

Child Safety Policy

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EST. 1899

MENTONE GIRLS'
GRAMMAR

Record Number	PRO-CFS-001-3		
Date Reviewed	22 November 2022	Date Approved	15 February 2023
Policy Owner	Principal	Policy Approver	School Council
Review frequency	<p>The policy is reviewed at least every two years or more frequently if there is a major change to the Child Safe Framework. The review will include input from students, parents/guardians and the school community.</p> <p>The policy is required to be approved by the Governance Risk and Compliance Committee and School Council.</p>		
Scope	This policy applies to all Schools activities, physical, virtual and online school environment, whether on or off campus and to School Council, staff, volunteers and contractors.		
Consultation	<p>Consultation on this policy is mandatory.</p> <p>Consultation process is as follows:</p> <ul style="list-style-type: none"> • School Council approves the Child Safety Framework for consultation • Community Consultation via the School Website • Parent Group consultation through newsletter, mConnect communication and parent evenings • Student Representative Groups • Final Council approval 		
Scope determination	Public		
Related Policy and Legislation	<ul style="list-style-type: none"> • Child Safety Code of Conduct • Child Safety Response and Reporting Procedure • Complaints Handling and Resolution Policy • Privacy Policy • Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the risk of child abuse in schools and school boarding premises • Child Safety and Wellbeing Act 2005 (Vic) • Children, Youth and Families Act 2005 (Vic) – Mandatory Reporting • Education and Training Reform Act 2006 		
Policy Management	This policy is administered by the Risk and Compliance Manager.		

Revision History

Document Number	Date	Revision Description	Approval
PRO-CFS-001	28 June 2022	Original Version V4	
PRO-CFS-001-1 (Legal)	2 November 2022	Legal review conducted	
PRO-CFS-001-2	22 November	Final Draft review by Governance Risk and Compliance Committee	
PRO-CFS-001-3	15 February 2023	School Council approval for consultation	School Council

Statement of Commitment



Help for non-English speakers

If you need help to understand this policy, please contact the Head of Senior or Head of Junior School.

Mentone Girls' Grammar acknowledges the Boon Wurrung/Bunurong People of the South-Eastern Kulin Nations for their connection to land, sea and community, and for their custodianship of the land on which we live, learn and work. We pay our respects to their Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander people today.

Mentone Girls' Grammar (MGG) has zero tolerance for child abuse. MGG holds the care, safety and wellbeing of children and young people as a central and fundamental responsibility underpinning all parts of its Mission. It is resolutely committed to ensuring that every person engaged by MGG understand the important and specific role he/she plays individually and collectively, promotes the inherent dignity of children and young people and their fundamental right to be nurtured in a child safe, child friendly and supportive environment, and their voices are heard about decisions that affect their lives.

Acknowledge and Respect Diversity

The School is committed to respecting and understanding the diversity of all children, specifically ensuring that equity is upheld and the diverse needs of all its students is respected in policy and practice, including paying particular attention to the needs of First Nations students, students from culturally or linguistically diverse backgrounds, students with disabilities, students that identify as lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQA+), International students and any student who is unable to live at home. The needs of these children are also paramount when the School develops and implements its Child Safe Framework. Inappropriate or harmful behavior targeting students based on these or other characteristics, such as racism or homophobia, is not tolerated at MGG, and any instances identified will be addressed with appropriate consequences.

Child Safe Culture

All staff are required to adhere to the overarching principles of the Child Safe Framework:

- Child Safety and protection is everyone's responsibility.
- MGG exercises zero tolerance towards any breach of Child Safety.
- All children and young people, regardless of ethnicity, gender, sexual orientation, culture, socioeconomic status, disability or other status, have the **right to be safe**.
- Staff and volunteers will empower students in areas that affect their safety and rights.
- The views of the child and young people must be respected.
- The welfare and best interests of the child and young person are paramount.
- Clear expectations for appropriate behaviour with children and young people are established in our Staff Code of Conduct, Child Safety Code of Conduct and our Staff and Student Professional Boundaries policies.
- Child Safety awareness is promoted and openly discussed within the School community.
- Child Safe Recruitment protocols guide the recruitment and involvement of individuals permitted to work within the School, including volunteers, or have direct contact with students.
- Child Safety training is mandatory for all members of the MGG School Council, School Committees, staff, contractors, and volunteers.
- Procedures for responding to alleged or suspected incidents of child abuse are age appropriate, visible, and accessible for all members of the School community.
- Staff will comply with the Mandatory Reporting obligations.
- Children and young people within MGG are valued and treated fairly, regardless of ethnicity, culture, sexual preference, gender, social, economic, religion and ability and have the right to special care and

support.

- Children, young people and their families know their rights and how to access the complaints procedures available to them.
- Staff, contractors, and volunteers are supported by the Child Safety Champions who will assist in responding to a reasonable suspicion or belief that a child or young person has been or is being abused or harmed by any person.

MGG will create a culturally safe environment for all peoples including Aboriginal and Torres Strait Islander peoples. Cultural safety is defined as an environment that is safe for people: where there is no assault, challenge or denial of their identity, of who they are and what they need. It is about shared respect, shared meaning, shared knowledge and experience, of learning, living and working together with dignity and truly listening.

INTRODUCTION

This policy is an overarching document that provides key elements of the MGG approach to protecting children and young people from abuse, and creating a wellbeing, Child Safe and friendly environment. This policy forms part of the Child Safe Framework.

CHILD SAFETY FRAMEWORK

The framework sets out the detailed work systems, policies, practices, priorities and culture that MGG is committed to build to achieve a Child Safe environment.

Purpose

This policy provides an overview of MGG's approach to creating and maintaining a Child Safe environment for every child and young person enrolled at MGG and sets out how the Victorian Child Safe Standards apply in the School environment.

Scope

This policy applies to:

- School Council.
- Staff, volunteers and contractors whether or not they work in direct contact with students.
- Ministers of religion.
- Students.
- All physical, virtual and online School environments.

Child Safety Responsibilities

MGG is committed to make Child Safety everyone's responsibility.

a. School Council

The School Council must:

- Champion and model a Child Safe culture and take action for the purposes of embedding a culture of 'no tolerance' for child abuse and of complying with the Child Safe Standards in accordance with Ministerial Order No. 1359.
- Advocate and promote children's rights, empowering and engaging students in support of this policy and its expectations.
- Promote commitment to this policy and its expectations both internally and publicly.
- Ensure that appropriate resources are allocated to effectively implement the Child Safe Framework.
- Ensure that any breaches of the Child Safe Framework are investigated, and adequate corrective actions are implemented.
- Appoint two Child Safety Champions to oversee the Child Safety Framework with at least one member will represent Council on the Governance, Risk and Compliance Committee.
- Endorse the suite of Child Safety policies, procedures and Code of Conduct that are uniformly referred to as Child Safe Framework.
- Ensure that Child Safety is a standing agenda item and at the forefront of all

	<p>relevant matters raised at School Council meetings.</p> <ul style="list-style-type: none"> • Undertake annual training on Child Safety. • When appointing School Council members, ensure that selection, supervision, and management practices are performed in accordance with the Child Safe selection practices. • Understand and monitor the Child Safety risk register.
<p>b. Governance Risk and Compliance Committee</p>	<ul style="list-style-type: none"> • Appoint a Child Safety Champion to represent the School Council. • Champion and model a Child Safe culture. • Implement the Child Safe Framework. • Approve the suite of Child Safety policies and Code of Conduct prior to consideration and endorsement by the School Council. • Advocate and promote the rights of students by empowering and engaging students in support of this policy. • Ensure all staff, volunteers, School Council members and contractors understand their obligations in accordance with this policy and any relevant policy and procedural documentation. • Ensure this policy is implemented and adhered to amongst all staff, volunteers, School Council members and contractors.
<p>c. Principal</p>	<p>The Principal is assigned responsibility and accountable to the School Council for discharging the requirements of Ministerial Order No. 1359 and to take all practical measures to ensure that:</p> <ul style="list-style-type: none"> • Effective Child Safety governance, policies, procedures, codes and practices are developed and implemented. • Any Child Safety concerns and incidents are investigated professionally, in a timely manner and adequate corrective actions are implemented. • Appropriate School Child Safety Champions are appointed and trained. • A Child Safe culture that facilitates the active participation and empowerment of students, families and staff in promoting and improving Child Safety, cultural safety and wellbeing is modelled and implemented. • Inclusive practices where the diverse needs of all students are considered. • High standards of respectful behaviour between students and adults, and between students are reinforced. • Child Safety is included as a standing agenda item on all discussions within the School community including at Senior Leadership meetings, staff meetings and School Council meetings. • Facilitate regular professional learning for all staff, contractors and volunteers (where appropriate) to build deeper understandings of Child Safety, cultural safety and sensitivity, student empowerment and prevention of responding to child abuse. • Create an environment where Child Safety complaints and concerns are readily raised, and no one is discouraged from reporting an allegation of child abuse to relevant authorities. • Staff who are mandated know and understand their mandatory reporting requirements as per the Mandatory Reporting obligations.
<p>d. Child Safety Champions</p>	<p>A number of staff members have been nominated as MGG's Child Safety Champions. MGG's Child Safety Champions are nominated as the first point of contact for raising</p>

Child Safety concerns within the School. Child Safety Champion posters will be located around the School. The Child Safety Champions can be contacted on **03 9581 1200**.

The MGG's Child Safety Champions key responsibilities include:

- Child Safety Champions work with the School leadership team, teachers, students, volunteers and the MGG community to create a Child Safe environment in the School.
- Promote and model Child Safety culture and principles and support the Principal to implement Child Safety policies and practices.
- Leading the development of the MGG's Child Safe culture.
- Manage and monitor MGG's compliance with the Child Safe Framework.
- Promote a culture of listening, involving and empowering students and families to act on their Child Safety concerns.
- Being alert to the specific needs of vulnerable categories of children and support staff and volunteers to focus on the Child Safety needs of vulnerable students.
- Together with the Principal, being a first point of contact for Child Safety concerns or queries and for coordinating the response to Child Safety incidents, for staff, volunteers, students and contractors.
- Provide Child Safety induction programs for new School staff, volunteers and School Council members.
- Provide Child Safety training for School staff, volunteers and School Council members.
- Provide Child Safety updates and information to staff and volunteers, as needed.
- Assisting the Principal and staff members in coordinating appropriate responses to Child Safety incidents including liaising with the Police and other external agencies and responding to a child who makes, or is affected by, an allegation of child abuse.
- Being able to keep detailed, accurate, secure written records of concerns and referrals.
- Undertake regular training and maintain current skills and knowledge to support Child Safety.

e. Child Safety Team

- Ensure the governance requirements of providing a Child Safe environment are developed and implemented.
- Ensure the School's website is current and complies with the Child Safe Framework.
- Meet regularly to identify and respond to any ongoing matters related to Child Safety.
- Coordinate reviews following significant safety incidents and facilitate the implementation of corrective actions.
- Develop a process to appoint child safety officers for all events, excursions, camps and activities.
- Document the engagement, consultation and response mechanisms to the diverse needs of children and young people and their families.
- Liaise with the [Student Reference Group](#) to create an opportunity for students to provide input into MGG's Child Safety strategies.
- Be accountable for the review and maintenance of the Child Safety Risk Register.
- Coordinate the Child Safety induction and training programs including mandatory

	<p>reporting for new MGG staff, volunteers, contractors and School Council.</p> <ul style="list-style-type: none"> • Monitor and report to the Risk Management Committee on any Child Safety risks, complaints and concerns, and analyse trends as needed. • Coordinate Child Safety policy and practice reviews in consultation with the MGG community. • Provide Child Safety updates and information to staff and volunteers, as needed.
f. Risk Management Committee	<ul style="list-style-type: none"> • Maintain and monitor the MGG's Child Safety Risk Register. • Identify and report on any Child Safe legislation or regulatory changes. • Monitor and report on any Child Safe risks and incidents and undertake a trend analysis. • Monitor and review the Child Safe Framework governance.
g. Staff (including casual staff)	<ul style="list-style-type: none"> • All staff have a Duty of Care to take reasonable steps to prevent reasonably foreseeable injury to children and young people under the care of MGG. This includes taking reasonable steps to protect their safety and health. • All staff, volunteers and contractors are required to be aware of key risk indicators of child abuse, to be observant, and to report and raise any concerns they may have relating to child abuse in accordance with the Child safety Response and Reporting Procedure. • Participate in Child Safety induction and training provided by MGG and always follow MGG's Child Safety policies and procedures. • Act in accordance with the Child Safety Code of Conduct and the Staff and Student Professional Boundaries Policy. • Identify and raise concerns about Child Safety issues in accordance with our Child Safe Response and Reporting Procedure. • All staff who are covered by the Mandatory Reporting requirements understand their responsibility when and where to make a mandatory report. • Ensure students' views are taken seriously and their voices are heard about decisions that affect their lives. • Facilitate the involvement of families in the decision-making process. • Implement inclusive practices that respond to the diverse needs of students. • Immediately advise the Human Resources department if the circumstances of their Working with Children clearance (WWCC) status or their Victorian Institute of Teaching (VIT) registration changes.
h. Contractors	<ul style="list-style-type: none"> • All contractors have a Duty of Care to take reasonable steps to prevent reasonably foreseeable injury to children and young people under the care of MGG. This includes taking reasonable steps to protect their safety and health. • All contractors are required to be aware of key risk indicators of child abuse, to be observant, and to report and raise any concerns they may have relating to child abuse with the Principal or a Child Safety Champion. • Act in accordance with our Child Safety Policy and the Child Safety Code of Conduct. • Be aware of their legal obligations with respect to the reporting of child abuse. • Have a current and valid WWCC.

<p>i. Volunteers</p>	<p>Volunteers have a responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with the Principal or the Child Safety Champions.</p> <p>Volunteers are those who are involved in providing support, guidance, and supervision directly (face to face) or indirectly (online, email, telephone) to students and may potentially have direct contact with students during the normal course of providing the volunteer service. These volunteers will require to undergo a WWCC and Child Safe induction and commit to:</p> <ul style="list-style-type: none"> • Act in accordance with our Child Safety Policy and the Child Safety Code of Conduct. • Be aware of their legal obligations with respect to the reporting of child abuse. • Be aware of child abuse risk indicators. • Identify and raise concerns about Child Safety issues in accordance with our Child Safety Response and Reporting Procedure • Implement inclusive practices that respond to the diverse needs of students. • Have a current and valid WWCC.
<p>j. Third Party Contractors</p>	<ul style="list-style-type: none"> • Third Party Contractors can include music teachers and other co-curricular teachers and instructors who are engaged by students and their families directly, rather than the MGG, but have an agreement with the MGG to use the School's facilities. They also include stall owners, caterers, vendors that do not have a contract with MGG to regularly supply their goods and services. • All Third Party Contractors engaged by MGG are responsible for being aware of their legal obligation to report any child abuse and contributing to the safety and protection of children in the School environment. • Act in accordance with our Child Safety Policy and the Child Safety Code of Conduct. • Report any suspicion or instances of child abuse in accordance with the Child Safety Response and Reporting Procedure. • Have a current and valid WWCC. • Where engaged by the School, they should be registered on the School's Third Party Contractor Compliance system.
<p>k. External Education Providers</p>	<ul style="list-style-type: none"> • An external education provider is any organisation that MGG has arranged to deliver a specified course of study that is part of the curriculum, to a student or students enrolled at MGG. The delivery of such a course may take place on School premises or elsewhere. • All external education providers engaged by the School are responsible for contributing to the safety and protection of children in the School environment. • All external education providers engaged by the School are required to have a compliant Child Safety Policy and Procedures and a Child Safety Code of Conduct and abide by these in accordance with the Child Safe Standards and Ministerial Order 1359. • MGG will include Child Safety and Protection terms in the written agreement between it and the external education providers that require compliance by the provider with all relevant laws concerning child safety and wellbeing.
<p>l. Parents, Speakers and Visitors</p>	<p>Parents, Speakers and Visitors have a responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with the Principal or the Child Safety Champions.</p>

- Adhere to the sign-in process when entering the MGG premises.
- Speakers are required to provide their VIT and/or WWCC details at entry.
- Parents abide by the Child Safety, Child Safety Code of Conduct and the Parent Code of Conduct.

CREATING AND MAINTAINING A CHILD SAFE CULTURE

MGG has adopted key strategies as controls for identifying and removing Child Safety risks and to promote the participation and empowerment of children. These are as follows:

School Council

School Council acknowledges its responsibility for ensuring a Child Safe culture and environment are effectively implemented at MGG.

School Council appointments are voluntary and subject to each member being fit and proper and able to carry out their legal responsibilities in relation to the operation of MGG. Prospective members of Council are screened and undergo a rigorous interview process prior to being appointed. To ensure School Council is equipped with the knowledge required to make decisions in the best interests of Child Safety and to identify and mitigate Child Safety risks in the MGG environment, members undertake training at least annually. Two Council Child Safety Champions are appointed by Council to lead the Child Safety Framework.

Child Safety Code of Conduct

MGG's Child Safety Code of Conduct has the objective of promoting child safety and wellbeing in the school environment and provides guidelines and expectations for appropriate standards of behaviours between adults and children and young people. It also clarifies behaviours that are not acceptable in our physical, virtual and online environments. We ensure that children and young people also know what is acceptable and what is not acceptable so that they can be clear and confident about what to expect from adults in the School.

Empowerment and Participation of Students

At MGG we are committed to an environment where everyone feels safe, connected and respected. This is the shared responsibility of staff, volunteers, students and families.

In order to achieve a Child Safe culture our students are:

- Informed about their rights, including to safety, information and participation.
- Encouraged to build a network of trusted adults.
- Taught how to recognise behaviours of child abuse or grooming.
- Know with whom to raise their concerns or report.

We have developed processes which assist all students to acquire age-appropriate knowledge and skills to enable them to identify when they do not feel safe and to communicate that to the school staff. MGG's policy is for all staff to be trained on methods of empowering children to seek assistance and to promote a Child Safe environment.

We also ensure that the importance of friendships for our students is recognized and support from their peers is encouraged to help them feel safe and be less isolated.

This is done through various work systems, practices, policies, and procedures through the Pastoral Care programs, the Learning Support department and embedded in the teaching and learning programs across the School to build a Child Safe environment.

Elements of Participation

The School encourages participation in decision making through the Student Executive and Leadership with senators and liaise with the Student Reference Group.

Diversity and Equity

We pay particular attention to individuals and groups of students with additional and specific needs. This includes tailoring our Child Safety strategies and supports to the needs of:

- Aboriginal and Torres Strait Islander students.
- Students from culturally and linguistically diverse backgrounds.
- Students with disabilities.
- Students unable to live at home or impacted by family violence.
- International students.
- Students who identify as LGBTIQ+.

MGG's Inclusion and Diversity policy provides more information about the measures we have in place to support diversity and equity, including to ensure encouragement and support for students to express their culture and enjoy their cultural rights. and that our staff and volunteers understand the diverse circumstances of our students and provide support and respond to those who are vulnerable.

Child Safe Human Resources Practices

MGG only engages people who are suitable to work with children and young people at the School and has developed and implemented Child Safe Human Resources practices accordingly.

MGG is committed to ensuring that newly recruited and existing staff, contractors and volunteers understand the importance of Child Safety, are inducted and aware of all relevant policies and procedures, and are trained to recognize, report and minimise the risk of child abuse. We have policies and procedures for appointing, recruiting and assessing the suitability of people engaged to work with children and young people to ensure people working at the School are suitable to do so.

This is done through various human resources work systems, practices, policies and procedures designed to protect children from abuse and create a Child Safe culture, which includes:

- Child Safe recruitment practices.
- Working With Children clearances/current Victorian Institute of Teaching registration.
- Child Safety training delivered at least annually.
- Contractor verification and induction.
- Child Safe culture.

The School's Human Resource department undertake a robust recruitment and screening process before staff, volunteers and contractors are employed or engaged by MGG. Recruitment queries and practices must be referred to the Director of Human Resources.

Fair Procedures

The safety of children and young people is our primary concern. We are also fair and just to MGG staff. The decisions we make when recruiting, assessing incidents, and undertaking disciplinary action will always be thorough, transparent, and based on evidence and due process. We record all allegations of abuse and safety concerns using our Child Safety Reporting in Synergetic process. Please refer to the Child Safe Reporting Procedure.

Concern and Reporting Processes

We foster a culture that encourages staff, volunteers, contractors, children and young people, parents, and MGG community to raise concerns and complaints. This makes it more difficult for breaches of the Child Safety Code of Conduct, Child Safe Framework, misconduct or abuse to occur and remain hidden.

We have clear, culturally safe, accessible and easy to understand pathways for raising complaints and concerns and responding and this is documented in MGG's Complaints Handling and Resolution policy and can be reported through our Child Safety Concern form on the MGG website.

Managing Risks to Child Safety

We are committed to preventing child abuse, identifying and managing risks in MGG's physical, virtual and online environments early and removing and effectively reducing these risks to our students. In addition to having a common law Duty of Care, and in relation to the management of general Child Safety risks to all students, MGG also maintains a Child Safety Risk Register that forms part of the Risk Management Framework.

These risks are managed by the Child Safe Team, reported to the Risk Management Committee and to the Governance Risk and Compliance Committee by the Risk and Compliance Manager. An annual report is submitted to the School Council.

Family Consultation

MGG's families and community play an important role in monitoring and promoting Child Safety and assisting children and young people to raise any concerns.

At MGG we are committed to providing students, families and community with accessible and age-appropriate information about the Child Safe policies and practices and involving them in our approach to Child Safety. We also ensure that families can participate in decision related to Child Safety and wellbeing which affect their children. We do this by seeking feedback from students, families and the community through mConnect, newsletters and student leadership groups.

Communications

MGG is committed to communicating our Child Safety strategies to the School community through:

- Ensuring that key Child Safety policies are available on MGG's website.
- Displaying Child Safety Champion posters at key locations around the School.
- Providing updates about any significant updates to the Child Safe policies or procedures, and strategies or initiatives that we are taking to ensure children and young people safety via mConnect and newsletters.
- Ensuring that Child Safety is a regular agenda item at leadership meetings, staff meetings and School Council meetings.
- Providing an annual Child Safety information evening for our parent community.

Privacy and Information Sharing

MGG collects, uses, and discloses captured records about children, young people and their families in accordance with Australian privacy laws, and other relevant laws, including the Child Information Sharing Scheme and the Family Violence Information Sharing Scheme.

For information on how our School collects, uses and discloses information refer to: Privacy Policy.

Records Management

We acknowledge that good records management practices are a critical element of Child Safety. MGG will create, manage and appropriately dispose of records relevant to child safety and wellbeing in accordance with the Public Records Office Victoria Recordkeeping Standards, including minimum retention periods and will, where relevant, take into account any policy or guidance concerning records keeping requirements outlined in the Department of Education and Training’s policy.

Breach Management and Disciplinary Procedures

Where a staff member breaches any obligation, duty or responsibility within this program, MGG may take disciplinary action, including in the case of serious breaches, summary dismissal.

Where any other member of the School community breaches any obligation, duty or responsibility within this program, MGG will take appropriate action. Significant breaches will be reported to regulators or the Victorian Police.

Review of Child Safety practices

MGGs will regularly review and improve this Policy, its Child Safe Framework and supporting policies and procedures and will:

- review and evaluate its Child Safety policies, procedures and practices after any significant child safety incident, or at least every 2 years, and improve them where applicable
- analyse any complaints, concerns, and safety incidents to identify causes and systemic failures and inform continuous improvement
- report on the outcomes of relevant reviews to School staff, volunteers and the School community, and families and students.

Definitions

Terms used in this policy are aligned to their use and meaning in Ministerial Order 1359 and the Child Safe Standards and relevant definitions can also be found on the Department of Education and Training [specific definitions](#) webpage.

The following definitions are included for ease of reference:

Child and young person	A student enrolled at MGG who is under the age of 18 years.
Child abuse	Child abuse includes- (a) any act committed against a child involving- (i) a sexual offence; or (ii) the offence of grooming; and (b) the infliction, on a child, of- (i) physical violence; or (ii) serious emotional or psychological harm; and (c) serious neglect of a child.

Child safety	Child safety encompasses matters related to protecting all children and young people from child abuse, managing the risk of child abuse, providing support to a child or young person at risk of child abuse, and responding to incidents or allegations of child abuse.
School environment	<p>The MGG school environment is any physical, virtual or online place that is made available or authorised by MGG for use by a student during or outside school hours, and includes:</p> <ul style="list-style-type: none"> (a) our campus at 11 Mentone Parade, Mentone (b) online school environments including email, intranet systems and external internet sites (c) other locations provided by MGG for a student's use, including locations used for school camps, sporting events, excursions, competitions and other events and activities.