

Glossary of Terms

Defined terms for use in MACS policies
and related documents



Melbourne Archdiocese
Catholic Schools

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Purpose

The definitions and acronyms in this document are for use in policies and related documents. The list is not exhaustive, but covers terms and acronyms commonly used in MACS offices and schools. The list is intended to act as a reference point for policy owners and writers.

Links can be made to this document so that readers can gain a deeper understanding of terms used in the policies. This document is only available to internal users or schools via the CEVN website.

Policy owners and writers are asked to only include those terms that are used in their document. Please consult with the Compliance team if the definition is to be changed, altered or varied.

Definitions

Archdiocese Building and Property Commission (ABPC)

The Archdiocese Building and Property Commission is a consultative body appointed by the Archbishop to advise him, the Executive Director's Stewardship's office and parishes in the best use of the lands and buildings. Previously known as the PBFC.

Administration of medication

The direct application of a medication by a medically appropriate route (e.g., injection, inhalation, ingestion, application, or other means) to the body of the individual by an individual legally authorised to do so.

Annual Financial Statement (AFS)

Annual Financial Statements are financial reports based on a 12-month consecutive period, being a calendar year for MACS.

Approval

Authorised in writing, as evidenced by signature of the authorised staff member.

Approving authority

The individual or group with delegated authority to approve or make decisions.

Authorised AHPRA registered health/medical practitioner

A practitioner registered under Australian Health Practitioner Regulation Agency (AHPRA) and relevant state/national board for their medical/health profession who may authorise administration including registered medical practitioners, dentists, nurse practitioner (within scope), authorised optometrists and authorised podiatrists.

Behaviour that causes significant emotional or psychological harm to a child

The *Child Wellbeing and Safety Act 2005* (Vic.) states that any behaviour that causes significant emotional or psychological harm to a child is a type of reportable conduct.

In this context:

- the behaviour must be intentional or reckless and may include:
 - doing certain things, e.g. acts, gestures, communication
 - a one off or series of behaviours
 - behaviour that is linked to other reportable conduct
 - behaviour that is not linked to another type of reportable conduct, e.g. persistent verbal abuse, coercive or manipulative behaviour, hostility, rejection, humiliation, belittling and scapegoating
- the behaviour must cause significant emotional or psychological harm. For example:
 - suicidal action, suicidal ideation, or self-harm
 - self-destructive, antisocial or anxious behaviour
 - ongoing sleep disturbance, nightmares and bed wetting

- intense distress, fear, anxiety or anger.

The conduct will not amount to reportable conduct in the following circumstances:

- the staff member has responsibility for discipline and has taken lawful and reasonable disciplinary action.
- The staff member is an appropriately qualified worker or volunteer who has given medical treatment in good faith, e.g. first aid officer authorised to administer first aid.
- the staff member has taken reasonable steps to protect a child from immediate harm.¹

Bullying

Bullying is repeated, unreasonable behaviour directed towards a person that creates a risk to health and safety. It occurs when an individual or group upsets or hurts another person, their property, reputation or social acceptance on more than one occasion.

Bullying can include:

- cyberbullying – the use of various forms of ICT systems (including email, text messages and chat rooms) to spread text and visual messages that threaten, intimidate, harass or humiliate a person
- extortion – a person who is stronger or more power may bully another person into giving up their possessions or taking part in rule breaking activities
- gestures – non-verbal signals used to silence and intimidate another person
- indirect bullying – this form of bullying is designed to harm a person's social reputation and/or cause humiliation. It includes:
 - lying and spreading rumours
 - playing nasty jokes to embarrass or humiliate
 - mimicking another person
 - Encouraging others to socially exclude someone
 - Damaging a person's social reputation and social acceptance
- physical bullying – this may include pushing, shoving, fighting, pinching and any other unwelcome physical contact used intentionally to intimidate or hurt a person
- sexual bullying – this may include touching, sexually orientated jokes, drawing or writing about a person's body, using rude names or commenting about someone's morals, unwanted invitations of a sexual nature, and asking questions about a person's private life
- social bullying – this includes deliberately excluding a person, spreading rumours, sharing information that will have a harmful effect on the other person and/or damaging the person's social reputation or social acceptance
- verbal bullying – this includes racial discrimination and put downs that can result in loss of self-esteem
- visual bullying – this includes offensive notes or material, graffiti, or damaging a person's possessions.

Business manager, assistant business manager, financial accountant

Staff member appointed in MACS secondary, special and special assistance schools or MACS employees appointed as Finance Business Partner, Primary Schools for MACS primary schools.

Carer

Refers to permanent care, foster care and kinship care arrangements.

¹ CCYP, *Information Sheet 18: Behaviour that causes significant emotional or psychological harm to a child*

Catholic Capital Grants (Victoria) Limited (CCG)

The Building Grant Assistance scheme (BGA) for Victorian Catholic schools and receives and allocates government funds under the *Australian Education Act 2013* (Cth), and most other capital grant programs, in the form of grants to participant schools.

Catholic child

For enrolment in a MACS school, a child is considered Catholic if they are a member of the Catholic Church, usually established by a Certificate of Catholic Baptism.

Catholic Education Multi-Enterprise Agreement (CEMEA)

The Catholic Education Multi-Enterprise Agreement 2022: Diocese of Ballarat, Diocese of Sandhurst, Archdiocese of Melbourne and Lavalla Catholic College, Traralgon; or subsequent iterations of that document.

CEVN

Catholic Education Victoria Network is the intranet platform for use by Victorian Catholic schools.

Child

Child means a child or young person who is under the age of 18 years. (Source: [Child Wellbeing and Safety Act 2005](#)).

Child abuse

Child abuse is conduct that results in a child being harmed. It can take many forms and includes:

- physical abuse
- sexual abuse including grooming
- emotional and psychological abuse
- family violence
- serious neglect.²

Child connected work

Child connected work means:

- work authorised by the school governing authority and performed by an adult in a school environment while children are present or reasonably expected to be present; or
- for the purposes of a school boarding premises, work authorised by the provider of school boarding services in a school boarding premises environment while children are present or reasonably expected to be present.³

Child Information Sharing Scheme (CISS)

The Child Information Sharing Scheme (CISS) is an information sharing scheme established in the *Child Wellbeing and Safety Act 2005* (Vic). It permits certain organisations, including MACS schools, to share information to support child safety and wellbeing.

Child related work

Child-related works mean work at a service or place that usually involves direct contact with children. The work can be performed by an employee, contractor, minister for religion, and volunteers.

Child-related work relevantly includes work in schools, clubs and association of a cultural, recreational or sporting nature that provide services or conduct activities for children, religious

² CCYP, *A Guide for Creating a Child safe Organisation*, 2023, p. 11

³ Ministerial Order 1359 – Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises, cl. 4

organisations, coaching and tuition services for children, counselling and other support services for children, overnight camps for children, school crossing services, gym and play facilities specifically for children, photography services specifically for children, and talent competitions for children.

Child-related work does not include occasional direct contact with children that is incident to the work.⁴

Child Safe Standards (CSS)

The Child Safe Standards were established under the *Child Wellbeing and Safety Act 2005* (Vic). MACS is required to comply with these standards to help ensure that the safety of children is promoted, child abuse is prevented, and allegations of child abuse are properly responded to. The Child Safe Standards consist of the following:

- CSS 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.
- CSS 2 – Child safety and wellbeing is embedded in organisational leadership, governance and culture.
- CSS 3 – Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.
- CSS 4 – Families and communities are informed and involved in promoting child safety and wellbeing.
- CSS 5 – Equity is upheld, and diverse needs respected in policy and practice.
- CSS 6 – People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
- CSS 7 – Processes for complaints and concerns are child-focused.
- CSS 8 – Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
- CSS 9 – Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
- CSS 10 – Implementation of the Child Safe Standards is regularly reviewed and improved.
- CSS 11 – Policies and procedures document how the organisation is safe for children and young people.

Child safety

Child safety includes 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 suspicions, incidents, disclosures or allegations of child abuse ([Ministerial Order No. 1359](#)).

Child Safety and Wellbeing Record

Any Record that involves or relates to matters concerning Child safety or which involves or relates to matters involving the safety or wellbeing of a Child, which may include Records relating to:

- concerns or complaints relating to child safety or the safety or wellbeing of a child
- safety incidents involving a child
- mandatory reporting
- reportable allegations
- reportable conduct
- other matters relating to child safety or the safety or wellbeing of a child.

⁴ *Worker Screening Act 2020* (Vic), s. 3 & 7

Commission for Children and Young People (CCYP)

The Commission for Children and Young People is an entity established by the *Child Wellbeing and Safety Act 2005* (Vic.). The role of the CCYP includes overseeing compliance with the Child Safe Standards and administering the Reportable Conduct Scheme.

Complaint or concern

A complaint is an expression of dissatisfaction. It can relate to various matters, and in a school context, it may include dissatisfaction about the following:

- the school's services or dealings with individuals
- allegations of abuse or misconduct by a staff member, volunteer, contractor or another individual associated with the school
- disclosures or abuse or harm made by a child
- the conduct of a child at the school
- the inadequate handling of a prior complaint or concern
- general concerns about the safety of children or an activity.

A concern is any potential issue that could impact negatively on the safety and wellbeing of children⁵

Conflict of interest

A conflict of interest arises where an individual's personal interest conflicts with their responsibility to act in the best interests of MACS or its subsidiaries, Melbourne Archdiocese Catholic Specialist Schools Ltd (MACSS) and Melbourne Archdiocese Catholic Schools Early Years Education Ltd (MACSEYE). For more information, see the Conflict of Interest Policy for Responsible Persons.

Constitution

The legal document which sets out how MACS is governed.

Contractor

A person engaged by MACS or its subsidiaries to provide professional or expert advice on a particular subject or matter for a fee. Consultants are typically engaged on a consultancy agreement.

Corruption

Corruption is an abuse of a position of trust, or acting contrary to the best interests of MACS or its subsidiaries to gain an advantage for yourself or another person. It may include:

- using a position for personal benefit or gain or to benefit another person
- accepting or paying bribes for actions
- serious conflicts of interest
- release of confidential information other than for a proper business purpose.

Critical incident

An unplanned event (including dangerous occurrences, emergencies and systems failures) resulting in or having a potential for injury, ill health, damage or other loss.

Crisis

A major occurrence that causes serious harm, loss of life or damage and threatens the reputation or viability of a school and/or MACS.

⁵ CCYP, *A Guide for Creating a Child Safe Organisation*, 2023, pp. 113-114

Data

A subset of information in an electronic format that allows it to be retrieved or transmitted.

Delegate

A role, position, or group (such as a board committee) that has the authority to act or make decision on behalf of the MACS board in the manner and to the extent prescribed in this instrument.

Delegation

The assignment of authority or powers to a role, position, or group to make decisions or act in the manner and to the extent prescribed in a policy, framework, or delegation instrument.

Delegations focus primarily on financial and contractual arrangements required to ensure:

- that staff have appropriate authority to conduct activities or make decisions
- all expenditure incurred is appropriately authorised

A delegate can nominate another employee to complete the delegated task, however, accountability remains with the delegate.

Delegation instrument

Document that sets out the powers, authority, duties and functions delegated to roles, positions or groups (such as a committee) by the MACS board and prescribed in the constitution or policy.

Delegation register

The tables in the delegation instrument that set out delegations from the Board.

Department of Education, Skills and Employment (DESE)

Australian government department responsible for education.

Department of Education (DE)

Victorian government department that leads the delivery of education and development services to children, young people and adults.

Dignity

Dignity is an irreducible quality inherent in every human person, requiring a care of others for the quality of their life and wellbeing. Independent of any attribute or ability, human dignity cannot be taken away, reduced or overlooked. In the Catholic tradition, this understanding arises from the belief that each of us is made in God's image and likeness.

Direct reports

Roles which report directly to any particular line manager.

Disability

Disability includes:

- total or partial loss of the person's bodily or mental functions
- total or partial loss of a part of the body
- the presence in the body of organisms causing disease or illness
- the presence in the body of organisms capable of causing disease or illness
- the malfunction, malformation or disfigurement of a part of the person's body
- a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction

- a disease, illness or disease that affects a person's thought processes, perception of reality, emotions or judgment that results in disturbed behaviour.⁶

Discrimination

Discrimination can be either direct or indirect against a person based on an attribute which is protected under state or federal anti-discrimination legislation (see full list below). It is irrelevant whether a person intends to discriminate against another person.

Direct discrimination is when someone is treated unfavourably because they have an attribute protected by law. Examples include an employee not obtaining a promotion because they are considered to be too old for the job or terminating an employee's employment because of their race.

Indirect discrimination is when a condition, requirement or practice (such as a rule or policy) is imposed, which may appear to treat everyone equally, but which has the effect of disadvantaging people with a particular attribute protected by law. Indirect discrimination is unlawful where the condition, practice or requirement is not reasonable in all the circumstances. An example is the practice of holding a meeting in an upstairs classroom when it could easily be held downstairs, and that practice disadvantages a staff member who is mobility impaired and is not able to attend the meeting.

Discrimination is unlawful under Victorian and Commonwealth anti-discrimination laws in relation to certain protected attributes and is unacceptable. The attributes protected by Victorian and Commonwealth anti-discrimination laws are age, breastfeeding, disability (mental or physical), employment activity, family or carer's responsibilities, gender identity, industrial activity, intersex status, lawful sexual activity, marital or relationship status, parent/carer status, physical features, political belief/activity or political opinion, pregnancy or potential pregnancy, profession, trade or occupation, race, colour, descent, national extraction or national, ethnic or social origin, religion or religious belief/activity, spent conviction or expunged homosexual conviction, sex (or a characteristic that generally relates to their sex or that is imputed to their sex), and sexual orientation.

It is also unlawful to discriminate against someone based on either:

- their association with a person with one of the above attributes (for example, treating someone unfavourably because their brother has a disability); or
- their perceived attribute (that is, where it is thought that a person possesses an attribute, whether they in fact possess it or not).

There are exceptions from anti-discrimination law which may apply in some situations (for example, because of the inherent requirements of a particular role).

Document

A document is content that contains information in a structure or unstructured format. It is editable and can be stored in digital (electronic) or hardcopy (paper / physical) format. Documents can be changed and revised as needed. A document becomes a record when it is finalised and therefore constitutes evidence of a business activity, transaction and / or decision.

Duty of care

Duty of care is a legal obligation that requires schools to take reasonable steps to reduce the risk of reasonably foreseeable harm, which can include personal injury (physical or psychological) or damage to property. The reasonable steps that a school may decide to take in response to a potential risk or hazard will depend on the circumstances of the risk.

⁶ *Disability Discrimination Act 1992* (Cth)

Emotional harm of a child

Emotional harm is expressed in a visible way. The child may show signs of distress, withdrawal, fear, anxiety, anger or despair. Emotional harm may have an impact on the child's emotional health and development, the ability to show emotions, and the ability to sustain and develop healthy relationships.⁷

Essential safety measures

The equipment, infrastructure and processes in place in schools for the safety of the occupants, the property and the surrounding area, as defined in the [Building Regulations](#) and includes items such as air handling systems (smoke hazard management), exit doors, early warning systems, emergency lifts, emergency lighting, emergency power supply, emergency warning systems, exit signs, fire control centres, fire curtains and doors, fire extinguishers, fire detection and alarm systems, fire hydrants, fire-isolated stairs, fire-rated materials, fire windows, mechanical ventilation (including cooling towers/hot water systems), fire-isolated passageways, paths of travel to exits, smoke alarms, smoke control systems and sprinkler systems.

Education and Training Reform Regulations 2017 (Vic.) (ETR)

Legislation that provides definition and sets minimum standards required for school registration and governance in Victoria.

Emotional or psychological abuse of a child

Emotional abuse of a child occurs when a child is repeatedly rejected, isolated or frightened by threats. It can include hostility, name calling, put downs, and persistent coldness from a person to the extent that the child suffers, or is likely to suffer emotional or psychological harm to their physical health or development.⁸

Employee

An employee is an individual who is hired by MACS to perform specific tasks or services in exchange for compensation, typically in the form of wages or salary. The relationship is often defined by a contract or agreement outlining the terms of employment, including responsibilities, work hours, and conditions.

Expulsion

Expulsion involves the termination of the contract entered into at the time of the enrolment by the parent / guardian / carer / relevant person.

Failure to disclose offence

All adults who form a reasonable belief that another adult may have committed a sexual offence against a child under 16 years of age must report that belief to the Victoria Police. It is a criminal offence for an adult to fail to comply with this obligation unless they have a reasonable excuse.⁹

Failure to protect offence

A person in a position of authority within an organisation who knows of a substantial risk that a child under the age of 16 years, under the care, supervision or authority of the organisation will become the victim of a sexual offence committed by an adult associated with the organisation (e.g. an employee, contractor, volunteer or visitor), and has the power or responsibility to remove that risk, must take reasonable steps to remove or reduce that risk of harm.¹⁰

Family violence

Family violence is behaviour towards a family member of that person that is:

⁷ CCYP, *A Guide for Creating a Child safe Organisation*, 2023, p. 13

⁸ Department of Education, *PROTECT: Identifying and Responding to All Forms of Abuse in Victorian Schools*, 2018, p. 26

⁹ *Crimes Act 1958 (Vic)*, section 327

¹⁰ *Crime Act 1958 (Vic)*, section 490

- physically or sexually abusive
- emotionally or psychologically abusive
- economically abusive
- threatening
- coercive
- controlling or dominating the family member and cause that family member to feel fear for their safety and wellbeing or another person.

Family violence is also behaviour by a person towards a family member that meets the description above and causes a child to hear or witness or be exposed to the effects of that behaviour.¹¹

Family Violence Information Sharing Scheme (FISS)

Implemented by the Victorian government under the *Family Violence Protection Act 2008* (Vic). The scheme enables the sharing of information between authorised organisations to assess and manage family violence risk and supports effective assessment and management of family violence risk. It permits certain organisations, including MACS schools, to share information to support child safety and wellbeing.

Fit and Proper Person

The Minimum Standards and Requirements for School Registration define a Fit and Proper Person, as a responsible person who:

- is able to carry out their responsibilities in relation to the operation of the relevant school in compliance with the laws of Victoria, the Commonwealth, another state or a territory relating to the provision of school education
- has not been found guilty of an offence which is (or which would if committed in Victoria) be an indictable offence
- has not been:
 - in the case of an individual, insolvent under administration (for example, declared bankrupt)
 - in the case of a body corporate, is not, or has not, been an externally administered body corporate
- is not a represented person as that term is defined in the *Guardianship and Administration Act 1986* (Vic.)
- is not in breach of any requirements of the *Worker Screening Act 2020* (Vic.) or has not had their approval revoked or suspended
- has not been the subject of, or associated with an adverse finding or other action taken by a court, tribunal, commission of inquiry, professional discipline body or regulatory authority (in Victoria or elsewhere) where the adverse finding relates to:
 - dishonest, misleading or deceptive conduct, or
 - non-compliance with a legal obligation relating to the provision of education, or
 - a breach of duty (including a duty of disclosure).

Fitness

Fitness refers to a person having the physical, mental and emotional capacity to carry out their respective roles and responsibilities.

¹¹ *Family Violence Protection Act 2008* (Vic), s. 5

Fixed asset

An item with a useful life greater than one reporting period and which exceeds an entity's minimum capitalisation limit.

Foster care

Foster care is temporary care of children by trained, assessed and accredited foster carers.

Fraud

Fraud includes any of the following conduct that is intended to result in a financial, personal or other gain for the person:

- wrong or deceitful behaviour
- improper use of a position
- criminal deception including theft of monies or property
- the offer and acceptance of a bribe, financial or other benefit.

For more information, see the Fraud Prevention Policy.

General/condition specific medical management plan

Information provided by the parent/guardian/carer of a student with a diagnosed health care need or relevant medical condition. The plan should contain details of the current diagnosis, current medication, response required from the school in relation to ongoing care and support and the emergence of symptoms. The Medical Management Plan must be endorsed by the treating registered medical/health practitioner providing the advice, relevant authorisation for mediation, and be dated.

Governing authority

School governing authority means:

- a) the proprietor of a school, including a person authorised to act for or on behalf of the proprietor
- b) the governing body for a school (however described), as authorised by the proprietor of a school or the *Education and Training Reform Act 2006* (Vic.) (ETR Act)
- c) the principal, as authorised by the proprietor of a school, the school governing body or the ETR Act.

Source: [Ministerial Order No. 1359](#)

Governing body

Governing body is defined in the Education and Training Reform Regulations 2017 (Vic.) to mean:

- in relation to a government school, the school council constituted in relation to that school
- in relation to a non-government school, the person or body responsible for the governance, conduct or management of the school
- in relation to a government school boarding premises, the school council constituted in relation to the government school at which the students boarding at the school boarding premises are enrolled or attending
- in relation to a non-government school boarding premises, the person or body responsible for the governance or management of the provider of school boarding services at the premises.

Source: [Education and Training Reform Regulations 2017 \(Vic.\)](#)

Grooming

Grooming is when a person engages in predatory conduct to prepare a child for sexual abuse at a later time. Grooming can include communicating and/or attempting to befriend or establish a relationship or other emotional connection with the child or their parent or carer. It can include:

- giving gifts or special attention to a child or their parent or carer
- controlling a child through threats, manipulation, force or use of authority

- using electronic communication to try to lower the child's inhibitions or heighten their curiosity regarding sex.¹²

Guidelines

Guidelines are explanatory statements which provide detail, context, or recommendations in support of policies or procedures. Guidelines do not establish new or stand-alone mandatory requirements.

Harassment

Harassment is unwelcome or unwanted conduct that a reasonable person would have anticipated would humiliate, offend or intimidate the person exposed to the conduct. Harassment can include behaviour that bullies, belittles, threatens, victimises or is abusive towards another person or is demeaning in nature. Examples include:

- sexual harassment and sex-based harassment (see below)
- telling insulting jokes about racial groups
- sending explicit or sexually suggestive emails or text messages
- displaying racially offensive or pornographic posters or screen savers
- making derogatory comments or taunts about a person's disability
- asking intrusive questions about someone's personal life, including their sex life.

Harm to a child

Harm to a child is damage to their health, safety or wellbeing including as a result of child abuse by adults or the conduct of other children. It includes physical, sexual, emotional and psychological harm. Harm can arise from a single act or event. It can also arise from a number of acts or events over a period of time.¹³

Hazard

A source or a situation (including dangerous occurrences and systems failures) with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of these.

Health information

Information or opinion about an identifiable person's physical, mental or psychological health or disability. Health information is a type of personal information, which, because of its sensitivity, has different and stronger legal protections under the *Health Records Act 2001* (Vic.).

Health and safety representative

An elected employee responsible for representing employees within a designated work group on matters relating to occupational health and safety.

Hiring manager

The role to which a vacant position will report directly.

Infrastructure

Relates to building, planning and delivery matters.

Kinship care

Kinship care is provided by relatives or a member of a child's social network when a child cannot live with their parents.

¹² Department of Education, *PROTECT: Identifying and Responding to All Forms of Abuse in Victorian Schools*, 2018, p. 20

¹³ CCYP, *A Guide for Creating a Child safe Organisation*, 2023, p. 12

Line manager

The direct role to which an individual reports.

Line manager for activity

For MACS schools, the role which is in charge of an activity for the purpose of approving time sheets (or equivalent).

Mandatory reporter

Mandatory reporters are certain classes of professionals who are legally required to report a reasonable belief of child physical or sexual abuse to child protection authorities.

In Victorian schools, this includes registered teachers, school principals, early childhood workers, nurses, registered psychologists, school counsellors and all people in religious ministry.

Source: [Department of Families, Fairness and Housing: Children, Youth & Families – Mandatory reporting](#)

Mandatory reporting

All mandatory reporters must make a report to Victoria Police and/or the Department of Families, Fairness and Housing as soon as practicable if, during the course of carrying out their professional roles and responsibilities, they form a belief on reasonable grounds that a child has suffered or is likely to suffer significant harm, as a result of physical abuse and/or sexual abuse; and the child's parents have not protected, and are unable or unwilling to protect the child from harm of that type.

The school principal, registered teachers and early childhood teachers, school counsellors, religious clergy, registered medical practitioners, registered psychologists and nurses are considered mandatory reporters. It is a criminal offence for a mandatory reporter to fail to comply with this obligation.¹⁴

Mature minor

A mature minor is an individual in a MACS school who is assessed and approved by the principal of that school to be a mature minor in all or some circumstances and can therefore be considered capable of making some decisions but not others.

Medication

A drug or other form of treatment, either provided over the counter or prescribed by a registered medical practitioner that is used to prevent, treat or improve a medical condition.

Melbourne Archdiocese Catholic Schools Ltd (MACS)

MACS is a reference to Melbourne Archdiocese Catholic Schools Ltd, and / or its subsidiaries, Melbourne Archdiocese Catholic Specialist Schools Ltd (MACSS) and/or Melbourne Archdiocese Catholic Schools Early Years Education Ltd (MACSEYE) (as the context requires).

Melbourne Archdiocese Catholic Schools Early Years Education Ltd (MACSEYE)

Melbourne Archdiocese Catholic Early Years Education Ltd, a subsidiary of MACS established to conduct early childhood education and care services.

Melbourne Archdiocese Catholic Specialist Schools Ltd (MACSS)

Melbourne Archdiocese Catholic Specialist Schools Ltd, a wholly owned subsidiary of MACS established to conduct and operate specialist schools.

MACS board or board

The board of Melbourne Archdiocese Catholic Schools Ltd (MACS), being also the board of Melbourne Archdiocese Catholic Specialist Schools Ltd (MACSS) and the board of Melbourne

¹⁴ *Children Youth and Families Act 2005* (Vic)

Archdiocese Catholic Schools Early Years Education Ltd (MACSEYE) in an ex officio capacity (as the context requires).

MACS executive

A member of the executive leadership team (ELT) of MACS or the ELT as a group.

MACS manager or manager

Includes MACS manager roles (except from the Catholic Mission and Identity Directorate) and MACS Senior Manager School Leadership roles from the Education Excellence Directorate.

MACS office

Staff employed in MACS offices at James Goold House, Catholic Leadership Centre and MACS regional offices.

MACS premises

Any premises occupied by MACS or its subsidiaries (as the context requires), including MACS schools and offices.

MACS Safeguarding and Standards team

The MACS Safeguarding and Standards team supports the Executive Director of MACS to comply with his obligations under the Reportable Conduct Scheme.

MACS school or school

A school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by MACS, directly or through MACSS (as the context requires). References to schools or MACS schools also includes boarding premises of schools operated by MACS and specialist schools operated by MACSS.

MACS senior role

Includes general manager roles and MACS office management roles reporting directly to a MACS Director or the Executive Director (excluding MACS Executives). MACS managers within the Catholic Mission and Identity Directorate will come within this definition, rather than the MACS manager role definition.

MACS staff or staff member

The term Staff or staff member refers to all people who carry out work in any capacity for MACS or its subsidiaries, and includes MACS Board Directors, board committee members, employees, volunteers, consultants, contractors and School Advisory Council members, as the context requires.

MACSEYE service

Early childhood education and care service which is owned, operated and governed by MACSEYE.

Misconduct

Misconduct is a departure from the accepted standards of behaviour expected of a person performing that particular role. The accepted standards of a role might be informed by applicable laws, policies, procedures, professional standards and other guidelines.

The conduct that amounts to misconduct is either intentional or seriously negligent. It can include actions taken, written verbal and online communication, and a failure to act.

Neglect of a child

Neglect is a failure to provide a child with an adequate standard of nutrition, medical care, clothing, shelter or supervision to the extent that the health or physical development of the child is significantly impaired or placed at serious risk or is likely to result in longer term cumulative harm.¹⁵

Neglect in a school environment can include:

- supervisory neglect – the failure to appropriately exercise adequate supervision or control of a child
- physical neglect – failure to meet a child’s physical needs including the provision of adequate and appropriate food, clothing, shelter and physical hygiene
- educational neglect – the failure to ensure that a child’s formal educational needs are being met
- emotional neglect – the failure to provide appropriate nurturing, encouragement and support to a child.¹⁶

The *Child Wellbeing and Safety Act 2005* (Vic.) states that significant neglect is a form of reportable conduct.¹⁷

Negotiated transfer

Negotiated transfer involves a documented and mutually agreed move of a student to another school and occurs when all other pastoral and discipline measures, including suspension, have failed to resolve an issue of serious inappropriate student behaviour. A negotiated transfer ends the enrolment agreement with the first school and requires an enrolment in another school.

Notifiable disclosure event

The ETR Regulations define a notifiable disclosure event as an event that occurs if the Responsible Person is the subject of:

- an adverse finding or other action by a court, tribunal, professional discipline or regulatory body (in Victoria or elsewhere) where the adverse finding or the action relates to the responsible person’s:
 - dishonest, misleading or deceptive conduct or
 - non-compliance with a legal obligation relating to the provision of education or
 - breach of duty or
 - the commencement of legal or disciplinary proceedings in relation to the conduct of the responsible person that means the responsible person is not a fit and proper person within the meaning of clause 15(5) of Schedule 4 of the ETR Regulations.

By way of an example, the definition of ‘notifiable disclosure event’ in the ETR Regulations provides that the VRQA must be notified if a responsible person is:

- charged with an indictable offence or
- the subject of bankruptcy proceedings or
- the subject of proceedings to enforce compliance with an applicable professional or registration standard or
- the subject of proceedings for breach of a legal or fiduciary duty that applies to the responsible person.

Occupational health and safety (OHS)

OHS is a broad term used to describe the overall health, safety and wellbeing of a group of people that form part of, or are connected to, or involved with a particular entity. The *Occupational Health*

¹⁵ Department of Education, *PROTECT: Identifying and Responding to All Forms of Abuse in Victorian Schools*, 2018, p. 27

¹⁶ CCYP, *A Guide for Creating a Child safe Organisation*, 2023, p. 14

¹⁷ CCYP, *Information Sheet 11: Significant neglect*

and *Safety Act 2004* (Vic.) creates duties for employers, employees and other persons to eliminate or reduce risks to health and safety.

Online environment

Online environments are any technological platforms that people in the school use or control, such as computers, phones, websites, intranet, social media and video conference facilities.¹⁸

Other reporting obligations

Other reporting obligations refer to the legal and moral obligations to take action and report matters internally, or to an external body. They include obligations that are created by the failure to report offence, the failure to protect offence, and the reportable conduct scheme.

Parent

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

Parental responsibility

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

Parenting orders (also known as Family Law Act orders)

Court orders made pursuant to the *Family Law Act 1975* (Cth) and may deal with any of the following issues:

- person with whom the child is to live
- the time a child is to spend with another person
- communication a child is to have with another person
- the allocation of parental responsibility
- any aspect of the care, welfare or development of the child.

Parish

A territory or catchment assigned to a church and parish priest or body such as canonical administrators.

Permanent care

Permanent care placements are made under legal orders and agreement to provide care for vulnerable children where the child is no longer able to live with their birth parents.

Personal information

Personal information means information or an opinion about a person that has been identified, or that can be identified. It does not matter whether the information or opinion is true or not. It does not matter whether the information or opinion is recorded or documented, or not.¹⁹

Personal interests

Personal interests include direct interests as well as those of family, friends or other organisations a person may be involved with or have an interest in. It also includes a conflict between a person's duty to act in the best interests of MACS or a MACS school and another duty that the person has (for example, to another charity or any other entity).

Personal interests may be financial or non-financial, and can be identified as follows:

¹⁸ CCYP, *A Guide for Creating a Child safe Organisation*, 2023, p. 142

¹⁹ *Privacy Act 1988* (Cth), S. 6

- **pecuniary interests** exist where there is financial gain or loss involved, even if money does not specifically change hands
- **non-pecuniary interests** exist when no financial component exists, but an interest exists where there are relationships, social or cultural ties or involvement in an outside or related organisation.

Physical abuse of a child

Physical abuse of a child can consist of any non-accidental infliction of physical violence on a child by any person. Examples of physical abuse may include beating, shaking, burning, and assaulting the child. It can cause bruises, welts, burns, bone fractures, cuts, grazes and internal injuries.²⁰

Physical restraint of a child

Physical restraint is the use of physical force to prevent, restrict or subdue the movement of a student's body or part of their body.

Physical violence committed against, with or in the presence of a child

The *Child Wellbeing and Safety Act 2005* (Vic.) states that physical violence committed against, with, or in the presence of a child is a type of reportable conduct.

In this context:

- Physical violence may include:
 - actual physical violence – this is where the staff member uses physical force against, with or in the presence of a child without a lawful reason, which has the ability to cause injury or harm to the child. It can include hitting, punching, kicking, pushing or throwing something that strikes a child or another person
 - apprehended physical violence – this is where the staff member engages in conduct or behaviour against, with, or in the presence of a child that is capable of causing a child to think that physical force is about to be used against them or another person. This could include words, gestures, or actions.
- The conduct must be intentional or reckless, i.e. the person did not think about the likely consequences of their behaviour for a child.²¹

Policy

A statement of the mandatory, high-level principles-based directives, business rules and minimum requirements applying to operations, controls and significant decision making by MACS board directors, board committee members, officers, Executive Director, MACS executives, employees, volunteers, consultants, contractors, and school advisory council members.

Primary school

A school with enrolments from Foundation to Year 6.

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.

Private income

The portion of a school's income which is not derived from government recurrent and targeted grants.

²⁰ CCYP, *Information Sheet 10: Physical Violence under the Reportable Conduct Scheme*

²¹ CCYP, *Information Sheet 10: Physical Violence under the Reportable Conduct Scheme*

Procedure

A step-by-step or detailed instruction for the implementation of MACS policy that is mandatory across MACS and MACS schools.

Process

Processes are methods of implementation developed in MACS schools or offices to support compliance.

Procurement

The acquisition of goods and/or services, considering and achieving value for money from competent, reliable sources.

Professional registration

Professional registration refers to the requirement to be registered with a regulator or professional body to be recognised to practise in a particular profession. For example, teachers that teach in Victorian schools are required to be registered with the Victorian Institute of Teaching (VIT).

Racism

Racism means mistreating someone because of their skin colour, ethnicity or cultural background. It can include harassment, abuse, humiliation, violence and intimidation. It can also include name calling and hurtful jokes. It can also include excluding people from groups and activities.²²

Reasonable adjustment

Reasonable adjustments refer to reasonable accommodations or modifications that are made to support a student or staff member with a disability.

In a student context, this may be a measure or action taken to assist the student to participate in education and training on the same basis as their peers without a disability. This may include provision of:

- specialised services for the student, e.g. speech therapists, occupational therapists and personal care services
- any necessary specialised equipment to support the student to participate in their education, e.g. adaptive technology and assistive devices
- appropriately trained support staff, e.g. interpreters and teachers' aides.

In a staff context, this may be a reasonable modification to a work practice, procedure or setting that enables a staff member with disability to perform their job in a way that minimises the impact of barriers that they may face at work. This may include adjustments to:

- work premises, equipment or facilities
- work related communications
- work practices or procedures
- work arrangements including in relation to hours of work, places of work, and the use of leave entitlements.

Reasonable belief

A reasonable belief is more than suspicion. There must be some objective basis for the belief. However, it is not the same as having proof and does not require certainty. For example, a person is likely to have a reasonable belief if they:

- observed the conduct themselves
- heard directly from a child that the conduct occurred

²² CCYP, *A Guide for Creating a Child safe Organisation*, 2023, p. 31

- received information from another credible source that the conduct occurred (including another person who witnessed the reportable conduct or misconduct).

Record

A record is information in any format created, received and maintained as evidence of business activities, transactions and / or decisions. A record may be digital (such as an email, Word, Excel, PowerPoint or finalised and / or scanned PDF documents) or hardcopy (paper / physical) format.

Reportable allegation

Reportable allegation means any information that leads a person to form a reasonable belief that an employee has committed reportable conduct or misconduct that may involve reportable conduct, whether or not the conduct or misconduct is alleged to have occurred within the course of the person's employment.²³

Reportable conduct

Reportable conduct is defined as:

- a sexual offence committed against, with or in the presence of, a child, whether or not a criminal proceeding in relation to the offence has been commenced or concluded
- sexual misconduct, committed against, with or in the presence of, a child
- physical violence committed against, with or in the presence of, a child
- any behaviour that causes significant emotional or psychological harm to a child
- significant neglect of a child.²⁴

Reportable Conduct Scheme

The Reportable Conduct Scheme is a child protection scheme that requires certain Victorian organisations, including schools, to notify the Commission for Children and Young People (CCYP) if there is an allegation of reportable conduct made against one of its employees, contractors, or volunteers. The organisation is also required to investigate the allegation and report its findings and any action taken to the CCYP.²⁵

Responsible Person

As defined in the Guidelines to the Minimum Standards and Requirement for School Registration, Responsible person means:

- a) if the proprietor is an individual, that person, or
- b) if the proprietor is a body, that body and any person who is concerned in, or takes part in, the management of the body, or
- c) each person with responsibility in the school governance structure for managing the school or its finances, including each member of the governing body of the school, or
- d) the principal of the school, or
- e) any other person who by the person's conduct assumes a position of authority over the governance or management of the school.

Right to Use Land and Buildings Agreement (RULBA)

A right for MACS schools to use Roman Catholic Trusts Corporation (**RCTC**) land under the terms of the Right to Use Land and Buildings Agreements (**RULBA**).

²³ *Child Wellbeing and Safety Act 2005* (Vic), s. 3

²⁴ *Child Wellbeing and Safety Act 2005* (Vic), s. 3

²⁵ Department of Education, *PROTECT: Identifying and Responding to All Forms of Abuse in Victorian Schools*, 2018, p. 10

Risk

Risk is defined as the effect of uncertainty on objectives. An effect is a deviation from the expected and can either be positive and/or negative. Risk is often expressed in terms of a combination of the likelihood or chance of something happening, and the consequence or outcome of an event affecting the objectives.²⁶

In the context of child safety and wellbeing, risk can include the chance that child abuse or harm to child may occur in connection with a MACS school. These risks may include any one or more of the following:

- situational risk – this refers to the specific characteristics of the activity and the environment where it occurs
- propensity risk – this refers to the profile of all adults that engage with children in MACS schools
- institutional risk – this refers to the characteristics of the MACS school, such as its culture, attitudes, policies and procedures, and skills and resources
- vulnerability risk – these are factors that can increase a child's exposure to the risk of being abused, the impact of the child abuse if it occurs, or an increase in the reluctance for the child to report abuse. Children who are more likely to be exposed to vulnerability include:
 - children from Aboriginal backgrounds
 - children with disability
 - children from culturally and linguistically diverse backgrounds
 - children who are newly arrived in Australia
 - children who identify as LGBTIQ+ or are non-binary or gender diverse or questioning their sexuality or gender
 - children with a history of trauma, abuse or neglect
 - children who are unable to live at home including those who are homeless or living in foster, residential or kinship care
 - children with a history of drug or alcohol dependence
 - children with poor mental or physical health.²⁷

Risk management

The coordinated activities to direct and control an organisation regarding risk.

Roman Catholic Trusts Corporation for the Archdiocese of Melbourne (RCTC)

The Roman Catholic Trusts Corporation for the Archdiocese of Melbourne (**RCTC**) is the incorporated entity recognised in civil law to hold church assets and enter into contractual arrangements.

School Advisory Council

Advisory body in a MACS school which expresses the educational partnership between parents, the school, parish, and wider community. The SAC provides a forum for discussion where parent voice and community perspective are available to provide advice and support decision-making within the school.

School boarding environment

School boarding environment means any physical, online or virtual space made available or authorised by the school boarding premises governing authority for a child or student boarding at a school boarding premises to use at any time, including:

- a) online or virtual school boarding environments (including email, intranet systems, software applications, collaboration tools and online services)

²⁶ MACS, *Enterprise Risk Management Framework*, 2023, p. 27

²⁷ CCYP, *A Guide for Creating a Child safe Organisation*, 2023, pp. 142-146

- b) other locations provided by the provider of school boarding services or through a third-party provider for a child or student to use including, but not limited to, locations used for:
- camps
 - approved homestay accommodation
 - delivery of education and training such as registered training organisations, TAFEs, non-school senior secondary providers or another school
 - sporting events, excursions, competitions or other events.

Source: [Ministerial Order No. 1359](#)

School environment

Means any of the following physical, online or virtual places used during or outside school hours:

- a campus of the school
- online or virtual school environments made available or authorised by MACS or a MACS school for use by a child or student (including email, intranet systems, software, applications, collaboration tools and online services)
- other locations provided by the school/service or through a third-party provider for a child or student to use including, but not limited to, locations used for camps, approved homestay accommodation, delivery of education and training, sporting events, excursions, competitions and other events) ([Ministerial Order No. 1359](#)).

School fees

The fees and levies charged by MACS schools to families for the education of children in the school.

School staff

Means an individual working in a school environment who is:

- directly engaged or employed by a school governing authority
- a contracted service provider engaged by MACS (whether or not a body corporate and whether or not any other person is an intermediary) engaged to perform child-related work for a MACS school
- a minister of religion, a religious leader or an employee or officer of a religious body associated with MACS ([Ministerial Order No. 1359](#)).

Seclusion of a child

Seclusion of a student refers to leaving a student alone in a room or area from which they are prevented from leaving by a barrier or another person. This may include placing the student in a room where the door is locked or where the door is blocked by other objects, or the door is held closed by another person.

Secondary school

A school with enrolments across Year 7 to Year 12. A reference to secondary schools includes a reference to MACS secondary schools, special and special assistance schools.

Senior Leadership Team (SLT)

MACS office employees who are employed at the level of general manager, or equivalent, and above, including directors and the executive director.

Sensitive information

Sensitive information is a type of personal information with stronger legal protections due to the risk of discrimination. It includes information or opinion about an identifiable person's racial or ethnic origin, political opinions or affiliations, religious beliefs or affiliations, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices or criminal record. Sensitive information is regulated under the *Privacy and Data Protection Act 2014* (Vic.).

Service level agreement (SLA)

A formal negotiated agreement between parties recording their common understanding about the services required and provided, priorities, responsibilities, guarantees and costs for services.

Sexual abuse of a child

Sexual abuse occurs when a person involves a child in sexual activity, or deliberately puts the child in the presence of sexual behaviours that are exploitative or inappropriate to the child's age and stage of development. It can involve a wide range of sexual activity and may include fondling, masturbation, oral sex, penetration, voyeurism and exhibitionism. It can also include exploitation through child abuse material or prostitution.²⁸

Sexual harassment

Sexual harassment occurs when a person:

- makes an unwelcome sexual advance, or an unwelcome request for sexual favours, to another person; or
- engages in other unwanted, unwelcome, or uninvited behaviour of a sexual nature in relation to another person

in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person harassed would be humiliated, intimidated, or offended.

Sexual harassment can take different forms and may include physical contact, verbal comments, jokes, propositions, the display of offensive material. It may also include statements or transmissions by phone, fax, email, or social media. Sexual harassment could be a one-off incident or a pattern of behaviour. Conduct that creates a hostile working environment on the ground of sex can also constitute sexual harassment.

Sexual misconduct committed against, with or in the presence of a child

The *Child Wellbeing and Safety Act 2005* (Vic.) states that sexual misconduct committed against, with, or in the presence of a child is a type of reportable conduct.

In this context:

- The conduct must amount to misconduct and meet one of the following:
 - The conduct may be sexual in nature. This means that the conduct may include the following factors:
 - it may involve an area of the child or another person's body that demonstrates that it may be sexual in nature e.g. unwanted or inappropriate touching of the genital or anal region, the buttocks or the breasts.
 - it may involve inappropriate conversations or communications about an area of the body or a sexual activity.
 - it may involve exposing the child to sexual activity.
 - it may involve undressing or watching another person undress.
 - one of the reasons for the conduct is for potential or actual sexual arousal or gratification, e.g. grooming.
 - The conduct may be overly personal or intimate because the alleged victim considered that the conduct was sexual, or a reasonable person would regard the conduct as sexual.²⁹

Sexual offence

Sexual offences against children are criminal offences under the *Crimes Act 1958* (Vic) or an equivalent piece of legislation in another state or territory, or another country. They include:

²⁸ PROTECT – Identifying and Responding to All Forms of Abuse in Victorian Schools

²⁹ CCYP, *Information Sheet 9: Sexual misconduct under the Reportable Conduct Scheme*

- grooming a child under the age of 16 years of age
- sexual activity with or in the presence of a child
- sexual touching of a child
- sexual penetration of a child under 16 years of age
- sexual penetration of a child under the age of 17 years of age who is under the care, supervision or authority of an adult; and
- possessing, producing or distributing child abuse material.

Short-term hire agreements

Short-term hire agreements can be approved and executed by the principal of a MACS school using the approved MACS short-term hire agreement template. Short-term hire agreements for school grounds, buildings or facilities for community use may be on a commercial or pro bono basis at the principal's discretion and should not exceed 12 months in total in a single agreement.

Short-term hire permitted use

School facilities subject to short-term hire agreements must only be used for the purpose of Catholic education, recreational, sporting or cultural activities for students, the local community or young persons. Any other purpose requires the approval of a MACS executive.

Significant emotional or psychological harm

Behaviour that causes significant emotional or psychological harm to a child may include behaviour such as the following:

- persistent verbal abuse
- coercive and manipulative behaviour
- hostility towards, or rejection of, a child
- humiliating or belittling a child
- exposing a child to violence or threats of violence.

The behaviour must cause significant emotional or psychological harm to a child. Examples of reactions that can be consistent with significant emotional or psychological harm could include:

- suicidal ideation, self-harm, or suicidal action
- self-destructive, anti-social or anxious behaviour
- ongoing sleep disturbance, nightmares and bedwetting
- intense visible distress, withdrawal, fear, anxiety, anger, or despair, particularly over an extended period.³⁰

Significant neglect

Neglect is a failure to provide a child with an adequate standard of nutrition, medical care, clothing, shelter or supervision to the extent that the health or physical development of the child is significantly impaired or placed at serious risk or is likely to result in longer term cumulative harm.³¹

Neglect in a school environment can include:

- supervisory neglect – the failure to appropriately exercise adequate supervision or control of a child

³⁰ CCYP, *Information Sheet 18 – Behaviour that causes significant emotional and psychological harm under the Reportable Conduct Scheme*, January 2022

³¹ Department of Education, *PROTECT: Identifying and Responding to All Forms of Abuse in Victorian Schools*, 2018, p. 27

- physical neglect – failure to meet a child’s physical needs including the provision of adequate and appropriate food, clothing, shelter and physical hygiene
- educational neglect – the failure to ensure that a child’s formal educational needs are being met
- emotional neglect – the failure to provide appropriate nurturing, encouragement and support to a child.³²

In order to amount to significant neglect under the Reportable Conduct Scheme, the following criteria should be met:

- there was a failure to meet the basic needs of a child
- the failure was significant and either deliberate or reckless
- the employee, contractor or volunteer had a significant connection with the child and could have met the needs of the child but failed to do so.³³

Social media

Social media is the term used for websites and applications that enable people to create and share content or participate in social networking. Social media may include, but is not limited to:

- social networking sites (e.g. Facebook, LinkedIn)
- video and photo sharing websites (e.g. YouTube, Vimeo, Flickr, Instagram)
- blogs and micro-blogging (e.g. X)
- wikis and online collaborations (e.g. Wikipedia)
- forums, discussion board and groups
- vodcasting and podcasting
- online multiplayer gaming platforms
- email and instant messaging (including SMS).³⁴

Sponsorship agreement or contract

A sponsorship agreement (or contract) governs the legal relationship between a sponsor and those entitled to enforce the sponsorship obligation. It has a number of terms and conditions agreeing a service (or services) in return for a fee.

Student

Student means a person who is enrolled at or attends a MACS school or a student at a school boarding premises.

Suspension

Suspension occurs when a student’s attendance at school is temporarily withdrawn on the authority of the principal or their delegate, for a set period of time.

Suitability

Suitability means that a person is assessed as appropriate to work or volunteer for MACS and to perform their respective roles and responsibilities. An assessment of a person’s suitability includes consideration of the following factors:

- criminal history
- working with children clearance
- professional qualifications and registration

³² CCYP, *A Guide for Creating a Child safe Organisation*, 2023, p. 14

³³ CCYP, *Information Sheet 11 – Significant neglect under the Reportable Conduct Scheme*, October 2018

³⁴ MACS, *Social Media Policy*, pp. 1-2

- reportable allegations and findings of reportable conduct
- complaints, investigations and disciplinary action
- allegations and findings of misconduct.

User

The individual operating a MACS ICT system or resource, such as a computer, mobile device, email service, or student management service.

Victimisation

Victimisation is subjecting or threatening to subject another person to any detriment because they have asserted their rights under equal opportunity law, made or proposed to make a complaint or report, or provide information, about discrimination, harassment or a hostile working environment, or they have helped someone else to do so.

Victimisation can include but is not limited to:

- demoting someone because they reported their experiences
- denying someone a promotion because they reported their experiences
- dismissing someone from their employment because they reported their experiences
- intimidating or threatening a person to stop them from reporting their experiences
- making disparaging comments to or about a person who has made a report about their experiences or
- encouraging others to treat a person who made a report about their experiences in a detrimental way.

It does not matter if the allegation is not pursued, or a formal complaint or report is not made.

Victimisation is unlawful under Victorian and Commonwealth laws. Victimisation is unacceptable and may result in disciplinary action being taken, up to and including termination of employment.

Victorian Curriculum and Assessment Authority (VCAA)

Statutory authority primarily accountable to the Victorian Minister for Education and serving both government and non-government schools.

Victorian Catholic Education Authority (VCEA)

The overarching, strategic-planning and policy-making body for the Catholic school system in Victoria, including MACS schools.

Victorian Civil and Administrative Tribunal (VCAT)

Decision making tribunal on a wide range of matters to resolve disputes for the Victorian community. Rulings by VCAT are binding on all parties.

Victorian Institute of Teaching (VIT)

The Victorian Institute of Teaching (VIT) is a body established under the *Education and Training Reform Act 2006* (Vic). It is responsible for registering teachers and early childhood teachers in Victoria. It is also responsible for assessing the ongoing suitability of teachers and early childhood teachers to remain registered in Victoria.

Victorian Planning Authority (VPA)

Victorian government statutory authority reporting to the Minister for Planning.

Victorian Registration and Qualifications Authority (VRQA)

Regulator of education and training providers in Victoria.

Victorian Student Number (VSN)

Randomly generated nine-digit number assigned to all Victorian students as a unique identifier. Every student under 25 years of age is given a VSN when they first enrol at a Victorian education or training provider or are registered by the VRQA for home schooling.

Volunteer

A person who performs work without remuneration.

Working with Children Clearance

Working with Children clearance means that Working with Children Check Victoria has assessed that the person is suitable to engage in child related work.

Worker screening

Worker screening refers to the process of ensuring that only suitable people work with children. It involves gathering a range of information, including but not limited to a Working with Children clearance and qualifications relevant to the role being performed by staff and volunteers.

Acronyms

Acronym	Full term
AAP	Annual Action Plan
AARE	Australian Association for Religious Education
ACARA	The Australian Curriculum, Assessment and Reporting Authority
ACBC	Australian Catholic Bishops Conference
AccessEAP	Employee Assistance Program
ACNC	Australian Charities and Not-for-profits Commission
ARSC	Annual Report to the School Community
BARR	Bushfire At-Risk Register
CA	Canonical Administrator
CALD	Culturally and linguistically diverse
CAM	Catholic Archdiocese of Melbourne
CDF	Catholic Development Fund
CEVN	Catholic Education Victoria Network
CIP	Continuous Improvement Process within the School Improvement Framework
CIS	Catholic Information Service

Acronym	Full term
COM	Custodian of Mission
CORMSAA	Committee of Religious Institute and Ministerial Public Juridic Person School Authorities Australia
CPSL	Catholic Professional Standards Ltd
CRMV	Catholic Religious Institute and Ministerial Public Juridic Persons Victorian Schools Ltd
CSEF	Camps, Sports and Excursions Fund
DGR	Deductible Gift Recipient
DFFH	Victorian Government Department of Families, Fairness and Housing
EAL	English as an Additional Language
ELT	MACS Executive Leadership Team
ETR	Education and Training Reform Regulations 2017 (Vic)
FBP	Finance Business Partner
GSuite	Google suite of applications used in MACS schools
HALT	Highly Accomplished and Lead Teacher
HEAT Application	Record of school visits
MACSSIS	Melbourne Archdiocese Catholic Schools School Improvement Surveys
MACSSPA	Melbourne Archdiocese Catholic Schools Secondary Principals Association
MARAM	The Family Violence 'Multi-Agency Risk Assessment and Management Framework'
NAPLAN	National Assessment Program – Literacy and Numeracy
NCCD SWD	Nationally Consistent Collection of Data on School Students with Disability
NCEC	National Catholic Education Commission
ODT	Online Data Transfer
OPL	Online Professional Learning System (pronounced opal)
OSHC	Outside School Hours Care
OSR	Online Staffing Records

Acronym	Full term
PAT	Progressive Assessment Tool
PAVCSS	Principals' Association of Victorian Secondary Schools Inc
PBL	Positive Behaviour for Learning
PJP	Public Juridic Person
PP	Parish Priest
PRS	Personnel Record System
PSG	Program Support Group
RAP	Reconciliation Action Plan
RCTC	Roman Catholic Trusts Corporation for the Archdiocese of Melbourne
RESource	Religious Education resource site on CEVN
RI/MPJP	Religious Institute and Ministerial Public Juridic Person
ROSAE	Record of Student Adjustment and Evaluation
RULBA	Right to Use Land and Buildings Agreement
SAC	School Advisory Council
SAL	Student Activity Locator
SDS	School Data Snapshot
SIF	School Improvement Framework.
SIP	School Improvement Plan
SWISS	Student Wellbeing Information Support Service
USI	Unique Student Identifier
VACPSP	Victorian Association of Catholic Primary School Principals Inc
VBA	Victorian Building Authority
VC	Victorian Curriculum
VCAA	Victorian Curriculum and Assessment Authority
VCE	Victorian Certificate of Education
VCE VM	Victorian Certificate of Education Vocational Major

Acronym	Full term
VCEA	Victorian Catholic Education Authority
VCSSDPA	Victorian Catholic Secondary Schools Deputy Principals' Association
VFI	Vision for Instruction
VIT	Victorian Institute of Teaching
VPA	Victorian Planning Authority
VRQA	Victorian Registration and Qualifications Authority
VPC	Victorian Pathways Certificate
VSN	Victorian Student Number
WWCC	Working with Children Check

Related policies and documents

Policy Development, Approval and Review Procedures