



### SCHOOL CHILD SAFETY OFFICER/LEADER ROLE

*A school lead for child safety should have sufficient status and authority, including leadership support and the ability to direct other staff (where appropriate), to undertake the role effectively*

Broad areas of the role are to:

#### PROVIDE AUTHORITATIVE ADVICE

- Act as a source of support, advice and expertise to staff on matters of child safety.
- Liaise with the principal and school leaders to maintain the visibility of child safety.
- Lead the development of the school's child safety culture, including being a child safety champion and providing coordination in communicating, implementing, monitoring, enhancing and reporting on strategies to embed a culture of child safety.

#### RAISE AWARENESS

- Ensure the school's policies are known and used appropriately.
- Ensure the school's child safety policy is reviewed in the context of school self-evaluation undertaken as part of the school accountability framework.
- Ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this.
- Be alert to the specific needs of children in need, those with special educational needs and young carers.
- Encourage among all staff a culture of listening to children and taking account of their wishes and feelings in any measures to protect them.

#### TRAIN

- Being authoritative in providing advice by:
  - keeping their skills up to date with appropriate training carried out every two years
  - having a working knowledge of how the Department of Health and Human Services (DHHS) and Community Service Organisations conduct a child protection case conference to be able to attend and contribute to these effectively when required to do so.
- Be able to keep detailed, accurate, secure written records of concerns and referrals.
- Ensure each member of staff has access to and understands the school's child safety policy and procedures, especially new and part time staff.
- Make sure staff is aware of training opportunities and the latest DHHS and DET policies and guidance.

***This policy was last ratified by School Council in July 2016***



# *Yarragon Primary School*

## **CHILD SAFETY STANDARD 1 School Child Safety Leaders**



Postal Address: 65 Loch Street Yarragon

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## CHILD SAFETY STANDARD 2 Child Safety Environment Policy

### Purpose

The child safe environments policy sets out the school's approach to creating a child safe organisation where children and young people are safe and feel safe; and provides the policy framework for the school's approach to the Child Safe Standards.

### Scope

All staff, volunteers, contractors and whether or not they work in direct contact with children or young people. This policy will apply across a range of school forums (e.g. camps, online) and outside of school hours.

### Statement of Commitment to Child Safety

Yarragon Primary School is committed to safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making, with particular attention paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Yarragon Primary School has zero tolerance for child abuse.

Yarragon Primary School is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

Every person involved in Yarragon Primary School has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

### *In its planning, decision-making and operations, Yarragon Primary School will:*

1. Take a preventative, proactive and participatory approach to child safety
2. Value and empower children to participate in decisions which affect their lives
3. Foster a culture of openness that supports all persons to safely disclose risks of harm to children
4. Respect diversity in cultures and child rearing practices while keeping child safety paramount
5. Provide written guidance on appropriate conduct and behaviour towards children
6. Engage only the most suitable people to work with children and have high quality staff and volunteer supervision and professional development
7. Ensure children know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues
8. Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities
9. Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk
10. Value the input of and communicate regularly with families and carers.



## CHILD SAFETY STANDARD 2 Child Safety Environment Policy

### **Policy and procedures**

Policies and procedures outlining Yarragon Primary School's approach to the Child Safe Standards are outlined below. For further information, please contact the school's Principal.

#### **A child-safe culture**

Yarragon Primary School's culture encourages staff to raise, discuss and scrutinise concerns making it more difficult for abuse to occur and remain hidden.

#### **Personnel understand their Roles and Responsibilities and Code of Conduct**

School leaders and managers will ensure that each person understands their role, responsibilities and behaviour expected in protecting children and young people from abuse and neglect. Staff will comply with the school's Code of Conduct. The school's Code of Conduct sets out clear awareness of the difference between appropriate and inappropriate behaviour. Refer to the Victorian Institute of Teaching, Victorian Teachers Professional Codes of Conduct and Ethics

#### **Human Resources Practices and Training**

Yarragon Primary School applies best practice standards in the recruitment and screening of staff, and will take all reasonable steps to ensure that it engages the most suitable and appropriate people to work with them. We will ensure that staff induction, education and training programs are a vital part of our commitment to safeguarding children and young people from abuse and neglect. All prospective staff and volunteers are required to undergo National Criminal History Records check and maintain a valid Working with Children Check.

#### **Reporting a child safety concern or complaint**

Yarragon primary school has clear expectations for staff and volunteers in making a report about a child or young person who may be in need of protection. Immediate action should include reporting their concerns to the DHHS Child Protection or another appropriate agency and notifying the principal or a member of the school leadership team of their concerns and the reasons for those concerns.

#### **Risk Reduction and Management**

The school believes the wellbeing of children and young people is paramount, and is vigilant in ensuring proper risk management processes. The school recognises there are potential risks to children and young people and will take a risk management approach by undertaking preventative measures.

#### **Listening to children**

The school has developed a safe, inclusive and supportive environment that involves and communicates with children, young people and their parents/care givers. We encourage child and parent/care giver involvement and engagement that inform safe school operations and build the capability of children and parents/care givers to understand their rights and their responsibilities.



## CHILD SAFETY STANDARD 2 Child Safety Environment Policy

### Confidentiality and Privacy

Considerable importance is placed on safeguarding the confidentiality and privacy of information about particular children and their families. The collection, use and storage of information is included in school policies.

### Breaches

Breaches of Duty of Care and Mandatory Reporting Obligations are identified in the specific policies.

### Policy evaluation and review

To ensure ongoing relevance and continuous improvement, this policy will be reviewed in the context of school self-evaluation undertaken as part of the school accountability framework.

### Definitions

A full list of definitions for Ministerial Order No. 870 is available at

[www.vrqa.vic.gov.au/childsafes](http://www.vrqa.vic.gov.au/childsafes)

#### Child abuse includes

- Any act committed against a child involving –
  - a sexual offence or
  - an offence under section 49B(2) of the *Crimes Act 1958* (grooming)
- The infliction, on a child, of-
  - Physical violence or
  - Serious emotional or psychological harm
  - Serious neglect of a child

**Child safety** encompasses 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 incidents or allegations of child abuse.

**School environment** means any physical or virtual place made available or authorised by the school governing authority for use by a child during or outside school hours, including:

- a campus of the school
- online school environments (including email and intranet systems)
- other locations provided by the school for a child's use (including, without limitation, locations used for school camps, sporting events, excursions, competitions and other events).

#### **School staff means:**

In a government school, an individual working in a school environment who is:

- employed under Part 2.4 of the *Education and Training Reform Act 2006 (ETR Act)* in the government teaching service or
- employed under a contract of service by the council of the school under Part 2.3 of the ETR Act or
- a volunteer or a contracted service provider (whether or not a body corporate or any other person is an intermediary)



*Yarragon Primary School*

**CHILD SAFETY STANDARD 2**  
**Child Safety Environment Policy**

**Related policies and Documents**

School Policy Advisory Guide – Duty of Care

School Policy Advisory Guide – Child Protection Reporting Obligations

DET Child Wellbeing and Safety Framework

*This policy was last ratified by School Council in July 2016*



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# Child Safety CODE OF CONDUCT

## Child Safety

### Code of Conduct

Yarragon Primary School is committed to the safety and wellbeing of children and young people. Our school community recognises the importance of, and a responsibility for, ensuring our school is a safe, supportive and enriching environment which respects and fosters the dignity and self-esteem of children and young people, and enables them to thrive in their learning and development.

This Code of Conduct aims to protect children and reduce any opportunities for child abuse or harm to occur. It also assists in understanding how to avoid or better manage risky behaviours and situations. It is intended to complement child protection legislation, Department policy, school policies and procedures and professional standards, codes or ethics as these apply to staff and other personnel.

The Principal and school leaders of Yarragon Primary School will support implementation and monitoring of the Code of Conduct, and will plan, implement and monitor arrangements to provide inclusive, safe and orderly schools and other learning environments. The Principal and school leaders of Yarragon Primary School will also provide information and support to enable the Code of Conduct to operate effectively.

All staff members, contractors, volunteers and any other member of the school community involved in child-related work are required to comply with the Code of Conduct by observing expectations for appropriate behaviour below. The Code of Conduct applies in all school situations, including school camps and in the use of digital technology and social media.



# Child Safety CODE OF CONDUCT

### Acceptable behaviours

As staff, volunteers, contractors, and any other member of the school community involved in child-related work individually, we are responsible for supporting and promoting the safety of children by:

- upholding the school's statement of commitment to child safety at all times [Include <and adhering to the school's child safe policy> when the school has a policy in place]
- treating students and families in the school community with respect both within the school environment and outside the school environment as part of normal social and community activities.
- listening and responding to the views and concerns of students, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students
- promoting the cultural safety, participation and empowerment of students with culturally and/or linguistically diverse backgrounds
- promoting the safety, participation and empowerment of students with a disability
- reporting any allegations of child abuse or other child safety concerns to the school's leadership [Include <or child safety officer's> if school has assigned someone to this role]
- understandings and complying with all reporting or disclosure obligations (including mandatory reporting) as they relate to protecting children from harm or abuse.
- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.



# Child Safety CODE OF CONDUCT

### Unacceptable behaviours

As staff, volunteers, contractors, and any other member of the school community involved in child-related work we must not:

- ignore or disregard any concerns, suspicions or disclosures of child abuse
- develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, offering gifts)
- exhibit behaviours or engage in activities with students which may be interpreted as abusive and not justified by the educational, therapeutic, or service delivery context
- ignore behaviours by other adults towards students when they appear to be overly familiar or inappropriate
- discuss content of an intimate nature or use sexual innuendo with students, except where it occurs relevantly in the context of parental guidance, delivering the education curriculum or a therapeutic setting
- treat a child unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity.
- communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc) except where that communication is reasonable in all the circumstances, related to school work or extra-curricular activities or where there is a safety concern or other urgent matter
- photograph or video a child in a school environment except in accordance with school policy or where required for duty of care purposes<sup>1</sup>
- in the school environment or at other school events where students are present, consume alcohol contrary to school policy<sup>2</sup> or take illicit drugs under any circumstances.

***This Code of Conduct was endorsed/approved by the Yarragon School Council July 2016***

<sup>1</sup> SPAG: <http://www.education.vic.gov.au/school/principals/spag/safety/pages/photoandfilm.aspx> . The policy says the school should get consent before taking and publishing photos of a student. This applies every time a photo is taken. The same policy applies for excursions and school activities.

<sup>2</sup> SPAG: <http://www.education.vic.gov.au/school/principals/spag/safety/pages/alcohol.aspx> . The policy says the school must obtain school council approval before alcohol can be consumed on school grounds or at a school activity. The policy says staff members should not consume alcohol during camps and excursions. It is silent on whether they can consume alcohol at other school events where students are present, this is a matter that the school needs to decide upon – draft text is provided in the guidance fact sheet.



## CHILD SAFETY STANDARD 4 Staff Selection Policy

### Rationale:

*Strong human resources practices promote child safe school environments and reduce the risk of child abuse. Child Safe Standard 4 requires schools to use policies and procedures for recruitment, supervision, training and managing performance that support a child safe school environment. These must comply with Ministerial Order 870.*

### Implementation:

#### **Yarragon Primary School will:**

- ensure that position descriptions for all new positions advertised from 1 August 2016 include the standard 'Child Safe Environments' clause as provided in the 'Recruitment in Schools' Guide.
- identify the actions the school proposes to take, per Standard 1, to promote and embed the Child Safety Code of Conduct in accordance with Standard 3 [this is to address Requirement 1 for existing staff].and articulate the timeframe for this.
- determine the timeframes for the School Council to oversee and review Standard 4 as part of the school's Action Plan [Standard 1] and School Child Safe Environments policy [Standard 2].
- adhere to all DET requirements listed in the table below

Requirement	Departmental action	School action
1. <i>Each job or category of jobs for school staff that involves child connected work must have clear statements regarding the child safety requirements of the role and the expectations of the occupant</i>	<ul style="list-style-type: none"> <li>• The 'Recruitment in Schools' Guide has been updated and requires that position descriptions for all new positions advertised from 1 August 2016 include the following standard 'Child safe environments' clause: "Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including the Child Safe Standards. The school's Child Safety Code of Conduct is available on the school's website."</li> <li>• In the near future, position descriptions generated in Recruitment Online (ROL) will be automated to include a standard clause regarding child</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that position descriptions for all new positions include the standard 'Child safe environments' clause as provided in the 'Recruitment in Schools' Guide.</li> <li>• For existing staff, the school will promote and embed the Child Safety Code of Conduct in accordance with Standard 3.</li> <li>• Note that the Principal Class Contract of Employment has been updated to include reference to the Standards, and all contracts offered on or after 1 August will</li> </ul>



# CHILD SAFETY STANDARD 4

## Staff Selection Policy

Requirement	Departmental action	School action
	<p>safety.</p> <ul style="list-style-type: none"> <li>The Principal Class Contract of Employment has been updated to include the text italicised in the below:               <ul style="list-style-type: none"> <li>Preamble:</li> </ul> </li> </ul> <p>The aims of the Department include: “ ... the provision of a child safe environment”</p> <ul style="list-style-type: none"> <li>Schedule B – Accountabilities of a principal – Student Support:               <ul style="list-style-type: none"> <li>“Pt 2) Plan, implement and monitor arrangements to ensure the care, safety, security and general well-being of all students in attendance at the school including compliance with the Child Safe Standards “</li> </ul> </li> </ul> <p>This will apply for future contracts.</p>	<p>include the revised wording.</p>
<p>2. All applicants for jobs that involve child connected work for the school must be informed about the school’s child safety practices (including the code of conduct).</p>	<ul style="list-style-type: none"> <li>As above</li> </ul>	<ul style="list-style-type: none"> <li>As above</li> </ul>
<p>3. In accordance with any applicable legal requirement or school policy, the school must make reasonable efforts to gather, verify and record the following information about a person whom it proposes to engage to perform child connected</p> <p>4. The school need not comply with the requirements in step (3) above if it has already made reasonable efforts to gather, verify and record the information about a particular individual within the previous 12 months</p>	<ul style="list-style-type: none"> <li>The ‘Recruitment in Schools’ Guide has been updated to include that, the Principal, prior to an external applicant person commencing employment, must be satisfied that the person:               <ul style="list-style-type: none"> <li>“meets the Child Safe Standards.” (insert link to CSS site”</li> </ul> </li> </ul> <p>This can be found <a href="#">here</a>.</p>	<ul style="list-style-type: none"> <li>Principals implement practices to ensure that they are satisfied an external applicant meets the Child Safe Standards prior to the applicant’s employment.</li> </ul>



# CHILD SAFETY STANDARD 4

## *Staff Selection Policy*

Requirement	Departmental action	School action
5. <i>The school must ensure that appropriate supervision or support arrangements are in place in relation to induction and continuing suitability for child connected work</i>	<ul style="list-style-type: none"> <li>Advice on alignment of/ changes to Induction will be developed in 2016.</li> <li>Advice on alignment of/ changes to Performance and Development will be developed in 2016, with changes to be determined for the 2017-18 Performance and Development cycle.</li> </ul>	<ul style="list-style-type: none"> <li>Note that further advice on requirements related to Induction and Performance and Development will be developed in 2016 to ensure schools fully meet this Standard.</li> </ul>
6. <i>The school must implement practices that enable the school governing authority to be satisfied that people engaged in child-connected work perform appropriately in relation to child safety</i>	<ul style="list-style-type: none"> <li>As above.</li> </ul>	<ul style="list-style-type: none"> <li>School Councils to oversee and review Standard 4 as part of the school's Action Plan [Standard 1] and School Child Safe Environments policy [Standard 2]</li> </ul>

### **Resources and References :**

- Commission for Children and Young People (2015) *A Guide For Creating A Child Safe Organisation*, Version 2.0.
- Department of Education and Training (2016) *Recruitment in Schools*
- Department of Education and Training (2016) *Suitability for Employment*
- Victorian Government, Education & Reform Act 2006, Gazette No. S2, January 2016, *Child Safe Standards – Managing the Risk of Child Abuse in Schools*, Ministerial Order No. 870.
- Victorian Registration and Qualifications Authority (2016) *Child Safety Standard 4: Staff Selection Checklist*

***This policy was last ratified by School Council in August 2016***



# CHILD SAFETY STANDARD 5 Incident Report - STAFF

All incident reports must be stored securely.

## Incident details

Date of incident:	
Time of incident:	
Location of incident:	
Name(s) of child/children involved:	
Name(s) of staff/volunteer involved:	

If you believe a child is at immediate risk of abuse phone 000.

## Does the child identify as Aboriginal or Torres Strait Islander?

(Mark with an 'X' as applicable)

Yes,  
Aboriginal

Yes, Torres Strait  
Islander

## Please categorise the incident

Physical violence

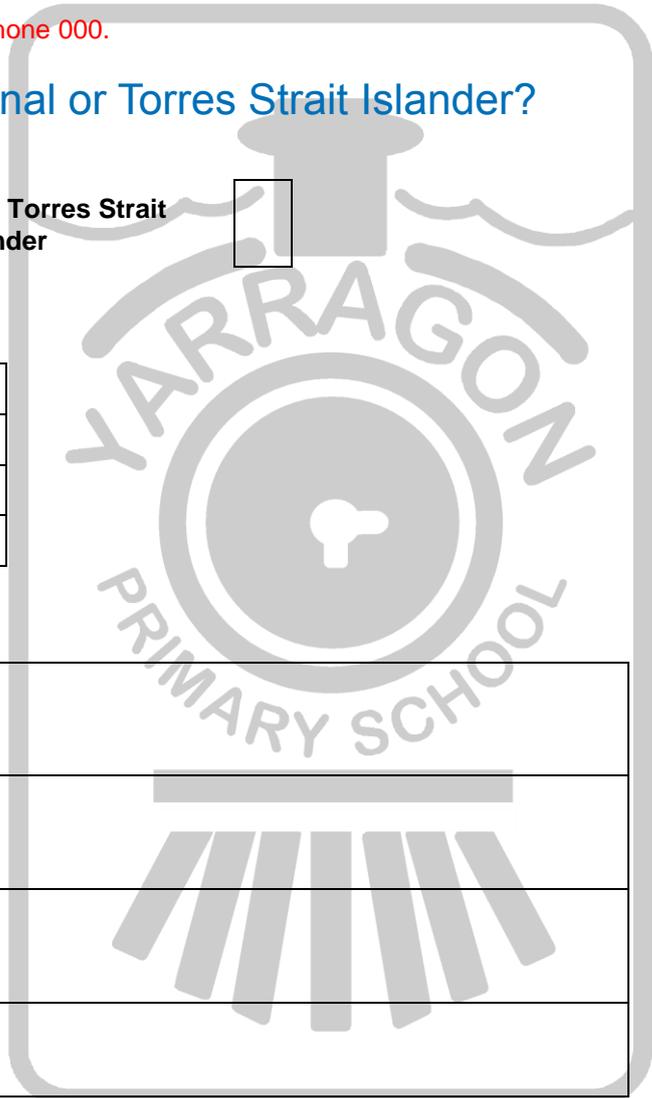
Sexual offence

Serious emotional or psychological abuse

Serious neglect

## Please describe the incident

When did it take place?	
Who was involved?	
What did you see?	
Other information	





**CHILD SAFETY STANDARD 5**  
**Incident Report - STAFF**

Parent/carer/child use

Date of incident:	
Time of incident:	
Location of incident:	
Name(s) of child/children involved:	
Name(s) of staff/volunteer involved:	

Office use:

Date incident report received:	
Staff member managing incident:	
Follow-up date:	
Incident ref. number:	

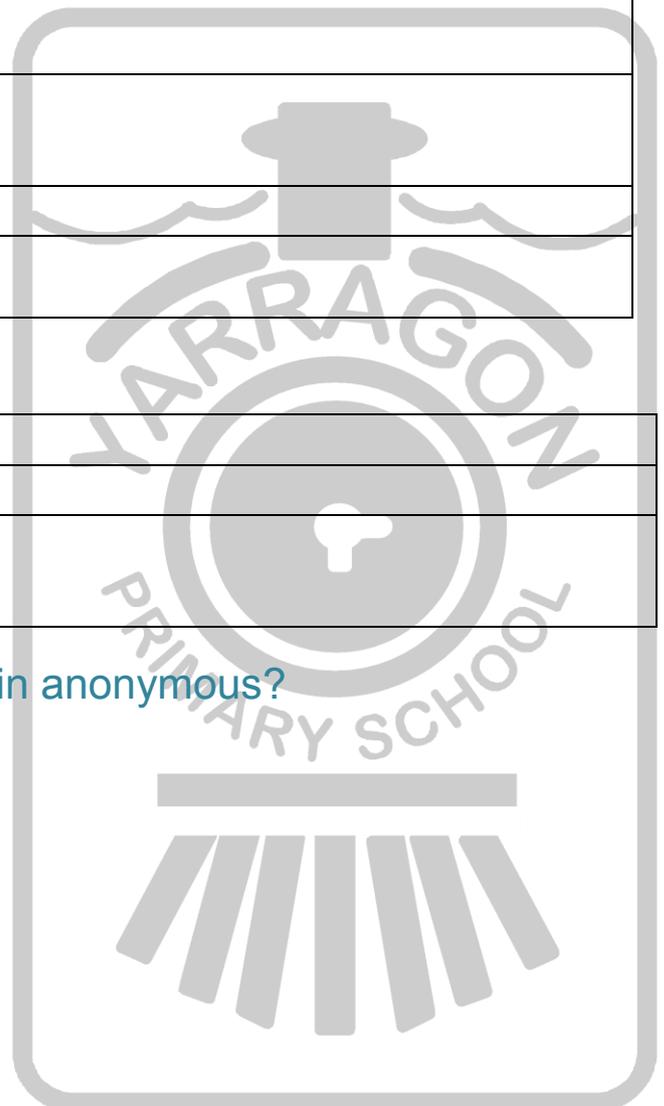
Has the incident been reported?

Child protection	
Police	
Another third party (please specify):	

Incident reporter wishes to remain anonymous?

(Mark with an 'X' as applicable)

Yes  No





## CHILD SAFETY STANDARD 6 Risk Assessment Template

A key part of a risk management strategy is a risk assessment. Risk assessments can take many forms. An example is provided below. Risk assessment resources form part of the [School Policy & Advisory Guide: Risk Management Policy](#). An example is provided below to assist schools in their risk assessment. The risk assessment is based on the matrix below the example table.

Yarragon Primary School:

Risk Event or Environment	Existing Management strategies or internal controls	Likelihood	Consequence	Current risk assessment	New risk management controls or internal controls	Who is responsible?	Residual risk
Inappropriate behaviour noticed by a school community member is not reported and addressed	Child safety code of conduct Clear child safety reporting procedures	Possible	Severe	High	<ul style="list-style-type: none"> <li>Strategies to embed organisational culture of child safety are reviewed</li> <li>Wider school community are informed of reporting obligations via school newsletter, community forums, school council members.</li> </ul>	Principal, School Council Chair	Low
Recruitment of an inappropriate person	WWCC or Victorian Institute of Teaching registration	Unlikely	Major	Medium	Processes updated to require: <ul style="list-style-type: none"> <li>Criminal history search</li> <li>Pre-employment reference check includes asking about child safety</li> </ul>	Principal, School Council Chair	Low
Engagement with children online	Child safety code of conduct Strategies developed to embed culture of child safety	Possible	Moderate	Medium	<ul style="list-style-type: none"> <li>Train students and staff to detect inappropriate behaviour</li> <li>Ensure appropriate settings on all student technologies</li> </ul>	Principal, School Council Chair	Low
Unknown people and environments at excursions and camps	Child safety code of conduct Strategies developed to embed culture of child safety Clear child safety reporting procedures	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> <li>Assessment of new or changed environments for child safety risks</li> <li>Ensure Code and strategies apply in all school contexts</li> </ul>	Principal, School Council Chair	Low
Ad-hoc contractors on the premises (eg maintenance)	Child safe environments Information and awareness for visitors, staff, volunteers and contractors Adequate monitoring	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> <li>Refresher training for frequent contractors</li> </ul>	Principal, School Council Chair	Low

***This Document was last ratified by School Council in August 2016***



## **CHILD SAFETY STANDARD 7**

### ***Child Empowerment Policy***

#### **Rationale:**

Children have the right to give their views and opinions about decisions that affect them and to be listened to. Empowerment is about helping children to have their say. Children are more likely to speak up about their concerns about feeling unsafe, or make a complaint, if they feel their views are valued and welcomed.

#### **Implementation:**

Yarragon Primary School will develop strategies to deliver appropriate education about:

- standards of behaviour for students attending the school;
- healthy and respectful relationships (including sexuality);
- resilience; and
- child abuse awareness and prevention.

Yarragon Primary School will promote the Child Safe Standards in ways that are readily accessible, easy to understand, and user-friendly to children.

Yarragon Primary School delivers appropriate education about **Standards of Behaviour** by

- ensuring clear expectations for appropriate and inappropriate behaviour are monitored using the school's "Standards of Behaviour and Expectations" matrix
- having an up to date Student Engagement and Inclusion Policy
- involving students in decision making through the KidsMatter Student Action Team

Yarragon Primary School delivers appropriate education about **Healthy and Respectful Relationships** by

- implementing a program such as "Catching on Early" health and sexuality education program.
- implementing a comprehensive Health and Physical Education program.
- promoting mental health and wellbeing through the KidsMatter initiative ideas incorporating programs DET recommends at each year level.

Yarragon Primary School delivers appropriate education about **Resilience** by

- promoting, modelling, teaching, acknowledging and celebrating resilience through the whole school initiative, Better Buddies program and Friendly School resources.



## **CHILD SAFETY STANDARD 7**

### ***Child Empowerment Policy***

Yarragon Primary School delivers appropriate education about **Child Abuse Awareness and Prevention** by

- implementing “Catching on Early” health and sexuality education program
- relevant information for parents and community published in the school newsletter
- holding parent information sessions on a needs basis when appropriate

#### **Evaluation:**

- This policy will be reviewed as part of the school’s three-year review cycle.

This policy was last ratified by School Council in

**August 2016**

