



Child Safety Policy and Procedures

Background

This policy is informed by section 8 of Ministerial Order 870 – Child Safe Standards – Managing the risk of child abuse in schools. All Victorian schools must have a Child Safety Policy or statement of commitment to child safety under Child Safe Standard 2.

Purpose

Bell Primary School's Child Safety 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

This policy applies to all staff, volunteers, and contractors at the school, whether or not they work in direct contact with children or young people.

The policy will apply to the school environment, including:

- a campus of the school,
- online school environments (including email and intranet systems), and
- other locations provided by the school for a child's use (including locations used for school camps, sporting events, excursions, competitions and other events).

The policy covers both school hours and outside of school hours.

Definitions

Child abuse

Child abuse includes:

- any act committed against a child involving:
 - a sexual offence, or
 - grooming; and
- the infliction, on a child, of:
 - physical violence
 - serious emotional or psychological harm; and
- serious neglect of a child.

Child-connected and child-related 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.

Child-related work: As defined by the *Working with Children Act 2005* (Vic), child-related work is work that usually involves direct contact (including in person, over the phone, written and online communication) with a child that is a central part of that person's duties. It does not include work that involves occasional contact with children that is incidental to the work.

Child safety

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

School environment means any physical or virtual place made available or authorised by Bell Primary 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

School staff means an individual working in a school environment who is:

- directly engaged or employed by the school on behalf of DET
- a volunteer or a contracted service provider (whether or not a body corporate or any other person is an intermediary)

Statement of commitment to child safety and child safety principles

Bell 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.

Bell Primary School has zero tolerance for child abuse.

We are 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. Particular attention will be paid to the cultural safety of Aboriginal and Torres Strait Islander children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability and children who are vulnerable.

Every person involved in Bell Primary School has a responsibility to understand the important and specific role they play 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.

Child safety principles

In its planning, decision-making and operations Bell 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; and
10. Value the input of and communicate regularly with families and carers.

A child safe culture

Bell Primary School's culture encourages staff to raise, discuss and scrutinise child safety concerns. This makes it more difficult for abuse to occur and remain hidden.

All child safety documents, including this policy, the *Child Safety Code of Conduct*, the school's *Child Safety Reporting Obligations Policy and Procedures*, *Identifying and Responding to All Forms of Abuse in Victorian Schools* and the *Four Critical Actions for Schools* are readily available online and in hard copy staffroom notice board and leadership offices for all staff and students to read at any time.

As part of Bell Primary School's child safe culture, **school leadership** will:

- ensure that child safety is a regular agenda item at school council meetings and staff meetings
- encourage and enable staff professional learning and training to build deeper understandings of child safety and prevention of abuse
- ensure that no one is prohibited or discouraged from reporting an allegation of child abuse to a person external to the school or from making records of any allegation.

As part of Bell Primary School's child safe culture, **school teaching and leadership staff** are required to:

- complete *the Protecting Children – Mandatory reporting and other obligations online module* every year
- read the school's Child Safety Code of Conduct on induction, and maintain familiarity with that document
- read the school's Child Safety Reporting Obligations Policy and Procedures on induction, and maintain familiarity with that document
- read the school's Child Safety Policy on induction, and maintain familiarity with that document.

School leadership will maintain records of the above processes.

Child safety is everyone's responsibility. **All school staff** are required to:

- Act in accordance with the school's Code of Conduct, which clearly sets out the difference between appropriate and inappropriate behaviour
- Act in accordance with the Child Safety Reporting Obligations Policy and Procedures at all times, including following the [Four Critical Actions for Schools](#) where necessary
- Act in accordance with their legal obligations (more information at https://www.education.vic.gov.au/Documents/about/programs/health/protect/ChildSafeStandard5_SchoolsGuide.pdf), including:
 - Failure to disclose offence (applies to all adults)
 - Duty of care (applies to all school staff)
 - Mandatory reporting obligations (applies to all mandatory reporters, including teachers, principals, and registered doctors and nurses)
 - Failure to protect offence (applies to a person in a position of authority within the school)
 - Reportable conduct obligations (applies to school leadership roles)
 - Organisational duty of care (applies to the school as an organisation).

Roles and responsibilities

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, which sets out clearly the difference between appropriate and inappropriate behaviour.

Specific child safety responsibilities:

- Child Safe Officers Emma Heywood (Assistant Principal) and Xenia Matani (Wellbeing Leader) is responsible for reviewing and updating the Child Safety Policy every 2 years.
- Child Safe Officers Emma Heywood (Assistant Principal) and Xenia Matani (Wellbeing Leader) is responsible for monitoring the school's compliance with the Child Safety Policy.
- Child Safe Officers Emma Heywood (Assistant Principal) and Xenia Matani (Wellbeing Leader) is responsible for informing the school community about this policy, and making it publicly available.

- Other specific roles and responsibilities are named in Bell Primary School's other child safety policies and procedures, including the Code of Conduct, Child Safety Reporting Obligations Policy and Procedures, and risk assessment register.

Human resources recruitment practices

Bell 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 children, including:

- 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.
- All prospective staff and volunteers are required to undergo National Criminal History Records check and maintain a valid Working with Children Check.
- All position descriptions for jobs that involve child-connected work with our school include the job's requirements, duties and responsibilities with respect to child safety and the job occupant's essential or relevant qualifications, experience and attributes in relation to child safety.
- We develop selection criteria and advertisements which clearly demonstrate our commitment to child safety. Job advertisements for child-connected work include a link to the school's Code of Conduct, which is publicly available on our website.
- We carry out verbal reference checks with at least two referees to verify job applicants' history of and suitability for working with children. Our school also requires applicants for child-connected jobs to provide proof of personal identity and any professional or other qualifications.

Training and supervision

Training and education is important to ensure that everyone in the school understands that child safety is everyone's responsibility.

Our school culture aims for all staff and volunteers (in addition to parents/carers and children) to feel confident and comfortable in discussing any allegations of child abuse or child safety concerns. We train our staff and volunteers to identify, assess, and minimise risks of child abuse and to detect potential signs of child abuse.

We also support our staff and volunteers through ongoing supervision to develop their skills to protect children from abuse, to promote the cultural safety of Aboriginal children, the cultural safety of children from linguistically and/or diverse backgrounds, and the safety of children with a disability.

New employees and volunteers will be inducted into the school and supervised regularly to ensure they understand our school's commitment to child safety, and that their behaviour towards children is safe and appropriate. All employees of our school will be monitored and assessed via regular performance review to ensure their continuing suitability for child-connected work. Any inappropriate behaviour will be reported through the Leadership Team (Principal, Assistant Principal or Learning Specialists) or directly to DHHS Child Protection and/or Victoria Police, depending on the severity and urgency of the matter.

Reporting a child safety concern or complaint

The school has clear expectations for all staff and volunteers in making a report about a child or young person who may be in need of protection. All staff must follow the school's Child Safety Reporting Obligations Policy and Procedures, including following the [Four Critical Actions for Schools](#) if there is an incident, disclosure or suspicion of child abuse. Immediate actions should include reporting their concerns to the DHHS Child Protection/Victoria Police 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.

Bell Primary School will never prohibit or discourage school staff from reporting an allegation of child abuse. The school will always take action to respond to a complaint in accordance with the school's Child Safety Reporting Obligations Policy and Procedures. In accordance with Action 4 of the Four Critical Actions for Schools, Bell Primary School will provide ongoing support for students affected by child abuse.

Risk reduction and management

Bell Primary 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.

We will identify and mitigate the risks of child abuse in school environments by taking into account the nature of each school environment, the activities expected to be conducted in that environment and the characteristics and needs of all children expected to be present in that environment.

Bell Primary School will ensure that it keeps, reviews and continually updates a risk assessment register, including the actions the school will take to reduce or remove the identified risks.

Listening to, communicating with and empowering children

The school has developed a safe, inclusive and supportive environment that involves and communicates with children, young people and their parents/carers. We encourage child and parent/carer involvement and engagement that informs safe school operations and builds the capability of children and parents/carers to understand their rights and their responsibilities. Our school is committed to supporting and encouraging students to use their voice to raise and share their concerns with a trusted adult at any time of need.

When the school is gathering information in relation to a complaint about alleged misconduct with or abuse of a child, the school will listen to the complainant's account of things and take them seriously, check understanding and keep the child (or their parents/carers, where appropriate) informed about progress.

The school will promote the Child Safe Standards in ways that are readily accessible, easy to understand, and user-friendly to children, including:

- All of our child safety policies and procedures will be available for the students at Bell Primary School to read
- PROTECT Child Safety posters will be displayed across the school
- School newsletters will inform students and the school community about the school's commitment to child safety, and strategies or initiatives that the school is taking to ensure student safety.

The school will use its health and wellbeing programs: Berry St Educational Model, School Wide Positive Behaviour, Health and Human Development and Start-Up to deliver appropriate education to its students about:

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

Confidentiality and privacy

This school collects, uses and discloses information about particular children and their families in accordance with Victorian privacy law. The principles regulating the collection, use and storage of information is included in the school's Privacy Policy.

Related policies and documents

Bell PS policies include:

- Code of Conduct
- Child Safety Reporting Obligations Policy and Procedures (Mandatory Reporting)

- Risk Assessment Policy
- Volunteers Policy
- Visitors Policy and Procedures
- Camps and Excursions Policy
- Privacy Policy

DET support resources include:

- Identifying and Responding to All Forms of Abuse in Victorian Schools
- Four Critical Actions for Schools
- Recording your Actions: Responding to suspected child Abuse- A template for Victorian Schools
- Identifying and Responding to Student Sexual Offending
- School Policy and Advisory Guide – Duty of Care
- School Policy and Advisory Guide – Child Protection Reporting Guidelines

Policy evaluation and review

To ensure ongoing relevance and continuous improvement, this policy will be reviewed every 2 years.

The child safety officers are responsible for reviewing and updating this policy every 2 years.

Document Status

Reviewed	School Council Ratification	Next Review
September 2019	19-09-2019	September 2021