



WANGARATTA WEST PRIMARY SCHOOL No. 4642

# CHILD SAFE Policy - Standard 2

## **PURPOSE**

Wangaratta West Primary School's 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. This policy is intended to empower children who are vital and active participants at Wangaratta West Primary School. We involve them when making decisions, especially about matters that directly affect them. We listen to their views and respect what they have to say.

## **SCOPE AND AUDIENCE**

The policy applies to all staff, volunteers, contractors and whether or not they work in direct contact with children or young people. The policy applies across a range of school forums (e.g. camps, online) and outside of school hours. This policy guides our staff and volunteers on how to behave with children in our organisation.

## **STATEMENT OF COMMITMENT AND PRINCIPLES**

Wangaratta West Primary School is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making.

Wangaratta West Primary School has zero tolerance for child abuse. Wangaratta West 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. Particular attention will be 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. Every person involved in Wangaratta West 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.

*Please refer to our Statement of Commitment.*

***IF YOU BELIEVE A CHILD IS AT IMMEDIATE RISK OF ABUSE PHONE 000.***

## **THE CHILD SAFE STANDARDS:**

To create and maintain a child safe organisation, an entity to which the standards apply must have:

**Standard 1:** Strategies to embed an organisational culture of child safety, including through effective leadership arrangements

**Standard 2:** A child safe policy or statement of commitment to child safety

**Standard 3:** A code of conduct that establishes clear expectations for appropriate behaviour with children

**Standard 4:** Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel

**Standard 5:** Processes for responding to and reporting suspected child abuse

**Standard 6:** Strategies to identify and reduce or remove risks of child abuse

**Standard 7:** Strategies to promote the participation and empowerment of children.

## **POLICY AND PROCEDURES**

The policies and procedures outlining Wangaratta West Primary school's approach to the Child Safe Standards are outlined below. Anyone wanting further information can speak to a member of the Leadership team, the Wellbeing Leader and /or the Principal.

### ***A Child-Safe Culture***

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

The school's plan for creating a child safe culture can be found on the website at <http://www.wangwestps.vic.edu.au/school-policies-plans> as part of the Child Safe Standards documents.

### ***Personnel Understand their Roles and Responsibilities/ 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.

### **Human Resources / Recruitment Practices**

The 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. 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."

The school's approach to human resources practices that ensure child safety can be found on the website at <http://www.wangwestps.vic.edu.au/school-policies-plans> as part of the Child Safe Standards documents, specifically Child Safe Standard 4 Human Resource Practices.

### **Reporting a Child Safety Concern or Complaint**

The 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. The school will take action to respond to a complaint.

The school's policy and procedures for reporting a child safety concern or complaint can be found on the website at <http://www.wangwestps.vic.edu.au/school-policies-plans>. This includes information on mandatory reporting, failure to disclose, failure to protect and the reportable conduct scheme.

If you have any concerns about a particular child, please speak to the Principal as soon as possible. Alternatively, if you would prefer to make an anonymous report you can do so using the [Child Safe Incident Reporting Template](#).

## **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. The school's approach to Child Safety risk reduction and management can be found on the website at <http://www.wangwestps.vic.edu.au/school-policies-plans> as part of the Child Safe Standards documents, specifically Child Safe Standard 6 Strategies to Identify and Reduce or Remove the Risk of Child Abuse.

## **Listening to 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.

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) informed about progress.

## **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 DET Schools' Privacy Policy.

## **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. The review will include input from students, parents/carers and the school community.

## **DEFINITIONS**

Ministerial Order 870 provides definitions, including:

### Child abuse

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
  - serious emotional or psychological harm
  - serious neglect of a child. BVPS Child Safe Policy (Child Safe Standard 2) – 3 May 2019

### 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.

### 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 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

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

- directly engaged or employed by a school governing authority
- a volunteer or a contracted service provider (whether or not a body corporate or any other person is an intermediary)
- a minister of religion.

### RELATED POLICIES AND DOCUMENTS

- School Policy and Advisory Guide - Duty of Care
- School Policy and Advisory Guide - Child Protection Reporting Obligations
- DET Child Wellbeing and Safety Framework
- School Privacy Policy

### **EVALUATION:**

This policy will be reviewed as part of the school's two year review cycle.

This policy was last updated in....

August, 2018

**APPENDIX ONE:**

**Wangaratta West Primary School**

**Child Safety – Roles and Responsibilities**

<b>Role</b>	<b>Responsibilities</b>
Principal/Assistant Principal / Wellbeing Leader	<ul style="list-style-type: none"><li>● Leading the development of a culture of child safety</li><li>● Acting in accordance with our Code of Conduct</li><li>● Appointment of a Child Safety Officer</li><li>● Ensuring all staff are appropriately recruited, inducted and regularly made aware of their responsibilities for ensuring the safety of students</li><li>● Review the Code of Conduct and Child Safe Policy as legislative requirements change and/or periodically.</li><li>● Emphasise child safe practices during the employment selection process</li><li>● Collect and securely store hard copy documents relating to child safety (i.e. <i>Responding the Suspected Child Abuse: Template for Victorian Schools</i> and <i>Child Safe Reporting Template</i>).</li></ul>
Leading Teachers	<ul style="list-style-type: none"><li>● Acting in accordance with our Code of Conduct</li><li>● Communicating online cyber safety information to staff, students and parents</li></ul>
Business Manager/Principal	<ul style="list-style-type: none"><li>● Ensuring all contractors are compliant and are appropriately inducted into the school.</li></ul>
Staff	<ul style="list-style-type: none"><li>● Acting in accordance with our Code of Conduct</li><li>● Reporting suspicions of abuse and/or neglect to appropriate authorities</li><li>● Determining and minimising risks posed by unfamiliar people and places when planning excursions and camps</li></ul>



