



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

1. Purpose

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

2. Scope

These procedures apply in Holy Eucharist School

3. Principles

The following principles underpin our commitment to family engagement:

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

4. School Commitment

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

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

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

4.1. School leadership actions and strategies

At Holy Eucharist School, St Albans South, we value parents, carers, and families as the primary educators and advocates for their children. Working in partnership with Melbourne Archdiocese Catholic Schools (MACS), the school leadership team actively promotes and supports family involvement in fostering a safe, inclusive, and supportive environment for every child's wellbeing. This partnership helps foster a child-safe culture that is inclusive, transparent, and grounded in the Catholic values of respect, dignity, and community.

Framework and Policy Alignment

Melbourne Archdiocese Catholic Schools (MACS) provides the Safeguarding Children and Young People Framework and the Child Safety and Wellbeing Policy, which underpin and guide all child safety practices at Holy Eucharist School.

Leadership and Professional Learning

MACS supports school leaders and staff through professional learning, resources, and system-wide initiatives that strengthen family engagement in child safety and wellbeing.

Shared Accountability

Through ongoing review processes and compliance monitoring, MACS reinforces the important role of parents, carers, and families as key partners in creating and maintaining a child-safe environment.

School Leadership Strategies and Actions Promoting Family Engagement in Child Safety

- Child safety and wellbeing are standing agenda items at School Advisory Council meetings, ensuring regular consultation and collaboration with parent representatives.
- Families are kept informed through newsletters, digital communications, and the school website, providing updates on child safety policies, wellbeing initiatives, and available support services.
- Parent information sessions and workshops are offered throughout the year, including:
 - Sacramental workshops that connect faith formation with student wellbeing.
 - Wellbeing programs that support children and families experiencing change, grief, or loss.

Building a Culture of Safety and Respect

- The school promotes the Respectful Relationships initiative to strengthen positive, safe, and respectful interactions across the school community.
- Parents and carers have access on the school website to child safety policies, including the Code of Conduct and the Complaints Handling Policy.
- Open and transparent communication channels are maintained to ensure any child safety concerns can be raised, discussed, and addressed promptly.

Culturally Safe Environments for Aboriginal and Torres Strait Islander Children, Young People and Families

- Holy Eucharist School works collaboratively with MACS to strengthen Aboriginal and Torres Strait Islander cultural inclusion and promote culturally safe and respectful learning environments.
- The school acknowledges and celebrates Aboriginal and Torres Strait Islander histories, cultures, and perspectives through curriculum, community events, and school practices.
- Families are encouraged to share their cultural knowledge and perspectives to enrich the life of the school community.
- The Fire Carriers Program, fostering understanding of Aboriginal spirituality and connection to Country.
- The school newsletter acknowledges and promotes important events such as National Reconciliation Week and NAIDOC Week, helping to raise awareness of Aboriginal and Torres Strait Islander histories, cultures, and achievements. The school environment visibly reflects Aboriginal culture through displays, flags, artwork and Acknowledgement of Country at gatherings and assemblies.

Inclusive Communication and Support for Diverse Families

- Translation and interpreting services are available to support families from culturally and linguistically diverse backgrounds, ensuring equitable access to information and participation in child safety matters.
- Information is provided in accessible formats, with visual supports and simplified resources available where required.
- The school ensures all families understand the Child Safe Standards, reporting processes, and every child's right to feel safe, respected, valued, and heard.

Student and Family Voice

- Students are encouraged to contribute their perspectives on safety and wellbeing through classroom discussions, student leadership opportunities, surveys, and consultation processes.
- Family feedback is sought and used to inform continuous improvement in wellbeing programs, policies, and child safety practices.

Continuous Review and Improvement

- The leadership team conducts an annual review of the Child Safety and Wellbeing Policy and associated procedures, incorporating feedback from parents, carers, students, and staff.
- All staff participate in an Annual Review Meeting with the principal.
- Outcomes of reviews and policy updates are communicated through the School Advisory Council, school communications, and the Annual Report to the School Community, ensuring transparency and accountability.
- The school maintains a strong culture of reflection and accountability to ensure all families feel confident in the school's commitment to child safety and wellbeing.

4.2. Actions and strategies for Staff

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

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

1. Open lines of communication with families, carers and other members of the school community, particularly with respect to child safety and wellbeing matters.
2. Liaison with parents and carers about concerns and/or decisions that affect their child occurs.
3. Opportunities, where appropriate, for families to contribute to discussions.
4. Informing families and school community members when practices and procedures involved in child safety and wellbeing are reviewed and updated.
5. Ensuring all staff manage child safety and wellbeing issues in accordance with all policies for child safety and wellbeing.
6. Providing information about how to make complaints or raise concerns

7. Definitions

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

Carer

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

Parent

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

Parental responsibility

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

Principal

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

Staff

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

Volunteer

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

8. Related policies and documents

Related MACS policies and documents

Child Safety and Wellbeing Policy

Child Safety and Wellbeing Procedures

Protect – Identifying and Responding to Abuse – Reporting Obligations Policy

Reportable Conduct Policy

Policy information table

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