Child Safe Standards

This guidance has been developed for Victorian government schools.

The basics: what do I need to do for each Standard?

Principle of inclusion		
ACTIONS	**FURTHER GUIDANCE**	**MY SCHOOL'S ACTIONS**
☐ The **school** takes account of and makes reasonable efforts to accommodate the diversity of all children in implementing the Child Safe Standards **Examples of how to demonstrate 'reasonable efforts' may include**: ○ Significant cultural events such as NAIDOC week are noted and/or celebrated ○ Training for school staff on supporting diverse families ○ Child safety information sessions to students and families from diverse backgrounds ○ School leadership takes account of diversity when making decisions regarding the Child Safe Standards ☐ The **Child Safety Policy** refers to the diversity of all children, and specifically mentions Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable.	• Page 4, School Review: Information Resources for Schools, Regions and Reviewers	St. Kilda Park Primary participates in • NAIDOC week- activities planned for all year levels and a special assembly planned to celebrate • Reconciliation Action Team report to School Council twice a year • Reconciliation Action Week- resources circulated to all classrooms to support student learning • eLearning module LGBTI available for staff • Respectful Relationships- Gender Diversity Topics 7 & 8 • Annual Sex Education and Relationships workshops for all students, Parent information session, Teacher PD session • Care team meetings organised for vulnerable students(out of home care and students under Child protection) and refugee students – Assistant principal attends these meetings
Child Safe Standard 1: Strategies to embed an organisational culture of child safety		

ACTIONS	FURTHER GUIDANCE	MY SCHOOL'S ACTIONS

☐ The **school** develops, and the **Principal** approves strategies to embed an organisational culture of child safety
☐ The **school** (and **school council** where relevant) implements the strategies and informs the school community of them
☐ The school's strategies are included in its **Child Safety Policy**.
 	
Examples of strategies may include:
   o Child safety is a regular agenda item at staff meetings and/or school council meetings
   o Child safety is discussed in class, year level assemblies, or in school newsletters
   o Staff have been allocated specific child safety-related roles and responsibilities
   o The school has an action plan to address any identified gaps or areas for improvement.
	• Strategies to embed a culture of child safety
	• PROTECT poster
	• Page 6, School Review: Information Resources for Schools, Regions and Reviewers
		• Provide annual PD to staff at staff meeting on Child Protection
		• Student wellbeing included on weekly staff meeting agendas
		• Staff complete the mandatory eLearning module on mandatory reporting
		• Cybersafety taught in all class at start of year as part of CAPSE Program (Creating a Positive School Environment Program). Incursions for all year levels are conducted annually including Project Rocket. Cybersafe education Program conducted by Inform & Empower Cyber safety education for students, staff PD and parent information Night planned November 2021. Aim to run biannually.
		• Related articles with links to DET e-Safety Commissioner websites published in school newsletter
		• Student Well-being curriculum team meet regularly
		• Risk Assessment Management Program (RAMP)meet fortnightly
		• School council undertake annual guidance and training on child safety including viewing the Child Safe Standards School Council Powerpoint

Child Safe Standard 2: A child safety policy or statement of commitment to child safety

ACTIONS	FURTHER GUIDANCE	MY SCHOOL'S ACTIONS

☐ The **school** develops, and the **Principal** approves the **Child Safety Policy**.
☐ The **Child Safety Policy** is made publicly available
Examples of how to make the Policy publicly available may include:
  o publishing on the school's website
  o school newsletters
  o public display on school grounds.
	• Developing a child safety policy and Preparing a child safety policy
	• Page 7, School Review: Information Resources for Schools, Regions and Reviewers
		Policy is discussed with all new teaching staff as part of their induction process.
		Discussed on School tours for new enrolments.
		Available on the school website.

Child Safe Standard 3: A child safety code of conduct

ACTIONS	FURTHER GUIDANCE	MY SCHOOL'S ACTIONS

☐ The **school** develops, and the **Principal** approves a Child Safety Code of Conduct
☐ The **school council** approves the Code of Conduct (to the extent it applies to school council employees and members, unless delegated to the Principal)
☐ The **Code of Conduct** is made publicly available
Examples of how to make the Code publicly available may include:
  o publishing on the school's website
  o school newsletters
  o public display on school grounds.
	• Developing a Child Safety Code of Conduct
	• Page 9, School Review: Information Resources for Schools, Regions and Reviewers
		Policy is discussed with all new teaching staff as part of their induction process.
		
		Available on the school website.
		PD at start of year for staff at staff meeting.

Child Safe Standard 4: Screening, supervision, training and other human resources practices that reduce the risk of child abuse

ACTIONS	FURTHER GUIDANCE	MY SCHOOL'S ACTIONS

☐ The **Principal** ensures the school follows the Recruitment in Schools Guide to ensure the school's hiring practices are child safe
 	
☐ **School councils** (for school council employees, unless delegated to the Principal) ensure that selection, supervision and management practices are child safe, including:
    o Ensure that jobs involving child-connected work have a statement setting out the job's requirements and duties regarding child safety
    o Inform applicants for jobs involving child-connected work about the school's child safety practices (including the Code of Conduct)
    o Complete suitability checks for the preferred candidate
    o Ensure that appropriate supervision and support arrangements are in place
 	
☐ The **school** follows their Volunteers policy
 	
☐ The **Child Safety Policy** refers to the school's recruitment, supervision and management practices in place to protect children.
	• HR Practices for a child safe environment	All visitors, volunteers and contractors on site produce their current Working with children check – a copy is kept on file.
		
		All Volunteers are made aware of the Volunteers policy when completing their induction.
		
		St. Kilda Park Primary School follows the Department's Recruitment in Schools guide to ensure child safe recruitment practices, available on the Department's website.
		
		New employees will be inducted into the school, including by being referred to the Child Safety Policy (this document), the Child Safety Code of Conduct, and the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures on the school. They will also be supervised regularly to ensure they understand our school's commitment to child safety, and that their behaviour towards children is safe and appropriate.

Child Safe Standard 5: Procedures for responding to and reporting suspected child abuse

ACTIONS

☐ The **school** develops, and the **Principal** approves a Child Safety Responding and Reporting Obligations (including Mandatory Reporting) policy and procedures

☐ The Child Safety Responding and Reporting Obligations (including Mandatory Reporting) policy and procedures are made publicly available and accessible

Examples of how to make the policy publicly available may include:
- o publishing on the school's website
- o school newsletters
- o public display of the Four Critical Actions on school grounds.

FURTHER GUIDANCE

- Identifying and Responding to All Forms of Abuse in Victorian Schools [accessible]
- Page 9, School Review: Information Resources for Schools, Regions and Reviewers

MY SCHOOL'S ACTIONS

Term 1 – School Handbook – reviewed on first curriculum day of each year, discuss appendix 6,7 & 11 on the Statement of Commitment ot Child Safety, Code of Conduct and 'Protect Spotting the Warning Signs of Child Abuse ' Term 1 staff meeting March discuss policy with staff at staff meeting and view Protect Child Safety briefing

Term 3 – staff sent annual reminder email from Principal to complete e-learning module – mandatory reporting

Policy available on school website

Four Critical Actions poster on display in front reception

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

ACTIONS	FURTHER GUIDANCE	MY SCHOOL'S ACTIONS

☐ The **school** develops, implements, records, and monitors risk management strategies, for example by using a Child Safety Risk Assessment Register, approved by the **Principal**
 	
    Examples of monitoring the effectiveness of the risk management strategies may include:
        o The **Principal or another staff member** reviews the Child Safety Risk Assessment Register (or other document) annually to make sure it is effective, up to date and reflects any changes in the school's environment (e.g. a particular reporting process has changed, a new campus has opened, the Principal has been notified of a risk related to a school council activity, etc.)
 	
☐ **At least annually,** the **school council** undertakes appropriate guidance and training about child safety
 	
☐ **At least annually,** the **Principal** ensures appropriate guidance and training about child safety is provided to school staff
 	
    Examples of this training may include:
        o Staff complete the online module Protecting Children: Mandatory Reporting and Other Obligations
        o Staff watch the Commission for Children and Young People's video on Creating a Child Safe Organisation
        o Staff review of Identifying and Responding to All Forms of Abuse in Victorian Schools [accessible]
        o Other appropriate child safety guidance and training, undertaken annually.
	• Strategies to identify and reduce or remove risks of child abuse
	
	• Page 10, School Review: Information Resources for Schools, Regions and Reviewers
		All visitors sign in at front reception and produce current working with children card School Council meeting- undertake training re child safety
		
		Assistant principal reviews Child Safety Risk Assessment Register annually to make sure up to date and reflects any changes in the school's environment
		
		School Council agenda Child Safety on all meetings
		
		School Council watch Power Point Guidance and training about Child Safety- august 2021- will watch at discuss at online meeting (due to lockdown restrictions)
		
		Staff complete online eLearning module on Mandatory Reporting
		
		Staff meeting in term 1 , staff view the PROTECT Identifying and Responding to All Forms of Abuse in Victorian Schools

Child Safe Standard 7: Strategies to promote child participation and empowerment

ACTIONS

☐ The **school** develops, and the **Principal** approves, strategies to deliver appropriate education about:

- o Standards of behaviour for students attending the school
- o Healthy and respectful relationships
- o Resilience; and
- o Child abuse awareness and prevention.

☐ The **school** promotes the Child Safe Standards in ways that are readily accessible, easy to understand, and user-friendly to children

Examples of promoting the Child Safe Standards may include:

- o PROTECT poster is displayed in the school
- o All Child Safe Standards documents are publicly available
- o Children have access to some child safety materials designed for them (e.g. worksheets, posters)
- o Students make and display their own child safety posters
- o Child safety-related discussions are held at circle time in class.

FURTHER GUIDANCE

- A guide to support Victorian Schools to meet Child Safe Standard 7 [accessible]
- Page 12, School Review: Information Resources for Schools, Regions and Reviewers

MY SCHOOL'S ACTIONS

The school will use its health and wellbeing programs including Respectful Relationships, Bullying prevention program, Sex Education, Cybersafe workshops and Creating a Positive School Environment (CAPSE) 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.

PROTECT poster displayed at front reception.

Circle time is timetabled into weekly workplans for all classes including a daily emotion check in for each student.

Respectful Relationships topics are covered each week throughout the year with topics 7 &8 taught in term 3 & 4.

PD on Circle time and Student wellbeing initiatives conducted once at term at Wednesday staff meeting.

Bullying audit conducted annually across all year levels by Wellbeing Curriculum, team.