via email.

What do I do if my child can't complete all their work?

Student work is given to help students continue the learning process however your child might not complete all their work. Please just let your child's teacher know so that they can support continued learning at home and modify tasks if necessary.

What do I do if my child finishes all their work very quickly and needs more?

Students are encouraged to complete tasks within their subscribed programmes (e.g. Reading Eggs, Literacy Planet or Essential Assessment) or independently read if they complete their work and require more tasks. Please contact your child's teacher so that they can support continued learning at home and modify tasks if necessary. Please do not complete additional tasks within student workbooks unless you are directed to by your classroom teacher.

What if I cannot help my child because of the demands of working from home?

If you have any difficulty helping your child complete remote learning, please contact your child's teacher to organise alternative arrangements.

What if I do not have enough devices to support my child learning from home?

During periods of remote learning the college is able to loan devices to families. Please contact the college office if you require a device and arrangements can be made.

Primary School Overview

- The continuation of current programs and practices is essential.
- Weekly Schedule sent to families via SEQTA.
- Day plans will be published to families at 4:00 pm the day prior, through myEdOnline, allowing parent preparation time.
- Tasks based on the current programs used by the College and referenced to the Australian Curriculum.
- Learning Intention published for each session of the day (some team teaching may take place).
- Each day to be split into four sessions – English, Mathematics, LIIME time and Specialist.
- Each session runs based on the 5E's model (or similar).
- Where possible teachers will provide videos to support student learning.
- Each session should include a submittable task that demonstrates the student's understanding. Submission of this task will count as student attendance.
- Teachers provide feedback via myEdOnline.
- Student workload will be reduced to allow for students working more independently (3.5 hours maximum).
- Parents are encouraged to contact classroom teachers if any concerns or needs arise.
- Record of attendance (completion of work) required and direct family follow up with students not completing assigned work.

Connect Time

Homeroom teachers provide one session Monday to Thursday of 'Connect Time' using the Zoom platform. Zoom sessions will be clearly identified on the Weekly Schedule sent to families.

Primary School Daily Schedule

8:50 – 9:00 Devotions

9:00 – 10:00 English

10:00 – 10:30 Break Time

10:30 – 11:30 Mathematics

11:30 – 12:00 L.I.I.M.E Time*

12:00 – 12:30 Lunch Break – Opportunity to complete Daily Challenge

12:30 – 1:30 Specialist^

L.I.I.M.E Time refers to Library, Inquiry based Learning (twice weekly), Maths Online and English Online.
^ Specialist time refers to Heath and Physical Education, Science, Music, Mandarin and Art.

NOTE: Teachers may need to alter some class schedules due to daily Zoom 'Connect Time' sessions.

Short-Term Remote Learning in the Secondary School

The overview below outlines the College's approach to delivering remote learning to Secondary School students. A wide range of learning activities with instructions will be available for students on Schoology. Please see below for additional information about what the learning program will look like for students. The primary communication tool between teachers and students will continue to be Schoology. Students are encouraged to be proactive in communicating with teachers when they have questions or if assignments are unclear. Parents are welcome to communicate with teachers through email or SEQTA Engage.

Secondary School Online Lessons

Every online lesson has the following elements:

- A clearly articulated **Learning Intention** for the lesson.
- A way to measure whether this Learning Intention has been met (**Success Criteria**), therefore every lesson will have a Submission closely connected to the learning intention.
- **Content** delivery which moves the learning forward. The content can be **Knowledge** focussed or the development of an essential **Skill** or a combination of these two.
- At least one **Task** where students are required to apply, unpack, interpret, evaluate or apply the new content and/or practice the new skill.
- VCE classes will have a clear link to the **Study Design**.

Year 7 – 10 Overview

35 minute periods

In Years 7 – 10, students will be participating in a modified program during this phase of remote learning. Students will participate in assigned online lessons with the content delivered on Schoology as prepared by staff at the College. Please note that online lessons will be scheduled for approximately 35 minutes per period instead of the usual 50 minutes. We trust this will assist students to complete tasks with reduced levels of support from staff. Student attendance will be recorded based on students engaging with the assigned learning tasks on Schoology.

Year 7 - 10 Summary

- Online lessons will be scheduled and will follow the College timetable.
- Regular learning tasks and content will be posted on Schoology.
- Online lessons reduced to approximately 35 minutes.
- Some lessons may run on Zoom. Subject teachers will communicate this to students the day before. The Zoom lesson will run during the normally scheduled class time.
- Zoom lessons will commence at their normal time on the College timetable.
- Students are advised to follow the College timetable throughout the day and maintain good sleeping habits.
- Each task on Schoology will have supporting resources.
- An appropriate amount of work will be assigned to ensure continuity of learning.
- Flipped videos will be included where possible to support student learning.
- Staff will continue to provide feedback via the College's Continuous Online Reporting Program.
- Non-submission of work followed up by subject teachers and Directors of Learning.
- An attendance roll will be documented during Home Group, which will be facilitated on a Schoology course.

VCE / VCAL

VCE and VCAL students will be assigned online lessons in lieu of face-to-face lessons. Online lessons will be scheduled at the same time as the existing College timetable for VCE and VCAL classes. Resources and tasks will be available on Schoology. Students are reminded to refer back to the Student Course Outline documents posted on Schoology to ensure that they remain up to date with their study. The College is committed to ensuring the continuity of learning for all VCE and VCAL students. VCE students will also be supported with Zoom sessions during this period of time.

VCE / VCAL Summary

- Online lessons will be scheduled and will follow the College timetable.
- Regular learning tasks and content will be posted on Schoology.
- Tasks referenced to appropriate Study Design.
- Staff and students will continue to work towards staying up to date with the plan in the Student Course Outline document.
- Flipped videos will be included where possible to support student learning.
- Zoom sessions scheduled to support learning. Students can expect two Zoom sessions per week per subject during Remote Learning.
- Digital content may also be delivered / supported through resources such as Edrolo.
- Each task on Schoology will have supporting resources.
- An appropriate amount of work will be assigned to ensure continuity of learning.
- Staff will continue to provide feedback via the College's Continuous Online Reporting Program.
- Non-submission of work followed up by subject teachers and Directors of Learning.
- An attendance roll will be documented during Home Group, which will be facilitated on a Schoology course.

Conducting School-Based Assessments During Remote Learning

Northside Christian College will continue to follow and rules and procedures for the delivery of school-based assessment as outlined in each VCE study design, the VCE and VCAL Administrative Handbook, and the VCE Assessment Principles. The College will continue to put in place measures to ensure the integrity of VCE school-based assessments, including authentication procedures and special provision arrangements.

Students will be required to fill in an Authentication Record for School-based Assessment form for any school-based assessment work they complete outside of the classroom. This form requires students to declare that all resource materials and assistance have been acknowledged and that all unacknowledged work is their own.

Mrs Waters, Director of Senior School Learning, will provide further guidance to staff and students about processes to support school-based assessments during remote learning.

Guidelines for Students Using Zoom Video Conferencing

One of the biggest challenges with remote learning is the lack of face-to-face communication. One way we hope to address this in the return to remote learning is by having whole-class Zoom sessions for most VCE / VCAL subjects.

To help students get the full benefit of these Zoom lessons, there are some guidelines that we all need to follow:

Before you get started with video Zoom video conferencing

- Make sure that the room you are going to film in is clear of things that might embarrass you. Specifically, look at your walls and try to pick one that has a plain background that people will not take offense at or find humour in.
- An appropriate room for a video conference is a shared family space. It is not acceptable for a video conference to take place in a bedroom.
- Try before you go live! You can set up a Zoom meeting with no one in it except yourself. This way you can see what others see before you go live, and make alterations to make the image look better - https://zoom.us/test
- Tell others in your house what you are doing. Here your parents can help with controlling your siblings. If your parents know and understand what it is you are trying to achieve, then they will help make sure that it all goes smoothly.
- Sit still and quietly for a moment and listen to the sounds around you. If you can hear noises, then there is a high chance that people in your meeting will too. Before starting, see if you can find a quieter place or attempt to control what is happening in your surrounding environment.
- Consider using headphones so that you can hear clearly.
- Remember that you are going to be in an educational environment! Dress appropriately and act accordingly as the same rules at school apply in a virtual environment.
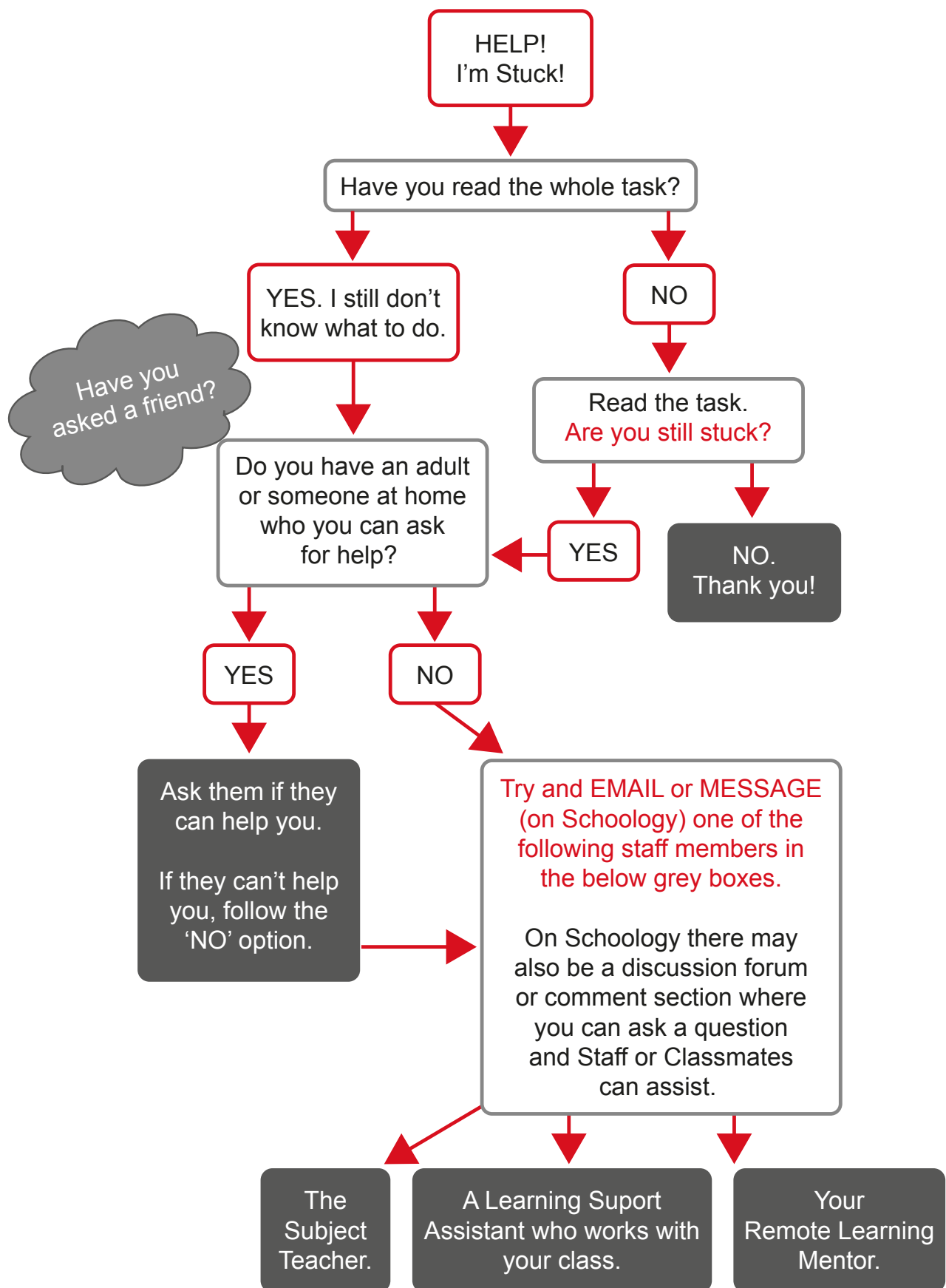
When in Zoom meeting

- Make sure you are on time for your Zoom meeting.
- Start with your microphone muted and wait to be invited by the teacher.
- Turn on your camera. This helps your teacher and classmates communicate with you.
- Understand that the rules used at school also apply in a virtual classroom, and poor or unacceptable behaviour will carry consequences.
- Students should comply with all College policies and rules. Please be particularly mindful of College rules that apply to technology including the ICT and Internet Acceptable Use Policy (Policy No. 24) and the Social Media Policy (Policy No. 51).
- Use the nonverbal feedback tools in Zoom to alert teachers of your understanding in the Zoom meeting - hands up for questions, tick if they are saying yes, etc.
- Participate in the learning activities.

After the Zoom meeting

- Make sure you use the Leave Meeting menu to exit the meeting when it is finished.
- Follow Up the learning activities and complete all assigned tasks.

> "Come to me, all you who are weary and burdened,
> and I will give you rest." Matthew 11:28

What to do if you need help

HELP!
I'm Stuck!

↓

Have you read the whole task?

↓ ↓

YES. I still don't know what to do. → NO

Have you asked a friend?

Do you have an adult or someone at home who you can ask for help?

Read the task.
Are you still stuck?

↓ ↓

YES → Do you have an adult...

NO.
Thank you!

↓ ↓

YES → NO

Ask them if they can help you.

If they can't help you, follow the 'NO' option.

→ **Try and EMAIL or MESSAGE (on Schoology) one of the following staff members in the below grey boxes.**

On Schoology there may also be a discussion forum or comment section where you can ask a question and Staff or Classmates can assist.

↓ ↓ ↓

The Subject Teacher.

A Learning Suport Assistant who works with your class.

Your Remote Learning Mentor.

NOTE: If you don't have a particular Staff Member's email, contact your Class Teacher of the School Office.

Students are also encouraged to collaborate with their classmates to support their learning and to contribute to the learning community within each class.

Information for Parents and Carers

- Students are expected to set aside regular, focussed study time and submit work as usual. Submission of tasks is equivalent to attendance.
- Please ensure that the children in your care are using their device in a "public" area of your home. Bedrooms and bathrooms are inappropriate.
- Please ensure that your child is dressed in appropriate day wear when using their device. Please check that you have internet filtering, parent controls and privacy settings in place on the device that your child is using.
- Students are not expected to work if they are unwell. Please email attendance@ncc.vic.edu.au to let the College know if your child will not be studying due to illness.
- Online learning can be challenging for students for a variety of reasons. These are some things to take into consideration:
    - Student's ability to learn and work independently.
    - Self-motivation will vary according to your child's age and maturity.
    - The home environment may be more distracting for some students, especially with siblings in view.
    - Contact with peers during remote learning can distract from productive work habits. Be aware that not all conversation is collaboration.
    - The amount of parent and teacher support will be limited.
    - Students can expect remote learning to be different from face-to-face learning in a classroom with "live" discussion.
    - It will take a different amount of time for students to complete online learning - this may be longer or shorter, depending upon the task.

- Please check in with your child to see how they are going with their online learning.
- Please check your email regularly so that you are receiving work for your children and other communication from teachers.
- Please check SEQTA regularly for additional information.
- Lesson content is to be used for educational purposes only. College Policies regarding ICT and online safety remain applicable during this time of remote learning.

Copyright
To remain compliant with copyright laws, we ask that you do not share any videos that we provide.

Privacy
Please keep in mind that privacy applies to all Northside Christian College students and teachers. Please do not share Remote Learning content on Social Media platforms or by email. Our College Community are also reminded to be aware of intellectual property laws.

Policies

Everyone within the Northside Christian College school community is expected to abide by the College's policies. Policies are created to assist in creating a learning environment in which students can experience success in a safe and caring environment that supports their wellbeing and achievement. While students are completing Remote Learning it is important to remain aware of a range of College policies including the policies listed below. A range of College policies are published on the College website.

- Academic Integrity and Plagiarism Policy
- Behaviour Management Policy
- Child Safe Policy
- ICT and Internet Acceptable Use Policy
- Student Ant-Harassment and Bullying Policy

Staff at the College will continue to implement a range of pastoral care policies including the following:

- Gifted and Talented Education Policy
- Inclusive Education Policy
- Pastoral Care Policy
- Reportable Conduct Policy
- Social Media Policy
- Staff Contact with Students Policy
- Working with Children Policy

Remote Learning Protocols
These Protocols apply to all students.

- Use your laptop or desktop computer to access school work, not your phone.
- Dress in appropriate day wear. This will help you to get in the right mindset to complete work.
- Use your computer in a "public space" at home.
- Set up a work space at home with everything you need in easy reach. Make this a space with limited distractions and noise.
- Follow the teacher's instructions when you're doing online work. If you need help, ask your parents or contact your teacher by email.
- Submit the work that you are asked to do. This is how teachers are keeping a record of your attendance at school.
- Continue to follow College policies and rules in relation to appropriate interactions online with staff and students.

Staff Availability
Staff will attempt to respond to student and parent emails during normal business hours. Staff will aim to respond to correspondence within 24 hours.

> "Cast all your anxiety on Him
> because He cares for you."
> 1 Peter 5:7

Wellbeing at Home

Continue to connect.

Feeling connected is really important in building and maintaining a sense of community and support. We all need to feel close and valued by others. Being alone is different to feeling lonely. If we are alone but feel connected, we are less likely to feel lonely. Try to keep relationships active despite being unable to be physically present and be creative in how you do this.

- Zoom or Facetime.
- Family / Community Prayer and Worship.
- Make a phone call.
- Cook a meal with a friend while on Facetime together.
- Play games with family or friends online.

Keep learning.

Learning is taking a different form in the short term. Ongoing learning is important as it improves self-esteem, challenges our thinking and how we may respond to events. It can help us to become more adaptable and to see things through a different lens. Having a teachable spirit is another opportunity for growth. Asking some of the following questions can help us to check in with how our children are experiencing this type of learning:

- What's one new idea you had today?
- What's one way you sharpened a skill today?
- How well did you face a new experience today?
- What was one thing that made it easy/difficult in your learning?
- Who did you check in with or ask for help?

Help and support others.

Giving is about creating a spirit of generosity and support for others, while at the same time developing our sense of purpose and self-worth. Be grateful, so write a list of what you are all grateful for. It is impossible to worry and be grateful at the same time! How can we all help each other at home to work together and contribute to a happy, safe environment, including being respectful of each other's personal space? Work together to establish respectful boundaries. It can be as simple as establishing that you would like each other to knock at your bedroom door before entering. Have helpful conversations.

Look after your body, eat and sleep well.

Ensure that you all take some time out and get up and move. Frequent short breaks can be beneficial especially if sitting for long periods. Ensure your workspaces are user friendly and take note of posture. Being active will be important in helping to break up the day, to shift mood, and to decrease stress and anxiety. Walk the dog, play a game or kick the football. Create a gym circuit using body weight. Expensive weights are not required for a workout! Hydrate with plenty of water and be mindful of what is available to eat. Ask, 'Is what I am about to eat nourishing for my brain and body?' We all know the importance of sleep. Now is a fantastic opportunity to address the bedtime routine and areas of improvement.

The antidote to anxiety and apathy.

Both of these are real but they can look different with action. Talk about your worries and remember that worrying in itself will not change a thing! We have control and choice in how we respond to negative feelings.

Although fear may be present, we can still act on and carry out activities even when fear is present. Take notice and focus on the present. Find the joy in the moment you are in. It takes practice, but it is possible. Talk to each other about how you are feeling and acknowledge each other's feelings as important. Being able to think about the here and now increases our awareness of how we are feeling, connects us to the positive things that are occurring, and reconnects us to the little things that bring happiness and satisfaction.

- Play or listen to music.
- Sit in the backyard and find things that activate all 5 senses.
- Create tech-free times.
- Make a list and focus on one task at a time.
- Look for things of beauty.
- Self-body scan, slow the brain down, look for any tension or tight muscles and request a massage!

Stay on top of difficult feelings.

Reach out for help if after talking to a friend or family member you are 'stuck' in how you feel. Support phone lines are available to access and you can chat to the respondent anonymously or approach as though you are calling to assist a friend. Adopt the approach that is comfortable for you. Remember, the most difficult part of the process is picking up the phone and making the call.

- Headspace – 1800 650 890
- Kids Helpline – 1800 55 1800
- Beyond Blue – 1300 22 4636
- Lifeline – 13 11 14

Please contact the College if you require assistance or support from your Wellbeing Team.

> "Do not be anxious about anything, but in every situation, by prayer and petition, with thanksgiving, present your requests to God. And the peace of God, which transcends all understanding, will guard your hearts and your minds in Christ Jesus."
> – Philippians 4:6-7

COVID Safety Reminders

Key behaviours required for reducing COVID-19 transmission risk at Northside Christian College include staying home when unwell, performing regular hand hygiene, good ventilation (opening windows and doors and using air purifiers), and where possible supporting physical distancing.

The most important action our community can take to reduce the risk of transmission of COVID-19, is to get tested and stay at home, even with the mildest of symptoms. For more information about where you can have a COVID test, please refer to: https://www.coronavirus.vic.gov.au/where-get-tested-covid-19

Northside Christian College will be continuing to implement a range of COVID safe strategies including cleaning of high touch services, promoting good hand hygiene practices, opening windows and doors for more ventilation, limiting food handling and sharing of food in the workplace, promoting physical distancing, and encouraging non-contact greetings.

The College maintains a webpage with up to date information about the College's response to the Coronavirus. This resource is available at: https://www.ncc.vic.edu.au/college-response-to-the-coronavirus

Symptoms

The symptoms to watch out for are: fever, chills or sweats, cough, sore throat, shortness of breath, runny nose, and loss or change in sense of smell or taste. Some people may also experience headache, muscle soreness, stuffy nose, nausea, vomiting and diarrhoea.

For information on symptoms visit: https://www.coronavirus.vic.gov.au/symptoms-and-risks

Guidance for Positive COVID-19 Cases

Students and staff who test positive are required to isolate at home or in private accommodation for 7 days (inclusive of weekends) and not attend school during this period. Students and staff must report any positive test results to the College by emailing Ms. Liz Tsiros (Office Manager) at ltsiros@ncc.vic.edu.au

Please report positive test results to the Department of Health system or via the coronavirus hotline at 1800 675 398.

For more information, please refer to: https://www.coronavirus.vic.gov.au/rapid-antigen-tests#report-a-positive-result-on-a-rapid-antigen-test

Child Safety

Northside Christian College is committed to maintaining and further developing a strong culture around Child Safety. All child safety responding and reporting obligations, including mandatory reporting, continue in the remote learning environment.

More information about our commitment to Child Safety can be found on the College website: https://www.ncc.vic.edu.au/child-safety

Keeping Schools and Learning Safe Online

The Commission for Children and Young People (2020) highlighted that the national eSafety Commissioner provides a range of practical resources to assist parents, children and young people and educators to stay safe online. While the resources for organisations are primarily aimed at schools and the education sector, many provide advice relevant to a wide range of organisations engaging with children and young people. Northside Christian College is committed to promoting a range of resources to support the highest standards of child safety and that this is maintained throughout any changes to service delivery.

A great place to start is with the eSafety Commissioner's Five steps for keeping students safe during online learning, which is available at https://www.esafety.gov.au/newsroom/blogs/covid-19-5-steps-keep-students-safe-during-online-learning

Another helpful article from the eSafety Commission about supporting safety online during remote learning is available at: www.esafety.gov.au/about-us/blog/covid-19-keeping-schools-and-learning-safe-online

If you suspect that a child, or any person, is being abused or may be in immediate danger, you should call '000' immediately and report the matter to Victoria Police.

Source: Commission for Children and Young People. (2020, April 28). Keeping children and young people safe online during the COVID-19 pandemic. https://ccyp.vic.gov.au/news/online-safety-covid-19/

Child Safe Standards

The Child Safe Standards aim to drive cultural change in organisations that provide services for children so that protecting children from abuse is embedded in everyday thinking and practice.

Statement of Commitment to Child Safety

Northside Christian College is committed to promoting and protecting, at all times, the best interests of children involvedin its programs.

All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background have equal rights to protection from abuse.

Northside Christian College has zero tolerance for child abuse. Everyone working at Northside Christian College is responsible for the care and protection of the children within our care and reporting information about suspected child abuse.

Child protection is a shared responsibility between the Northside Christian College, all employees, workers, contractors and associates. It is a shared commitment by all members of the Northside Christian College community.

Northside Christian College will consider the opinions of children and use their opinions to develop child protection policies.

Northside Christian College supports and respects all children, staff and volunteers. Northside Christian College is committed to the cultural safety of Aboriginal children, and those from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children living with a disability.

Guiding Principles at Northside Christian College

The College's Child Safety Policy, Code of Conduct and Procedures are based on the following principles:

- The College has zero tolerance for child abuse;
- The best interests of the child are paramount;
- Child protection is a shared responsibility;
- All children have a right to feel safe and be safe at school, and have equal rights to protection from abuse;
- The College will consider the opinions of students and use their opinions to develop child protection policies and procedures;
- The College will take into account the diversity of all children, including (but not limited to) the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable, and make reasonable efforts to accommodate these matters;
- The College is committed to the cultural safety of Aboriginal children, and those from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for students living with a disability; and
- Everyone covered by this Policy must also comply with the College's Code of Conduct, which sets stringent standards for personal behaviour.

A Child Safe School

Victoria introduced compulsory minimum standards that apply to organisations that provide services for children to help protect them from all forms of abuse. The Child Safe Standards form part of the Victorian Government's response to the Betrayal of Trust Inquiry. All Schools had to be compliant from the 1st August 2016.

In complying with the Child Safe Standards, an entity to which the standards apply must include the following principles as part of each standard:

- Promoting the cultural safety of Aboriginal children;
- Promoting the cultural safety of children from culturally and/or linguistically diverse backgrounds;
- Promoting the safety of children with a disability.

To create and maintain a child safe organisation, an entity to which the standards apply must have:

Standard 1: Strategies to embed an organisational culture of child safety, including through effective leadership arrangements;

Standard 2: A child safe policy or statement of commitment to child safety;

Standard 3: A code of conduct that establishes clear expectations for appropriate behaviour with children;

Standard 4: Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel;

Standard 5: Processes for responding to and reporting suspected child abuse;

Standard 6: Strategies to identify and reduce or remove risks of child abuse;

Standard 7: Strategies to promote the participation and empowerment of children.

All staff, volunteers and contractors have to be made aware of these standards, to show they understand them, and to comply with them. Northside Christian College staff and Committee of Management have been trained and are familiar with the new Child Safe Standards.

New Child Safe Standards

The Commission for Children and Young People have promoted that the new Child Safe Standards are being introduced to better protect children and young people from abuse. The new Child Safe Standards will commence in Victoria on the 1st July 2022. The eleven new Standards will replace Victoria's pre-existing seven standards and principles.

Key changes include new requirements:

- to involve families and communities in organisations' efforts to keep children and young people safe;
- for a greater focus on safety for Aboriginal children and young people;
- to manage the risk of child abuse in online environments;
- for greater clarity on the governance, systems and processes to keep children and young people safe.

The new Standards set out minimum requirements and outline the actions organisations must take to keep children and young people safe. They provide more clarity for organisations and are more consistent with Standards in the rest of Australia.

Child Safe Standard 1
Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.

Child Safe Standard 2
Child safety and wellbeing is embedded in organisational leadership, governance and culture.

Child Safe Standard 3
Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.

Child Safe Standard 4
Families and communities are informed, and involved in promoting child safety and wellbeing.

Child Safe Standard 5
Equity is upheld and diverse needs respected in policy and practice.

Child Safe Standard 6
People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

Child Safe Standard 7
Processes for complaints and concerns are child focused.

Child Safe Standard 8
Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

Child Safe Standard 9
Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

Child Safe Standard 10
Implementation of the Child Safe Standards is regularly reviewed and improved.

Child Safe Standard 11
Policies and procedures document how the organisation is safe for children and young people.

Child Safety Resources
Child Safe Strategy Document

Northside Christian College has strengthened the safety of our operations as a result of the implementation of the Child Safe Standards at the College. A key objective for Northside Christian College is to embed child safety practices into our culture. The work that is involved in building a child safe organisation is never completed. It is a dynamic, multifaceted and ongoing developmental process of learning, monitoring and reviewing. Maintaining a child safe organisation is not a one-off task. It must become part of our College's ongoing processes and be embedded into our culture. The College Community's feedback and support with developing a child safe culture is greatly valued. A copy of the College's Child Safe Strategy Document is available on the College website on the Child Safety page.

Child Safety Policy

The Northside Christian College Committee of Management has approved the Child Safety Policy, Code of Conduct and Procedures (Policy No. 1). The Child Safety Policy is a comprehensive and overarching document that provides an overview of the key elements of Northside Christian College's approach to creating a child safe organisation. This document is available at the College Office and on the College website.

Child Safety Code of Conduct

Staff, directors, volunteers and contractors at the College are required to abide by the College's Child Safety Code of Conduct. The purpose of this Code is to promote child safety within all College Environments. This document is available at the College Office and on the College website.

Procedures For Responding To And Reporting Allegations Of Suspected Child Abuse

Northside Christian College has a clear procedure for responding to allegations of suspected child abuse in accordance with Ministerial Order No. 870 and other legal obligations. Please use the template document of the Child Safety page on the College website to document any incident, disclosure or suspicion that a child has been, or is at risk of, being abused.

The College has published a wide range of resources on the College website at the following address: http://www.ncc.vic.edu.au/child-safety.

Child Safety Roles and Responsibilities

Child Safety Officer

Northside Christian College appointed Mrs Heather Cootee as the College's Child Safety Officer. The primary purpose of the position is to manage the implementation of the Child Safety Policy (Policy No. 1), especially in relation to training and educating staff and students and to manage any incidents of reporting to ensure Northside Christian College is compliant with all legislation around such reporting.

The Child Safety Officer is a contact person for children, young people, parents, employees and volunteers to seek advice and support regarding the safety and wellbeing of children and young people within our College. The role requires the officer to take action when child protection concerns are reported, including the provision of support to those within the community who have been affected, with an understanding and respect for cultural diversity.

Child Protection Workers

During 2022, the College's Child Protection Workers are Mrs Heather Cootee, Head of Student Wellbeing, and Mr Jared Stocks, College Chaplain. The Child Protection Workers have the specific responsibility for responding to any complaints made by staff, volunteers, parents or students in relation to Child Safety. The Child Protection Workers at Northside Christian College will always work concurrently with the Principal and other College Leaders.

Principal

The Principal is responsible for:

- Dealing with and investigating reports of child abuse;
- Ensuring that all staff, contractors, and volunteers are aware of relevant laws, College policies and procedures, and the College's Child Safety Code of Conduct;
- Ensuring that all adults within the Northside Christian College community are aware of their obligation to report suspected sexual abuse of a child in accordance with these policies and procedures;
- Ensuring that all staff, contractors and volunteers are aware of their obligation to observe the Code of Conduct (particularly as it relates to child safety);
- Providing support for staff, contractors and volunteers in undertaking their child protection responsibilities.

Directors of Learning

All Directors of Learning must ensure that they:

- Promote child safety at all times;
- Assess the risk of child abuse within their area of control and eradicate / minimise any risk to the extent possible;
- Educate employees about the prevention and detection of child abuse, and;
- Facilitate the reporting of any inappropriate behaviour or suspected abusive activity.

Staff / Volunteers / Contractors

All staff / volunteers / contractors share in the responsibility for the prevention and detection of child abuse, and must:

- Familiarise themselves with the relevant laws, the Code of Conduct, Northside Christian College's policy and procedures in relation to child protection, and comply with all requirements;
- Report any reasonable belief that a child's safety is at risk to the relevant authorities (such as the Police and / or the State-based child protection service) and fulfill their obligations as mandatory reporters;
- Report any suspicion that a child's safety may be at risk to their supervisor (or, if their supervisor is involved in the suspicion, to a responsible person at the College), and;
- Provide an environment that is supportive of all childrens' emotional and physical safety.

The College welcomes the opportunity to consult with students and families about the College's approach to child safety and the resources in place to assist in maintaining a child safe environment at Northside.

Key Contacts

Reception for General Enquiries
03 9467 2499
ncc@ncc.vic.edu.au

If your student is unwell and unable to complete the assigned learning tasks, please email:
attendance@ncc.vic.edu.au

Mr Christopher Simmons
Director of Primary School Learning

csimmons@ncc.vic.edu.au

Mr Chris Gatt
Director of Teaching & Learning

cgatt@ncc.vic.edu.au

Ms Jo Westland
Director of Middle School Learning

jwestland@ncc.vic.edu.au

Heather Cootee
Child Safety Officer
Head of Student Wellbeing

wellbeing@ncc.vic.edu.au

Ms Lenna Waters
Director of Senior School Learning

lwaters@ncc.vic.edu.au

Mr Jared Stocks
College Chaplain

chaplain@ncc.vic.edu.au

Mrs Serene Eng
Director of Inclusive Education
Upper Primary Coordinator

seng@ncc.vic.edu.au

Ms Olivia Natoli
Lower Primary Coordinator

onatoli@ncc.vic.edu.au

For any fee concerns,
please contact the Finance Office.
03 9467 2499

accounts@ncc.vic.edu.au

Northside
Christian College