

# CHILD SAFETY

## POLICY

**Definition:** This policy applies to all people involved in the school, including:

- employees (permanent and casual)
- volunteers
- contractors
- sub-contractors
- work experience students
- indirect service providers
- school family members
- any other individual, or member of a group, who is permitted by the principal onto the school grounds

### **Rationale:**

There is a zero tolerance of child abuse in this school. All children who come to school have a right to feel, and be, safe. We are committed to the safety and well-being of all children and young people accessing our services. The welfare of the children in our care will always be our first priority. We aim to create a child safe, and child friendly, environment where all children are valued, have a voice and feel protected.

### **Aims:**

- To ensure 'risk management,' in relation to all school activities, is given first priority
- To encourage and respect the views of children and young people who access our services.
- To listen to, and act upon, any concerns that children, young people or their families raise with us.
- To teach children what they can do if they feel unsafe.
- To ensure that children, young people and their families know their rights and how to access the complaints procedures available to them.
- To value diversity and not tolerate any discriminatory practices or bullying.
- To ensure that all people who come in contact with the children at this school know their obligation in regard to child safety.
- To ensure the recruiting process at this school adheres to best practice.

### **Implementation:**

- The principal, or nominee where there is a conflict of interest, of this school will act as the appointed Child Safety Officer and be the first point of contact to provide advice and support to children, parents, employees and volunteers regarding the safety and well-being of children in our school.
- In regards to recruitment of employees at this school, all reasonable steps must be taken to ensure that selection panels engage the most suitable and appropriate people to work with children. A range of screening measures and best practice standards will be employed in the recruitment of employees and volunteers. Interview and conduct referee checks will be made on all employees.
- A Working with Children Check will be required for anyone at school who:
  - ✓ has regular contact with children and is not directly supervised at all times;
  - ✓ works in close proximity to children on a regular basis and is not directly supervised at all times
- All members of the school community, and those given access to the school grounds by the principal, must abide by our 'Code Of Conduct'
- The principal will ensure that employees/volunteers who work with children have regular supervision, support and training so that their capacity is developed, and enhanced, to promote the establishment and maintenance of a child safe environment. Strategies implemented will include:

- ✓ All new employees will undergo induction and receive a copy of this 'Child Safe' policy and the 'Code of Conduct.'
  - ✓ All employees will receive regular professional development sessions that include a focus on ongoing learning about child protection and other matters that affect children and young people.
  - ✓ The principal, or nominee, will be appointed to act as a first point of contact for all child protection matters.
- All employees and volunteers must understand their obligation to notify the principal, as soon as practicable, if they have a reasonable suspicion that a child has been, or is being, abused or neglected.
  - All teachers must regularly update their knowledge of the 'Mandatory Reporting' guidelines and complete the DET online training each year. The principal will ensure that support is available for an employee making a report, particularly where an ongoing service is provided to the child, young person and their family.
  - Child Protection is everyone's responsibility and even where a report is made, school staff may still have a role in supporting the child or young person. This support may include:
    - ✓ Referring the child, young person or their family to other appropriate services
    - ✓ Displaying information about services that can assist children and their families (such as the Kids Helpline 1800 551 800 and Youth Helpline 1800 080 323) in areas accessed by children and their families
  - All school policies relating to child safety, health and wellbeing must be updated every three years by the School Council, or following a serious incident where child safety was compromised.
  - All forms of harassment, discrimination and bullying will not be tolerated. These issues may seriously affect the health of the victim. Anyone who believes that they, or another person, has been harassed, discriminated against or bullied will be encouraged to raise this issue with the principal or nominated Child Safety Officer.
  - The principal will ensure that everyone to whom this policy applies is aware of, and has had an opportunity to read, the policy.
  - All employees, volunteers and parents (where appropriate) will be asked to sign a written statement indicating that they have read, and will abide by our, child-safe policy. A copy of the signed statement will be given to the signatory and the school will retain a copy of all signed statements.
  - This policy must be read in conjunction with other policies relating to child safety, risk management, child health and student wellbeing. These include but are not limited to: Yard duty, Child Safe Code of Conduct, Care of Ill Students, Medication, Camping, Excursions, Anaphylaxis, First aid, School Community Code of Conduct, Anti Bullying, Anti Discrimination, Duty of Care, Internet Usage, Mandatory Reporting and Suspension policies.

I.....have read this Child Safety policy and

agree to abide by it at all times. Child safety will be paramount in my mind

when interacting with all children at this school.

Dated.....

**Evaluation:**

This policy was last ratified by School Council in....	21/3/2016
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## Child Protection Guidelines for Employees and Volunteers of Dixons Creek Primary School

Caring for children and young people brings additional responsibilities for employees and volunteers of this organisation.

All employees and volunteers of this organisation are responsible for promoting the safety and well-being of children and young people by:

- Ensuring the safety and welfare of the child or young person is paramount at all times.
- Treating all children and young people fairly with dignity, equality and respect.
- Adhering to this organisation's child safe policy at all times.
- Listening and responding appropriately to the views and concerns of children and young people in our care.
- Taking all reasonable steps to ensure the safety and protection of children and young people in our care.
- Ensuring children and young people understand their rights and explaining to the child in age-appropriate language what they can expect when participating in a service, activity or program offered by the school.
- Responding quickly, fairly and transparently to any serious complaints made by a child, young person or their parent/guardian.
- Notifying the **Department of Human Services Victoria 13 12 78** as soon as practicable if they have a reasonable suspicion that a child or young person has been or is being abused or neglected.

Employees/volunteers will not:

- Take part in any unnecessary physical contact with a child or young person.
- Discriminate against any child or young person because of age, gender, cultural background, religion, vulnerability or sexuality.
- Develop any 'special' relationships with children or young people outside of the professional relationship.
- Hold any child up to ridicule.
- Attend to a child's toileting needs without a second adult present.
- Give individual children gifts or special
- Take photos or video of children without the permission of the principal